

GILLINGHAM & SHAFTESBURY AGRICULTURAL SOCIETY

A Company Limited by Guarantee. Registered in England & Wales No. 4971254 Charity Registration No. 1115942
The Show Office, Station Road, Gillingham, Dorset SP8 4PY
Phone 01747 823955 Email – enquiries@gillshaftshow.co.uk

Gillingham & Shaftesbury Agricultural Show Wednesday 14th. August 2019

CATERING

Catering Sites will be available individually, let by Tender, we are not seeking tenders for the sole concession – except Ice Creams.

This tendering process also includes sites for the sale of drinks including alcohol.

Please complete and return by March 1st. All tenders will be acknowledged by March 30th.
Successful Caterers will be invoiced – payment in full due in full by July 1st.

Changes to the layout since the last show, include the removal of the large catering areas (except the Red Area by Gate 1). Smaller catering areas will now be spread around the site and most will contain three units. Because of these changes it is essential that you state the amount of space you need, to include the full size of your unit when in working mode, your chill van, caravan and anything else that you need on your pitch. If we have provided the size of site you requested and on arrival you decide it is too small you will not be allowed to relocate and will forfeit your pitch fee.

In 2018 we had considerable problems with caterers understating the size of the pitch that was required and with caterers wanting to change site. From 2019 we will agree a location with each operator and this will be stated on the invoice, there will then not be any option to relocate

In addition there will be one or two catering vans to serve the more distant parts of the site. Food & drinks will also be available to the visitors from the Food Hall, Farmers Markets, Church Tent and a number of charity outlets.

All food must be sold on recyclable paper/cardboard plates or cones with wooden cutlery

ONLY SILENT RUNNING GENERATORS AND CHILLER UNITS WILL BE ACCEPTABLE.

All caterers must have available on showday copies of their insurances, HACCPs, Food Policies risk assessment, training certificates and evidence of Gas Safety Inspection/Portable Appliance Test Certificates and work in accordance with Food Hygiene legislation. Public Liability Insurance

Further information for Mobile Caterers is available from the Dorset Council website and following comments made by the EHO with regards to hygiene and hand washing standards at the 2019 show you are strongly advised to familiarise yourself with the requirements <http://www.dorsetforyou.com/mobilefoodvendors>

ICE CREAM

The Ice Cream Concession is available. We require 4 to 6 vans/stalls plus a tricycle or two all selling farmhouse/scoop ice cream

The Show

Average attendance over past four years 24,650

The Tender

Please complete and return by March 1st. All tenders will be acknowledged by March 30th.

Successful Caterers will be invoiced – payment in full due in full by July 1st.

Special notes to be read in conjunction with Catering Tender

- 1) Please provide a detailed priced menu of products that you intend to offer, so that caterers can be sited to best advantage.
- 2) **Size of site - if you need a stock vehicle or trailer, please include this in the size of your site.**
- 3) If your tender is successful you will be asked to forward copies of your Public, Product & Employers Liability Insurance, details of HACCP procedures, Risk Assessment and Food Hygiene Certificates together with your full payment which must be received by 1st. July
- 4) The following must be prominently displayed on your food wagon on Showday
 - a) Trade name and address
 - b) Priced Menu
 - c) Copies of Hygiene Certificate,
 - d) Public, Product & Employers Liability Insurance certificates
 - e) Other information as required by regulatory bodies
- 5) Generators and chiller units **MUST BE SILENT RUNNING.**
- 6) **GAS CYLINDERS** – see note 6 below
- 7) Units must be kept within the site boundary as allocated on the acceptance of tender letter. Site boundaries include tow bars, refrigerated vehicles, etc, and required space for chairs and tables
- 8) Suitable hand washing facilities (eg teal unit)
- 9) Please state which local authority your food business is registered with
- 10) **The use of UHT milk is not permitted**
- 11) If tendering for more than one site, please state –
 - a)if you want all the units on the same site or separated –
 - b)if you are prepared to bring just one unit or need all your units considered as a ‘job lot’.

Regulations For Trade Stands Exhibitors are advised to study the following Regulations and the Health and Safety Policy before completing their Trade Stand Application Form and to retain this sheet for future reference.

1. **Application, Stand Allocation & Position** – Sites will be reserved on receipt of a completed Application Form, accompanied by a cheque for the full amount (made payable to ‘The Gillingham & Shaftesbury Show’) The Society will endeavour to site regular exhibitors on the same pitch as in previous years, providing the application is received by 1st. June. New exhibitors will be sited in position to suit the existing layout.
2. **Pitch Size** – details of the size of the Trade Stand Units, both on open ground and within Marquees appears on page 3, together with the price structure. Please ensure that you book sufficient space to allow for guy ropes, trailer drawbar, canopies, awnings and racks of stock, which must not project over your boundary line. Traders who need to draw stock from their vehicles must allow enough room to park them within the confines of their stand. If you need to manoeuvre a large vehicle or trailer on to your site, please allow for this or ensure that it is delivered to the site early in the week.
3. **Refunds & Refusals** – In the event of abandonment or cancellation of the Show, the Society will make refunds of the booking fee at its discretion. The Society will not be liable for any costs incurred by the exhibitor. The Society reserves the right to refuse any application whatsoever, to refuse admission, or to remove from the site any exhibit which they consider unsuitable, and to restrict noise level as necessary.
4. **Risk Assessment** – All trade stands are required to submit a suitable and sufficient risk assessment which should include the set up, 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.
5. **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.

6. **LPG** – All LPG cylinders must be located outside the marquee/tent in the open air on firm level ground and secure in the vertical position away from any unauthorised interference. 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, – spare cylinders, if required, should be stored in a secure area outside. Where LPG/Butane cylinders are being used a powder fire extinguisher should be provided by the exhibitor. Cylinders must not be sited next to emergency exits.

All gas cylinders must be suitably maintained and tubing should be secured using crimped compression fittings. Where required appliances should have flame supervision devices fitted. Please seek advice from your Gas Safe Engineer. All appliances used on trade stands should have an annual Gas Safe Inspection. Certificate available on site. The Society reserve the right to audit this documentation. 5

The connection of appliances to the LPG gas supply should be carried out by a competent person, a trained member of staff who can recognise if the connection is faulty or damaged is acceptable.

7. **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 that they or the Show's Health and Safety Adviser may request copies of their risk assessments/method statements.
8. **The Site** – The Showground is a permanent pasture with some internal service tracks, access from the public highway is excellent. The Society can not 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.***
9. **Set up & Removal of Exhibits** – The Showground is open from Saturday 10th till Saturday 18th. between 9.00am and 9.00pm.(9.00am to 6.00pm on Saturday & Sunday). The gates will be locked at that time shown every night, no vehicles will be allowed in or out until next morning. Trade stands must, where practical, be completed by 9.00pm on Tuesday evening. In the event of wet weather access will be strictly limited. ***On Showday no vehicles will be admitted to the Showground between 8.15am and 6.30pm.*** Any vehicles already on site and not forming part of the exhibit must be removed to the car park by 8.30am. Vehicles must be driven by fully licensed and insured drivers only. A maximum speed limit of 5 mph will apply at all times. ***NO DISMANTLING*** of Trade Stands should take place until 6.00pm. Remember the public have paid to see YOU and their safety is paramount.
10. **Details of Show Contractors** can be found on page 6. Where services are being booked please indicate on the application form.
11. **Catering** – Sale of food and drink, apart from the Food Hall & Farmers Market, No exhibitors are permitted to sell food or drinks without written permission. Catering and Fast Food sites are let by tender, details from the Show Office. All catering operations must comply with Food Safety legislation.
12. **Exclusivity and Franchises** – The Society does not operate to any exclusivity or franchise restrictions, but to ensure the best selection of stands, the Society reserves the right to limit the number of traders offering similar products.
13. **Charities** – A limited number of sites are offered to local registered charities at a reduced rate, Charity Registration numbers must be included on the application form and will be checked with the Charity Commissioners.
14. **Conditions** – Distribution of leaflets is not allowed outside of your stand area. No Auctions, Raffles or Tombola are permitted without written permission from the Organisers, which must be displayed. Demonstrations of small appliances, tools etc. will not be allowed. No exhibitor may call attention to his goods in such a manner to cause annoyance to other exhibitors or to the public, sales by Auction, Dutch Auction, Shouting, the use of amplification equipment or other unsuitable behaviour is prohibited. ***Anyone breaking this rule is liable to expulsion from the Show.***
15. **Litter & Waste** – All litter and waste must be properly bagged and placed in the skips provided, failure may incur a ban from future Shows. Grass mowings must be tipped in approved sites, NOT dumped in the hedge or under caravans
16. **Electricity** – is available on site by prior arrangement and should be booked direct with the contractor details on page 6. Silent Generators may be used as long as they cause no nuisance to other exhibitors and comply with current H S E Regulations.
17. **Dangerous weapons** – The promotion and/or sale of offensive or dangerous weapons or toys such as guns, peashooters, laser guns/pens, knives, catapults and BB guns is strictly forbidden. Any exhibitor found displaying, promoting or selling such items will be removed from the Showground immediately and will not be invited to exhibit at future Shows
18. **Identification & Data Protection** – All exhibitors must clearly display on the stand, their Trading Name and Address. The details from the application forms will be retained on computer in the Show Office, but such data will not be passed on to other data banks. The name and address of every exhibitor will be printed in full in the Show Catalogue unless otherwise requested.
19. **Liability** – The Society accepts no responsibility for damage or loss to Trade Stands, equipment or vehicles on the Show Ground, nor will the Society accept responsibility for injury to exhibitors, staff and guests. Exhibitors are responsible for conforming with Health & Safety Act requirements and to the Society's Safety Policy Statement.
20. **Insurance** – All exhibitors must provide the Society with a copy of their PUBLIC LIABILITY INSURANCE POLICY. Exhibitors are advised to check that their insurance policies in respect of loss, damage whilst taking part in the Show.
21. **Tickets** – Badges & Vehicle Passes will be sent out two weeks prior to Showday. The tickets give access to the Showground, the badges are for identification purposes only and will not give access through the gate. Please check the details within this package, ensure that your stand is the correct size and that you have the number of tickets that you require.

Health and Safety Arrangements

1. All exhibitors and trade stands are required to comply with instructions given to them by Officers and Stewards of the Society in regard of safety at the show and to comply with the conditions for exhibiting and vending. Failure to do so will result in removal from the Showground. See relevant Regulations
2. The Society adopts a common sense approach to health and safety however it considers that the measures, standards and procedures outlined below are the minimum required to ensure safety and in most cases these standards will be exceeded.
3. Responsibility for ensuring compliance with these arrangements rests with the Officers and Stewards of the Society, who must at all times be alert to potential hazards and take steps to minimise and eliminate them. It should be noted that enforcement officers are likely to be attendance at the show and can issue enforcement notices or prosecute in appropriate cases.
4. **Safety Stewards** – Safety Stewards will be appointed by the Society. Their duties will include
 - a) Inspection of exhibitor's stands and equipment.
 - b) Enforcement of the Society's standards.
 - c) Inspection of potential trouble spots in regard to movement of vehicles, livestock and people.
 - d) Auditing and monitoring of documentation
5. **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. See 20 below for contact details.
6. **Fire** – A Fire Appliance from the County Brigade is stationed on the Showground and in direct contact with Show Control. In the event of a fire, please do NOT dial 999 but call Show Control on **01747 858566**. The alarm should be raised and neighboring stand holder warned of the danger. **All Trade Stands are required to have their own appropriate fire extinguisher(s) available for use at all times. See Trade Stand Regulations**
7. **First Aid** – An Ambulance and First Aid team are stationed next to the Secretary's Office. A Doctor and Paramedic team are available on site and can be contacted via the Show Control on **01747 858566**
8. **Veterinary** – A Veterinary Surgeon, Horse Ambulance, and Farrier are all in attendance and can be contacted via the Show Control on **01747 858566**
9. **Hazardous Equipment and Substances** –Particular care must be taken with the following potentially hazardous equipment.
 - LPG Cylinders & Burners – Cylinders must be safely and securely stored. Compressions fittings. Burners must be suitably sited and must have been examined and tested by a competent person and satisfactorily labelled to that effect. Documentation must be available for inspection on request.
 - Electrical Generators – These must be silent running, properly earth and protected by an approved RCD Trip System. Leads and cables should be dug into the ground, the hot exhaust must be suitable directed and the generator must have been recently tested and labeled to that effect.
10. **Machinery – Demonstrations** – Adequate precautions must be taken to protect the operator and spectators, only competent operators are to be allowed to use the machinery. The Secretary must be informed and approve any proposed demonstrations. **Display** – Hydraulically supported equipment must be mechanically locked or braced to prevent collapse. Knives, blades, spikes and other sharp edges are to be guarded and all engines immobilised and horns disconnected.
11. **Animals** – Dogs should be kept on short leads at all times – Dogs must not be left unattended or in vehicles. All dog owners must dispose of their dog faeces safely. 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 Field'. Riders to wear a hard hat meeting current British Standard specification as specified by the British Horse Society. Exhibitors of animals should refer to their relevant exhibitor's schedule
12. **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.
13. **Trade Stands** – Trade exhibits are to keep strictly within their allocated site, in order to ensure the free flow of spectators and if necessary, emergency vehicles. Exhibitors vehicles which cannot be accommodated within the allocated space are to be removed to the public car park by 8.30am. Trade Stands should refer to Trade Stands Regulations
14. **General Vehicle Movements** – Only the minimum necessary movement of vehicles will be allowed. The speed limit of 5mph will be strictly enforced. No Exhibitors vehicles will be permitted to enter the site between 8.15am and 6:00pm. No vehicles, of any type, shall be driven, ridden, or pedalled around the Showground between 8.30am and 6.00pm unless officially authorised and carrying the correct vehicle pass. Vehicles must at all times be driven by a properly licensed and fully insured driver. Vehicles parking on site must not obstruct emergency exits or emergency routes.
15. **Livestock Vehicle Movements at Close of Show** – Livestock vehicle loading and movement will commence at 3.30pm. Livestock vehicles will leave the site in convoys and all vehicle movements will be subject to stewarding and barriers being in place.
16. **Children's Entertainment** – Entertainment devices must comply with 'HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice'. They must be run by qualified adults, provided with the necessary safety fences and

operated within the designated areas. Inflatable play equipment must have an up to date PIPA (or equivalent) inspection tag/certificate See Special Rules.

17. **Lost Children/Vulnerable Adults** - Arrangements are in place for any children or vulnerable adults who become separated from their party to be taken to a place of safety.
18. **Smoking** – Smoking is not permitted in any marquee or other structure erected for use on show site, including toilets and grandstands. 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.
19. **Communications** – Radio communication is available to specified Show Stewards and personnel – a list of radios and channels is available from the Show Office
20. **Telephone numbers** – During Show week the following phone numbers will be in use. In cases of an **EMERGENCY call 01747 858566**. To contact the **Show Office/Secretary 01747 854492** or **01747 858942**

Statement of Intent Gillingham and Shaftesbury Agricultural Society aims to ensure so far as is reasonably practicable the health, safety and welfare of our employees and volunteers and of others who may be affected by the operation of the show. This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc Act 1974 and to promote industry best practice.

To ensure the principles of health and safety are clearly understood by those involved in the operation of the Gillingham and Shaftesbury Show, the Society are committed to:

- Complying with relevant health and safety legislation, industry best practice and other agreements on health and safety and other requirements to which the society subscribes
- Effective communication of and consultation on health and safety matters throughout the Society and Show site.
- Due diligence in the monitoring and auditing of health and safety of those providing trading, catering, exhibition or features for public enjoyment
- Assessing the risks to the safety and health of our employees, volunteers and others who may be affected by our activities and implementing controls to minimize those risks
- Preventing injuries, ill health, disease and incidents associated with the activities of the Society in its operation of the Show
- Providing and maintaining safe plant and equipment and implementing safe systems of work
- The safe use, handling, storage and transport of articles and substances
- Providing and maintaining a safe working environment with safe access, egress and welfare facilities.
- Providing our employees, stewards and volunteers with such information, instruction, training and supervision as required to provide a safe environment for those trading, exhibiting, participating in or visiting the Show. The Society will also bring to the notice of contractors, exhibitors, caterers and other participants their duties under relevant health and safety legislation to those affected by their activities.
- Continually improving our health and safety management
- Ensuring the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees, stewards, volunteers and others involved in the operation and participation of the Show. Seeking expert help where the necessary skills are not available within the Society
- An annual review and where necessary the revision of the Health and Safety Policy.

This policy will be made available to all relevant interested parties as appropriate through the Gillingham & Shaftesbury Show website.

The overall responsibility for compliance with the Gillingham & Shaftesbury Show's Health and Safety Policy rests with the Show Chairman

On behalf of the Gillingham & Shaftesbury Agricultural Society

Richard Curtis, Chairman ----- December 2018