

Royal Manx Agricultural Show - Friday 11th and Saturday 12th August 2023

Application Form: DEFA Manx Produce marquee

Name

Business

Address

.....Post code

Phone: Mobile: Email:

I have a Registration number with DEFA Environmental Health

Description of your product and/or service:

.....

I wish to attend the: **Royal Manx Agricultural Show** - Friday 12th August and Saturday 13th August - 9am to 5pm both days

Please do **not** send any money now; we will confirm your space allocation together with your total fee which is required to be paid in advance of the event.

Area to include walkway	Electric	Charge for both days – Excluding VAT	VAT	Total	Please tick
Single space - 10ft (3m) frontage x 8ft (2.4m) depth	To include electric	£194	£35	£212	
	No electric	£86	£15	£88	
Double space - 20ft (6m) frontage x 8ft (2.4m) depth	To include electric	£292	£58	£350	
	No electric	£136	£27	£163	
Triple space - 30ft (9m) frontage x 8ft (2.4m) depth	To include electric	£427	£85	£512	
	No electric	£198	£40	£238	
Vegetable growers		£32	£6	£38	

Electric - Please answer as many questions as you can.

Do you require power? Yes No

Please state the number of sockets required and type required:

Sockets - 13amp 16amp 32amp 63amp

Please list all electrical equipment to be used i.e. TV/DVD, Heater, hob, fryer, fridge etc. Please include power/wattage of each product. Please include power/wattage of each product.

.....
.....

If using a microwave, please state if it is standard or a combi built in grill/oven

You will need to have a valid P.A.T certificate within the last 12 months, for any electrical equipment brought with you. This will help to minimise tripping of electric supply. Test certificate number

Please note that these costs include: marquee cover, site charges, electric supply (domestic rating only) and sockets (any number). Tables are not provided. The costs are subsidised by DEFA.

Stand holders are responsible for ensuring that all electrical equipment brought on to the Show field is safe to use, in compliance with Health and Safety requirements. It is not permitted to make additional circuit or sockets by means of using your own adaptors.

Eco friendly

Plastics - pollute our environment. Organisers would like to make this event as environmentally friendly as possible and reduce the use of plastics.

Pledge – could you state any changes that you have made or are going to make to becoming more environmentally friendly, whether this is by decreasing the amount of plastic packaging or decreasing your carbon footprint?

.....

DECLARATION

In making this application, I acknowledge that I meet the necessary criteria; that any electrical equipment brought on to site by me has a valid P.A.T. certificate and that I will provide copies of Product and Public Liability Insurance certificates, valid for these dates. I will also notify the organiser of all the activities planned for my area so that Health & Safety matters can be covered in the Show plan.

Signed

Date

INFORMATION

INSURANCE: Please forward a copy of your Product and Public Liability insurance valid for the Show dates and with a minimum level of £5,000,000 for each liability, **must** be shown to the organisers before the event. It is recommended that you have an insurance cover for loss (theft) of high value items.

HEALTH & SAFETY: Stall holders may be asked further health & safety information to support risk assessments and decisions regarding planning. You should complete your risk assessment when submitting your application form.

You will need to complete the FSA allergen training and provide a copy of your certificate:
<http://allergytraining.food.gov.uk/english/>

PAYMENT – Once you have completed and returned this form, we will then confirm your space allocation together with your invoice which is required to be paid in advance of the event. So please **do not** send any money now, please wait until you receive the invoice.

Cheques should be made payable to Isle of Man Government, Department of Environment, Food and Agriculture, Thie Slieau Whallian, Foxdale Road, St John's, IM4 3AS. There is also a debit card facility at DEFA.

CANCELLATIONS or CHANGE OF SITE SIZE

Any cancellations or change in site pitch will need to be made 4 weeks before the event date. We are unable to alter invoices once they have been sent out two weeks before the event. We are only able to cancel invoices in very exceptional circumstances.

CLOSING DATE

Please return this application form by **30th April 2022** to: Hayden Armour, Department of Environment, Food and Agriculture, Thie Slieau Whallian, Foxdale Road, St John's, IM4 3AS

For further information please telephone: 687520 or email Hayden.Armour2@gov.im

The Department of Environment, Food and Agriculture is committed to ensuring that its services are accessible to all. If you require this document in an alternative format and/ or language please contact us to discuss your needs.

PERSONAL INFORMATION

The information you provided in your application form may be shared, for the purposes of this event, with other bodies and trades involved in the event and in accordance with our Privacy Policy which can be found here <https://www.gov.im/about-the-government/departments/environment-food-and-agriculture/privacy-notice/>. A hard copy can be provided. Our Data Protection Officer can be contacted on 686781 or at DPO_DEFA@gov.im

CRITEREA

To book a place in a Manx Produce Marquee, you need to meet the following criteria:

- All produce sold must be grown, reared, caught, brewed, pickled, baked or smoked on Island or, where processed, this must contain local produce. Local means produce from the Isle of Man.
- You will need to have a valid P.A.T certificate within the last 12 months, for any electrical equipment brought with you and used during the event. This will help to minimise tripping of electric supply.
- All stallholders must comply with current Trading Standards and Environmental Health requirements. All stallholders selling food/drink should be registered with Environmental Health and provide their registration number. Stallholders must provide relevant allergy information. Sales of alcohol are not possible as the marquee will not be licensed.
- All stallholders should identify any hazards that their stall could present to people at the show and take steps to remove or reduce the risk that these might cause damage, injury or illness.
- All exhibitors must agree to share their performance data with DEFA following the event.
- **ALL stall holders must supply a detailed risk assessment to accompany this completed application form.**

DISCLAIMER:

In the preparation of this Event, we have relied on information which we believe to be accurate and reliable. However, neither Isle of Man Government nor any persons involved in the preparation of the Event, accept any form of liability whatsoever for its contents, including opinions, advice or information or for any consequences that may arise.

SHOW COMMITTEE REQUIREMENTS

Please note that the rules of the Royal Manx Agricultural Show are set by their Show Committee and not by DEFA. Anyone wishing to submit a bid for a catering contract or who wish to purchase a trade stand should respond directly to the Show Secretary email: royalmanx@manx.net. All enquiries as to application dates and forms should also be directed to the Show Secretary.

This application form is for an area within the Manx Produce marquee only. Please be aware that restrictions apply to the sales of sandwiches and similar products for which there are approved suppliers, appointed by the Show Committee. However, cakes or pies can be sold provided that they are large or sold in containers and drinks can be sold in bottles: in other words, produce presented for consumption away from the Show is acceptable as it is not deemed to be in competition with the approved catering contractors.

If you are unsure as to whether your goods or services might contravene Show Committee rules, please discuss this with Hayden Armour, details as above, in the first instance.