

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

PUBLIC ADDRESS SYSTEM TENDER DOCUMENT

Address: RWAS Ltd, The Showground, Llanelwedd, Builth 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 31st of July 2026** by email to 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 26th of June 2026**.

The successful contractor will be informed by **Friday 7th 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 supply, set up, maintenance and operation of Public Address equipment at the Society's Show to be held at Llanelwedd, Builth Wells, Powys on the 30th of November and 1st December.
- 2.** There is an expectation for all contractors to work with the Society on Emergency Evacuation plans.
- 3.** The Contractor must refer HSE Purple Guide and implement practices in line with recommendations of the guide.
- 4.** 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.
 - 4.1.** All staff must be 18 years of age or over
- 5.** 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
- 6.** Changes to contract at the event will only be permitted on receiving the full authority of the Honorary Fair Director, Assistant Honorary Director of Administration in conjunction with the Chief Executive or nominated Senior Manager(s) – Head of Operations and Head of Administration.
- 7.** The Contractor will be responsible for the supply, set up, maintenance and operation of Public Address equipment at the Society's showground as set out in Operation & Staffing Schedule.
- 8.** The Operation & Staffing schedule is subject to review and change prior to the event and all alterations will be communicated clearly to the contractor.
- 9.** The Company will undertake to supply all the necessary equipment
- 10.** 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.
- 11.** 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.
- 12.** 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.
- 13.** The agreement will be in line with the draft addendum attached to the specification.

Show Briefing Meetings

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

- 14.1. Sunday 29th November - Emergency Procedure Briefing
- 14.2. Pre-Event Virtual Planning Meetings
- 14.3. Meetings with Head of Operations and regular contact during event, if required.

Risk Assessment and Public Liability Insurance

15. 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 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

16. The Society will provide one of its radios to the contractor in order that contact can be maintained throughout the event.

Radio Communications

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

Payment

18. 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.

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

Catering and Admission Tickets and Passes

20. 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

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

Additional Work

22. 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

23. Contract period = Monday 30th November and Tuesday 1st of December 2026

Event period = Monday 30th November and Tuesday 1st of December 2026

24. Further contract definition will be defined as per the dates stipulated in the Tender Information section.

Operation & Staffing Schedule

25. Location Requirements

25.1. Emergency System

An ability to broadcast emergency messages to localised areas and to all buildings and areas (listed below) in use for a message to be sent overall. Check that external loudspeakers are operational specially to cover yard between Exhibition Halls 1, 2, 3, 4 and Livestock buildings

Exhibition Hall 1, Exhibition Hall 2, Exhibition Hall 3, Exhibition Hall 4, Livestock Buildings, Carmarthen Dyfed Building, Clwyd-Glamorgan Hall, Goat Building, Fur & Feather Building (Not in use but to cover Estate Yard), NSA area, Montgomery Pavilion, HQ, Bandstand area, Cambrian Training Pavilion, President's Pavilion, Director's caravan area, Glamorgan Hall, Education Pavilion and Machinery area. Trade stand area under main grandstand, Display Area/Stable Area and Level F on Livestock Hill. Food Hall, Green Pavilion, Members Centre, and the Main Ring and behind the grandstand area.

25.2. Exhibition Hall 1

Sound for (radio mic. and static) Cattle Judging plus calling in system to Exhibition Hall 2. Additional mic. in main ring for emergency and evacuation use.

Install loudspeakers to cover sale of cattle.

The Carol Service (Carolau o'r Cylch) will take place in this hall on Sunday 29th November 2026 at 6.15pm and a system and mics will be required. The opening ceremony will be held here on Monday 30th November 2026 at 10am.

25.3. Carcass Hall (in Sheep Ring)

1 sound system (radio mic. and headset). The marquee to be divided into two or three areas. The meat hamper, beef rib and dressed poultry auction will be located in the top of the marquee again in 2026. An auction will be held for these products Monday 4pm. Another portable sound system may be required. The sale of Lamb Carcasses & Beef Ribs will be held on Tuesday at 10am.

25.4. Exhibition Hall 2

2 Loudspeakers for summoning Cattle exhibitors

25.5. Exhibition Hall 3

1 Sound System for the Sheep judging to cover all rings – 2 mics required – one to be operated at any one time

25.6. Horse Marquee (Display Area)

1 sound system (commentary unit in the Horse Marquee centrally placed to horse ring) for horse ring plus calling in system to stable area and first level on Livestock Hill (to be tested on Sunday).

25.7. Livestock Buildings

1 Sound System for the pig judging

25.8. Farriery Area

Monday – Hounds (located in Hound Marquee) – 1 sound system (cover all rings) & 1 rover mic.

See also 25.12

25.9. **Fur & Feather Building** – Monday at 3.45pm (TBC) : 1 sound system & rover mic.

25.10. International Pavilion

Engineer to check that the Society's sound system is in working order. This is being used as a café in 2026.

25.11. Hafod a Hendre

1 sound system, 1 radio microphone for Dining Hall 4 by 7.30 a.m. for breakfast presentations on both days, to be present on Monday morning between 8.15 – 8.30am also transporting the Society lectern to the venue. To be in use for the official luncheon and official Dinner on Monday.

25.12. Clwyd Glamorgan Hall

Roving Mic and Sound System for presentations for Homecraft and Floral Art at 4.45pm on Tuesday (TBC)

25.13. Musical Performances – Gwledd Stage (Shearing Pavilion)

Times: Monday 10.00am to 7pm and Tuesday 09.25am to 4.20pm – PA system to be set up. Performers will perform off the Shearing Centre Stage.

Timetables of performances and further details will be sent to the contractor once finalised by the Operations Co-ordinator. (TBC)

25.14. Members Centre (Education & Fashion Show)

- A PA system with 2 radio microphones and a projector screen.(TBC)

Additional Requirements

25.15. Loud Hailers

5 loud hailers will be required to be situated in Hall 1 with Cattle Stewards, Carmarthen/Dyfed Building with Sheep Stewards, RWAS HQ, Cattle Ring Control Tower and Estate Manager.

(Not to be used without the authority of the Winter Fair Director, AHD Administration, Chief Executive, Estate Manager, Head of Operations)

25.16. Emergency Vehicle

Fully equipped emergency vehicle to be supplied

25.17. P.A. Duty Engineer

4 x Engineer to be on duty. Engineers need to be in attendance and contactable on the radio from 09:00 Saturday 28th November to 20:00 Tuesday 1st December.

26. General Operational Requirements

26.1. Installation and Testing

All systems to be installed and tested by 14:00 on Saturday 28th November 2026.

A Full test to be arranged with Society Stewards in attendance on Sunday 29th November 2026.

26.2. Playing of Music

CD's to be played over the PA Systems – a variety of Welsh and English Christmas tunes/songs to be played when there is no live music being played. Timings to be organised in line with musical timetable and licence parameters. Please liaise with the Head of Administration with regards to this item.

26.3. Critical / Emergency Announcements

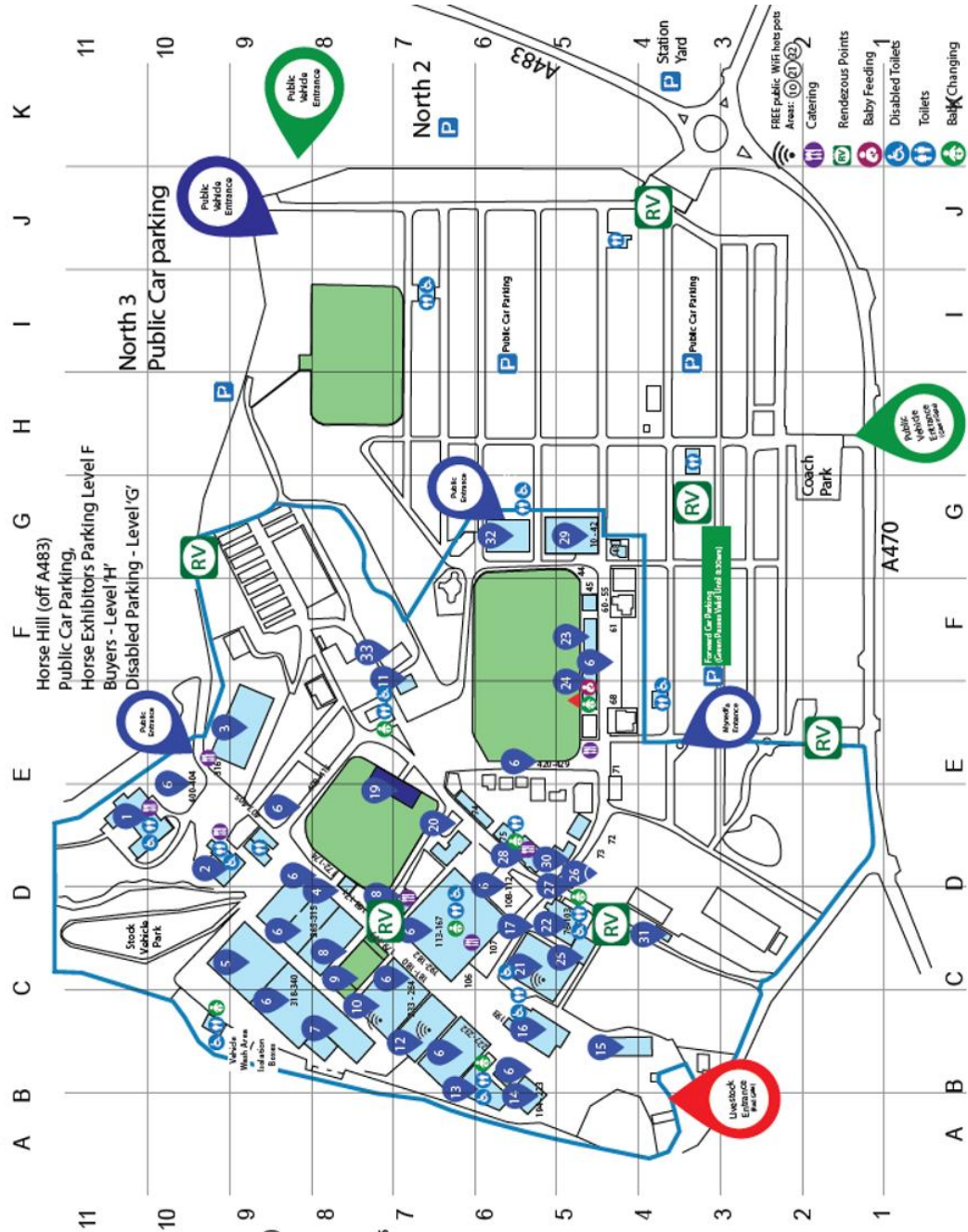
The PA contractor will be contacted by the Honorary Winter Fair Director, Assistant Honorary Director of Administration or Head of Operations or the Senior Management Team to broadcast important messages or to promote an activity – this will be kept to a minimum.

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





