



GENERAL REGULATIONS & CONDITIONS FOR CATERING CONCESSIONS

All exhibitors, caterers and bar providers shall be considered as having read and understood the following regulations, along with the general trade regulations.

1. Compliance

All food businesses must comply with all current legislation, regulations and trading conditions, particularly Food Safety, Fire Safety, Risk Management, Health and Safety Regulations, and must be registered as a food business with their relevant Local Authority.

All food businesses must use the “safe food, better business for caterers” manual, or similar. The manual is available free of charge from your local EHO.

All exhibitors will receive a visit from the LAS appointed Food Safety personnel. They will have right of access to all stands prior to the Show (on set up days) and during the Show.

Enforcement Officers from West Lindsey District Council will also be attending the Show and will have right of access to all stands during the Show, and exhibitors/traders should expect a visit at some point.

Whilst not an exhaustive list, all exhibitors handling food MUST have access to adequate hot water hand washing facilities and antibacterial soap and hand sanitiser. Stewards will be checking that these facilities are available before the show opens and during the course of the show itself.

All food should be stored at correct temperatures.

Raw and cooked food must be kept separate and all equipment and work surfaces should be regularly cleaned and sanitised.

Catering vehicles will be subject to the same traffic regulations as all other vehicles.

Please promote, list and actively market local Lincolnshire produce wherever possible. Priority will be given to caterers who at the time of tendering confirm that they will be using Lincolnshire produce and containers and cutlery made from recycled and sustainable materials.

No glass is permitted.

The LAS appointed Food Safety personnel have permissions from the Lincolnshire Agricultural Society to close any business who is not operating to our terms for part of the Show until measures are rectified. If this is not done, then they are within their power to close your business for all of the Show. Failure to comply with the regulations set out could also lead to your immediate removal from the Showground without recompense.

2. Arrival on Site.

All units must be on site and in position by 17.00 hours pre-show day 20 June 2023. Sites will have been marked out and numbered. Units incorrectly positioned will not be allowed to open until they are relocated.

3. Trading Times.

Food units must remain open from 08.00 hours to 18.00 hours although they may open earlier and stay open later if they consider that there is sufficient demand. Bar units must close at 18.00 (Food Court), 19.00 hours (all other exhibits). The LAS appointed Food Safety personnel have the permissions of the LAS to request exhibitors to stop trading, should this be required. They also have the permissions to alter trading times.

4. Prices and Description of Products

Description of products, minimum raw weights and approved selling prices must be clearly displayed at each point of sale and in line with the maximum prices schedule.

Caterers must provide good quality Local or Regional reared meats and other products wherever possible and prominent signage to this effect is encouraged.

Only FRESH MILK must be used. No UHT.

All caterers are asked to have bottles of water for sale to the public. Prices to be in line with the maximum prices set down by the Showground.

5. Allergen & Food Safety Information

For all food products, an allergen information sheet and your food safety documents should be available for inspection and for customers. We would encourage all caterers to display both your allergen information and Food Hygiene certificate.

6. Recording Sales Figures

Each catering unit must be able to provide electronic proof of event takings. These are to be provided following the event, so that commission and payment can be reconciled.

7. Receiving Deliveries

On show days caterers must arrange delivery of their supplies before 08.00 hours or after 20.00 hours.

8. Supervision and Staffing

Each caterer must have a responsible person to act as their senior manager and who will be on site throughout the show. They will represent the business and be responsible for the behaviour of all their staff who should be polite and suitably dressed in food protective clothing and headgear (if required). Temporary staff must receive training that is appropriate to their job requirements.

9. Disposal of Rubbish

All units are to be kept clean and tidy throughout the show, litter around each unit should be placed in lidded containers that must be provided by each caterer. Sites must be cleaned of litter each evening. After the show all equipment must be removed and the area cleaned before leaving the site.

10. Furniture for Mobile Catering Units

All caterers outside of the Food Court area, must provide their own tables, seats and bins and be responsible for keeping them clean and tidy throughout the duration of the Show.

11. Insurances, Indemnity and Security

Caterers must confirm that they maintain Employees and Public Liability Policies of at least £5m and indemnify the Society against all claims, including products liability, damage and expenses whatsoever in any way arising out of their presence. Caterers are responsible for their security, safety of their own goods and equipment.

Caterers must provide adequate fire protection and first aid boxes and staff should be trained.

12. Fire Precautions

Stands with cooking features or relevant fire risks should be equipped with a fire extinguisher.

Exhibitors should also be familiar, if applicable, with regulations concerning the use of inflammable liquids and gasses and use in enclosed areas. Traders are not permitted to store spare LPG cylinders on their stalls or in vehicles. Spare LPG must be stored in the Showground secure compound and only collected when required for immediate use.

13. Sub letting

No sub-letting of sites will be permitted without prior written permission.

14. Site Services

Caterers are responsible for arranging the supply and payment of services by contacting TSV Electrical Services Ltd or Gelders Plumbing. Relevant paperwork will be sent to you once your application is processed.

All caterers are responsible for ordering the correct services required for their stand – in recent years we have seen caterers 'overloading' with electric supplies which then causes issues on the day for

many others. The LAS have the right to ask any caterer to leave the site if they are found to be overloading suppliers. This may also result in you not being asked to attend future LAS events.

15. Tickets & Passes

Caterers are allocated 4 admission tickets per day for each unit, which can only be used by their own staff. Any additional tickets required are to be purchased at the reduced exhibitor rate of £18.50. All units will require pre/post show vehicle passes to access the site for set up and breakdown (please state quantity required on application form). This pass is valid for set-up before 17.00 hours on Tuesday 20 June and breakdown after 19.00 hours on Thursday 22 June. Please note all delivery vehicles needing access to the site pre Show will require a vehicle pass. On Show days all deliveries must be made before 08.00 hours and drivers will be required to purchase a £50 Deposit Pass at the gate, which will be refunded upon exit (before 08.00 hours). All vehicles parked on the Showground must display a static vehicle pass. Please note that vehicles parked on the Showground cannot be moved between 08.00 hours and 19.00 hours on Show days. Timings are subject to change – traffic movement is at the discretion of Event Control and Show Director – all exhibitors MUST adhere to the timings specified on the day to ensure the safety of everyone on site.

16. Food and Drink vouchers.

Staff and stewards of the LAS are given food and drink vouchers to spend at any food or drink exhibitor. All exhibitors must accept these and those who choose not to, may not be invited to trade at future LAS event. The food & drink vouchers cannot be redeemed on Show days. Please post them back to the Showground Office by 31st July 2023. Payment will then be made by BACS.