



## RWAS Winter Fair, Builth Wells : 27 & 28 November 2023

### EXHIBITING IN THE FOOD HALL

## Food Hall Application Form

The Royal Welsh Agricultural Society (RWAS) Food Hall offers food and drink companies from Wales a tremendous opportunity to showcase their products to visiting consumers over the two days of the Winter Fair.

Demand is always high to exhibit in the Food Hall; therefore you will need to be aware of the factors which will help us prioritise your application. Please refer to the guidance notes that accompany this letter and fill in your application with as much detail as possible.

Please note that any misleading or incorrect information provided will render your application invalid.

**Please ensure that you return your completed application by 6th October 2023 to:**

Tel: 07773384569

Email: [foodhall@rwas.co.uk](mailto:foodhall@rwas.co.uk)

| EXHIBITOR INFORMATION |  |           |  |
|-----------------------|--|-----------|--|
| Company Name          |  |           |  |
| Contact Person        |  |           |  |
| Company Address       |  |           |  |
|                       |  |           |  |
|                       |  | Post Code |  |
| Tel No                |  | Mobile No |  |
| Email                 |  |           |  |
| Website Address       |  |           |  |
| Employees – Full Time |  | Part Time |  |

I wish to exhibit in the Food Hall at the 2023 Winter Fair and agree to abide by the rules and regulations as set out in the Guidelines Notes and Regulations available on the RWAS website.

|                       |  |      |  |  |
|-----------------------|--|------|--|--|
| Name (BLOCK CAPITALS) |  |      |  |  |
| Signature             |  | Date |  |  |

| <b>PLEASE ANSWER THE FOLLOWING QUESTIONS</b> (Please circle YES or NO)  |     |    |
|---|-----|----|
| a) Is your food/drink produced, processed or manufactured in Wales?   | YES | NO |
| b) Do the raw materials used in your food/drink include Welsh agricultural produce?   | YES | NO |
| c) Do you have a new product, brand or service to be launched at the Show?<br>Priority will be given to companies who will bring new, innovative product to the event which will attract trade buyers and consumers to the Food Hall. | YES | NO |
| If you have answered 'yes' to question c) above, please provide full details here:  |     |    |
|   |     |    |
|   |     |    |
|   |     |    |
| d) Please describe below how you feel your presence in the Food Hall will add long-term value to your business:   |     |    |
|   |     |    |
|   |     |    |
|   |     |    |
| e) Is your company exhibiting elsewhere on the showground?  | YES | NO |
| If you have answered 'yes' to question e) above, please provide full details here. Include the location of your other site on the showground, and details of the product that you will be offering at that location:                  |     |    |
|   |     |    |
|   |     |    |
| f) Have you exhibited previously in the Food Hall?  | YES | NO |
| Please note that particular consideration will be given to companies who have not exhibited previously in the Food Hall.  |     |    |
| g) Are there any further points that you would like us to take into account when assessing your business for suitability to exhibit in the Food Hall?   |     |    |
|   |     |    |
|   |     |    |
|   |     |    |
|   |     |    |

| <b>PRODUCTS AND SAMPLING</b>   |     |    |
|--|-----|----|
| Please give brief details of the products to be displayed on your stand                        |     |    |
|  |     |    |
|  |     |    |
| Will you be supplying tasting samples from your stand?<br>If so, please provide details below. | YES | NO |
|  |     |    |
|  |     |    |

| <b>DOCUMENTATION</b> (Please provide copies)  |              |
|---|--------------|
| Public Liability Insurance  | Expiry Date: |
| Food Standards Agency Details<br>Hygiene Rating (3 or more will be required):<br>Registered Name:<br>Address:<br>Local Authority:<br>Date last inspected: |              |
| Personal Alcohol License (where appropriate)  | Yes/No       |
| Type of HACCP for this event e.g. SFBB, Safe Catering, Cook Safe, etc:  |              |

| <b>STAND REQUIREMENTS</b> (Preferred stand allocation is not guaranteed) | <b>No Required</b> |    |
|--|--------------------|----|
| Retail Stand – 3m x 2.5m = £430.00<br><i>(Open on front only)</i>        |                    |    |
| Retail Stand – 3m x 2m = £350.00<br><i>(Open on front only)</i>          |                    |    |
| Corner Stand - add £75.00 per stand <i>(Open on two sides)</i>           | YES                | NO |

| <b>WHAT'S INCLUDED IN THE COST</b>   |
|--|
| Pre show administration and co-ordination services.  |
| A purpose-built modern and professionally designed fully fitted stand with walls, flooring and lighting. |
| Graphic fascia panel detailing company name.   |
| Group shared facilities such as sinks, storage, and rest areas.  |

|  |
|--|
| One car-parking pass per stand and entrance tickets according to the type of stand.  |
| On-site security during the event and during loading/unloading of produce/equipment. |
| Daily refuse collection and cleaning.  |
| On-site assistance for the duration of the event.                                    |

| <b>ADDITIONAL REQUIREMENTS</b> <i>(Please indicate below)</i>  | <b>No Required</b> |
|--|--------------------|
| Access to Electric Power – Up to 1KW - £70.00  |                    |
| Access to Electric Power – Up to 3KW - £85.00  |                    |
| Please provide a detailed list of electrical equipment:  |                    |
|  |                    |
|  |                    |
| Electric – External Hook Up for Refrigeration - £55.00 per vehicle   |                    |
| Furniture – Trestle Table - £6.00 per table  |                    |
| Furniture – Chair - £3.00 per chair  |                    |
| Individual Kitchen - £250.00<br><i>(NB this will include the provision of a double sink unit and worktops. Should you require electricity please include your requirements in the section above. We cannot guarantee to provide you with this facility, allocation will be made on a first-come first-served basis.)</i> |                    |
| Tickets/Passes – Additional Day Ticket – Price to be notified<br><i>(Tickets included within Stand Cost – 2 tickets per day for a single-fronted stand and 3 tickets per day for a corner stand.)</i>  |                    |

| <b>COOKING</b> <i>(Please circle YES or NO)</i>               |     |    |
|---|-----|----|
| Will you be cooking on your stand?                            | YES | NO |
| Please provide details of what you will be preparing/cooking. |     |    |
|   |     |    |

| <b>STORAGE</b> <i>(Please circle YES or NO)</i>   |     |    |
|---|-----|----|
| Do you require storage for ambient stock?<br><i>(This is in a storeroom within the hall and is limited to 1 cubic metre per exhibitor. There will be no charge for this storage space.)</i> | YES | NO |

|  |     |    |
|--|-----|----|
| <b>WI-FI</b> (Please circle YES or NO)   |     |    |
| Do you require WI-FI for your stand?<br><i>(There is no additional charge for this.)</i> | YES | NO |

|   |
|---|
| <b>WEBSITE LISTING</b>  |
| Please provide a short description (approximately 20 words) of your company and its activities. |
|   |
|   |
|   |

Please do not send any payment with your application form. Payment will be due on allocation of stand, at which time you will receive an invoice which must be paid by return. In the event of an exhibitor who has been allocated a stand withdrawing from the Show within one calendar month prior to the commencement of the event, a 75% deposit will be retained to cover administration costs. Withdrawal within two weeks prior to the commencement of the event will be subject to a 100% retention.

If the Society has to cancel the event due to the impact of Welsh Government restrictions exhibitors will be refunded.