PORTABLE TOILET TENDER INFORMATION PACK

Show Information

Health, Safety & Legal Requirements

Application Form

Terms & Conditions

Show 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 amusement / children's entertainment 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 2026.

If you have any further queries, please do not hesitate to contact us.

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 now 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 Displays, Dog Show, Dog Agility demonstrations. Other sections include Rural Crafts, Floral Art and Horticulture and Food Hall.

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

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Tender Information

Applications close on the 31st December 2026. Your Tender will only be considered upon receipt of a 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. 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.

Our requirements are as follows:
- **28 x Fully flushable toilet units**
- **2 x Fully flushable disabled toilet units**
- **1 x Baby changing unit**
- **1 x Fully flushable toilet unit with running water hand washing facilities**
- **On site servicing**

The toilets are to be placed around the Show field during the day,

The toilets will need to be marked with male and female.

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. Access from the public car park to commence clearing the stand will not be permitted until 4.30pm.

Entrance to the Showground will be available prior to Show Day to set up and from 7am on Show Day. All exhibitors should be set up by 9am. Stands must remain open until 5.30pm.

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.

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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 in this pack if required. 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 public will be asked to leave site and will not be allowed to trade with the Cardigan County Show in the future.

Electricity must be pre-booked at an extra cost. Personal generators are allowed.

Traders are responsible for all equipment brought to the show ground. Traders 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.

Tradestands, where the public can walk within the trade stand, must maintain exemplary housekeeping principles.

Tradestand holders, contractors working or delivering on site for a tradestand 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 tradestands by the actions of others.

No exhibitor will be allowed to place any belongings 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 marquees and structures.**
- **Transportation of goods.**
- **Electrical supply, connections and earthing.**
- **Working at height.**
- **Migrant workers.**
- **Fire Risk Assessment if applicable.**

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Vehicles

Two vehicle passes will be allocated to all successful Tenders. If you require further passes, please contact the Show Secretaries.

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.

All vehicles must be driven in an appropriate manner around the show ground. If a tradestand vehicle is parked on the showground the driver must remain near the vehicle and be available to remove vehicle in an emergency evacuation.

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.

Vehicle movement restrictions do not apply to emergency vehicles or vehicles displaying official badges.

Cancellations

If an exhibitor withdraws from the show or cancels the space booked, all fees paid shall be forfeited whether the site is re-let 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.

PORTABLE TOILET TENDER APPLICATION FORM

Dydd Sadwrn
31ain o Orffennaf
2027

Saturday
31st July 2027

Business Name:	
Address:	**Address for correspondence / tickets etc**
Contact Name:	**Telephone number:**
Website:	
Email:	
Type of Product for which Tender is submitted:	
Sample of Prices Charged:	
AMOUNT OF TENDER BEING OFFERED: £	

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

Signed: .....

Print Name: .....

For (Name of Company): .....

Date: .....

CLOSING DATE: 31ST DECEMBER 2026

Exhibitor / Trade Stand Risk Assessment

Organisation Name	

Part 1 - Tick the 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 in Part 2)	**Persons that may be harmed**	**Additional identified control measures**	**Residual Risk High / Medium / Low**

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 (Please circle appropriate answer)		
Was there anything that could be done safer next time?	**Yes**	**No**
Has the work created new hazards?	**Yes**	**No**

Comments: