

NORTHERN IRELAND OPEN

IN PARTNERSHIP WITH

 **Ulster Bank**

2016 FOOD FESTIVAL

27th - 31st July

Galgorm Castle
Ballymena
Co. Antrim
BT42 1HL



**Year of Food
& Drink 2016**



The NI Open Food Festival



The NI Open Food Festival was introduced in 2014 and forms part of Tourism NI's Year of Food and Drink 2016, which will showcase the best of local produce. In 2014, over **34,000** visitors attended the event and in 2015 **39,000** flocked through the gates. We expect over **40,00** visitors in 2016.

The 2016 Food Festival will be located within the NI Open Village. The NI Open Village is the primary walkway to and from the golf course forming a natural flow of footfall through the Village Marquee and into the outdoor scoreboard courtyard.

The village will have strong representation from leading retailers and a wide range of exhibitors, the tournament scoreboard, a public bar, casual seating and of course a wide range of local food producers located within the village marquee, creating a real hub of activity.



Pitch Fees

Artisan Food Trader:

- £50 pitch fee (Wednesday - Sunday)
- 3m x 3m space
- Table
- 2 Chairs
- Standard Shell Scheme & Header

Hot Food Trader:

- £250 pitch fee (Wednesday - Sunday)
- 3m x 3m space
- Table
- 2 Chairs
- Standard Shell Scheme & Header

N.B.

- Traders must be in place for all 5 days
- As the Food Festival will be located indoors this year, no vans are permitted.
- Power supply is available, please complete application form

Additional Extras

For additional fit-out opportunities, please contact chris@eventexhibition.co.uk for a wide range of cost effective opportunities to enhance your exhibition space.

Provisional Set Up Details

Tuesday 26th July:

09:00 - NI Open Village Open to Traders; fit out may commence.

18:00 - All stands must be completed.

NI Open Village Opening Times:

Wednesday 27th July: 10:00 - 17:00

Thursday 28th July: 09:00 - 18:30

Friday 29th July: 09:00 - 18:30

Saturday 30th July: 09:00 - One hour after close of play

Sunday 31st July: 09:00 - One hour after close of play

Monday 1st August: Exhibition Breakdown must be completed by 18:00

Terms & Conditions

- It is essential that all traders comply with the above timetable to ensure the NI Open Village is complete by 18:00 on Tuesday 26th July.
- Traders must comply with event organisers during set-up with regards to parking, off loading etc.
- In the event of a delayed start or a rain delay, exhibitors must stay open until the end of play.
- In the unlikely event of a severe weather delay, there is provision for play to continue into Monday 1st August. Should this occur, the Monday will be deemed a normal tournament day and Exhibitors will be required to remain on site and trading until one hour after the end of the tournament.
- Site Security will be operational from Monday 25th July and will be provided outside of opening times of the NI Open Village.
- There will be no vehicular access to the NI Open Village area between the hours of 07:30 and 19:00 daily.
- No dismantling of any displays or exhibits may commence until one hour after the end of play on Sunday 31st July 2016.
- The organisers reserve the right to terminate or curtail any practice that they consider to be detrimental to the exhibition.

Applications

- Successful applicants will be informed no later than 30th June 2016
- Full payment on or before 13th July 2016
- Contract Start Date Wednesday 27th July 2016
- Application document should be emailed to Jackie@galgormcastle or sent to
Galgorm Castle
200 Galgorm Road
Ballymena
BT42 1HL

Information for Traders

- Traders should showcase the best seasonal fresh local produce and/or use the best local, seasonal food and drink suppliers
- Menus designed should be based on the YOFAD 2016 theme
- Taster samples should be provided
- Traders are required to provide all necessary equipment for trading
- Traders are responsible for the provision, safe storage and removal of any gas cylinders. Failure to carry out these requirements or to co-operate with the directions of event organisers may lead to cessation of trading and removal from site. Current Gas Safe certificates must be submitted prior to trading.
- Any trader whose catering equipment causes damage to any part of the event site will be liable to the cost of damage.
- Traders must comply with all Health & Safety and Environmental Health requirements at all time. **All Traders must hold basic food hygiene certificates.**
- Once a site has been allocated to a trader, no relocation will be permitted unless deemed necessary by the event organisers.

Water Supply

- A portable supply of cold water will be available free of charge

Power

- Power supply is available at each pitch if requested, for a small fee

Cleaning & Waste Removal

- Event Organisers will provide regular litter picking and daily cleaning of the NI Open Village Marquee.
- It is the responsibility of Exhibitors to ensure their own stand is kept clean and that all rubbish is disposed of properly.
- A main refuse area with waste skips will be provided by event organisers.

Security:

- Security will be provided from 08:00 on Monday 25th July until 08:00 on Monday 1st August during the times the Exhibition is closed to the public.
- Security during the times the Exhibition is open is the responsibility of each exhibitor. An Exhibitor may supply additional stand security during build up and at night with the prior approval of the Organisers.

Insurance

- All traders must hold current Public Liability Insurance and Product Liability to a minimum value of £5million

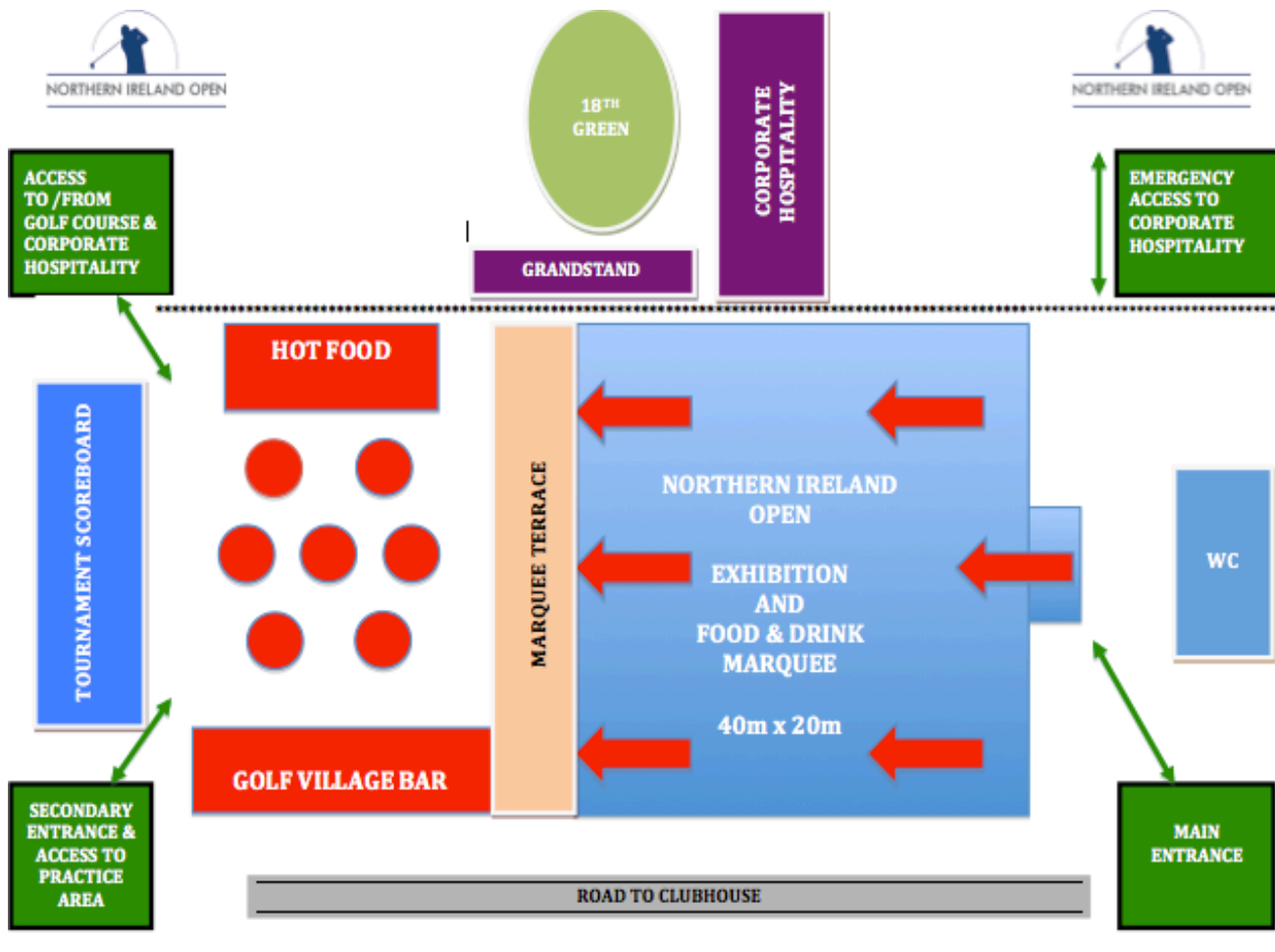
Liability

- Event organisers, their appointed agents and representatives shall not in any way be held liable or responsible for any injury to traders or their employees while within the event site

Certification

- Traders must have copies of all current and relevant certification (e.g. Insurance, Gas Installation Safety Certificate, PAT - electrical equipment) available for inspection throughout the event and must produce them on request by the organisers, their agents or officials from MEA Council

Proposed NI Open Village Layout:



Further Information:

Jackie Hill

NI Open Village Coordinator

T: 02825646161

E: jackie@galgormcastle.com

Galgorm Castle

200 Galgorm Road

Ballymena

County Antrim

www.galgormcastle.com

www.niopen.golf



Year of Food
& Drink 2016



tourism
northernireland

FOOD FESTIVAL APPLICATION

| | |
|--------------------------|--|
| Trader Name | |
| Main Contact Name | |
| Contact Number | |
| Email address | |

Fee Options (please tick):

- Artisan Food Trader (£50) ☐
- Hot Food Trader (£250) ☐

Details of what you will be offering at the event:

Please state the electrical equipment you will be using and requirement:

-
- ☐ Single/Twin Socket 500w load (£10)
 - ☐ Single/Twin Socket 1KW load (£15)
 - ☐ Single/Twin Socket 2KW load (£20)
 - ☐ Single/Twin Socket 3KW load (£25)
 - ☐ Blue 3-pin 16amp phase supply (available on request)

Will you be using gas? Yes ☐ No ☐

We agree to the terms & conditions outline within the brochure:

Signed: _____ Date: _____

***Please enclose a copy of:**

- Your Food Hygiene Rating Certificate
- Public Liability Insurance

Traders must adhere to Food Safety Controls and provide a risk assessment & fire risk assessment where appropriate