



KENT COUNTYSHOW

EST. 1923

5, 6, 7 JULY 2024



CATERING & BAR OPPORTUNITIES





THE VISION

Kent County Agricultural Society is committed to putting farming and agriculture at the forefront of its biggest annual event, the Kent County Show. Aiming to champion the county's agricultural community, promote education in food production and livestock breeding, and celebrate rural crafts and vocations.

WHO ARE WE?

The Kent County Agricultural Society is a registered charity whose aim is to support the county's agricultural community and its practices, while educating the public on the importance of British farming and connecting children and young people with the countryside and rural crafts. The Society has a long history of running events, with the 93rd Kent County Show being held in 2024. The Society also holds a number of annual charitable events including the Kent Farming Conference, Farm Expo and Living Land.



Supporting
farming
since 1923



The three-day Kent County Show showcases the best from across the 'Garden of England', including providing visitors with delicious food and drink from around the county. We have a range of options for catering and bar units and our team are happy to guide you through the booking process and answer any questions.

PROUDLY CELEBRATING 60 YEARS
AT THE DETLING SHOWGROUND



Kent County Agricultural Society

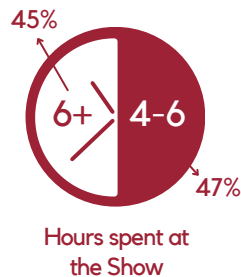
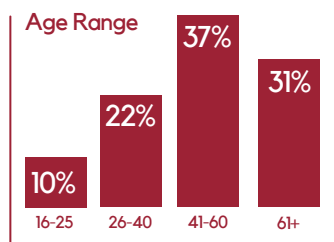
Registered Charity No. 1001191



WHY CATER?

The Kent County Show is a spectacular three-day event which takes place each July at the Kent Showground in Detling. The Show aims to promote the best of the county, including some of the best food and drink found in Kent. The Kent County Show is a great way to showcase your business and feed our crowd of 70,000 visitors across three days. We're looking for a range of cuisines and flavours to offer, so no matter if your unit is big or small, there is an opportunity for you to cater at the Kent County Show.

VISITOR PROFILE



OUR DIGITAL PRESENCE



17.1K
Facebook
followers



3.6K
Instagram
followers



413K
Website views



8.5k
Email Subscribers

MEDIA COVERAGE

BBC
SOUTH EAST
TODAY



BBC
RADIO KENT



CATERING OPTIONS

ASTOR COURTYARD

The Astor Courtyard is a new catering area situated close to the Equine Village. Situated between the Equine rings and trade stands, this new catering area will benefit from proximity to our Main Ring entertainment and the non-stop activity from our Equine competitors. **See location on map marked Astor Courtyard. Approximate number of units in this area will be 5-7.**

VILLAGE GREEN

The Show's main catering court, situated in the centre of the Showground with a seating area provided by the Society. We would like to invite a wide range of cuisines and unit types in this area to make it both visually stimulating and offer our visitors a variety of tastes to enjoy. The Society organised music stage will also be part of this area, helping to create a relaxed, festival-like atmosphere. **See the location on the map marked Village Green. Approximate number of units in this area will be 15-20.**

NEW KENT COURTYARD

The New Kent Courtyard is a catering area situated close to the Main Gate, opposite the main shopping avenues. This area will be slightly larger than previous to encourage visitors to explore the New Kent Road shopping ally. Also located in the New Kent Courtyard is a pub area run by an external supplier. **See location on map marked New Kent Courtyard. Approximate number of units in this area will be 8-10.**

INDIVIDUAL UNITS

There are a number of stand alone units across the Showground. These will be predominately ice cream, coffee or bar units. They are as detailed below:

Funfair - 1 x unit (ice-cream)

Heritage Area - 1 vehicle related unit

Floral Area (inside or outside MEH) - 1 x unit (coffee)

Woodland Area (outside JH) - 1 x unit (coffee)

Any additional areas to the above will be ice-cream and bar units only.





*Layout subject to change

A249

To M2, Sittingbourne >

APPLICATION PROCESS

We accept applications for all three days of the Show **only** and units must be open from 8:30am to 6:00pm on **all** three days. Single day bookings will not be accepted and early closure of units at the Show may lead to disqualification for future years.

HOW TO APPLY

All applications must be completed online via Showing Scene by the application deadline, along with a sample menu, image of your stand set up and all relevant documentation relating to food hygiene, insurance and health and safety. A £100 deposit will be taken upon application.

We will then review your application and let you know whether you have been accepted following the closing date. If your application is successful, your deposit will be taken off of your final bill. If your application is unsuccessful, the deposit will be refunded to you in full.

TENDERING PROCESS

We do not have set prices for catering units, instead we invite you to submit a proposal for the cost of your unit space. Please bear in mind the following when working out your tendering cost; size of space required for unit, position of unit, products being sold, and estimated profits based on 3 days of trading. The Show Office are unable to assist you with this as they do not know your business operation. If your application is successful, tenders may be discussed before a site is agreed.

REFUSAL OF APPLICATIONS

The Society reserves the right to reject any application for catering space and we reserve the right to cancel the exhibitor's use of the catering space at any time without reason being given.

WITHDRAWAL OR CANCELLATION OF UNIT

Where an exhibitor withdraws from the Show or cancels the space for any reason, after the contract has been signed and submitted, the deposit held upon application will not be returned.

For more information on this, please see the application form via Showing Scene.

WE'RE HERE TO HELP YOU

If you're new to catering at the Kent County Show or are unsure about which option or space might be best for your business, please get in touch. We are happy to answer any questions you have and guide you through the application process. Please try not to leave any concerns until Show days as we will be less able to resolve any issues you have with your location etc. For common queries, you can refer to the regulations in the back of this brochure.

ellie@kenteventcentre.co.uk



IMPORTANT APPLICATION DATES

1 MARCH 2024

- Deadline for all 2024 catering applications.

1 APRIL 2024

- Notification of whether or not tender is successful sent in writing or via Showing Scene. **Caterers will not be given information verbally.**

3 JUNE 2024

- Electrical Services and Water Supply Application Form deadline (to be requested via Showing Scene).
- Alcohol declaration form deadline (if applicable)

CONTACT US TODAY

To discuss how our knowledgeable and enthusiastic team can help with your catering unit application.

Ellie Pannell Email: ellie@kenteventcentre.co.uk

Tel: 01622 633068 Visit: www.kcas.org.uk

Opportunities
for units both
big and small!



CATERING REGULATIONS

Please read through these catering rules and regulations thoroughly before completing your application form. By submitting your application, you are agreeing to abide by these terms and conditions. Any caterer that is seen to not be following these regulations could be asked to leave the Show without reimbursement and not be invited back to future events. If you have questions about any of the following please get in touch with the Catering Coordinator, Ellie Pannell, on 01622 633068 or email ellie@kenteventcentre.co.uk.

TENDER REQUIREMENTS

The Kent County Show will attract 70,000 visitors over three days. This is a popular and prestigious event and therefore we expect the highest standards of food hygiene and quality at all times. Any failure to comply with current legislation will lead to the caterer's immediate removal from the Show.

Expectations for catering applications

Caterers must tender the site fee. It is expected that caterers will submit a tender based on the size of the unit, the products being sold and the expected number of sales throughout the day. The Show Office are unable to give guidance on this.

The following documents must be submitted with the tender and will be taken into consideration when the tender is evaluated.

- Sample menus including information on the product/s for sale, portion size, minimum weight, content, description of filling and intended selling prices
- Photo/s of previous working catering set-up
- Copy of Food Premises Registration or name and address of Local Authority that the business is registered with
- Confirmation of your food hygiene rating as provided by your Local Authority
- Copy of your company Public & Employees Liability Insurance
- Copy of your risk assessment

We would like to promote primarily Kent and British sourced products and produce.

Priority will be given to caterers who are Kent based and can confirm in writing that the products they use are sourced and supplied from Kent.

Priority will also be given to caterers who can confirm in writing that they will use containers and cutlery for customer use made from recycled or sustainable materials e.g., paper straws, wooden knives and forks, recycled cardboard plates etc.

Only food businesses who have been awarded a 4 or 5 star hygiene rating from their Local Authority will be permitted to cater at the Kent County Show. All food businesses attending must provide proof of star rating and details of the licensing authority when submitting the tender form.

Caterers must provide a high-quality product at a sensible price. Products and price lists must be displayed prominently on the unit/s at the Show. Caterers should note the suggested portion sizes and prices for food items and beverages can be found within this brochure.

GENERAL SHOW REGULATIONS

Site allocation

Catering sites will be chosen at the discretion of the Kent County Show, although any requests will be taken into consideration.

The Kent County Show reserves the right to adjust the allocation and location of sites in catering areas in the interest of variety and customer satisfaction. If necessary, in the early stages, this may be done in consultation with caterers as part of the condition and acceptance of the tender.

No refund will be given if a caterer is not satisfied with their location upon arrival to the Show. **Under no circumstances will abuse towards our staff or volunteers be tolerated. Anyone who does so may be asked to leave the premises and not invited to return to any further events.**

Electricity

If you require electricity on your unit, please complete the electrical supply form and return to ellie@kenteventcentre.co.uk or book via Showing Scene by 3rd June 2024.

Please note: for health and safety reasons, the use of generators is strictly prohibited. All electricity required must be ordered via the application form or Showing Scene. Any generators found to be used during the Show will result in an on-the-spot fine of £100 and will result in future disqualification

Litter

The Showground will provide suitable bins and ensure frequent and adequate disposal of all litter; however, it will be the responsibility of the caterer to ensure that any rubbish associated with the business is removed on a regular basis throughout the trading period. Failure to keep the surrounding area around your unit clean and tidy may result in the Showground cleaning the area and deferring the cost to the caterer/s. Any items suitable for recycling should be placed on the road edge each evening for collection by the Society's own suppliers.

Dogs

Dogs must be kept on a lead at all times and are not permitted inside the livestock areas. Please ensure you clear up after your dog.

Water

Please note that there will be standpipes in the vicinity of all the catering sites. Any additional water requirements including direct connections are the responsibility of the caterer. Please complete the water form along with your application (please note that we cannot guarantee that water connections will be available for all units).

Furniture Hire

The Showground will supply tables and chairs in the three main catering areas. All other caterers will need to supply their own suitable tables and chairs if required. All tables must be kept clear of rubbish and food matter and regularly sanitised with a food grade sanitiser. In the interest of health and safety, straw bales are prohibited within the food areas. Please note, tables and chairs should be within your contracted unit size only.

Insurance

All caterers must hold Public Liability Insurance for at least £5m and a copy of the policy certificate is to be included with the application form. Any catering concession employing people must have Employer's Liability Insurance to satisfy the Health and Safety requirements. Where a caterer does not have Employer's Liability cover because they rely on volunteers or self-employed persons, they must still have Public Liability Insurance.

Public Liability Insurance provides protection for claims made by visitors to the area of a caterer's unit. This is particularly important where volunteers or self-employed persons are working for a caterer since there is a strict duty of care to these persons as they are treated as your employees.

Premises License

The Showground holds a Premises License, so exhibitors do not need to apply for a temporary alcohol license. However, the Society does require each caterer selling alcohol to complete a Licensing Declaration Form and have a Personal License Holder on site at all times. The Society will need the Personal License Holder to email a copy of their Personal License Holder Card to the Show Office by 1st July 2024.

Signs

- Trade signs must not be erected in a way that overshadows other stands.
- Where possible, flagpoles should be freestanding with a base plate and secured with marquee pegs. Please let the Show Office know if you wish to put flagpoles into the ground, this is due to an underground electric network. Any flagpoles must fit within your allocated space.
- Flags are not permitted around the display rings.

Advertisements

Advertising is available in the Show Guide. Please contact Jim Skwarek at Geerings Print Ltd on 01233 658611 or email jim.skwarek@geeringsprint.co.uk for more information.

It is strictly forbidden for any exhibitor to:

- Affix any placard or advertisement to any part of the Showground unless prior written permission has been obtained.
- Distribute leaflets or display advertisements on the Society's property, except on their own stand.
- Roam into the avenue and other stands, or around the Showground to encourage visitors onto the stand, to offer hand-outs, leaflets, or make charitable donations etc.
- Place leaflets/handbills on vehicles in car parks.

Wi-Fi

Wifi at the Kent Showground is minimal and there are no additional provisions in place to boost the network over the Kent County Show weekend. There is therefore no guarantee of this service, we recommend you source your own device to improve your own wifi connectivity. Please note, clients who try and use their own equipment that issues DHCP will cause interruption and downtime which will not be our responsibility to isolate or resolve.

Social Media

Please feel free to tag us in your social media activity and where possible we can help promote you. We post regular updates leading up to the Show via our social media platforms. **Tag @kentcountyshow on Facebook, Instagram & Twitter**

UNIT SET UP AND REMOVAL

Setting Up

All catering units must arrive on Wednesday 3rd, or Thursday 4th July between 8:00am and 6:00pm. If you are unsure of your site location, you should report to the Show Office on arrival. All sites allotted to catering units will be clearly marked by the Society. Marking pegs must not be removed, disturbed or obstructed. All sites must be fully stocked and ready to serve by 8:30am on each day of the Show.

Units positioned incorrectly will not be permitted to open for business until they are relocated to their allocated site. Any reasonable request to move or relocate a unit by the Show Manager or Show Stewards which is not acted upon may result in the caterer being asked to leave the Showground.

During The Show

Once the Show has commenced, no caterer will be able to move their unit space to another location. All caterers must be fully stocked and fully open between the hours of 8:30am to 6pm daily. Pre-Show and out-of-hours catering on Show days needs to be previously agreed with the Show Office.

After The Show

No catering units are to be dismantled before 6:00pm on the last day of the Show. Caterers are responsible for ensuring that all sites allocated to them are cleared / re-instated and equipment and rubbish removed by Tuesday 9th July.

VEHICLE ADMISSION AND SECURITY

Admission tickets

Caterers will receive a complimentary allocation of tickets to cover persons manning units:

- Up to 6m frontage - 4 x 3 day tickets
- 7m - 10m frontage - 5 x 3 day tickets
- 11m+ frontage - 6 x 3 day tickets

Vehicle passes will be allocated as appropriate. Additional personnel tickets must be ordered and paid for in advance of the Show.

Please note, no tickets or vehicle passes will be given out until all relevant Food Safety Management and Health & Safety documents have been completed and returned with full site fee.

Vehicle admission pre/post show

Caterers will be issued with tickets for the Show days which will also be valid for setting up and breaking down days. Any vehicles which are not essential should be left in the exhibitor's car park and caterers should walk to their unit. Vehicles will only be admitted via Entrance 1 from the A249 and Entrance 6 from Scragged Oak Road.

Vehicle admission during the show

Vehicle movement is strictly forbidden between 8:00am and 6:30pm on 5th, 6th & 7th July, and no vehicle will be allowed entry to the Showground. Vehicles with supplies will be admitted between 6:30pm and 8:00am on Friday, Saturday and Sunday. You will be asked to give a £100 cash deposit on the gate for each vehicle you wish to enter. This cash deposit will be returned to you upon leaving the Showground before 8:00am.

Static Vehicle Passes

A Static Vehicle Pass is required for those vehicles that form an essential part of the stand and may be removed each night of the Show. Only one per unit will be issued and this should be applied for on the initial catering application. Please note, Static Vehicle Passes are NOT guaranteed and will be issued at the discretion of the Society. The pass must be displayed in your vehicle at all times.

Security

The Showground covers over 60 acres, and while security is provided, it can only be in general terms. Security will be on Entrance 1 and Entrance 6 24 hours a day from 8:00am on Monday 1 July to 8:00pm on Wednesday 10 July. Night security patrols will be in operation during this time.

In order to improve security, no person will be allowed onto the Showground from Wednesday 3 July to Tuesday 9 July without a valid ticket. Exhibitors will be issued with tickets for the Show days which will also be valid for setting up and breaking down days. You will also need to apply for a Static Vehicle pass if a vehicle is to remain on site during Show hours (as part of your stand only).

KCAS's security may carry out random security searches on all vehicles and trailers at any time without notice. Refusal of this request may result in attendance of Kent Police.

Conditions

The Kent County Agricultural Society reserves the right to cancel any contract in the event of unforeseen circumstances rendering it unable to hold the Show, or in the event of the caterer not complying with the agreed conditions.

FOOD MANAGEMENT

The following requirements have been written by the Kent County Agricultural Society and will be checked by the Show's own stewards and may be checked by representatives of Maidstone Borough Council.

Training

It is a requirement that all food and drink handlers undergo training, instruction, or are supervised in food hygiene matters.

The level of training may vary but must be commensurate with food and drink handling activities undertaken. Training records must be available on the unit for inspection at all times by the Society of Local Authority Environmental Health Officer.

The Food Standards Agency information pack, Safer Food Better Business (SFBB) helps catering businesses who are not part of a group or chain comply with appropriate requirements. This document must also be available at all times for inspection.

Food safety management system

All food businesses must put in place permanent procedures to control food safety based on Hazard Analysis Critical Control Points (HACCP).

That is, you must:

- Identify any hazards that must be prevented, eliminated or reduced to an acceptable level
- Identify any steps which are critical control points essential to prevent or eliminate a hazard or reduce it to acceptable levels
- Establish and implement an effective monitoring system at critical control points
- Establish corrective actions when monitoring indicates that a critical control point is not under control
- Establish procedures to verify that the measures are working properly
- Establish documents and records to demonstrate the above

Any change in the menu or the way the food or drink is prepared or cooked must be re-considered in the food safety management system. You may create your own food safety management system based on the principles above, or you may fully implement the Food Standards Agency SFBB pack.

Local authority star rating

Only food businesses who have been awarded a 4 or 5 star hygiene rating from their local authority will be permitted to attend the Kent County Show. You will be asked to submit proof of this rating and details of the licensing authority when submitting the application.

EU Food Information for Consumers Regulation 2014 (EU FIC)

All caterers must ensure they conform with the EU Food Information for Consumers Regulations 2014 in regard to allergen information. The EU law has listed 14 allergens that need to be identified in each dish. Details should be displayed clearly in an obvious place such as a menu, chalkboard, or information pack.

Food and drink contamination/ prevention

- Preparation and selling of food and drink can only take place in the van or stall
- Open food and drink must be kept off the floor
- Ready to eat and raw food must be separated (make sure ready to eat food is stored above raw food)
- All food and drink must be kept covered
- No pets or animals should go in a food or drink unit
- Food and drink must be protected against contamination from food handlers
- Wrapping must be clean and stored in a clean cupboard
- Newspaper must not be used for wrapping food
- Foods which are likely to support the growth of pathogenic bacteria or formation of toxins must be kept at 8°C or below
- When hot holding, food should be kept at or above 63°C

Temperatures

- Refrigerators should be kept at 1 - 5°C ideally, and not above 8°C.
- Freezers should be kept at -18°C
- You should ensure that the storage facilities are sufficient for the amount of stock you need to keep
- Food which is cooked or reheated should achieve an internal temperature of 75°C for 30 seconds to ensure bacteria are destroyed
- A suitable thermometer should be used to enable monitoring of temperatures of both hot and cold foods
- The temperature readings should be taken and written down along with the person responsible for the readings

Personal hygiene

- All persons must wash their hands regularly and keep themselves and their protective over-clothing (aprons etc.) clean
- Persons exhibiting any gastrointestinal symptoms such as diarrhoea or vomiting must not work in any food or drink handling area whilst ill and for 48 hours after symptoms have stopped
- Food handlers must wear clean, protective over-clothing and headwear must be worn by all food handlers
- Outdoor clothing or shoes should not be stored inside the catering unit
- Clear waterproof dressing must be used to completely cover any cuts and abrasions on hands and forearms - blue plasters which are clearly visible are recommended
- Bandages and waterproof plasters must be available at all times
- It is illegal to smoke in an enclosed premises or whilst handling open food or near open food to prevent any risk of contaminating the food

Cleaning

- Cleaning must be carried out regularly and thoroughly and always at the end of each period of trading
- Paper towels should be used instead of material cloths and disposed of after use. All surfaces must be thoroughly degreased where appropriate and an antibacterial cleaner used on all surfaces that will have contact with food or hands.

Storing / preparing food at home

Wherever possible food and drink must be prepared on the catering unit and not at home. When food is prepared at home the same standards of hygiene and cleanliness will apply and advice can easily be obtained from your local Environmental Health Officer.

Preparation of food and drink at the Show

No food or drink must be prepared in such a way as to cause a nuisance to neighbouring stall holders which may have an impact on other traders, or spoil the enjoyment of the general public, such as, smoke, smell, or noise which is harmful to health.

If it is the opinion of the Show Manager that a caterer, stall holder, or exhibitor is causing a nuisance as defined by the Environmental Protection Act 1990 section 79, they will be asked to stop trading until they have abated or reduced the nuisance to the satisfaction of the Show Manager. If they fail to reduce or abate the nuisance, they will be asked to leave the Showground along with the loss of their site fee.

LAYOUT AND FITTINGS

Construction

- Floors should be finished with non-slip waterproof material ideally without joint - the edges should be sealed and preferably rounded to make cleaning easy
- Walls and ceilings must be smooth and easily cleaned
- Joints must be sealed and kept to a minimum
- Walls may be clad with a plastic type material
- Stainless steel sheeting provides a good surface behind fryers or similar cooking appliances
- There should be no ledges and dirt traps
- Cupboards should be painted so that they can be thoroughly cleaned, gloss paint is the best finish
- Work surfaces and shelving should have no gaps, be joint free and hard wearing stainless steel or formica material with rounded front edges are best - alternatively, a metal edge should be fitted
- Bare wooden edges must be sealed
- Tiled work surfaces or 'fablon' should be avoided
- The design and construction of the premises must prevent access for pests.

Washing facilities

- There must be separate washing facilities for equipment and hands
- Hand washing facilities should be purpose made and properly installed
- Soap and hygienic hand drying materials must be provided.
- A double bowl unit is recommended to ensure proper and hygienic washing-up. However, where only knives, server tongs etc. are washed one bowl is enough
- Detergent and disinfectants must be used
- Disposable cloths should be used, and tea towels avoided where possible.

Water supply

- There must be an adequate supply of water to ensure that foodstuffs are not contaminated
- There must be hot and cold water to wash up in hand basins / sinks. Hot water should be around 80°C
- Units can be bought which use heat from the engine of the van to supply hot water
- The supply should be connected directly to the skin / basin
- At least 22 liters of cold water and 14 liters of hot water should be available
- Make sure that hot water does not spill from the boiler when the van is moving
- Water storage containers should be thoroughly rinsed before filling and regularly cleaned by the use of suitable disinfectant.

Waste

- Bins and disposable liners should be used inside the van or stall
- Washing-up water should be piped to sealed containers not to the ground outside the van or stall - you must then empty the containers into a rainwater drain or road gully
- All fats and oils should be placed in containers and removed from the Showground by the caterer.

Equipment

- Keep all equipment clean and in a good state of repair
- Clean behind appliances such as cookers and fridges and make sure they are properly fixed
- Arrange the equipment so that the unit is not cramped and can be cleaned easily
- Wooden equipment such as cutting boards must not be used, plastic boards are required
- Make sure that all areas next to cookers are heat resistant.
- A double bowl unit is recommended to ensure proper and hygienic washing-up. However, where only knives, server tongs etc. are washed one bowl is enough
- Detergent and disinfectants must be used
- Disposable towels and cloths should be used, and tea towels avoided where possible.

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Employers must ensure that working conditions are reasonably safe from risk and the staff are properly trained and protected. Both employers and the self-employed must make sure that the public and customers are not at risk from their business. Employees must be responsible for their own safety and if the colleagues and must follow their employer's instructions.

Safety policy and risk assessment

It is a legal requirement that if you employ 5 or more people, you need to produce a written health and safety policy and suitable risk assessment that your staff must read and understand. For further information please contact your local authority or visit the Health and Safety Executive website: www.hse.gov.uk

It is the policy of the Kent County Agricultural Society that anyone who trades within the Showground (this includes sole traders) will produce a suitable risk assessment about their business.

Liquefied petroleum gas (LPG)

The use of LPG i.e., propane or butane installations used in catering units for cooking and water heating gives rise to special risks which must be considered. All catering concessions making use of gas will be required to submit a specific assessment of risk in line with The Chief Fire Officers Association circular 2011/007 - fire risk assessment for use at open air events (food concessions).

All mobile traders should have an up-to-date Gas Safety Inspection Report.

The main danger involves the release of gas into a confined space which can result in risk of fire, explosion and suffocation. As LPG is heavier than air, the leaking gas will collect at floor level. Butane is supplied in blue cylinders and propane in red.

Storage accommodation for LPG cylinders

- Containers or cylinders of LPG, connectors and valves must be positioned in the open or outside the body of the unit. They must never be located or stored within any working, cooking, or driving compartment of the catering unit
- Housing for the gas cylinders may be recessed into the body of the unit but it must be gas tight so that escaping gas cannot get inside. LPG only should be stored in this compartment.
- All cylinders must be securely attached to the vehicle with their valves uppermost. The compartment or housing must be made of non-combustible material of at least 30 minutes fire resistance
- The compartment should be ventilated to the outside air using a reinforced mesh base or drilled holes to base compartment equivalent to at least one hundredth of the floor area or 168cm sq, whichever is greater
- The storage compartment should be strong enough to prevent damage to cylinders from a road accident
- The storage compartment should be accessible only from the outside, it should be secure to prevent tampering, but the containers must be easily removable in an emergency
- Only the minimum amount of LPG should be carried, and all cylinders must be strapped or bracketed upright to prevent them from falling over or moving around
- A notice should be fitted to the outside of the compartment to show that LPG is stored inside, and weather-proof safety signs must be displayed
- No naked flame should be nearer than 1 metre from the storage compartment
- Electrical wiring must not pass through the compartment unless protected
- The vehicle exhaust pipe may require shielding
- Care should be taken to ensure the vehicle battery is positioned away from any area where gas may escape
- Pipe work, joints and fittings:
 - Must be as short as possible and of the right kind of material and strength for LPG
 - Must be supported every 1 metre length, but soft copper should be supported every 0.5 metre length
 - Passing through walls / partitions must be protected by rubber grommets and pipework passing under a unit must be protected against flying stones
 - Should be of solid copper tube with copper or copper alloy fittings or stainless steel tube with compression or screw fittings

- Copper pipework should not be exposed to temperature above 100°C
- Between the cylinder and regulating valve should be as short as possible
- Flexible hosing should be kept to a minimum and be fitted with either threaded ends, crimped or horse clips
- Flexible hosing should not be used where temperatures exceed 50°C unless braided or armoured
- Every pipe containing LPG should be fitted with a valve or tap immediately in front of the appliance and this should be marked clearly to show open and shut positions
- A shut-off valve should also be fitted before the first appliance on the line from the cylinders.

Appliances

- Appliances must be securely fixed and meet the relevant British Standard
- A flame failure device which shuts off the supply of gas if the flame goes out should be fitted and have a flame failure device, an adequate flue and no naked flame
- There are fridges and freezers which can easily be run from a 12 volt car battery
- Flues made from non-combustible material should be fitted to all appliances where required - balanced flue appliances would be preferred
- Adequate ventilation must be provided in every vehicle compartment where LPG fueled appliances are used
- Frying ranges should be fitted with an automatic high temperature device which will shut off the main burner if the temperature exceeds 230°C
- A canopy or hood with integral flue should always be fitted to fryers
- Additionally, an automatic temperature control should be fitted to control the frying oil or fat with a maximum temperature setting of 205°C
- Alternatively a tap or valve should be fitted to control the main burner together with a visual indicator with an alarm set to operate if the pre-set temperature is exceeded.

General

- All concessions where a degree of working at height will be taking place in preparation of their unit will be required to provide an assessment of risk covering this activity. Such work includes the placement of signage or hoardings where it is necessary to climb onto the roof of the unit

- The installation of gas appliances, flues, pipework, valves etc. must be undertaken by a GasSafe engineer who has the relevant competency and should fully comply with all relevant British Standards
- Regular maintenance and examination of the installation should be carried out including leak testing using soapy water
- Naked flames must never be used
- Large amounts of petrol must not be carried and any storage of petrol must be in proper containers away from materials that can burn
- Everyone working in catering vans or stalls must be trained on the hazards of LPG and action to be taken in the event of an emergency
- Instructions in the changing of cylinders and safe use of appliances must be given to all staff. Cylinders must never be changed in the vicinity of a source of ignition especially whilst smoking.

Fire precautions

- Clear written instructions must be displayed inside the vehicle explaining what to do in the event of fire or gas leakage
- A fire blanket should be provided, especially where frying is undertaken
- A dry powder fire extinguisher of 9kg capacity should be provided in a position which is easy to get to and near to the door of the unit
- The door to the vehicle or stall should be free from obstruction and easily opened
- Where people eat food on the vehicle, extra fire escapes and fire precautions may be needed
- Advice on this and other fire precaution matters should be sought from the Fire Prevention Officer at the local Fire Service Headquarters.

Regulators, auto-changeover devices and manifolds

- These devices must not be located within the catering unit; they should be fitted within the ventilated compartment
- All such devices must be clearly marked with the manufacturer's name, date of manufacture and direction of flow

Important safety information for operators of mobile catering units:

If you suspect there is a gas leak:

- Extinguish nearby sources of ignition
- Turn off the gas supply at the cylinder
- Increase the ventilation to the unit
- If the cylinder is leaking, remove to a well-ventilated place, away from sources of ignition, buildings or crowded places

If the gas leak is alight:

- Shut off the gas supply immediately
- If the flame impinges on the gas cylinder and cannot be stopped evacuate the area immediately
- Call emergency services immediately

NEVER obstruct the exit away from the unit

NEVER block the ventilation provided to the unit

NEVER leave gas appliances turned on when the unit is unattended

FAMILIARISE yourself with the operation of the firefighting equipment

ENVIRONMENT AND PLASTIC POLICY

The Kent County Agricultural Society is committed to reducing the impact its events have on the environment. As part of the Society's promise to reduce the use of single-use plastics, the following items have been prohibited from use at the Kent County Show:

- Plastic straws and stirrers
- Plastic cutlery
- Sauce sachets

When preparing for the Kent County Show, please make sure to use only recyclable paper straws, stirrers, cutlery, and sauce dispensers. For example:

- Paper straws
- Wooden cutlery
- Refillable sauce dispensers

We also strongly suggest caterers avoid using polystyrene products and selling drinks in plastic bottles. Preference will be given to caterers who can demonstrate a commitment to reducing their use of single-use plastic.



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