

Liskeard and District Agricultural Association

Registered Charity No: 1170999
www.liskeardshow.org

Ref: JP/catering 2024



Dear Sir/Madam

LISKEARD SHOW – Saturday 13th July 2024

Please find below the tender forms for the 2024 show which is being held on Saturday 13th July at The Showground, Merrymeet, nr Liskeard, Cornwall, PL14 3LE. Our average attendance over the last 2 years was 9,000 people.

We like to include a variety of food traders at the Show. Electricity can be provided on limited number of pitches at a cost of £55.00 per connection. **If a vehicle has to remain with the unit you must advise us of the total space required on the tender form. Please include draw bars, awnings, seating areas, advertising signs, price lists etc.** Please return your completed tender forms to me by **Friday 1st March**. Notification will be made to you within 1 month of this date.

On the showground there is one marquee providing judges and member's lunches and teas. There is also The Cornish Food & Drink Marquee which has an area open to the general public selling drinks, sandwiches, cakes and biscuits. All bar rights are reserved as well as the ice cream rights for the Show. Soft drinks, tea and coffee can be sold on any unit.

If you have not attended the Liskeard Show in the past 5 years please include a list of other venues you have attended recently.

The Association will not necessarily accept the highest tender, but we are looking for a good, clean reliable service with value for money for our customers.

Please return your tender form to the address below by the 1st March.

I look forward to hearing from you.

Yours faithfully

Mrs Jane Pascoe
Catering Secretary

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General Secretary:	Mrs Beckie Breyley, Eldon, St Ive Liskeard, Cornwall, PL14 3NE
Telephone:	07894 456 099 (General Secretary)
Email:	info@liskeardshow.org

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**Individual Catering Unit Concessions
Tender Details**

The rights to provide and properly staff catering to the general public are available by tender on a one year basis. These rights cover the annual one day Liskeard Show and the day prior to the show if required.

1.	No sub-letting of sites will be allowed without the prior permission of the General Secretary.
2.	Caterers are to provide all units and equipment and the size of all units is to be stated on the tender form.
3.	A reasonable number of staff passes will be provided at the discretion of the General Secretary.
4.	Tenders must be received by the General Secretary by the 1st March 2024.
5.	The positioning of all catering outlets will be decided by the General Secretary, who will endeavour wherever possible, to position units away from others selling similar items.
6.	All food businesses are to be operated in full compliance with current food hygiene regulations and with Health and Safety Executive Regulations (Tenderers should have specific regard to the requirements of the Food Safety (General Good Hygiene) Regs 1995).
7.	A Fire Risk Assessment and Health & Safety Risk Assessment (both below) must be completed and returned along with the tender.
7.	All units must have a properly equipped first aid box.
8.	All units must have the appropriate fire extinguishers and fire blankets.
9.	Tenderers will undertake to keep all sites clean and tidy throughout the show and provide sufficient litter containers.
10.	Tenderers must when returning their tender, confirm that they hold Public Liability Insurance cover valid during the period of the show of at least £1m limit of indemnity and if appropriate products and employer's liability. They must also return a copy of their Food Standard Rating Certificate.
11.	Tenderers must display the prices of any articles for sale at each unit. Descriptions of products, including minimum weights, content fillings (where appropriate) and intended selling prices must be included on the tender form.
12.	Arrangements for an electricity supply must be made to the General Secretary and the relevant charges in addition to the tender price will be paid by the tenderer. If you require electricity please complete the separate electricity form (below)
13.	The Association reserves the right not to accept any tender received. We also reserve the right to cancel the contract should we decide not to hold the Show on the day. In the event of a cancellation prior to the day of the show there will be a refund of the tender if paid. If cancelled at any other time, or if only part of the Show is cancelled there will be no refund and all tenders will be payable. The successful tenderers are advised to insure against loss due to cancellation.
14.	The Association's Privacy Notice can be found on the show's website www.liskeardshow.org .
15.	Payment of the tender amount is due by the 13th June. All vehicle and staff passes will be forwarded on receipt of full payment. Pitches may be re-let if payment has not been received by this date.
16.	PLASTIC USE. The Association would like you to consider using recyclable materials in all your packing.

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**Individual Catering Unit Concessions
Application Tender Form**

Please complete one form for each individual unit tendered for.

Name:			
Company:			
Address:			
Post Code:			
Contact Telephone No:			
E-mail address:			
Website:			
Tender the sum of	£	Full payment is due on the 13th June. All car and staff passes will be forwarded after this date. Pitches may be re-let if payment has not been received by this date.	
For an individual unit selling	(please include sample menu and prices)		
Total Size of Pitch required include unit, draw bar, awnings, signs etc, etc) metres Frontage by metres Depth		
Rating (0-5)	Waiting Rating:	Date Issued:	
Issuing Authority:			
<i>You must state the total space that your unit requires. This must include draw bars, awnings, seating areas, advertising signs, price lists etc. If a vehicle has to stay with the unit please include this in the measurements. A diagram of how the unit is set up can be included if wished.</i>			
1.	Will you be bringing a generator?		Yes/No
2.	Are you in possession of the appropriate electrical and gas installation compliance certificates?		Yes/No
3.	<i>Is electricity required for your pitch? £55 per connection (subject to availability). Separate electric request form (below) to be completed</i>		Yes/No
4.	All traders must confirm that they have adequate insurance cover valid at the time of the show and if necessary products and employer liability. <i>Please enclose a copy of your insurance cover. If it is not enclosed your tender will not be considered.</i>	*Public Liability *Products Liability *Employer Liability	Yes/No Yes/No Yes/No
5.	Please enclose the following:	Menu with prices Risk Assessments Copy of insurance Food Standard Rating Certificate Electricity Form	Yes/No Yes/No Yes/No Yes/No Yes/No/N/A
Signed:		Position in Organisation:	
Please print name:		Dated:	

General Secretary:
Telephone:
Email:

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Health & Safety – Risk Assessment

You should consider what risk there is to those erecting & dismantling stands as well as to members of the public during the show. Outline the steps you propose to take to minimise that risk. Nearly every stand will have risks associated to manual handling and trip hazards and these should be assessed.

Hazards – Look only for hazards that you could reasonably expect to result in significant harm under the conditions in your workplace at the Show. Use the following guide, but it is not an exhaustive list.

Tripping/Slipping	Manual Handling	Lifting Operation	Vehicles
Working at Height (ladders)		Electricity	Moving Machinery Parts
Blades/Sharp Objects	Chemicals (cleaning fluids)	Pressure Systems	
Fumes (vehicle engines)	Noise	Over Crowding	Flammable Liquids
Heating ignition sources	Loading & unloading	Hot Surfaces & Fluids	Rubbish & Flammables
What are the Hazards?	Who could get Harmed & How?	Severity of Risk High / Medium / Low	Controls taken to minimise risk
Example: Trips & Slips	Staff and visitors may be injured if they trip over objects or leads	Low	No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways
Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)
Assessment of Overall Risk (please tick)	LOW	MEDIUM	HIGH
Please return this fully completed form together with your booking form			
Signed		Trading Name	
Print Name		Date	

General Secretary:
Telephone:
Email:

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Fire Risk Assessment

	YES	NO	N/A
Do you have a person responsible for Fire Safety on your trade stand?			
Do you have a method of raising an alarm in the event of an emergency ie. verbal shout, whistle, klaxon?			
Have your staff been instructed in how to raise the alarm, including temporary staff?			
Do you have sufficient fire extinguishers available of a suitable type and size? If using LPG a minimum of 5kg powder extinguisher for every 2 cylinders.			
Have your fire extinguishers been inspected in the last 12 months by a competent person / company?			
Do your staff know how to use a fire extinguisher?			
Will your fire extinguisher be positioned where it is clearly available? (NOT IN YOUR VAN)			
If you are cooking do you have a fire blanket?			
If your tent is over 6.5m in length, do you have additional exits with fire exit signage?			
Please ensure fire exit routes are kept clear?			
Are all your staff aware to keep the area tidy and free from trip hazards?			
Have you calculated the safe occupancy numbers in your stand?			
Have all Gas appliances been inspected by a Gas Safe Registered Engineer? Paperwork must be available for inspection.			
If you have LPG, is this stored outside your tent and secured so that it cannot be knocked over or tampered with? (it must still be accessible in an emergency)			
Are you aware that you must not sell/exhibit certain items? EG Fireworks, Garden Flares, Lit Tea Lights or Candles? (Unlit tea lights and candles are permitted).			
Have you read the terms and conditions for exhibiting at the show? If not please ensure you do so before the event			

Please return this fully completed form together with your Booking Form

Signed		Trading Name	
Print Name		Date	

General Secretary:
Telephone:
Email:

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