



'Hear Our Song' – A Celebratory Concert **and Fireworks Display**

- **Saturday 4th September 2021 – Lurgan Park**

Application Criteria & Conditions of Entry

The deadline for receipt of applications is **DATE & TIME TO BE AGREED WITH BNL**. 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

'Hear our Song' is part of Armagh, Banbridge and Craigavon Borough Council's Centenary Celebrations. This outdoor family event will be held in Lurgan Park on Saturday 4th September and will feature stalls, musical acts on stage throughout the evening, children's fun area, classic car display and fireworks finale.

Conditions of Application, Selection & Participation

The following conditions apply to all those wishing to trade at the event. Failure by traders to comply with any of these conditions may result in permission to trade being withdrawn or possible dismissal from the event.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 'Hear Our Song' must complete a formal application form and provide all requested information. **Please note that previous attendance at any Armagh, Banbridge and Craigavon Borough Council event 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 event.



3. Applicants must pay the application fee at the time of notification of a successful application by **APPROVED SUPPLIER**. If you have opted for BACS payment, please ensure you have sufficient funds available in your account on **DATE APPROVED SUPPLIER TO INSERT PAYMENT TYPES PROCESS ETC.**
4. Fees for 2021 are:

Stall Size	Fee
Single stall, 3m x 3m, within own marquee	£35
Double stall, 6m x 3m, within own marquee	£50
Vehicle/trailer, 6m x 3m, outside	£50
Vehicles / trailers exceeding 6m will be charged at £30 per 3m or part thereof space.	
Armagh, Banbridge and Craigavon Borough Council will NOT be providing marquees for traders at this event. All traders MUST bring their own stall / vehicle to trade from. Please enclose photograph of vehicle/van. Please give accurate dimensions and power requirements also.	

5. The following information **must** be included with all applications
- 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
 - 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.**
 - Food Vendors must supply:**
 - Proof of registration with local authority Environmental Health Department
 - Copy of GasSafe certificate if using gas appliances
 - Portable Appliance Test (PAT) Certificate for all electrical appliances
 - Hot Food vendors must supply menu, price list and ingredients. This must be clearly displayed on the day of the event by the stallholder
 - 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. Defined numbers, as per below, 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.

Hot Food (6) / Ice Cream (2) / Confectionary (2) / Tea/Coffee (2).

10. Traders should clearly demonstrate how much involvement they have had in the production of all goods.

Selection Criteria: Food Stalls

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. This is an exclusive invitation to trade at the event from the following sectors: Hot Food, Confectionary, Ice Cream and Tea/Coffee vendors from within Armagh, Banbridge and Craigavon Borough Council. Products will fit the event's criteria as follows:
 - First Preference: To Traders currently trading within Lurgan Park
 - Second Preference: Traders from the Lurgan area
 - Third Preference: Traders from the ABC area
 - Fourth Preference: NI Regional businesses
 - Stallholders who can evidence use of Food Heartland ingredients will also be given preference.

Conditions of participation

General conditions

16. Sub-letting of stalls is strictly prohibited. Only the organisation or individual who has applied, is permitted to use the stall during the event.
17. 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.
18. 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).
19. 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.
20. Traders are permitted to trade only within the boundary of their allocated stall. All signage and displays must also be kept within this boundary.
21. 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.
22. 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.
23. 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.
24. In light of COVID-19 Coronavirus all vendors must adhere to the most up to date Government advice [UPDATE LINK](https://www.nidirect.gov.uk/articles/coronavirus-covid-19-regulations-guidance-what-restrictions-mean-you)
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25. 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.
26. Armagh City, Banbridge & Craigavon Borough Council's decisions are final.

Set-Up & Breakdown

27. Armagh, Banbridge and Craigavon Borough Council will NOT be providing marquees at this event. **All traders MUST bring their own stall / vehicle to trade from.** Please enclose photograph of vehicle/van (as previously noted in Clause 4 above).

Set-up will take place between 1pm – 3pm

28. The trading area is a pedestrian zone and as such no vehicles access will be permitted after 4pm Saturday 4th September. **ALL** vehicles must be moved from the trading area before stated times and **cannot return** until 9.30pm.

29. Traders will be advised in writing one week prior to the event of details regarding their trading pass and car parking.

30. This is a free event but to aid Covid-19 measures, we may ticket this event to a capacity of 8000. This is to be confirmed.

31. No trader is permitted to cease trading or pack up until the finishing time of the event.. 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 UPDATE.AS REQUIRED** 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.