

## **Terms and Conditions of Trading at Council Events and Markets**

If traders wish to take part in an event/market they will be required to complete an expression of interest form. This is the first phase of the process and does not guarantee a slot at the event/market. Traders will be contacted least 4 weeks prior to the event to confirm their participation and provide all relevant documentation. Traders must produce, or add value to, everything they are selling. All craft products must be made in Northern Ireland/Ireland. Due to limited stands available a selection process may take place for each event/market. In the case of oversubscription preference may be given to traders registered in Fermanagh and Omagh District Council area. The selection process will also be based on the council requirements for each particular event and how the application meets the terms and conditions. Fermanagh and Omagh District Council may take photographs/videos at events/markets for future publicity. By participating in the event/market you are permitting the use of photographs/video to be taken of you or your stall for promotional purposes. If you do not wish to be photographed please indicate on confirmation of attendance.

Traders should:

- Submit true and accurate information on the application form, failure to do so may result in trader dismissal and potential loss of fee
- Supply evidence of certificates pertinent to their product
- Provide evidence of £5 million Public Liability Insurance
- Provide evidence of £10 million Employers Liability (where applicable)
- A minimum of 3 photographs of their product
- All traders must provide a site specific risk assessment and carry sufficient first aid cover to meet the risk applicable to their stand
- Only diesel generators are acceptable
- Pay required trading fee (where applicable)

## **General Conditions**

Fermanagh and Omagh District Council welcomes your attendance at events/markets with an ethos of courtesy and respect, and expects traders to treat all members of the public, other traders and event representatives with the same courtesy and respect.

Trading locations and stands within the market/event will be allocated by the organisers in the overall best interest of the event/market. Please note that the organisers' decision is final.

Traders must follow all instructions given to them by an authorised Officer of Fermanagh and Omagh District Council as well as staff from appointed organisations such as event stewards, health and safety advisers etc.

All trade stands must be open and staffed by a company employee familiar with the product for the duration of the event/market.

Traders should ensure their area/stall is kept clean and tidy throughout the duration of the event and leave no rubbish on site.

Fermanagh and Omagh District Council reserve the right to restrict the number of stall holders in any product category to ensure that a wide variety of craft products and food are on offer at the event/market.

The following goods will not be considered:

- Products promoting the use of drugs or tobacco related products
- Knives and other weaponry
- Any products considered by the Environmental Health Department as 'unsafe'

## **Craft Exhibitor (e.g. Arts, crafts)**

Applicants must be able to demonstrate how their goods, whether food or craft, are classified as unique and diverse. How they complement and enhance the offer already provided by traders in Fermanagh and Omagh.

**Food Traders** must supply their own equipment and comply with all relevant food safety, health and safety regulations and fire regulations.

- Food vendors must supply proof of registration with local authority Environmental Health Department
- Preference will be given to traders with a Food Hygiene Rating of 4 and above.
- A copy of Gas Safe certificate if using gas appliances
- Provision of adequate hand washing and drying facilities - to include hot and cold water or appropriately mixed running water, soap and means of hand drying
- Provide evidence of Food Hygiene Training for staff
- Adequate provision must be made to keep food cold/hot as necessary at all times e.g. use of fridge for storage of high risk foods or hot hold unit for hot foods
- Method of temperature control monitoring and recording
- Provision of disinfectant/sanitiser
- Adequate provision for washing of food/equipment
- Suitable protective clothing (aprons/gloves where necessary)
- Adequate provision for the storage and handling of raw and ready to eat food
- Food Exhibitors are asked to provide small samples of their product for the public to taste.

## **Allergens**

In accordance with the Food Information Regulations you must provide information for customers when purchasing food regarding all of the 14 food allergens that may be present in the food you produce/sell. Information on the allergens may be provided by writing on labels, menus for example or verbally by a member of staff. A notice should be displayed informing customers of this.

**If you require clarification on any of the above Environmental Health requirements, you can contact them by telephone on 0300 303 1777 or email [eh@fermanaghomagh.com](mailto:eh@fermanaghomagh.com)**

Terms and Conditions will be accessible through the Council's website

[www.fermanaghomagh.com](http://www.fermanaghomagh.com). If you have any comments or queries you can contact Fermanagh and Omagh District Council by telephone on 0300 303 1777 or email [dpo@fermanaghomagh.com](mailto:dpo@fermanaghomagh.com)