



Autumn 2021

Royal Cornwall Show 9 - 11 June 2022 Catering and Licensed Bar Concessions

The Royal Cornwall is a major three-day agricultural show, the 2019 event, the last held, attracting an attendance of over 110,000.

Tenders are now invited for individual catering / bar sites for the 2022 Royal Cornwall Show to be staged on the above dates.

You are advised to tender as normal, whilst being mindful that due to the uncertainty surrounding any Covid-19 regulations at the time such as a need for social distancing the total number of catering units accepted for the show may be reduced.

It is essential that you read, understand and agree to abide by the tender details and regulations before submitting a tender.

You must **attach or enclose all documentation** requested with your tender (if necessary you can submit by post for the attention of Cecily Berryman, RCAA, The Royal Cornwall Showground, Wadebridge PL27 7JE or you can email documents direct to cecily@royalcornwall.co.uk clearly stating the business name to which they are linked). Failure to do this will delay the tendering process and your application may not be considered if any required detail is missing.

You must attach or enclose :-

- full menu of all items you wish to sell when on site**
- full price list relating to all items to be sold**
- photograph of the unit**

Detail such as carvery, coffee, general purpose, toasties are not sufficient.

If there is any further information that you require please email Cecily Berryman on cecily@royalcornwall.co.uk

If you do wish to submit a tender, please note that it must be received at my office **no later than 1st January 2022.**

Yours sincerely

Christopher Riddle
Secretary

Tender Form for Catering or Bar Unit



DATE RECEIVED	OLD TSN	LIST NO	I	GRID REF	NEW TSN	FOR OFFICE USE ONLY
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ONLY FULLY COMPLETED FORMS WILL BE CONSIDERED
APPLICATIONS CLOSE 1st JANUARY 2022 and will be acknowledged on receipt.

BUSINESS NAME							
Please insert contact details below – to be used for <u>all</u> correspondence and tickets							
Contact Name							
Contact Address							
						Postcode	
Tel				Mobile Tel			
Email				Website			
TOTAL PITCH REQUIRED – allow for opening serving hatches, non-detachable tow bars, menu boards, doors, gas bottle storage, seating and ESSENTIAL stock vehicles. Non-essential vehicles will need to be placed in Exhibitor Car Parks.							
Frontage			Metres		Feet		
Depth			Metres		Feet		
CARAVAN PARK Please tick pitch type and nights required and insert total cost: £13.50 (inc. VAT) / night							
PITCH TYPE:	Please tick	Mon 6 June	Tues 7 June	Weds 8 June	Thurs 9 June	Fri 10 June	Sat 11 June
Caravan	<input type="checkbox"/>						
Motorhome	<input type="checkbox"/>						
Tent	<input type="checkbox"/>						
PUBLIC AND PRODUCT LIABILITY INSURANCE INFORMATION							
Insurer Name							
Policy Number							
Cover Level £							
Expiry Date							
Should this policy expire before the Show, we confirm that we will provide the necessary Public Liability Insurance details and also have the necessary Risk Assessments in place before the Show.							
Please tick box to confirm that you have read this information and agree <input type="checkbox"/>							
I agree to be bound by the Catering / Bar regulations as detailed in the tender documentation and agree to pay the sum tendered not later than six weeks prior to the start of the 2022 Royal Cornwall Show, ie. Thursday 28 April . I understand any infringement of these regulations will result in the immediate withdrawal of concession rights and possible exclusion from future tendering.							
Signature				Date			
Royal Cornwall Agricultural Association, The Showground, Wadebridge, Cornwall PL27 7JE Tel: 01208 816726 Fax: 01208 812713 E-mail: cecily@royalcornwall.co.uk Registered Charity No: 250312 VAT No: 132 1998 69							

Form continued overleaf; please ensure you complete both sides of this form.

Tender Form for Catering or Bar Unit



I hereby tender the sum of £_____ (please insert amount tendered) plus VAT for an individual unit selling (please insert or attach **FULL** details of **ALL** items to be sold, including selling price, minimum raw weights, fillings, contents etc., as appropriate.

Please enclose copies of the following documents:

- A comprehensive and priced menu (you may be prohibited from selling items not listed)
- A photograph of your unit
- Details of any Cornish produce and producers / suppliers that you will be using

Which Council are you registered with?	
Under what name are you registered?	
What is your current food hygiene rating?	

WILL YOU BE OFFERING OPTIONS FOR RESTRICTED DIETS AT THE SHOW? Please mark each with YES or NO

Vegan		Gluten Free	
Organic		Vegetarian	Dairy Free

CATALOGUE AND WEBSITE ENTRY
 Please complete below a description of the type of unit and items offered for sale. Remember that if you use Cornish/Rare Breed/ Organic or other interesting ingredients/products this might be of interest to the customer and help your sales. This description will be published free of charge in the Show Catalogue and on the website so the use of suitable 'keywords' will help. Concise accounts only will appear and must not exceed 60 words.

PLEASE PROVIDE THE FOLLOWING INFORMATION (Please circle where appropriate)

24 hour Telephone Number for contact during the Show		Name of 24 hour contact	
Will someone be sleeping on your stand?	Yes / No	If yes, how many?	

Catering / Bar Regulations



The rights to provide catering to the general public are available, by tender. These rights cover the annual three-day Royal Cornwall Show, and the day prior to the Show if desired, and cover individual fast food or licensed bar type units available for tender on a one year basis. For information, the attendance at the 2019 show, the last held, was in excess of 110,000 over the three days.

1. Closing Date for Tenders

Tenders (on which VAT will be payable) must be received at the offices of the Association by 1st January 2022.

2. Sub Letting

No sub-letting of sites will be allowed unless with the prior written permission of the Show Secretary.

3. Arrival on Site and Hours of Opening

On arrival, sites will have been numbered and marked out with wooden pegs. Stand numbers and show maps will be forwarded during May. The Show is open to the public from 08.30 daily. All catering units must remain open from 08.30 – 18.30 although units may, of course, open earlier and stay open later to take advantage of the large number of people on site. The main arena programme normally runs until approximately 19.30

4. Size of Units and additional space required for any purpose

Caterers are to provide all units and equipment. The size required for units (**you must allow for opening serving hatches or doors, menu boards, gas bottle storage, non-detachable tow bars etc**) must be stated on the Tender Form together with size of any additional space required e.g. for refrigerated vehicle or seating. **Stand equipment:** All Exhibitors erecting (or having erected) marquees / pavilions on their site must ensure that they are suitable for the conditions and well secured. Party tents and lightweight gazebos / tents etc. are not suitable. Please ensure that the name and 24 hour contact telephone number of any contractor who will be putting up your tent / pavilion is provided on the booking form, if applicable. PLEASE NOTE – **no staff camping** is allowed within the Showground but sites can be booked within the General Caravan/Camping Park. Please book early as space cannot be guaranteed.

5. Admission Passes

A reasonable number of staff passes will be provided by the RCAA. Additional passes are available to purchase at the trade rate. No pre-show passes are required.

6. Positioning of Units

The positioning of all catering outlets will be decided by the Show Secretary, who will endeavour, wherever possible, to position units away from others selling similar items.

7. Hygiene and Food Safety Regulations

All food businesses must meet the requirements of the most up to date Food Safety and Hygiene (England) Regulations. Advice on how to do this and what documentation is needed can be obtained from your Local Authority Food & Safety Officers / Public Protection Department

Your documented Food Safety Management System and relevant supporting records must be on site at all times and available for inspection on request.

Please note that should you be trading on grass you will have to organise appropriate flooring where open foods are being handled, prepared or sold. Cleanable sheeting material should be provided under washable duck boarding to prevent ingress of grass and mud between slats.

Allergens

Please refer to the Food Information Regulations 2014 with regard to the documented provision of allergen information. <https://www.food.gov.uk/topic/allergens#business-guidance> You must ensure that information is accurate and available upon customer request.

8. Bottled Gas

Catering units using bottled gas (LPG) should ensure that they have sufficient supplies for each day's trading. Traders should not have large stocks of LPG in areas open to the public and should adequately protect them from potential tampering.

9. Vehicle movements

No vehicle movements are permitted on site between the hours of 08.30 and 18.30. Exhibitors must display their vehicle stickers in the windscreen at all times. Any vehicle found on site not displaying the correct vehicle pass will need to be immediately removed.

10. Litter

Tenderers must keep all units and sites clean and tidy throughout the Show and provide sufficient litter containers. The RCAA encourages all caterers to make use of sustainable non-plastic cups/food boxes etc. preferably of a compostable or biodegradable material.

Any other initiatives that you can take to reduce waste and in particular plastic and non-recyclable waste will be much appreciated. The RCAA prohibits the use of plastic straws and stirrers, plastic cutlery and plastic sauce sachets at the show. We also suggest you avoid using polystyrene products and selling drinks in plastic bottles.

11. Insurance

Tenderers, must, when lodging their Tender Form with the Association, enclose proof of public liability insurance cover valid during the show period of at least £5m limit of indemnity including products liability, if appropriate.

12. Prices and Descriptions of Products

Tenderers must provide good quality Cornish / British products at competitive prices and display the prices of all articles for sale at each unit so that they may be easily seen by the customer. Descriptions of products, including minimum raw weights, content, fillings (where appropriate) and selling prices must be included on the tender form or on an accompanying menu. Where possible caterers are encouraged to use Cornish produced products and Taste of the West (tel: 01404 822012, email: enquiries@tasteofthewest.co.uk, website www.tasteofthewest.co.uk should be a good source of relevant information. Where this is done, caterers should display such local product information as it is felt that this will encourage sales. You may also find the following contacts useful in sourcing Cornish Produce:

www.apassionforfood.co.uk (email: sales@westcountry.co.uk tel: 01326 372304).

Fresh milk is to be used wherever possible. The use of UHT is strongly discouraged.

Please note that anyone offering /using alcohol, howsoever served, must apply for a Temporary Event Notice. The application for such a licence(s) is the responsibility of the tenderer. The Cornwall Council Licensing Officer can be contacted on Tel: 0300 1234 212, email licensing@cornwall.gov.uk

13. Electrical Supplies

Arrangements with regard to electricity supplies must be made direct with the Association's official contractors (currently South West Electrics Ltd, Tel 01208 224850, email info@swe-ltd.co.uk and the relevant charges will be payable by the tenderer, in addition to the tender sum. The **use of generators will NOT be allowed** and show passes will not be issued until South West Electrics Ltd has confirmed that an electricity supply has been paid for. **Underestimating the supply required may lead to interruption of electricity supply as load-limiting devices are fitted according to the load requested.** If this load is exceeded and the device operates, an additional charge will be made to reset the device to accommodate the additional load.

14. Water Supplies

Arrangements with regard to water supplies and waste water disposal must be made with the Association's official contractors, currently Trevor J Hawes & Son, Tel 01208 872221 fenellahawes@yahoo.co.uk and the relevant charges will be payable by the Tenderer, in addition to the tender sum.

15. Acceptance of Tenders and Show Cancellation

The Association reserves the right not to accept any tender and also the right to cancel the contract in the event of circumstances rendering it desirable not to hold the Show on any day, or days. In the event of the cancellation of the whole show prior to the first day of the Show there will be a refund of the tender price paid, but if cancelled at any other time, or if only part of the show is cancelled, there will be no refund and all tenders will be **payable. The successful tenderers are advised to insure against loss due to cancellation.**

16. Staff Competition

It is planned to run a competition to find the best catering unit at the show with a prize of £140 to be divided amongst the staff operating the winning mobile with £40 awarded between the staff of the runner-up unit. This will involve an on-going assessment of such items as product quality and presentation, staff appearance and knowledge, use of Cornish products, the tidiness of the unit and the compliance with regulations.

17. Compliance with Regulations

Failure to comply with the regulations imposed by either the Royal Cornwall Agricultural Association or Cornwall Council may result in you not being able to trade. This may lead to immediate removal without recompense.

18. Safety

All caterers are advised to have suitable fire extinguishers/fire blankets of the correct type available on their units with staff trained in their use and to have prepared appropriate fire risk assessments available at the show for inspection. All caterers must comply with the provisions of the Health & Safety at Work Act with particular regard to the 'Riddor' regulations and any Covid-19 related regulations in force, with all appropriate Risk Assessments in place including Covid-19 related working procedures. These will be subject to spot checks during the Show period.

All caterers running refrigerated vehicles during the show ensure that they leave sufficient space all around for their safe operation. Cornwall Council Public Protection Team can provide advice if needed.

19. Preparation and Production of Food and Drink at the Show

No food or drink is to be prepared in such a way as to cause a nuisance to neighbouring stall holders, have an impact on a trader or other exhibitor or spoil the enjoyment of the general public, for example, smoke, smell, effluvia, noise or being prejudicial to health. If in the opinion of the Show Secretary a caterer, stall holder or exhibitor is causing a nuisance as defined in the Environmental Protection Act 1990 section 79 they will be asked to stop trading until they have abated or reduced the nuisance to the satisfaction of the Show Secretary. If they fail to reduce or abate the nuisance they will be asked to leave the Showground along with the loss of their tender sum.