

### **TRADER CHECKLIST- PLEASE READ THOROUGHLY**

YOU WILL NOT BE ALLOWED ON SITE OF THE FESTIVAL GARDEN IF WE HAVE NOT RECEIVED THE FOLLOWING BY FRIDAY JUNE 21<sup>st</sup>:

1. Payment in full.
2. Insurance covering you and any employees to trade outdoors in Ireland.

**Galway International Arts Festival and Galway City Council must be indemnified when submitting your form online.**

3. Irish EHO certs for all food/beverage units.

Full payment is due immediately upon receipt of your invoice. Your pitch will not be confirmed until full payment and all of the required documentation has been provided to GIAF. Payments must be by wire transfer only. Bank account details will be provided by the Trade Manager.

### **YOU MUST ALSO ENSURE THE FOLLOWING IS IN PLACE**

1. Ensure you are registered for VAT with Irish Revenue.
2. Registered with the Irish EHO if you are not already.

### **DOCUMENTATION**

Please ensure that you have emailed all relevant documentation to GIAF. You must also have copies on-site as you will need to present them at the gate to gain entry. Public & Employers Liability insurance certs covering you to trade outdoors  
EHO Registration certs for food and beverage traders.

**NB:** These documents can be requested at any time by the site team or the Local Authority enforcement team and you must have copies in your possession to show them.

### **SIGNAGE**

GIAF will oversee all signage and menu boards before the Festival.

### **VAT**

All traders must be registered with Irish Revenue. If you are not registered you must do so as soon as possible. You can apply online at [www.revenue.ie](http://www.revenue.ie)

### **ENVIRONMENTAL HEALTH**

All food and beverage traders must be registered with the Irish Environmental Health as they will be onsite at the event inspecting all units.

<http://www.hse.ie/eng/services/list/1/environ/Contact.html>

All food handlers must be registered with the FSAI.

[http://www.fsai.ie/food\\_businesses.html](http://www.fsai.ie/food_businesses.html)

## **ARRIVING ON-SITE /POSITIONING OF UNITS**

- Arrival at the site MUST be by prior arrangement. The date and time for arrival will be advised by the Trader Manager approximately two weeks before the event.
- All Traders MUST check in with the Site Manager upon their arrival.
- A specific time and date will be provided to each Trader for siting of their unit. These dates and times must be adhered to. Any Trader who does not arrive at the specified time may not be granted entry. In such a circumstance no refund will be provided.
- Siting may be delayed due to unforeseen circumstances such as poor weather, etc.
- Site positions agreed by the Trader Manager may change due to site changes. Should this happen the Trader Manager will try to accommodate each Trader accordingly.

## **LOAD IN TIMES FESTIVAL GARDEN**

TRADERS: July 13<sup>th</sup> & 14<sup>th</sup>

Please note these dates may change but you will be given prior notice.

## **LOAD IN TIMES HEINEKEN BIG TOP**

TRADERS: July 13<sup>th</sup> & 14<sup>th</sup>

Please note these dates may change but you will be given prior notice.

## **ARRIVAL PROCEDURE**

ON YOUR AGREED ARRIVAL TIME, YOU WILL BE POSITIONED INSIDE BY OUR FESTIVAL SITE MANAGER.

## **Electrical Installations**

As a condition of the contract between a Trader and Galway International Arts Festival, electrical power will be supplied and managed by the on-site electrical contractors appointed by GIAF.

Traders will liaise directly with the power contractor appointed by GIAF on their respective power requirements.

Please note that personal generators are NOT allowed onsite. 13amp plugs are NOT allowed. Adaptors and plugboards should be avoided as they may not satisfy the Fire Officer who will be inspecting your setup. Traders MUST bring their own cables to connect to the power source. (The socket that you will be provided with will not be any more than 25m from your pitch).

It is your responsibility to ensure that your equipment is appropriately tested and safe for use. Each unit MUST to be in possession of an Electrical Safety Certificate for the electrical installation in their unit. Each Trader must supply PAT certificates for

ANY electrical equipment over a year old to the Trader Manager in advance of the event.

Each Trader must ensure that:

- Beyond the terminal socket provided by the onsite electrical contractor, it is the Traders responsibility that cables and sockets are appropriately rated for there intended use.
- No domestic fittings are allowed.
- Cables do not create a trip hazard.
- The outlet provided by the electrical contractor will be protected by a suitable RCD - this will be set appropriately to ensure a 30mA/0ms RCD setting protects end sockets.
- The Trader Manager will provide details for the electrical provider in advance of the event.

## **GAS**

### **Gas is forbidden from the Festival Garden Site**

There are strict regulations regarding the use of gas on the Heineken Big Top Site, so please discuss the use of gas with the site manager when you arrive on site. All gas supplies much be enclosed in a gas cage.

## **DELIVERIES**

No delivery vehicles are allowed to drive onsite once the event is open.

Deliveries times are from 9am to 11am.

## **Load out**

Vendors may leave the site only on the last day of trading, July 28<sup>th</sup> and after all members of the public has left the site.

Please wait for clearance from the site manager before entering or exiting the site.

## **RESTRICTIONS**

There is no polystyrene or plastic allowed onsite.

All packaging must be biodegradable and compostable.

**Please see our Traders Sustainability Policy for full details**

## **PROHIBITED ITEMS**

1. Fireworks
2. Glass
3. Sky lanterns
4. Giant cigarette lighters
5. Explosives
6. Animals of any kind
7. Liquid glow products
8. Drugs or any drug paraphernalia
9. Legal/illegal highs

10. Petrol or petrol generators
11. Gas (at Festival Garden only)

### **WASTE MANAGEMENT**

Reduce, Reuse, Recycle.

Be responsible for keeping your area rubbish free during the event and ensure that all rubbish is disposed of properly before leaving the site.

Traders must take all rubbish generated by their unit away with them and take responsibility for any litter in the area caused by products they have sold.

If any rubbish is left you will incur a hefty fine and this behaviour will affect your relationship with the Festival.

The waste oil must be taken away at the end of the day. It is strictly prohibited to empty oil on site and will result in fines.

### **WASTE & RECYCLING**

The event aims to recycle as much waste generated onsite as is possible and we request that you assist this practice by separating your waste at the point of use.

A variety of bins for different materials will be available on the site.

This is a council directive and failure to comply will result in fines.

Your pitch must be left exactly as you find it or you will incur fines.

### **WATER**

Drinking water will be available onsite as close to your trading run as is possible.

You may use this to replenish jerry cans and other containers.

If you intend to use more than 200L of water during the event you must contact us in advance to arrange for private supply.

We reserve the right to charge for additional water use.

If you require a direct feed please contact Adam Fitzsimons or Aisling O'Sullivan.

### **WASTE WATER**

Waste water removal is a big operation and high costs.

It is difficult to get access to the tanks during public opening time so please bear this in mind when running water. **ONLY USE WHAT YOU NEED AND DO NOT RUN WATER UNNECESSARILY.**

### **FOOD WASTE**

Please be aware of the current Irish food waste legislation.

All food waste must be **MUST** be disposed of separately to general waste, - specific bins will be provided onsite.

This is a council directive and they will impose fines on traders that do not apply.

We will give you your own bin and you will be responsible for it.

### **HEALTH & SAFETY**

Please respect all site rules and obey the signage.

We also ask that you report anything that you deem to be unsafe so it can be attended to.

### **SECURITY & STEWARDING**

Professional crowd safety and security contractors have been employed by the Festival for the event.

We ask that all traders respect their reasonable requests and offer any assistance that may be required.

### SECURITY OF EQUIPMENT

The site security is responsible for the site and not for the security of the individual units.

Please be aware that the security of your equipment is your responsibility and you should consider how it will be stored and managed onsite.

Should you wish to obtain security specifically for your unit you may do so by contacting myself.

Standard rates will apply.

### FIRE SAFETY

Fire is a serious risk at Festival events and you must ensure all your equipment is safe to be brought onsite. Please make sure that all fabrics are flame proofed, all electrical equipment tested and that you have appropriate extinguishers.

Should you fail to provide adequate fire suppression equipment, the Fire Department may be able to provide it to you at a cost.

### TRADE TERMS

- No company or person will be allowed to trade on the site without prior arrangement with GIAF.
- Trading dates and times for **GIAF Festival Garden Eyre Square** will be July 15<sup>th</sup> to 28<sup>th</sup> inclusive, 11am to 10pm daily.
- Trading times for **Heineken Big Top** will be 7pm to 10.45pm per gig, see [here](#) for the full lineup.
- No refunds will be given to Traders in the event of adverse weather conditions. GIAF cannot be held responsible for the level of trading during the Festival.
- Any damage caused by Traders to any area of the site or equipment, the Trader will cover all costs associated with rectifying the damage.

GIAF may terminate this agreement immediately by giving notice to the Trader on the occurrence of any one or more of the following:

1. The Trader fails to commence operation.
2. The Trader sells or offers for sale any unauthorised products.
3. There is a failure or refusal by the Trader to submit any documentation required as per this agreement.
4. There is a failure or refusal to pay any amount owed by the Trader.
5. The Trader's business is operated in a manner that represents a health or safety hazard to its customers, employees or the public and the

concessionaire fails to take reasonable steps to correct such manner of operation after notice from the Trader Manager or Site Management personnel.

6. The Trader fails to adhere to our Sustainability Policy.

GIAF reserves the right to alter the Terms & Conditions. Any alteration to the Terms & Conditions above will be notified in writing by the Trader Manager.

### Trade Cost Festival Garden

We only have a limited amount of space available for traders therefore if you are successful, you may not be allocated exactly the space requested in your application.

14 x days in GIAF supplied 6 x 6 marquee €3,500.

14 x days trader supplied van €4,200.

All prices are subject to VAT.

### Trade Cost Heineken Big Top

Please note we have very limited spaces are available for our Heineken Big Top.

Large Units €200 per Big Top gig.

\*Smaller Units €100 per Big Top gig.

See [here](#) for Heineken Big Top line up 2024.

\*Small coffee vans, small marquees, gazebos.

### CONTACT LIST

PLEASE BRING THIS WITH YOU TO THE EVENT

Adam Fitzsimons 087 9799214

Sean Walsh 087 4389326 (Festival Garden site manager)

Ed Harrington 087 7781 208 (Heineken Big Top site manager)

I have read all of the above GIAF Terms and Conditions and fully understand and fully agree to abide by the trading terms of GIAF. I also understand that there will be further terms and conditions attached to the Contract.

**Company:** \_\_\_\_\_

**Date:**

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

**PRINTED:** \_\_\_\_\_