



BORDER UNION

SHOW

26 & 27 JULY 2019

FOOD FAIR PRICE LIST & REGULATIONS

CHARGES

- Each stand will cost £140.00 + VAT (20.0%). (Total £168.00 for the 2 days)
- Electrical supply (13amp socket) is available at £60.00 + VAT. (This is a single socket but a double adaptor can be used).

STAND RESERVATIONS

All applications for trade stands are handled on a **'first come, first served basis'**, although Companies who exhibited at last years Food Fair have the first chance to book again this year. If we do not receive your Booking Form by the **15th March** we cannot guarantee you will be allocated the same stand position, should you wish it.

Please contact the Border Union Office (01573 224188) if you wish to discuss the availability of a different Stand to what you had in 2018. **THE BORDER UNION RESERVES THE RIGHT TO MAINTAIN A VARIETY OF STANDS IN THE FOOD FAIR.**

STAND DETAILS

- As in previous years the stands from the Farmers Market will be used. They are a standard size, which is a 2.5m frontage by 2.5m depth. All stands have a table top for displaying your produce. However, this can be removed for fridges etc. Please indicate on booking form if you require your table top.
- There is a hard surface beneath the stand area.
- If required, chairs can be provided. (Please indicate on booking form).
- All stands along with a description of your business will be advertised in a Food Fair Pamphlet.

NOTES ON ELECTRICITY

Due to the pressure put on the Hall's power supply during the Show, the following guidelines **must** be followed:

- **Each stand is allowed a maximum of 4 amps of power.** This should cover (for example) lighting, a refrigerator and a till. If you are in doubt, please check with the office. If you require more than the 4 amps please state on Booking Form. There will be an additional charge for extra power - advise on application.
- Anyone using over 4 amps without booking will be charged accordingly.
- Please be wary of appliances such as ovens / coffee machines with high wattage.
- Please state on booking form what electrical equipment you will be using.
- **The use of kettles on stands is STRICTLY FORBIDDEN.**
- **All electrical requirements that you have stated on your booking form will be assessed by the BUAS electrician.**

OUTDOOR ELECTRICAL SUPPLY FOR VANS / LORRIES

- If you wish to park your van near to the Hall and require an electrical hook - up, there will be a charge of £40.00 per day. **These Electrical points are limited and must be booked in advance.** You will need to supply your own extension cables.

ADMISSION PASSES

- Each stand will be issued with **2 passes per day**.
- Each stand will also receive **one vehicle pass per day**. Unfortunately, due to space restrictions, we **cannot** issue extra vehicle passes. All other vehicles must use the public car parks.

Additional Admission Passes are available at fully discounted rates up to Friday 12th July, thereafter they must be purchased from our website:

Friday: £8.00 inc. VAT (Standard price £11.00)

Saturday: £12.00 inc. VAT (Standard price £16.00)

CONSUMPTION OF FOOD AND DRINK

Exhibitors may sell food products for immediate consumption but must comply with **the Food Safety (Scotland) Regulations 2006 and the Health and Safety at Work Act 1974.**

- Companies selling alcohol **must** obtain a licence from the Scottish Borders Licensing Board. Contact Alan Niven, Licensing Unit:
Tel: 01835 825031 Email: aniven@scotborders.gov.uk

Alcohol cannot be sold by the glass or for intended immediate consumption.

EXHIBITORS PACKS

Admission passes, maps and set up details will be issued approximately 2 weeks prior to the Show.

OTHER INFORMATION

All stands must be staffed during the Show's opening hours: 9.00 a.m. until 5.30 p.m.

All applicants must be registered as a food business with the Local Authority in whose area they are based. **A copy of your food registration must accompany your application.**

Please pay careful attention to the Information included on this sheet.

Closing Date : Monday 1st July 2019

Payment Date: 2 weeks after invoice date



FOOD FAIR STAND REGULATIONS

1. **The Border Union Show is a 2-day Show and attendance is Compulsory for both days.**
2. The Society reserve the right to reject any application for space and to return the fees or otherwise deal with the application as they consider advisable.
3. BUAS accept no responsibility for any conflict of interest between Food Fair Stands and / or the duplication of a similar type of stand.
4. **Return of payments in the event of cancellation of stand by the exhibitor**
 - Notice given in writing before 20th April: 90% of any payment made. (10% for admin costs)**
 - Notice given in writing before 31st May: 50% of any payment made.**
 - Notice given in writing on the 31st May - 25th June: 25% of any payment made.**
 - Notice given in writing after 26th June: No refund of any payment made.**
5. No Exhibitor will be permitted to arrange a stand or place signs in such a manner as to obstruct or inconveniently affect the display of any other Exhibitor. Infringements of this regulation will be dealt with by the Stewards, who are empowered to remove the cause of the offence or to have the stand rearranged at the expense of the Exhibitor.
6. On both Show Days access to the Showground will be restricted to vehicles displaying valid windscreen labels **only**. All other vehicles will be directed to the Public Car Park. Windscreen labels do not entitle vehicles to unrestricted movement within or beyond the Showground whilst the Show is open to public.
7. While in the Showground, all Exhibitors' vehicles must be parked in the Food Fair Exhibitors Car Park. Stewards within the Showground are empowered to authorise the removal of indiscriminately parked vehicles where their presence is likely to hinder the free movement of priority and Emergency Services or otherwise cause public nuisance.
8. **Exhibitors are responsible for ensuring that their personnel are issued with their passes before coming to the show. All personnel arriving without passes will be charged on the gate and no refunds will be made.**
9. **Food Fair Stand Holders can access their Stand space from Thursday 25th July from 9.00am.**
10. **a:** On arrival to the site, before you start to build or place anything on your stand, please inspect your stand space for any safety hazards and report any issues or concerns to the Help Desk. If necessary you should review and amend your Risk Assessment to include any additional hazards found or further control measures required.
b: Once you start building your stand, acceptance of the site conditions will become your responsibility. You should regularly inspect your stand conditions throughout your tenancy and inform the Help Desk immediately of any defects.
11. **All property, stock and machinery of Exhibitors remain entirely at their risk whilst in the Showground.**
12. The Society will not be responsible for any accident that may occur from implements, machinery or any other articles belonging to any Exhibitor and it is a condition of entry that each Exhibitor shall hold the society blameless for and indemnity it against any legal proceedings arising from any accident.

13. Exhibitors must notify the Society before the show if they wish to demonstrate and / or operate machinery. Exhibitors must provide the Society with a written risk assessment. The provision of such an assessment shall not imply any endorsement by the Society and the Society reserve the right to refuse permission to demonstrate and / or operate machinery.
14. All Food Fair Exhibitors at the Border Union must be covered by Public Liability Insurance, and must complete a Risk Assessment for their Stand. Copies must be submitted with the application and available for inspection on request.
15. By law all enclosed public spaces (this includes marquees) must be kept smoke free.
16. Food Fair Exhibitors must have / provide fire and safety provisions for their Stand and must have completed a fire risk assessment. A copy must be submitted with the application and available for inspection if required.
17. It is the responsibility of all Exhibitors to comply with all relevant Trading Standards and Environmental Health legislation in respect of their Stands, Exhibits and Merchandise.
18. a: **FOOD** – Exhibitors may sell food products for immediate consumption but must comply with the Food Safety (Scotland) Regulations 2006 and the Health and Safety at Work Act 1974. If you have any queries regarding your stand you can contact the Local Authority Environmental Health Department.

Contact: Jane Humphreys, Food Safety Officer.

Tel: 01835 824000 (Ext : 5720) Email: jane.humphreys@scotborders.gov.uk

When offering any food, the Exhibitor has full responsibility for complying with the requirements of the Scottish Borders Council in respect of all food offered for sale or otherwise provided at their stand.

It is expected that the Local Authority Food Health and Safety Department officials will be inspecting stands within the Food Fair during the 2019 Show.

Only wrapped foodstuffs may be sold from Food Fair Trade Stands.

b: ALCOHOL - BUAS are working closely with Police Scotland and the licencing authority to encourage the safe and responsible consumption of alcohol.

Companies selling alcohol must obtain a licence from the Scottish Borders Licensing Board.

No alcohol is to be served before 10.00am on both days as per your Licence.

If anyone has any queries regarding the above, please contact:

Contact: Alan Niven, Licensing Unit, SBC Headquarters, Newtown St. Boswells, Melrose TD6 0SA.

Tel: 01835 825031. Email: aniven@scotborders.gov.uk

19. Exhibitors will be responsible for the removal of all refuse from their site.