

ROYAL WELSH
SMALLHOLDING AND
COUNTRYSIDE FESTIVAL
2020

Guidance Notes

FOOD HALL

Contents

- 1. Recruitment Process**
- 2. Selection Criteria**
- 3. Documentation to be held on stand**
- 4. Access and Vehicle Parking**
- 5. Alcohol and Licensing**
- 6. Security**
- 7. Waste Disposal**
- 8. Cleaning**
- 9. Health and Safety**
- 10. Emergency Procedure**
- 11. Selling and Preparing Food**
- 12. Data Protection**

The Food and Drink Quarter in 2020 will consist of two distinct and separate areas for retail outlets and catering outlets. Retail outlets will be in the Food Hall and catering outlets in the Street Food Area. The requirements for each are somewhat different and are reflected in the information provided in separate notes. This note deals specifically with exhibiting in the Food Hall.

Exhibitors are informed that all other relevant information regarding attendance at the Smallholding and Countryside Festival is contained in the Smallholding and Countryside 2019 Regulations and they should ensure that they are familiar with all the requirements therein.

The link to the Regulations is <http://www.rwas.co.uk/trade-stands/>

1. Recruitment Process

Only one application per company is permitted in the Food Hall. Multiple applications on behalf of a single company, trading under various names, will not normally be allowed. Stands will be allocated to product categories to ensure a fair and even representation of all product sectors.

The categories represented will be:

- Meat and Meat products
- Cheese and dairy products
- Drink
- Organic products
- Confectionery and baked products
- Specialty foods including Street Food

The Organisers reserve the right, without prejudice, to disregard inappropriate applications that are considered to be outside the guidelines laid out herein.

2. Selection Criteria

Priority will be given to food businesses/companies where:

- food/drink is produced, processed or manufactured in Wales and the Border Counties.
- there is limited duplication of the same food/drink provision. In other words we will limit the number of similar products to be exhibited.
- They have shown good compliance with RWAS food hygiene inspections.

3. Documentation to be held on stand

Food stall holders must keep the following documents available to view at all times when on the Showground. Evidence:

- Of their specific food safety controls at the Showground e.g. an up to date Safer Food Better Business pack or other HACCP system. In particular, it must state their controls for guarding against E.coli and for managing water hygiene (sanitizing containers, pipework, hose pipes and fill points)
- Of up to date hygiene training for those being employed during the event.
- To show that they have complied any recent inspection reports – either from a local authority or from an Officer representing the Society
- Significant finding from their Showground specific risk assessments, making sure documentary evidence is kept on the unit/stall showing the control measures. This must include portable (electrical) appliance testing (PAT) records and up to date Public and or Employer's liability certification. Please see the Government's risk assessment example for further information – <http://www.hse.gov.uk/risk/casestudies/pdf/foodprep.pdf>

Please note that the public must be clearly able to see your:

- **Hygiene Rating sticker (which must be relevant to the food activity on the stall e.g. retailing, catering, market stall, etc.)**
- **Sign to prompt the customer to ask about any allergenic ingredients in your products.**

Please ensure that you and all your staff have the relevant personal passes whilst on the Showground.

4. Access and Vehicle Parking

During build-up to the Festival your access will be through the **Livestock Gate** at the north of the showground.

Please ensure that you use your Pre Festival vehicle pass for this period and display it clearly on the windscreen of your vehicle. You also need to ensure that you have your Pre Festival personal pass with you at all times during this period.

Access times for setting up your stand are:

Friday 15 May 2019 09.00 am – 7.00 pm

Please ensure your set-up is completed during this period.

Please refer to the site plans for your access route to the Food Hall. You should note that we will be operating a one way system for deliveries and your cooperation in ensuring that this works effectively would be greatly appreciated.

The delivery point for your goods for the retail outlets is at the rear of the Food Hall where there is a service bay 4.8m wide. Please show consideration for others when using the delivery point. You will not be allowed to access the Hall for set-up through any of the other doors. On no account should vehicles enter the Food Hall.

On Saturday 16 and Sunday 17 May you will be able to enter the showground in the morning with your vehicle to stock/re-stock your stand but you will need to remove your vehicle from the showground once you have completed your delivery. All vehicles must be removed from site prior to 08.00am. This rule will be strictly enforced and for security reasons any vehicle left on site after 08.00am will be towed away.

Please ensure that you use your **Trade Servicing pass** for this period and display it clearly on the windscreen of your vehicle. You will be required to pay a deposit of £20.00 each day at the gate – It is vital you request your refund at the time when leaving the showground otherwise it will be forfeited.

Please Note:

There is a ban on the movement of vehicles on the showground between the hours of 8:00am and 6:00pm

The Food Hall is open to the public between 9:00am and 6:00pm on Saturday 16 and between 9.00am and 5.00pm on Sunday 17 May.

5. Alcohol and Licensing

All exhibitors in the Food Hall are reminded that the selling of alcohol for consumption on site or in retail form is only permitted under the following conditions:

- You may only sell alcohol with the prior permission of the organisers – if you have not informed us in advance that you will be selling alcohol you will not be allowed to do so during the Festival.
- All sales of alcohol must be made by, or under the authority of a Personal Licence Holder.
- Your Personal Licence Holder must have submitted a current licence to the organisers prior to the Festival. We are required to keep these licences on file for the duration of the event and you must display a copy of the license at your stall. If we have not received a copy of your licence you will not be allowed to sell alcohol during the Festival.
- Sections 146 and 147 of the Proof of Age Policy, Licensing Act 2003 create offences relating to the sale of alcohol to a person under the age

of 18. The Royal Welsh Agricultural Society Ltd (RWAS) is resolved to take all possible steps to ensure compliance with the law on this subject.

- To this end all persons involved in the sale of alcohol on the licensed area of the Showground (Zone C) must adhere to the following RWAS policy:
 - If a customer who looks under the age of 25 attempts to purchase alcohol, proof of age must be requested from the purchaser. The only acceptable forms of proof of age are a passport, driving licence or PASS approved proof of age card.
 - If satisfactory proof of age cannot be produced then the sale **must be refused.**
 - All staff involved in the sale of alcohol must be appropriately trained, with their training documented and regularly reviewed by their manager or employer.
 - If you are giving away samples of alcoholic drink it is imperative that you monitor those picking up samples from your stand. If you are found to be providing samples to underage persons you will be stopped from giving away samples for the remainder of the show.

6. Security

For your convenience, dedicated security is provided in the Food Hall in addition to the showground security patrols.

There are storage rooms available for the sole use of exhibitors but any stock left in these rooms is left at the exhibitor's own risk. Whilst every effort will be made to maximise security in this area no responsibility will be taken by the Royal Welsh Agricultural Society for any goods left in the storeroom.

Please ensure that your stand is manned throughout the open period of the Show. If you have to leave your stand unattended at any time due to unforeseen circumstances please contact a steward who will try to make arrangements to oversee your empty stand for short periods only.

Stock can be left on your stand overnight at your own risk. The Food Hall is a secure building which will be locked at night. The building will be covered by 24 hour security. Notwithstanding this, the Royal Welsh Agricultural Society cannot be held responsible for the loss or theft of stock from your stand

As an added security measure, there is a locker room located off the Food Hall service corridor. This is available for the use of exhibitors only. You will be able to leave clothing / shoes / handbags etc in a locker rather than keeping anything of value on your stand.

If you have any worries about security during the Show or if you want to report

any thefts / losses please contact a steward, or a representative of the Royal Welsh Agricultural Society whose office is located below the Food Hall.

7. Waste Disposal

- Bins will be strategically positioned in the Food Hall for the disposal of litter – these will be emptied throughout the day.
- Exhibitors are responsible for their own waste disposal. If you are using cardboard boxes please ensure that any empties are flattened and removed to the nearest collection point outside the Food Hall.
- Do not allow any cardboard boxes or waste material to accumulate on your stand. This would contravene Fire Regulations.
- In order to help the Environment we suggest that you try to minimise potential waste with careful planning :
 - Reduce all surplus packaging on your products.
 - Try to re-use or recycle all packaging.
 - Reduce the use of plastic bags wherever possible.
- Please ensure that you do not leave any food waste behind at the end of the Show. Sinks etc should be cleaned when you have finished using them.

8. Cleaning

The Food Hall will be cleaned each evening during the show period but exhibitors are responsible for cleaning within the confines of their own stand.

9. Health and Safety

- When accessing the site please drive slowly and carefully, paying full attention to the movements of others around you. The Showground can be congested during build-up and breakdown times so please show courtesy and consideration to others using the access routes.
- No children are allowed within the Food Hall during the build-up and breakdown periods of the Show and access to the general public is strictly limited
- All electrical appliances must have a current, correct and legal Portable Appliance Test certificate. Any appliance not currently certified or failing a test or visual inspection will be removed from use. Please also make sure that any electrical equipment that you hire in (e.g. chillers / fridges) has the necessary certification.
- All hot equipment (hotplates / warming plates / reheating equipment

etc) must be located so that it cannot come into contact with members of the public.

- Exhibitors are responsible for their own safe working environment. Please ensure that you and your staff are fully conversant with the Health & Safety at Work Act 1974 and with the Management of Health & Safety at Work Regulations 1999.
- The proprietor of a food business shall identify any step in the activities of that business which are critical to ensuring food safety and implement and monitor effective control measures accordingly – individual businesses are responsible for checking how the regulations apply to them.
- Exhibitors with equipment which has cabling of any length must inform us prior to the event so that, if necessary, cabling duct can be provided to ensure that a slip/trip hazard does not occur, either to staff or to members of the public.
- Any accidents or incidents must be reported immediately to a steward or to a representative of the Royal Welsh Agricultural Society whose main office is located on the show site below the Food Hall.
- All exhibitors who state on their application forms that they wish to provide small bite sized food or drink samples or will be handling food out of its packaging must observe the following:
 - Shared designated washrooms for utensils will be available for exhibitors at the Food Hall. All exhibitors handling open food/drink will need to provide their own hand washing facilities on the stall/unit for staff to use.
 - Where provided, sinks and hand basins must be clearly separately signed – in order to avoid cross-contamination. Sinks must be cleaned with hot soapy water and then disinfected after each use.

10. Emergency Procedure

Should it become necessary to evacuate the Food Hall the stewards and security staff will guide everybody to the relevant assembly points. They are on the corner by the shearing stand and from the rear by the Fur and Feather pavilion.

Exhibitors should follow this advice:

Before leaving your stall make a quick visual check to establish whether there is anything unusual there or anything you don't recognise as your property.

If you find something do not touch it - remember the details and inform a steward or security person

If your cash receipts can be removed easily from your stall take them with you. If not, secure them and leave.

Ensure all your staff are accounted for.

Do not attempt to remove any of your property unless asked to do so.

Leave the Food Hall as directed by stewards or security

Do not attempt to return unless cleared to do so.

11. Selling and Preparing Food

The General Food Regulations 2004, the Food Hygiene (Wales) Regulations 2006 and Regulation EC 852/2004 apply to any moveable or temporary food premises.

Each exhibitor must:

- Ensure that food is supplied or sold in a hygienic way
- Identify food safety hazards
- Know what steps are critical for food safety
- Ensure that safety controls are in place, maintained and reviewed

Vehicles used for the delivery of food must be kept clean and in good condition. Vehicles used for transporting high-risk food should be refrigerated. All refrigerated vehicles used should be in good condition, in particular their refrigerated units should be serviced and operate efficiently.

When storing and preparing foods:

- Separate raw and cooked products
- Protect from risk of contamination
- Provide clean, suitable containers
- Store food off the ground (0.45m minimum)
- Pre-wash food before bringing it to site

Each exhibitor will have access to hot and cold washing facilities. It is the responsibility of the exhibitor to provide adequate hand cleansing materials appropriate to the product being sold, and to avoid cross-contamination by using appropriate sinks.

The following guidelines must be adhered to by **all exhibitors** wishing to take space within the Food Hall. By completing the application form your company and its representatives at the Smallholding and Countryside Festival agree to abide by the cooking and sampling constraints detailed below.

A fused power limit of 3kw for all catering, product sample heating and refrigeration purposes will be enforced unless an exemption has been approved beforehand.

Please ensure that any electrical equipment you wish to use on your stand has a current PAT test certificate.

Provisions for Retail Outlets

Heating/warming equipment that complies with the above can be used by exhibitors in the Food Hall, but only subject to the following:

- To heat products to allow tasting of samples of retail packs that are available for sale on your stand.
- No cooking or re-heating of products will be allowed if such activities generate smoke, or if they constitute a Health & Safety risk or infringement.

Cooked items for sale in retail packs should come already cooked and packaged. Items cannot be 'cooked to order' for sale/re-sale of retail packs.

Samples of food or drink are permitted either on a sale basis or free to consumers. The term 'sample' refers to small, canapés or bite-sized items of food intended to encourage visitors to buy retail packs from you. Samples must not constitute a primary source of product supply - your stand should appear as a retail outlet, displaying your retail packs.

Samples cannot be of a size/portion which could constitute a meal, a dessert or a full-sized portion of a product.

As an example, a company selling meat may cook small, bite-sized portions to induce sales of their product, but may not cook sausages etc to sell in rolls as this would be considered food-to-go.

12. Data Protection

We will store on our database all and any information (including personal data) provided by you in your application form for the purposes of programme monitoring, evaluation and marketing. By completing and returning the form you are agreeing to the information contained within it being used for such purposes.