



# Penrith Agricultural Society

Secretary – Mr Andy Ryder

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## PENRITH SHOW - 2024

Rules & Regulations – All Food and Drink units on field  
(referred to in this document as “Catering Units”  
whether confectionary, ice cream, alcohol, or burger van etc)

### 1. Catering Unit Tenders

All entries to be submitted on the appropriate entry form, by **Wednesday 28<sup>th</sup> February 2024**. This may be submitted by email or by post. A form must be completed for **each** unit applied for. Following the acceptance of your tender you will be required to provide evidence of Insurance, Hygiene training, and risk assessments, by the end of January.

### 2. Observance of Regulations

All Catering Units/Operatives, their contractors and employees, while on the Showground, shall be subject to the rules and regulations of the Society, as interpreted by the Society, and the stewards and officials appointed by them.

### 3. Payment

*You will be invoiced for a 10% non-refundable deposit, following an acceptance of your tender. This must be paid by the 15<sup>th</sup> March 2024. You will be invoiced for the remaining amount in May, payment due by the 3<sup>rd</sup> of June.*

### 4. H.S.E. Regulations/TEN's/Licenses

- The Society has its own Health and Safety Policy in place, but those exhibiting at the Show are required to send their own Current Risk Assessment with their forms. If you do not have your own Risk Assessment forms, a generic form is available from the Society for you to complete. *Applications will not be processed without a current Risk Assessment form.*
- Exhibitors are reminded to ensure that they are fully conversant with and comply with all current Health and Safety regulations, particularly with regards equipment and public safety.
- Intoxicating liquor may not be sold without prior permission. The Exhibitor shall be responsible for obtaining such license/temporary events notice as may be needed for sale or supply of intoxicating liquor, Performing Rights Society or otherwise and for the observance of the same.
- Copies of all permissions must be lodged with the Secretary seven days prior to the show.

### 5. Insurance

Catering Units/Operatives are responsible for their own Public and Employers (where applicable) Liability Insurance. Proof of which is required on application to the Show. The Society is aware that Insurance often needs renewal between application and Show Day. It is the Catering Units/Operatives' responsibility to renew the said insurance and keep a copy at their stand on Show Day for inspection.

### 6. Vehicles

- On Show day vehicles with passes may enter the show field to unload, but **must be removed to the car park by 9am**
- There is to be NO vehicle movement off the field until 6pm
- Standard single vehicle pass will be issued with each unit. Vehicle passes do not give the driver or passenger's access to the show; they must have their own exhibitor passes to enter (see 7)

## 7. Exhibitor passes

- Number of passes given will depend on the price paid for the stand/unit.  
£100 to £240 spent will receive - 2 passes  
£241 to £420 spent will receive - 4 passes  
£420 over will receive - 6 passes

*Extra passes may be purchased at a reduced price of £10 + vat*

Exhibitor passes will be posted out to all Exhibitors who have paid in full, after 3rd June.

## 8. Trading times

Trading times on Show day are between 10.00am and 5.30pm. You may trade before this time, but you must be ready at 10am and may not dismantle before 5.30pm. Should you have a tender accepted in the Bar Area, you would be expected to trade until 9pm.

## 9. Withdrawal or cancellation of space

If a Catering Unit cancels their space before 3<sup>rd</sup> June, a refund of any fees paid will be made, less their deposit. Cancellation after this date will result in forfeit of all fees paid and the Society reserves the right to re-let the space. **Note** those who just “fail to turn up” without informing the Secretary and therefore leave an empty space may not be given space in future years.

## 10. Allocation of space

- The allocation and position of space is entirely at the discretion of the Society, though every endeavor will be made to meet any request made by an exhibitor.
- Correct dimensions for all vehicles etc essential for your Catering Unit, (eg if there was an extra refrigerated trailer), **MUST** be given or you may find yourself unable to fit in the allocated space. Vehicles simply used for towing must be removed to the car park.

## 11. Set up & removal

- Catering Unit/Operatives may begin to prepare their units from the Friday before the Show. Please note that the Society cannot accept responsibility for any lost, damage, stolen goods/vehicles etc left on the show field.
- You are responsible for ensuring that your unit is appropriately presented.
- Dismantling of Units must not commence until after trading has ceased on Show day.
- The Catering Unit/Operative is responsible for making good their site after the Show. All rubbish to be taken away or placed in the bins/skips provided.

## 12. Water

Stand pipes are available on the field. Catering Units/Operatives are responsible for their own containers to carry the water to their Stand.

## 13. Electricity

- All electrical requirements must be met by the stand holder with the use of silent generators (70db or less) that meet health and safety requirements.
- Generators must not block the walk ways.
- Please note that you are responsible for securing your own generator...a generator left unused and unsecured behind a stand at a recent show was stolen before it was needed.
- All electrical appliances must have been PAT tested and subject to checks on or before show day.

## 14. Noise

Exhibitors must not use any loudspeaker apparatus, noisy engines or other offensive practices to cause annoyance to adjoining exhibitors. Prior permission is required should it be intended that increased sound of any sort is to be included as part of your display.

## 15. Fire Protection

- It is the Exhibitors responsibility to ensure that adequate fire precautions are provided, especially in the case where any heating or similar appliance is used.
- Those using LPG must comply with Health & Safety Guidance Note CS8 (small scale storage & display of LPG at retail premises)

## **16. Behaviours**

- The behaviours of the Catering Units and their agents/employees must at all times be exemplary and fitting for a family show.
- Catering Units/Operatives and their agents/employees are expected to comply immediately with instructions from Show Stewards/Officials

## **17. Single Use Plastics**

The Society is keen to do its bit to reduce the amount of single use plastics on the field and although glass bottles & glasses (for consumption on the field) are forbidden (do to dangers presented to vehicles, persons and stock when broken); we would ask that you consider using biodegradable food/drinking containers and sell cans rather than plastic bottles.

## **18. Cancellation or abandonment of Show**

- The Society reserves the right to cancel the Show for any reason. At least 24 hours' notice shall be given, except in the case of extreme circumstances. In certain cases there may be a need to abandon the Show after it has commenced, for example in extreme weather, or if there is a danger to life.
- In the event of a cancellation of the Show, Caterers will be given a refund of any payments made, less an administration fee, except where Exhibitors donate their fees.
- The Society will not be held responsible for any financial, trading or other loss of whatever kind incurred by the Caterer.

## **19. Right of refusal or removal**

- Non-compliance with any of the above may result in expulsion from the Show and/or subsequent refusal of future applications.
- The Society shall have full and free right to refuse to accept any tender, to cancel any tender after been made and accepted, to refuse admission to the Show field of any proposed catering Unit and/or to remove, or order to be removed, at the risk and expense of the owner thereof any Unit which has been admitted to the Show field.
- There shall be no obligation upon the Society to make or offer any explanation or reason for any such action and the Society or Show Committee shall not incur any liability or responsibility in this matter.

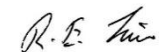
## PENRITH SHOW – GENERAL RISK ASSESSMENT FORM

ACTIVITY: **Trade Stands**

LOCATION: **Show Field**

ASSESSMENT UNDERTAKEN BY: **R E TIMMINS....**

Signed:



Date...15/01/23

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**HAZARD SEVERITY RATING**

1. NEGLIGIBLE - (remote possibility of harm)
2. MARGINAL - (slight injury, minor first aid)
3. SLIGHTLY DANGEROUS - (some injury, not too serious)
4. DANGEROUS – (serious injury or damage)
5. VERY DANGEROUS – (fatal or wide spread injuries)

**HAZARD PROBABILITY RATING**

1. IMPROBABLE – (highly unlikely to happen)
2. REMOTE – (may occur but rarely)
3. POSSIBLE – (likely to occur at some time)
4. PROBABLY - (likely to occur)
5. VERY PROBABLE - (likely to occur often)

HAZARD	WHO IS AT RISK?	EXISTING CONTROLS	HAZARD SEVERITY RATING	HAZARD PROBABILITY RATING	RISK RATING (S X P =)	ACTION TO BE TAKEN	CHECKED SHOWDAY √
Slipping/ tripping	All	Avoid guy ropes, loose matting, electricity cables and other trips	2	3	6	Check site once set up, remove/protect/mark danger	
Setting up &Lifting operations	Exhibitors Contractors	Manual handling regs (LOLER 1998)	4	2	8	Adequate number of trained staff, avoid lone working. Forklift with certified operator available on field	
Working at height	Exhibitor Contractors	Proper access arrangements Relevant Guidance notes	3	2	6	Trained staff, secured equipment, Avoid lone working	
Chemicals/substances	All	COSHH assessment by exhibitor	2	2	4	Avoid hazardous materials, carry minimum quantities	
Fumes & smoke	All	Turn off engines, locate generators with care	2	1	2	Check site once set up. Avoid smoke from cooking equipment	
Noise	All	To be kept to a minimum Dutch auctions not allowed	1	1	1	Avoid straw being used to deaden generator noise. No loud music or PA systems on stands	
Machinery	All	Adequate maintenance. Avoid moving parts unless adequately guarded, set up before 9.30am	4	3	12	Avoid moving static displays, use only experienced operators, do not carry passengers in unorthodox positions, use banksman. Drive slowly and carefully	
Livestock on stands	All	Secure fencing, adequate supervision, feed and water	3	2	6	Check secure once set up and regularly throughout show day. Comply with Defra regs	
LPG/Fire	All	Fire Safety Regs 2005 CS4 and CofP 7	3	2	6	Remove rubbish avoid ignition sources. Fire detection and control equipment to be provided by exhibitor. Clearly marked escape routes	
Food and Refreshment	All	Environmental Health Regs Storage, Preparation, Serving	4	1	4	Adequate storage, preparation and washing facilities – general cleanliness	