



**Trader Application Form**

***Limerick Food Experience @ Riverfest***

**May 5th & 6th 2018**

**Location: Garden of the Hunt Museum**

**€100 fee will apply if your application is successful**

***(Please note traders must be willing to exhibit for both days. It is not possible to facilitate attendance on just one of the days)***



 

**Business Details**

|  |  |
| --- | --- |
| Name of Business |  |
| Contact Name |  |
| Email address |  |
| Phone Number (mobile) |  |
| Phone Number (mobile) |  |
| Address |  |
| On-site Contact Name |  |
| VAT number |  |

**Insurance details**

|  |  |
| --- | --- |
| Insurer |  |
| Insurance Policy Number |  |
| Type of Activity Covered |  |
| Policy cover from |  |
| Policy cover to |  |
| Public Liability €6m |  |
| Employer’s Liability (€13.5m) |  |
| Name of Broker |  |
| Telephone Number of Broker |  |
| Email Address of Broker |  |

**If using own unit please indicate the dimensions of your unit below**

|  |  |
| --- | --- |
| Dimensions if bringing your own unit: |  |

**Power Requirements**

|  |  |
| --- | --- |
| 16amp Single Phase |  |
| 32amp Single Phase |  |
| 16amp Triple Phase |  |
| 32amp Triple Phase |  |
| 64amp Triple Phase |  |
| Do you require overnight power? | Yes No |

**Tell us about your product and what makes it so special**

|  |
| --- |
|  |

**Trader Terms and Conditions Limerick Riverfest 2018**

1. All market traders will be required to provide relevant proof of Public Liability Insurance and Employers Liability Insurance (where applicable).

2. All traders must comply with fire regulations and ensure that all materials used within their pitch are certified flame retardant. No naked flames or own generators will be permitted.

3. Where applicable, food traders are required to adhere to EHO regulations and ensure that they have the relevant certification as well as fire extinguishers and fire blankets. Any trader not in compliance will run the risk of being shut down by the Fire Officer and no refunds will be given.

4. Where applicable, any trader using electrical equipment must provide PAT and RECI certification where relevant. No 13amp plugs will be allowed.

5. The market operators reserve the right to limit the number of stallholders offering similar products and/or food and do not offer exclusivity to any one trader.

6. Stalls are not allocated trading positions on a first come/first served basis, your location within the Market site will be decided by Local Enterprise Office Limerick Events. This decision is non-negotiable.

7. Merchandise Traders are permitted to sell only those items that the market management have agreed in advance and that have been declared in full on their application form. As per the casual trading by-laws, the sale of counterfeit items will be strictly prohibited.

8. Upon arrival to the site, all traders MUST check in with the Market Operator and wait to be sited by a member of the crew.

9. Conduct of Business Traders shall conduct themselves and their business in such manner as to maintain the good order, discipline and reputation of the market.

10. Market Stallholders shall only trade from a stall provided/approved by the Market operator at a location that is approved by the Market operator.

11. Any traders bringing their own units (pre-approved only) must also provide the relevant documentation pertaining to its insurance, fire certification and structural soundness.

12. Traders are required to be open and operational during the core Market opening hours and are required to cease trading outside of these hours. Failure to comply will result in exclusion in either the current or future years.

13. NO VEHICLES will be allowed ON SITE outside of strict set-up, take down and delivery hours. Access will be available for deliveries at designated times only (as per specific instructions to traders which you will receive on arrival). Vehicles left on site during Market opening hours will be fined and possibly clamped/and or removed.

14. Vehicles on site during the set-up and take down of the Market will only be allowed access under the supervision of the site manager.

15. Traders that have “sold out” before the official loading times will be allowed to trolley their stock from their vehicle, but they may not bring their vehicle on to the site.

16. Refuse Traders are responsible for removing and disposing of all their waste material and for keeping their designated area litter free. Traders who repeatedly leave waste on site will be permanently banned from the market. Waste MUST be separated into Recyclable, Food Waste and General Waste. All waste water must be properly disposed of.

17. Where appropriate, the stallholder must comply with all relevant Food Hygiene legislation.

18. By law, no smoking in the chalets, units or under and around canopies is permitted by traders or customers.

19. Traders are not permitted to play music or unduly create noise.

20. Any accidents, unresolved disputes, thefts, losses, disorderly conduct or damage must be reported to the Market Manager without delay.

21. Anti-social behavior by the stallholder or a member of his/her staff will mean instant dismissal from the market.

22. Traders drawing power will be given one connection point on the distribution board and will need to bring their own outdoor extension leads (min 20m).

**Declaration of Acceptance of Terms and Conditions to be signed by Traders submitting an Application Form for Limerick Food Experience at Riverfest 2018**

I have read and understood the contents of this form and its purpose.

I understand that this registration process is managed by the Local Enterprise Office Limerick. I understand that the information I have given here will be further processed by Local Enterprise Office Limerick and I agree to have this information given to that company for the purpose of this registration process.

I understand that this form is subject to review & does not guarantee a place in the market.

I understand that I may be asked to provide further information and documentation at a later stage to secure a place in the market.

I understand that a €100 fee will apply if my application is successful.

I certify that all information provided for the purpose of this application, and all information given in any documentation submitted with this registration is truthful and accurate.

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

Name in Block Capitals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Check List**

Please mark with an x the documents which are relevant to your application and submit with your application.

Deadline for submission: **5pm Wednesday the 11th of April 2018**

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

|  |  |
| --- | --- |
| Check List | X |
| Insurance Policy Document |  |
| Images of Stall (if supplying your own) |  |
| Image/s of Product/s (required) |  |
| EHO Registration Document (if applicable) |  |
| RECI Certificate (if applicable) |  |
| PAT Certificate (if applicable) |  |
| Fire Extinguisher Certificate |  |
| Fire Certificate (if supplying your own unit) |  |
| Payment in full |  |

**NOTE**

Once your form has been submitted, it is subject to review. You will be notified if your application has been successful.

Please email the completed form, along with the necessary documents, to [patricia@kantoherdevelopmentgroup.com](mailto:patricia@kantoherdevelopmentgroup.com) or by post to Local Enterprise Office Limerick, 7/8 Patrick Street, Limerick no later than 5pm Wednesday the 11th of April.