



A TASTE OF WEST CORK FOOD FESTIVAL FOOD TRADER TERMS & CONDITIONS

Sunday 18th September 2011 - *please note T&C's have changed since 2010 please read them carefully.*

1. **The organisers reserve all rights to sell alcoholic and soft drinks, therefore no trader is permitted to sell alcohol or soft drinks during the festival market.**
2. Full payment (which includes the pitch or stall) must be made to **A Taste of West Cork Food Festival** along with the completed Application Form. Bookings are not deemed to be accepted until confirmed by us in writing or via email.
3. **Where possible food traders should use naturally sourced ingredients preferably from a local provider/supplier. Preference will be given to food traders using naturally sourced ingredients from local providers/suppliers.**
4. We reserve the right to refuse or withdraw any booking at our absolute discretion, in which case payment will be refunded.
5. Stalls must be manned, stocked and ready to trade by 10.30am, setup details will be provided to all exhibitors in advance. Traders must trade or have a presence in their stalls for the full day. The Festival closes at 5pm and the stall must be cleared by 6.00pm. Vehicles will only be allowed into the Fairfield after 5pm.
6. The Trader must keep the stall and fittings and the space below the stall clean and free from litter.
7. The Trader must only sell food and drink (see point 1 above) or related products as declared on the application form.
8. The Trader selling food must comply with the food hygiene guidance provided overleaf by Health Service Executive.
9. **All Traders must have public liability insurance for a minimum of €2.6 million euros. Traders are also required to have product liability insurance. Traders employing staff to operate a stall must have employee liability insurance. Copies of all relevant insurance certificates must be included and sent with completed booking forms.**
10. All Traders using electricity or flammable gas must provide adequate fire extinguishers. Those using electricity must have current and signed inspection labels (or relevant certificates) on or for the electrical products concerned.
11. All vehicles must be removed off site after set-up unless permission has been granted in advance by the Festival market coordinator.
12. If a trader cancels their booking before September 9th 2011 there will be a full refund provided, if the cancellation is given in writing.
13. Skibbereen Business Association will not be liable for any loss or damage, consequential or otherwise to any trader's property or produce. Skibbereen Business Association will endeavor to accommodate specific stall location requests when possible but reserves the right to change an agreed position if necessary or to refuse a request.

Declaration: I agree to be bound by the terms and conditions set out in this booking form.

Signature:

Date:.....

Name in capitals:.....

Company:..... Email:

Contact: Telephone:

Visit our website at www.atasteofwestcork.com



FOOD HYGIENE AT A TASTE OF WEST CORK FOOD FESTIVAL

REQUIREMENTS FOR THE FOOD STALLHOLDERS WITHIN OR INDEPENDENT OF THE MARQUEE AT A TASTE OF WEST CORK FOOD FESTIVAL SKIBBEREN 2011

All food sold in markets; on stalls; in marquees in movable and / or temporary premises is subject to **Regulation (EC) No. 852/2004** (This includes whether or not the stall is profit making and also includes stalls where food samples are given out). There is also further guidance provided in **Guidance Note 16** available from the Food Safety Authority.

This list of requirements for each individual food stall has been drawn up specifically for this festival and the following needs to be in place:

Legal requirement	An adequate supply of hot and/or cold potable water must be available
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<i>How to comply</i>	<i>There needs to be enough water to allow for hand washing; washing of equipment and cleaning for the duration that the stall is trading.</i>
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Legal	Appropriate facilities must be available to maintain adequate personal hygiene (including facilities for the hygienic washing and drying of hands and hygienic sanitary requirements)
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<i>How to comply</i>	<i>Where open food is stored, handled or on display then a wash hand basin with an adequate supply of hot and cold water will need to be provided, together with soap and hand towels (disposable). There needs to be enough water to allow for frequent hand washing for the duration that the stall is trading. Water needs to be kept hot. This can be achieved for this festival by providing a suitable plastic bowl and carrying sufficient hot water in insulated containers (there will be an electrical supply to the marquee and the hot water maybe supplemented by a kettle) or alternatively a small 'Burco' style boiler may be used. These must be positioned safely and used in a safe manner. Wastewater must be disposed of properly e.g. in a sealed container which can be later disposed of or in a bucket which is safely positioned and kept away from food.</i>
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(Please note that anti bacterial hand wipes are not a substitute for hand washing facilities, they aren't effective unless hands have been washed first).

N.B. This is not a requirement for stalls selling pre-wrapped or sealed foods.

Legal	Surfaces in contact with food must be in sound condition and be easy to clean.
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<i>How to comply</i>	<i>Surfaces need to be capable of being easily cleaned e.g. plastic/ stainless steel table/counter or suitable cover.</i>
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Legal	Adequate provision must be made for the cleaning and where necessary disinfection of work utensils and equipment
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How to comply *In addition to the above requirement for hand washing there needs to be a sink with an adequate supply of hot and cold water provided. There needs to be enough water to allow for the washing of equipment, utensils etc for the duration that the stall is trading and to allow for any wiping or cleaning of surfaces.*

N.B. This is not a requirement for stalls selling pre-wrapped or sealed foods.

Legal	Adequate facilities and/or arrangements for maintaining and monitoring suitable food temperature conditions must be available
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How to comply *High risk foodstuffs e.g. pate; meat; cheese; salads; hummus etc needs to be kept at a temperature of 5°C or below. How you do this may depend on the length of the market/ festival. The best method is to use a fridge display or storage unit. Where ice blocks are used these need to be replenished frequently and food not piled high. Before food is put on to a refrigerated display it should already be cold (storage during transport or on the premises where it was stored should also be below 5°C). You have to check your food to see that it is below 5°C. You can best do this by purchasing a probe thermometer from a catering supplier.*

Legal	Foodstuffs must be so placed as to avoid, so far as is reasonably practicable, the risk of contamination.
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For any 'open food' that is displayed or sold you need to provide a stall, which is covered on three sides with a roof. You need to ensure that any high-risk open food on display is adequately protected e.g. with sneeze guards or clear display covers.

PLEASE NOTE THAT THE NAME OR TRADING NAME OF THE STALL AND ADDRESS WHERE IT OPERATES FROM SHOULD BE CLEARLY DISPLAYED ON THE STALL. (Recommendation)

Other requirements

Food preparation in domestic premises

The guidance for Foodstuffs produced in domestic premises are subject to the following requirements:

- To qualify as “domestic scale” only the quantity of food which can be produced in a domestic kitchen with domestic scale appliances (only one extra fridge is permissible) is allowed.
- Domestic production does not include people involved in the production of meat or meat products; cheese, milk or dairy products.

These domestic premises are subject to inspection. All traders who produce from domestic premises will be contacted in order that their premises can be assessed to ascertain the scale of production and the type of food produced.

Transportation

Transport of food, even over short distances, must be done in such a way to prevent any contamination of the food and to maintain the necessary temperatures to prevent the growth of microorganisms and maintain the integrity of the food. The interior of vehicles must be clean and free from any conditions that could cause contamination of the food.

The following temperature requirements need to be maintained:

- Chilled food must be stored at 5°C or less
 - Frozen food must be stored at –18°C or less
 - Hot Food must be stored at >63°C
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- Reusable containers for transporting food must be clean and able to be cleaned
 - Raw and ready to eat foods must be kept separate during transport
 - Transport of non-food items, such as craft items, plants, gardening materials, chemicals etc. should be segregated from food items during transport

Personal Hygiene

A high degree of personal hygiene should be practiced by staff handling foods on stalls.

- No person suffering from illness or infection should be allowed to handle, prepare or work with open food.
- Cuts, sores and open wounds should be covered with waterproof dressings (blue coloured dressings are recommended)
- Food handlers should wear clean, protective clothing. Long hair should be tied back or covered by a hat, hairnet or similar head covering.
- Food handlers should always wash hands thoroughly after
 - using the toilet,
 - handling waste or rubbish
 - handling raw food
 - contact with animals
 - having a break.
- Smoking is not permitted in food stalls. Excessive jewellery should not be worn by food handlers. Plain rings, sleeper earrings or studs only are recommended.

Waste

Stall holders must, where necessary, provide a sufficient number of suitable containers for waste until it can be removed from the stall.

Product Labelling

Food sold at markets is not exempt from the labelling requirements that apply to food sold by other means.

For items produced by the seller for sale in a wrapped state, the requirements are:

- The name under which the product is sold
- The list of ingredients
- The quantity of certain ingredients where special emphasis is given to it on the label
- The net quantity
- The date of minimum durability
- Special storage instructions or conditions of use
- The name and address of manufacturer or packer or in its absence the name and address of the seller within the European Union
- The place of origin of the foodstuff if its absence misleads the consumer
- Instructions for use where necessary
- Beverages with more than 1.2% alcohol by volume must declare its alcoholic strength

Organic Produce

Food can only be labelled and marketed as organic when produced on a farm certified as organic and inspected by official certification bodies. Food stalls selling products labelled as 'organic' must be able to demonstrate that the source of the food is from a certified farm or, if imported, that traceability information is available that can identify the origin of the food from an internationally certified supply.