

DORSET



COUNTY SHOW

5 & 6 SEPT 2020

Catering Concession Information

Agriculture House
Acland Road
Dorchester
DT1 1EF

Tel 01305 264249

secretary@dorsetcountyshow.co.uk

www.dorsetcountyshow.co.uk

DORSET

COUNTY SHOW

TWO DAYS OF TRADING OPPORTUNITIES ...

60,000

A fixture in the calendar, Dorset County Show regularly attracts huge crowds and all children under the age of 16 enter the show for free!

VISITORS



TRADE STANDS

500



Become one of 500 trade stands on site with specialist areas such as Agricultural, Motor, Shopping and Artisan Crafts

 **13,500**

SOCIAL MEDIA

 **6,500**

- Facebook posts reaching up to 54,000 people
- All Traders mentioned on Twitter
- Each trader has a company profile on dorsetcountyshow.co.uk

 **1,700**

 **1,200 SHEEP**  **2,200 HOMECRAFT**

ENTRIES

 **300 CATTLE**  **740 HORSES**

TRADE – DEMONSTRATE – ENTER

We're delighted that you are interested in a catering concession at Dorset County Show. In this booklet you will find some useful tips to help you with your application as well as rules and guidelines.

Dorset County Show is an annual 2-day Show held on the first weekend in September immediately outside the County town of Dorchester in Dorset. The Show has grown steadily over its 180 year history to its current form as Dorset's largest agricultural Show.

We look forward to receiving your application form and if you have any questions please feel free to get in contact.

Will Hyde
Show Secretary
01305 264249
secretary@dorsetcountyshow.co.uk

Application Process

January 2020 onwards

Receive application forms from Dorset County Show – any questions can be answered by contacting the Show office; 01305 264249 or secretary@dorsetcountyshow.co.uk



April 3rd 2020 - DEADLINE for returning application form

Return the application form at your earliest convenience along with:

- Risk Assessment
- Fire Assessment
- Food Safety Checklist
- Picture of your catering unit



April 2020

Dorset County Show assess all application forms for suitability.

Where a site has received more than one application the event organisers will refer to additional information provided by applicant such as; provenance of food, prior history with the show and environmental impact.



May 2020

Applicant notified on the result of their application

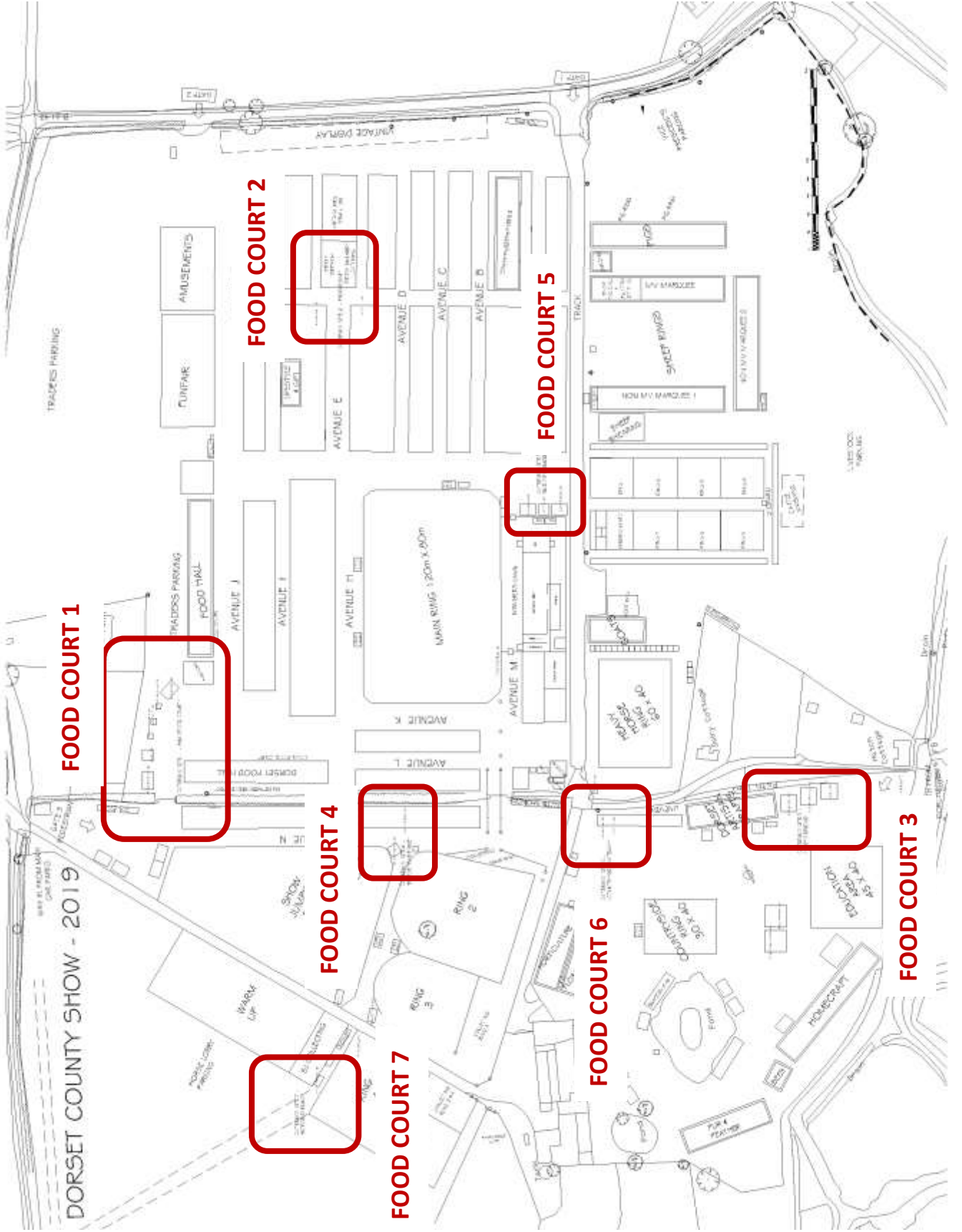


early/mid August 2020

Tickets and passes sent to Caterers



TRADE AT DORSET COUNTY SHOW
5th & 6th SEPTEMBER 2020



FOOD COURT 1

FOOD COURT 2

FOOD COURT 5

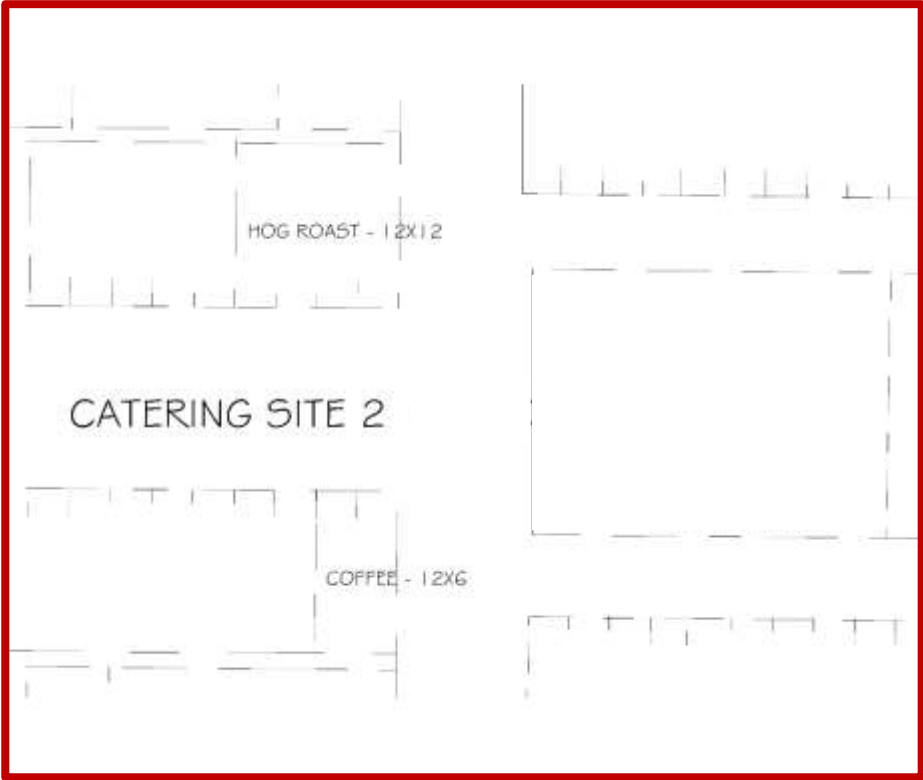
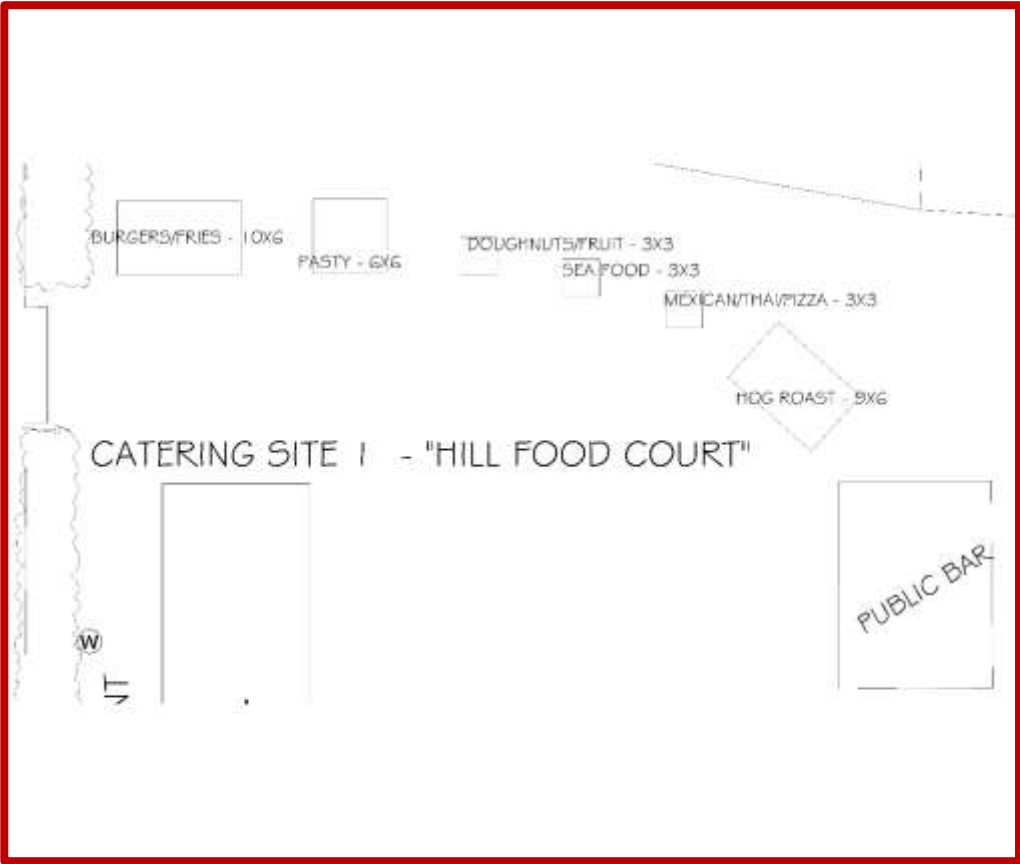
FOOD COURT 4

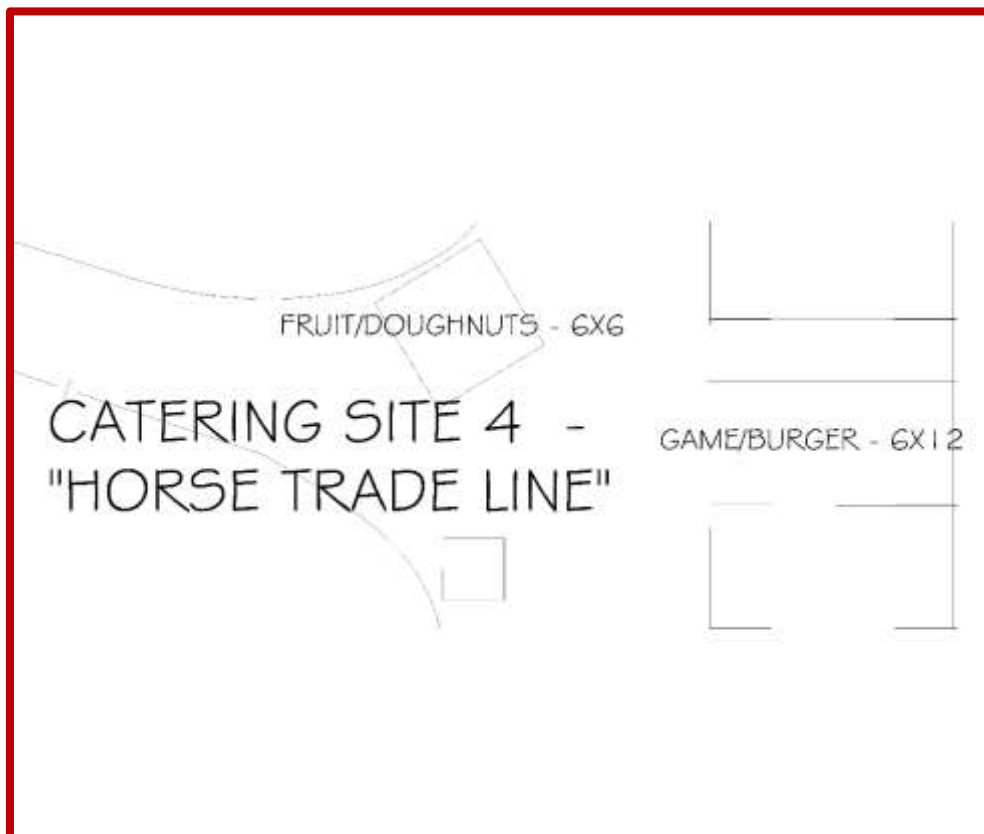
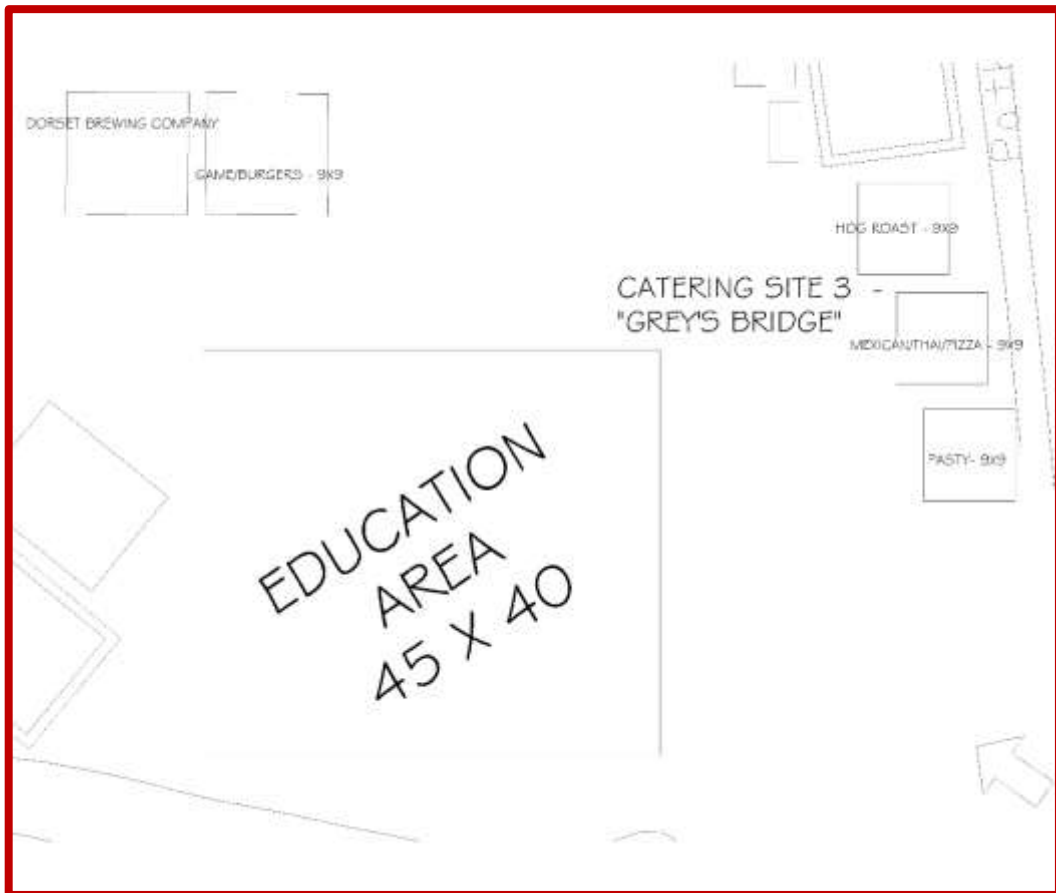
FOOD COURT 7

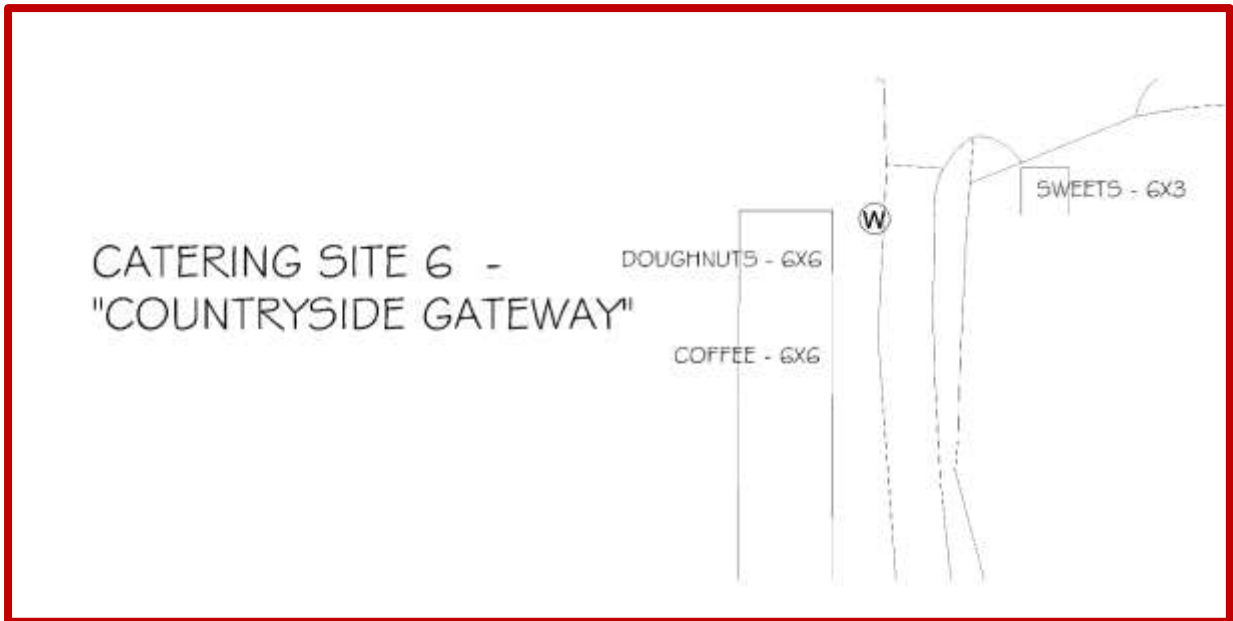
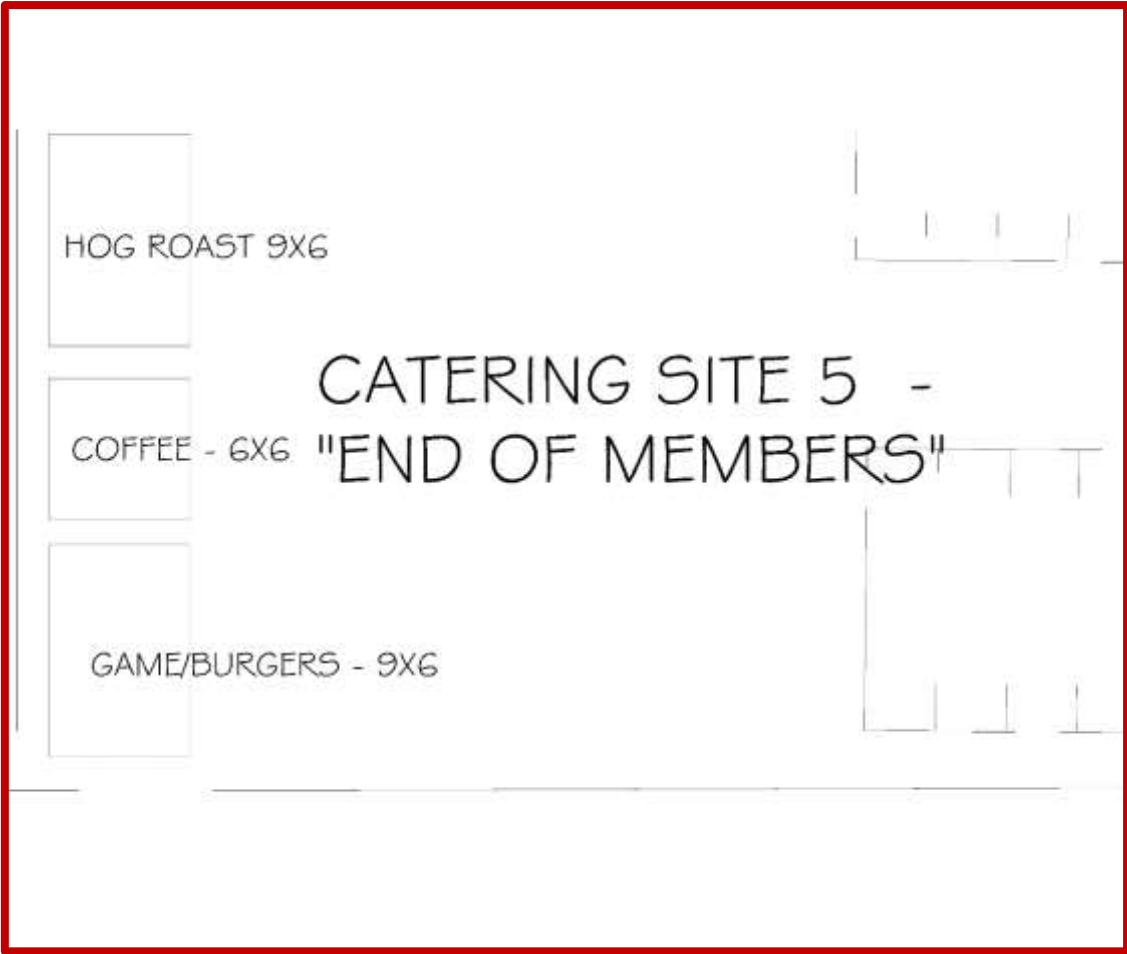
FOOD COURT 6

FOOD COURT 3

Food Court Locations - Detail and Sizes









CATERING SITE 7 -
"HORSE PARKING"

The diagram shows a site plan with several lines representing boundaries or paths. A large area is labeled 'CATERING SITE 7 - "HORSE PARKING"'. To the right, there is a rectangular area labeled 'MULTI-PURPOSE - 9X6' and a larger area labeled 'SJ'.

SJ

MULTI-PURPOSE - 9X6

GENERAL CONDITIONS AND REGULATIONS 2020

1. Concessions as detailed in the site specifications are offered in accordance with the General Conditions and Regulations for the rights of provision of catering at the 2020 Dorset County Show as given below.
2. 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.
3. 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 caterer's immediate removal from the Show.
4. Caterers are strongly advised to obtain a copy of "National Guidance for Outdoor and Mobile Catering" published by The Chartered Institute of Environmental Health and available as a free download from their website.
5. **The Dorset County Show has a Food Hall and Dorset Food Hall. A certain number of exhibitors at these features will be granted concession to serve 'food for immediate consumption'.**
6. Caterers must submit with their tender **a detailed menu including weights and prices.** This information will be taken into account when evaluating tenders.
7. **The Dorset County Show's policy is to promote primarily Dorset, South West and British sourced products. Priority will be given to caterers confirming in writing that the product they use has been sourced and supplied from Dorset or the South West and this fact will be clearly advertised by the caterer at the Show.**
8. **Caterers must confirm in writing at the time of applying that they will use containers and cutlery made from recycled or sustainable materials. E.g. wooden forks, recycled cardboard plates etc.**
9. Caterers must provide a high quality at a sensible price. Price lists must be displayed prominently on the Unit(s) at the Show
10. Food Courts offered to one caterer must operate 'product led' units and be sole-owner operated. **Sub-contracting is not permitted.**
11. Caterers should note that portion size and maximum prices for food items and beverages are issued by the Dorchester Agricultural Society and published in this booklet. **Hot beverage quantities must be 8/12oz.** and cannot be changed without written authority from the Show Secretary.
12. **Food Safety:** all catering and food retail outlets must follow good food hygiene and safety guidance and practices at all times. This will include having a current and up-to-date HACCP plan; effective management of allergens and a score of not less than 4 in their last EHO inspection.
13. **Each Caterer must provide a minimum of 5 tables and 20 seats per unit. Caterers will be responsible for keeping their area clean (litter free) and tidy.**
14. Caterers must apply for electricity and/or water if required on the relevant forms which will be sent with the notification of acceptance. All caterers must have access to water although the site water must only be used where it will be boiled such as in cooking or in an urn; bottled drinking water should be used elsewhere. Please note there will be standpipes in the vicinity of the multiple catering sites. **PLEASE NOTE THE USE OF GENERATORS IS NOT PERMITTED.**
15. Caterers must hold Public Liability insurance for at least £5 million and a copy of the policy certificate is to be included with the tender form. Any catering concession employing people must have Employers' Liability Insurance to satisfy Health and Safety requirements. Where a catering concession 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 of the Caterer's unit. This is particularly important where volunteers or self-employed people are working for a Caterer since there is a strict duty of care to these persons as they are treated as your employees. Caterers must confirm with their insurance company that their insurance covers all staff, whether directly employed, self-employed, temporary contract or volunteer.
16. Notification of whether or not a tender is successful will be sent **in writing** in early-May 2020.
17. Successful Caterers will be sent an invoice for a 50% deposit of the fee (including water and electricity) with the acceptance of the application. **Payment of this invoice must be made immediately. 50% deposit payments are non-refundable in any circumstances. Failure to meet the initial payment deadline will result in the concession being offered elsewhere.**
18. The remaining 50% of the balance is due by the 1st July 2020 – in line with Dorset County Show's Trade Stand payment structure. **Failure to meet the balance payment deadline will result in the concession being offered elsewhere.**
19. **Caterers will be checked by our nominated catering steward each day.**
20. Catering sites and type of product will be chosen at the discretion of the Dorchester Agricultural Society.
21. The Dorchester Agricultural Society reserves the right to adjust the allocation and location of sites in catering areas in the interest of variety and customer satisfaction.
22. **Those selling/promoting alcohol are reminded they must have correct Temporary Event Notice to cover the Show period and hours of opening. A copy must be sent to the show office when issued, without this you will**

- not be allowed to trade on the site. The Show & Showground are a member of Pub Watch Dorchester and therefore banned customers cannot be served. An up-to-date banned list will be circulated pre-show.
23. Alcohol Opening & Closing times are 10:00 until 18:30 throughout the showground except for the Members & Guests Facilities.
 24. A Caterer who amends or withdraws their application after it has been accepted may be excluded from tendering for future Dorset County Show contracts.
 25. **Please complete and return the tender forms by Friday 3rd April 2020. Failure to do so will result in your application not being considered.**
 26. **HOURS OF OPENING.** All Catering units must be fully stocked and operational during the Show opening times of 08:30 to 18:30. **Pre-Show and 'out of hours' catering is not permitted unless previously agreed with the Show Secretary.**
 27. **CLEANLINESS AND HANDLING OF FOODSTUFFS.** Caterers are alone responsible for complying with legislation and regulations regarding the handling of foodstuffs. It is vital that all caterers ensure that all staff are adequately trained and all hygiene and safety procedures are followed. It is paramount that all caterers **must** show due diligence where food safety issues are concerned e.g. Prevention of cross contamination, correct food temperature, handling of food. All concessions awarded, and in particular multiple unit sites are to be sole owner-operated.
 28. **SAFETY OF GOODS AND FIRE PROTECTION.** The Dorchester Agricultural Society will not in any way be responsible for the safety of any goods or equipment belonging to, or being delivered to, the Caterer. The Caterer is responsible for providing fire protection in respect of each unit. All catering units and sites will be subject to a visit by the Show Health and Safety Officer. Where practicable fixed piping should be used to connect LPG Cylinder to the point of use and the cylinders **must** be suitably secured within a metal cage. If flexible tubing is used it **must** comply with recognised British Standards. **Under no circumstances are jubilee clips to be used.** Please ensure that tubing is secured by **crimper clips only.** Oxyacetylene cylinders are completely banned from anywhere in the Show, whether within the Showground or in the car parks or caravan park. Any person found to have such a cylinder will be ordered to remove it and not be able to participate in the Show until this has been done. All public caterers are responsible for carrying out their own Hazard Analysis and must ensure that they have copies with them at the Show in case of 'spot checks'.
 29. **DISPOSAL OF RUBBISH.** It will be the responsibility of the Caterer to provide suitable containers and to ensure frequent and adequate disposal of all rubbish and litter. All sites must be cleared of litter each evening and after the Show all fittings removed and areas cleaned/re-instated before leaving.
 30. **SUPPLIES.** Caterers must arrange for delivery of supplies between 06:30 and 08:00 or 18:30 and 20:00 on Show days. Delivery vehicles will be permitted to enter the Showground during these times on deposit of £50 which will be refunded if the vehicles leave within the allocated time.
 31. **MILK.** Fresh pasteurised full cream or semi-skimmed milk must be used by all caterers, there are several local suppliers. **The use of UHT milk is not permitted.**
 32. **LICENCES.** Where alcoholic beverages are to be served the caterer is to obtain the necessary Licence, forward a copy to the Show Secretary **and display the certificate at the point of sale area.**
 33. **STAFF.** The caterer is responsible for the behaviour of the employees and will ensure they are suitably dressed at all times. Polite, efficient and speedy service is paramount throughout the whole period of the Show. **NB the Caterer will undertake to comply with Legislation, Food and Hygiene Regulations and Fire and Safety Regulations and ensure all staff members are fully briefed with the same.**
 34. **ADMISSION TICKETS.** Caterers will receive a complimentary allocation of tickets to cover those manning each unit on each Show day and one Exhibitor Vehicle pass.
 35. **SUPERVISION.** The Caterer will be required to supervise arrangements on-site and to carry out reasonable directions made by the Show Officials to rectify any omissions and faults they consider necessary to maintain the highest standards. **The Caterer will inform the Show Secretary of a contact name and mobile telephone number for 24 hour contact during the Show period, please make sure this is stated on your tender form.**
 36. **ARRIVAL.** All catering units must arrive on site between 09:00 and 15:00 on Friday 6th September. **Please report to the Tradestand Office at the Main Gate** to confirm actual position. Units positioned incorrectly will not be permitted to open for business until they are relocated to their allocated site. **Units will not be permitted to arrive on site before Friday 4th September except by special arrangement with the Secretary.**
 37. **SITE CLEARANCE.** Caterers are responsible for ensuring all sites allocated to them are cleared/re-instated and equipment and rubbish removed by 16:00 on **Monday 7th September 2020.**
 38. **CONDITIONS.** The Dorchester Agricultural Society reserves the right to cancel any contract in the event of unforeseen circumstances rendering it desirable not to hold a Show or in the event of the Caterer not complying with the agreed Conditions.

2020 MAXIMUM FOOD PRICE LIST

| Item | Size | Maximum Price |
|---|-------------------|---------------|
| Coffee Bean to Cup (Speciality) | 8oz /12oz | £2.50 / £3.00 |
| Instant & Scanomatic machine | 8oz /12oz | £1.60 / £1.80 |
| Tea | 8oz /12oz | £1.40 / £1.50 |
| Speciality Tea | 8oz /12oz | £1.60 / £2.00 |
| Hot Chocolate - whipped cream & chocolate | 8oz /12oz | £2.80 / £3.00 |
| Canned Drinks | 330ml | £1.50 |
| Bottled Drinks | 500ml | £2.00 |
| Water | 500ml | £1.50 |
| | | |
| Carvery - Beef/Pork/Lamb | 4oz/113gm | £5.50 |
| Hot Baguette | 4oz/113gm filling | £5.50 |
| Cold Baguette | 4oz/113gm filling | £4.50 |
| Burger - Beef/Chicken | 4oz/113 gm | £5.00 |
| With Cheese (processed) | 4oz/113gm | £5.50 |
| With Cheese (fresh) | 4oz/113gm | £5.50 |
| Bacon Roll | Back - 2 Rashers | £5.00 |
| Sausage Bap | 2 x Sausages | £5.00 |
| Chips | 8oz/227gm | £3.00 |
| Baked Potato (excluding filling) | 4oz/113gm | £4.00 |
| Pasty (steak) | Large | £5.00 |
| Pasty | Large | £4.50 |
| Fresh Doughnuts | Single | £0.60 |
| | 4 x 1 | £2.00 |
| | 6 x 1 | £3.00 |
| Crepes / Pancakes (excluding fillings) | | £3.00 |
| | | |
| Draft - Beer/Bitter/ Lager/ Cider | 1 Pint | £4.00 |
| Bottled - Beer/Bitter/ Lager/ Cider | 330ml | £3.50 |
| Spirits | 25ml | £3.00 |
| Wine | 125ml | £4.00 |
| | 250ml | £5.00 |
| Pimms | ½ Pint | £4.00 |
| | 1 Pint | £7.00 |
| Champagne | Jug | £16.00 |
| | Bottle | £30.00 |