



Food & Cider Festival

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

Artisan Food & Cider Markets

- **Friday 20th 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 Criteria & Conditions of Entry

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

General Information

The Food & Cider Festival 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 19 – Sunday 22 September the Food & Cider Festival will give diners 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 & drink events and much, much more! The festival will see a wide range of events including two Artisan Food & Cider Markets starting on Friday 20th September with Banbridge Sundown Market and Saturday 21st 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 which 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.

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The Palace Demesne
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Conditions of Application, Selection & Participation

The following conditions apply to all those wishing to trade at The Food & Cider Markets. Failure by traders to comply with any of these conditions may result in permission to trade being withdrawn or possibly dismissal from the event.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 to be sold 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 application. Payment can be made by cheque or bank draft made payable to: Armagh City, Banbridge & Craigavon Borough Council. Also, card payment can be made by contacting Box Office at the Market Place Theatre, Armagh on 028 3752 1821, if you choose to pay by card please state clearly on your application form the date payment was made. This fee is non-transferable and non-refundable except where applicants have been unsuccessful, whereby full refunds will be issued.
4. Fees for 2019 are:

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



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 £5M
 - 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

Selection Process

General Criteria

6. Applicants must complete all sections of the application form. Applicants must have paid 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

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 which has been grown, reared, caught, brewed, picked, baked, smoked or processed by the stall-holder or the stall-holder should be able to demonstrate where the products have been sourced from.
13. Processed foods must have been made in Northern Ireland using fresh local ingredients whenever possible.
14. Preference will be given to applicants in the following sectors: Meat, Poultry, Fish, Dairy, Fruit, Vegetables, Bakery and Beverages, where products 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

Please note that 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 if they use the product in the intended way. Please refer to attached Armagh City, Banbridge and Craigavon Borough Council Product Safety leaflet.

15. Goods should be hand-crafted. Priority will be given to those who offer creative and original work; products of a handmade nature. High quality non hand-made goods which fit within the theme of the event may be considered if space is available.
16. All goods offered for sale must be of high quality to the buyer



Conditions of participation

General conditions

17. Sub-letting of stalls is strictly prohibited. Only the organisation or individual who has applied is permitted to use the stall during the event.
18. 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.
19. As per clause 2 above, the stall holder must only sell products listed within their application. Stallholders must not sell any excluded items (listed in Clause 7 above)
20. Stall holders 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 is to be left on site by any stall holder
21. Traders are only permitted to trade within the boundary of their allocated stall. All signage and displays must also be kept within this boundary.
22. Firefighting equipment will be required to be positioned adjacent to heating or lighting sources. Certain trades, by their nature, will also be required to provide adequate firefighting equipment.
23. All electrical equipment brought by stall holders, 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.
24. 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.
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 & Break Down

27. Traders are responsible for the set up and breakdown of their own gazebos/stalls. Set up must be complete by:
- **Friday 20 September (Banbridge)** by 3.15pm and break down is not permitted until 9pm when the market finishes.
 - **Saturday 21 September (Armagh)** by 11.15am and break down is not permitted until 10pm when the market finishes.
28. The trading area is a pedestrian zone, as such no vehicles access will be permitted after 3.15pm on Friday 20th September in Banbridge, 11.15am on Saturday 21st September in Armagh. **ALL** vehicles must be removed from the trading area by afore mentioned times and cannot return until the respective finishing times of each market. Trader car parking facilities will be provided. Failure to comply with these times will result in set up and break down taking place outside of the trading area.
29. Traders will be advised in writing one week prior to the event of details regarding their trading pass and car parking.
30. 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. There will be no refunds for cancellations by stallholders
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. 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.