



## TERMS & CONDITIONS - RETAIL TRADERS

It is essential that all traders cooperate and play their part in ensuring that the following events' markets are profitable, enjoyable and safe for everyone. This includes complying with the commercial and administrative terms (especially regarding bookings and payment), the insurance terms, trading standards guidelines, food hygiene and the risk management and accident prevention terms. All traders must read and abide to the following Terms and Conditions in order to trade at any of our events.

### Application forms

An online application form is available on our website. All applications will be processed based upon the information that has been supplied in the application form. Please ensure that all information provided is accurate and fully completed. Failure to do so may render your application null & void. Exact measurements of pitch frontage are required, and financial penalties will incur should your set-up transgress these dimensions. Applications will be reviewed by our team and either accepted or declined. Once the application has been processed you will be notified by email.

### Documentation

Every unit must be able to present their insurance certificate, both employer and public liability, and HSE certificates if applicable, at all times during the event. Traders must provide up-to-date public liability insurance on booking, relevant to outdoor trading in Ireland, and must indemnify RAW Marketing and Artisan Events for the specific events and dates attended.

### Power

**ELECTRICITY:** Electricity will be charged based on the power requirements provided on trader's application. Additional power requirements will not be provided on the day. Electrical faults due to the trader's equipment and not the onsite electrical supply will incur a loss of the Compliance & Damages Deposit. It is the responsibility of the stall holder to supply their electrical equipment and extension leads, suitable for outdoor usage. Electric heaters are not covered in the standard power charge. If a trader requires power for electrical heat, there will be an additional charge.

**GAS:** There is a limited number of spaces allocated to gas traders. All gas operated units must be stated in the application forms. Gas units which haven't been notified to the Artisan Events team in advance will not be allowed on site. All gas unit will have to be certified on site by Gas Services (appointment made by the Artisan Events team). Charge for gas certification is billed to the trader directly at the discretion of Gas Services.

### Waste management

All traders must comply with waste management regulations as stated in the **SUSTAINABILITY STATEMENT AND GUIDELINES FOR TRADERS**. It is the traders' responsibility to ensure their unit and the surrounding area is kept litter free during event as well as the load-out stage. All traders are responsible for removing litter from their designated area onto the designated waste collection point. Plastic bag levy is applicable at the current levy of 22 cents.

## **Vehicles & Traffic Management**

Traders must load in and out of the event during the specifically allocated time slots and accordingly to traffic management routes they will receive from RAW Marketing & Artisan Events, on the week of the event. Vehicles cannot be left unlocked and/or unattended on event site at any point. Vehicles keys have to be on site at all time with a designated driver. Designated driver must be clearly identified to the event manager and contactable on mobile at all time. Once the site is open to the general public there will be no vehicle access on site.

Only authorised refrigerated vans will be allowed on site. Refrigerated vans should be booked in advanced with RAW Marketing & Artisan Events and are available in limited number. They will be allocated on a first come, first serve basis, at a specific fee and to park in the designated area only. Authorised refrigerated van should have visible and fully filled-in accreditation form in the front window at all time. Authorised refrigerated vans cannot be left unlocked and unattended at any point. Vehicles keys have to be on site at all time with a designated driver. Designated driver must be clearly identified to the event manager and contactable on mobile at all time.

In the case where traffic and parking restrictions, as well as road closures may be enforced by An Garda Siochana on the days of the event. All traders must comply to these prohibitions which may overrule vehicles authorisations and traffic management plans set by the event organiser.

## **Trading & Merchandise**

Traders must only trade in their allocated space and must not attempt to set up in any other location than that which is provided to them by RAW Marketing & Artisan Events. Traders are only permitted to sell products listed and validated on their application with photographic evidence. RAW Marketing & Artisan Events reserve the right to halt the selling of goods which have not been submitted on trader's applications with photographic evidence. The trading of drugs, paraphernalia, alcohol, cigarettes, weapons counterfeit goods and copyright protected goods, is highly illegal. Traders found selling any of the previous goods will be prosecuted.

## **Security at Events**

It is the trader's responsibility to ensure that their stall is closed down on time, without having to be prompted. On Site security will be provided on the days of the event and overnight when applicable; however RAW Marketing & Artisan Events take no responsibility for items lost, stolen or damaged. It is the responsibility of the trader to make certain the security of all belongings.

## **Health and Safety at Events**

Traders are expected to comply with emergency, health and safety regulation implemented by event staff. Vendors must ensure that their set up is wind and fire resistant, certified and act in accordance with all fire regulations. No naked flames are allowed unless agreed beforehand. If fire officials consider any vendor's installation to be acting against fire regulations, the stall will be shut down immediately. If this is the case, there will be no refunds given. All hot food units must have a fire extinguisher onsite that must be in date. All vendors should have a first aid kit within their unit.

## **Event Disruption or Cancellation**

RAW Marketing & Artisan Events accept no responsibility for loss or damage at events, or cancellation of the event due to weather conditions, strikes, health and safety, statutory advices or any circumstances deemed outside of our control; or for the level of trading during the event.

## **Payment**

Payments are charged as per event rate and are subject to VAT at the current Irish rate of 23%. A first payment of 50% of total amount must be paid upon confirmation of booking to secure spaces and the balance must be paid before the event. Any delay in payment may result in the loss of booked space.

## **Compliance & Damages Deposit**

A Compliance & Damages Deposit will be asked at the booking stage. This deposit covers, and may be held in case of non-compliance to:

- Adherence to sustainability and waste management regulations
- removal of waste from site by the trader to the designated waste collection point.
- adherence to load-in and load-out schedule and routes.
- adherence to vehicle and parking restrictions and traffic management.
- tacit rules of fair trading, fair treatment and respect toward local residents, local businesses, other traders and the general public.
- adherence to this Terms & Conditions - Retail Traders document.

## **Removal of Trader**

If a trader is considered by the event organisers to be detrimental to the event safety or success, for whatever reason, the trader can and will be removed from the event. No deposit or refund will be given back

## **Traders Cancellations & Refunds**

Cancellations from traders will receive refunds on deposits or on full payments dependent on notice given to the event organisers.

Up to 3 weeks prior to the event -	100% refund will be given
3 weeks to 15 days prior to the event -	75% refund will be given
14 days to 8 days prior to the event -	50% refund will be given
7 days or less prior to the event -	No refund will be given