



## FOOD HALL APPLICATION FORM 2024

<b>CONTACT DETAILS</b> (Please complete in BLOCK CAPITALS)							
Name of Company or Individual:							
Address:							
Post Code:							
Contact Name:				E-Mail:			
Telephone:				Mobile:			
Website:							
Brief Description of business / products offered (30 words maximum)							
<p align="center"><b>Allergen Information</b> - Full allergen information must be available on request. Please tick if you can offer the following:</p>							
<b>Vegan</b>		<b>Vegetarian</b>		<b>Gluten Free</b>		<b>Dairy Free</b>	
<b>Food Hygiene Rating (please circle)</b>	Applied For or Not Relevant*	0	1	2	3	4	5
* If not relevant please specify why							

**THE ABOVE DETAILS WILL BE PRINTED IN OUR SHOW GUIDE AND CATALOGUE**

**PLEASE ENSURE YOU RETURN YOUR COMPLETED TRADE STAND APPLICATION FORM,  
BOOKING FORM, RISK ASSESSMENT AND RELEVANT PAYMENT**



**Please tick payment method below:**

- ☐ 50% Deposit (balance required no later than 1<sup>st</sup> June 2024) **Deposits are non-refundable.**
- ☐ Paid in Full
- ☐ Cheque enclosed - made payable to MAS Limited
- ☐ BACS – please email remittance to office@melplashshow.co.uk  
Sort Code 82 64 15 A/c No 40016658 A/c Name MAS Ltd
- ☐ Credit/Debit card – please ring 01308 423337 with card details

**Please tick if you would like the same site as 2023** ☐

**If you would like an alternative site please telephone the office to discuss availability.**

STAND TYPE AND SIZE	UNIT PRICE	NO. REQUIRED	TOTAL
FOOD HALL 3M X 3M	£150.00		
COOKING CHARGE (If you are selling food for immediate consumption)	£125.00		
EXTRA PASSES (Reduced rate)	£16.00		
<b>TOTAL</b>			

**ELECTRICITY IS AVAILABLE AT EXTRA COST – PLEASE CONTACT THE OFFICE FOR A BOOKING FORM OR DOWNLOAD FROM OUR WEBSITE.**

**2 FREE PASSES WILL BE SUPPLIED PER 3M X 3M STAND BOOKED, IF ADDITIONAL PASSES ARE NEEDED PLEASE ORDER ABOVE.**

Please note that MAS Limited is not required to charge VAT.

Will you be staying on site the night before the show? **YES / NO** (please delete as applicable)

**I have read and understood the Melplash Agricultural Society Limited trade stand notes and conditions and hereby undertake on behalf of myself / ourselves and all persons in my / our employment to abide by the terms and conditions.**

Signed ..... Print Name ..... Date .....



## COMPULSORY RISK ASSESSMENT FORM

THIS FORM MUST BE RETURNED WITH YOUR TRADE STAND APPLICATION

To comply with the statutory regulations of the Health and Safety at Work Act 1974, all exhibitors, displays and stand holders are required to complete a Risk Assessment form to be returned together with the Trade Stand Application.

The Health and Safety Risk Advisors must know in advance of any **HAZARDS** being introduced to the Showground, aiming to pre-empt potential incidents and reduce the risks of accidents. Alternatively, you may send us details of your existing Health and Safety arrangements for attending Show grounds.

In particular, the following should be declared:

Food Traders must be able to provide evidence of their Food Handling Training, Food Management System and HACCP on site in the case of an inspection.

TENs licences must be available where alcohol is being offered for sale.

### HAZARDS – PLEASE CONSIDER ALL POSSIBLE RISKS INCLUDING:

Slipping / Tripping e.g., Guy Ropes, pegs	Sharp instruments, blades and sharp edges	
Vehicles e.g., tractors, forklifts, cranes, trucks	Fumes / Fuel spillages	
Vans, cars, motorcycles and quad bikes	Gas, gas cylinders, LPG	
Electricity Generators	Water boilers / Ovens / Hobs	
Hot Fluids e.g., refreshments	Fire Risk e.g., rubbish & flammable substances	
Display boards, racks and cabinets	Moving parts on machinery	
Hazard	Persons at Risk	Controls to minimise risk



**FIRE ASSESSMENT**  
**A FIRE EXTINGUISHER MUST BE PROVIDED AND A FIRE RISK ASSESSMENT**  
**UNDERTAKEN BY ALL EXHIBITORS**

Hazard	Persons at Risk	Controls to minimise risk
Are you operating a generator?  <b>YES / NO</b>  Please note petrol generators are not permitted on site.		
Are you serving hot food or drinks?  <b>YES / NO</b>		
LPG (Liquid Petroleum Gas) on site? <b>All Gas connections MUST be crimped (no jubilee clips)</b>  <b>YES / NO</b> <b>Cylinders ..... x .....KG</b>		
Are you selling alcohol?  <b>YES / NO</b>		
Other fire risks? Please list e.g. hot surfaces		

<b>CONTACT DETAILS</b> (Please complete in BLOCK CAPITALS)	
Name of Company or Responsible Individual:	
Address:	
Post Code:	
Name of Insurer:	Policy Number:
Signed:	Print Name:



### TRADE STAND NOTES AND CONDITIONS

PLEASE RETAIN THESE NOTES FOR YOUR INFORMATION, DO NOT RETURN WITH YOUR TRADE STAND APPLICATION.

1. The siting of Trade Stands will be at the discretion of the Society. No Trader has the right to claim a particular site. Where possible however, the Society will endeavour to allocate previous sites to long standing traders, if requested.
2. Should an Exhibitor withdraw from the Show, or cancel the space reserved for them for any reason, all fees paid shall be forfeited and the Society reserves the right to re-let such space. Exhibitors are reminded that the Melplash Show is a COVID secure event and will be organised in line with any guidance from the government and Public Health England at the time of the event. If we must cancel our event due to Government restrictions then a full refund will be offered, or fees can be held for our next event.
3. Any space allotted which is not occupied by 8.00 a.m. on Show Day will be considered not required. The Society reserves the right to re-allocate such space. No stand holder will be permitted to sublet or exchange a stand or charge for admission to any stand or permit anyone else to use any part of the stand without prior agreement with the Secretary.
4. The Committee reserves the right to refuse any application without giving a reason and to cancel or postpone the show for whatever reason.
5. The fee paid is for space only. Exhibitors (except for the Craft & Traders Marquees, Food Hall and Open Bays) must find their own tent or covering. Tents may be hired from the Society's contractor, V.I.P. Marquees, Tel: 01392 833924. All tentage must comply with the latest fire safety regulations.
6. Frontage booked must include an allowance for outside tent guy ropes (if used) and for the drawbars of display caravans. When calculating space for display caravans, please allow sufficient space to manoeuvre the caravan into position without interfering with adjacent sites. No part of the caravan, tent, etc. is allowed to overhang the avenue.
7. SILENT generators WILL be allowed, provided they are kept within the pitch site and do not cause excessive noise, smell or smoke. No generators to be located inside a Society marquee. NO PETROL GENERATORS ARE PERMITTED. **Please ensure that your risk assessment states which fuel will be used for generators and the method of storage.** The Secretary reserves the right to forbid any generators that, in her opinion, do not comply with the above restrictions.
8. Exhibitors must not use a Public Address system on their site or adopt any offensive practices which will cause annoyance to neighbouring exhibitors.
9. A TRADE VEHICLE PASS will be issued to each stand holder to admit a Trade Vehicle to unload in the Show field. (An additional Trade Vehicle Pass will be issued for each booking of 20 metres frontage or over.) Once the vehicle has been unloaded, it must be removed to an outside car park as soon as possible and by 8.00 am on Show Day at the latest. No trade vehicle will be allowed to stay on the show field unless it forms part of the Trade Stand. Vehicles causing an obstruction in any form may be towed away. There is **NO VEHICLE MOVEMENT ON THE SHOWGROUND BETWEEN 08.30 AND 18.00 ON SHOW DAY.**
10. The Show field will be open for the erection of Trade Stands for three days prior to the Show with overnight security on site. PLEASE NOTE THAT EVERY STAND MUST BE COMPLETED BY 8AM ON SHOW DAY AND THE DISMANTLING OF TRADE STANDS MUST NOT START BEFORE 6PM ON SHOW DAY. Please note that there is always 24-hour access to the Show field during these times, but authority to enter will be checked by security when it is operational.
11. Every site must be cleared by 5pm on Saturday after Show Day. Traders are reminded that they are responsible for clearing ALL litter in the vicinity of their stand. Skips hired by the Society will be positioned around the Showground for the disposal of reasonable amounts of litter. Any excessive amounts MUST be removed from the site by the Trader. A CHARGE WILL BE MADE IF THE SOCIETY IS REQUIRED TO REMOVE EXCESSIVE LITTER FOUND ON ANY SITE.
12. Traders may not sell goods or distribute literature or advertising material outside the area of their trade stands including any carparks or at any showground entrances.
13. **Balloons and Drones are strictly prohibited at the showground.** The Show reserves the right to authorise commercial drone flying for promotional purposes however this will be carried out in accordance with relevant CAA legislation and the Drone Safety Code. Balloons forming part of the display must be firmly secured to avoid accidental release, but none must be given to members of the public. The sale or use of Chinese lanterns is strictly prohibited.



14. No political trade stands or propaganda will be allowed. NO TYPE OF CHEAP JACK, TOUTING, HAWKING OR AUCTIONEERING OR ANY OTHER UNSUITABLE ACTIVITY IS PERMITTED, INCLUDING CREATING EXCESSIVE NOISE (e.g., MEGAPHONES, MICROPHONES OR ANY OTHER LOUD HAILER DEVICE). No Auctions, Draws and Raffles are permitted without written permission from the Show Secretary. The Society reserves the right to close any stand whose activities are not in the interests of the Society.
15. Dogs must be always kept under control and on non-retractable leads. Owners will be held responsible for any fouling that occurs and will be expected to clean up after their pets. Dogs are not allowed in the Livestock lines or Food Hall. Please do not leave your dog unattended in a vehicle.
16. Dangerous weapons - The sale or display of knives and all guns whether real, imitation or toys is strictly prohibited. This also includes, but is not restricted to, bb guns, water pistols, catapults, bows & arrows etc. Knives being sold for kitchen or utility use must be in a suitable container. It is the exhibitor's responsibility to ensure they do not sell to young persons under the age of 18.
17. If livestock form part of your exhibit please ensure this is indicated on your trade stand application and permission from the Secretary is obtained. Exhibitors must comply with DEFRA, veterinary and other regulations which apply to animals being brought to the showground. The showground holding number is 11/052/8107.
18. The sole rights of selling teas, luncheons and refreshment on the grounds are sold and no-one will be permitted to supply these without the consent of the Secretary. Trade exhibitors who wish to provide catering facilities for their clients or customers free of charge are reminded they must comply with current Food Hygiene Regulations and have completed a risk assessment. It is the responsibility of exhibitors to comply with the Licensing Act 2003.
19. CATERING – Any food or beverage sold is not to be consumed on the premises (or likely to be) without prior permission of the Secretary. Exhibitors are reminded they must comply with current Food Hygiene Regulations and have completed a risk assessment.
20. Alcohol - Permission must be obtained from the Show Secretary to sell alcohol. If agreed, it is the stand holder's responsibility to obtain a Temporary Events Notice licence from Dorset Council and to have a copy on site during the Show. The Society does not hold a premises licence.
21. Liquefied Petroleum Gas – please indicate on the risk assessment if you intend using LPG. **Under no circumstances are jubilee clips to be used.** Please ensure that all tubing is secured by crimped clamps only and they must be tight. All gas appliances coming onto the Show ground **must** hold an annual gas safety inspection certificate carried out by a registered and competent Gas Safety Engineer. The Show will audit this documentation and it should be available on request. All cylinders are to be located outside the marquee structure in the open air on firm, level ground and secured firmly in the vertical position away from any unauthorised interference.
22. Traders are strongly advised to insure against fire and other appropriate risk not only regarding their own property but also against any third-party claim. **Provision of a fire extinguisher on the stand is required where their activities include cooking, hospitality including teas/coffees, electrical equipment, gas equipment or any type of hot works/equipment.** Traders are required to provide an adequate number and type of extinguishers for their stand. The Society reserves the right to close down a Stand without the appropriate fire extinguisher. Officials of the Society and representatives of the Fire Service may inspect any stand and shall be entitled to order the immediate removal of any equipment or structure which, in their opinion, constitutes a fire hazard. All exhibitors are to abide by current legislation regarding fire safety; further information can be obtained from [www.fire.gov.uk](http://www.fire.gov.uk).
23. All machinery must be protected from the general public in accordance with HSE regulations.



24. The Society accept no responsibility whatsoever for any theft/damage to stands or their associated exhibits and exhibitors and stand holders MUST hold relevant insurance. HSE requirements and where necessary, Public Health Certificates must be met. All exhibitors are responsible for ensuring safe working practices are followed by themselves, their employees, agents, and contractors. Current food safety legislation must be adhered to by all catering sites and those offering food by way of hospitality. The Society will not be held responsible for damage caused to sites during the pre- and post-show periods and will not undertake to make good such damage.
25. Save for death or personal injury caused by the negligence of the Committee, its servants or agents, the Committee will not be responsible for death, injury, disease damage, or loss caused to any Trader or his or her servant or agent or to any animal, article, plant, machinery or thing of whatever nature brought on to the Showground by the said Trader from whatever cause death, injury, disease, damage or loss arises. (Save as aforesaid) the Trader shall indemnify the Committee against all claims, damages and expenses whatsoever in any way arising out of the presence of the Trader, his servants, agents, exhibits, vehicles or equipment on the Showground and shall assume full responsibility therefore.
26. Exhibitors must have Employer's Liability Insurance to satisfy Health & Safety requirements. Where an exhibitor does not have Employer's Liability cover because they rely on self-employed persons or volunteers they must have Public Liability cover. All trade stand holders must have a minimum of £2.5 million public liability insurance cover. Public Liability cover provides protection for claims made by visitors to the area of an exhibitors stand. This is particularly important where volunteers of self-employed persons are working for an exhibitor since there is a duty of care to these persons as they are treated as employees. The Consumer Protection Act came into force in 1988 and makes the retailer of a defective product strictly liable to any person injured by it. It is therefore necessary for all exhibitors to have Product Liability cover. Exhibitors must insure his / her exhibits whilst on the showground. This includes fixtures and fittings and take out adequate third-party insurance in respect of the exhibitors use and possession of the trade stand.



# Melplash Show Food Hygiene Policy

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This policy is intended to set the standard expected at the Melplash Show and has been agreed by both the Show Committee and Environmental Health at Dorset Council. The policy is an interpretation of EU Regulations, Regulation No 852/2004 applied by the Food Hygiene (England) Regulations 2013. Be aware that selling or catering at a Showground is significantly different from working in an indoor environment however a high standard of Food Hygiene is still required. Environmental Health Officers and Trading Standards Officers do regularly visit our Show.

## Minimum Standards:

- **Structure:** Walls, floors and work surfaces must be in good repair, easily washable and mud-free. Depending on conditions and activities being undertaken a suitable clean floor surface may be required.
- **Allergens:** Traders and their staff must be able to provide information on any of the 14 allergens contained in their products
- **Food safety management procedures documentation:** The Food Standards Agency's 'Safer Food Better Business' pack will be acceptable provided it is relevant, complete and made available for inspection. Nationwide Caterers Association (NCASS) Due Diligence System is also recognised. SFBB packs and diary refills can be ordered direct from <https://www.food.gov.uk/business-industry/caterers/sfbb>
- **Labelling:** Traders should be aware of their responsibility for complying with the Food Information to Consumers Regulations. Including requirements for any pre-packed food labelling and the importance of the traceability of the food on sale.
- **Hand washing:** If selling unwrapped food or ice cream a separate basin or sink must be conveniently accessible with a controllable supply of hot **and** cold running water, soap, towels and nail brushes. Disposable paper towels are preferred, and a suitable refuse bin should be provided for used towels. A purpose-built sink unit e.g. a Teal unit is preferred but if one cannot be provided then a marked clean plastic bowl only used for this purpose can be used, provided that hot and cold water is made available. A large, clear notice reminding food handlers to wash their hands must be displayed.
- **Protective clothing:** Persons involved in the handling of unwrapped food must wear clean and washable overalls/aprons. These must be changed daily or more frequently if they become dirty. Outdoor clothing and footwear must be stored away from food preparation areas. Long hair must be tied up or covered by a hairnet or hat.
- **Water supply:** A sufficient supply of clean and wholesome water must be available at each outlet. Water containers must be cleaned and disinfected inside and out. A chlorine-based steriliser e.g. 'Milton' should be used. A mains supply of water is available on site.
- **Drainage:** Arrangements must be made for the drainage of waste water from sinks and hand wash basins. If waste containers are to be used these must be clearly marked 'WASTE WATER'.





- **Temperature control:** Sufficient storage space for all foods requiring refrigeration must be provided. The temperature of these foods must be maintained at 8°C or below.
- **Protection against contamination:** All open food on display must be kept covered or protected by screens. Raw and cooked or 'ready to eat' foods must be kept separate at all times. Food must be stored to prevent contamination and be off the ground.
- **Training:** All persons handling food must be suitably trained in both Food Hygiene and Allergens
- **Waste:** Food waste must be disposed of in a suitable container. Where selling food for consumption then a suitable food waste bin must be provided (unless in the Food Hall Areas where the Show will provide bins for the public)

#### **SALE OF ALCOHOL**

- **Licence:** The sale of alcohol must take place under a Temporary Events Notice. It is the Traders responsibility to ensure that the Notice is in place. Applications should be made to Dorset Council. The requirements of the Licensing Act must be adhered to at all times.
- The name of the licence holder must be clearly displayed on the Stand.
- **Challenge 25:** You must ensure that Challenge 25 is implemented and that a refusal log is maintained (Trading Standards may ask to see this).

**Failure to meet the above standard may result in you being required to close and pack up with no refund given.**