



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

**Artisan Local Sweet Product of the Year**  
Sponsored by Moulton College

**Entry Form**

**Closing dates for entries – 28<sup>th</sup> May 2019**

**PLEASE READ CAREFULLY:** You will receive an email confirming safe receipt of your entry – whether that is submitted by email or post. If you do not receive that confirmation email within seven days of your submission, please call the Awards team on 01933 664437. If you are posting your entry, please also ensure you add the appropriate postage for the size/weight of envelope.

An artisan product is defined as a high-quality, hand-made or low-volume distinctive product using traditional methods. 'Sweet' is defined as having the taste of sugar, honey or saccharin – not salt, sour or bitter. 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 / FB / Insta

Reg. company number

**3. My artisan product is: (please tick all that apply)**

- grown or reared and supplied from a farm in Northamptonshire;
- made using raw materials produced, grown or reared in Northamptonshire;
- 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. Where do the different elements of production take place?

Do the following elements of production happen in Northamptonshire?:	Yes	No
• Recipe creation		
• Packaging design		
• Manufacture (please indicate in the box below if any part of the manufacturing process takes place outside Northamptonshire)		
• Packaging		
• Labelling		
• Other (please specify below)		

If the answer to any of the above is 'no', please indicate the reason why it does not occur in Northamptonshire; there may be a very good reason why not!

### 7. 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)



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### 8. Brief history of the artisan product

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

### 9. 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

### 10. 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!).

### 11. Local retailers

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

### 12. 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.

### 13. 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.

### 14. Mandatory supplementary evidence

	Yes	No
Have you submitted all mandatory supporting evidence (listed below)?		
• Commentary of no more than 250 words as to why yours 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

By entering the Awards, you agree for us to store your details on our database and for us to contact you regarding all matters relating to the Awards. The database is accessed only by the Awards team and will not be shared with third parties, unless stated. If we are working with a partner whose work we believe may be of interest to you, we might share their information with you. If you would prefer not to be sent additional information by email, please let us know. You can be removed from the Awards database at any time – please just email [anna@themallowscompany.com](mailto:anna@themallowscompany.com) with UNSUBSCRIBE in the subject box and your name and contact details in the email.



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 2019/20 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 was available to purchase at the time of the category closing date of 28 <sup>th</sup> May 2019 and is reasonably expected to remain on sale until after 1 January 2020.		
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 2020 (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 of the competition.		
I'm happy to receive emails relating to Food and Drink in Northamptonshire, including the Northamptonshire Food and Drink Awards		
By entering, I am 'opting-in' to the Awards contacts database		
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 Sweet 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 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>	28 <sup>th</sup> May 2019
<b>Longlisting</b>	19 <sup>th</sup> June 2019
<b>Shortlisting</b>	11 <sup>th</sup> July 2019
<b>Final judging</b>	Date tbc
<b>Awards Dinner</b>	Thursday 14 <sup>th</sup> November at Royal & Derngate, N'ton

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 Instagram at @foodawardsHQ or on facebook at [www.facebook.com/foodawards](http://www.facebook.com/foodawards)

### Great Taste Awards 2020

If you are successful in being named as winner of the category, your product will be entered into the Great Taste Awards 2020. The Carlsberg UK Northamptonshire Food & Drink Awards will pay for the cost of that entry (in 2019 that was £58 or £90 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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