

KENT COUNTY SHOW – 6 7 8 JULY 2018

PUBLIC CATERING CONCESSION

INFORMATION AND REGULATIONS



Rules and Regulations
Health and Safety Requirements
Available Sites
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Details of Local Producers
Tender Application Form

TENDER DEADLINE: WEDNESDAY 28 FEBRUARY 2018

Kent County Show, Kent County Agricultural Society, Kent Showground, Detling, Maidstone, Kent ME14 3JF
Website: www.kentshowground.co.uk
Events Assistant: Becky Parrock
Tel: 01622 630975 / 01622 633058
Email: becky@kentshowground.co.uk
Registered Charity Number: 1001191

Patron: HRH The Duke of Kent, KG

President: The Lord Colgrain

Chairman: Mr Kevin Attwood

KENT COUNTY SHOW – TENDER REQUIREMENTS

The Kent County Show attracted 80,000 visitors over three days in 2017. This is a popular and prestigious event and as such expects the highest standards of food hygiene and quality at all times. Any failure to comply with current legislation would lead to the caterer's immediate removal from the Show. Concessions are offered in accordance with the General Show Rules and Regulations for the rights of the provision of catering at the 2018 Kent County Show as given below.

Expectations for Catering Applications

Caterers must tender the site fee. It is expected that caterers will submit a tender based on the size of the unit, the products being sold and the expected number of sales throughout the day. The Show Office cannot assist with this as they do not know your business operation. If your application is successful, tenders may be discussed before a site is agreed.

The following documents must be submitted with the tender and will be taken into consideration when the tender is evaluated:

- Sample menu's including information on the product/s for sale, portion size, minimum weight, content, description of filling and intended selling prices.
- Photo/s of previous working catering set-up.
- Copy of Food Premises Registration or name & address of Local Authority that the business is registered with.
- Confirmation of your food hygiene rating as provided by your Local Authority.
- Copy of the company Public & Employees Liability Insurance.

We will be promoting primarily Kent and British sourced products. Priority will be given to caterers confirming in writing that the product they use has been sourced and supplied from Kent 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 for customer use made from recycled or sustainable materials. Eg wooden forks, recycled cardboard plates etc.

Only food businesses who have been awarded 4 or 5 star rating from their local authority will be permitted to attend the Kent County Show. All food businesses attending must provide proof of star rating and details of the licensing authority when submitting the tender form.

Caterers must provide a high quality product at a sensible price. Products and price lists must be displayed prominently on the Unit(s) at the Show. Caterers should note that portion size and expected prices for food items and beverages are issued by the Kent County Show as shown within this booklet.

Caterers are to confirm at the time of tendering the size of the site they require per unit, indicating frontage and depth clearly in metres, to include, if necessary, tow bars, refrigerated vehicles etc.

The Kent County Show may accept a tender other than the highest, if the Society chooses to. Any Caterer who amends or withdraws his tender after it has been accepted may be excluded from tendering for future Kent County Show contracts.

Application Deadlines

Deadline for Tender Form: Wednesday 28 February 2018

Notification of whether or not a tender is successful will be sent in writing by Friday 30 March 2018. ***Caterers will not be given information verbally.***

Successful Caterers will be sent an invoice for the full site rent fee on acceptance of tender. Payment of this invoice must be made by ***Friday, 25 May 2018 (or within the invoice terms dependent on which is sooner).*** ***Failure to meet the payment deadline could result in the concession being offered elsewhere.***

Site Allocation

Catering sites and the type of product will be chosen at the discretion of the Kent County Show, although any request made will be taken into consideration.

The Kent County 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.

Services

Electric and Water - Caterers must apply for electricity and water supply separately to the tender form. Please do not order water and electricity until you have received your confirmation. Prices are included in this pack for information only, forms will be sent on confirmation of a site. Please note there will be standpipes in the vicinity of all the multiple site catering areas. Any extra water requirements including direct connections are the responsibility of the Caterer.

PLEASE NOTE: THE USE OF GENERATORS IS NOT PERMITTED

Rubbish – The Showground will provide suitable containers and ensure frequent and adequate disposal of all litter and rubbish, however it will be the responsibility of the Caterer to ensure that any litter or rubbish associated with the business is removed on a regular basis throughout the trading period. Failure to keep a food court area clean and tidy may result in the Showground cleaning the untidy area and deferring the cost to the Caterer[s]. By keeping your food court clean and tidy you will maintain high standard for the reputation of your business and the Kent Showground.

Caravan Parking - There is a designated official caravan site for the Showground which has running water and a toilet block close by. There are also a number of electric hook-ups. Please contact the Caravan Park directly on 01622 631298. We also have a trade and catering caravan site which is charged at £50.00 + VAT and will be available from Monday 2 July to Monday 9 July 2018. Please note that the trade and catering caravan site does not have toilet, shower facilities or electricity.

Insurance

Caterers must hold Public Liability Insurance for at least £5m and a copy of the policy certificate is to be included with the tender form. 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.

Public Liability cover provides protection for claims made by visitors to the area of a Caterer's unit. This is particularly important where volunteers or self-employed persons are working for a Caterer since there is a strict duty of care to these persons as they are treated as your employees.

Tables and Chairs

The Showground will supply tables and chairs in Catering Court A, B and D only. All other caterers will need to supply their own suitable tables and chairs. All tables must be kept clear of rubbish and food matter and regularly sanitized with an approved sanitizer. In the interest of hygiene and safety, straw bales are prohibited within the food courts.

Premises License

The Showground holds a Premises License so exhibitors do not need to apply for a temporary alcohol license. The Society requires each caterer selling alcohol to complete a Licensing Declaration form and have a Personal License Holder on site. The Society will need the Personal License Holder to present their Personal License Holder Card to the Show Office by Thursday 5 July 2018.

Showground Opening Hours

Pre-Show - All catering units must arrive on Wednesday 4 or Thursday 5 July between 8.00am – 6.00pm. If you are unsure of your site location, you should report to the Show Office on arrival.

Units positioned incorrectly will not be permitted to open for business until they are relocated to their allocated site. Any reasonable request to move or relocate a unit by the Show Manager or Show Stewards that is not acted upon may result in the Caterer being asked to leave the showground.

During the Show - All catering units must be fully stocked and operational during the Show opening times of 8.00a.m. – 6.00p.m. Pre-Show and 'out of hours' catering on Show days needs to be previously agreed with the Show Manager.

After the Show - Caterers are responsible for ensuring that all sites allocated to them are cleared / re-instated and equipment and rubbish removed by Tuesday, 10 July.

Admission Tickets

Caterers will receive a complimentary allocation of tickets to cover persons manning units:

- Up to 6m frontage – 4x 3 day passes.
- 6m-10m frontage – 5x 3 day passes.
- 10m frontage – 6x 3 day passes.

Vehicles passes will be allocated as appropriate. Additional personnel tickets must be ordered and paid for, in advance of the Show. Additional tickets will be charged at trade exhibitor rate of £18.40 per person per day or three day ticket books can be purchased at £51.75 each.

Please note that no tickets or vehicle passes will be sent until all relevant Food Safety Management Systems and Health & Safety documentation (Safety Policies & Risk Assessments) have been completed and returned with full site fee to the Show Office.

Vehicle Admission

Before and After the Show - In an attempt to increase security, each unit will be issued with one Pre/Post Show Purple Vehicle Identification Pass to be used prior to and after the Show. Vehicles without these labels may be subject to delay at the gate.

Any vehicles which are not essential should be left in the car park and caterers should walk to their unit.

During the Show - Vehicle movement is strictly forbidden between 8.00 am and 6.00 pm on 6 and 7 July, and 8.00 am and 7.00 pm on 8 July and no vehicle will be allowed entry to the Showground.

Vehicles with supplies will be admitted to the Showground between 6.00 pm and 8.00 am and must either have applied for the appropriate pass or will be subject to a charge of £100 cash which will be made for each admission; this will be refunded provided the vehicle leaves the Showground by 8.00 am on the same morning.

Static Vehicle Pass – This is required for those essential support vehicles whether or not they will be removed each night of the Show.

Conditions

The Kent County 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.

The following requirements have been written by the Kent County Show and will be checked by the Show's own stewards and may be checked by Maidstone Borough Council representatives.

Food and Drink Handling and Management

Training

It is a requirement that all food and drink handlers undergo training, instruction or are supervised in food hygiene matters. The level of training may vary but must be commensurate with food and drink handling activities undertaken. Training records must be available on the unit for inspection at all time by the Kent County Show or Local Authority Environmental Health Officer.

The Food Standards Agency information pack, Safer Food Better Business (SFBB) helps catering businesses who are not part of a group or chain to comply with appropriate requirements. This document must be available on the unit for inspection at all time by the Kent County Show or Local Authority Environmental Health Officer.

Food Safety Management System

All food businesses must put in place permanent procedures to control food safety based on Hazard Analysis Critical Control Points (HACCP).

That is you must:

- Identify any hazards that must be prevented, eliminated or reduced to an acceptable level.
- Identify any steps which are critical control points that are steps which are essential to prevent or eliminate a hazard or reduce it to acceptable levels.
- Establish and implement an effective monitoring system at critical control points.
- Establish corrective actions when monitoring indicates that a critical control point is not under control.
- Establish procedures to verify that the measures are working properly.
- Establish documents and records to demonstrate the above.

Any change in the menu or the way food or drink is prepared or cooked must be re-considered in the food safety management system. You may create your own food safety management system based on the principles above or you may fully implement the Food Standards Agency SFBB pack. This document and any other associated documentation connected with safe, storage, preparation and production of the sale of food by the caterer must be available on the unit for inspection at all time by the Kent County Show or Local Authority Environmental Health Officer.

Local Authority Star Rating

Only food businesses who have been awarded 4 or 5 food hygiene rating from their local authority will be permitted to attend the Kent County Show. All food businesses attending must provide proof of their hygiene rating and details of the licensing authority when submitting the tender form.

EU Food Information for Consumers Regulation 2014 (EU FIC)

All caterers must ensure they conform with the EU Food Information for Consumers Regulations 2014 in regards to allergen information. The EU law has listed 14 allergens that need to be identified in each dish. Details should be displayed clearly in an obvious place such as a menu, chalk board or information pack. For more information see: <http://www.food.gov.uk/sites/default/files/multimedia/pdfs/publication/loosefoodsleaflet.pdf>

Food and Drink Contamination / Prevention

- Preparation and selling of food and drink can only take place in the van or stall.
- Open food and drink must be kept off the floor.
- Ready to eat and raw food must be separated – make sure cooked or ready to eat food is stored above raw food.
- All food and drink must be kept covered.
- Fresh food and waste food must be kept apart.
- No pets or animals should go into a food or drink van or stall.
- Food and drink must be protected against contamination from food handlers.
- Wrapping must be clean and stored in a clean cupboard.
- Newspaper must not be used for wrapping food.

- Foods which are likely to support the growth of pathogenic bacteria or formation of toxins must be kept at, or below 8°C.
- When hot holding, food should be kept at or above 63 °C.

Temperatures

- Refrigerators 1 to 5°C, ideally and not above 8°C.
- Freezers - 18°C, ideally.
- You should ensure that the storage facilities are sufficient for the amount of stock you need to keep.
- Food which is cooked or reheated should achieve an internal temperature of 75°C for 30 seconds to ensure bacteria are destroyed.
- A suitable thermometer should be used to enable monitoring of temperatures of both hot and cold foods.
- The temperature readings should be taken and written down along with the name of the person responsible for the readings.

Personal Hygiene

- All persons must wash their hands regularly and keep themselves and their protective over-clothing (aprons etc.) clean.
- Persons suffering from food poisoning symptoms such as diarrhoea or vomiting must not work in any food or drink handling area whilst ill and for 48 hours after symptoms have stopped.
- Food handlers must wear clean protective over-clothing and headwear must be worn by food handlers.
- Outdoor clothing or shoes should not be stored on the van or stall.
- Clean waterproof dressing must be used to completely cover any cuts and abrasions on hands and forearms.
- Blue plasters which are clearly visible are recommended.
- Bandages and waterproof plasters must be available at all times.
- It is illegal to smoke in a closed premises or whilst handling open food or near open food to prevent any risk of contaminating the food.

Cleaning

- Cleaning must be carried out regularly and thoroughly and always at the end of each period of trading.
- Paper towels should be used instead of material cloths and disposed of after use. All surfaces must be thoroughly degreased where appropriate and an antibacterial cleaner used on all surfaces that will have contact with food or hands.

Storing/preparing food at home

Wherever possible food and drink must be prepared on the van/stall and not at home. When food is prepared at home the same standards of hygiene and cleanliness will apply and advice can easily be obtained from your local Environmental Health Officer.

Preparation of Food and Drink at the Show

No food or drink must be prepared in such a way as to cause a nuisance to neighbouring stall holders which may have an impact on that trader from trading, exhibitors or to spoil the enjoyment of the general public, for example smoke, smell, effluvia, noise or being prejudicial to health. If in the opinion of the Show Manager that a caterer, stall holder or exhibitor is causing a nuisance as defined in the Environmental Protection Act 1990 section 79 they will be asked to stop trading until they have abated or reduced the nuisance to the satisfaction of the Show Manager. If they fail to reduce or abate the nuisance they will be asked to leave the showground along with the loss of their site fee.

Layout and Fittings

Construction

- Floors should be finished with non-slip waterproof material ideally without joints – the edges should be sealed and preferably rounded to make cleaning easy.
- Walls and ceilings must be smooth and easily cleaned.
- Joints must be sealed and kept to minimum.
- Walls may be clad with a plastic type material.
- Stainless steel sheeting provides a good surface behind fryers or similar cooking appliances.

- There should be no ledges and dirt traps.
- Cupboards should be painted so that they can be thoroughly cleaned, gloss paint is the best finish.
- Work surfaces and shelving should have no gaps, be joint free and hard wearing, stainless steel or formica material with rounded front edges are best – alternatively, a metal edge should be fitted.
- Bare wooden edges must be sealed.
- Tiled work surfaces on shelves or “fablon” should be avoided.
- The design and construction of the premises must prevent access for pests.

Washing Facilities

- There must be separate washing facilities for equipment and hands.
- Hand washing facilities should be purpose made and properly installed.
- Soap and hygienic hand drying materials must be provided.
- A double bowl unit is recommended to ensure proper and hygienic washing-up. However, where only knives, servers, tongs etc are washed one bowl is enough.
- Detergent and disinfectants must be used.
- Disposable towels and cloths should be used and tea towels avoided where possible.

Water Supply

- There must be an adequate supply of wholesome water to ensure that foodstuffs are not contaminated.
- There must be hot and cold water to both wash-hand basin and wash-up sinks – hot water should be around 80°C.
- Units can be bought which use heat from the engine of the van to provide a hot water supply.
- The supply should be connected directly to the sinks and basin.
- At least 22 litres of cold water and 14 litres of hot water should be available.
- Make sure that hot water does not spill from the boiler when the van is moving.
- Water storage containers should be thoroughly rinsed before filling and regularly cleaned by the use of suitable disinfectant.

Waste

- Bins and disposable liners should be used inside the van or stall.
- Washing-up water should be piped to sealed containers not to the ground outside the van or stall – you must then empty the containers into a rainwater drain or road gully.
- All fats and oils should be placed in containers and removed from the Showground by the caterer.

Equipment

- Keep all equipment clean and in a good state of repair.
- Clean behind appliances such as cookers and fridges and make sure they are properly fixed.
- Arrange the equipment so that the van or stall is not cramped and can be cleaned easily.
- Wooden equipment such as cutting boards must not be used, plastic boards are required.
- Make sure that all areas next to cookers are heat resistant.

Ventilation

- Vans and stalls used for cooking tend to get hot, so you must have proper ventilation.
- It may be advisable to have some form of mechanical ventilation.
- Frying ranges should be ventilated directly through the ceiling or wall behind the appliance.
- Canopies above cookers should be stainless steel without open seams and grease and dirt traps.
- Vents discharging heat and fumes should be raised to at least 300mm above the roof and should not let water in.
- Ceiling vents will allow hot air to escape but wall vents are also needed to allow fresh air to enter.
- Make sure the vents are fly and insect proof.

Health and Safety

- Employers must ensure that working conditions are reasonably safe from risk and the staff are properly trained and protected.
- Both employers and the self-employed must make sure that the public and customers are not at risk from their business.

- Employees must take care of their own safety and of their colleagues and must follow their employer's instructions.

Safety Policy and Risk Assessment

It is a legal requirement that if you employ 5 or more people you are required to produce a written health and safety policy and suitable risk assessment that your staff must read and understand. For further information please contact your local council or visit the Health and Safety Executive website: www.hse.gov.uk.

It is the policy of the Kent County Agricultural Society that anyone who trades within the showground [this includes sole traders] will produce a suitable risk assessment about their business.

Liquefied Petroleum Gas (LPG)

The use of Liquefied Petroleum Gas (LPG), i.e. propane or butane installations used in catering vehicles and stalls for cooking and water heating gives rise to special risks when fitting. All catering concessions making use of gas will be required to submit a specific assessment of risk in line with The Chief Fire Officers Association circular 2011/007 - fire risk assessment for use at open air events (Food Concessions).

All mobile traders should have an up to date Gas Safety Inspection Report.

The main danger involves the release of gas into a confined space which can result in a risk of fire, explosion and suffocation. As LPG is heavier than air, the leaking gas will collect at floor level. Butane is supplied in blue cylinders and propane in red.

Storage Accommodation for LPG Cylinders

- Containers or cylinders of LPG, connectors and valves must be positioned in the open or outside the body of the vehicle or stall. They must never be located or stored within any working, cooking or driving compartment of the catering unit.
- Housing for the gas cylinders may be recessed into the body of the vehicle but it must be gas tight so that escaping gas cannot get into the vehicle. LPG only should be stored in this compartment.
- All cylinders must be securely attached to the vehicle with their valves uppermost. The compartment or housing must be made of non-combustible material of at least 30 minutes fire resistance.
- The compartment should be ventilated to the outside air using a reinforced mesh base or drilled holes to base of compartment equivalent to at least one hundredth of the floor area or 168cm sq. whichever is the greater.
- The storage compartment should be strong enough to prevent damage to cylinders from a road accident.
- The storage compartment should be accessible only from the outside, it should be secure to prevent tampering but the containers must be easily removable in an emergency.
- Only the minimum amount of LPG should be carried, and all cylinders must be strapped or bracketed upright to prevent them falling over or moving around.
- A notice should be fitted to the outside of the compartment to show that LPG is stored inside and weather-proof safety signs must be displayed.
- No naked flame should be nearer than 1 metre from the storage compartment.
- Electrical wiring must not pass through the compartment unless protected.
- The vehicle exhaust pipe may require shielding.
- Care should be taken to ensure that the vehicle battery is positioned away from any area where gas may escape.
- Pipe work, Joints and Fittings
 - Must be as short as possible and of the right kind of material and strength for LPG.
 - Must be supported every 1 metre length, but soft copper should be supported every 0.5 metre length.
 - Passing through walls/partitions must be protected by rubber grommets and pipework passing under the vehicle must be protected against flying stones.
 - Should be of solid copper tube with copper or copper alloy fittings or stainless steel tube with compression or screw fittings.
 - Copper pipework should not be exposed to temperatures above 100°C.
 - Between the cylinder and regulating valve should be as short as possible.

- Flexible hosing should be kept to a minimum and be fitted with either threaded ends, crimped or hose clips.
- Flexible hosing should not be used where temperatures exceed 50°C unless braided or armoured.
- Every pipe containing LPG should be fitted with a valve or tap immediately in front of the appliance and this should be marked clearly to show the open and shut positions.
- A shut-off valve should also be fitted before the first appliance on the line from the cylinders.

Appliances

- Appliances must be securely fixed and meet the relevant British Standard.
- A flame failure device which shuts off the supply of gas if the flame goes out should be fitted.
- All appliances must be turned off before the vehicle is moved except for LPG fuelled fridges which are securely fitted and have a flame failure device, an adequate flue and no naked flame.
- There are fridges and freezers which can easily be run from a 12 volt car battery.
- Flues made from non-combustible material should be fitted to all appliances where required – balanced flue appliances would be preferred.
- Adequate ventilation must be provided in every vehicle compartment where LPG fuelled appliances are used.
- Frying ranges should be fitted with an automatic high temperature device which will shut off the main burner if the temperature exceeds 230°C.
- A canopy of hood with integral flue should always be fitted to fryers.
- Additionally an automatic temperature control should be fitted to control the frying oil or fat with a maximum temperature setting of 205°C.
- Alternatively a tap or valve should be fitted to control the main burner together with a visual indicator with an alarm set to operate if the pre-set temperature is exceeded.

General

- All concessions where a degree of working at height will be taking place in preparation of their unit will be required to provide an assessment of risk covering this activity. Such work includes the placement of signage or hoardings where it is necessary to climb onto the roof of the unit
- The installation of gas appliances, flues, pipework, valves etc must be undertaken by a GasSafe engineer who has the relevant competency and should comply fully with all relevant British Standards.
- Regular maintenance and examination of the installation should be carried out including leak testing using soapy water.
- Naked flames must never be used.
- Large amounts of petrol must not be carried and any storage of petrol must be in proper containers away from materials that can burn.
- Everyone working in catering vans or stalls must be trained on the hazards of LPG and action to be taken in the event of an emergency.
- Instructions in the changing of cylinders and safe use of appliances must be given to all staff. Cylinders must never be changed in the vicinity of a source of ignition, especially whilst smoking.

Fire Precautions

- Clear written instructions must be displayed inside the vehicle explaining what to do in the event of fire or gas leakage.
- A fire blanket should be provided, especially where frying is undertaken.
- A dry powder fire extinguisher of 9kg capacity should be provided in a position which is easy to get to and near to the door of the van or stall.
- The door to the vehicle or stall should be free from obstruction and easily opened.
- Where people eat food on the vehicle, extra fire escapes and fire precautions may be needed.
- Advice on this and other fire precaution matters should be sought from the Fire Prevention Officer at the local Fire Service Headquarters.

Regulators, Auto-Changeover Devices and Manifolds

- These devices must not be located within the catering unit; they should be fitted within the ventilated compartment.

- All such devices must be clearly marked with the manufacturer's name, date of manufacture and direction of flow.

IMPORTANT SAFETY INFORMATION FOR OPERATORS OF MOBILE CATERING UNITS

If you suspect there is a gas leak:

- Extinguish nearby sources of ignition.
- Turn off the gas supply at the cylinder.
- Increase the ventilation to the unit.
- If the cylinder is leaking, remove to a well-ventilated place, away from sources of ignition, buildings or crowded places.

If the leak is alight:

- Shut off the gas supply immediately.
- If the flame impinges on the gas cylinder and cannot be stopped evacuate the area immediately.
- Call emergency services immediately.

NEVER obstruct the exit away from the unit.

NEVER block the ventilation provided to the unit.

NEVER leave gas appliances turned on when the unit is unattended.

FAMILIARISE yourself with the operation of the firefighting equipment.

SERVICE PRICES

Electricity

All prices are exclusive of VAT. Forms will be forwarded on confirmation of site.

Type of electrical supply	Cost pre 11 June	Cost after 11 June
Single 13 amp socket outlet - 3KW13 amps Max	£150.00	£188.00
Twin 12 amp socket outlet - 6KW - 20 amps Max	£220.00	£275.00
Direct Cee form connection 16 amp - 1 Phase Blue Plug	£150.00	£188.00
Direct Cee for connection 32 amp - 1 Phase	£235.00	£294.00
Direct Cee form connection 63 amp - 1 Phase	£500.00	£625.00
Direct Cee form connection 32 amp – 3 Phase Red Plug	£440.00	£550.00
Direct Cee form connection 63 amp – 3 Phase	£530.00	£663.00

Water

All prices are exclusive of VAT. Forms will be forwarded on confirmation of site.

Type of water connection	Cost
Standpipe	£90.00
Single direct connection to mobile unit, kitchen-sink etc.	£99.00
Additional connections within a distance of 5 metres	£32.00 each

All catering courts can be tendered for as whole courts or as individual units.

Food Concessions

Catering Court A

The Show's largest catering court, situated in the center of the Showground with a large undercover seating area provided by the Society. The Society would like to book a wide range of food types and units in this area to make it visually stimulating. The Society organized bandstand will also be part of this area, hopefully creating a festival feel.

Grid Location: H6
 Number of units: 10-15

Catering Court B

Situated in the Country, Game, and Canine Area, the Society encourage farm produced products into this area. The UK Pole Climbing Championship, Countryside Ring and Sheep Show are all located within this area.

Grid Location: C8
 Number of units: 5-8

Catering Court C

Catering Court C is organized by Produced in Kent, a member organization dedicated to promoting local food and drink. Please contact Jo Gurr at Produced in Kent on 01732 853170 for more information.
www.producedinkent.co.uk

Grid Location: E3
 Number of units: 2-3 plus 1 x Kentish ice cream.

Catering Court D

This catering court is situated next to our popular Garden Life marquee, which includes floral art, flower displays, Kent Beekeepers and Kent Federation of Horticultural Societies.

Grid Location: L6
 Number of units: 5-8

Individual Units

There are a number of standalone units across the Showground. These can be general purpose or where two units are placed together, the Society would expect a variety of food to be offered. They are as detailed below:

M1	Main Gate	Grid Location:	N4	General public and exhibitors.
M2	Main Gate	Grid Location:	N4	General public and exhibitors.
M3	Main Gate	Grid Location:	N4	General public and exhibitors.
M4	Back Gate	Grid Location:	B4	General Public and exhibitors.
M5	Equestrian Area	Grid Location:	D3	General public and exhibitors.
M6	Driving School	Grid Location:	G4	General public and exhibitors.
M7	Driving School	Grid Location:	G4	General public and exhibitors.

Bar Concessions

Bar sites are situated across the Showground. Some are within catering courts and others are stand alone. In some situations, specialist bars would be expected, as detailed below:

BAR 1	Main Gate	Grid Location:	N4	Large bar with seating, evening opening hours and evening entertainment (Friday and Saturday) to be provided by the caterer.
BAR 2	Canine	Grid Location:	F7	A cider bar would be preferred in this location.
BAR 3	Catering Court A	Grid Location:	H6	General bar.
BAR 4	Catering Court B	Grid Location:	C8	General bar.
BAR 5	Equestrian Area	Grid Location:	D3	General stand-alone bar.
BAR 6	Astor Ring	Grid Location:	F4	A pimps bar would be preferred in this location.

Coffee Concessions

There are five coffee concession sites available, each with the capacity for seating to be provided by the caterer. Sites will be allocated on an individual basis.

Co.1	Flower Show	Grid Location:	J7	Located within the Garden Life marquee.
Co.2	Woodland Area	Grid Location:	H7	Located at the entrance to the Woodland Area.
Co.3	Catering Court A	Grid Location:	H6	Located within catering court A.
Co.4	Browns Coffee	Grid Location:	G4	This is a standalone coffee site.
Co.5	John Hendry Pavilion	Grid Location:	C6	This is a standalone coffee site.

Ice Cream Concessions

There are a number of sites for ice cream units. It is unlikely that the whole concession will be allocated to one company. Units can either be standard or specialized. In some cases, there are specific requirements; these are outlined below:

ICE 1	Main Gate	Grid Location:	N3
ICE 2	Edward Hardy Avenue	Grid Location:	N4
ICE 3	Woodland Area	Grid Location:	H7
ICE 4	Heritage Area	Grid Location:	E8
ICE 5	Maidstone Hall	Grid Location:	F6
ICE 6	Countryside Ring	Grid Location:	C7
ICE 7	Equestrian Area	Grid Location:	B4
ICE 8	Churchill Avenue	Grid Location:	H5

DETAILS OF LOCAL PRODUCERS

Priority will be given to caterers confirming that the products they use have been sourced and supplied from Kent and those that can prove this will be clearly advertised by the caterers at the Show. Priority will also be given to caterers who confirm that they will use containers and cutlery for customer use made from recycled or sustainable materials e.g. wooden forks, recycled cardboard plates etc.

For more information on where to source local products from Kent, please contact Produced in Kent.



Produced in Kent is able to offer advice and support in sourcing locally produced food and we hope that caterers will contact them directly to discuss their requirements.

Tel: 01732 853170
Email: info@producedinkent.co.uk
Website: www.producedinkent.co.uk

Address: The Rural Regeneration Centre, Blackman's Farm, Blackman's Lane, Hadlow, TN11 0AX

KENT COUNTY SHOW – CATERING SITE PLAN



KENT COUNTY SHOW - SUGGESTED FOOD AND DRINK PRICE LIST

The prices listed below are the suggested maximum prices allowed across the Showground. Specialised food prices to be agreed with the Show Office prior to the Show.

Food			
Carvery	Beef	4 oz / 113 gm	£6.00
	Pork or Lamb	4oz / 113 gm	£6.00
Baguette	Hot	1 Filling	£5.50
	Cold	1 Filling	£5.00
Burger	Beef / Chicken	4 oz	£5.00
	With Cheese	4 oz	£5.50
Bacon Roll	Back - 2 Rashers		£4.50
Jumbo Hot Dog		4 oz	£4.00
Fish and Chips		7 / 8 oz	£6.00
Chips		7 oz	£2.50
Baked Potato		1 Filling	From £4.50
Steak Sandwich		4 oz	£6.00
Pasty		14 oz	£4.50
Southern Fried Chicken		2 Pieces and Chips	£6.00
Fresh Doughnuts		One	£0.80
		4 x 1	£2.00
		6 x 1	£2.50
Ice Cream		Specialist ice cream	£2.50
		1 Scoop	£2.00
		Child's Portion	£1.50
Drink			
Hot Drinks must be served in cups of at least - 9/10 ozs (30cl).			
Coffee	Bean to Cup Cappuccino or Latte		£2.50
	Americano or Filter		£2.00
	Instant Scanomatic Machine Cappuccino / Latte		£2.00
	Instant		£1.50
Tea (1 Bag)	10 oz		£1.50
Canned Drinks	330ml		£1.50
Bottled Drinks	500ml		£1.50
OJ Fresh	10 oz		£2.00
Water	500ml		£1.00
Bitter	Regular	1 Pint	£3.50
	Premium	1 Pint	£3.80
Becks		330ml	£3.00
Spirits		25ml	£2.80
Brandy		25ml	£2.80
Wine		175ml	£3.80
		250ml	£4.50
Pimms		½ Pint	£3.50
		1 Pint	£5.50
		Jug	£15.00

KENT COUNTY SHOW

FRI-SUN: 6-7-8 JULY 2018

Tender Form Public Catering Concession



CLOSING DATE: WEDNESDAY 28 FEBRUARY 2018

CONTACT DETAILS	
Company Name:	
Contact Name:	
Address (including postcode):	
Telephone:	
Mobile:	
Email:	
Fax:	
Contact on site (24hr)	Name:
	Mobile:

TENDER INFORMATION				
	UNIT 1	UNIT 2	UNIT 3	UNIT 4
PRODUCT TO BE SOLD (please include menu's with your application)				
UNIT SIZE (including tow bars etc)				
RESTOCKING / REFRIGERATED VEHICLES. Please confirm if this is essential to be located next to your unit. Please note this will not always be possible.	YES / NO*	YES / NO*	YES / NO*	YES / NO*
	SIZE:	SIZE:	SIZE:	SIZE:
PREFERRED LOCATION (see attached list)				
TENDER PRICE OFFERED (per unit, excluding VAT)				

Please complete all sections for each unit you wish to apply for. If more than four units are to be applied for, please use separate sheet.

PLEASE CONTINUE OVERLEAF

INSURANCE AND VAT
Public Liability Insurance Policy No:
Employees Liability Insurance Policy No:
Insurance Company:
Sum Insured:
Expiry Date:
Registered for VAT under number:

AGREEMENT
I offer to provide catering and/or bar service as tendered for the 2018 Kent County Show in accordance with The Food Safety Act 1990, The Food Hygiene (England) Regulations 2006 & associated regulations, Health and Safety at Work etc Act 1974 and The Management of Health & Safety at Work Regulations 1992 of each unit/activity. If awarded a catering concession I agree to supply you with a full written Food Safety Management System & Health & Safety Risk Assessment. These documents MUST be sent to the Show Office prior to the Show when requested, and copies MUST also be kept by the exhibitor on site at the Kent County Show.
Authorised Signatory:
Print Name in Block Capitals:
Position held within company:
Date:

CHECKLIST:

Please include the following documents with your Tender Form (tenders will not be considered without these documents):

- Sample menu's including information on the product/s for sale, portion size, minimum weight, content, description of filling and intended selling prices.
- Photo/s of previous working catering set-up.
- Copy of Food Premises Registration or name & address of Local Authority that the Business is registered with.
- Copy of the company star rating certificate as provided by your Local Authority.
- Copy of the company Public & Employees Liability Insurance.

Please return to: Becky Parrock
 Events Assistant
 Kent County Agricultural Society
 Kent Showground
 Detling
 Maidstone
 Kent ME14 3JF

becky@kentshowground.co.uk
 01622 633058 / 01622 630975

CLOSING DATE: Wednesday 28 February 2018