



**AGRICULTURAL & CHEESE SHOW
SATURDAY 8TH SEPTEMBER 2018**

Office Address:
The Show Office
Rodden Road
Frome, Somerset
BA11 2AH

Showground Address:
Bunns Lane
West Woodlands
Frome, Somerset
BA11 5ES

Email: tradestand@fromecheeseshow.co.uk
Tel: 01373 463600

Thank you for your interest in catering at the 2018 Frome Cheese Show

This year's event will be held on Saturday 8th September at the West Woodlands Showground near Frome. With its 156 year history, the show regularly attracts up to 20 000 visitors from the local area and further afield, offering them a good fun, great value day out with lots of fantastic attractions, shopping and of course plenty of cheese!

Please find attached this year's catering tender form as well as our terms & conditions whilst below is some useful information to help with your application. Should you have any questions please get in touch.

- 1 The tender application closing date is 31st March 2018
- 2 Successful applicants will then be notified
- 3 In turn they must confirm their attendance and pay a 20% non-refundable deposit by 30th April 2018
- 4 Full payment is then due by 31st July. Otherwise, this will be regarded as a withdrawal/cancellation by the caterer and the site may be re-let
- 5 In your application, please supply vehicle measurements, a menu and proposed price list - we understand these are subject to change but must reflect honestly your planned product list and prices
- 6 Full details of pass allocation, access and vehicle movement times will be sent out prior to show
- 7 As with all shows of this nature, we like to offer our visitors a variety of catering options and try to allocate space as fairly as possible. This tendering process is aimed at large-scale caterers who will occupy a set number of prime outdoor and food court sites throughout the showground. Additional food and drink stands can be found in the Food Hall and Horse Shoe music area. Please see our website for further details of these
- 8 Priority will be given to caterers who confirm in writing that their products have been sourced and supplied from Somerset/ South West and that this fact will be clearly advertised by the caterer at the Show.
- 9 Priority will also be given to caterers who confirm in writing that they will use containers and cutlery made from recycled or sustainable materials. E.g. wooden forks recycled cardboard plates etc.
- 10 On your application, please state which from the options below you wish to tender for (please use a separate form for each different option if applying for more than one)

1. Ice-cream (up to 6 units)
2. Burgers/Hot Dogs (3 units)
3. Hog Roast (1 unit)
4. Fish & Chips (1 unit)
5. Sweets (1 unit)
6. Tea/Coffee Bar (2 units)
7. Strawberries & Cream (1 unit)
8. Baguettes (1 unit)
9. Other (3 units, individual tenders accepted)
10. Main Bar (1 unit)

REGULATIONS FOR CATERING CONCESSIONS

Please read this carefully, as on signing your application form, you agree to comply with these terms and conditions. IF ANY OF THESE CONDITIONS ARE FOUND TO BE CONTRAVENED ON THE DAY OF THE SHOW, THE SECRETARY OF THE SOCIETY SHALL HAVE THE AUTHORITY TO CLOSE DOWN THE CATERING OUTLET(S) INVOLVED UNTIL THE CONTRAVENTION HAS BEEN REMEDIED.

All refreshments sold are to be of the best possible quality at a sensible price, and printed copies of tariffs to be applied at the show must accompany the tender. No outlet shall be permitted to sell items other than those specified on the tender AND you must keep to the tariffs submitted with the application. The Secretary must agree any variations or changes in writing at least two weeks prior to the show.

APPLICATIONS. All applications must be submitted on the appropriate entry form (NO PHOTOCOPIES) which must be signed by the exhibitor or his representative, such signature being an acceptance of the regulations. No application will be considered before a completed application form has been received alongside the relevant paperwork. Acceptance of any application is at the sole discretion of the Society as is the number of units which we will accommodate at the Show. The Society will not accept post-dated cheques as payment, these will be returned to you and your application will not be valid.

The Caterers are to confirm on the application form the size of the site they require per unit, indicating frontage and depth clearly in metres, to include, tow bars, refrigerated vehicles etc.

We require the following to accompany your application, if this is not, we cannot process your application:-

- 1) Photographs
- 2) Proposed Menus with Price List for Frome Agricultural & Cheese Show
- 3) Insurance Certificates

If you are successful, the following will be required by the 30th April 2018

- 1) Food Hygiene Certificates for all food handlers on site
- 2) HACCP Procedures
- 3) Fire Risk Assessment & Risk Assessments
- 4) Gas & Electric Safety Certificates

Current, up to date copies of all certificates and paperwork will be requested one week prior to show

ACCEPTED TENDERS. If your tender has been successful we will write to confirm your accepted tender and enclose an invoice for the tendered amount + VAT. You will be required to pay 20% of the invoice on or before the 30th April 2018, and the remainder of the premium no later than 31st July 2018. Failure to meet the initial payment could result in the concession being offered elsewhere. The Society does not have to accept the highest tender (and reserve the right to vary the terms of any individual tender at their discretion). Previous participation in Frome Agricultural & Cheese Show does not bestow any rights to participate in the Show.

If you have not heard from us by the 6th April 2018 your tender has been unsuccessful

H&S REGULATIONS. Please bring all up to date certificate and paperwork with you to the show. You will also be required to have serviceable firefighting equipment, with suitable media for the risks on the unit, and a first aid kit on every unit. If you are operating a generator you will be required to have a separate fire extinguisher with the generator. A Show official will inspect the documents and safety equipment before you are permitted to trade. Failure to have the documents and safety equipment available will render you liable to exclusion from the Show.

All Trade Stands are required to submit a suitable and sufficient risk assessment which should include the setup, operation and break down of their site. The Society reserve the right to refuse entry to the Show if the risk assessment is not submitted or if in the opinion of the Society the risk assessment is not suitable and sufficient for purpose.

The Stewards have power to order the removal of any article from the Showground, or close the exhibitor who does not conform to regulations of the Society. All paperwork submitted with your application must be adhered to. Catering Stewards will be checking that requirements are met on Show Day and anyone breaking this is liable for expulsion from the Show.

REFUNDS. No refunds for cancellations will be made once a payment has been received. In the event of cancellation, postponement or abandonment of the Show refunds will not be made.

SITE & POSITIONING. Catering units will be placed in areas around the Showground. Whilst we will reasonably work with you to accommodate your requirements the Stewards or Secretary's decision regarding your site placement is final. No movement will be allowed. The Society will not be held responsible for damage caused to sites, during the pre-show period, and will not undertake to make good such damage.

SHOWGROUND. The Showground is a permanent pasture with some internal service tracks and access from the public highway is excellent. The Society cannot be held responsible for any damage caused to a site prior to the event. Digging on the site is strictly forbidden and holes for tent supports or displays must be back filled.

EXHIBITOR TICKETS. Each Caterer will receive 3 exhibitor tickets per unit and one vehicle pass. Any additional tickets must be purchased at a rate of £10 (inc VAT) per adult, prior to Show day, therefore exhibitors will only be allowed entry on to the Showground if they have a valid vehicle pass and admission ticket.

VEHICLES. Only units and vehicles required for the provision of catering may be sited in the catering areas. The total required space must be put on your tender application. Vehicles that are not part of the stand must be removed to the Traders car park by 8.30 a.m. You are not allowed to dismantle your stand or remove your vehicle from the trade parking area until 6pm - **ABSOLUTELY NO TRAFFIC MOVEMENT IS PERMITTED WITHIN THE SHOWGROUND BETWEEN 8.30AM & 6PM.** (official show vehicles are exempt) A maximum speed limit of 5mph will apply at all times. Any Traders arriving after 9am will be turned away and will not be permitted to enter the Showground with their Vehicle.

REFUSE. All catering units must provide suitable and adequate litter bins and are responsible for clearing all litter from around their unit(s). These bins must be emptied by the caterer into the main waste skips provided as and when necessary. Sites are to be maintained in a clean and tidy condition at all times. Failure to keep the area clean and tidy may result in the showground cleaning the untidy area and deferring the cost to the caterer/s.

TABLES AND CHAIRS. Caterers can supply their own tables and chairs. Tables must be kept clear of rubbish and food matter and regularly sanitized with an approved sanitizer.

SUB-LETTING. No exhibitor shall sub-let or share any portion of the space allocated to him or move to any site other than that allocated to him. Any violation of this will result in the trader being asked to leave the Showground.

INSURANCE. All caterers are required to have Public, Product and Employers Liability Insurance to a minimum value of £5 million. The Society requires production of the relevant certificate with their completed application form, failure to do this will invalidate your application. The Society will not be in any way responsible for any accident, injury or damage to any exhibitor, his employees, assistants or property, and it is a condition of entry that each Exhibitor shall hold the Society harmless and indemnify it with regard hereto.

FIRE. Exhibitors must provide fire extinguisher(s) suitable for the activities that they are undertaking (also see LPG). If electrical equipment is on the stand then a CO2 should be available. Fire extinguishers must be located within the stand and be easily accessible, and maintained. Exhibitors must provide a fire risk assessment for their stand and ensure that their staff/volunteers are aware of what to do in the event of a fire. Please ensure that combustible materials are stored away from any ignition source.

LIQUEFIED PETROLEUM GAS (LPG). LPG cylinders/cartridges are allowed to be used on the Showground, however, the following procedures and regulations must be followed:

- All installations must comply with the Gas Safety (Installation and Use) Regulations 1998.
- All of the relevant Code of Practice compiled by UKLPG.
- All relevant procedures complied by Gas Safe.
- The HELA Document (Health & Safety Executive/Local Authorities Enforcement Liaison Committee) Mobile Catering/Fire Explosion.
- All connections must be crimped.

From Show representatives have the right to inspect any gas installation, appliance or equipment and request documentation. All appliances used on trade stands should have an annual Gas Safe Inspection Certificate available on site. The Society reserves the right to audit this documentation. All cylinders must be located away from the public in the open air on a firm, level ground in a vertical position, away from any unauthorised interference. Combustible materials must be kept away from gas cylinders and appliances. Replacement cartridges for portable appliances must be fitted in the open air well away from source of ignition. When not required, gas supplies should be isolated at the cylinder as well as the appliance. LPG Cylinders must not be left unattended, stored or located in any position unless they are adequately protected from unauthorized interference. On Purpose built catering unit's cylinders must be stored in a compartment housing or cage, which must be constructed of materials which provide a minimum of thirty minutes fire resistance to meet BS 476 parts 20-22. A suitably qualified, competent and registered engineer must carry out installations of LPG appliances, pipe work and fittings. Grills, toasters and barbecues must have a flame suppression device fitted. Adequate Fire Extinguishers must be provided at every location where LPG cylinders are used and a competent person must be present to use them in the event of a fire. A minimum of 1 x 5KG dry powder fire extinguisher for every two cylinders. If deep fat frying is being carried out a fire blanket and a wet chemical fire extinguisher should be provided. Extinguishers must be selected and maintained in accordance with BS5306 part 3. This includes annual testing and records provided. The transport of LPG around the showground is strictly prohibited during the opening hours of the Show. The changing of LPG cylinders is strictly prohibited during the times when members of the public are allowed on to the Showground and should be carried out by a competent person. Butane cylinders may be stored in the operating area providing that they are situated next to the appliance but away from any heat source, waste or other combustible materials.

HEALTH, SAFETY & HYGIENE. All thoroughfares must be kept clear of obstruction of any kind. Setting up apparatus/vehicles must be contained within the stand area and no encroachment will be allowed. All Catering Exhibitors are reminded that they must conform to the requirements of the Food Hygiene (General) Regulations 2006 (as amended), The Food Hygiene (Market, Stalls and Delivery Vehicles) Regulations 1966 (as amended), the Alcohol Licensing Act of 2003, the Health & Safety at Work etc. Act 1947, and where applicable the Fire Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR) and any other relevant health and safety legislation. Traders must apply for a TENS - Temporary Events Notice if applicable.

Should any caterer break or contravene the requirements of the Public Health Acts or any legislation on food or safety of the public or employees, the caterer will be refrained from trading for the remainder of the event and will be removed from the site.

The following have been requested so that we comply with the changes to the Food Safety Legislation:

- Insurance Certificates
- Food Hygiene Certificates for all food handlers on site
- HACCP Procedures
- Risk Assessment

THIRD PARTY CONTRACTORS. Exhibitors are responsible for ensuring that they employ competent contractors who work in accordance with health and safety legislation. Please ensure that third party contractors are aware that enforcement officers may be present on site and they or the Show's Health and Safety Adviser may request copies of their risk assessments/method statements.

GUIDANCE ON TENDERING For further help and guidance on how to tender, please refer to www.ncass.org.uk/mobile-catering-home/content/get-profitable/rules-for-tendering-at-shows-events

HEALTH & SAFETY POLICY. Please read this carefully, as on signing your application form, you have agreed to comply with this Health & Safety Policy.

INTRODUCTION. The Society will hold an Agricultural Show held annually at West Woodlands Showground near Frome, BA11 5ES. The Frome & District Agricultural Society Ltd is a registered Charity No: 1138613, whose registered office is, The Show Office, Rodden Road, Frome, Somerset. BA11 2AH. Registered in England & Wales no. 7344699.

POLICY STATEMENT. Frome & District Agricultural Society accepts its responsibility for providing and maintaining, so far as is reasonably practicable, at all times during the setting up and running of the Frome Agricultural & Cheese Show, an environment which is both safe and healthy for all. To this end, the Frome & District Agricultural Society will take all steps within its power to meet its responsibilities under the Health & Safety at Work Act 1974 and all other legal requirements for Health & Safety, and actively seeks the full and understanding co-operation of all persons involved in the show for their commitment to the same. All Exhibitors, Traders, Contractors and all other personnel are required to comply with the Health & Safety at Work Act 1974, all its regulations and any other health and safety related legislation or guidance and act on instructions given to them by Officers or Stewards of the Society in regard to the safety of the public. Failure to do so will result in removal from the Showground with no refund of any fees paid to the Society. The Health & Safety Officer shall be responsible for the day to day running of the Health & Safety Policy and shall report directly to the Chairman & Show Secretary. The Health & Safety Officer will: Provide guidance and advice on all matters of Health & Safety. Promote safety consciousness at all levels in conjunction with the Chairman and Show Secretary. Liaise with NHS Trusts, Fire Authority, HSE, Local Authorities and other bodies as appropriate during the show and afterwards. Carry out a pre event inspection of the site. Be available during the show to monitor compliance with the show's safety requirements and to be the point of contact for Health & Safety matters. Investigate and record all significant accidents/incidents.

All stewards will assist with the implementation and enforcement of this policy statement and assist the Health & Safety Officer with dealing with emergencies and major accidents at the Frome Agricultural & Cheese Show.

HEALTH & SAFETY ARRANGEMENTS

RISK ASSESSMENTS. It is a requirement of the Management of Health & Safety at Work Regulations 1999 that employers should identify and assess and control the significant risks generated by their undertaking. In order to fulfil this obligation the Frome & District Agricultural Society will carry out and record Risk Assessments for the overall management of the show. This duty also extends to contractors and stand holders. In order therefore to fulfil this obligation all stand holders and contractors will be expected to provide a risk assessment for their particular undertaking. This risk assessment must cover entry onto the showground and erection and dismantling of the stand. Stand holders will be provided with a risk assessment form and guidance on completion when applying for a pitch.

ELECTRICITY. Electricity at 240 volts, single phase is supplied to several parts of the Showground from the public supply. All electrical equipment must be approved by the show's official contractor prior to use. Temporary low voltage distribution systems of 415 volts or less on the site will be subject to the 'Electricity at Work Regulations 1989'. Socket outlets should not be overloaded and extension leads used only where necessary and should not create a trip hazard.

LIQUID PETROLEUM GAS (LPG). Cylinders must be safely and securely stored. Burners must be suitably sited and must have been examined and tested by a competent person within the previous 12 months and satisfactorily labelled to that effect.

FIRE PREVENTION. Traders/ Exhibitors must comply with Fire Precautions (workplace) regulations 1997 and must bring their own fire extinguishers, which are most suited to the risks, on to the showground at the time of setting up, and keep them on the stand for the duration of the show. Fire extinguishers must be sited in prominent positions and in full view and have a label indicating that they have been inspected and deemed fit for purpose. This inspection must have been within the preceding 12 months. The Society will provide fire extinguishers in the main marquees as well as suitably signed fire exits.

FIRE. In the event of a fire, all staff and contractors should assist to evacuate people from the area of the fire immediately, and assist in clearing the surrounding area. A fire appliance is, during the public hours of the Show usually located on the showground, in an emergency you should immediately inform the Secretary's Office by radio or by telephone on 01373 463600, the Office will alert the fire service. Outside of the public hours of the Show, or if the Secretary's Office is closed, the fire service should be called using the 999 telephone system.

VEHICLE MOVEMENTS. Vehicles and pedestrians are a dangerous mix. Only the minimum necessary movement of vehicles will be allowed on site. The speed limit of 5mph will be strictly enforced. No exhibitor/trader vehicles will be permitted to enter the site between 8.30 am and 6 pm. No vehicles of any type shall be driven, ridden or pedalled around the Showground between 8.30 am and 6 pm, or until a formal announcement is made over the public address system advising that restrictions have been removed, or unless officially authorised and carrying the correct vehicle pass. Requests to move vehicles within the prohibited hours will be considered at the Secretary's Office but will be unlikely to be granted unless there is sufficient and compelling reason and an escort vehicle or stewards can be found to ensure that the movement can be accomplished without risk to pedestrians. Traders or

exhibitors who fail to observe this embargo may be refused access to the show in future years. Vehicles must at all times be driven by a properly licensed and fully insured driver.

FIRST AID. Whilst the site is open to the public there will be an Ambulance and First Aid Treatment Centre located next to the Main Ring. A doctor is also available on site and can be contacted at the first aid treatment centre or through the Secretary's Office (01373 463600) during the hours that the Showground is open to the public. Outside of the public hours of the Show, and when the Secretary's Office is closed, assistance should be requested, as appropriate, by using the 999 system. It is most important that any accident should immediately be reported to the Secretary at the Secretary's Office, so that the proper action can be taken with regard to emergency services and that it can be recorded in the Accident Book. A suitable First Aid kit must be provided in accordance with the Health & Safety (First Aid Regulations 1981). Food exhibitors must include coloured waterproof dressings in addition to the standard requirements.

VETERINARY. A Veterinary Surgeon, Horse Ambulance and Farrier are all in attendance during the operating hours of the show and can be contacted via the Horse Hospitality Marquee or the Secretary's Office on 01373 463600.

ANIMALS. Dogs should be kept on short leads at all times and are not allowed into the Food and live poultry marquees. Dogs must not be left unattended or in vehicles. The movement of Cattle, Sheep & Goats must be kept to a minimum and when moving outside of their fenced areas, strictly controlled and stewarded. Horses must not be taken into any area where the public have access, except within the confines of the 'Horse Area' which will be suitably signed to warn the public. Riders are required to wear a hard hat meeting current British Standard specification as specified by the British Horse Society.

HAND WASHING. Ecoli 0157 and other diseases can be spread from animals to humans. A minute amount of bacteria can cause significant illness particularly in children. Signage will be erected directing public to the nearest hand washing facilities. Please take time to remind visitors of the importance of good hand hygiene after they have been in contact with animals or before eating food and ensure you know where the nearest hand washing facilities are. Please ensure that animal faeces and manure is kept away from areas where it may be subject to visitor contact.

ACCIDENT REPORTING. It is important that any accident should immediately be reported to the Secretary's Office, so that appropriate action can be taken with regard to emergency services and so that it can be recorded in the Accident Book. Please contact the Show Office 01373 463600.

SMOKING. Smoking is not permitted in any marquee or other structure erected for use on the Show site, including toilets. Smoking is also not permitted in any area where hay, straw or other bedding is stored. If smoking in any other area, please ensure that you dispose of cigarette ends safely and without causing litter or the potential for ignition.

GENERAL HAZARDS. There is a risk from Fire throughout the showground. All persons should be aware and attempt to reduce the risk of fire due to discarded smoking materials, use of naked flames, hot vehicle exhaust systems (including catalytic converters) or alfresco dining using barbeques or LPG gas appliances. Smoking is prohibited by law in all marquees, tents and buildings. This will be strictly enforced and anyone found breaking this regulation may be asked to leave the Showground.

Guy ropes and tent pegs are used throughout the Showground and care must be taken to avoid these becoming a trip hazard. They must be clearly marked and sharp or pointed edges covered with a suitable protective and highly visible material. Children are at particular risk during the setting up and taking down periods and are strongly discouraged from being brought to the Showground at these times. Children must, at all times, be supervised by an adult.

EVENT CONDITIONS. Health and Safety is everyone's responsibility and it is a condition of entry to the Showground that all exhibitors, traders, contractors, stewards and other persons will abide by any rules and conditions in force at the time and in addition to the Health & Safety Requirements and Risk Assessments as laid down in this policy. All persons who enter the Showground are responsible for their own Health & Safety and for that of any other person that may be affected or impacted by their actions or omissions.



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Thank you for your interest in catering at the 2018 Frome Cheese Show. Please ensure you have read the above information, terms & conditions before completing and returning this form by 31st March 2018. With your application, please include copies of your proposed menu and price lists, photographs of your outlet(s) and Insurance documents.

Successful applicants will be informed shortly thereafter and will be required to pay a 20% non-refundable deposit by 30th April 2018 to secure the booking. Evidence of Food Hygiene Certificates, HACCP Procedures, Fire & General Risk Assessment & Risk Assessments and Gas & Electric Safety Certificates will also be required at this time.

CONTACT DETAILS

Contact Name	
Address	
Contact Number	
Email Address	
Website	
Brief description of good being sold - 20 words MAX, please PRINT clearly:	

TENDER DETAILS

Tender Number/Details	
Number of Units	
Amount Tendered (NET)	£
Size of area required* (meters)	
*To include space required for tow-bars & hatches - incorrect information could lead to insufficient space being allocated	

DECLARATION

I/We hereby agree to abide by the following Terms & Conditions and the Health & Safety Policy of the Frome & District Agricultural Society Ltd as do all persons in my/our employ	
Signed..... Date.....	