

# HADLEIGH FARMERS' AGRICULTURAL ASSOCIATION



## THE 2022 HADLEIGH SHOW - CATERING TENDER APPLICATION

We are pleased to announce that the 181st Hadleigh Show will take place on Saturday 21<sup>st</sup> May 2022 at Holbecks Park, Hadleigh and have pleasure in enclosing the necessary documents if you wish to TENDER for a catering stand in 2022.

The Hadleigh Show is committed to supporting local producers and we will continue to only offer 1 stand per applicant to ensure we have a wide range of caterers available to our visitors. However we are conscious that there is a vast range of food types on offer and to ensure fair process for stands this year, we will require caterers to submit a tender bid on the enclosed application form. We are not looking for 1 person to run all catering concessions on the Showground.

The Hadleigh Show is proud of its agricultural roots and combines a wide range of traditional rural attractions, including livestock & equine exhibits, a Food Hall, Art Show and an education area with a great shopping experience for all the family. Last year we had over 160 trade stands on the showground and the event was very popular with businesses and visitors alike. We believe in supporting small and local businesses and if you are applying for the first time then do contact our Secretary with any questions you may have.

The attached documents are as follows:

**1-Catering Tender Application Form** –Please print the form and complete the RELEVANT sections. Please write clearly! Electricity and additional passes are in addition to your tender bid. If you require electricity please state total wattage of all appliances you will be using on the day. One 13 amp socket can only run up to 3Kw approx. HFAA reserve the right to charge you for additional sockets if our electricians consider it necessary. VAT needs to be added to all items.

In addition please ensure you attach details of your insurance, hygiene certificates, photo of stand etc as required.

Secretary – Mrs Tory Lugsden  
PO Box 388, Eye, IP23 9AQ

Telephone: 07584 568055

Email: [secretary@hadleighshow.co.uk](mailto:secretary@hadleighshow.co.uk)

[www.hadleighshow.co.uk](http://www.hadleighshow.co.uk)

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2- **Show Rules and Regulations** - which must be read fully, retained for your records AND the box on the Application Form ticked to say you have read, understood and will abide by the criteria.

3 - A **Risk Assessment** template and guidance - which may be used if you do not have your own. A Risk Assessment **MUST** be returned with your application form, or the application will **NOT** be considered.

**Wi-Fi** - HFAA have a dedicated Wi-Fi system on the showground which is also available to stands and should be booked on the form together with an idea of how many devices you would want to use i.e. laptop, tablet & phone = 3. We aim to provide a consistent service throughout the day but cannot be held responsible if the Wi-Fi service has to be shut down at any time during the show.

Completed applications should be returned to the address below (also on the form) and marked **CATERING TENDER APPLICATION by 25th JANUARY 2022**. Please do not send a cheque with your application –an invoice will be issued on confirmation of your space with a 50% deposit due by 1<sup>st</sup> March.

Catering space is always oversubscribed and in order to ensure a balanced Show the committee wait to review all applications received (by the closing date) **BEFORE** deciding whom to accept and where to place the applicant. This will not necessarily be the highest bid. Once we have received all applications we will contact you via email to confirm your stand space.

There are also a range of Sponsorship opportunities at the Show. Do contact us if you would like to discuss this further.

We look forward to receiving your application.

Tory Lugsden  
HFAA Secretary  
P.O. BOX 388  
Eye  
IP23 9AQ

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