ICE CREAM TENDER INFORMATION PACK

Show Information

Terms & Conditions

Health, Safety & Legal Requirements

Application Form

Secretaries:

Angharad Davies & Eleri James

Contact: secretary@cardigancountyshow.co.uk

Dydd Sadwrn
31ain o Orffennaf
2027

Saturday
31st July 2027

Thank you for your interest in the supplying of Ice Cream Units at our Annual Show to be held on The Showground, Briscwm Fields, Fishguard Road, Cardigan, SA43 3DS (what3words regaining.blaze.flask).

Please read through this Information Pack, whereby you will find all the information you require together with Application Form. Please submit the Application Form to the Secretary, to be received by no later than 31st December 2024.

If you have any further queries, please do not hesitate to contact us on secretary@cardigancountyshow.co.uk.

Why Exhibit at Cardigan Show?

Cardigan County 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 Agricultural Society. The first Show was held on 3rd August 1854 at The Priory, Cardigan.

The annual Cardigan County Show is located at the wonderful location of Briscwm Fields overlooking Cardigan Estuary and the island attracting visitors and exhibitors from all parts of the Country, with over 100 trade stands and well in excess of 1,000 horse and livestock entries. The show has many attractions including Main Ring Attractions and Displays,Dog Show, Dog Agility demonstrations. Other sections include Rural Crafts, Floral Art and Horticulture and Food Hall.

Many of our tradestands attend year on year, with enquiries for bookings being received earlier and earlier each year with businesses wanting to secure their attendance at the Show.

Dydd Sadwrn
31ain o Orffennaf
2027

Saturday
31st July 2027

Tender Information

- Applications close 31st December 2026. Your Tender will only be considered upon receipt of completed Application Form. If your Tender is accepted, receipt of a completed Risk Assessment, Insurance Certificates and payment is required by the 31st May 2027 to secure your place. Applicant 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.
- Please make sure you state clearly what type of products you are tendering for and give examples of prices you will be charging. We do not overload the show ground and will be looking for discerning prices charged to the public as well as a good variety of food. Only one business will be awarded the Tender for the supply of ice cream – it will be up to the individual as to how many vans they bring on the day.
- The Food Hall is now a permanent part of the show with locally produced food being on sale for consumption off site. We will therefore, once again, not be granting Sole Rights. The emphasis will be on locally produced food, small as well as large units will be considered.
- We are all aware of the crisis that the farming industry is experiencing. Suppliers who are prepared to give an understanding that they will supply Welsh/British meat and dairy products only at this year's show will be given priority when the decision on tenders is made by the Show Committee.

General 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, although 4G is not guaranteed on site.
- 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.
- Entrance to the Showground will be available prior to Show Day to set up and from 7am on Show Day. All tradestands should be set up by 9am. Stands must remain open until 5.30pm. Access from the public car park to commence clearing the stand will not be permitted until 4.30pm.
- It is the exhibitors 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.

Dydd Sadwrn
31ain o Orffennaf
2027

Saturday
31st July 2027

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 at the back of this pack.
- 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 allowed to trade with the Cardigan County Show in the future.
- Electricity must be pre-booked at an extra cost. Personal generators are prohibited.
- 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 marquess and structures
  Transportation of goods; Electrical supply, connections and earthing
  Working at height; Migrant workers; Fire Risk Assessment if applicable

Dydd Sadwrn
31ain o Orffennaf
2027

Saturday
31st July 2027

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
- As a Committee we will apply for a License to sell Alcohol in the food hall to cover all the stallholders,, all we ask is for a £5 contribution towards the cost from all stalls selling Alcohol (collected on the day).

Vehicles

- Two vehicle passes will be allocated to all successful Tenders. If you require further passes, please let us know.
- 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.

ICE CREAM TENDER APPLICATION FORM

Dydd Sadwrn
31ain o Orffennaf
2027

Saturday
31st July 2027

Business Name:	
Address:	**Address for correspondence/tickets etc**
Contact Name:	**Tel/Mob:**
Website:	
Email:	
Type of Product for which Tender is Submitted:-	
Sample of Prices Charged:	
Amount of Tender/Unit: £	

We confirm that we shall/we shall not (delete as appropriate) be supplying only Welsh/British Meat and Dairy products at Cardigan County Show.

I have read and agree to the Terms & Conditions included in this Pack.

Signed: …… Print Name: ……

For (Name of Company) …… Dated: ……..

CLOSING DATE: 31ST DECEMBER 2026

Exhibitor / Trade Risk Assessment

Organisation Name:	

Part 1 – Before you start (tick appropriate box)	Yes	No	N/A
Have you done this type of job before?			
Do you have the right equipment for the job?			
Equipment subject to PAT and in date?			
Do you have the right PPE?			
Are scaffolds and ladders inspected?			

If you have answered 'NO' to any of the above questions, take the required action.

Part 2 – Safety Assessment (tick the box if the hazard is present)			
Slips, trips and falls		Confined Spaces	
Falls from Height		Dust	
Falling objects		Fumes	
Hazardous Substances		Noise	
Heat/Fire/Explosion		Vibration	
Asbestos		Electricity	
Violence		Radiation	
Food preparation / storage		Contamination	
Overturn/collapsing		Adverse Weather	
Manual Handling		Temperature	
Vehicles		Work Equipment	
Risk to you from work of others		Risk to others from your work	

Others: (Please specify)

Part 3 – Controls for identified Hazards			
Hazard (Identified above)	Persons that may be harmed	Additional identified control measures	Residual Risk (H, M, L)
This is a declaration that suitable control measures have been applied prior to commencement of the activity.			
Responsible Person(s):		Signature(s):	Date:

Part 4 – End of job review		
Was there anything that could be done safer next time?	Yes	No
Has the work created new hazards?	Yes	No
Comments:		