Chatsworth Country Fair
Friday 2, Saturday 3 & Sunday 4 September 2022

TRADE STAND INFORMATION

Trade Description

Chatsworth Country Fair is now in its 39th year and with an estimated footfall of 80,000, is one of the biggest events of its type. We pride ourselves on the quality of our trade stands and are very selective when taking on new exhibitors.

Space is available as open space or covered shedding. Trade stand space on Anglers' Row, Countryman's Walk and charity stands can be booked at a reduced rate on a one-to-one basis.

To adhere to **Fire Safety Regulations** traders will be provided with a depth **of 13m** which must be used as part of a 1m fire gap between the stand and ALL other vehicles and accommodation. This will be rigorously enforced but please do contact us if you require any further clarification.

Open space

This forms the main trade stand area of the Country Fair and is only offered as open grass space:

- The minimum frontage offered is 6m
- All depths are **13m**

CONTACTS ON SITE

Tim Acheson	07880 254011
Sarah Green	07796 545744
Office	01328 821821
Neil (Electrician)	07968 445674

Covered shedding

Purpose built modular marquee:

- Stands are available in a standard size of 3m frontage x 6m depth
- Supplemented in increments of 3m frontage
- Individual bay with marquee fabric roof, back and sides with velcro at the opening
- Open space of 3m x **7m** is available behind for storage/parking

Fine Food Village - Open space

A limited amount of space is available with a depth of 3m which must not be overstepped:

- Minimum frontage offered is 3m
- Open space is available in increments of 3m

Fine Food Village - Covered shedding

Purpose built modular marquees:

- Stands are available in a standard size of 3m frontage x 3m depth
- Supplemented in increments of 3m frontage
- Individual bay with marquee fabric roof, back and sides with velcro front panel

Furniture

Tables and chairs are available to hire – see *Section 3* of the Trade Stand Application Form or *Section 5* of the Fine Food Village Application Form for details.

Tickets and Passes

Trade stand booking fee includes:

- Two three-day tickets for every 3m of frontage booked
- One trade stand parking pass per 3m of frontage booked
- Space in the Trade Stand Overflow car park if requested

Payments

A deposit is required on application, with payment due in full either by 1 February 2022 (early bird) or 01 July 2022. Traders who choose the early bird option and fail to pay in time will be issued an invoice for the July rate.

If payment is not received by the due date, passes will not be issued and space may be re-allocated. No guarantee that space is available can be made if your form, with payment in full, or deposit plus post-dated cheque, is not received by 01 February 2022/01 July 2022.

Cancellations

Traders wishing to cancel their booking must do so in writing or by email, to be received no less than 56 days prior to the Event. Deposits are non-refundable. Cancellations 56–28 days before the Event will receive a 50% refund. There will be no refund for cancellation within 28 days of the Event.

Set-Up

Access to the park for set-up is from Tuesday 30 August from 0800hrs.

Access to the Showground:

- By the GOLDEN GATES ONLY (Satnav DE45 1PN)
- Do not enter over the bridge or you will get caught up in the house one-way system
- Vehicle hangers and passes will be required from Friday morning to Sunday evening – this includes drivers and couriers

GOLDEN GATES OPENING TIMES

Tuesday 30 Aug	0800hrs – 1630hrs
Wednesday 31 Aug	0800hrs – 1630hrs
Thursday 01 Sept	0800hrs – manned from 1600hrs to 2200hrs
Friday 02 Sept	0630hrs – manned until 2230hrs
The gates will be exit only from 1400hrs to 1830hrs on Friday	
Saturday 03 Sept	0630hrs – manned until 2230hrs
The gates will be exit only from 1400hrs to 2000hrs on Saturday	
Sunday 04 Sept	0630hrs – 2100hrs
The gates will be exit only from 1400hrs to 2000hrs on Sunday	

Derwent Water Main

Within the Showground there are two Victorian 4ft diameter water pipes, the Severn Trent Water Main, which takes the water supply to Leicester and beyond. The pipes run up the middle of Avenue C/D, across the Grand Ring and through the Fine Food Village.

Unfortunately, over the last few years these pipes have started to fail on a more regular basis – with catastrophic results. We must ensure that no vehicles heavier than 7.5 tons drive over the pipes.

A system has been put in place to ensure that all vehicles can navigate the site as easily as possible, so it is imperative that you report to the Trade Stand Office on arrival. Failure to do so could have serious consequences.

On arrival at Chatsworth please report to the Trade Stand Office this is located on the right-hand side of the road as you near the main showground area if, as requested, you have entered the park via the Golden Gates entrance.

Arrival

On arrival report to the Trade Stand Office or a Red Sock Steward who will show you to your allocated space. Please do not drive on the grass until you have been shown your space.

The boundaries of your site are clearly marked and your entire stand must fit within these boundary lines. You cannot use more space than you have been allocated and you cannot move from the space you have been allocated. If you have any concerns, please speak with the Stewards at the trade stand office before you start setting up - if you set up in the wrong place, you will have to move. Do not move the stand markers.

Wet Ground

If the ground is wet please stop on the hard road when you arrive and we will tow you to your site or direct you via a special route

Space Behind Trade Stands

To adhere to Fire Safety Regulations, traders will be provided with a 13m depth which must be used as a 1m fire gap between the stand and ALL other vehicles and accommodation. This will be rigorously enforced by the Fire Safety Officer and Red Sock Stewards throughout the event to ensure that this fire gap and the fire lane beyond are not compromised. Traders intending to park caravans and trailers directly behind their trade stand will be requested to maintain a minimum 1m gap between the caravan/trailer and any adjacent structure/marquee to act as a fire gap. A suitable fire extinguisher with the unit will also be required. All live-in vehicles/caravans situated behind trade stands will be required to demonstrate that their smoke detectors are functional on arrival at their pitch.

Passes

Passes will be provided on receipt of payment in full and all required documentation.

- Windscreen vehicle passes must be displayed at all times
- Passes are required for all Event days or the public entry fee will have to paid
- Ensure all those who require passes have them prior to the Event

Opening Hours

Trade Stands must open by 0900hrs and continue trading until 1800hrs on Friday and Saturday and until 1830hrs on Sunday.

Fire Extinguishers

- All traders must have fire extinguishers on site
- Fire extinguisher(s) of the correct type must be provided where a fire risk is identified
- Showground fire points will be equipped with extinguishers

Insurance

- Certificates for Employer's Liability and Public Liability Insurance must be on display at all times
- Traders are also responsible for ensuring contractors working on their stand (such as erecting the marquee) are suitably insured

Electricity Supply and Electrical Appliances

Electricity will be provided by SPC Event Electrics and should be ordered **directly from them** prior to the event (Neil 07968 445674). All electrical equipment, wiring and plugs must have/been:

- Properly insulated and earthed
- Protected from the elements unless specially adapted for outdoor use
- Tested and certified by a competent electrician (NICEIC, NAPIT or ECA registered) before arrival on site
- A current certificate signed by a qualified electrician. This must be shown to the event safety officer or event electrician on request

Generators are not permitted on site.

First Aid

Traders must make First Aid provision for their employees and contractors and ensure that they know where this is located.

Catering/food units must have First Aid kits containing plenty of waterproof dressings (blue if possible), bandages and protective finger stalls.

First Aid personnel and facilities are available in Chatsworth House (via the Lodge) during set-up and break-down (working hours only).

During the event First Aid cover is available at the north-east corner of the trade stand block (top of Row A) and at the Medical Tent by the house car park.

Breakdown

Police and Stewards will forbid any vehicle entry to the showground/trade stand area until 1900hrs on SUNDAY EVENING for the safety of home-going pedestrians and traffic and to avoid congestion. Please note traffic restrictions may be extended beyond 1900hrs if there continues to be an unacceptable risk to the public e.g., large crowd levels on site.

Your site must be completely clear and free of litter by noon on Tuesday 06 September. If you leave your site in a poor state, you will not be invited to participate in future years. **Please be careful to retrieve cable ties, screws or any other small items which may pose a risk to animals in the park.**

Publicity Material

Please display as much publicity material as possible prior to the Fair to help your trade as well as the success of the Fair. Additional leaflets and stickers are available FREE on request via countryfair@chatsworth.org.

Statement

By signing and returning the booking form you have confirmed that you have read and accepted these Trade Stand Regulations. Please ensure that the staff running your stand and any contractors working for you have read these and understand that they must abide by the


Clay Pigeons
Muzzle Loaders
Dog & Gun
Crossbows
Air Rifles
Catapults
.22 Rifles
Air Field Target
Lurchers
Laser Shoot
North Car Park
Vintage Cars
CHATSWORTH
IC
Police
Golden Gates
Manifold Valley Bygones
Ferrets
Armed Forces Display
Children's Zone
Pony Rides
Trade Stands
A
B
C
D
E
F
G
H
Members
Pipe Bands
Dog Agility
Commercial Vehicles
Military Vehicle Group
South Car Park
Trade Stand Office
Trade Stand Overflow Parking
Horse Driving
Grand Ring
Fairground
HQ
Fine Food Village and Cookery Demonstrations
Highland Dancing
Queen Mary's Bower
West Car Park
Low Ropes
Zipline
N
Archery
Farriery
K9 Aquasports
Axe Throwing
Family Fun Dog Show
Solo Piping
Gundog Scurry
River
Angler's Village
Gundog Team Test
Falconry Court
Countryman's Walk and Ring
Sheep Dog Trial (Sunday)
Hot Air Balloons
Headquarters
Grand Ring
Showground Events
Have-a-Go Events
Trade Stands
Fine Food Village
Police, Incident Control, First Aid
Key to symbols
Mobility hire
Toilets
Toilets for disabled
Showers
Refreshments
Information
Cash Point (ATM)
Fire Services
First Aid
Incident Control
CHATSWORTH COUNTRY FAIR
2019 (similar layout for 2022)

TRADE STAND RULES & REGULATIONS

INTRODUCTION

This section has been produced to assist all those involved with the Event to meet their duty of care responsibilities regarding health and safety arrangements, food hygiene and fire safety. This guide is intended to help eliminate or minimise any adverse occurrence during the construction, trading days and breakdown of the Event.

Please read this document carefully before completing the application form as it constitutes the basis of your contract with Chatsworth Country Fair. Please pass on all relevant details to contractors, employees and everyone involved in your participation in the Country Fair. We are keen to maintain the high standard of trade stands at Chatsworth and traders contravening these rules may be asked to cease trading.

Traders and exhibitors assume full responsibility for any article or object of any kind exhibited, including liability for all claims arising out of the handling of exhibits and the conduct of their stands generally. Traders and exhibitors shall indemnify the Event Organisers against all claims, damages or expenses arising in any way out of the presence of the exhibitor, their staff or exhibits at the event. Acceptance of these provisions shall be a condition of entry. Neither the Event Organisers, nor Chatsworth House Trust, nor Chatsworth House Enterprises Ltd., nor their employees shall be responsible in any way for:

- Any article or object of any kind exhibited
- The security or safety of the exhibits or any personal effects or tools belonging to exhibitors, the public, or any contractor, or of any structures on their stands
- Any loss or damage whatsoever arising from the abandonment, cancellation or postponement of the Event or any such eventuality

Whilst anticipated attendance is 80–90,000 visitors, the Event Organisers cannot guarantee the volume of General public attending the Country Fair. The Event Organisers reserve the right to expel or refuse admission to anyone. Unauthorised traders will not be permitted to trade. The Event Organisers wish to be informed of the presence of any unauthorised traders. All exhibitors should obey the instructions of the Red Socks, the Event Organisers' Honorary Stewards.

INFORMATION FOR ALL TRADERS

You may need to send the following documents before you are allowed to trade at the event:

- Fire Safety Checklist – large marquees and multiple-occupancy marquees (>9m frontage)
- Fire Safety Checklist for Bottled Gas Users
    - Current gas certificate if using bottled gas
- Completed insurance form
    - A copy of your Public Liability Insurance cover note
    - A copy of your Employer's Liability Insurance cover note (if applicable)
- If selling alcohol, a signed copy of the Alcohol Sales Acceptance Letter and a copy of your Personal Licence(s)

1. The Park

Chatsworth Country Fair is held in a private deer park. Please respect the environment and leave it as you find it. By taking space you agree that you and your contractors are responsible for keeping your site clear of litter at all times. Traders who fail to clean up after the event may not be asked to return. **Of special note, cable ties, screws and smaller items are especially important to remove due to the wildlife in the park.**

1.1 Animal Welfare

All dogs must be kept on leads except when competing. All other animals and birds must be properly looked after. The Event Organisers are not responsible for any action taken by gamekeepers to protect Estate wildlife.

1.2 Noise

Sound travels a long way in the park. All music and noise must cease by midnight.

1.3 Natural Hazards

There are a number of natural hazards within Chatsworth Park that all traders and contractors need to be aware of including steep slopes, open water, roaming animals, pot holes and uneven ground. Caution to be taken walking or driving around the park.

2. Set-up Times

You may set-up any time from Tuesday 30 August between 0800hrs and 1800hrs.

3. Arrival

Please enter via the Golden Gates, DE45 1PN, and directly report to the Trade Stand Office *(see map)* or a Red Sock Steward in order that we can show you to your trade space. Please do not drive on the grass until you have been directed to do so.

3.1 Wet Ground

In order to protect the Park we may ask you to stop on the hard road when you arrive and we will tow you to your site or direct you via a special route.

4. Vehicle Movement

Quad bikes, all-terrain vehicles or similar multi-terrain vehicles are not permitted in Chatsworth Park unless authorisation is received beforehand in writing. This will require the vehicle and driver to meet strict health and safety regulations.

4.1 Before & After Event

Vehicle movements will only be allowed on the tracks or roads within Chatsworth Park, except for designated grassed car parking areas. Routes for vehicles crossing grassland must be agreed with event personnel before driving off tracks and roads. Any deviation from these agreed vehicle routes during the Event must be agreed with event personnel beforehand.

4.2 Event Days

There is to be no vehicles movement on the site during the hours that the public are admitted. Restrictions usually apply between **0900hrs and 1900hrs** but are subject to change (especially on Sunday evenings/busy days) and you will be notified on arrival. If your staff need to ship goods to the stand, they must arrive before **0900hrs** with the relevant vehicle hanger and passes. A 5mph speed limit applies through the car parks with a 20mph limit on the hard road. Please keep strictly to these limits; there frequently are children and animals where you do not expect them.

4.3 Drink Driving

Contrary to popular myth, even though Chatsworth is privately owned, drink driving laws do apply at Chatsworth because the public have access to the park. If the Organisers suspect anyone of drink driving this will be reported to the police. We believe that some of those who stay in the park overnight drive to the kissing gate that leads to Baslow at the southern edge of the Park and then walk to pubs and restaurants in Baslow. This is not only extremely dangerous, because it requires people to drive off-road in the park without the correct knowledge or authorisation, but we suspect that the drivers are drink driving. Cars found parked in this area at the Country Fair will be reported to the police and those responsible may be permanently barred from Chatsworth and our events.

5. Safety Lanes

Safety lanes run behind the **13m** depth of the trade stands. These must be kept clear at all times, including during the set-up and breakdown of the Event. This will be subject to ongoing review by the Red Sock Stewards throughout the event to ensure that this fire gap and the fire lane beyond are not compromised.

6. Parking

Trade stands will receive one vehicle pass per 3m of booked frontage which must be displayed on the windscreen at all times. If there is no room on your stand to park within the **13m** allocated, including the 1m fire gap, vehicles with passes should be parked in the Trade Stand Overflow Car Park, *see map*. Vehicles without passes must be parked in the public car parks. Unmarked vehicles will be towed away. Please make sure your staff and contractors know exactly where to park.

7. Passes

Trade stands will receive two one-day passes for each day per 3m of booked frontage. Passes are required on Event days or the public entry fee will have to be paid. Please make sure passes are given to those who need them for access.

8. Caravans & Trailers

All vehicles, caravans and trailers within the showground MUST be identifiable. Please ensure a vehicle windscreen pass or identifying card is prominently displayed on ALL vehicles. Caravans outside the trade stand block must display a caravan pass, please apply on the Application Form. **A 1m space must be kept between the trade stand and vehicles/caravans for fire safety**. A suitable fire extinguisher with the unit will also be required. All live-in vehicles/caravans situated behind trade stands will be required to demonstrate that their smoke detectors are functional on arrival at their pitch.

9. Staying on Site

Trade stand personnel may camp behind their stand, or, with the relevant passes, in the Trade Stand Overflow Car Park, apply on the Application Form. This is only for the three nights before and one night after the event.

9.1 Showers

Showers will be available for trade stand personnel at the below times, *see map* for location.

9.2 Provisions

Basic groceries and newspapers will be available for purchase from the temporary shop next to Event HQ from 0630hrs – 0900hrs on Event Days.

9.3 Elsan Tip

An Elsan tip is available on site, please *see map* or ask a Red Sock Steward or Event HQ for directions. PLEASE DO NOT empty your Elsan into the public lavatories.

10. Trading Activity

Trade stands must declare in detail what they will be selling and state clearly the **one company name which will be present at the Fair**. Spot checks will be made to ensure that only those items declared are being offered. No touting for business may be done or goods displayed outside your own site or beyond the front peg line or to the annoyance of your neighbours. No 'demonstrators' are permitted and no food or drink may be sold for consumption on the showground without the written permission of the Event Organisers.

10.1 Trading Times

Trade stands must open by 0900hrs and continue trading until 1800hrs on Friday and Saturday and 1830hrs on Sunday.

10.2 Subletting

Subletting or stand-sharing with another company is not allowed without the written permission of the Event Organisers.

10.3 Prohibitions

Weapons or products prohibited by law may not be sold and risk confiscation by the police. Balloons must not be sold or given away as they can cause harm to the animals housed within the park.

10.4 Nameboards and Banners

Please bring your own nameboards or banners stating your trading company name which must conform to the name listed in the programme.

10.5 Charities

Charities wishing to hold tombolas, raffles, flag collections etc., must have permission from the Event Organisers. Charities must restrict their activities to within their allocated space.

11. Alcohol Sales

The event site is covered by a Premises Licence. Traders and Lead Organisers of multi-occupied marquees selling alcohol must comply with the conditions of the Premises Licence and ensure that all sales of alcohol are under the control of a Personal Licence holder. Copies of such licences must be

PAPER WORK REQUIREMENT

For alcohol sales the following must be completed:

- A signed copy of the Alcohol Sales Acceptance Letter
- A copy of the certificate for the Personal Licence holder attending the event

provided at the time of booking and also be available for inspection by Event Officials.

12. Breakdown

Your site must be completely clear and free of litter by noon on Tuesday 07 Sept. If you leave your site in a poor state, you will not be invited to participate in future years. Please be careful to retrieve cable ties and other smaller items. Police and stewards will forbid any vehicle entry to the showground/trade stand area until at least 1900hrs on SUNDAY EVENING for the safety of home-going pedestrians and traffic and to avoid congestion. Please note traffic restrictions may be extended beyond 1900hrs if there continues to be an unacceptable risk to pedestrians e.g., large crowd levels on site.

13. Publicity

Please display as much publicity material as possible prior to the Fair. Leaflets and car stickers are available FREE on request, Application Form, *Section 9*.

13.1. Website

The Country Fair website is integrated into the Chatsworth - chatsworth.org/countryfair and has links to trader's websites, so please put your URL on the Application Form, *Section 1*.

13.2 Social Media

Chatsworth Country Fair has an active social media presence. Facebook and Twitter will be used before, during and after the fair. Please note that we are unable to create reciprocal agreements with trade stands due to the sheer number of stands at the fair. That said, tweets will be favourited from trade stands up to and throughout the fair and we will retweet fair photos regardless of the Twitter account.

/ChatsworthCountryFair

@ChatsworthCFair

#CCF21

14. Cancellation

Traders wishing to cancel their booking must do so in writing or by email, to be received not less than 56 days prior to the Event. Deposits are non-refundable:

- Cancellations 56–28 days before the Event will receive a 50% refund
- No refund for cancellation within 28 days of the Event

15. Health & Safety

All exhibitors, traders, caterers and display organisations must comply with Health & Safety and food safety legislation, as applicable. They must co-operate fully with the Event Organisers, Event Safety Adviser and statutory organisations such as Fire Safety Officials and Environmental Health. Anyone found not to be complying with Event requirements may be asked to leave the site.

16. Fire Safety and Prevention

All traders should have fire extinguishers with them. Fire extinguisher(s) of the correct type must be provided where a fire risk is identified. Open fires, barbecues and Chinese Lanterns are not permitted within Chatsworth Park. A 'No Smoking' policy should be maintained within all structures of any type whether partially or wholly enclosed. All live-in vehicles/caravans will be required to demonstrate that their smoke detectors are functional on arrival at their pitch.

All marquees and other temporary structures (including fixtures and fittings where practicable) should be of inherently flame-retardant materials. Walkways and exits must be kept clear at all times. The fire alley at the rear of the trade stands must also be kept clear at all times for emergency vehicle access. Packaging and other flammable waste materials must not be allowed to build up, particularly inside or close to structures.

If you discover a fire warn others of the danger and remove yourself from imminent harm. Contact the nearest official, or dial the Chatsworth House Emergency Telephone Line on 01246 565399.

17. Gas Appliances / Bottled Gas

Any trader using bottled gas on their stand or in their accommodation must have a current gas safety certificate and follow safe working methods when handling and using bottled gas. Bottled gas users must ensure they can answer 'YES' to all the Bottled Gas related questions on the Fire Safety Checklist prior to starting trading.

PAPERWORK REQUIREMENT

For bottled gas users the following must be completed:

- The current gas certificate for all gas appliances to be used at the Event
- The completed Fire Safety Checklist for Bottled Gas Users Form which acts as part of your fire risk assessments

18. Electrical Equipment /Temporary Installations

There is no mains electricity on the ground. Generators are not permitted on site for health, safety and noise reasons. Electricity will be provided by SPC Event Electricals and should be ordered from them prior to the event using the relevant form.

All electrical equipment and wiring must be properly insulated and earthed. All electrical wiring, sockets and plugs, unless specially adapted for outdoor use, must be protected from the elements. All equipment must be tested and certified by a competent electrician (e.g., NICEIC, NAPIT or ECA registered electrician) before arrival on site. A current certificate for equipment signed by a qualified electrician must be provided to the Event Safety Advisor or Event Electrician on request.

For any temporary electrical installation a signed safety certificate must be provided to the Event Organiser at least 24hrs prior to the start of the event. This must be signed by a competent electrician.

19. Spikes and Stakes

Spikes, stakes or posts of any kind exceeding 150mm (6") long must not be driven into the ground without the approval of the Event Organisers. There are numerous underground gas, electrical, water and telephone supplies in the Park at Chatsworth, as well as many flood and storm drains.

20. Marquees

It is the responsibility of each trader to ensure their marquee(s) is/are safely erected by competent persons. If you contract a marquee company, you should use a member of MUTA. For a list of MUTA contractors see their website www.muta.org.uk/ or telephone 01379 788673. Their safety certificate must be given to the Event Organisers on completion. You must provide details of your contractors. They will be required to comply with our Contractor Site Rules and provide a Safety Sign-off sheet for the completed structure, see *Section 23. Temporary Structures.*

21. Large Marquees

Occupants of large marquees (>9m frontage with public access and potential fire hazards) and the lead organiser of multi-occupied marquees must provide a completed Fire Safety Checklist.

PAPER WORK REQUIREMENT

For large marquees, >9m frontage, the following must be completed:

- The completed Fire Safety Checklist for marquees which forms part of your fire risk assessments

22. Multi-occupancy Marquees

If your marquee is greater than 9m frontage or multi-occupied, then you have extra responsibilities. See *Section 16. Fire Safety and Prevention*, and *Section 21. Large Marquees*. All Lead Organisers must ensure their traders meet basic fire and safety standards and that they all receive a copy of these Trade Stand Regulations. Lead organisers of multi-occupancy or food court marquees are responsible for ensuring their traders comply with the health and safety/hygiene conditions within this document. A copy should therefore be sent to each trader attending and appropriate forms completed.

23.Temporary Structures

Any temporary structure erected as part of this event, e.g., staging, tents, marquees, temporary towers, should be suitable for the purpose intended, in good condition and erected by competent persons.

PAPER WORK REQUIREMENT

For load bearing temporary structures, the following must be completed:

- Risk assessments for the safe erection and dismantling of the structure are to be provided to the Event Organiser at the time of booking
- A signed safety certificate which must be provided by a competent person upon completion of the structure, to be provided at least 24 hours prior to the event

24.Accidents and their Reporting (RIDDOR)

Any accident to your staff on site, which involves a fracture, amputation, loss of consciousness or admission to hospital must be reported at once to the Local Authority and subsequently to the Event Organiser. Any accident to a member of the public which results in admission to hospital must also be reported. If you are in any doubt, do not hesitate to ask, because every employer and the self-employed, has a legal duty under RIDDOR.

25.First Aid

Traders are required to make their own first aid provision for their employees and contractors. You must have a proper First Aid Kit on your stand and all employees must know where to find it. For catering / food units the kit must contain plenty of waterproof dressings (blue if possible), bandages and protective finger stalls. For your safety, during set-up and breakdown there are First Aid personnel and facilities in Chatsworth House during working hours and during the event first aid cover is available at the north-east corner of the trade stand block (top of Row A) and at the medical tent by the house car park.

26.Employer's and Public Liability Insurance

Both your Employer's and Public Liability certificates should be on display on your stand at all times. **A copy should also be send to the Event Organisers with the application form**, if a new one is issued prior to the event please ensure the replacement is also sent. Please note Traders are also responsible for ensuring contractors working on their stand (such as marquee erectors) are suitably insured.

INFORMATION FOR CATERERS / FOOD TRADERS

1. Food Hygiene

All traders selling food must be registered with a Local Authority Environmental Health Department. Food handlers must be suitably trained and have hot water hand washing facilities when handling unwrapped foods. Lead Organisers of multi-occupied marquees selling food must ensure the traders within their marquees comply with these conditions. Please display your Food Hygiene Safety rating: http://ratings.food.gov.uk/

PAPER WORK REQUIREMENT

All Food Traders must provide:

- Copy of your current star rating under the food hygiene rating scheme (FHRS)
- Copy of your last hygiene inspection report

2. Hand Washing Facilities

Where open high-risk foods (e.g., cooked meats, sandwiches, ready to eat meals) are handled you must provide suitable hand washing facilities. You must provide:

- A basin or sink with a supply of hot and cold water (hot water may be supplied from an urn that has a constant supply of hot water, but NOT from a kettle, to be mixed with cold water in a basin with a plug)
- Soap and hand drying equipment (e.g., paper towels or blue catering rolls)
- Alcohol based hand gel/sanitiser will only be accepted as a supplement to a fully equipped wash hand basin

3. Oil Handling

Oil from fryers must not be removed until trading has completely ceased and the stand has been closed down. Oil should also be left in situ for a sufficient amount of time to allow cooling.

4. Training

All food handlers must be instructed/supervised or trained in food hygiene matters to a level according to the work they do.

5. Water Supply

You will not be connected to a mains supply although water standpipes are available on site, on arrival identify your nearest standpipe or ask your Red Sock Steward. Plenty of clean water must be available at each food outlet.

6. Drainage

Remember you will not be connected to any drains. It is a condition of trading that caterers take with them for disposal off site any waste or dirty water, oil, fat or other liquids used in the preparation and consumption of food. Traders who do not comply will be immediately prevented from trading at the Event or allowed to trade at any future events.

7. Refuse

Please bring plenty of refuse sacks. Refuse must be regularly removed from food outlets in sealed bags and stored tidily to await collection. Catering and customer areas must be kept clear of litter. Please contact your Red Sock Steward if you need this collecting.

8. Floors

The site is normally pastureland for grazing animals. The floor areas around sinks, food preparation areas and cooking ranges must be level, clean and washable and, where possible, non-slip. Be prepared for wet weather when a floor covering should also be provided in serving areas. Dirty cardboard or pallets are not acceptable. Experience has shown that the most successful flooring is plastic tarpaulin material stretched and pegged securely down before anything is put onto it.

9. Sinks

The washing of equipment at water stand pipes is not allowed. Washing up must be done at a proper sink. You must always have plenty of clean, hot water available for washing up and cleaning surfaces. Large hot water boilers should be provided for this purpose and sited so that they are level, stable and safe.

10. Food Storage and Refrigeration

Poor temperature control and cross-contamination of bacteria from raw to cooked or ready-to-eat foods are the most common causes of food poisoning. Both can be easily avoided. You must have enough refrigeration to ensure that all high-risk foods (i.e., perishable foods or those likely to support the growth of bacteria) are stored at temperatures below 8°C. You must keep cooked meats, meat products and other prepared foods separate from raw meat, poultry and vegetables. Make sure you have separate trays, knives and other utensils for raw and cooked foods. Use different coloured chopping boards for raw and cooked foods.

11. Protective Clothing

Anyone who handles food must wear protective overalls. Hair should be covered and long hair must be kept tied back. In wet weather the site may become muddy and all measures must be taken to prevent mud entering the food preparation area.

Paperwork Requirements

Documentation to be supplied to Event Organiser at the time of booking & updated if changes occur:

ALL individuals/companies wishing to trade at Chatsworth Country Fair:

- Completed Public Liability and Employer's Liability Insurance form **with a copy of the cover note(s)**
- Completed Fire Safety Checklist and/or Fire Safety Checklist for Bottled Gas Users form, if applicable

Occupants of large marquees (> 9m in span with public access) and the lead organizer of multi-occupied marquees:

- Current gas certificate for all gas appliances to be used at the event
- Completed Fire Safety Checklist (this forms part of your fire risk assessment)
- Completed Fire Safety Checklist for Bottled Gas Users form (this forms part of your fire risk assessment)

Traders selling alcohol:

- Signed copy of the Alcohol Sales Acceptance letter
- Signed copy of the certificate for the personal licence holder(s) attending the event
- Copies of all applicable Personal Licences

Traders selling food:

- Copy of your star rating under the Food Hygiene Rating Scheme (FHRS)
- Copy of your latest Hygiene Inspection Report

Traders using load bearing temporary structures:

- Risk assessment for the safe erection and dismantling of the structure
- Safety certificate completed and signed by a competent person upon completion of the structure