

## 2024 FESTIVAL FOOD & CRAFT MARKET TRADER LICENCE APPLICATION FORM + TERMS & CONDITIONS

Mayor's Walk, The Parade, Kilkenny City  
Friday 15<sup>th</sup> to Monday 18<sup>th</sup> March 2024 - 11am to 6pm  
(Traders must attend all days and trade for the designated hours)

**Opening Date for Applications:** Wednesday 17<sup>th</sup> January at 5.30pm

**Closing Date for applications:** Wednesday 31<sup>st</sup> January at 5.30pm

Stallholders notified of decision by Wednesday 7<sup>th</sup> February by 5.30pm

**Apply by emailing a completed application to: [admin@stpatricksfestivalkilkenny.com](mailto:admin@stpatricksfestivalkilkenny.com)**

**Please do not send applications to any other email address. Incomplete applications cannot be processed.**

**FEES:** Please note that payment will be required after your application is assessed, and a place assigned.

Please **do not** send any fees with this application.

Please note that the festival will assign licences to traders that are most suited to the event and its audience.

There is a very limited number of positions available. All traders to provide their own stall.

<p><b>COSTS</b> *Includes Electricity  (Standard 3mx3m stall.Larger stalls will be charged pro-rata.)</p>	<p>Hot Food (electricity only – no gas permitted) – Total Cost - €500* Handmade Craft and non-cooking/cold food – Total Cost - €400*</p>
<p><b>What type of trader are you?</b></p>	<p><input type="radio"/> FOOD (HOT) <input type="radio"/> FOOD (COLD) <input type="radio"/> HANDMADE CRAFT</p>
<p><b>What type of trading unit do you operate from?</b></p>	<p><input type="radio"/> Gazabo <input type="radio"/> Horsebox <input type="radio"/> Trailer <input type="radio"/> Other</p>
<p><b>What is the length and depth of your stall?</b></p>	<p>L = D =</p>
<p><b>Trading Name:</b></p>	
<p><b>CRO Number: (if a limited company)</b></p>	
<p><b>Number of years trading:</b></p>	
<p><b>Registered Business Address:</b></p>	
<p><b>Tax Reference No: (For a company)</b></p>	
<p><b>PPS Number: (for an individual)</b></p>	
<p><b>HSE Registration Number (food business)</b></p>	
<p><b>Contact Person:</b></p>	
<p><b>Email:</b></p>	
<p><b>Mobile:</b></p>	
<p><b>STALL DESCRIPTION:</b> Description of full product range and stall: Provide as much information as possible please. Please include images or link to photos. (2 min, 10 max). Also outline your sustainability policy;</p>	

<p><b>ELECTRICITY:</b> Please list the equipment that requires electricity &amp; the number of sockets you require.</p> <p>Note that heaters are not allowed as they overload the system</p> <p>Traders must provide their own electric cable covers and information provided on this application for must be accurate.</p>	

## ST PATRICK'S FESTIVAL KILKENNY MARKET 2024 - TERMS & CONDITIONS

### PLEASE READ THESE TERMS & CONDITIONS BEFORE SUBMITTING AN APPLICATION

**The festival selects** the most appropriate traders for their event and the selection made in the best interest of the festival. Every festival targets a different audience.

**Traders must attend** the market and trade for full market hours on all market days and have sufficient stock to sell each day. Any trader not adhering to this rule will be subject to a €150 administration fee.

**Traders positions** are non-negotiable and are allocated based on a variety of factors.

**HSE Registration** – Food Traders must be licenced by the HSE to operate as a food stall, if applicable. A copy of HSE registration should be submitted with the completed application form.

**Insurance** Traders must be fully insured for their business and stall and must indemnify Kilkenny County Council. €6.5m PL, €13m EL and €6.5m product liability (copy required if application is successful.). A copy of your insurance certificate should be submitted when your application is accepted.

**Market Set-Up** Traders can set up each morning from 9am. **For load-in and load-out** traders must follow the instructions of the market manager. For safety reasons, vehicles are not permitted onto the market site as the area is restricted and must park their vehicle and bring their produce to site by hand.

**Security** As the market is always an open event with free public access stallholders are not advised to leave any valuables in their stall at any time. All stallholders are responsible for their own belongings and the festival cannot accept any responsibility for any loss/damage or theft.

**Fire Fighting Equipment** Hot food stalls must have the necessary fire-fighting equipment as follows: Fire Blanket / Dry Powder Fire extinguisher / CO2 Fire Extinguisher. All Fire Extinguishers must be fully serviced and display a dated service tag. Fire Blankets must be correctly mounted so as to be easily accessible in the case of an incident.

**First Aid/Hygiene** All stallholders must bring a first aid kit to meet risk applicable to their stall. It must also comply with HSE requirements for food handling and vending on site, where applicable.

**Furniture** Each stall will be supplied with a trestle table and a chair if required. This should be requested as part of the application.

**Stall Decoration** Stallholders must decorate their stall with a festive theme, this is important for making it look appealing to customers and for possible photos which can be used on social media to promote your business and the St Patricks Festival Market. Stallholders must bring their own lighting.

**Green Charter** All stallholders must commit to the green charter by

1. Minimising waste, and reducing water and energy consumption, where possible.
2. Segregating refuse and bring it home – General Waste, Recycling, Compost
3. Using compostable biodegradable consumables such as plates, containers, cups and ware, where possible
4. Eliminating single portions of condiments, such as ketchup, sugar, salt, butter, jam, etc. (where applicable)
5. Eliminating single use plastics, such as plastic straws and plastic cups (where applicable)
6. Sourcing and using seasonal produce where possible (where applicable)
7. Using non-hazardous and eco-friendly cleaning products
8. Communicating good environmental practices
9. Buying local products and services and in season produce (where applicable)
10. Supporting fair trade or other similar schemes
11. Cleaning up the stall and area around it, leaving no trace after the festival.

**Sanitary Accommodation:** Public Toilets are located behind the kiosk on the parade.

**Water Supply:** There is a potable water point supplied by Kilkenny County on site.

**Handwashing:** All food stallholders must provide the HSE recommended hand wash facilities at their stall.

**By completing and submitting this application I/We agree to the terms and conditions as outlined above.**

- I/We also agree for the information provided to be processed and stored by St. Patrick’s Festival Kilkenny and shared with Kilkenny County Council.
- I/We agree for our business images and stall description to be used for promotion of the event on, but not limited to, the festival website, social media, press releases and related publicity for the festival.

I/We DECLARE that I have not been convicted of two or more offences under the Casual Trading Act, 1995, within three years prior to the date on which I/We intend to commence casual trading.

**Name:**

**Signature:**

**Date:**