

**Dydd Sadwrn  
1af Awst 2020**

**Saturday  
1st August 2020**



## **Main Catering Tender Pack 2020**

**Show Information**  
**Terms & Conditions**  
**Health, Safety & Legal Requirements**

**Secretary: Delyth Williams**

**Neuaddlwyd Isaf, Ciliau Aeron, Lampeter, Ceredigion, SA48 7RE**

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## Why Tender at Cardigan Show?

Cardigan County Agricultural Show is a long established Show. 1854 was the year when Cardigan Agricultural Society was formed when a group of businessmen and gentlemen farmers from the Cardigan area met to discuss the setting up of an exhibition, therefore forming the Cardigan County Agricultural Society. The first Show was held on 3<sup>rd</sup> August 1854 at The Priory, Cardigan.

The annual Cardigan County Agricultural Show is located at the wonderful location of Briscwm Fields overlooking the Cardigan Estuary and the island attracting visitors and exhibitors from all parts of the Country, with trade stands circulating around the showfield and a variety of exhibitors in the equine and livestock entries. The show has many attractions running throughout the day to include, Poultry, Dog Show, Dog Agility, sheep shearing to name but a few. Other sections include Rural Crafts, Floral Art and Horticulture and Food Hall.

The evening Dance is run in conjunction and support of the three local YFC's .

## Invitation to Tender

You are invited to tender and provide all glasses, crockery, cutlery, etc., sufficient to cope with the peak at lunch time of judges, guests and officials as well as the general public. A marquee measuring a minimum of 40' depth x 60' wide will be provided for you at no cost together with the table and chairs. You will be required to provide any generators required.

**The Main Marquee Catering** involves supplying meals for members, patrons, judges, guests, stewards, officials etc (of which you are guaranteed a minimum of 180 lunches paid for by the Show Society). You may provide soft drinks, but all spirits, beers etc will be provided by the Licensed Bar facilities. Afternoon tea should also be available in the main marquee together with the sale of sandwiches, cakes, teas, coffees etc during show day.

In addition this year we will be providing a designated area for sponsors who are in receipt of 'food tickets'. We require these tables to have tablecloths, be pre-laid and waitress service. Exact numbers will be provided before Show Day.

The emphasis more than ever will be on local/Welsh foods. Examples of the types of food being used together with evidence of meat content (if bought from wholesaler) and/or source of where the food was produced would be appreciated.

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## Invitation to Tender (continued)

With the increasing pressure for events to reduce/eliminate 'single use plastic' please include in your Tender Form what/how you will assist us with this, whether they are things you will do solely or with the Show Committee.

Tender forms must be returned to the Secretary by the 24<sup>th</sup> January 2020. Successful applicants will be informed by the 7<sup>th</sup> February 2020.

Please complete the Tender Form and Submit with all appropriate documentation. Please do not send money with your Application, however payment will be required within 30 days of you receiving a letter of confirmation of our accepting your Tender.

## Information

- Traders are responsible for ALL litter in the vicinity of their stand. All trade waste must be removed by the trader before and after the Show. A charge of £100 will be invoiced directly to the stand holders if the Society has to remove any trade waste after show breakdown.
- The Showground generally has good network coverage of 3G/4G on site and we also offer a secured wifi connection for the Trade.
- Traders staff MUST park in the FREE public car park. NO TRADESTAND vehicles whatsoever are to be parked around the main rings. All vehicles must display the vehicle pass and after unloading of equipment and stock must be parked in the public car park. All vehicles should have left the Showground by 8.30am. Two vehicle passes will be allocated to all successful Tenders. If you require further passes, please let us know.
- Entrance to the Showground will be available prior to Show Day to set up and from 6am on Show Day.
- It is the exhibitor's responsibility to ensure that any construction of marquees or any other structure complies with the regulations stated in 2015 Construction (Design and Management) rules.
- No trader shall sub-let or re-let any of the space allocated to them.
- Exhibition space will be clearly marked out on the ground or on the tables. Your stand must fit into the area you have booked and marked out by us including any vehicle guy-ropes and trailer draw-bars. Exhibitors must not arrange goods or signs that create an obstruction to other exhibitors.
- Any space allotted which is not occupied by 8am on show day shall be considered not required and the Society has the right to re-allocate the space.
- A professional approach regarding product pricing, presentation and selling manner is required from all Exhibitors.

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## Health and Safety

- All traders must provide a Risk Assessment as specified in Regulation 3 of the Management of Health and Safety at Work Regulations 1999. A template is available on our website.
- All exhibitors must carry Public Liability Insurance to a minimum of £5M.
- Exhibitors are responsible for the safety and security of their stand / stock and will be responsible for all claims arising during the preparation phase, show day and de-preparation phase.
- Any Traders behaving in a threatening or intimidating manner towards showground staff, other traders or the general public will be asked to leave site and will not be allowed to trade with the Cardigan County Show in the future.
- Traders are responsible for all equipment brought to the show ground. Trader must ensure equipment complies with relevant legislations and portable electrical equipment must be subject to PAT. Non-compliance may result in exclusion from the show.
- Trade stands, where the public can walk within the trade stand, must maintain exemplary housekeeping principles.
- Trade stands that operate rides must do so within the scope of relevant Health and Safety legislation. All equipment must be well maintained and copies of insurance, risk assessments and electrical testing must be demonstrated.
  - Inflatable play equipment must have a PIPA tag.
  - Fairground and amusement equipment must conform to ADIPS and operators must provide a Document of Operational Compliance
- All vehicles must be driven in an appropriate manner around the show ground. If a trade stand vehicle is parked on the showground the driver must remain near the vehicle and be available to remove vehicle in an emergency evacuation.
- Trade stand holders, contractors working or delivering on site for a trade stand must not obstruct entrances, exits, roads with unattended vehicles.
- Fire Extinguishers must be positioned by all generators. Traders must conform to precautions against fire and provide a fire risk assessment if necessary.
- There will be continuous night security patrols during the Show. However, it is the responsibility of Traders, or their agents, to safeguard their property. The Society does not accept any responsibility whatsoever for any losses.
- The show organisers accept no responsibility for any damage to vehicles or trade stands by the actions of others.
- Vehicle movement restrictions do not apply to emergency vehicles or vehicles displaying official badges.
- No exhibitor will be allowed to place his exhibits, boards or placards beyond the limits of the space allotted.
- The following points will be checked before and during the Show by our Health & Safety Team:
  - Erection and dismantling of marquee and structures
  - Transportation of goods; Electrical supply, connections and earthing
  - Working at height; Migrant workers; Fire Risk Assessment if applicable

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## Food & Drink

- Cardigan Show are fully committed to enthusiastically pursuing the high standards of the Food Hygiene Market Stalls and Delivery Vehicles Regulations, and you are advised that your vehicles and stalls and practices may be subject to inspection from the Local Authority Environmental Health Department. Should you require further advice, please consult with your Local Authority Environmental Department.
- Any exhibitor handling food items must be registered with their local authority for Food & Hygiene regulations
- Applicants should be aware that the Society reserves the right to refuse any application, without giving any reason and reserves the right to determine the area and position of sites.
- Caterers and those supplying food and drink must provide adequate bins in the vicinity of their stand

## Vehicles

- There is a maximum speed limit of 5mph on the Showground at all times.
- Vehicles must be parked within the limit of their stand, otherwise they should be parked in the public free car park.
- All vehicles must display their trade stand pass with contact details on. Any trade stand vehicle not parked in the appropriate place after 8.30am will be removed.
- The Society reserves the right to restrict vehicle movement in adverse weather conditions.
- Vehicles parked in the public car park will not be allowed back onto the showground until 4.30pm for clearing.

## Cancellations

- If an exhibitor withdraws from the show or cancels the space booked, all fees paid shall be forfeited whether the site is relet or not.
- The Society will not be held responsible if, for any reason, the Show in any particular year or years is cancelled, or the period of its advertised duration curtailed. In this instance the Society shall retain all fees.
- The Society will not be liable for any loss or damage whether caused by the negligence of the Society, its servants or agents or in any other way whatsoever.