

Application for Food Hall

(See Enclosed Guidance notes and check list)
Held at THE GREEN, DENBIGH, LL16 4UB.
On Thursday, 15th August 2024
FOOD HALL APPLICATION FORM

Please complete in full using block capitals

Trading Name:

Contact Name:

Invoicing Address:

Postcode:

Correspondence Address if different
from invoicing address:

Postcode:

Website:

Email:

Telephone Number:

Please expand on the food and drink you will be selling:

Are you the producer?

Description to be published in Show Guide (maximum 30 words)

Public Liability or Insurance details

Policy Number: _____ Expiry Date: _____

Insurers Name: _____ Maximum Total Insured: £ _____

Name / address of registering Local
Authority: _____

Current Food Hygiene score:

Last inspection date:

FOR SOCIETY'S USE.

Stand No:

Electric:

Tables & Chairs:

Ticket Allocation:

Membership:

Vehicle Pass:

Risk Assessment:

GDPR:

HSE Paperwork:

Invoiced:

Paid:

Entries Close
21st June 2024

Forms to be
returned to the
office.

Unit 1, Speddyd
Rural Business Units,
Llandyrnog,
Denbigh, LL16 4LE

01352 712 131

admin@denbighand
flintshow.com

Application for Food Hall



PLEASE ORDER SUFFICIENT STAND SPACE FOR YOUR DISPLAY. NO ALTERATIONS TO THE FIGURES ON THIS PAGE CAN BE MADE ON SITE

PLEASE NOTE: ONLY PRODUCE MADE/GROWN BY THE EXHIBITOR MAY BE SOLD IN THE FOOD HALL.

Booking will give you a trading space of 2.5m frontage x 2.5m depth. Tables and chairs are NOT provided unless ordered.

You may use your own if preferred. Vendors of alcohol must hold a licence from the point of origin/manufacture.

<u>Stand Requirements</u>		£	P
£120 per stand 2.5m x 2.5m			
<u>Additional extras</u>			
1) Electricity £40.00 per socket		Number required:	
How much electricity do you require on your stand?	Fridge:	Kilowatt:	
Other please specify:		Kilowatt:	
2) Do you require on-site parking for a stock van?		Yes	No
If yes, does it require electricity?			
3) Do you require access to water?		Yes	No
4) 6ft Tables at £10.00 each	Number required:		
5) Folding Chairs at £6.00 each	Number required:		
6) Advance Tickets			
£12.50 per adult	Number required:		
£4.17 per child	Number required:		
7) Link for social media and website £20.00 Logo plus web address to be emailed to us			
8) Show Ground Banner £50.00 To be provided by Exhibitor			
9) Advert in show day program. Please email artwork in pdf format. The program is A5 Artwork must be received by the 30 th June 2024			
£130.00 Full page			
£70.00 Half page			
£45.00 Quarter page			
ENTRY FEE payable by all which includes First aid, Policing, Health and Safety etc.		6	00
Sub Total			
VAT at 20%			
Total Payable			

To be completed by the applicant

- I/we hereby apply for Food Hall Trade Stand space and agree to abide by all terms and conditions and the Health & Safety Policy of the Society.
- I/We have read the above regulations and will pass to our contractors and all staff attend the show.
- I/We confirm that we hold public liability insurance with a minimum indemnity of £5 million.
- I/We confirm that we are aware of the cancellation policy set out in the rules and regulations section.
- I/We confirm we have read the details of Denbighshire & Flintshire Agricultural Society Data Protection Policy

Signature Name Date

1. **APPLICATION.** Exhibitors must complete the application form and forward it to the Show Office together with the risk assessment, insurance certificates and any other relevant documentation. Every Exhibitor shall be deemed to have read and understood these Terms and Conditions. The Society reserves the right to refuse any application, without giving any reason.
2. **Please complete and return the application forms by 21st June 2024. Failure to do so may result in your application not being considered.**
3. Successful applications will be sent an invoice Payment of this invoice must be made immediately. Failure to meet the initial payment deadline will result in the concession being offered elsewhere.
4. If your application is accepted, you hereby agree that should inclement weather impair the movement of your units or vehicles and it becomes necessary for Show operated vehicles to assist you (e.g. towing), no responsibility for damage to vehicles or units, however caused, will be accepted by the Show, its Officers, or Associates.
5. The highest standards of hygiene, quality and modern presentation are required at all times and any failure to comply with current legislation (particularly Food Safety/Health and Safety at Work) would lead to the Trader immediate removal from the Show.
6. Traders must hold Public Liability insurance for at least £5 million and a copy of the policy certificate is to be included with the application form. Any catering concession employing people must have Employers' Liability Insurance to satisfy Health and Safety requirements. Where a trader does not have Employer's Liability cover, because they rely on volunteers or self-employed persons, they must have Public Liability cover. Public Liability cover provides protection for claims made by visitors to the area within the traders plot. This is particularly important where volunteers or self-employed people are working for a trader since there is a strict duty of care to these persons as they are treated as your employees. Traders must confirm with their insurance company that their insurance covers all staff, whether directly employed, self-employed, temporary contract or volunteer.
7. **EXHIBITORS VEHICLES.** All vehicles must be driven in an appropriate manner around the Showground. No vehicle either delivering or collecting goods on the Showground shall be driven at speeds more than 5 mph. Exhibitors and contractors working or delivering on site for a trade stand must not obstruct entrances, exits, or tracks with unattended vehicles. If a trade stand vehicle is parked on the showground the driver must remain near the vehicle and be available to remove the vehicle in an emergency evacuation. All exhibitors' vehicles, unless forming part of the exhibit must be removed from the Showground by 8:30am on Show Day. These vehicles must be removed to the appropriate parking areas. No vehicles will be admitted to the Showground between 9.00am and 6.00pm on Show Day. Any trade stand vehicle not parked in the appropriate place after 9.00am will be removed. The Society reserves the right to restrict vehicle movement in adverse weather conditions. Vehicle movement restrictions do not apply to emergency vehicles or vehicles displaying official badges.
8. **SUB-LETTING OR SPLITTING STANDS.** Exhibitors are not to sub-let any portion of the space allotted to them. Any exhibitor dividing the stand will be requested to leave the Showground and will forfeit all fees paid.
9. **CANCELLATION OF SPACE.** All persons who have booked and paid for stands and subsequently cancel the booking or fail to exhibit shall forfeit all fees and charges paid. The Society reserves the right to re-let such space.
10. **ALLOCATION OF EXHIBITOR TICKETS.** Exhibitors will be allocated two tickets per 4m plot, plus one vehicle pass, unless stated differently elsewhere. Additional Exhibitor tickets (for representatives or staff) may be purchased and can be ordered on the Trade Stand booking forms. Staff or volunteers tending your stand on Show Day should park in the public car parks. Under no circumstances will refunds be made to trade exhibitors or their staff/volunteers that arrive at the entrance without exhibitor tickets and must pay to gain admission to the Show at the full rate. The Society cannot be held responsible for lost or forgotten exhibitor tickets. It is the responsibility of the person booking the stand to distribute tickets to their staff.
11. **SITE PREPARATION & COMPLETION.** Trade Stand holders may begin preparation of their site on the Wednesday afternoon prior to the Show. Every trade stand must be set up by 8.30am on Show Day. Any

Exhibitor requiring refreshment supplies and/or stock to be delivered to their stand on Show Day must arrange for such deliveries to be completed by 8.30am. All Trade stands must remain in place until 18:00 on the evening of the show.

12. TURF & GRASS CUTTING. No turf shall be lifted by exhibitors except with the express permission of the Honorary Show Yard Director. Exhibitors **MUST** back fill any holes created by posts, fencing, flag poles etc. Exhibitors cutting grass on their stand **MUST** remove clippings immediately. A charge will be made to any exhibitor who leaves the stand in need of restoration by the Society.

13. ALLOCATION OF SPACE. The application and allocation of sites, including the positioning of Trade Stands, will be entirely at the discretion of the Society, although every endeavour will be made to meet any request by an Exhibitor regarding the position of their site or stand. The Society does not offer exclusivity for any product or service; accordingly, the Society does not undertake to limit the number of stands selling similar or identical products or services. Furthermore, the Society does not guarantee a minimum separation between stands selling similar products or services. Each exhibitor shall be strictly confined to the space allotted and paid for (this includes any vehicle that is required to be part of the stand). Any exhibitor moving from the space allotted will be requested to leave the Showground and will forfeit all fees paid. To conform to the Showground Plan, the Directors Committee reserves the right to adjust the frontage and the depth of any stand applications while retaining the same area in square metres. The Society shall not be liable for any loss of income or damage arising from any error in the apportionment of space or for any encroachment by an exhibitor on the space apportioned to another or from the weather.

14. STAND MARKERS. Exhibitors must not encroach on adjoining stands or obstruct avenues when erecting their own stands nor during the time the Show is open. Stands will be marked, and Trade Stand Stewards are available if there is any query. Exhibitors must ensure that the whole of their exhibit, especially for trailers and associated structures and parts, such as marquees, ropes, tow bars, pegs, and plates, are within the measurements of your site and do not extend beyond the boundaries in any way. When calculating space for display vehicles, please allow sufficient space to manoeuvre a vehicle into position without interfering with adjacent sites.

15. ELECTRICITY. Exhibitors requiring electricity should order this at the time of booking their Stand. Strictly No petrol generators permitted on the Showground.

16. LITTER. Exhibitors are required to have their Stands and the portions of the avenues immediately adjoining their stands, clean and free of litter during & after the Show. Caterers and exhibitors providing meals and light refreshment must provide their own bins for waste food. Exhibitors are required to ensure the removal of all refuse and litter from trade stand sites, giving special attention to glass, bottle tops, nails, cable ties and wire. In the event of failing to clear and restore a site, the Show will undertake the work and charge it to the Exhibitor concerned who may not be invited back to the event in future years.

17. FOOD & CATERING. No exhibitor other than the approved food vendors or Society's appointed caterers and stands in the Food Hall will be allowed to sell food or drinks for consumption on the Showground.

18. NO CHEAP JACKS OR HAWKERS allowed to rent space and in the interest of trade stands, exhibitors of miscellaneous articles for sale **MUST** state full particulars on the stand application form.

19. CHARITIES. The collection of donations, sale of raffle tickets etc. is allowed only within the confines of the space booked by the charity concerned and must **NOT** be conducted within the walkways, roadways, or car parks. The Registered Charity Number must be shown on the booking form and any raffle must have the necessary permissions from authorities governing such activities.

20. RIGHT OF REFUSAL OR REMOVAL. The Society, through their Honorary Show Yard Director shall have full and free right to refuse to accept any entry, to cancel any entry after being made and accepted, to refuse admission to the Showground of any proposed exhibit and/or to remove, or order to be removed, at the risk and expense of the owner thereof any exhibit which has been admitted to the Showground. There shall be no obligation upon the Society or Directors Committee to make or offer any explanation or reason for any such action and the Society or Show Committee shall not incur any liability or responsibility in this matter.

21. THE SOCIETY RESERVES THE RIGHT. to stop and search all vehicles entering or leaving the Showground.

22. POSTPONEMENT OR ABANDONMENT. Exhibitors shall not have any claim against the Society or any member of the Society in respect of any loss or damage whatsoever consequent upon the Show or any part of it failing (for whatever reason) to be held or having to be abandoned.

- 23. COMPLIANCE.** All Trade Stand exhibitors must be compliant with all current legislation and regulation relating to their business and the exhibiting of their business.
- 24. HEALTH & SAFETY RISK ASSESSMENTS.** All Exhibitors must complete a risk assessment form to cover the setting up, operation on the day of the Show and dismantling of their trade stand. Due consideration must be given to the possibility of fire, and this must be included within the risk assessment. One copy must be provided with the booking form and one copy must be available for inspection on the trade stand for the duration of the Show. If livestock forms part of the trade stand, they should be included in the risk assessment. All machinery must be protected from the public in accordance with HSE regulations. All equipment must be well maintained, and copies of insurance 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 Compliance.
- 25. FIRE PRECAUTIONS.** Exhibitors are required to provide a fire extinguisher on each stand with type and size depending on the risk assessment. Where gas rings are used, they must be stood on non-combustible material that will not transmit heat and not near any marquee walls. They must not be stood directly on grass. Exhibitors using flammable material on their stands must take special precautions against fire and in all cases must provide fire extinguishers designed to deal with the risk. Where a fire risk has been identified appropriate mitigation measures must be put in place. All LPG cylinders must be installed and operated in accordance with HSE requirements. The Show reserves the right to close down a stand without the appropriate fire extinguisher. Officials of the Show and representatives of the Fire Service may inspect any stand and shall be entitled to order the immediate removal of any equipment or structure which, in their opinion, constitutes a fire hazard. All marquees and tents etc should be constructed from fire retardant materials.
- 26. DATA PROTECTION.** The Society and all Exhibitors must adhere to GDPR guidelines. All information supplied by Exhibitors will be published in the catalogue and passed on to potential customers if asked for. If an Exhibitor does not wish to be included in the catalogue or for contact information to be passed to potential customers, they should notify the Show Co-ordinator at admin@denbighandflintshow.com or note this on the booking form.
- 27. WIFI.** Traders should be aware that the Showground is a greenfield site and 3G/4G network coverage is not guaranteed.
- 28. SINGLE USE PLASTIC.** Exhibitors are to ensure that they comply with the Environmental Protections (Single-Use Plastic Products) (Wales) Act 2023.
- 29. All food vendors must have been award a food hygiene score of 4 or higher.**

Entries Close 21st June 2024

Forms to be returned to the office.

Unit 1, Speddyd Rural Business Units, Llandyrnog,

Denbigh, LL16 4LE

01352 712 131

admin@denbighandflintshow.com



RISK ASSESSMENT

Guidelines for Trade Stand Exhibitors, all of whom **MUST** complete the form overleaf and return with application.

Using the guidelines shown below please consider what risk there is to those building Trade Stands and to members of the public during the Show. Outline the steps you propose to take to minimise that risk in the table. Please copy this page if more space is required.

Hazard (please use this as a guide to complete hazard column)

Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use these examples as a guide.	<ul style="list-style-type: none"> • Slipping/tripping hazards • Chemicals (e.g. battery acid) • Moving parts of machinery (e.g. blades) • Work at height (e.g. from mezzanine floors) • Pressure systems • Vehicles (e.g. fork-lift trucks) • Electricity • Dust (e.g. from grinding) • Fumes (e.g. vehicle engines) • Manual handling • Noise • Livestock on stand • Lifting operation
Fire Hazard	Combustible materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc)

Who Might be Harmed? (Please use as a guide to complete persons at risk column)

There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected, e.g.	<ul style="list-style-type: none"> • Office staff • Maintenance personnel • Contractors • People sharing your workplace • Operators • Cleaners • Members of the public <p>Pay particular attention to :</p> <ul style="list-style-type: none"> • Staff with disabilities • Visitors • Inexperienced Staff • Lone workers <p>– they may be more vulnerable</p>
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Is more needed to control the risk?

(Please use as a guide to complete controls to minimise risk column)

For the hazards listed, do the precautions already taken:-	
• Meet the standards set by a legal requirement?	• Comply with a recognised industry standard?
• Represent good practice	• Reduce risk as far as reasonably practicable?

Have you provided:-

<ul style="list-style-type: none"> • Adequate information, instruction, or training? • Adequate systems or procedures? • In case of fire, a means of escape • Fire detection and alarms • Firefighting equipment • Fire evacuation plan <p>If the answer to the above is yes, then the risks are adequately controlled, but you need to indicate the precautions you have in place.</p> <p>Where the risk is not adequately controlled, indicate what more you need to do (the 'action list').</p>
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RISK ASSESSMENT FORM

Please complete using BLOCK CAPITALS

Company Name:	
Address:	
Responsible Person:	
Contact Number:	
Date Assessment Undertaken:	
Signature of Assessor:	

Hazard	Persons at Risk	Controls to minimise risk

FIRE RISK ASSESSMENT		
Liquefied Petroleum Gas (LPG) on site. Yes/No (Delete as appropriate)		

Denbighshire & Flintshire Agricultural Society Ltd Data Protection Policy

The General Data Protection Regulation (GDPR) came into force May 2018. The Denbighshire & Flintshire Agricultural Society Ltd is committed to protecting your data. This brief policy sets out the basis on which any personal data that you provide to us, or that we may receive from others about you, will be processed. Data may be held electronically or in paper format and will only be held for a reasonable length of time.

The Denbighshire & Flintshire Agricultural Society Ltd recognises its position as both controller and processor of your data with regards to the Denbigh & Flint Show. The Society will only use your data and share your data when it has a legitimate reason to do so. You may provide data to us when joining the Denbighshire & Flintshire Agricultural Society Ltd, booking a trade stand or entering a competition held at the Denbigh & Flint Show. Examples of bodies we may need to share your data with include but are not limited to; caterers who need to be aware of special dietary requirements; Breed Societies to verify entries; external contractors such as marquee and electricity suppliers; and for safety purposes your emergency contact details may be shared with relevant bodies.

The Denbighshire & Flintshire Agricultural Society Ltd recognises that you have rights surrounding the data we hold. Individuals may contact the Society's Data Protection Officer (DPO) and exercise your rights to; be informed about the data we hold; have access to the data we hold; have your data rectified; be forgotten and so forth. Should you make a data request The Society will endeavour to respond within the statutory period.

The Denbighshire & Flintshire Agricultural Society Ltd undertake to keep your data safe and will notify you and the Information Commissioners Office (ICO) should it become aware of any data breach, within the legal time limit of 72 hours. If you are not satisfied at any time with the actions of The Denbighshire & Flintshire Agricultural Society Ltd you have the right to contact the ICO at ico.org.uk or via their helpline on 0303 123 1113.

Please fill in the consent form below to confirm that you have read the details above and are aware that The Denbighshire & Flintshire Agricultural Society Ltd hold and will use your data in line with the instructions below.

Name

Company Name (if applicable)

I am aware that the Denbighshire & Flintshire Agricultural Society Ltd may need to legitimately publish my details.

I am aware that during the Denbigh & Flint Show I may be photographed, and images may be used later for promotional purposes.

I have read the details above and I acknowledge that I am aware of the Denbighshire & Flintshire Agricultural Society Ltd's. Data Protection Policy and will contact The Society's DPO should I have any concerns.

Signature

Date.....