A blue and white logo

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**Foyle Maritime Festival**

**Maritime Market**

**Trader Application Form**

Trading Thursday 27th June to Sunday 30th June 2024

in various locations along Queens Quay

**Deadline for applications to be submitted is Monday 8 April 2024 at 12noon**

**Completed application forms & supporting documentation should be returned to the following** (electronic submissions are preferred):

**Market’s Development Officer**

Post: Derry City & Strabane District Council, 98 Strand Road, Derry. BT48 7NN

Email: [markets@derrystrabane.com](mailto:markets@derrystrabane.com)

**Eligibility to apply to trade at:**

**Maritime Market**

**Please note that this application form is *only* open to:**

* Individuals and businesses living/registered within the Derry City and Strabane District Council area
* Existing Walled City Market (WCM) traders (*Please note, you must have traded at the WCM a minimum of 4 times between April 2022 and April 2023, excluding the Christmas Market to qualify as a Walled City Market Trader*)

**Merchant Market**

If your business does not belong to one of the categories listed above you can apply to trade through the Merchant Market.

The Merchant Market is being curated by Marketplace Europe, email [info@mpel.co.uk](mailto:info@mpel.co.uk) directly for further information.

**LegenDerry Food Network (LFN)**

A bespoke trading opportunity will be open to members of the LFN. For further information and applications contact [tourism@derrystrabane.com](mailto:tourism@derrystrabane.com)

**Ice Cream Traders**

There will be a separate application process for ice cream vans. Please note, the business must be registered within the Derry City and Strabane District Council area.

Please contact [markets@derrystrabane.com](mailto:markets@derrystrabane.com) directly to register interest in this process.

Spaces for this event are limited and competition from applicants has increased every year. Please read the application in full before completing. Answer all questions as fully as possible and detail exactly how your product aligns with the criteria on page 19.

**Introduction**

Derry City and Strabane District Council (DCSDC) is currently seeking applications to trade at the Maritime Market, during the Foyle Maritime Festival (FMF) 2024 which will take place from Thursday 27th until Sunday 30th June 2024.

Applauded for its ambitious and dynamic programme of events both on and off the water, the award-winning festival is located alongside the River Foyle in the heart of Derry city. The festival footprint spans 1.5 miles long with a range of themed zones and performance spaces throughout, all set to a magical backdrop of live music, animation, markets, visiting ships and boats, fantastic food, festival bars and bespoke keynote events.

Renowned as one of the largest maritime events to occur in Ireland and the UK, this bi-annual event attracted approximately 175,000 attendees when it last occurred in 2022, appealing to local, regional, national and international visitors. For our 2024 event we are estimating a daily audience of 20,000 - 30,000 visitors therefore, appointed traders must be able to service large crowd volumes with ease.

Please note that Council cannot guarantee the size of the crowds that the event actually attracts and operators applying to trade do so at their own risk.

**Background**

**Festival Location**

The Foyle Maritime Festival is located alongside the River Foyle spanning 1.5 miles approximately starting close to City Hotel, Queens Quay and running along the river as far as Sainsbury’s supermarket. All of the festival activity will be concentrated within this area, running for the duration of the festival: 4 consecutive days with a variety of programme activity taking place throughout the zones as well as on the River Foyle.

In order to appraise individuals/ businesses of the scale and general layout of the festival, a full festival site map from the 2022 FMF is included below. ***This map is for background information only and is not a preview of the 2024 festival layout.***

**Festival Bars**

For 2024 the festival will feature **two bars selling alcoholic beverages in two separate locations**. Both bars will offer a different experience to festival goers.

**Bar Locations**

**Bar One** – This will be the larger of the two festival bars for the 2024 event and will be located somewhere within the DCSDC car park which is denoted by the red boundary line in the image shown below. This image shows the location of the bar for the 2022 maritime festival.

A map of a city

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The 2022 main festival bar was located in a stretch tent measuring 22m long by x 10m wide. The sides of the tent facing the river and stage were open to facilitate crowds viewing the boats, performances and live music that was programmed on the main festival stage throughout festival opening hours.

**Bar Two** – The second festival bar will be located within the car park denoted by the red boundary line in the map shown below (NB. Map below shows 2022 layout, 2024 layout has not been drafted yet).

A map of a city

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**Designated Festival Pouring Partner**

Council works with a variety of sponsors for its events and as such the appointed bar operator will be expected to work with the designated drinks sponsor for the 2024 Foyle Maritime Festival, which is **Diageo**. The appointed bar operator will be selling Diageo’s range of wine, beers and spirits and will be expected to work in partnership with Council to honour any drinks sponsorship agreements fully.

**Specification**

Derry City and Strabane District Council (DCSDC) is currently seeking applications to trade at the Maritime Market, during the Foyle Maritime Festival 2024 which will take place from Thursday 27th until Sunday 30th June 2024.

Council’s aim is to deliver a varied product offering whilst complementing existing businesses rather than competing with them, therefore each application will be assessed individually whilst taking existing businesses nearby into account. We want to attract a vibrant mix of traders and to enhance the shopping experience of visitors to the City. In the lead up to the festival, we will be seeking traders who sell food and non-food goods not normally associated with more conventional retail/ shopping outlets.

There can be no sub-letting of space however applications are welcome from exhibitors who wish to share a trade stand with another trader. If this is the case, a joint application must be submitted.

Derry City & Strabane District Council reserves the right to restrict traders/offers/goods in the event of duplication and limitations with space.

Please note that in line with current legislation no trading can take place within a ten metre distance of a public footpath without a Street Trading Licence and that no Street Trading Licences will be issued for trading independently at the festival. Businesses must apply to either Council or the appointed Merchant Market Provider in order to trade at the festival.

**Festival Trading Hours**

|  |  |
| --- | --- |
| **Day & Date** | **Trading Times** |
| Thursday 27th June 2024 | 12 noon to 10.00pm |
| Friday 28th June 2024 | 12 noon to 10.00pm |
| Saturday 29th June 2024  Festival Showcase\* | 12 noon to 12 midnight\* |
| Sunday 30th June 2024 | 12 noon to 6:00pm\*\* |

*\*Subject to programming*

All traders, without exception, will be expected to open every day of the operating period and for the whole of the opening times. This will be a condition of your participation.

**Festival Showcase**

Trading is extended until midnight on Saturday 29th June in order to facilitate the festival showcase event. The showcase will run from 9pm until 12midnight with a large-scale, landscape lighting show, fireworks and shoreside animation and has established itself as the keynote event of the festival. It attracted approx. 45,000 people for the 2022 festival showcase.

We appreciate that trading until midnight may not suit some traders such as crafts but would require all traders to be open until 10pm on that night. We would require food traders to remain open until 11pm with the option of closing at midnight

**12 noon to 6pm\*\***

The final day of the event is set to end at 6pm however this may be subject to change, depending on good weather, additional events in Ebrington Square that evening which may attract large crowds to the riverfront and therefore increased trading opportunities. No trader will have to trade beyond this time but Council may offer the option to extend trading hours for businesses that wish to do so, closer to the dates of the festival when weather and other factors are more clearly known.

**Trade Stand Fee**

Costs shown below are for the duration of trading at the festival (4 days) for a 3 meter (frontage) x 3 meter trading space. Traders that require a larger trading space will be charged accordingly.

|  |  |
| --- | --- |
| **Product** | **Fee per 3m x 3m space** |
| **STREET FOOD**  (anything cooked/fried/baked/prepared at the stall for immediate consumption, including packed as take away for consuming later) | £528 plus VAT= **£633.60** |
| **BAKERY & SWEET CONFECTIONS**  (non-cooked or cold food items that are rich in sugar and carbohydrates, Sweets / Bakery / Cakes / Craft chocolates / Homemade chutneys, preserves, sauces / Artisan ice-cream / Hot drinks: Tea, Coffee) | £484 plus VAT = **£580.80** |
| **CRAFT**  (Ceramics / Jewelry / Knitwear / Textiles / Wood / Print / Photography / Glass / Cosmetics / Metal / Miscellaneous) | £308 plus VAT = **£369.60** |
| **FAST SELLING**  (Toys / Balloons / Light Up Toys ) | £528 plus VAT= **£633.60** |
| **ELECTRIC** (if required to trade)  (1 x twin household socket / blue or red plug) | £20 plus VAT =  **£24.00** |
| **3m x 3m COUNCIL OWNED STALL** (if you do not have your own)  There is a limited number of council owned pop-up stalls. Therefore, we cannot guarantee provision of council owned stalls. | £66.67 plus VAT = **£80.00** |

The above costs cover your trading licence, allocated pitch, and 24-hour security. Receipt of payment in full will secure your pitch. If selected to trade you will be notified of the payment deadline. If full payment is not received by then your pitch will be allocated to another trader.

**Product Lines**

You can only display and sell products listed in your trading application. Traders cannot add to product lines without agreement from council. Products on sale must comply with relevant legislation, be safe, food products must be within date (“Use By” or “Best Before”) and be fit for purpose.Please note that products should not carry political messages.Officers will be checking products and price points at the event match those approved in your application form. Council reserves the right to prevent traders selling goods not listed in their application form.

Please note all food traders must have a 4/ 5 food hygiene rating. Please refer to page 23 for additional information and requirements from Council’s Environmental Health Section.

If you make, import, distribute or sell consumer products in the UK, you are responsible for making sure they are safe for consumers to use and follow the legal requirements in relation to labelling.As the rules for selling some products in Northern Ireland have changed since Brexit, those wishing to apply must refer to and meet the guidance from The Office of Product Safety and Standards (OPSS) as they apply to products being supplied in or into Northern Ireland You could face action if a product is found to be unsafe or causes harm to consumers, including legal action.Please refer to page 18 for additional information and requirements from Council’s Consumer Protection Safety and Health & Safety Section

**Stock**

Please ensure you have sufficient stock for the duration of the festival. All traders will be able to replenish stock between the hours of **11pm to 11am** daily, in order to facilitate opening hours of the festival and traffic management system. **There will be no opportunity to replenish stock during event times.** Note there will be restricted access in certain areas due to road closures. No exceptions will be made outside of these hours.

Council cannot guarantee the size of the crowds that the event actually attracts and traders applying do so at their own risk.

**Sustainability/ Eco-Friendly**

In 2019 Council launched the Be Sustainable brand encouraging people to live in an eco-friendlier way. Council prefers compostable items as they decompose very quickly under the correct conditions, biodegradable products decompose naturally over a long period of time and cannot be broken down using compostable machinery.

Council is seeking traders who are able to demonstrate how their business is environmentally friendly and what sustainable measures are implemented whilst trading E.g. Compostable materials / no single use plastic / reusable packaging.

During the event all traders must commit to sorting packaging, food waste and residual waste into the appropriate labelled waste containers.

**Total Ban on Plastic at FMF 2024**

As part of the festival’s Environmental Charter the following items are prohibited from being used on site by traders

* No Plastic Bottles – **No drinks in plastic bottles are allowed** to be sold at the event **without exception**. Traders should note that a number of free Water Stations will be located throughout the festival site so the sale of reusable cups and water bottles is encouraged
* No Plastic Cups
* No Plastic Cutlery
* No Plastic Straws

**Fairtrade**

As a Fairtrade City and District, Derry City and Strabane District Council is committed to promoting and using products with the Fairtrade Mark.

Fairtrade is a partnership between some of the most disadvantaged farmers and workers in the developing worlds and businesses and consumers here. It ensures a better deal to small producers and their communities in a global market.  It’s **FAIRTRADE Mark** is a guarantee of standards worked out internationally with these producers that add the element of justice and equality to our consumer choices.

Council is seeking traders who are able to demonstrate how their businesses meet the Fairtrade Mark with additional points being awarded for those who supply Fairtrade products.

**Market stalls/ Mobile Units**

*Council Owed Stalls* –**There is a limited number of council owned pop-up stalls. Therefore, we cannot guarantee provision of council owned stalls.** Requests for council owned stalls must be made during the application process. If you have been allocated a Council owned pop-up stall, council will erect the 3m x 3m stall and 1 x strip light. You must bring everything you need to set up your trading space i.e. tables, chairs and shelves. You will then be allocated a time to set up your stock.

*Trader Owned Stalls or Mobile/Trailer type Units* – Traders must ensure that stalls/ mobile units meet with health & safety requirements and be aesthetically pleasing. Risk Assessments will be required for all structures erected on site. There is limited scope for mobile/ trailer type units. Please provide a scaled footprint/ floor plan of your unit. Fixed Electrical Certificates will be required for ALL mobile units on site. If you are using your own pop-up stall/ mobile unit you will be allocated a time to set up your stall/ position your mobile unit. Your stall/ mobile unit MUST stay in the event zone for the duration of trading at the festival. At the end of the festival you will be allocated a time to digress from the site.

**Electrical Supplies**

All Council owned stalls will be supplied with 1 strip light. If required to trade, electricity will be supplied from generators within the grounds of the event site. The cost of power supply for lighting, scales, tills and small refrigeration units is £24 (inc. VAT) for the 4 days of trading. The supply will consist of mainly 16 amp outlets but a limited supply of 32 amp supplies and 3Phase supplies can be provided. You will need to bring with you an extension cable fitted with the correctly rated socket such as a 16 amp blue and white plug sockets. No Electrical equipment will be supplied although an electrician will be on site to ensure you can connect your equipment safely. Any electrical equipment must comply with current legislation and have a valid Portable Appliance Test (PAT) certificate.

Power cuts occur for many different reasons and usually without warning. Council accepts no responsibility for damage to stock or electrical equipment as a result of disruption to power supplies.

**Water Supply & Waste Disposal**

Council CANNOT provide waste oil containers. Council will provide and maintain waste water containers, however it is the responsibility of the trader to ensure proper disposal of waste, such as oils, fats and batter type mixes. Under no circumstances is liquid waste to be disposed of down drains, grids or soak ways. Please note, any illegal disposal of the above mentioned liquids/ oils could result in a financial penalty from Northern Ireland Water. Also, any costs incurred in the cleaning/ repair of drains or soak ways will be passed onto the trader. CCTV will be operational at the event.

Council will provide a stand pipe for water on site.

Council will provide general waste (black), recycling (blue) and food (brown) bins on site.

Council will provide street cleansing and waste removal for the duration of the festival.

**Security**

There will be 24hr Security on duty during the course of the event including the set up and break down periods. Security and safety is of major importance and it is essential that you follow all instructions quickly and efficiently given by the security and management personnel on duty at all times. CCTV will be in operation at the event. Council accepts no responsibility for the security of your belongings. Please note, that expensive vehicles and equipment need to be secured at traders own risk.

**Decorating trading space:**

It is vital that the traders display effort with their stand presentation, as a poorly presented stand will ultimately affect the overall image of your product and festival. Elements of the festival may be broadcast on TV therefore traders are advised to decorate the interior of their stalls in a manner that will enhance the ambience of the event. Traders must take reasonable steps to protect the DCSDC market stalls. Under no circumstances should anything be attached to the stalls such as sticky tape. Costs incurred in replacing damaged equipment will be recouped from the trader.

**Assessment of Applications**

A panel will assess all applications received for trading at The Foyle Merchant Market, taking the following elements into account;

* Local business/ individual registered at an address within DCSDC Region
* If outside the council area, traded at the Walled City Market a minimum of 4 times between April 2022 to April 2023, excluding the Christmas Market.
* Quality product offering that’s Fairtrade/ handmade/ handcrafted/ hand reared.
* Goods created/ sourced locally (within 30-mile radius of Guildhall)
* Product offering not directly competing with existing businesses within the vicinity.
* Unique product offering. How many similar type products have applied?
* Traders that are able to demonstrate how their business is environmentally friendly and sustainable measures implemented whilst trading.
* Pricing range

The Foyle Merchant Market will accommodate approximately 30 - 35 trade locations at the festival. This will be dependent on the size of trading space required and facilitation of other festival elements on site.

Due to the high demand for space and need to vary the range of products on offer throughout the festival, the location of each trade stand will be decided by the event organisers and cannot be pre-booked. Please note that no traders can request a specific location.

Where possible the event organisers will try to provide each trader with the size of trade stand they have requested.

**IMPORTANT**

In the event of cancellation by the stall holder, any fee paid will be credited if cancelled more than 28 days before the event, but the full fee is payable for any cancellations within 28 days of the event. Space cannot be re-let to another exhibitor without the approval of the event organisers.

**Breaching T&C’s:** Traders found to be breaching terms & conditions may be prevented from further trade. This will also be taken into consideration for participation at future council events. No refunds will be issued for breach of trading terms & conditions.

**Disclaimer:** Derry City and Strabane District Council, the event organisers, will not be responsible for damage to stock or theft during the event. No responsibility will be accepted by the event organisers for the security of any goods, money or equipment before, during or after the event. Although security will be on site 24 hours a day it is the trader’s responsibility to ensure all transactions made are between the vendors and the purchasers alone, and no responsibility will be accepted by the event organisers for any transactions.

The event organisers reserve the right to cancel all or part of the event or to ask stall holders to leave the event if any terms and conditions have been breached.  In the event of cancellation by the organiser, any payments made will be refunded either by pro rata or in full, but no liability is accepted for any other loss.

In the event of cancelation by the stall holder 28 days prior to the event a full refund will be provided. Ay cancelation thereafter will not be refunded. Space cannot be re-let to another trader.

In certain instances, (including but not limited to- Health and Safety requirements, Crowd Management etc.) modifications to event layout, including the repositioning/ relocation of traders before or during an event may be necessary.  In such circumstances, Council will seek to notify the trader on the day prior to the repositioning/ relocation, however Council reserves the right to reposition/ relocate traders during the event. Where a trader is no longer happy with the repositioned/ relocated trading pitch they will be issued a pro rata refund.

\*\*Applications will be scored **only** on the information provided in your application.\*\*

**Trading within the Festival Village**

**This opportunity is open to street food traders ONLY.**

There is an opportunity for 2no. Street Food traders to be located within the Festival Village of the event site (bar area located in the council staff car park). An appropriate commercial fee inclusive of VAT will be payable by each successful applicant to Derry City and Strabane District Council for the designated period of trading (4 days).

Please tick here if you would like to be considered for this location and a council officer will be in touch with you.

Applicants should note that this will be a competitive process and consideration will be given to the level of revenue stream offered to council by the respective tendering companies. Submissions will be ranked and the highest scoring companies will be offered a pitch within the Festival Village.

**TRADER DETAILS**

|  |  |
| --- | --- |
| **Name of Applicant** |  |
| **Company Name** |  |
| **Company Status**  e.g Sole Trader, Partnership, Limited Co. |  |
| **Address**  (including postcode) |  |
| **Contact Telephone Numbers**  Landline & Mobile |  |
| **Email Address** |  |
| **Web URL** |  |
| **Facebook URL** |  |
| **Twitter URL** |  |
| **Instagram URL** |  |
| **Vehicle Registration** |  |

***You MUST enclose with your application photographic evidence of your products/ services which demonstrates how they are to be presented/ displayed.***

## APPLICATION EVALUATION & SCORING

Your application will be scored in 2 stages. Traders who provide with their application the relevant information requested in stage one will receive a pass mark and move on to stage two and their submission will then be evaluated against the criteria detailed on page 14.

**STAGE 1 – SUPPORTING DOCUMENTION Weighting:** Pass/Fail

***Failure to provide the certificates below will result in your application being unsuccessful.***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ELECTRICAL CERTIFICATE**  Do you require electrical services for trading?  *(****NB.*** *ALL Electrical equipment will require a PAT certificate from an approved electrician which should be renewed on an annual basis and a corresponding label must be placed on the relevant equipment. ALL trailers should have valid Fixed Electrical Certificate, see below).*  **Please note:** There is a charge of £24 (inc. VAT) for electric for the 4 days of trading.  ***You MUST provide a copy of your PAT Certificate*** | Please circle: YES / NO  Name of approved electrician:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PAT Certificate Expiry Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PAT Certificate Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. No. of Items: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. List of Equipment & load details:  |  |  | | --- | --- | | Equipment | Load Details | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |  1. Any Equipment 3 phase: Yes/ No 2. Supply Plug Required:   13amp household sockets      Yes/ No  16amp single phase (Blue)   Yes/ No  16amp three phase  (Red)    Yes/ No  32amp single phase  (Blue)    Yes/ No  32amp three phase   (Red)   Yes/ No |
| **FIXED ELECTRICAL CERTIFICATE**  Do you require electrical services for your mobile unit?  *(****NB.*** *ALL mobile units requiring an electric supply will require a Fixed Electrical Certificate from an approved electrician which should be renewed on an annual basis. A PAT Certificate will also be required for ALL electrical equipment, see above)*  ***You MUST provide a copy of your Fixed Electrical Certificate*** | Please circle: YES / NO  Name of approved electrician:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Fixed Electrical Certificate Expiry Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **GAS CERTIFICATES**  Do you require the use of an LPG appliance?  *(****NB.*** *ALL LPG appliances will require a Gas Safety Certificate from an approved Gas Engineer which should be renewed on an annual basis)*  ***You MUST provide a copy of your Gas Safety Certificate*** | Please circle: YES / NO  Name of approved Gas Engineer:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Gas Safety Certificate Expiry Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **INSURANCE**  Public, Product and Employers Liability Insurance details?  ***You MUST provide a copy of your Insurance Certificate*** | Name of Insurance Broker:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Certificate Expiry Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **FOOD HYGIENE**  Please provide your Food Registration Number and Latest Food Hygiene Rating (must be 4 or above).  ***You MUST provide a copy of your food hygiene rating sticker. Also a copy of your last food hygiene rating notification letter from Environmental Health.*** | Food Registration Number:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Food Hygiene Rating:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **PRODUCT SAFETY & CONSUMER PROTECTION COMPLIANCE**  As the rules for selling some products in Northern Ireland have changed since Brexit, you are responsible for ensuring that the products you have on sale comply with relevant legislation, be safe and fit for purpose.Where applicable, traders must refer to and meet the guidance from The Office of Product Safety and Standards (OPSS) as they apply to products being supplied in or into Northern Ireland. Traders could face action if a product is found to be unsafe or causes harm to consumers, including legal action.  For example, toys sold in NI must have the CE Marking or both the CE and UKNI marking affixed.  ***Please ensure images are of good quality and not blurry.*** | Please include with this application where applicable:   * **A copy of the EC Declaration of conformity (in English)** for goods such as toys, face paints (if also assessed against Toy Regulations) and children’s costumes. * **A copy of confirmation of UKNI marking and conforming assessment** if products conformity assessment has been carried out by a UK notified body. * **Proof of “responsible person” and proof that all cosmetics being sold at this event are logged on the EU Cosmetic Product Notification Portal (CPNP EU)** for goods such as face paints, soaps, shampoos, body creams, bath bombs etc. * **Confirmation in writing of responsible economic operator established in the NI or the EU if toys are being brought into NI and sold to NI consumers for the first time since 16th July 2021. Article 4 of EU Regulation on Market Surveillance and Compliance of Products (2019/1020) requires that a responsible economic operator must be based in NI (or the EU) to carry out certain compliance tasks in respect of that toy. This can be the manufacturer, an importer, a manufacturer’s authorised representative, or a fulfilment service. They must carry out the compliance tasks in Article 4 and their contact details must be indicated on the product or on its packaging, the parcel or an accompanying document.** * **Include pictures of CE marking or both CE and UKNI marking** * **Include pictures of the importer name & address label affixed to the toy or packaging** * **Include pictures of the Responsible Economic Operator (Article 4) label to be affixed to each toy or packaging where applicable. This can be the manufacturer, an importer, a manufacturer’s authorised representative, or a fulfilment service.** |

***Ensure you enclose with your application ALL documentation requested. Such as pictures of produce/ services/ set up (including mobiles/ stalls), valid market trader’s insurance/ PAT certificates/ Fixed Electrical certificate/ MOT certificate/ Vehicle Tax/ Insurance/ Gas Safety certificates/ Food Rating (4\* and above).***

***Please ensure images are of good quality and not blurry.***

***Failure to do so will render your application void.***

**STAGE 2 – QUESTIONS Total Weighting:** 100%

The following questions 1 - 4 will be scored out of 100%, therefore please complete with full detail to ensure a maximum score

**Q1: *PRODUCT DESCRIPTION Weighting:*** *60%*

|  |
| --- |
| **Please detail the types of goods you intend to sell and what makes your product/ produce unique?** Please include prices & pictures.  ONLY PRODUCTS DETAILED IN THIS APPLICATION WILL BE PERMITTED TO BE SOLD AT THE EVENT. |
|  |
| (Office use only) Score Allocated % |

***Q2: PRODUCTION OF PRODUCT Weighting:*** *20%*

|  |
| --- |
| **Please specify where you source your products/ materials**. Please list suppliers to ensure provenance. Include how you will ensure your products meets safety legislation such (but not limited to) Food labeling, Allergen Information, General Product Safety Regulations 2005 (GPSR), EU Market Surveillance Regulation 2019/1020**,** Regulation 2009/1223 and the Cosmetic Products Enforcement Regulations 2013, Toys (Safety) Regulations 2011 |
|  |
| (Office use only) Score Allocated % |

***Q3: EXPERIENCE OF TRADING Weighting:*** *10%*

|  |
| --- |
| **Please demonstrate your experience of trading at similar sized events in the last 5 years.** |
|  |
| (Office use only) Score Allocated % |

***Q4: SUSTAINABILITY/ECO-FRIENDLY Weighting:*** *10%*

|  |
| --- |
| **Please demonstrate how your business is environmentally friendly and what sustainable measures you will implement at this festival** e.g. Compostable materials/ no single-use-plastic, abiding to the festival’s Environmental Charter |
|  |
| (Office use only) Score Allocated % |

**PHYSICAL TRADING REQUIREMENTS**

There will be an additional charge of £80.00 for use of the (3m x 3m) council owned stalls. There is a limited number of council owned pop-up stalls. Therefore, we cannot guarantee provision of council owned stalls. If you have your own infrastructure, you are encouraged to use it. **You MUST supply a picture of you stall with this application.**

|  |  |
| --- | --- |
| **Council Stalls:**  There is a limited amount of council owned pop-up stalls, measuring 3m x 3m each.  Please state the number of council owned pop-up stalls you require. | Number of 3m x 3m council owned pop-up stalls required:  \_\_\_\_\_\_\_\_\_\_\_\_  **Note:** If approved, a trader requiring 2 stalls with be provided with a trading space of: frontage = 6 meters / depth = 3 meters and charged accordingly. |
| **Trader Stalls/ Mobile Unit:**  Please provide a scaled footprint/ floor plan of your set up (allow for access in and out of your stall/ mobile unit, tow bar, opening of doors & hatches)  ***A recent picture of your unit must be supplied with this application.*** | Type of unit (i.e. stall/ trailer): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Total Pitch frontage required (in meters): \_\_\_\_\_\_\_\_\_\_  Total Pitch depth required (in meters): \_\_\_\_\_\_\_\_\_\_  **Please be as exact as possible. If your stall/ mobile unit does not fit in the space allocated, you will be removed from the event site.** |

## APPLICATION EVALUATION & SCORING MATRIX

Your application will be scored in 2 stages. Traders who provide with their application the relevant information requested in stage one will receive a pass mark and move on to stage two and their submission will then be evaluated against the following criteria.

STAGE 1

**CATEGORY 1:** TECHNICAL SPECIFICATIONS / CAPACITY

**WEIGHTING:** Pass / Fail

|  |  |  |
| --- | --- | --- |
| **Certificates** | **Required by** | **Supplied** |
| Pictures of products, services, set up including mobile unit/ stall (where applicable) | All traders |  |
| Insurance | All traders |  |
| PAT Certificate | For all appliances requiring the use of electric |  |
| Fixed Electrical Certificate | For all mobile units/ trailers requiring an electrical supply |  |
| Gas Safety Certificate | For all appliances requiring the use of Gas |  |
| Risk Assessment | For all structures erected on site by traders, such as stalls. |  |
| Food Hygiene Rating  (must be 4\* or above) | For all traders that serve/ supply food directly to the public. |  |
| Product Safety & Consumer Protection Compliance | Product dependant such as, EC Declaration of conformity for toys & face paints; proof products are logged on the EU Cosmetic Product Notification Portal (CPNP EU) for shampoos, body creams bath bombs etc. |  |

**STAGE 2.**

**QUESTION 1:** PRODUCT RANGE

**WEIGHTING:** 60**%**

We primarily want to attract traders who can produce a quality offering selling food and non-food goods not normally associated with more conventional/ shopping outlets. Products should not carry strong political messages. Preference will be afforded to:

* Quality product offering that’s Fairtrade/ handmade/ handcrafted/ hand reared.
* Product offering not directly competing with existing businesses within the vicinity.
* Unique product offering. How many similar type products have applied?
* Pricing range

This will be a key consideration as part of the selection process for all applications received.

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score Range** | **Interpretation** |
| Excellent | 31% - 40% | Excellent detail which outlines suitable and credible products to be sold. Products/produce not normally associated with more conventional/shopping outlets. |
| Good | 21% -30% | Good detail provided which outlines suitable and credible products to be sold. Products/produce not normally associated with more conventional/shopping outlets. |
| Satisfactory | 11% - 20% | Satisfactory detail provided which outlines suitable and credible products to be sold. |
| Poor | 0% - 10% | Limited detail provided which outlines suitable and credible products to be sold. |
| Additional Points available | 0% - 5% | Prices of products included in product description and in line with high-street prices. |
| 0% - 2.5% | Family friendly offers (I.e. family meal deals / 2 for 1 offers). |
| 0% - 2.5% | Fairtrade products for sale. |
| 0% - 5% | Pictures included with application. |
| 0% - 2.5% | Trader willing to run/contribute towards a competition during event. |
| 0% - 2.5% | Food: Allergens considered. I.e. gluten free options.  Craft: Personalised options/ different sizes available. |

**PLEASE NOTE: Traders are only permitted to sell products that have been declared on their application form.**

# QUESTION 2: PRODUCT PRODUCTION

# WEIGHTING: 20%

Where possible products/ produce must be locally sourced. If products are home/hand-made ingredients/ materials must be locally sourced (within 30-mile radius of Guildhall). All products much meet current legislation. It is the responsibility of the trader to ensure they submit the correct certification/ conformity requirement for each item being sold at the event.

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score Range** | **Interpretation** |
| Excellent | 13% - 16% | Excellent detail which outlines suitable and credible sourcing of products and materials. |
| Good | 9% - 12% | Good detail provided which outlines suitable and credible sourcing of products and materials. |
| Satisfactory | 5% - 8% | Satisfactory detail provided which outlines suitable and credible sourcing of products and materials. |
| Poor | 0% - 4% | Limited detail provided which outlines suitable and credible sourcing of products and materials. |
| Additional Points Available | 0% - 4% | Food: Ingredients are home grown  Craft: Recycled materials used during production. |

# QUESTION 3: TRADING EXPERIENCE

# WEIGHTING: 10%

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score Range** | **Interpretation** |
| Excellent | 6% - 7% | Excellent detail which outlines suitable and credible experience of trading at similar events. |
| Good | 4% – 5% | Good detail provided which outlines suitable and credible experience of trading at similar events. |
| Satisfactory | 2% - 3% | Satisfactory detail provided which outlines suitable and credible experience of trading at similar events. |
| Poor | 0% - 1% | Limited detail provided which outlines suitable and credible experience of trading at similar events. |
| Additional points available | 0% - 3% | International events attended |

# QUESTION 4: SUSTAINABILITY/ ECO-FRIENDLY

# WEIGHTING: 10%

Council prefers compostable items as they decompose very quickly under the correct conditions, biodegradable products decompose naturally over a long period of time and cannot be broken down using compostable machinery.  Preference will be afforded to those traders who are able to demonstrate how their business is environmentally friendly and what sustainable measures are implemented whilst trading E.g. Compostable materials / no single use plastic / reusable packaging

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score Range** | **Interpretation** |
| Excellent | 7.5% - 10% | Excellent detail which outlines exemplary and relevant standards of sustainability. |
| Good | 5% – 7.5% | Good detail provided which outlines relevant standards of sustainability. |
| Satisfactory | 2.5% - 5% | Satisfactory detail provided which outlines relevant standards of sustainability. |
| Poor | 0% - 2.5% | Limited detail provided which outlines relevant standards of sustainability. |

**SCORING MATRIX SUMMARY**

All applicants will be assessed using the following scoring matrix

|  |  |
| --- | --- |
| **Award Criteria** | **Weighting** |
| * Product * Festival Theme * Experience * Sustainabiloty/ Eco-Friendly | 60  20  10  10 |
| **TOTAL** | 100 |

**PRODUCT & FOOD SAFETY AT DERRY CITY AND STRABANE DISTRICT COUNCIL EVENTS**

Safety at our events is paramount, not just the infrastructure we put in place but also the products on offer by the individuals and businesses involved in helping us to deliver our events. The Information below is a synopsis of the legislation, regulations and guidelines in terms of food and product safety.

If in doubt, please don’t hesitate to contact the relevant departments for clarification

* Food Safety Email: [food@derrystrabane.com](mailto:food@derrystrabane.com)
* Health & Safety Email: [healthandsafety@derrystrabane.com](mailto:healthandsafety@derrystrabane.com)
* Consumer Protection Safety Email: [consumerprotection@derrystrabane.com](mailto:consumerprotection@derrystrabane.com)

**Food Safety & Standards (specific to Food traders):**

***Food Labelling***

From 1 October 2021 the requirements for prepacked for direct sale (PPDS) food labelling will change in Wales, England, and Northern Ireland. The new labelling will help protect your consumers by providing potentially life-saving allergen information on the packaging. Any business that produces PPDS food will be required to label it with the name of the food and a full ingredients list, with allergenic ingredients emphasised within the list.

Businesses need to check if their products require PPDS labelling and what they need to do to comply with the new rules. Further details can be viewed via the following links and attachment below:

<https://www.food.gov.uk/business-guidance/packaging-and-labelling> <https://www.food.gov.uk/topic/labelling>

<https://www.derrystrabane.com/Subsites/Health-Community-Wellbeing/Food-Control-and-Infectious-Disease-Team/Advice-for-Food-Business-Operators/Food-Labelling>



***Food Allergen Information***

**Food allergens can be life threatening** and the only way people can manage a food allergy is to avoid the foods that make them ill. An oversight on your part – such as serving someone a food they are allergic to – can damage the reputation of your business as well as cause serious harm to your customer. Food allergens cannot be removed by cooking. That is why it’s essential to practise good kitchen hygiene, as well as careful separation, storage and labelling of ingredients when preparing food.

**From 13 December 2014, all food businesses will need to provide information about the allergenic ingredients used in food sold or provided by them.** The EU Food Information forConsumers Regulation (No.1169/2011) outlines the new requirements for businesses which areproviding food sold prepacked and non-prepacked (loose) such as food sold in a restaurant ortakeaway.

Further details can be viewed via the following attachments:

   

Additional information and requirements from Council’s Environmental Health Section can be obtained by visiting the links and attachments below:

<https://www.derrystrabane.com/Subsites/Health-Community-Wellbeing/Food-Control-and-Infectious-Disease-Team/Advice-for-Food-Business-Operators>

  

**Product Safety/ Consumer Protection (specific to Craft traders)**

***Toy Safety Regulations 2011***

Under the current Toy Safety Regulations 2011 as amended by the Product Safety and Metrology etc. (Amendment) (Northern Ireland) (EU Exit) Regulations 2020, Northern Ireland stall holders who are purchasing toys from GB and then supplying them to consumers in NI are defined as ‘importers’ and have many obligations, including having their name and address to be marked on each toy or packaging. There are many other obligations of importers listed in the guidance, including using the correct conformity markings on toys, i.e. CE marking, or UKNI & CE marking.

Further details on the guidance from The Office of Product Safety Standards (OPSS) can be viewed via the following link:

<https://www.gov.uk/government/publications/toys-safety-regulations-2011/toys-safety-regulations-2011-northern-ireland>

Stall holders who are purchasing toys from within NI or the EEA and supplying to consumers within NI, will be defined as ‘distributors’, (not ‘importers’) and will be required to comply with their obligations as a distributor. Distributor obligations are detailed in the guidance link above.

The above guidance also applies to toy manufacturers.

***EU Market Surveillance Regulation 2019/1020***

The EU Market Surveillance Regulation 2019/1020 which came into force on 16th July 2021 also impacts on NI toy retailers. For an NI business selling products made by a manufacturer established outside NI or the EU (e.g. GB, China, or other non EU country) and directly selling them to NI consumers, there must be a responsible economic operator established in NI or the EU to fulfil the compliance tasks of Article 4 (should Article 4 apply to your business). <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/993066/guidance-msc-regulation-article-4-businesses.pdf>

Otherwise the product may not be offered for sale to NI/EU end users. The responsible economic operator can be any one of a manufacturer, importer, authorised representative, or a fulfilment service provider but in all cases must be established in the EU (or NI).

***General Product Safety Regulations 2005***

Guidance from the OPSS on the General Product Safety Regulations 2005 (GPSR) as they apply to products being supplied in or into Northern Ireland can be obtained by visiting the following link:

<https://www.gov.uk/government/publications/general-product-safety-regulations-2005?utm_medium=email&utm_campaign=govuk-notifications-topic&utm_source=ec9c919f-9f0e-4700-aa3c-f9fc9de4c38e&utm_content=immediately>

***EU Regulation 2009/1223 and the Cosmetic Products Enforcement Regulations 2013***

There are rules for cosmetics being supplied in Northern Ireland, of which face paints, bath bombs, body creams etc. would be classed as. Further details on the rules for cosmetics being supplied in NI can be obtained by visiting the following link:

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/968604/Guide-to-cosmetic-products-regulations-2013-northern-ireland-tp.pdf>

All cosmetics being sold in NI must be submitted on the EU Cosmetic Product Notification Portal (CPNP) <https://webgate.ec.europa.eu/cas/login>

***Candles and Wax melts***

For stall holders making or supplying candles or wax melts please refer to the following guidance on the HSENI website:

<https://www.hseni.gov.uk/articles/candles-and-clp>

Whilst the guidance specifically names candles, it is also applicable to wax melts.

**Please Note:**

You could face legal action if a product is found to be unsafe or causes harm to consumers.

Additional information on consumer safety, product safety advice for businesses and an A to Z of product safety for businesses can be obtained by visiting the links below:

* <https://www.derrystrabane.com/consumerprotection>
* <https://www.gov.uk/guidance/product-safety-advice-for-businesses>
* <https://www.gov.uk/guidance/product-safety-for-businesses-a-to-z-of-industry-guidance>
* <https://www.nibusinessinfo.co.uk/content/product-safety>

**MARKETING, CUSTOMER SERVICES AND DATA PROTECTION**

|  |  |
| --- | --- |
| I consent to allow my services and contact details to be published on event promotional material and the Derry City and Strabane District Council website | YES / NO |

**DECLARATION**

By signing below I certify that I have read and understood this application form and that all of the above information contained in this application is correct to the best of my knowledge.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_