

Cymdeithas  
Amaethyddol  
Frenhinol  
Cymru

Royal  
Welsh  
Agricultural  
Society



# FFAIR AEAF FRENHINOL CYMRU

## ROYAL WELSH WINTER FAIR

Tachwedd 30 -1 Rhagfyr / November 30 – 1 December 2026

# CLEANING & MAINTENANCE TENDER DOCUMENT

Address: RWAS Ltd, The Showground, Llanelwedd, Bulth Wells, Powys LD2 3AR  
Company Reg No: 892 851 Wales  
Charity Reg No: 251 232  
VAT No: 134690369

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## Tender Information

You are invited to tender for the enclosed contract by submitting your quote and the requested information by close of business on **Friday 31<sup>st</sup> July 2026** by email to [contracts@rwas.co.uk](mailto:contracts@rwas.co.uk) -marked private and confidential. Please ensure you submit all requested documents with your quote as this will affect the scoring matrix that we will apply.

Please forward any questions, survey, or meeting requests **by Friday 26<sup>th</sup> of June 2026**.

The successful contractor will be informed by **Friday 7<sup>th</sup> of August 2026**.

We would like a proposal for a 1 year, 3 year & 5 year contract.

The dates for the event are as follows. Please note that this contract requires operations prior to these event dates as stipulated in the Operations and Staffing Schedule.

### **Event Dates –**

2026 - 30th November & 1st December

2027 - 29th & 30th November

2028 - 27th & 28th November

When submitting the tender quote, please submit a full breakdown of costs.

Please also submit a quote for any recommended enhancements to the specification due to changes in legislation or industry developments.

## Background

The Royal Welsh Agricultural Society is a charity and has played a leading role in profiling agriculture and the rural economy in Wales for over a century, since its formation in 1904.

The organisation stages ever-popular society events, the Spring Festival, the Royal Welsh Show, and the Winter Fair.

The Winter Fair is one of the finest prime livestock shows in Europe, whereby each year, circa 30,000 people visit, from the rural sector, businesses but also visitors and educational settings. The event is held over two days and is a Prime stock Show which hosts competitions and sales, festivities, and a unique Christmas shopping experience. It has a significant draw by the agricultural community and provides a platform to raise the profile of the farming industry nationally.

The venue hosts animal production, prime breeds, with a celebration of food production in Wales, as well as a centre for business related discussions. There is a valued educational offering to school children of all ages, as well as entertainment, displays and public engagement opportunities. The Winter Fair was first staged in 1990 and was originally a one-day event, but it has grown in popularity and is well established within the agricultural show calendar. Full details on all competitions and sections can be found on the RWAS website.

The event is held on a Monday and Tuesday however staff, contractors, stewards are present on site the weekend prior, preparing to stage the event. The site provides a 150-acre showground which for this event, is divided into two, by secure heras fencing to secure and separate car parking areas. The Showground accommodates permanent buildings including toilet blocks and outer buildings, but there are also temporary structures such as marquees providing areas to host competitions or trade stands.

The event is open from 8am until 7pm on the Monday and 8am to circa 6pm on the Tuesday. Some catering venues are open until later on the Tuesday and the auction of livestock can continue after 6pm on the final day. Many livestock and trade exhibitors as well as senior staff, stewards and contractors stay on site therefore there is a need for some toilets to remain open overnight. Security and first aid contractors also remain on duty overnight.

There is an operating infrastructure involving staff and voluntary stewards who are supported by contractors such as paramedic, ambulance and first aid; cleaning and maintenance, caterers both static and mobile, and there is a public address system in place with channels of communication via a radio and telephone system. The event stages competitions for livestock, horses, floral art, homecrafts, hounds and much more with 350 trade stand units on site.

# Terms of Contract

## General Terms

1. The Contractor will undertake during the year 2026 Two Thousand and Twenty-Six the cleaning and maintenance of the permanent and temporary structures during the Winter Fair on the Society's Showground on the 30<sup>th</sup> November and 1<sup>st</sup> of December.
2. The Contractor must refer HSE Purple Guide and implement practices in line with recommendations of the guide.
3. The Contractor will supply adequate appropriately trained, qualified and competent staff, who should be always courteous, including supervisory personnel and ensure that all necessary relief staff are supplied.
  - 3.1. All staff must be 18 years of age or over
  - 3.2. All staff must be able to clearly converse in the English language
4. The Contractor has a duty of care to their staff and will be required to ensure contingencies such as shelter from weather are in place
5. Changes to contract at the event will only be permitted on receiving the full authority of the Honorary Fair Director, Assistant Honorary Director for Administration in conjunction with the Chief Executive or nominated Senior Manager(s) – Head of Operations and Estate Manager.
6. The Contractor will be responsible for the cleaning and maintenance of the permanent and temporary structures on site during the event.
7. The Operation & Staffing schedule is subject to review and change prior to the event and all alterations will be communicated clearly to the contractor.
8. The Company will undertake to supply all the necessary equipment.
9. The Contractor will be required to attend a debrief meeting and/or submit a report post event detailing the fulfilment of the contract and any advised changes.
10. The Contractor undertakes to indemnify the Society and keep indemnified against any claims for injury to persons or damage to property where such injury or damage is caused by the fault or negligence of the staff of the Company or by any defect in the Company's equipment.
11. All materials or equipment stored or erected by the Contractor on the Showground shall be at the Contractor's risk. Please clearly note in your quote whether the cost of insurance for your equipment is included in the quote.
12. The agreement will be in line with the draft addendum attached to the specification.

## Show Briefing Meetings

13. The contractor is required to send a management level representative to the following meetings:

- 13.1. Thursday 5th November 2026 - Safety Advisory Group (SAG)
- 13.2. Sunday 29th November - Emergency Procedure Briefing
- 13.3. Pre-Event Virtual Planning Meetings
- 13.4. Meetings with Head of Operations and regular contact during event, if required.

## Risk Assessment and Public Liability Insurance

14. The Contractor will have to provide a risk assessment and a copy of their Company's Public Liability and Employer's Liability insurance relevant to fulfilling the contract during the tender process; and encourage safe working practices amongst their staff and adhere to all health and safety guidelines. Please visit [www.rwas.wales](http://www.rwas.wales) for our Health & Safety Policy Statement.

Documents provided must contain your current policy number, name of insurer and expiry/renewal date as this would ensure that it does not expire prior to an event they might be attending.

Insurance must meet the following criteria:

- a) Public liability insurance policy with a limit of at least £2,000,000 any one incident
- b) Employer's liability insurance with a limit of at least £10,000,000 any one incident

## Society Provision

- 15. The Society will provide one of its radios to the contractor in order that contact can be maintained throughout the event.
- 16. The Society will provide Soap, Paper Towels and Toilet Paper
- 17. A base for the contractor's staff if there is a building available.
- 18. Keys for the building or a list of when security contractors or officials will open/close buildings

## Radio Communications

19. Contact must be made with the Society's Radio Communication Contractor over radio frequencies and maintained throughout the event

## Payment

20. Subject to the receipt of an invoice and a satisfactory service, a payment will be made post event, please note our standard payment terms are 30 days from the date of the invoice. If staffing levels are not maintained as per Contract the Society will negotiate reduction in the Contract figure. If the company have a different payment policy in place or require a deposit in advance of the event, this needs to be made clear at the tender stage.

If any dispute or difference shall arise between the parties hereto touching or concerning the construction of these present or the rights duties or liabilities of either party hereunder then in every such case the matter in dispute or difference shall be referred to a single arbitrator in accordance with and subject to the provisions of the Arbitration Act 1996 or any statutory modification or re-enactment thereof for the time being in force.

21. Terms of cancellation in the event of an event cancellation must be made clear at the tender stage.

### Catering and Admission Tickets and Passes

22. No free meals will be provided by the Society. The Society will provide enough admission tickets and passes to fulfil the contractual obligations only.

### Temporary Electricity Supplies

23. The Society may invoice the contractor for any temporary electricity supplies provided.

### Additional Work

24. There may on occasion be additional work requests due to circumstance, within reason.  
Alternatively, the specification could be changed in some areas due to circumstances. Any changes will be highlighted in the specification received prior to the event. Please clearly indicate the cost of additional staff on an hourly basis when submitting your tender.

### Definition

25. Contract period = Thursday 26<sup>th</sup> November and Friday 5<sup>th</sup> of December 2026  
Event period = Monday 30<sup>th</sup> November and Tuesday 1<sup>st</sup> of December 2026
26. Further contract definition will be defined as per the dates stipulated in the Tender Information section.

## General Principles & Requirements

### 27. General Principles & Requirements

- 27.1. The Contract to commence from 09:00 Thursday 26<sup>th</sup> November until satisfactory completion of a post-Show clean to be finalised by 09:00 Friday 5<sup>th</sup> December 2026. Some buildings may need a priority post show clean due to being used, the Society will advise you of this.
- 27.2. Strict control must be kept over the attendants with sufficient Managerial and Supervisory staff to ensure that the correct number of attendants at each toilet area are always there and that adequate cleaning equipment is supplied.
- 27.3. All toilet areas, blocks, and individual units to be cleaned on a rotation basis, with attendants in charge as indicated in maintenance schedules must be maintained. No toilet blocks will be closed during cleaning operations. Individual cubicles should not be used for storage of cleaning equipment. All units, other than those fully manned, to be visited at least twice daily, during the daytime and stocks replenished.
- 27.4. In the event of wet flooring, please use a dry mop procedure, do not place cardboard on the floor. Prominent signage should be displayed if there is wet flooring or cleaning in progress.
- 27.5. All other materials and equipment necessary for the execution of the contract shall be supplied by the contractor including an industrial Hoover.
- 27.6. All electrical equipment to be tested by a commercially qualified electrician before use on site.
- 27.7. All permanent toilet blocks are to be locked at the end of the contract period unless otherwise stated.
- 27.8. All staff should be discouraged from taking tips/monetary return.
- 27.9. All faults e.g. blockages, leaks, breakages etc should be reported immediately to the Estate Manager.
- 27.10. Please report broken or missing shower curtains to the Estate Manager.
- 27.11. All toilet blocks and buildings to be checked for cleanliness and cleaned, if necessary, prior to the event.
- 27.12. All toilets should be checked by 07:00 each Fair morning to ensure that they are in working order and clean.

- 27.13. Hours of work, unless otherwise specified, for:  
Thursday 26<sup>th</sup> November – as necessary per specification  
Friday 27<sup>th</sup> November – as necessary per specification  
Saturday 28<sup>th</sup> November - 09:00 to 19:00 – all day and evening cover as necessary  
Sunday 29<sup>th</sup> November - 09:00 to 19:00 – all day and evening cover as necessary  
Monday 30<sup>th</sup> November - 07:00 to 20:00 (Fully Manned)  
Tuesday 1<sup>st</sup> December – 07:00 to end of post event clean at the latest Friday 5<sup>th</sup> December 2026
- 27.14. All toilet blocks to be maintained in a clean and tidy condition and continuously monitored, and cleaned on Monday 30<sup>th</sup> between 07:00 and 20:00, and 07:00 to 18:00 on Tuesday 1<sup>st</sup> December. One to two hourly rotas maybe acceptable in some areas, however if a problem is identified by the organisers an immediate response, within reason is expected. All disabled toilets and baby changing facilities to be continuously monitored and cleaned.
- 27.15. Replace toilet rolls, hand towels and soap (supplied by the Society) as required. Empty bins as required. Please do not Hoover during peak mealtimes at the catering outlets. The Society will not be supplying cleaning equipment.
- 27.16. Please clearly indicate the number of staff on duty on each day at the hours stipulated.
- 27.17. The cleaning schedules to be thorough and well recorded for each area. Maintenance and repairs reported to the estate to be recorded and any problems should be reported immediately to the Society plumber, Estate Manager or Foreman. Copies of the list to be forwarded to the Head of Administration post event.
- 27.18. Supervisor to be on site during working hours and be always contactable by Society radio or mobile phone.
- 27.19. Please forward your cleaning and staff procedures relevant to this contract.
- 27.20. Please note it is essential to ensure that the soap and paper towels are in plentiful supply in all toilet blocks as these forms an essential part of the Society commitment to avoid cross contamination between animals and humans and bio-security which is also high on the agenda of regulating authorities.

## Operations & Staffing Schedule

### 28. BUILDINGS & TOILET BLOCKS & MARQUEES:-

#### 28.1. Montgomery Pavilion

Trade-stands will be setting up in the building prior to the event please ensure the toilets are cleaned by Saturday midday and checked thereafter (must be regularly checked at least every hour on Monday 30th November between 8am to 7pm and 8am to 6pm on Tuesday 1st December)

Gents – 4 cubicles – 26 urinals

Ladies – 14 cubicles

Disabled & Baby Changing – 1 unit

Building to be hoovered prior to event and before 8 a.m. on Monday 30<sup>th</sup> & Tuesday 1st December and after the event. Post event clean to be undertaken when the building has been cleared of modules etc.

#### 28.2. Glamorgan Hall

Tradestands will be setting up in this building during the weekend prior to the event please ensure they are cleaned by Saturday and continually checked thereafter (must be checked, cleaned and stocks replenished at least every hour Monday 30<sup>th</sup> November between 8am to 7pm and 8am to 6pm on Tuesday 1st December.

Unit 1 – Wales YFC end

Gents – 8 cubicles – 20 urinals – 12 basins - 1 disabled

Ladies – 16 cubicles – 12 basins - 1 disabled

Unit 2 – Sheep lines end

Gents – 8 cubicles – urinals

Ladies – 17 cubicles – 12 basins - 1 disabled

#### 28.3. Council Area (Directors Caravans) - To be left open at all times

Windows to be cleaned and area immediately outside to be swept.

Gents – 2 showers – 2 cubicles – 5 urinals

Ladies – 2 showers – 6 cubicles

Disabled – 1 unit

To be cleaned by Thursday 26<sup>th</sup> November as Senior Officials will start to arrive to stay in their caravans. Please ensure that these are in a clean state and thoroughly maintained between 6.30am and 9am each event morning due to periods of high usage. Toilets to be continuously monitored and cleaned during the event opening times.

#### 28.4. **All toilet blocks to receive a pre clean and locked upon completion.**

#### 28.5. Main Toilet Block – Livestock Area (Adjacent to Neuadd Henllan – to be left open at all times

This block needs to be cleaned and opened prior to Saturday 28<sup>th</sup> November and continually monitored and cleaned during the weekend prior to the event opening.

(Monday 30<sup>th</sup> & Tuesday 1st December to be cleaned by 5.30 a.m. and must be continuously checked, replenished and cleaned between 6am and 6pm).

Toilets to remain open for the duration of the Winter Fair including overnight.

Ladies 13 cubicles - 1 disabled toilet - 12 basins - 4 showers - 1 disabled shower

Gents 9 cubicles - 18 urinals - 1 disabled toilet - 13 basins - 6 showers - 1 disabled shower

28.6. **Livestock Entrance Toilet Block (Near Goat Ring & NSA) – to be left open at all times**

This toilet block will be in use on the weekend prior to the event, please clean prior to Saturday and continually check thereafter. (Monday 30<sup>th</sup> & Tuesday 1st December to be cleaned by 5.30 a.m. and must be continuously checked, replenished and cleaned between 6am and 6pm)

Gents – 3 showers – 6 cubicles – 14 basins – 20 urinals

Ladies – 4 showers – 14 cubicles – 8 basins

Disabled – 1 unit with baby changing

28.7. **Toilet Block to the rear of the HSBC Pavilion**

These toilets will need to continually be monitored on an hourly basis, in particular between 8am to 10am and 3pm to 5pm on event days.

Toilets to be open from 7am to 8pm on event days.

Gents - 3 showers – 6 cubicles & basins and Ladies 4 showers – 15 cubicles & basins.

28.8. **Hafod a Hendre**

**These toilets and the building need to be cleaned prior to Saturday 28<sup>th</sup> as the outlet is open for business on Sunday please ensure that they are continually checked on that day.**

Clean prior to (as above) and post event and Monday 30<sup>th</sup> & Tuesday 1st December. Hoover carpets in Rooms 1, 2, 3 & 4 prior to 7 a.m. Monday 30<sup>th</sup> & Tuesday 1st December. In addition room 4 should be hoovered after the official breakfast and prior to the official luncheon at circa 11.30 a.m. Also, after the official luncheon at circa 4 p.m. prior to the official dinner, on Monday only.

\*\*\* 6 Gents and 12 ladies cubicles

Toilets and foyer area to be continuously checked and cleaned on Monday 30<sup>th</sup> November between 7.30am and 11.30pm and Tuesday 1st December between 7.30am to 6pm. The foyer area to be dry mopped as necessary, this will have to be done continually in the event of wet weather.

Restaurants and bar will be open from 12 noon to 10.30 p.m. on Sunday 29<sup>th</sup>; 7 a.m. to 10.30 p.m. on Monday 30<sup>th</sup> and 7a.m. to 9 p.m. on Tuesday 1st December.

Refer: point 19 also.

28.9. **Livestock Hill Toilets – to be left open at all times**

To be cleaned prior to the event and in use on Saturday 28<sup>th</sup> November (must be continually checked, restocked and cleaned 6.30am to 10am on both event days and monitored until 8pm).

Toilet open for the duration of the event  
Gents 4 showers – 7 cubicles – 20 urinals – 6 basins  
Ladies 6 showers – 14 cubicles – 6 basins

**28.10. Entrance A Toilets**

To be checked, restocked and cleaned every hour between 7am to 11am and 3pm to 5pm and every two hours between 11am and 3pm.

Toilet to be open from 7am to 8pm only.  
Gents 8 cubicles – 12 urinals – 4 basins – 1 disabled  
Ladies 17 cubicles – 4 basins – 1 disabled

**28.11. Avenue J/H (Horse Ring) Toilets – to be left open at all times**

Toilet open for the duration of the event and to be continually checked, restocked and cleaned.  
Gents 8 cubicles – 16 urinals – 16 basins  
Ladies 19 cubicles – 6 basins

**28.12. Underpass Toilet Block**

Please clean prior to Saturday pre-event and check continuously during the weekend (must be continuously checked, restocked and cleaned).

Toilets open as follows  
Sunday – Monday, 8am – 5pm each day.

Gents 10 cubicles – 15 urinals – 5 basins  
Ladies 22 cubicles – 6 basins – 1 disabled with baby changing

**28.13. Toilet Block Avenue D (near Machinery Entrance) – to be left open for the duration of the event**

To be checked, restocked and cleaned every hour between 7am to 11am and 3pm to 5pm and every two hours between 11am and 3pm.

Gents – 5 showers - 7 cubicles – urinals 24 – basins 8  
Ladies – 6 showers - 18 Cubicles – basins 8

**28.14. Sheep Ring Control Tower**

1 Gents and 1 Ladies

Thorough initial clean due to use as a medical base prior to Saturday 28<sup>th</sup> November and post event clean of kitchen area upstairs and treatment room for first aid downstairs.

**28.15. Grandstand RWEC / Hall 1**

General cleaning of seating and floor area of grandstand prior to 7 a.m. on Monday 30<sup>th</sup> & Tuesday 1st December.

**28.16. Toilet Block to rear of RVEC / Hall 3 by vehicle wash – to be left open at all times**

Monday 30<sup>th</sup> & Tuesday 1<sup>st</sup> December to be cleaned by 5.30 a.m. and must be continuously checked, restocked, and cleaned between 6am and 8pm)  
Toilet to be open for the duration of the event

Gents – 7 Showers – 6 cubicles – urinals  
Ladies – 4 Showers – 11 cubicles

**28.17. Carcass Hall**

Clean shelves and floors in the Carcass Hall Sunday 29<sup>th</sup> November. Thoroughly clean the refrigerated units for dressed poultry & Meat Hampers on Sunday 29<sup>th</sup> November.

**28.18. Directors Caravan Park**

Clean a number (circa 21) of mobile caravans (Friday 27<sup>th</sup> November). Some Officials may arrive prior to Friday 27<sup>th</sup> November.

Post event clean – Basic clean of caravans post event. Remove rubbish, check heaters etc.

**28.19. External Handwashing Facilities in the Livestock, Stable areas & Heavy Horse & Hound Village (Near Farriery Pavilion)**

There will be four external handwashing facilities in the livestock areas that will need to be stocked and cleaned from Saturday midday to closure on Tuesday. Please check these on a regular basis. Unfortunately, due to their out of doors location the hand towels will need changing regularly if they get wet. There will also be an outdoor hand washing sink in the stable area.

**28.20. Kitchens and Bars**

Steam clean all Hafod a Hendre kitchen and storage areas to Food Standard Agency requirements and the one bar in the Glamorgan Hall pre and post Fair. This includes fans and all areas. Please inform the office / Head of Administration a week prior reference this work to ensure that all stored furniture has been removed by the estate staff prior to cleaning pre-event.

**28.21. Shopping (Green) Pavilion – Main Hall, including the Ground Floor ex PCC Tower**

Building including toilets to be cleaned out prior to exhibitors arriving on Saturday 28<sup>th</sup> November.

Hoover carpet prior to 7 p.m. on Sunday 29<sup>th</sup> November and at 7.30p.m. on Monday 30<sup>th</sup> November. Clean and stock the toilets as necessary from Saturday until closure on Tuesday.

**28.22. Gift Hall (Goat Building)**

Building to be brushed out on Saturday 28<sup>th</sup> November. Hoover carpet after 7 p.m. on Sunday 29<sup>th</sup> November and between 7 p.m. and 8 p.m. on Monday 30<sup>th</sup> November.

**28.23. British Charolais Cattle Society Pavilion**

Post event clean only. Head of Administration to be notified upon completion and to inspect.

28.24. **Clwyd Glamorgan Hall (Floral Art and Homecrafts competitions. Toilets and Foyer area. Trophy Room)**

All areas to be cleaned by Saturday 28<sup>th</sup> November. Hoover all areas of the hall on Sunday 29<sup>th</sup> November at 5.30 p.m. and Monday 30<sup>th</sup> November prior to 7 a.m. and after 7 p.m. Do not brush these areas as dust is created.

Bins and dustpan and brushed will be provided to the exhibitors who will be encouraged to tidy as they go.

Toilets to be continuously monitored and cleaned from 10am – 3 p.m. Saturday 28<sup>th</sup> November; 11 a.m. – 7.15p.m. on Sunday 29<sup>th</sup> November; 8a.m. – 6 p.m. Monday 30<sup>th</sup> November; and 8 a.m. – 5 p.m. on Tuesday 1st December.

28.25. **Members Centre**

**This will be used as an educational venue catering to 100's of children and used as an event entrance as well.**

Clean all areas of both floors and clean and restock the toilets continuously until 8pm on Monday and 6pm on Tuesday. Including the stairwell, lift and passageways Sunday 28<sup>th</sup> November at 5 p.m. and Monday 30<sup>th</sup> November at 7 p.m. **Check the toilets regularly during the event. In the event of wet weather ensure that you are dry mopping the floor continuously.**

Please ensure the bar areas on both floors are well cleaned and especially the rooms adjoining the first-floor bar area pre and post event.

All areas to be cleaned in readiness for the electronic floor clean to be organised by the successful contractor post Show.

28.26. **International Pavilion**

2 floors and awards office, toilets, kitchens, stairwells and foyer area and Interview Room 2.

Clean two kitchens including the cookers to Food Standard Agency standards – Thursday 26<sup>th</sup> November. Hoover and clean all the above areas on Sunday 29<sup>th</sup> November by 1 p.m. and Monday 30<sup>th</sup> November at circa 5 p.m.

To be cleaned post event including the kitchens and cookers.

Venue being utilised for offering limited lunch catering and an official evening dinner on Saturday 28<sup>th</sup> – 1<sup>st</sup> floor to be cleaned and hoovered by 5PM

Venue used as a café/restaurant on event days.

Toilets to be continually stocked, checked and maintained on both floors.

Liaise with caterer re times for hoovering floors.

28.27. **Cattle Ring Control Tower**

All floors to be cleaned by midday on Friday 27<sup>th</sup> with a post-show clean on Wednesday morning.

To be used as show control base and for radio distribution.

## 28.28. **Food Hall**

### Background

The Food Hall is situated in a permanent structure 50m x 30m. It will house up to 50 individual exhibiting companies in booths measuring 3.0m x 2.0m. There is also a meeting room on the first floor.

The floor covering is a specialist hard surface resin which needs to be damp-cleaned. Given the size of the floor area we would require the contractor to provide a mechanical cleaner for this task.

There is a small block of male and female toilets within the building for the use of stallholders only – no public use.

There is also a service corridor giving access to storage rooms etc, with one male, one female and one disabled toilet which are available only for stallholders and staff.

### Cleaning requirements

In the main body of the Food Hall:

- Ensure that refuse bins are emptied regularly throughout the event, remove used bin liners to designated collection point outside the Food Hall.
- Keep the Food Hall floor clean and litter free throughout each day.
- Assist food producers/exhibitors to clean any surplus litter away from stands whenever possible.
- Ensure that service corridor is kept clean and litter free throughout the event (this area will have limited access for exhibitors only).
- Monitor ladies, gents, and disabled toilets throughout each day; ensure that supplies (soap, hand towels and toilet rolls) are constantly replenished and that floors, sink units, mirrors and vanity surfaces are clean and dry, and that bins are emptied regularly.
- Thoroughly clean the floor of the Hall at the end of each day, along with ledges, surfaces, display areas, toilets, and corridors.
- The entire area is to be clean and ready for trading prior to 08.00am each morning of the event.
- The first floor meeting room carpet to be hoovered daily and the whole area kept clean and serviced.
- In the immediate vicinity of the Food Hall ensure that all entrances and exits are always litter free.

### Hours of attendance

The Food Hall should be continually manned as follows and thoroughly cleaned prior to opening at 8am each morning:

Sunday 29<sup>th</sup> November (Pre Show clean)

Monday 30<sup>th</sup> November 8.00 am – 7.00 pm (or as appropriate to complete cleaning)

Tuesday 1<sup>st</sup> December 8.00 am – 6.00 pm (or as appropriate to complete cleaning)

Electronic floor clean to be undertaken at the end of the contract.

## 28.29. **Office Cleaning**

Saturday 28<sup>th</sup> November circa 5pm

Sunday 29<sup>th</sup> November circa 6pm

Monday 30<sup>th</sup> November circa 7.30pm

Tuesday 1st December circa 6pm

All areas including patio area, all doorways, and entrances.

A manager will make contact with the cleaning contractor to advise of time of cleaning prior to office closure.

**28.30. President's Pavilion**

Used as a hospitality venue for sponsors and judges. The stewards may ask for towels instead of paper towels however this is not permissible due to cross contamination.

It will need to be cleaned during the event to exacting standards due to the expectation of the clientele.

Pre and post show clean. To be checked and cleaned regularly during the event and towels replaced and washed. The Society supply the towels.

There may be private hire bookings and additional cleaning may be required.

**28.31. Grandstand Units**

**Two units require a pre-clean The End Unit closest to the Green Pavilion and the Sponsor's pavilion. The banner team are using this as a base until Friday 27<sup>th</sup> November – TBC.**

To be given thorough pre-show cleans in readiness for a trader to set up in the End Unit and stewards to set up a base in the Sponsors Pavilion for lost children and a baby feeding area. The baby feeding area to be supplied with nappy bins.

The cleaning of both units will need to be complete by 09:00 Sunday 29<sup>th</sup> November

**28.32. Vets Building**

Pre and Post event clean

**28.33. Declaration Hut (Horse Forepersons Hut) - TBC**

To be given thorough pre-show clean in readiness for stewards to set up on Friday 27<sup>th</sup> November

**28.34. Shearing Pavilion Kitchen**

**Pre and Post event clean, and check and clean if necessary, on Monday evening.**

**28.35. S4C Building (Downstairs)**

**Pre and Post event clean, and check and clean if necessary, on Monday evening.**

**28.36. Aberystwyth Uni Building**

**Pre and Post event clean, and check and clean if necessary, on Monday evening.**  
29.

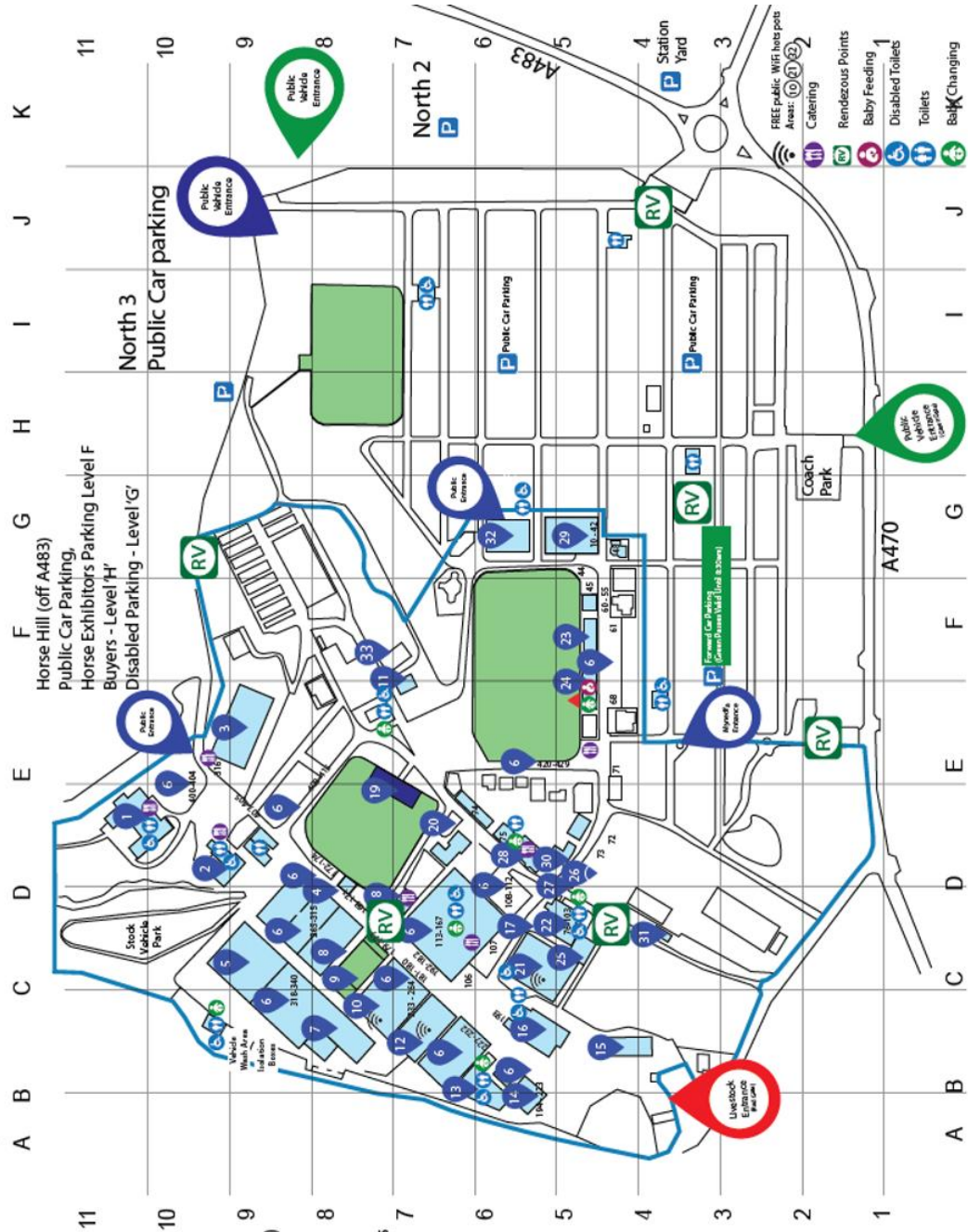
**30. BUILDINGS & TOILET BLOCKS & MARQUEES:-**

# Event Map

## Ffair Aeaf Frenhinol Cymru 2025 Royal Welsh Winter Fair 2025

**Numerical Key:**

1. Hafod a Hendre Restaurant & Bar (Public, Judges & Stewards, Official)
2. Neuadd Henllan Hotel
3. Horse Ring
4. Show Control - 24 hour cover
5. Sheep
6. Tradestands
7. Cattle stalls
8. Medical Centre
9. Carcass Hall
10. Main Ring - Cattle
11. Hounds (Monday) Farriery (Tuesday)
12. GWLEDD - FEAST (Welsh Food Village)
13. Pigs
14. Gift Hall
15. Eggs and Pigeons
16. Homecrafts (Produce & Handicrafts)
17. Floral Art and Children's Competitions
18. Cash Point
19. Charolais Restaurant & Bar
20. Winter Fair Bar
21. YFC Section
22. Food Hall
23. Shopping Pavilion 2 - Montgomery Pavilion
24. Royal Welsh Shop
25. Baby feeding and changing facility
26. RWAS Main Office
27. Bandstand
28. Santa's Grotto
29. International Pavilion - Restaurant (1st floor) Cafe (ground floor)
30. Shopping Pavilion 1 and Antiques - Green Pavilion
31. Royal Welsh Winter Fair Taste Award
32. Sponsors Hospitality Pavilion Education Centre
33. Heavy Horses and Miniature ponies



## Delweddau Awyr / Aerial Imagery





