



Trade Stand Officer
Mrs Cath Coleman
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March 2019

Dear Caterer

We would like to invite you to tender for a catering unit at this year's Keighley Show, to be held on Saturday 7th September 2019, at Marley Fields, adjacent to Aireworth Road, Keighley.

For 2019, we have the following pitches available:-

- 1 x speciality coffee/tea
- 1 x cold drinks eg fruit juice/milkshake/smoothies
- 1 x sweets/treats eg donuts, pancakes etc
- 1 x ice cream van
- 3 x traditional hot "takeaway" food, eg burgers/roast pork sandwich etc
- 2 x alternative hot "fast food" eg vegetarian, pizzas, Indian, Chinese, Japanese etc

The criteria the Committee will use to award tenders are not solely based on price. We also wish to give the public a variety of quality food options, at a reasonable price, and would also encourage tenders from those using local produce and/or recyclable containers, cutlery and drinking straws.

Full **Terms & Conditions for Catering Units** are enclosed - please ensure you read these carefully before completing the **Tender Application Form**. (A separate form must be completed for each unit you are applying for.) The closing date for receipt of your application is **31st May 2019**. All tenders will be considered within two weeks of the closing date and we will inform all applicants of their result as soon as possible thereafter.

If your bid is successful, we will invoice you for the agreed site rent fee, and request copies of all the relevant certificates as listed in the Terms & Conditions for Catering Units. Payment and certificates etc, must be with us by **30th June 2019** otherwise your application will be cancelled. Vehicle permits and admission tickets will be issued during August. If your bid is unsuccessful, you can opt to be placed on our reserve list in case of any cancellations.

We look forward to hearing from you as soon as possible.

Yours sincerely

Cath Coleman

Trade Stand Officer