



Food & Cider Festival

Current winners of Tourism Northern Ireland's
Food & Drink Experience of the Year

Artisan Food & Cider Markets

- **Friday 20st September 2019 - Banbridge Sundown Open Air Market, Solitude Park, Banbridge from 4.00pm - 9.00pm**
- **Saturday 21st September 2019 - Armagh Food & Cider Festival Open Air Market – Shambles Yard, Armagh from 12noon – 10.00pm**

APPLICATION FORM

APPLICATION CLOSING DATE: 12noon on Monday 24 June 2019.

Armagh City, Banbridge and Craigavon Borough Council invites you to apply for participation in The Armagh Food and Cider Festival 2019, current winners of Tourism Northern Ireland's Food & Drink Experience of the Year.

Armagh Food and Cider Festival is set right in the heart of the Orchard County. Brimming with fine foods, sharing plates, foraged lunches, artisan markets, art tuition, fiction and even a murder mystery set amongst the apple laden orchards. Combined with award winning ciders and the most stunning surroundings, it offers visitors a harvest season treat.

The markets commence with a Sundown Market in Solitude Park, Banbridge on **Friday 20th September 4pm – 9pm**, followed by Artisan Food & Cider Market on **Saturday 21st September 12 noon – 10.00pm** in the Shambles Yard. These markets will be themed around the "Urban Orchard" concept. They will be branded in line with the Food & Cider Festival, everyone participating will be required to wear a Food & Cider Festival apron and all tables will have a branded table cloth.

Armagh Office
The Palace Demesne
Armagh City
BT60 4EL

+44 (0)28 3752 9600

Banbridge Office
Civic Building
Downshire Road
Banbridge BT32 3JY

+44 (0)28 4066 0600

Craigavon Office
Craigavon Civic &
Conference Centre
Lakeview Road
Craigavon BT64 1AL

+44 (0)28 3831 2400

info@armaghbanbridgecraigavon.gov.uk
armaghbanbridgecraigavon.gov.uk



**Armagh City
Banbridge
& Craigavon**
Borough Council

The aim of these Artisan Food and Craft Markets is to offer a range of regional food products, which are not readily available within the Borough. The product offer should be distinctive, diverse and speciality and high quality.

We welcome and will give preference to applications from NI regional food producers in the sectors (Meat, Poultry, Fish, Dairy, Fruit, Vegetables, Bakery and Beverages). To be considered eligible an 'exhibitor' must showcase NI regional food defined as food grown/produced or processed in NI.

A limited number of non-food stalls may be considered if they are food/event connected, are made locally and offer the same diverse, speciality and high quality standards.

The number of traders with similar products may be limited. Should this happen, preference may be given to local traders and will take into account the nature of the product.

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.

A maximum number of four Hot Food stall spaces will be available, plus one stall space for tea/coffee vendor at the market in Banbridge. A maximum number of eight Hot Food stall spaces will be available, plus one stall space for a tea/coffee vendor at the market in Armagh.

A selection process will allocate stalls. Selection will be based on the APPLICATION FORM and SUPPORTING MATERIALS alone. The following information demonstrates how your application will be assessed and outlines the Selection Criteria. Previous attendance at the Food & Cider Markets does not guarantee re-selection and the panel can only select based on the information received this year. All supporting materials must be provided otherwise your application will be rejected.

If you would like to apply for participation please fill in the APPLICATION FORM and return it by e-mail or post with the appropriate SUPPORTING MATERIALS, clearly marked:

**Food & Cider Markets Stall Application,
FAO: Gill Robb, Event Co-ordinator,
Armagh City, Banbridge and Craigavon Borough Council,
Market Place Theatre,
Armagh,
BT61 7BW**

You will find MORE INFORMATION within the enclosed Application Criteria & Conditions of Entry 2019 and within the attached APPLICATION FORM. If you have any queries, or need more information, please do not hesitate to contact me – by email is best gill.robb@armaghbanbridgecraigavon.gov.uk

Gill Robb
Events Co-ordinator



Your contact information will be held on a Stall Holder database, which will be used to contact you with information on future events. If you do not wish your information to be retained please tick

Applicant details

Name of Business:

** As per No: 17 within Application Criteria & Conditions of Entry – sub-letting is not permitted*

Full Contact Name:

Business Address (including postcode):

Telephone Number:

Landline:

Mobile :

Please tick which option is your main contact number.

Email Address:

Please note: the majority of information will be corresponded via email so please ensure that this address is valid

Website or Social Media Page (if applicable):

Number of staff working on stall & staff member(s) names:



Trading Details

Product Description:

Please provide a brief description of the product you intend to sell. In relation to food items please include where it is made/grown and where the main ingredients are primarily sourced / tell us if your product has any unique selling points: Please list all products you intend to sell at the market/s **Please Note: if you bring goods on the day which you have not listed on this form you will not be allowed to sell them.**

How Many Food Heartland Ingredients will be used in your menus – please list:

**** Please provide copy invoices/delivery notes along with this application as evidence – please also bring these with you to the event as there will be an inspection during the event***

Is your product fresh or frozen?:

Are you a member of the Food Heartland Chef's Forum?: Y / N

Are you listed on the Food Heartland Producers Register?: Y / N

Event trading experience:

Please tell us about two events within the past 12 months which you traded at. What goods did you sell at these events? Please give details of organisers. We may contact them for references:



Insurance -

*** Please refer to No: 5(a) within Application Criteria & Conditions of Entry re: insurance requirements. Copy of your insurance documentation MUST be enclosed with this application.**

Name of Public Liability Insurance Provider:

Public Liability Insurance cover amount:

Date of expiry

If your insurance expires before 20 September 2019 you must provide us with insurance documentation as soon as you renew it.

If this is the case please tick . Please advise date of renewal _____

If you intend to take out a new policy please provide this by 27 August 2019.

If this is the case please tick



Trading Fees

Artisan Food & Cider Markets Dates & Fees:

I would like to apply for a stall at:

Sundown Market, Banbridge on: 20/09/19

Festival Open Air Market, Armagh on: 21/09/19

Trading fees are (fees include electric):

Per market (Banbridge or Armagh):

Single stall, 3m x 3m, within marquee £35.00

Double stall, 6m x 3m within marquee £50.00

Vehicle/trailer, 6m x 3m, outside £50.00

Vehicles/trailers which exceed 6m will be charged at £30.00 per 3m or part thereof space.

Please ensure that you have booked and paid for the exact space you require, as we cannot guarantee additional space being available.

TOTAL PAYMENT = £ _____

- Payment made via enclosed Cheque Bank Draft Postal Order

Cheques should be made payable to Armagh City, Banbridge & Craigavon Borough Council

If you have made payment via Box Office at the Market Place Theatre, please advise:

Date payment made: _____

Name of Card Holder: _____

Box Office Staff Member Name: _____



Specification -

Electricity:

All electrical equipment will require a PAT certificate from an approved electrician and a corresponding label must be placed on the relevant equipment.

a) Do you require electricity: Yes No

b) If yes please specify if you require a 13 & 16amp supply:

13 amp

16amp

What type of connection does your electrical lead have:



13amp domestic plug



16 amp Euro plug

Equipment Description

Please detail each piece of equipment requiring power and their wattage output requirements, (13 & 16amp supply available). If a trader is unable to trade due to failure to supply the correct information the Council will not be held responsible:



Gas Equipment

Please indicate if you intend to use gas at the market YES NO

All gas appliances used during trading in the market must have been fully checked and passed. Gas appliances(s) must be checked and passed by qualified Gas Safe engineer(s) and certificate supplied with this application.

Copy of Current Gas Certificate Enclosed

Date of Expiry: _____

If your gas certification expires before 20 September 2019, you must provide us with a copy of the gas certificate as soon as you renew it.

If this is the case please tick . Please advise date of renewal _____

Refrigeration:

Please detail what provision you are making to keep food at the correct temperature

Hand Wash Facilities:

Any exhibitor handling unpackaged food or drinks for sampling / selling must provide their own hand-wash facilities. A plastic washing up basin will suffice, along with anti-bacterial soap and disposable hand towels – this dish must be clearly marked for hand-wash only. A separate basin should be used for washing utensils. Cold water will be available on site. Traders must supply their own kettle.

Parking:

Designated parking will be available for all traders in a car park located within a few minutes' walk from the event site. All traders must make provision for their own stock control during the event. All traders will be required to use the designated parking. Traders are not permitted to park within the event site or on site car park which is designated for customer car parking.

Assistance will be given to anyone with exceptional circumstances e.g., disability blue badge holder,

Do you have exceptional circumstances requiring assistance/accessibility to your stall? Yes No

Please provide a brief description:



**Armagh City
Banbridge
& Craigavon**
Borough Council

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

Declaration

I hereby apply for a stall at the Food & Cider Market/s and confirm that I have read, understood and agree to the Application Criteria & Conditions of Entry.

Print Name: _____

Signed: _____

Date: _____

NB: The completion of this application form does **not** confirm the grant of a stall. Successful applicants will be chosen using the agreed selection criteria by a selection panel and informed by early July 2019.

The closing date for applications is **12noon on Monday 24th June**. 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.

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

Applications should be posted or emailed to:

**Food & Cider Markets – Stall Application
FAO: Gill Robb, Events Co-Ordinator
Armagh City, Banbridge and Craigavon Borough Council
Market Place Theatre
Armagh
BT61 4BW**

Tel: 028 3752 9600
gill.robbs@armaghbanbridgecraigavon.gov.uk



Application Check List

The following check list is a helpful guide to ensure you have all the items you require before submitting your application. Remember incomplete applications will not be processed.

Check List:

<u>Item</u>	<u>Included</u>
Completed signed & dated application form and agreement to Criteria and Conditions of Entry	
Fee via cheque, bank draft, postal order made payable to Armagh City, Banbridge & Craigavon Borough Council	
Copy of Public Liability Insurance	
If selling food: <ul style="list-style-type: none">• Proof of registration with their local authority Environmental Health Department.	
If applicable - copy invoices/delivery notes for any Food Heartland Produce used at your stall	
PAT certificate for all electrical equipment being used	
Gas certificate for all gas equipment being used	
A photograph(s) of the items intended for sale. If a trader arrives to the event with items not described or included in the application they may be turned away	