



# **Royal Welsh Show, Builth Wells : 27 – 28 November 2023**

## **GUIDELINES AND CRITERIA FOR EXHIBITING IN THE FOOD HALL**

**Exhibitors are informed that all other relevant information regarding attendance at the RWAS Winter Fair is contained in the Trade Stand Notes. You should ensure that you are familiar with all the requirements therein.**

### **THE RECRUITMENT PROCESS**

Only one application per company is permitted. Multiple applications on behalf of a single company, trading under various names, will not be permitted. 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
- Speciality foods

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

### **SELECTION CRITERIA**

Priority will be given to companies where:

- food/drink is produced, processed or manufactured in Wales.
- raw materials used include Welsh agricultural produce.
- a new product, brand or service is to be launched at the Show – priority will be given to companies who will bring new innovative product to the event that will attract trade buyers and consumers to the Food Hall.
- the application clearly demonstrates the long term added value for the exhibiting company that is expected to be created through exhibiting in the Food Hall.
- the company does not exhibit elsewhere on the showground with the same offering.
- there is limited duplication of the same food/drink provision in the Food Hall, in other words we will limit the number of similar products to be exhibited.
- companies have shown good compliance with RWAS food hygiene inspections.

## **COOKING/SAMPLING CONSTRAINTS WITHIN THE FOOD HALL**

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 Show agree to abide by the cooking and sampling constraints detailed below.

### **Naked flame / gas fired equipment cannot be used in the Food Hall.**

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.

A fused power limit of 3kw for product sample heating and refrigeration purposes will be enforced.

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

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, canapé 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 meal-sized sausages etc to sell in rolls as this would be considered food-to-go.

## ALCOHOL

Drinks of an alcoholic or non-alcoholic type can be sold within the Food Hall, but, again, as with the above rules and regulations, may only be sold in retail pack format and not in pint or half pint glasses.

Samples of drinks may be offered to consumers, but the largest size of container that you can use is 100ml. Samples are to be used to encourage purchase of retail packs. It is your responsibility to ensure that no samples are given to people below the legal drinking age.

The Food Hall has a licence for the sale of alcohol, on an off-licence basis only; it does **not** carry an 'on-licence'. Therefore on no account should stall holders permit or facilitate bottles of alcohol to be opened or consumed on the premise.

It is not permissible to sell alcohol within the Food Hall with a TENS licence.

Companies wishing to sell alcohol must also provide evidence of an appropriate personal licence to legally do so. Without such evidence we cannot allow you to sell alcohol in the Food Hall.

All exhibitors in the Food Hall are reminded that the selling of alcohol 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 Show.
- 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 event. We are required to keep these licences on file for the duration of the event and you must display a copy of the licence at your stall. If we have not received a copy of your licence you will not be allowed to sell alcohol during the Show.
- 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.

## **HEALTH AND SAFETY GUIDELINES**

All exhibitors who state on their application forms that they wish to provide 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. All exhibitors handling food/drink will need to provide access to hand washing facilities for staff on their stand and should ensure that they bring appropriate facilities with them. It is your responsibility to ensure that you comply with all Environmental Health requirements.
- Where provided, sinks and hand basins must be clearly separated signed – in order to avoid cross-contamination. Sinks must be cleaned with hot soapy water and then disinfected after each use.

Exhibitors must provide / have on site food handling certificates for all staff who will be working on the stand, if their work involves handling food.

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.

## **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 with any recent inspection reports – either from a local authority or from an Officer representing the Society
- Significant findings 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>
- Up to date Public and or Employer's liability certification

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.

## 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.

Please ensure that you have read the above guidelines carefully and that you are able to comply with them fully.

Complete the attached application form and return it to RWAS by the deadline of **6th October 2023**.

If you wish to discuss your application or require any help with its completion please contact: email - [foodhall@rwas.co.uk](mailto:foodhall@rwas.co.uk) or tel - **07773384569**