



# ROMSEY SHOW

## Public Catering Concession

## Information

DEADLINES FOR APPLICATION 31<sup>ST</sup> MAY

[HTTP://ROMSEYSHOW.CO.UK/](http://romseyshow.co.uk/)

## Introduction

In 1842 the Romsey Agricultural Show Society was formed as an active farmer's society. The majority of the committee were farmers and the formation of the Society coincided with a boom in British farming. In 1919 it joined the Romsey Horse and Poultry Show Society to become the Romsey Agricultural & Horse Show Society. The Society held a 'summer show' in September and Colonel Wilfrid Ashley, 1st Baron Mount Temple kindly invited the Society to hold the show on the Broadlands Estate.



The Romsey Agricultural and Horse Show Society is a registered charity. The Society's principal objective, under its Memorandum and Articles is "To promote agriculture, forestry, horticulture, allied industries, rural crafts, the breeding of livestock including horses, and to encourage skill and industry in such enterprises" and "To hold in pursuance of its main objects an annual agricultural show".

Set in the beautiful historic parkland of The Broadlands Estate (just off the A27 at Romsey), we pride ourselves on providing an action-packed show with thrilling displays, county standard livestock, equine and poultry competitions, Countryside Area, "have-a-go" experiences, live music, street entertainment and fabulous local produce outlets. The three large entertainment arenas have a tight schedule lined up with many traditional favourites and attention grabbing new displays.

The Romsey Show welcomes over 500 trade exhibitors each year, selling and promoting a range of goods and services from clothing and crafts, to cars, charities, venues and houses.

The show on its single show day attracts 20,000+ visitors of all ages from across the south, west and beyond.

The site has free parking for visitors and road signs help to direct the public to the show site. Alternatively, visitors can use local bus and train services to Romsey and take a short walk to the show ground.



### Contact Details

**Show Secretary:** Alexa Morson  
**Show Office Address:**  
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Broadlands,  
Romsey,  
Hampshire,  
SO51 9LQ  
**Telephone:** 01794 517 521  
**Email:** [info@romseyshow.co.uk](mailto:info@romseyshow.co.uk)

**Charity No:** 1007948  
**Limited Company No:** 2370986



# Regulations for catering concessions

Read this carefully – on signing your application form you have agreed to wholly comply with these terms and conditions.

## SHOW EXPECTATIONS

The Romsey Show has a long tradition of high quality in all areas, especially in terms of catering. We aim to provide our visitors with a unique and diverse catering experience at the Show and therefore the food products described on your application will be evaluated not just in terms of regulatory compliance, but also on how they suit these aims:

- A diverse range of high quality products at reasonable prices.
- A range of traditional products.
- A mix of local, British and street food of different origins.
- Proof of product provenance.
- Products with a story.
- Award winning products (provide details on application).
- Catering staff who are enthusiastic and knowledgeable about the products they sell.
- Attractive and unusual Catering Units.

## TENDERED APPLICATIONS

All applications must be submitted on the appropriate entry form which must be signed by the Caterers or authorised representative, such signature being an acceptance of the show regulations. No application will be considered before a completed application form has been received alongside the relevant paperwork. Applications will be reviewed, and an invoice sent to those accepted. Please ensure this is paid in a timely manner. Catering bookings will only be secured once full payment has been received.



Acceptance of any application is at the sole discretion of the Society as is the number of Catering Units which we will accommodate at the Show. The Society will not accept post-dated cheques as payment.

Caterers are to confirm on the application form the size of the site they require per Catering Unit, indicating frontage and depth clearly in metres, to include tow bars, refrigerated units or anything else that increases the physical dimensions of the Catering Unit in any way.

We require the following to accompany your application. If these are not provided we cannot process your application:

- Photographs of the unit from different angles (for new applicants)
- Menus with price list specific for the Romsey Show.

If your application is successful, the following will be required to view on show day:

- Gas and Electric Safety Certificates.
- Food Hygiene certificates

Please carefully and thoroughly read the enclosed Exhibitor Terms & Conditions which you are required to comply with.

A Show official will inspect the documents and safety equipment before you are permitted to trade. Failure to have the documents and safety equipment available will render you liable to exclusion from the Show with no refund.

All Trade Stands must complete a Health & Safety Assessment Questionnaire as part of their application. Copies of documents listed in the questionnaire (e.g. insurance certificates & risk assessments) should be available for inspection during setup, operation and breakdown of the Show.

The Show Stewards have power to order the removal of any article from the Show ground, or close the Catering Unit that does not conform to the regulations of the Society.

All paperwork submitted with your application must be adhered to. Catering Stewards will be checking that requirements are met on and throughout Show Day and anyone breaking this is liable for expulsion from the Show.

All food and drink products sold are to be of the best possible quality at a sensible price, and printed copies of items for sale and tariffs to be applied at the Show must accompany the application.



## APPLICATION DEADLINE

CLOSING DATE for Public Catering Applications is the 31<sup>st</sup> May 2020. There may be some late space available, please contact the Show Office.

You may make multiple applications.

Previous participation in the Romsey Show does not bestow any rights to participate in the Show. Previous attendance at a specific site/location at the Show does not bestow any rights to demand that site/location in subsequent years.

We will attempt to let all Caterers know if they have been unsuccessful with their applications as soon as possible.

## PRIORITY

Priority will be given to Caterers who confirm in writing that their products have been sourced and supplied locally and that this fact will be clearly advertised on the Catering Unit at the Show.

Priority will also be given to Caterers who confirm in writing that they will use containers, cutlery, napkins and any other disposable materials that are made from recycled or sustainable materials. For example, wooden forks, recycled cardboard plates, napkins made from sustainable sources.

## DRINKS

Caterers can sell their normal product together with hot and cold soft drinks; Caterers are encouraged to be innovative and original with their range and brand of drinks. No alcoholic drinks may be sold unless previously agreed with the Show Secretary or Chief Steward. **You are NOT permitted to use UHT milk.**

## PACKAGING / CONSUMABLES

You are only allowed to use compostable products. This includes bags, cups, food containers, cutlery, straws and stirrers. No plastic sugar or condiment sachets are allowed.

## UNAPPROVED ITEMS

Food items or confectionary not explicitly approved on applications must not be sold at the Show as they may infringe another Caterer's application. Catering Stewards will therefore have the power to demand that any food product not explicitly approved by the Society on the application form be removed from display and not sold at the Show.

## SITE / POSITIONING

Catering Units will be provided with specific sites in the Showground. Whilst we will reasonably work with applicants to accommodate your requirements, the Stewards or Secretary's decision regarding your site placement is final.

No movement will be allowed.

The Society will not be held responsible for damage caused to sites, during the pre-show period, and will not undertake to make good such damage.

## SETTING UP

You may set up your stand from midday on the Wednesday prior to the show. Electricity (if booked) will be available from 12 noon on Friday. You may only trade on Show Day.

If you use cable ties, please use white ones to aid after show clearance.

## VEHICLES

Vehicles that are not part of the Catering Unit specified on the approved application form must be removed from the Showground and into the Traders' car park by 08:00 a.m. You are not allowed to dismantle your Catering Unit or remove your vehicle from the Traders' car park before 18:00. All vehicles that are part of the Catering Unit must display the appropriate vehicle permit and be parked



within the total pitch size requested. All other vehicles will be removed from the showground.

## REFUSE

All Catering Units must provide suitable and adequate litter bins and are responsible for clearing all litter from their unit(s) throughout the day. These bins must be emptied by the Caterer into the main waste skips provided as and when necessary. Sites and their surroundings are to be kept in a clean and tidy condition at all times.

## TABLES AND CHAIRS

Caterers can supply their own tables and chairs for placement immediately in front of their Catering Unit ensuring that any thoroughfares are kept clear.

Tables must be kept clear of rubbish and food matter and regularly sanitized with a suitable cleaning product. A waste bin must be provided for public use and emptied regularly.

## SUB-LETTING

No Caterer shall sub-let, sub-contract or share any portion of the space allocated by the Society or move to any site other than that allocated to them. Any

violation of this will result in the Caterer being asked to leave the Showground.

### **INSURANCE**

All Caterers are required to have Public, Product and Employers Liability Insurance. The Society requires production of the relevant certificates with their completed application form.

Failure to do this will invalidate the application. Each catering unit must carry their own First Aid Kit. The Society will not be in any way responsible for any accident, injury or damage to any Caterer, their employees, assistants or property, and it is a condition of entry that each Caterer shall hold the Society harmless and indemnify it with regard hereto.

### **REFUNDS**

No refunds for cancellations will be made once a payment has been received. In the event of cancellation, postponement or abandonment of the Show, refunds will not be made.

### **ADVERTISING**

Products for sale should all be clearly advertised on the front of the Catering Unit and should all be listed with their prices.

Catering Units are not allowed to use audio speakers of any kind to play amplified music or any other kind of audio for any reason.

### **CONTRAVENTION**

**If any of the Show Conditions (standard Show Regulations (including health and safety policy), specific Catering Concession Regulations as stated herein or normal fire/hygiene regulations etc.) are found to have been contravened on the day of the Show, the Secretary of the Society will have the authority to close the Catering Unit(s) involved until the contravention has been remedied, without refund of any kind for trading time lost. It is the responsibility of the Caterer to ensure all these regulations are understood and adhered to.**