

THE YEOVIL SHOW

15-16 JULY 2017 

PUBLIC CATERING CONCESSION INFORMATION

SITES AVAILABLE

The following catering concession sites will be awarded for the 2017 Show:

- 3 x Speciality Coffee Units
- 8 x Hot Food Units
- 3 x Sweet Food Units
- 1 x Confectionary Unit
- 1 x Fresh Fruit Unit

In addition to this there will be:

- 3 Ice Cream Units - 1 Licenced Bar - 1 Licenced Cider Bar

GENERAL INFORMATION

1. Catering concessions are offered in accordance with the Yeovil Show Conditions.
2. The highest standards of hygiene, quality and modern presentation are required at all times and any failure to comply with current legislation (particularly Food Safety / Health and Safety at Work) would lead to the caterer's immediate removal from the Show.
A copy of 'Safer Food Better Business' or the operator's food policy will need to be available for inspection on site at all times.
3. The Yeovil Show has two Food Halls which promotes food producers and suppliers. A certain number of exhibitors within these features will be granted a concession to serve 'food for immediate consumption'. Caterers should be aware that catering concessions are occasionally permitted within trade exhibits offering food for financial gain.
4. Caterers must tender their forecast of sales (*net of VAT*) for the two days of the Show.
5. Caterers **must** submit with their tender:
 - Detailed menu and portion size
 - Copy of price list
 - Photograph of unit
 - List of Shows previously attended
 - Copy of Public Liability
 - Contact details of your local environmental health department

Tenders will not be accepted without this information. The information will be taken into account when evaluating the tenders.

6. Caterers should note that portion size and maximum prices for food items and beverages are regulated by the Yeovil Show as shown.
7. We will have a policy of promoting primarily South West and British sourced products. Priority will be given to caterers confirming **IN WRITING** that the product they use has been sourced and supplied from the South West and that this fact will be clearly advertised by the caterer at the Show.
Priority will be given to Caterers who confirm **IN WRITING** at the time of tendering that they will use containers and cutlery made from recycled or sustainable materials; e.g. wooden forks, recycled cardboard plates / cups etc.
8. Caterers are to confirm **AT THE TIME OF TENDERING** the size of the site they require per unit, indicating frontage and depth clearly metres, to include, if necessary, tow bars, refrigerated vehicles etc. and required space for tables and chairs, if space permits.
10. Caterers **MUST** provide a **MINIMUM of 5 tables and 20 seats per unit**. Caterers will be responsible for keeping their areas clean (litter free) and tidy.
11. **INSURANCE** - Caterers must have Public Liability Insurance for at **least £5m**. Any catering concession employing people must have Employer's Liability Insurance to satisfy the Health and Safety requirements. Where a Catering Concession does not have Employer's Liability cover, because they rely on volunteers or self-employed persons, they must have Public Liability Cover.
12. Notification of whether or not a tender is successful will be sent **in writing** by mid-February 2017. **Caterers will not be given information verbally.**
13. Contracted Caterers will be sent an invoice for 50% deposit of the tender figure with the acceptance of tender. Payment of this invoice must be made by **28th February 2017. Deposit payments are non-refundable under any circumstances. Failure to meet the initial payment deadline could result in the concession being offered elsewhere.**
14. Each catering Unit must be equipped with an electronic till. Daily sales figures may be subject to audit.
15. Total sales must be submitted in writing by **30th July 2017 and accompanied by a breakdown of total daily sales (net of VAT) and Show issued catering vouchers**. A final VAT sales receipt / statement will be sent to the Caterer as soon as possible after that date.
16. **ELECTRICITY** - Caterers must apply for electricity on the relevant forms which will be sent with the notification of acceptance. Please note there will be standpipes in the vicinity of all the multiple site catering areas. All caterers must ensure they provide suitable hand washing facilities within stand/unit. **PLEASE NOTE: THE USE OF GENERATORS IS NOT PERMITTED**
17. Catering sites and the type of product will be chosen at the discretion of the Yeovil Show. The Yeovil Show reserves the right to adjust the allocation and location of sites in catering areas in the interest of variety and customer satisfaction. If necessary, in the early stages, this may be done in consultation with caterers as part of the condition and acceptance of tender.
18. **HOURS OF OPENING** - All catering units must be fully stocked and operational during the Show opening times of 8.30a.m. – 6.00p.m. Pre-Show and 'out of hours' catering on Show days is not permitted unless previously agreed with the Event Director.
19. **ADMISSION TICKETS** - Caterers will receive a complimentary allocation of

admission tickets to cover 4 persons manning each Unit on each Show day and one Exhibitor Car Park Vehicle Pass.

20. **ARRIVAL** - All catering units must be on site and in position by 5pm by Friday 14th July.
21. **MILK** - Fresh pasteurised full cream or semi-skimmed milk must be used by all caterers. **The use of UHT milk is not permitted.**
22. **LICENSES (TENS)** - Caterers selling or promoting alcohol must have a Temporary Event Notice (TENS) to cover the Show period.
23. The Caterer will undertake to comply with Health and Safety Executive Regulations, the Food and Hygiene (England) Regulations 2006 and the Yeovil Show Fire and Safety Regulations and ensure all staff members are fully briefed with the same.
24. **SUPERVISION** - The Caterer will be required to supervise the arrangements on-site and to carry out reasonable directions made by the Show's Officials and Exhibitors and Public Catering Committee to rectify any omissions and faults they consider necessary to maintain the highest standards.
25. **CONDITIONS** - The Yeovil Show reserves the right to cancel any contract in the event of unforeseen circumstances rendering it desirable not to hold a Show or in the event of the Caterer not complying with the agreed Conditions. Caterers must read and comply with the above general information and those laid out in the Show regulations booklet (sent with offer of concession in January).

Please complete and return the tender forms by 31st January 2017. Failure to do so will result in the application not being considered.

2017 MAXIMUM SELLING FOOD AND DRINK PRICES

Item	Size	Maximum selling price
Coffee Bean to Cup (Speciality)	12oz	£3.00
Coffee Instant	12oz	£1.80
Coffee Scanomatic machine	12oz	£1.80
Tea	12oz	£1.50
Speciality Tea	12oz	£1.80
Hot Chocolate with cream & chocolate	12oz	£2.80
Canned Drinks	330ml	£1.40
Bottled Drinks	500ml	£2.00
Water	500ml	£1.20
Carvery Beef / Pork / Lamb	4oz or 113g	£4.80
Baguette - Hot	4oz 113g filling	£4.50
Baguette - Cold	4oz 113g filling	£4.50
Burger Beef / Chicken	4oz or 113g	£4.00
Burger with Cheese (processed)	4oz or 113g	£4.10
Burger with Cheese (fresh)	4oz or 113g	£4.50
Bacon Roll Back	2 Rashers min	£3.80
Sausage Bap	2 Sausages	£3.80
Chips	8oz or 227g	£2.50
Baked Potato	4oz or 113g filling	From £4.00
Steak Pasty	Large	£4.00
Pasty	Large	£3.60
Fresh Doughnuts	One	£0.60
Fresh Doughnuts	Four x 1	£2.00
Crepes / Pancakes		From £3.00

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