



Winners of Tourism Northern Ireland's Food & Drink Experience of the Year & Northern Ireland Local Government Awards Best Local Authority Tourism Initiative 2019

## **Food & Cider Weekend 2021**

### **Artisan Food & Cider Markets**

- **Friday 10<sup>th</sup> September 2021 - Banbridge Sundown Open Air Market, Solitude Park, Banbridge from 2.30pm - 9.30pm**
- **Saturday 11<sup>th</sup> September 2021 – Urban Orchard Open Air Market – Shambles Yard, Armagh from 10am – 8pm**

### **Application Criteria & Conditions of Entry**

The deadline for receipt of applications is **20<sup>th</sup> May 2021, 4pm**. Applications received after this time cannot be considered. It is the responsibility of the applicant to ensure the correct postage is applied to the application.

### **General Information**

The Food & Cider Weekend is a celebration of tasty local cuisine and cider, showcasing all that the Borough's many tempting eateries, orchards and breweries have to offer. From Thursday 9<sup>th</sup> – Sunday 12<sup>th</sup> September 2021, the Food & Cider Weekend will give diners, cider and craft brew enthusiasts an opportunity to sample local hospitality at its best with pop-up restaurants, themed menus, food tours, orchard tours, entertainment, bespoke food and drink events and much, much more!

The festival will see a wide range of events including two Artisan Food & Cider Markets starting on Friday 10<sup>th</sup> September with Banbridge Sundown Market and Saturday 11<sup>th</sup> September, Armagh Urban Orchard Market. These markets will be themed around the "Urban Orchard" concept.

The aim of the Artisan Food and Cider Markets is to offer a range of products that are not readily available on the high street. The product offer should be distinctive, diverse and speciality and where possible be produced or grown in the NI region.



### **Conditions of Application, Selection & Participation**

The following conditions apply to all those wishing to trade at The Food & Cider Markets 2021. Failure by traders to comply with any of these conditions may result in permission to trade being withdrawn or possible dismissal from the event.

These conditions must be signed and dated at the time of application. Please retain a copy for your information.

### **Application Process**

1. All prospective traders at the Food & Cider Markets must complete a formal application form and provide all requested information. **Please note that previous attendance at the Food & Cider Markets does not guarantee re-selection and only information submitted through the application process will be considered.**
2. All information supplied on the application form, including the products for sale, must be correct. Failure to supply the correct information or the sale of items not described in the application may result in the trader being asked to cease trading at the Food & Cider Markets.
3. Applicants must pay the application fee at the time of notification of a successful application by **2<sup>nd</sup> July 2021**. If you have opted for BACS payment, please ensure you have sufficient funds available in your account. BNL Productions will confirm the payment value when you are informed of a successful application.
4. Fees for 2021 are:

<b>Stall Size</b>	<b>Fee</b>
<b>Per Market (Banbridge or Armagh)</b>	
Single stall, 3m x 3m, within marquee	£35
Double stall, 6m x 3m, within marquee	£50
Vehicle/trailer, 6m x 3m, outside	£50
<b>Vehicles / trailers exceeding 6m will be charged at £30 per 3m or part thereof space.</b>	
<b>All marquees will be provided by Armagh City, Banbridge and Craigavon Borough Council. In exceptional circumstances you may be permitted to bring your own vehicle/van, please make this requirement clear when completing your application form and enclose photograph of vehicle/van. Please give accurate dimensions and power requirements also.</b>	



5. The following information **must** be included with all applications
  - a. **Insurance:** Applicants **must** provide a copy of your Public Liability Insurance to a minimum of £10M for hot food vendors and £5M for all other vendors
  - b. **Photographs:** Up to 6 high quality printed images of your products must be submitted. If you submit over 6 images, only the first 6 will be assessed. **Emailed images are acceptable.**
  - c. **Food Vendors must supply:**
    - i. Proof of registration with local authority Environmental Health Department
    - ii. Copy of GasSafe certificate if using gas appliances
    - iii. Portable Appliance Test (PAT) Certificate for all electrical appliances
    - iv. Copy invoices/delivery notes for any Food Heartland produce which has been purchased for use on your stall during the event
    - v. Hot Food vendors must supply menu, price list and ingredients. This must be clearly displayed on the day of the event by the stallholder
    - vi. A description of the type of packaging you will use at the event.

## **Selection Process**

### **General Criteria**

6. Applicants must complete all sections of the application form. Applicants must pay the application fee (as per clauses 3 & 4 above). Applicants must provide all additional information as per clause 5 above. All of the required information and documentation must be present at the time of application or the application will be deemed incomplete and will not be processed further.
7. The following goods will not be considered for the Markets
  - Products with a sexual content
  - Frozen or fast food e.g. chips, processed burgers, processed hot dogs, pre-packed sandwiches etc.
  - Cleaning products
  - Non-artisan sweet stalls
  - Products promoting the use of drugs or tobacco related products (including 'e-cigarette' products)
  - Branded products found in local supermarkets and shops, including household items, makeup and health products
  - Mass produced toys
  - Knives and other weaponry
  - Canned or branded drinks, chocolate, sweets and crisps
  - Mobile phone accessories

We are also discouraging the use of single plastics for packaging and serving.

Applications that include any of the items above will not be accepted. Anyone attempting to sell any of the above goods may be asked to leave.

8. Healthy competition is good for the Borough, however applicants must be able to demonstrate how their goods, whether food or craft items, are classified as 'distinctive, varied and speciality' and complement and enhance the offer already provided by traders in the Borough.
9. Only one, or possibly two, of each type of product will be selected, based upon a scoring system. After scoring, if necessary and to ensure fairness, applications will be drawn from a hat.
10. Traders should clearly demonstrate how much involvement they have had in the production of all goods.

#### **Selection Criteria: Food Stalls**

**Please note that representatives from the Food Heartland Hospitality Forum will be assisting with the selection of all food stall applications.**

11. As per clause 5(c) above, all prospective food retailers must be registered with your local authority Environmental Health Department.
12. Food or drink offered for sale should be fresh produce that has been grown, reared, caught, brewed, picked, baked, smoked or processed by the stallholder or the stallholder should be able to demonstrate where the products have been sourced.
13. Processed foods must be made in Northern Ireland using fresh local ingredients whenever possible.
14. Stallholders must clearly display a price list at the event.
15. Preference given to applicants in the following sectors: Meat, Poultry, Fish, Dairy, Fruit, Vegetables, Bakery and Beverages. Products will fit the event's criteria as follows:
  - First Preference: Members of the Food Heartland Chefs' Forum
  - Second Preference: Those recorded on the Food Heartland Producers' Register
  - Third Preference: businesses within the Borough
  - Fourth Preference: NI Regional businesses
  - Stallholders who can evidence use of Food Heartland ingredients will also be given preference.

Please note - checks will be carried out.



### **Selection Criteria Non-Food Stalls**

If you sell products to the public you have a legal duty to ensure that the products are safe and meet relevant regulations. A product is safe if it presents no risk (or almost no risk) to consumers when they use the product in the intended way. Please refer to attached Armagh City, Banbridge and Craigavon Borough Council Product Safety leaflet.

16. Goods should be handcrafted. Priority will be given to those who offer creative and original work or are products of a handmade nature. High quality non-handmade goods that fit within the theme of the event will be considered if space is available.
17. All goods offered for sale must be of high quality to the buyer.

### **Conditions of participation**

#### **General conditions**

18. Sub-letting of stalls is strictly prohibited. Only the organisation or individual who has applied, is permitted to use the stall during the event.
19. Traders must follow all instructions given to them by an authorised Officer of Armagh City, Banbridge & Craigavon Borough Council. Traders must also follow instructions given to them by staff from appointed organisations such as event stewards, health & safety advisors etc.
20. As per clause 2 above, the stallholder must only sell products listed within their application. Stallholders must not sell any excluded items (listed in Clause 7 above).
21. Stallholders must keep their stalls clean and tidy throughout the day. All packaging used in the set-up must be disposed of in bins provided or taken off site. No rubbish to be left on site by any stallholder.
22. Traders are permitted to trade only within the boundary of their allocated stall. All signage and displays must also be kept within this boundary.
23. Essential firefighting equipment will be positioned adjacent to heating or lighting sources. Certain trades, by their nature, will also be required to provide adequate firefighting equipment.
24. All electrical equipment brought by stallholders, including extension cables, must have a valid Portable Appliance Test (PAT) Certificate from an approved electrician and a corresponding label must be placed on the relevant equipment.
25. All Health & Safety procedures and legislation must be complied with. Failure to do so may result in closure of a stall and may affect future application.



26. In light of COVID-19 Coronavirus all vendors must adhere to the most up to date Government advice  
<https://www.nidirect.gov.uk/articles/coronavirus-covid-19-regulations-guidance-what-restrictions-mean-you>
27. We welcome your attendance at our event and our staff will treat you with respect and courtesy. It is expected that you will treat all members of the public, other traders and event representatives with the same respect. Inappropriate or abusive language or behaviour is not acceptable and may result in closure of your stall.
28. Armagh City, Banbridge & Craigavon Borough Council's decisions are final.

### **Set-Up & Breakdown**

29. In both Solitude Park and the Shambles Yard - Council will provide gazebos on site. Personal gazebos are not permitted, due to the risk of high winds on both sites that may risk personal safety and damage to property. In exceptional circumstances you may be permitted to bring your own vehicle/van, please make this requirement clear when completing your application form and enclose photograph of vehicle/van (as previously noted in Clause 4 above)  
  
Set-up must be complete by:
  - **Friday 10<sup>th</sup> September (Banbridge)** by 1pm and breakdown is not permitted until 9.30pm when the market finishes.
  - **Saturday 11<sup>th</sup> September (Armagh)** by 9am and breakdown is not permitted until 8pm when the market finishes.
30. The trading area is a pedestrian zone and as such no vehicles access will be permitted after on 1pm Friday 10<sup>th</sup> September in Banbridge, 9am on Saturday 11<sup>th</sup> September in Armagh. **ALL** vehicles must be moved from the trading area before stated times and **cannot return** until the respective finishing times of each market. Trader vehicle parking facilities will be provided. Failure to comply with these times will result in set-up and breakdown taking place outside of the trading area.
31. Traders will be advised in writing one week prior to the event of details regarding their trading pass and car parking.
32. To aid Covid-19 measures, we may ticket the event offering the public time slots, 1hr 15 minutes each. There will be a 15-minute break after each time slot allowing you to restock, sanitise / wash items, table tops, touch points and so on.

33. No trader is permitted to cease trading or pack up until the respective finishing times of each market unless previously arranged with the event's organiser. Breaches of this by stallholders, will be considered a violation of Health & Safety and may lead to exclusion from future council-run events.

### **Cancellation**

1. Refunds for cancellations by stallholders will only be issued in exceptional circumstances. Inclement weather, transport issues etc will not be considered exceptional circumstances. Please follow Government guidelines for self-isolation – If you or anyone in your household has displayed any COVID symptoms you should self-isolate for 10 days Or if you have been advised to self-isolate through the track and trace programme you should not attend the event.
2. As with all outdoor activities, the event is subject to weather conditions and other unforeseen circumstances such as governmental order (either local or national); Royal Demise, Strike, Lock-out, Force Majeure or other such eventuality, including regulations regarding COVID-19. Armagh City, Banbridge & Craigavon Borough Council will assess the weather conditions and if deemed necessary, the event will be cancelled. Stallholders will be refunded the cost of the stall. Armagh City, Banbridge & Craigavon Borough Council accepts no liability for any other costs incurred as a result of cancellation.

**NB: Armagh City, Banbridge & Craigavon Borough Council reserves the right to amend these conditions at any time and traders will be notified in writing of any such changes.**

**Please ensure that the Acceptance Declaration within the Application Form is signed and returned along with all other necessary documentation, as failure to do so will result in your application being rejected.**