



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

Electricity

Electricity will be charged based on their power requirements provided on the 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 may 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.

Payment

Prices quoted will be based upon the information that you supply on the application form 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. Please ensure that you include your reference (available on your invoice) when making a transfer. Any delay in payment may result in the loss of booked space. Pitch fees include standard services such as: shared water supply points, waste removal (please note that it is the traders' responsibility to ensure that all waste is placed in the designated area. Waste water and oil removal is not included in the pitch fee and must be disposed of by traders.), shared bins and shared staff toilets.

Compliance & Damages Deposit

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

- 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.

Security at the event

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 day(s) of the event and overnight when applicable; however, Artisan Events (part of RAW Marketing) take no responsibility for items lost, stolen or damaged. It is the responsibility of the trader to make certain the security of all belongings.

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 Artisan Events team (part of RAW Marketing), 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. Specific instructions may apply to particular events and will be delivered by our team on the week of the event.

When applicable; only authorised refrigerated vans will be allowed on site. Refrigerated vans should be booked in advanced with the Artisan Events team (part of RAW Marketing) and are usually 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 apply or be enforced by An Garda Síochána 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 Artisan Events (part of RAW Marketing). Traders are only permitted to sell products listed and validated on their application with photographic evidence. Artisan Events (part of RAW Marketing) 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.

Health and Safety

Traders are expected to comply with emergency, health and safety regulation implemented by event staff. Vendors must ensure that their set up is 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.

Waste management

It is the traders' responsibility to ensure their unit and the surrounding area is kept litter 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.

Weather Condition

Artisan Events (part of RAW Marketing) accept no responsibility for loss or damage due to weather conditions or the level of trading during any event.

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.

Cancellations & Refunds

Cancellations 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