

**Office Address:**

Hexham Auction Mart
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Northumberland
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Show Field Address:

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accounts@northcountyshow.co.uk

Regulations for Catering Sites

Northumberland County Show Saturday 25th May 2024

- Reduction in Single Use Plastic and Waste** PLEASE ADD A COVERING LETTER STATING HOW YOU WILL SUPPORT THIS.
The Society are working towards reducing single use plastic and our waste. Please, where possible, do not bring single use plastic to the show eg: carrier bags, straws, polystyrene food cartons, single use drinks bottles, sugar sachets, sauce sachets. Any waste, wrapping and packaging you have from your preparations you must take home with you.
There will be a charge for any waste traders leave or put in our bins of £50. If this is not adhered to in 2024 the show will consider adding a £50 refundable charge in 2025 to invoices.
- Closing date for tenders is **1st March 2024** after which successful applicants will be informed in writing. Acceptance of your position must then be notified to the Show Secretary by the 1st April.
- It is not necessary to send payment at this stage; successful applicants will be invoiced.
- Payment will be due by **27th April 2024**
- Vehicle dimensions must be detailed (in metres) in the tender application, from this information vehicle passes and maps will be issued by the Show Secretary. No vehicle will be allowed on site without a vehicle pass.
- When tendering please consider that the caterer must honour any volunteer/staff meal vouchers that are submitted, the full monetary value will be refunded by Tynedale Agricultural Society Ltd @ £5.00 per ticket. It is expected that volunteer/staff meal will include a decent amount of food and a drink.**
- The caterer must supply a list of goods which they propose to sell, with prices, under the terms of the agreements.
- Catering Units will be issued with a set number of free passes for their personnel per booking, depending on size of unit. Additional passes may be purchased in advance at £12 each. Catering Units are responsible for ensuring that their personnel are issued with their passes and vehicle labels before coming to the show. No refunds will be made to personnel arriving without passes and being charged at the gates. Passes will be forwarded to Catering Units before the show.
- We advise that all caterers read the following guidance issued by the Chartered Institute of Environmental Health (CIEH) National Guidance for Outdoor and Mobile Catering.
http://www.cieh.org/uploadedFiles/Core/Policy/Publications_and_information_services/Policy_publications/Publication_s/CIEH_Outdoor_Mobile_Catering_Guidance_Final_Consultation.pdf
- All units must be set up by 8.00 am and **must not** be removed until **after 6.00 pm** on the day of the show.
- All equipment brought to the showground by Catering Units will remain entirely at their own risk.
- The caterer must display the agreed price lists pertaining to the event on the vehicle for the duration of the event. Failure to do so will result in the removal from the site and forfeiting of the financial offer lodged with the Society.
- It is a condition of entry that each Catering Unit shall hold the Society blameless for and indemnify it against any legal proceedings arising from any accident or incident caused by them, their employees or their goods and produce.
- Catering Units will be responsible for their own public liability insurance and for meeting any health & safety, UK Food Safety/ EU Standards and environmental health legislation relevant to their stand.
- Please provide proof of Food Hygiene Certificates held by your staff on site and your food hygiene rating.
- WITHDRAWAL OR CANCELLATION OF SPACE RESERVED**
 - Your booking is confirmed when an invoice is received all fees become due for payment at the date shown.
 - If a Catering Unit withdraws from the show or cancels, the space reserved for him/her for any reason all fees shall be forfeited and the Society reserves the right to re-let the space.



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- c. Catering Units are reminded that they MUST pay their site fees by 27th April; otherwise this will be regarded as withdrawal / cancellation on their part and the site re-let.



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ALLOCATION OF SITES - The allocation of sites and positioning of your unit will be entirely at the discretion of the Society.

Failure to comply with the siting instructions of the Society will result in removal from the show field.

- (a) Catering Units tending for open space must apply and pay for sufficient space for all stays and guy ropes required for any building, tent or caravan to be erected on the space.
- (b) Boundaries of sites will be marked and in no circumstances will Catering Units be allowed to occupy a larger space than that allocated to them.
- (c) Catering Units will be responsible for all damage to the site by them, their servants or agents, and hereby undertakes to make good any such damage.
- (d) It is the responsibility of Catering Units to clear all litter from their pitch throughout the day and at the close of show. **An additional charge of £50 will be made when rubbish has to be cleared by show contractors.**
- (e) Vehicles not within the boundaries of your pitch must be off the showground by 8.30 am on show day and parked in the trade stand car park.
- (f) All catering units must complete a risk assessment and health and safety policy statement these must be sent to the office with a copy of your PLI before tickets are sent, these must also be available for inspection on the day on your unit.

16. ELECTRICAL EQUIPMENT

- a) Catering Units who have paid for electricity connections will be contacted on arrival at the show field by the Society's qualified electrician.
- b) All connections to the Catering Units stand will be checked and controlled, in accordance with current Health and Safety guidelines.
- c) It is the responsibility of the Catering Unit to ensure that their equipment complies with all electrical regulations prior to attendance at the Show. All electrical equipment must be PAT tested (portable appliance test) including all cable and power leads. A test label must be attached to each piece of equipment, this must also be accompanied by the testing certificate.

Electricity Costs - by contractor appointed by Show Society including fuel.

Description	Cost	Unit
13 amp socket (Max load 4KW)	£190	Price Per socket
16 amp (Ceeform socket)	£190	Price Per Ceeform socket
32 amp (Ceeform socket)	£220	Price Per Ceeform Blue socket
Three Phase (400/230V) 16/32/63 amp 5 pin	POA	Price Per Ceeform Red socket

Costs are based on a usage of 10 hours on show day, if extra hours are required for set-up on the Sunday and/or early in the morning there will be an extra charge. Please note all electricity charges are in addition to the amount tendered for each site.

Alternatively, you can use your own generator but this must be a diesel, silent running type, in consideration of your neighbouring stands. Our contractors will check your generator to ensure it is safe and meets our H&S requirements.

Electric must be booked when applying for stand. Any changes to this booking after 1st May will incur a £50 fee. Any cancellation of electric booked after the 1st May with NOT receive a refund. Any new application for electric after 1st May show year will be charged DOUBLE as this incurs a charge to us from the hire company.



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17. FIRE PROTECTION

- a) It will be the responsibility of each Catering Unit to ensure that adequate fire precautions are provided, particularly in the case where any heating or other similar appliance is used.
- b) The Society reserves the right to make further rules and regulations in respect of fire precautions, if and when necessary.
- c) All Gas powered equipment must be accompanied by an up-to-date test certificate IMPORTANT – Please note that it is a condition of our event safety plan that no naked flames are permitted within any marquees e.g. Gas appliances, candles, spirit burners.

18. RESPONSIBILITY OF CATERING UNITS

- a) The Catering Unit will indemnify the Society in respect of all actions causes claims losses proceedings or costs incurred claimed or arising out of the use by the Catering Unit of the Showground or by their agents contractors employees licensees or other persons being present at their request or with their concurrence for the purposes of the Show.

19. H S E REGULATIONS

- a) Catering Units must ensure they are fully conversant with and comply with all current Health and Safety, UK Food Safety/ EU Standards and environmental health legislation relevant to their stand particularly with respect to equipment and public safety. Risk Assessment Forms are available on our website, a risk assessment MUST be completed and signed by the operator of the Catering Unit and returned with your PLI and food hygiene certificates to the office before tickets are sent out.

20. CANCELLATION OF SHOW

- a) The Society reserves the right to cancel at any time and for any reason the Northumberland County Show held annually by the Society, subject to the Society's Secretary giving at least 24 hours' notice of cancellation to the Catering Unit except in the case of the cancellation being due to fire, flooding, civil commotion, Act of God or riot, in which case notice given verbally or otherwise, by the Society's Secretary shall be deemed sufficient. If the Society decides to cancel the Show, the Catering Unit will be repaid their fee, less a handling charge, and the Society will not be responsible for any financial, trading or other loss of whatever kind incurred by the Catering Unit or Trade Stand Holder.

21. No Sub-letting

- a) Catering Pitches shall be for the sole and exclusive use of the applicant named. They must not be sub-let. If the company is sold, the Society must be informed and they have the right not to offer the concession.

CATERING UNITS WILL BE HELD RESPONSIBLE FOR ALL FIRE AND ACCIDENTAL DAMAGE CAUSED BY THEM, THEIR SERVANTS OR AGENTS, AND THEREFORE CATERING UNITS SHOULD INSURE NOT ONLY AS REGARDS THEIR OWN PROPERTY, BUT ALSO AGAINST THIRD PARTY CLAIMS, FOR BOTH FIRE AND ACCIDENTAL DAMAGE.

WATER ON SITE WILL BE TESTED AND SHOULD BE SUITABLE FOR DRINKING.