

Slow Food

Festival 2019

**Trader Application Form**

**Saturday 12th October 12 noon - 9pm**

**Sunday 13th October 12 noon – 6pm**

**Deadline for applications to be submitted is**

**28th August 2019 by 10am**

**Completed application forms should be returned to:**

Tourism Department

Derry City & Strabane District Council

98 Strand Road

Derry

BT48 7NN

[tourism@derrystrabane.com](mailto:tourism@derrystrabane.com)

Please ensure you read this application in **FULL** before completing and ensure you provide all information requested. Please note the changed event hours.

Derry City and Strabane District Council welcomes applications from individuals and businesses interested in trading at the Slow Food Festival.

**What is Slow Food?**

Slow Food is a global, grassroots organization, founded in 1989 to **prevent the disappearance of local food cultures and traditions, counteract the rise of fast life and combat people’s dwindling interest in the food they eat**, where it comes from and how our food choices affect the world around us.

Since its beginnings, Slow Food has grown into a global movement involving **millions of people**[in over 160 countries](https://www.slowfood.com/about-us/where-we-are/)**,** working to ensure everyone has access to [good, clean and fair food.](https://www.slowfood.com/about-us/our-philosophy/)

Slow Food believes food is tied to many other aspects of life, including culture, politics, agriculture and the environment. Through our food choices we can collectively influence how food is cultivated, produced and distributed, and as a result bring about great change.

The three elements of Slow Food’s philosophy food and food production are:

* **GOOD:** a fresh and flavorsome seasonal diet that satisfies the senses and is part of our local culture;
* **CLEAN:** food production and consumption that does not harm the environment, animal welfare or our health;
* **FAIR:** accessible prices for consumers and fair conditions and pay for small-scale producers.



[Slow Food NI](https://www.slowfood.org.uk/about/slow-food-northern-ireland/)’s aim is to work closely with farming and community groups to raise awareness of the global movement and increase membership. Their focus is to target schools and FE colleges directly to encourage young people to join. They also wish to raise awareness and funds for the 10,000 Gardens in Africa charity and to address food poverty and food waste issues.

There are currently 4 Chef Alliance members in NI and they hope to increase that number. The Ark of Taste currently has two foods representing NI and we will increase that in 2019.

They also work with food producers taking their products to achieve PGI and PDO status.

**To support this initiative or to find out more visit:**[**https://www.slowfood.org.uk/about/join-us/**](https://www.slowfood.org.uk/about/join-us/)

Membership starts at £11 per year

**SLOW FOOD FESTIVAL 2019**

This is the 4th year of the Slow Food Festival and this year it returns with a bigger marquee which will house the Slow Food Harvest Market celebrating both our local food and drinks producers. Given this new element within the marquee the festival will be open later on the Saturday evening, until 9pm. Some live music will help create a buzz and a more night time feel. There will also be chef demos, children’s activities and street food zone outside. This year the festival will also have an Oyster bar, showcasing our Lough Foyle Native Oyster.

There will be 2 elements to Slow Food Festival:

1. **Slow Food Harvest Market:**

Featuring both local food and drink producers. It will be housed in a 25mx25m marquee in Guildhall Square (approx. 2mx2m space will be provided to each producer)

Please note Council will be only be providing the space and producers must bring their tables, chairs etc. Whatever is needed to set up your stall.

1. **Street Food Traders:**

Street traders must trade from their trailer / kitchen area. When applying to trade please include exact measurements of your trailer/gazebos to ensure correct space is provided. \***You must provide your own gazebo**. No council gazebos will be supplied.\*

**Electric for stands in Marquee and Street Food Traders:**

If your stand / trailer requires electricity please ensure you request it on this form. The standard electric we will be provide if requested is a 1 twin socket (domestic style, 3 pin plug) 16 amp supply. If Additional requirements are needed please ensure to list. Charge for electric is £20 for the 2 days trading. All appliances MUST be PAT (Portable Appliance Test) tested or less than 12 months old with proof of purchase. Please enclose PAT certificates with your application.

**Environmental Health Requirements:**

Please see attached additional information and requirements from Council’s Environmental Health Section. Please note all traders must have a 4 / 5 food hygiene rating.

**Trading Dates & Times:**

All traders without exception will be expected to open both days of the event and for the whole of the opening times. This is a condition of making your booking.

|  |  |  |
| --- | --- | --- |
| * **Date** | * **Start** | * **End** |
| * Saturday 12th October 2019 | 12noon | 9pm |
| * Sunday 13th October 2019 | 12noon | 6pm |

**Trade Stand Fees:**

Please indicate below what type of stand you require:

|  |  |  |
| --- | --- | --- |
| **Product** | **Fee for 2 days** | **Select** |
| Producer (inside marquee) | £140 +VAT |  |
| Street Food | £140 + VAT |  |
| Electric (if required to trade) | £20 + VAT |  |

**\*If select Street Food please also provide further details on pg 11.**

**Please complete this application form in full**.

Please ensure that you:

* Complete this form in BLOCK CAPITALS.
* Answer all questions. Any questions that you do not feel applies to you, please answer with “N/A” (*All questions must be answered, otherwise your application may not be processed and deemed ineligible*)
* Include with your application **ALL** documentation requested. Such as insurance / PAT certificates / Gas Safety certificates / Food Hygiene Rating (4 and above) Failure to provide valid documentation with your application will result in a fail at stage 1 of assessment.
* Derry City & Strabane District Council reserves the right that in the event of duplication of traders/offers/goods and limitations with space, to source traders from the local area, and north-west region and also to ensure we have a good variety of traders to maximise the impact of the event.

IMPORTANT

Spaces for this event are limited and competition from applicants has increased every year. Please answer all questions as fully as possible and detail exactly how your product/dish aligns with Slow Food. Applications will be scored **only** on the information provided in your application.

**TRADER DETAILS:**

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

**STAGE 1 – Pass/Fail**

***Supporting Documentation***

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

|  |  |
| --- | --- |
| **ELECTRICAL CERTIFICATES**  Do you require electrical services for your stall? **(NB. All Electrical equipment will require a P A T certificate from an approved electrician which should be renewed on an annual basis and a corresponding label must be placed on the relevant equipment) Street Food trailers should have valid fixed electrical certificates.**  **Please note:** There is a charge of £20 + VAT for electric for the 2 days of trading | YES / NO  What for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Total Load: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  16 / 32 amp supply: \_\_\_\_\_\_\_\_\_\_\_\_\_  Single / 3 phase: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other Info: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **GAS CERTIFICATES**  Does your stall require the use of an LPG appliance? Please note that all LPG appliances should be certified as necessary, and renewed on an annual basis. **Please provide a copy of your certificate** | YES / NO  Certificate Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **INSURANCE**  Public Liability / Employers Insurance details? **Please provide a copy of your certificate.** | Name of Insurance Broker:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Policy Number:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **FOOD HYGIENE**  Are you registered as a food business?  If yes, name of Local Authority,  Food Registration Number and  Latest Food Hygiene Rating (must be 4 or above). ***Please ensure that the front & back of your food hygiene rating sticker is provided. Also a copy of your last food hygiene rating notification letter from Environmental Health.*** | YES / NO  Name of Local Authority:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Food Registration Number:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Food Hygiene Rating:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**STAGE 2**

The following questions 1- 3 will be scored out of 100% - so please complete with full detail to ensure a maximum score.

***Q1. Details of the exact 'Local' products you will be selling, clearly outlining how it fits with Slow Food ethos (nothing genetically modified, using pure ingredients & ethically produced foods). Only ‘Slow Food’ products will be sold at this event.***

***\*include details of where exactly your ingredients are sourced\****

***ONLY PRODUCTS DETAILED IN THIS APPLICATION WILL BE PERMITTED TO BE SOLD AT THE EVENT.***

***PRODUCT DESCRIPTION (80% potential score – see below)***

*Please include prices of product(s) and pictures where relevant*

**\*Please detail if you are selling Vegan/Vegetarian options**

***Q2. Experience - (10% potential score)***

Please demonstrate your experience of trading at similar events.

***Q3. Sustainability - (10% potential score)***

Please demonstrate how your business is environmentally friendly and what sustainable measures you will implement at the event eg. Compostable materials / no single use plastic / reusable packaging

**STREET FOOD VENDORS**

Please provide a scaled footprint/floor plan of your set up (allow for tow bar, opening of doors & hatches). A recent picture of your unit/gazebo **must** be supplied with this application.

Type of Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pitch frontage required (in meters): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pitch depth required (in meters): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please be as exact as possible. If your unit does not fit in the space allocated you will removed from the event site.

## Application Evaluation & Scoring Matrix

**STAGE 1**

|  |  |
| --- | --- |
| **Assessment** | **Pass/Fail** |
| All requested documentation supplied and valid |  |

**STAGE 2**

**Question 1: Product**

**WEIGHTING: 80%**

We primarily want to attract traders who sell food/produce that is not normally associated with more conventional / shopping outlets. Where possible products must be locally sourced. Products should not carry strong political messages. This will be a key consideration as part of the selection process for all applications received.

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score Range** | **Interpretation** |
| Excellent | 60% - 80% | Excellent detail which outlines suitable and credible products to be sold. Products/produce not normally associated with more conventional/shopping outlets. Locally sourced where possible. |
| Good | 40% -60% | Good detail provided which outlines suitable and credible products to be sold. Products/produce not normally associated with more conventional/shopping outlets. |
| Satisfactory | 20% - 40% | Satisfactory detail provided which outlines suitable and credible products to be sold. Locally sourced where possible. |
| Poor | 0% - 20% | Limited detail provided which outlines suitable and credible products to be sold. |

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

# Question 2: Experience

# WEIGHTING: 10%

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score Range** | **Interpretation** |
| Excellent | 10% - 7.5% | Excellent detail which outlines suitable and credible experience of trading at similar events. |
| Good | 7.5% – 5% | Good detail provided which outlines suitable and credible experience of trading at similar events. |
| Satisfactory | 5% - 2.5% | Satisfactory detail provided which outlines suitable and credible experience of trading at similar events. |
| Poor | 2.5% - 0% | Limited detail provided which outlines suitable and credible experience of trading at similar events. |

# Question 3: Sustainability

# WEIGHTING: 10%

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score Range** | **Interpretation** |
| Excellent | 10% - 7.5% | Excellent detail which outlines exemplary and relevant standards of sustainability. |
| Good | 7.5% – 5% | Good detail provided which outlines relevant standards of sustainability. |
| Satisfactory | 5% - 2.5% | Satisfactory detail provided which outlines relevant standards of sustainability. |
| Poor | 2.5% - 0% | 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/Dish * Experience * Sustainability | 80  10  10 |
| **TOTAL** | 100 |

**MARKETING BRANDING, 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 best of my knowledge.

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

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

**CHECKLIST**

* PAT certificates for all electrical items (unless under a year old please provide proof of purchase date)
* Fixed Electrical Certificates for trailers
* LPG certificate
* Food Hygiene Certificates (4 and above)
  + Please ensure that the front and back of your food hygiene rating sticker is provided along with a copy of your last food hygiene rating notification letter from Environmental Health.
* Insurance (Public Liability and Employers)