



Smallholding and Countryside Festival, Builth Wells : 18th – 19th May 2024

GUIDELINES AND CRITERIA FOR EXHIBITING IN THE WELSH FOOD VILLAGE (Gwledd / Feast)

The Food and Drink offering in 2024 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 Welsh Food Village (Gwledd / Feast). 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 Welsh Food Village.

Exhibitors are informed that all other relevant information regarding attendance at the Smallholding and Countryside Festival is contained in the Smallholding and Countryside 2024 Regulations and they should ensure that they are familiar with all the requirements therein.

The link to the Regulations is rwas.wales/app/uploads/2024/01/Rules-Regs-SF24.pdf

THE RECRUITMENT PROCESS

Only one application per company is permitted within the area. Multiple applications on behalf of a single company, trading under various names, will not be permitted. Only one example of a particular product will be allowed in the Area and priority will be given to those who utilise Welsh ingredients in their product.

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:

- Businesses are registered in Wales.
- Exhibitors source Welsh products.
- 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 inspection.

COOKING

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

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.

ALCOHOL

All exhibitors 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 License Holder.
- Your Personal License Holder must have submitted a current license to the organisers prior to the Festival. We are required to keep these 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 license 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 license 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 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. 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 1st March 2024.

If you wish to discuss your application or require any help with its completion please contact: email - foodhall@rwas.co.uk or Tel - **07773384569**