

TRADER CHECKLIST - PLEASE READ THOROUGHLY

YOU WILL NOT BE ALLOWED ON THE SITE OF THE FESTIVAL GARDEN IF WE HAVE NOT RECEIVED THE FOLLOWING BY WEDNESDAY, JULY 9.

1. Payment in full by July 9th – see Payment Terms for full details
2. Insurance covers you and your 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.

Payment Terms:

A payment of 50% is due by June 25, with the remaining balance payable by July 9. These deadlines are strict, and failure to comply may result in GIAF reallocating the space to another trader.

Your pitch will not be confirmed until full payment and all necessary documentation have been submitted to GIAF. Payments must be made 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 - 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.

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.

ENVIRONMENTAL HEALTH - All food and beverage traders must be registered with the Irish Environmental Health Authority, which will be on-site during the event to inspect all units.

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

All food handlers must be registered with the FSAI.

<https://www.fsai.ie/>

ARRIVING ON-SITE / POSITIONING OF UNITS

- Arrival at the site **MUST** be by prior arrangement. The Trader Manager will provide the date and time approximately two weeks before the event.
- All Traders **MUST** check in with the Site Manager upon arrival.
- A specific time and date will be provided to each Trader for siting of their unit. These must be adhered to; failure to do so may result in denial of entry, with no refund provided.
- Siting may be delayed due to unforeseen circumstances such as poor weather.
- Site positions may change due to adjustments. The Trader Manager will accommodate each Trader accordingly.

LOAD IN TIMES FESTIVAL GARDEN TRADERS: July 11 to 13

HEINEKEN BIG TOP TRADERS: July 14 & 15

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

- Power will be supplied and managed by GIAF's appointed electrical contractors.
- Traders must liaise with the power contractor regarding their requirements.
- Personal generators and 13amp plugs are **NOT** allowed.
- Adaptors and plugboards should be avoided as they may not meet Fire Officer standards.
- Traders **MUST** bring their own cables (max 25m from the power source).
- All electrical equipment over one year old requires a PAT certificate.

GAS: Gas is strictly prohibited at the Festival Garden site. At the Heineken Big Top, all gas supplies must be secured in a gas cage, which you are responsible for providing.

DELIVERIES: No delivery vehicles are allowed on-site once the event is open. Delivery times: 9am - 11am and must be cleared with site manager.

LOAD OUT: Vendors may leave the site only on the last day of trading, July 27, after all members of the public have left. Wait for clearance from the Site Manager before entering or exiting the site.

RESTRICTIONS

- Polystyrene and plastic are strictly prohibited.
- All packaging must be biodegradable and compostable.
- For a detailed list, please refer to our Sustainability Policy.

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 drug paraphernalia
9. Legal/illegal highs
10. Petrol or petrol generators
11. Gas (Festival Garden only)

Waste Management

- Reduce, Reuse, Recycle – Prioritise sustainability in all waste management practices.
- Maintain a Clean Area – You are responsible for keeping your area rubbish-free during the event and ensuring all waste is properly disposed of before leaving.
- Waste Removal Responsibility – Traders must remove all waste generated by their unit, including any litter resulting from their products.
- Strict Fines for Non-Compliance – Any waste left behind will result in significant fines and may jeopardise your ability to trade in the future.
- Waste Oil Disposal – All waste oil must be removed from the site daily. Disposing of oil on-site is strictly prohibited and will lead to immediate fines and further consequences.

Waste Segregation System – There will be a three-bin system of segregated bins on-site for correct waste disposal as follows:

- Glass bin
- Food waste and compostable serveware (must be completely separated)
- Landfill/general waste (this should be minimal)
- Mixed recycling (plastic, metals, paper, flattened cardboard) into 240L or 1100L recycling bags/bins

HEALTH & SAFETY

- Respect all site rules and signage.
- Report any unsafe conditions immediately.
- Waste oil must be removed from the site; dumping oil is strictly prohibited and will result in fines.

SECURITY & STEWARDING

- Professional security contractors have been hired for the event.
- Traders must respect all security personnel and their instructions.

- Security of individual units is the responsibility of the trader.

FIRE SAFETY

- Ensure all equipment is fire-safe.
- Flame-proof all fabrics.
- Maintain appropriate fire extinguishers.
- If you fail to provide fire suppression equipment, the Fire Department may supply it at your cost.

TRADE TERMS

- No person or company may trade without prior arrangement with GIAF.
- Trading dates: July 14th - 27th (Festival Garden), 11am - 10pm daily.
- Heineken Big Top trading times vary per gig. See [here](#)
- No refunds will be given due to adverse weather.
- GIAF is **not** responsible for the level of trade during the Festival.
- Traders will cover the costs of any damage caused to the site or equipment.

GIAF reserves the right to terminate this agreement immediately if:

1. The Trader fails to commence operation.
2. Unauthorised products are sold or offered.
3. Required documentation is not submitted.
4. Payment deadlines are not met.
5. Operations pose a health/safety hazard.
6. The Trader fails to adhere to the Sustainability Policy.

GIAF reserves the right to alter the Terms & Conditions. Any changes will be communicated in writing.

TRADE COSTS

Festival Garden

- 14 days in a GIAF-supplied 3m x 3m marquee: €3,500
- 14 days trader-supplied van: €4,200

All prices are subject to VAT.

Heineken Big Top

- Large Units: €200 per gig
- Small Units: €100 per gig (coffee vans, small marquees, gazebos)

See [here](#) for the full Heineken Big Top line-up.

CONTACT LIST

Adam Fitzsimons: 087 9799214 S

Sean Walsh (Festival Garden Site Manager): 087 4389326

Ed Harrington (Heineken Big Top Site Manager): 087 7781208

I have read and agree to abide by the GIAF Trading Terms & Conditions.

Company: _____ Date: _____

Signed: _____ Printed: _____