

Office Use Only

Date	
Inv. No	
Payment	
R-Slip No.	
PLI	
Risk As	
Hygiene	


The Rutland County Show
 Sunday June 2nd 2019



Catering Application Form

Business Name

Registered Local Authority

Business Address

Address for tickets/correspondence if different from Business Address

Contact name

Tel:

Website

email

Please give a brief description of what you offer:

With this form please attach the following documentation:

Photo of unit

Menu & Price List for Show Day

Risk Assessment & Fire Equipment

Hygiene Certificates

Allergens Information

Public Liability Insurance Certificate

Gas/Electrical Certificates (where applicable)

Proposed set up day/s. Please tick

Thurs 30th May 12-5pm

Fri 31st May 8am-5pm

Sat 1st June 6am-6pm

Sun 2nd June 6am-7.30am

Description of your stand

Size of pitch required including space for draw bar and supporting vehicles. Only vehicles that contain stock are allowed on your pitch. Cars and other vehicles must be parked in the trade stand or free public car park-see terms and conditions.

Are you providing any shelter, seating or tables for visitors. If so, approximately how many and how much space you require?

Number of staff in total including those who are working a shift/ part day

CLOSING DATE FOR APPLICATIONS 1st MARCH 2019

Do you qualify for our Larder Area?

If you're a local or artisan food or drink producer and your stand is no larger than 3m x 3m, you may wish to apply for our Larder area set in the heart of the show. You'll find more information and the application form on our website. The closing date for 'Consumption on the Day' Larder applications is 1st March 2019

YOUR TENDER BID (£) excluding VAT & electricity (see T&Cs)

+ VAT

If your tender is accepted, full payment inc. extras to be received by 1st April

PAYMENT INFORMATION

- Cheques payable to: RUTLAND AGRICULTURAL SOCIETY
- BACS: HSBC
Sort Code 40-28-20 Account No. 03806847 Reference: Your Company Name

Extras, please state quantity required

Electricity(up to 16 amp) *suitable for kettles, tills, fridges etc.* £66 (+VAT) =£72 £

Electricity(up to 32 amp) *suitable for larger catering equipment* £83.33 (+VAT)=£100 £

Electricity - above 32 amp..... *Please contact the office*

Each stand will receive 3 wristband/tickets for staff. If you require more, please book below.

Discounted Additional Staff Tickets..... £6.50 (+ VAT) =£8.00 each No. £
Up to 5 per stand booking

Camping overnight (includes sleeping in your vehicle/stand)

For security, a wristband **must be purchased in advance** for everyone staying on site overnight regardless of whether you make use of our facilities or not. Camping is only available on your stand if you have booked sufficient space to accommodate this, otherwise you must camp in the designated camping area (or members' car park if arriving after 8pm). A shower block is available for use (closed from 7am to 6pm on show day). Arrival for camping on site is before 8pm on Saturday 1st June and departure is by 10am on Monday 3rd June.

Camping Saturday 1st June..... £5 inc. VAT pppn No. £

Camping Sunday 2nd June..... £5 inc. VAT pppn No. £

A £10 pppn fee will be charged and collected by Security on the day if you do not have a wristband

Please return your completed form to:

The Show Office
The Rutland Showground
Showground Way
Oakham
Rutland LE15 7TW

showteam@rutlandshowground.com
Telephone 01572 757110

Registered Charity No. 241028 VAT No. 155 9614 83

TOTALS

TENDER BID £

Electricity £

Tickets £

Camping £

GRAND TOTAL inc. VAT

£

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

Signed

Date

Catering Applications Terms & Conditions



- HEALTH & SAFETY INSPECTIONS WILL BE MADE ON THE DAY
- Applications close 1st March 2019. Hygiene certificates, risk assessments and a copy of your public liability insurance must be sent with the application form. Once a tender has been agreed a non-refundable 50% deposit is required by 15th March 2018 and the balance by 1st April 2019
- 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.
- Any exhibitor handling food items must be registered with their local authority for Food & Hygiene regulations and these regulations must be complied with.
- The Rutland County Show operate a maximum selling price policy that our caterers must abide by.
- Caterers and those supplying food and drink to be consumed on the day must provide adequate bins in the vicinity of their stand.
- 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 and under no circumstances must it be put in bins provided for show visitors. A charge of £100 will be invoiced directly to the stand holders if the Society has to remove any trade waste after show breakdown.
- Traders should be aware that, whilst the showground generally has good network coverage, 3G/4G is not guaranteed on site and therefore we recommend that you check coverage beforehand. Wi-Fi is not currently available on site.
- All vehicles must be either incorporated within the area of your trade stand or parked in the trade stand carpark before 8am on show day. Entrance to the trade stands will be closed at 7am prompt. Please allow time to enter the showground. The trade entrance is shared by public/livestock so do allow time for queuing from 6am. After 7am you will be required to park in the public car park.
- Stands must remain open until 5.30pm. No vehicles will be allowed to access the showground before 5.30pm to commence clearing stand.
- All vehicles must display their trade stand pass with contact details on. Any trade stand vehicle not parked in the appropriate place after 8.00am will be removed.
- No trader shall sub-let or re-let any of the space allotted to them.
- The Show Organisers reserve the right to decline any trader it views to be selling items they deem to be unacceptable or offensive and will request any such items be removed from sale.
- The show will be open from 8.30am to 5.30pm. You may set your stands up from Saturday 8.30 am to 8pm or Sunday from 5am until 7.30am. Admittance to the site outside these times will be refused.
- Exhibition space will be clearly marked out on the ground. 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 or the free flow of visitors.
- 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.
- Traders' staff MUST park in the public car park if they require to exit the ground before 5.30pm
- A professional approach regarding product pricing, presentation and selling manner is required from all Exhibitors.

HEALTH & SAFETY

- Any exhibitor behaving in a threatening or intimidating manner towards showground staff, other traders or the general public will be asked to leave site and not allowed to trade with the Rutland County Show in the future.
- Electricity MUST be pre-booked at an extra cost. Silent running generators only are permitted for catering and Larder exhibitors.
- Equipment brought to the site by an Exhibitor is the sole responsibility of the Exhibitor and must meet all current regulations including PAT tested electrical goods. Non-compliance will provoke possible exclusion from the site.
- Trade stands, where the public can walk within the trade stand, must be kept tidy and safe and the operators must obey any advice given by the show organisers and their associates.
- All vehicles must be driven in an appropriate manner around the show ground. If a trade stand vehicle is parked on the showground there must be a member of that staff available at all times, who is capable of driving that vehicle responsibly, in case of evacuation.
- Trade stand holders, contractors working or delivering on site for a trade stand must not obstruct entrances, exits, roads with unattended vehicles.
- There will be continuous night security patrols during the Show weekend. However, it is the responsibility of exhibitors, 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.

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.