

# GENERAL REGULATIONS & CONDITIONS FOR CATERING CONCESSIONS



LINCOLNSHIRE  
SHOWGROUND

Visit [lincolnshireshow.co.uk](http://lincolnshireshow.co.uk)  
or call **01522 522900**

*#lincsshow24*



LINCOLNSHIRE  
AGRICULTURAL  
SOCIETY



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, and must fall within the provisions of:- The Food Safety Act Food Safety (General Food Hygiene) Regulations and Food Safety (Temperature Control) Regulations 2013.

Exhibitors are encouraged to read and understand 'Safer Food Better Business'. This can be purchased from WLDC or downloaded free from the Food Standards Agency website.

All exhibitors will receive a visit from the LAS appointed Licencing and Compliance Team. They will have right of access to all stands prior to the Show (on set up days) and during the Show. Environmental and Health & Safety Officers from West Lindsey District Council will be attending the Show and will have a right of access to all stands during the Show, and exhibitors 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. Water must be available at all bars.

The LAS appointed Licencing and Compliance Team have permissions 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 5.00pm, Tuesday 18 June. 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 8.00am to 6.00pm although they may open earlier and stay open later if they consider that there is sufficient demand. This will be determined by our Licensing and Compliance Team. Bar units must close at 6.00pm (Food Court), 7.00pm (all other exhibits). The LAS Licensing and Compliance Team 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 8.00am or after 8.00pm.



## **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 head-gear (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.





### **13. LPG**

Any exhibitor fuelled by LPG must ensure all gas connections and pipes have been tested and certified by a Gas Safe engineer. Certificates must be available for inspection if requested. All cylinders are to be disconnected/connected by competent persons using the correct tools. No smoking signs must be in place and observed.

Only two LPG cylinders are permitted per unit (one in use and one spare). Any others required must be placed in a separate cage and not on the stand or in a vehicle. Please ensure all hoses and fire extinguishers are in date. Please ensure all hoses are crimped.

### **14. Single Use Plastics**

All serve-ware including cups, plates, cutlery and stirrers should be compostable e.g. made of wood, cardboard or paper. Alternatives for the following items should be sought: plastic bottles, drinking straws, bag, stirrers, condiment sachets, milk pots.

### **15. 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. This may also result in you not being asked to attend future LAS events.

### **16. 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 £20 inc. VAT.



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 5.00pm on Tuesday 18 June and breakdown after 7.00pm on Thursday 20 June. Please note all delivery vehicles needing access to the site pre Show will require a vehicle pass and it is the exhibitors responsibility to order enough passes for any delivery vehicles.

On Show days all deliveries must be made before 8.00am and vehicles exited from the Showground.

All vehicles parked on the Showground must display a static vehicle pass. Please note that vehicles parked on the Showground cannot be moved between 8.00am and 7.00pm 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.

## 17. Food and Drink vouchers.

LAS Staff and stewards 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 2024. Payment will then be made by BACS. An example of the 2023 voucher can be seen below:



# SAVE THE DATES

## FOR OUR UPCOMING EVENTS



8TH  
FEBRUARY  
2024

INTERNATIONAL  
WOMEN'S DAY

AT THE SHOWGROUND

8TH  
MARCH  
2024



14TH  
APRIL  
2024



19TH & 20TH  
JUNE  
2024

LINCOLNSHIRE  
FOOD  
& GIFT  
AT THE SHOWGROUND

30TH  
NOVEMBER &  
1ST DECEMBER  
2024

Be part of it  
**BECOME  
A  
MEMBER**  
of the Lincolnshire  
Agricultural Society

Find out more & apply  
for your membership  
on our website



LINCOLNSHIRE  
AGRICULTURAL  
SOCIETY