

# APPLICATION FORM CATERING CONCESSIONS

## ROYAL ISLE OF WIGHT COUNTY SHOW Saturday 13<sup>th</sup> and Sunday 14<sup>th</sup> July 2024

Dear Trader,

Thank you for your interest in taking a catering concession at the Royal Isle of Wight County Show 2024.

The RIWCS celebrates the very best of the Isle of Wight, including our food providers. We will be looking for a variety of catering concessions to suit different tastes and budgets. Please give as much detail as possible about your catering provision to help us make our decision. We particularly welcome applications from Wight Marque members who use certified Isle of Wight produce.

Please complete all sections of this form and return to:

Isle of Wight County Show,  
Shide Meadows Centre,  
Shide Road, Newport,  
Isle of Wight  
PO30 1HR

or email to [riwas@naturalenterprise.co.uk](mailto:riwas@naturalenterprise.co.uk)

**Payment can be made by cash, cheque, or direct bank transfer. Please send electronic payments to:**

**IW County Show Ltd**, account number **47601981** sort code **54-10-34** stating your trading name.  
**N.B Please ensure that you have stated your business name on your payment.**

A receipted invoice will then be issued. The invoice acknowledges your booking and reserves your space at the Show. Nearer the time of the Show, you will be sent an Exhibitor's Pack with details of your stand, your tickets and vehicle pass(es).

If you require an invoice ahead of payment, please contact the RIWAS office.

**Early booking discount for applications sent in by 31st March 2024.**

**Closing date for applications: Monday 19th June 2024.**

**Packs and passes will only be distributed once payment has been received.**



HEADLINE SPONSORS OF THE ROYAL ISLE OF WIGHT COUNTY SHOW 2024

**ROYAL ISLE OF WIGHT COUNTY SHOW 2024  
CATERING CONCESSION BOOKING FORM**

Company name	
Nature of business	
Address	
Postcode	
Contact name	Phone number
Contact email address	
Lead name attending on Show days	
Mobile phone number for Show days	
Description of your stand and products/menu.	
<u>Area required (depth and frontage) + any support vehicles</u>	
Please include a photograph of your stand so that we can ensure a good experience for visitors throughout the Show.	

Item	Size	Rate	No. Required	Total
Open Space – 5 metre depth	* 5m and under frontage (includes 2 weekend tickets)	£250		
	* More than 5m but less than 10m frontage (includes 2 weekend tickets)	£355		
	* Over 10m frontage - £35.50 per metre	£35.50 per metre		
	Village Green supplement	£20		
<b><u>BOOKINGS WISHING TO BE ON THE VILLAGE GREEN WILL INCUR AN EXTRA £20 PITCH FEE WHICH WILL BE USED TO HELP IMPROVE THE VILLAGE GREEN. OTHER BOOKINGS WILL REMAIN THE SAME</u></b>				
<b><u>EARLY BIRD DISCOUNT – DEDUCT £10 FROM SPACE COSTS FOR APPLICATIONS RECEIVED BY 31<sup>st</sup> MARCH 2024</u></b>				
Additional tickets	We will not issue tickets over the above allocation. If you require further tickets for staff you can purchase them in advance at a discounted price of £17 for the weekend or £12.50 for a single day.	£12.50 / £17		
Electricity (Day only)	Please complete this box if you require electricity (*Additional units of £60 can be added if required)	£60.00 per 16 amp (= 1 double socket)		
Electricity (Night)	Please complete this box if you require electricity overnight	£30.00 per 16 amp (= 1 double socket)		
Banners	Display of one banner in the Main Ring	£75		
* Please note the above prices do not include electricity – if you require electricity please complete the relevant box above			<b>TOTAL AMOUNT PAYABLE</b>	

To find out more about the Wight Marque scheme please visit [www.wightmarque.co.uk](http://www.wightmarque.co.uk) or telephone 0845 226 9098

**Please make sure the cost of items for sale is clearly visible to the public.**

<b>FOR OFFICE USE ONLY</b>		
Received (date) .....	Invoice Number .....	Electricity Required Yes / No
Size of stand .....	Ticket Allocation ..... Extra .....	Advert Size ..... Colour / B&W
Banner Space Qty .....		<b>STAND NUMBER</b> .....
Further information required? Yes/No	Approved traders list? Yes/No	Pack sent .....

Do you intend to dig/excavate or pin into the ground to such a depth that you may come into contact with underground services such as cables or pipework? If yes, please contact the Office for advice of procedures.	Yes	No	N/A
As you are providing food/drinks, please confirm you are registered with your local authority?	Yes	No	
Will you be using LPG whilst on site at the Fair?	Yes	No	N/A
What is your food hygiene rating?	Rating held .....Stars		
Please indicate how many miles you will be travelling to and from the Show.	To:	From:	

<b>YOUR CHECKLIST</b>	
<b>Photograph of your stand</b> (email is acceptable)	
<b>Application form</b>	
<b>Risk assessment</b>	
<b>Fire risk assessment</b>	
<b>Copy of insurance certificate</b> (Please ensure it is valid for the date of the Show)	

We collect and hold your information in accordance with the General Data Protection Regulation (GDPR). Please see the Royal Isle of Wight Agricultural Society' Privacy Policy – see [www.riwas.org.uk](http://www.riwas.org.uk). The policy clearly sets out how we collect and process your personal data, for what purposes we use it, the legal grounds of processing such data, how we keep your it secure and your rights in relation to such data.

In support of the County Show there is an opportunity for our partners to advertise in the local press. If you do not want us to share your details with the press, please tick the box below.

**It is your responsibility** to ensure that suitable and sufficient risk assessments are carried out to cover your operations and activities at our Show. You are also required to consider the risk of fire within your stand / structure. Failure to comply with a reasonable health and safety precautions, may result in you being removed from the site.

**All exhibitors are required to have full Third Party & Public Liability Insurance (£5m min) and must enclose copy of their current certificate. Completed risk assessments must also be submitted as indicated.**

**I / We agree to the Terms and Conditions as set out on page 4.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name

---

# Terms & Conditions for Traders & Exhibitors

## Royal Isle of Wight County Show

### Terms & Conditions for Traders and Exhibitors

1. The Show organisers reserve the right to accept or decline applications for Trade or Exhibition space and also determine the allocation of tent and site positions. The Chairman's decision on all matters shall be final and binding. Bookings will not be accepted until full payment is received (no post-dated cheques please).
2. There can be no unauthorised raffles, collections, or games of chance. No flyers or advertising material to be distributed around the showground or put on vehicles.
3. All traders and exhibitors are required to have full third party and public liability insurance (min £5m) - please supply copy certificate with your application.
4. All Traders and Exhibitors are responsible for the security of their property at all times.
5. All Traders, Exhibitors, and their staff must be in possession of a valid entry pass for the Show.
6. Traders must adhere to all Covid-19 rules and regulations pertinent at the time. Please visit <https://www.gov.uk/coronavirus> for up to date government guidance.
7. No part of the stand or exhibit should extend beyond the front of the allocated area. If you bring your own tent, you should apply for enough space to accommodate this. Please keep to the marked areas allocated to you.
8. All vehicles belonging to Traders, Exhibitors, and their staff must be parked in the allocated parking area.
9. Setting up may take place between **13:00 & 18:00 hrs on Friday 12<sup>th</sup> July** and must be completed by **09:00 hrs on Saturday 13<sup>th</sup> July**.
10. **There will be no vehicle movement allowed on the site until the show has officially closed. We predict this will be between 09:00 and 17:30 hrs on Saturday and between 09:00 and 16:30 on Sunday. However, vehicle movement will be subject to arrangements on the day.**
11. **Stands are to remain open until at least 17:00 on Saturday 13<sup>th</sup> July.**
12. Taking down may not begin before **16:00 hrs on Sunday 14<sup>th</sup> July** and must be completed by **12:00 noon on Monday 15<sup>th</sup> July**.
13. Traders and Exhibitors must at all times have due regard for public safety. All thoroughfares must be kept clear of obstructions. ALL exhibitors must comply with the relevant Health and Safety requirements. Completed general and fire risk assessment forms should be submitted by 10<sup>th</sup> June, at the latest. Please ensure to mention COVID-19 in your risk assessment.
14. **Traders are not permitted to use their own generators.** Electricity can be requested at an additional charge. **If you request electricity on the days of the show without pre-booking you will be charged £75 which will be collected by the Electrician on the days.**
15. Please note that there must be NO SMOKING in any enclosure to which the public is admitted, including tents, marquees, toilets, etc. Your co-operation in this is appreciated.
16. Cancellations notified up to 30 days prior to the Show will be subject to a charge of 50% of the fee paid. There will be no refund for cancellations after this date. Should the Organisers cancel or curtail the Show, for reasons beyond their control, no refunds will be made.
17. **Please remember that the officials are unpaid volunteers and also wish to enjoy the Show. The Committee will fully support the officials in carrying out their duties, and any person not complying with these conditions will be ordered to leave without compensation.**

# Catering - General Risk Assessment

All traders/exhibitors must complete this section

**Saturday 13<sup>th</sup> and Sunday 14<sup>th</sup> July 2024**

Date:
Company Name:
Contact Name:
Mobile No:

<b>A People/Persons at Risk – Numbers at Risk</b>							
Employees/Staff		Contractors		Public		Show Staff	

<b>B HAZARDS</b>													
Structure		Access/Egress		Vehicle movements		Mechanical		Manual handling		Biological agents		Lone Working	
Animals		Housekeeping		Electrical		Lifting		Noise		Violence & Aggression		Working at height	

OTHERS - SPECIFY
------------------

Task/Activity	Hazard	People at risk	Existing Control Measures	Initial Risk H/M/L	Adequately controlled
List significant steps in job/task	Describe all hazards identified and their effects for each task		Describe fully all controls applicable for each hazard. All controls must be valid in that they reduce severity, likelihood or both	Classify risk rating from matrix for each hazard	Yes/No

If you need extra space, please attach separate sheet.

<b>Risk assessment Circulation list (tick box)</b>					
<b>Employees</b>		<b>Management</b>		<b>Contractors</b>	
<b>Other – Specify:</b>					
<b>Assessor:</b>		<b>Date Assessed:</b>		<b>Review Timescale:</b>	
<b>Signature:</b>					

## Guidance on completing the General Risk Assessment

### Table A

**Those affected:** Any person who may be affected by the work must be identified. Should there be categories of persons not listed, enter them in the boxes provided.

### Table B

**Hazards:** Identify the hazards inherent to the activity being assessed, by putting crosses in the appropriate boxes. The list provided is not comprehensive. Should there be hazards that are not listed then enter them in the boxes provided.

**Note:** The definition of a **HAZARD** is: something with the potential to cause harm.

### Table C

**Hazards:** List the hazards identified in Table B

**Existing Control Measures:** Outline the existing measures which will reduce the risk arising from each of the hazards listed. Check that they meet legal requirements, industry standards and represent good practice. Typical control measures include: safe design; preventing access to the hazard e.g. guarding; written procedures and instructions; training; provision of PPE etc.

### Risk

Assess the risks arising from the hazards identified, using the criteria set out below. Consideration must be given to what is reasonably foreseeable in relation to the identified hazards and recognition of any existing control measures that reduce the risk. Enter the appropriate letter, L for low, M for medium or H for high. If the overall risk category is low, then the assessment is complete and the form circulated to those affected. However if the overall risk category is medium or high, then Additional Control Measures are required (see below).

**Note:** The definition of a **RISK** is: the likelihood that harm from a particular hazard will occur and the consequences.

MATRIX	LIKELIHOOD			
	SEVERITY	Certain or near certain to occur	Reasonably likely to occur	Unlikely to occur
Fatality; major injury or illness causing long term disability	HIGH	HIGH	MEDIUM	
Injury or illness causing short term disability	HIGH	MEDIUM	LOW	
Other injury or illness	MEDIUM	LOW	LOW	
<b>RISK</b>				

# Catering - Fire Risk Assessment

**All Traders / Exhibitors must complete this section**

**Company/Trader Name:**

**Mobile number on site:**

**In order to comply with relevant fire safety legislation you MUST complete a Fire Risk Assessment of your stall or unit. The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks and protect people from fire.**

**Failure to comply with this requirement will result in you being removed from the site. You must be able to answer YES to the following questions.**

**This signed and completed form must be maintained available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers at all times.**

You must undertake a Fire Risk Assessment for your unit, which must be suitable for the circumstances. You do not need to use this form, and may use another method if you wish, however, this form is considered to be suitable for most standard market stalls and units

1	Are adequate exits provided for the numbers of persons within the unit or stall and where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	Yes	No	N/A
2	Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use.	Yes	No	N/A
3	Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?	Yes	No	N/A
4	Has the fire-fighting equipment been tested within the last 12 months? <i>Note: a certificate of compliance will normally be required</i>	Yes	No	N/A
5	Have your staff been instructed on how to operate the fire-fighting equipment provided?	Yes	No	N/A
6	Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit?	Yes	No	N/A
7	Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG etc and reduced the risk of them being involved in an incident?	Yes	No	N/A
8	Have you identified all ignition sources and ensured that they are kept away from all flammable materials?	Yes	No	N/A
9	Are the structure, roofing, walls and fittings of your stall or unit flame retardant? <i>Note: certificates of compliance will normally be required</i>	Yes	No	N/A
10	Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, etc?	Yes	No	N/A
11	Do you have sufficient bins for refuse? Is all refuse kept away from your unit?	Yes	No	N/A
12	Have any portable appliances been PAT tested by a qualified person in the last 12 months?	Yes	No	N/A
13	Are you aware that petrol generators are not permitted on site?	Yes	No	N/A
	<b>Do you plan on using LPG? (If not skip 14-22)</b>	Yes		No
14	Do you have an inspection / gas safety certificate for the appliances and pipework? ( <i>Copy to be available for inspection</i> )	Yes	No	N/A
15	Are all hose connections made with "crimped" fastenings?	Yes	No	N/A
16	Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?	Yes	No	N/A
17	Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	Yes	No	N/A
18	Are the cylinders located away from entrances, emergency exits and circulation areas?	Yes	No	N/A
19	Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	Yes	No	N/A
20	Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?	Yes	No	N/A
21	Do you ensure that only those cylinders in use are kept at your unit/stall? ( <i>Spares should be kept to a minimum and in line with any specific conditions for the event</i> )	Yes	No	N/A
22	Is a member of staff, appropriately trained in the safe use of LPG, present in the unit / stall at all times?	Yes	No	N/A



If the answer to any of the above questions is "NO", please detail the actions you have taken to remedy the situation. Continue on a separate sheet if necessary.

--

**Stallholder / Responsible Person:**

Signature	Print Name	Date

**Designation:**

**Company:**

**Please note: this document does not preclude you from possible prosecution or removal from the site by the organisers, should a subsequent inspection reveal unsatisfactory standards.**