

**Trader Application Form 2019**



**ABOUT**

Hot food, craft and snack food traders are invited to submit Expressions of Interest to trade at this year’s Riverfest Limerick 2019 taking place from the 3rd – 6th of May in the heart of Limerick City.

Trading will take place within the Riverfestival Village, which welcomed over 65,000 visitors through its gates in 2018, while overall festival attendance exceeded 100,000.

If you would like to take part please read the following form and terms and conditions carefully before completing the form email to Sylwia@Grooveyard.ie **Or** post to: Grooveyard c/o Gill Cleary, Corcamore Clarina, Limerick by 15 March 2019.

**Business Details**

|  |  |
| --- | --- |
| Name of Business |   |
| Contact Name |   |
| Email Address |   |
| 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) |  [ ]   |
| Employers’ Liability (€13.5m) | [ ]  |
| Name of Broker |   |
| Telephone Number of Broker |   |
| Email Address of Broker |   |

**Hot Food & Beverage Traders Only**

|  |  |
| --- | --- |
| HSE Office of Registration |   |
| Registration Number |   |
| Name of EHO |   |
| Telephone Number of EHO |   |
| Email Address of EHO |   |
| Please list all fire-fighting equipment |   |

**Size of Unit Required**

*(for aesthetic reasons, preference will be given to traders using chalets provided by us)*

|  |  |
| --- | --- |
| 2m wide x 1.8m Chalet | [ ]  |
| 2.5m wide x 2m Chalet | [ ]  |
| 3m wide x 2.5m Chalet | [ ]  |
| Dimensions if bringing your own unit: Subject to final approval by organizations |   |

**Power Requirements**

|  |  |
| --- | --- |
| 16 amp Single Phase |   |
| 32 amp Single Phase |   |
| 16 amp Triple Phase |   |
| 32 amp Triple Phase |   |
| 63 amp Triple Phase |   |
| Power for a refrigerated vehicle? | Yes [ ]  No [ ]  |
| Do you require overnight power? | Yes [ ]  No [ ]  |

*Power will be invoiced directly by supplier. Payment must be made in full before the event.*

**Tell us what makes your product so special...**

|  |
| --- |
| Start here… |

**Trader Terms and Conditions Limerick Riverfest 2019**

**All traders will be required to send a Safety Statement and Risk Assessment to be vetted by the safety officer, prior to acceptance of inclusion in the event. This documentation must be specific to your business on site and must be signed by you.**

You can get really helpful information on all the above on the Health and Safety Authority website on: www.besmart.ie

Or you may contact me with a query: stockdalejoe@gmail.com Joe Stockdale, HDSHWW, Safety Advisor.

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. 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 be shut down by the Fire Officer and no refunds will be given.
4. 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 Grooveyard 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.
8. 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.
9. Market Stalls Stallholders shall only trade from a stall provided/approved by the Market operator at a location that is approved by the Market operator.
10. Any traders bringing their own units (pre-approved only) must also provide the relevant documentation pertaining to its insurance and fire certification.
11. 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.
12. NO VEHICLES will be allowed ON SITE. Access will be available for deliveries at designated times only (as per specific instructions to traders which you will receive on arrival). Vehicles left here during Market opening hours will be fined and possibly clamped/and or removed.
13. 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.
14. 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.
15. 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.
16. Where appropriate, the stallholder must comply with all relevant Food Hygiene legislation.
17. By law, no smoking in the chalets, units or under and around canopies is permitted by traders or customers.
18. Traders are not permitted to play music or unduly create noise.
19. Any accidents, unresolved disputes, thefts, losses, disorderly conduct or damage must be reported to the Market Manager without delay.
20. Anti-social behavior by the stallholder or a member of his/her staff will mean instant dismissal from the market.
21. 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).
22. Payments are charged as per the rate card and VAT @ 23% applies. 24. Payment of pitch fee is required in full prior to admission on site.
23. I understand that this registration process is managed by Grooveyard Event Management on behalf of Limerick City and County Council. I understand that the information I have given here will be further processed by Grooveyard Event Management, and I agree to have this information given to that company for the purpose of this registration process.

Please note: The processing of any personal data by Limerick City and County Council is governed by the General Data Protection Regulation (GDPR) (EU) 2016/679.

Freedom of Information Statement: Limerick City and County Council is covered by Freedom of Information Act 2014, which provides members of the public with the rights to access information held by public bodies to the greatest extent possible, consistent with the public interest and right to privacy. This means that details contained in applications and supporting documents may, on request, be released to third parties.

Data Protection Statement: Any personal information you give us will be processed, stored and managed in strict accordance with General Data Protection Regulations. Information submitted as part of this application will be kept on file for evaluation and audit purposes. Your information will be retained for two years.

Acceptance of Trader Terms and Conditions Limerick Riverfest 2019.

Signed:

Date:

dd/mm/yy

**Check List**

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

**Deadline for submission: 15.03.2019**

|  |  |
| --- | --- |
| 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 | [ ]  |

Once your application has been submitted, it is subject to review. You will be notified if your application has been successful. If your application is unsuccessful, your cheque will be returned.

Please email the completed form, along with the necessary documents, to Sylwia@Grooveyard.ie by 15 March 2019.

Cheques should be made payable to Grooveyard Company Ltd. and posted to: Grooveyard c/o Gill Cleary, Corcamore Clarina, Limerick