



There is a 'sweet' and 'savory' category within Artisan Local Product. Please ensure that you are completing the correct entry form.

## Artisan Local Savoury Product of the Year

Sponsored by Heygates Flour and Animal Feed

### Entry Form

**Closing dates for entries – 30<sup>th</sup> May 2017**

Please answer all questions as fully and accurately as possible.

If you need any help to fill in this form – please ask Rachel or Anna on 01933 664437

An artisan product is defined as a high-quality, hand-made or low-volume distinctive product using traditional methods. 'Savory' is defined as being salty or spicy, not sweet. Please see terms and conditions for further information.

1. Artisan Product name and description:	
Product name	
Please describe your product in no more than 40 words (please note, this description may be used in publicity material, were you to be successful in being shortlisted)	

2. Business Contact Details	
Business Name	
Contact Name	
Position	
Business Address	
Postcode	
Telephone Number	
Mobile Number	
Email	
Website	
Twitter	
Reg. company number	

3. My artisan product is: (please tick all that apply)			
<input type="checkbox"/>	grown or reared and supplied from a farm in Northamptonshire;		
<input type="checkbox"/>	made using raw materials produced, grown or reared in Northamptonshire;		
<input type="checkbox"/>	made in a production facility within Northamptonshire		
4. My business: (please tick as appropriate)		Yes	No
My registered business headquarters are in Northamptonshire.			



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## 5. Evidence

Please provide evidence that your production facility is in Northamptonshire, and/or your registered business headquarters are in Northamptonshire. You can find guidance about what this evidence might be in the terms and conditions section.

## 6. Why do you consider your product to be an artisan product?

Tell us in no more than 250 words why your product is an artisan product (ie ingredients, skills, manufacturing process)

## 7. Brief history of the artisan product

Tell us a bit about the history of the product (in no more than 250 words)

## 8. Pricing

Please explain why your entry represents good value for money. Please give details of the cost as sold to the public eg per kilo / unit etc

## 9. Local suppliers

Please give a list of your local suppliers who supply you with any of your ingredients, where appropriate; a local supplier is a supplier which is based within Northamptonshire or which is based within 30 miles of your production facility in Northamptonshire. If you do not use local suppliers or locally made ingredients please say why not (there might be a very good reason!).



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**10. Local retailers**

Please give a list of places that currently sell your product (both in Northamptonshire and beyond)

**11. Allergen information**

Please detail your level of food allergy awareness, explain the methods you have in place and the records you keep to identify the allergens in your product, and in addition to providing a copy of the label for the product, please therefore submit any supporting information which you use to make your customers aware of the potential hazards.

**12. Supporting Information**

You may provide **up to ten sides of A4** containing other information in support of your entry. If you wish us to refer to your internet site, please provide **printed** copies of up to five key pages (but this comes out of your allocation of ten additional pages). However, we cannot return any material.

**13. Mandatory supplementary evidence**

	Yes	No
Have you submitted all mandatory supporting evidence (listed below)?		
• Commentary of no more than 250 words as to why your product is an Artisan product		
• A brief history of the product		
• Details of the unit cost (usual selling price) of the item.		
• A copy of the product's label; this can be supplied as artwork but must be the version as seen by the customer (If you do not have a product label, please write n/a in the 'yes' box)		
• Examples of promotional material (see limit on the amount).		
• A list of local suppliers (a local supplier is a supplier which is based within Northamptonshire or which is based within 30 miles of the production facility).		
• A list of places that currently sell the product		
• Evidence that the business meets the entry qualifications (see t&cs) e.g. headed paper showing registered address, invoice details from local suppliers.		

**If you have answered 'no' to any of these questions your entry will be invalid.**

**Data Protection**

We comply fully with current data protection legislation and only hold your information in relation to the business of Carlsberg UK Northamptonshire Food and Drink Awards and for food and drink related matters. We will share details of you entry with the category sponsors and with Northamptonshire Trading Standards and your local Council's Environmental Health Department. You have the right to request that your information is removed from our records. If you do not wish to receive further emails from us, please let us know, and you will be removed from our mailing list.



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Declarations	Yes	No
The details provided on this form and all supporting evidence are correct to the best of my knowledge and are submitted in accordance with the published Northamptonshire Food & Drink Awards 2017/18 rules.		
I agree to the details of my entry being passed to the category sponsors, to Northamptonshire Trading Standards and my local Council's Environmental Health Department.		
I authorise Northamptonshire Trading Standards and my local Council's Environmental Health Department to disclose to the organizers and judges of Northamptonshire Food & Drink Awards any relevant significant history, complaints, or breaches of relevant Regulations or law.		
This product is available to purchase at the time of the category closing date of 30 <sup>th</sup> May 2017 and is reasonably expected to remain on sale until after 1 January 2018.		
I agree to provide samples free of charge for the longlisting and again for the short-listing (as required) and, if selected as a finalist, the final judging. These samples will be "as supplied to the public" / "as sold" and not modified or enhanced in any way.		
If shortlisted, I agree to provide up to 200 further tasting samples of the product free of charge for a public tasting event. (If you feel that you cannot do this but would still like to enter, please discuss it with Rachel prior to, or at the time of, submission of entry).		
I agree to participate in awards-related publicity.		
If successful in winning the category, I agree to my product being entered into the Great Taste Awards 2018 (entry fee will be paid by the Carlsberg UK NF&DA but for which I will provide samples for judging)		
Neither I nor anyone connected with my company has attempted to or will attempt to influence the organizers, judges, or promoters, or in any way bring the Awards into disrepute.		
I confirm that this entry complies with the letter and the spirit of the rules and the competition.		
I'm happy to receive emails relating to Food and Drink in Northamptonshire, including the Northamptonshire Food and Drink Awards		
Please send me emails about my entry into this competition only.		

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

Entries can be submitted by hand, post, fax, or completed online.

**All supporting information** and postal entries should be returned to:

The Mallows Company, Arch Villa, 23, High Street, Bozeat, Northamptonshire, NN29 7NF

Fax: 01933 664 556 Tel: 01933 664437.

Email entries to: [rachel@themallowscompany.com](mailto:rachel@themallowscompany.com)



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## Artisan Local Savoury Product of the Year

### Entry

Entries will be verified by the organizers to ensure compliance with the Terms and Conditions, and with the spirit of the Awards. Organizers will use their best efforts to assist all entrants to comply with the Terms and Conditions but cannot be held responsible if for any reason an entry has to be disqualified or rejected.

Details of entries will be passed to Northamptonshire County Council's Trading Standards Department and the relevant Borough Council's Environmental Health Department to disclose to the organizers and judges any relevant significant history, complaints, or breaches of relevant Regulations or law. The organizers will determine what action to take as a result of any such disclosure.

### Longlisting

A panel of local judges will sample all entries and select between 10 and 15 products to go forward for the shortlisting. The panel will make its decision based on the following criteria:-

- **Taste and aroma**
- **Traceability and origin**, including:-
  - Is it made using local ingredients wherever possible, and is that evidenced?
  - is the Northamptonshire origin of the product/drink mentioned / celebrated on the packaging / advertising?
- **Promotion**, including:-
  - promotion of the product,
  - appearance and presentation,
  - packaging, including labelling,
  - value for money
- **Compliance**, including:-
  - Any advice received from Northamptonshire County Council's Trading Standards Department and the relevant Borough Council's Environmental Health Department

Each entrant will then be advised whether they have been longlisted.

### Shortlisting

A panel of local judges will select 4 to 6 finalists from the longlist, again using the criteria above. Each entrant will then be advised if they have been shortlisted as a finalist.

### Expert Panel

Our expert, external, judges will taste and rate the samples, again using the criteria above, before choosing a winner and runner-up (or runners-up). The results will be announced at the Awards Dinner.

### Note:

The organizers and judges will use the following guideline marking scheme:-

Taste and aroma	50%
Traceability and origin	30%
Promotion	20%



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## Key Dates

<b>Closing Date</b>	30 <sup>th</sup> May 2017
<b>Longlisting</b>	28 <sup>th</sup> June 2017
<b>Shortlisting</b>	12 <sup>th</sup> July 2017
<b>Final judging</b>	Date tbc
<b>Awards Dinner</b>	Date and venue tbc

All finalists will receive two free tickets to the Awards Dinner (per company).

### Publicity

Please note, the details of those entries which were not successful in being shortlisted will not be made public; only the details of the 4-6 finalists (and subsequently those of the winner and runner-up or runners-up) will be made public via our promotional material, social media and via the Awards' website – [www.northamptonshirefoodanddrink.co.uk](http://www.northamptonshirefoodanddrink.co.uk)

You can also follow the Awards on twitter at @foodawardsHQ or on facebook at [www.facebook.com/foodawards](http://www.facebook.com/foodawards)

### Great Taste Awards 2018

If you are successful in being named as winner of the category, your product will be entered into the Great Taste Awards 2018. The Carlsberg UK Northamptonshire Food & Drink Awards will pay for the cost of that entry (currently between £48 and £78 plus VAT, depending on company turnover) but for which you will be asked to supply a small number/amount of samples for judging.



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