



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

Traders wishing to register their interest in taking part in an event/festival 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/festival. Traders will be contacted at least 2/3 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/festival. In the interests of promoting a diverse retailing mix and ensuring an appropriate range of products on offer, **Council reserves the right to limit the number of traders with a similar product to avoid duplication.** In the case of oversubscription preference may be given to:

*Traders registered in Fermanagh and Omagh District Council area.*

*Traders that comply to Fermanagh and Omagh District Council's '**Green Your Festival**' initiative.*

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/festivals for future publicity. By participating in the events/festivals 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 ALL certificates required and pertinent to their product
- Only businesses with a '4' or '5' Food Hygiene Rating may apply. (Name of local Authority, Food Reg Number and copy of Certificate required)
- Only Traders that comply to '**Green Your Festival**' criteria may apply.
- Provide evidence of £5 million Public Liability Insurance (including Broker and policy number)
- Provide evidence of £10 million Employers Liability (where applicable, (including Broker and policy number)
- 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/festivals 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 events/festivals will be allocated by the Event organisers in the overall best interest of the events/festivals. Please note that the Event 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, site managers etc.

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

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

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 events/festivals.

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'

**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.
- Provide evidence of compliance with some of the ***'Green Your Festival'*** initiative. (see below)
- 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**

### Non-prepacked (loose) foods

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.

### Prepacked for direct sale foods

Prepacked for direct sale is food that is packaged at the same place it is offered or sold to consumers and is in this packaging before it is ordered or selected. If you sell products you have pre-packed yourself on site, then this means that 'pre-packed for direct sale' provisions apply. These foods will need to have a label, the label needs to show the name of the food and the full ingredients list with allergenic ingredients emphasised within it.

### Prepacked foods

If you sell pre-packaged food that was packed by another business, these foods must have full labelling, including the name of the food, full ingredients list, with allergenic ingredients emphasised and other mandatory details.

**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)**

## **‘Green Your Festival’**

FODC support **‘Green Your Festival’** initiative to reduce the environmental impact of Council events, removing single use plastic where possible.

The contribution that Food and Non-Food traders make to the **‘Green Your Festival’** initiative is a vital part of the overall event.

The environmental criteria for traders to ensure compliance with some of the **‘Green Your Festival’** initiative is set out below.

### **Food Traders to:**

- Only use compostable consumables such as biodegradable cups and plates
- Replace burger boxes with a paper envelope and serve chips in paper bags.
- Reduce packaging by using reusable trays and boxes.
- Avoid single portions of condiments such as ketchup by using refillable containers.
- Avoid sale of any products in ‘single use plastics’ (water bottles etc)
- Avoid nonedible garnishes.
- Source local and seasonal produce.
- Support Fair Trade or other similar schemes.
- Recycle all waste in proper manner: Cooking Oil, cardboard, food waste etc

### **Non-Food Traders to:**

- Use reusable trays and boxes for produce/goods
- Avoid using plastic bags at all times and where possible promote the use of reusable bags instead
- Try and reduce packaging as much as possible, avoid double bagging
- Flatten & tie up loose cardboard
- Recycle all waste in proper manner and carry out an event site inspection - leave no trace and remove all waste from event site.

### **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.

**Please note:** Every effort will be made to help ensure that Traders are supported to comply with the applicable legal requirements. However, if Traders are not forthcoming with all the appropriate documentation as requested by the event organiser then the organiser has full authority to deem the application as ineligible or withdraw the Trader from the event.

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)