



Comhairle Chontae na Gaillimhe Galway County Council



BALLINASLOE OCTOBER FAIR 2015

3rd – 11th OCTOBER 2015

Application Form for Trading Permit - Stalls Only

Guidance Notes for Applicants

1. The October Fair Co-ordinating Committee is composed of the various interest groups in the town including the County Council and the Gardai.
2. **Stall Permits will be by advance booking only:** No pitches will be allocated during the Fair Week. Stall Inspectors will be on duty at all times.
3. Ballinasloe streets are very restricted with many obstructions (such as lamp-posts, sound stage etc.) so it is absolutely essential that you specify the correct overall dimensions of your stall, otherwise you could be allocated a space that would turn out to be too small. If this should occur, and is due to you having given incorrect sizes there can be no guarantee that another space will be available for you and fees are not refundable.
4. You should be very clear as to the registration, make and description of the vehicle you will be using. All vehicles must be removed to long term car-parking areas when unloading and setting up has been completed. **Any van being retained, must be incorporated within the specified stall size of 15ft deep x 10 ft wide or 15ft deep x 20ft wide.** Non-compliance with this will render your permit invalid.
5. Trading Areas for all stalls other than food and beverages will be as follows:

Sunday/Monday 5th & 6th October Main Street, Dunlo Street, Society Street, St Michael's Square.

Country Fair Day (Saturday 11th October) St. Michael's Square, Carparks at Sli na hAbhainn.

Fortune Tellers must complete enclosed forms. Please note residential caravans will not be allowed trade on the streets. Fortune Tellers or other stall holders must provide a suitable stall for their trading and reserve a space in the official caravan park for residing in. These requirements will be strictly enforced.

6. The October Fair Co-ordinating Committee reserve the right to spread stalls of a similar type around the town in order to provide a balanced mix of products and services for the public and ensure emergency accesses are kept free.
7. You may indicate any preference you have for a particular location. However, it may not always be possible to accommodate in this regard due to a number of reasons including the physical layout of the streets in question. The Committee reserves the right to allocate an alternative trading pitch at any time if circumstances so require.

8. The trading areas will be marked out and stall spaces allocated in units of **15 x 10 feet** or **15 x 20 feet** for **Non Tack Stalls**.

Charges in respect of “**Non-Tack Stalls**” will be as follows:-

| 15 x 10 Foot Pitch | | 15 x 20 Foot Pitch | |
|--------------------------------------|----------------|--------------------------------------|----------------|
| Sunday/Monday (two days only) | €190.00 | Sunday/Monday (two days only) | €375.00 |
| Country Fair Day Only | €100.00 | Country Fair Day Only | €200.00 |
| Special Offer All Three Days | €250.00 | Special Offer All Three Days | €500.00 |
| Plus €75.00 Litter Deposit | | | |

9. The trading areas will be marked out and stall spaces allocated in units of **15 x 20 feet** for Tack Stalls.

Charges in respect of “**Tack Stalls**” will be as follows:

| 15 x 20 Foot Pitch | |
|--------------------------------------|----------------|
| Sunday/Monday (two days only) | €500.00 |
| County Fair Day Only | €220.00 |
| All Three Days | €620.00 |
| Plus €75.00 Litter Deposit | |

Please note the Sunday/Monday are treated as one booking and it is not possible to consider an application for one of these days only. They must be taken as a package.

(Applications will only be accepted if accompanied by the appropriate fees and insurance documentation.) All stalls will be measured on the day and may have to be moved to another site if found to be oversized, even by a few inches if one is available. If not, entry to trading areas may be refused **so please be specific.**

10. Three approved Charities only will be authorised to collect at this event. There is a charge of €150 (no litter deposit required) for one small pitch on each of the three streets.

11. Any local business can take a standard pitch (15 x 20 feet) outside their premises for the purposes of advertising or enhancing entrances for the sum of €150.00 for the Sunday/Monday on a limited first come, first served basis for access purposes. If they wish to trade, normal trading regulations and charges will apply.

12. Litter is always a problem during the October Fair Week. Efforts should be made to reduce the amount generated during the Fair. The Council does a great job for us all, cleaning up each day but any effort on your part would go a long way to overcoming the problem. The Litter Pollution Act of 1997 imposes stringent requirements and severe penalties in this regard. Litter Wardens would like to thank you in anticipation for your co-operation with this request.

13. Once a space has been allocated to you, you will be notified as soon as possible and on the day in question, you will find the town marked out with numbered spaces in each of the trading areas showing the correct position for your stall(s), as per your trading permit. Stalls must be removed after trading has ceased on the Sunday night.

ALLOCATED SPACES WILL NOT BE HELD AFTER 8.30 a.m. - Please be in position by this time. Pitches must be vacated by 6.00 p.m. on days of trading. Stall and vehicle must be removed from pitch after this time.

14. To assist in enforcing regulations a litter deposit of €75.00 must be submitted with your application.

This deposit will be refunded in full after the Fair provided:

- The Litter Wardens are satisfied with the maintenance of your stall area
- Pitches are vacated by 6.00 p.m. on days of trading. Stall and vehicle must be removed after this time.

15. Generators may be allowed at the organiser's discretion, **however petrol generators will not be allowed on-site.** If you require generator power to carry out your casual trading activity, please ensure that a diesel generator is used and is in compliance with all Health & Safety Regulations requirements. Generators must be properly serviced and connected. They must be earthed and it is recommended that the power distribution from each generator should have an RCD Trip switch.

16. Fuel should be stored in containers with a maximum capacity of 25 litres or less. The containers must be suitable for the storage of diesel and be clearly labelled.

17. All Catering units (with cooking facilities) should have the following readily accessible:

- 1 x large CO2 fire extinguisher
- 1 x large Dry Powder Fire Extinguisher
- 1 x large Fire blanket
- All fire equipment must have up-to-date certification and be in compliance with current standards and regulations. All vendors must have a member of staff trained in the use of their fire fighting equipment on site at all times of operation.

18. Where **Gas** is used for cooking the relevant safety standards must be adhered to and ensure compliance with current best practice to include as follows:

- There should be 6 metres clear space, each side of a stall using Gas. This is to prevent the spread of fire in the event of an accident
- All gas connections should be pressure tested and all gas cylinders stored in metal cages
- There should be a cut-off valve within easy access of the staff

19. When using **Electricity** for cooking there should be 3 metres clear space between a unit using electrical cooking equipment and the next unit (6 metres if the next unit is using gas to cook). All units should have an RCD trip.

20. Music stalls will be requested to reduce or completely turn off volume at certain times

21. All pitches must trade within the street markings as laid out by the organisers.

22. Only legal goods may be sold at the fair. No laser lights, slingshots, air pistols, fireworks or similar items considered dangerous by the organiser may be sold.

23. Fly pitches are illegal and will be removed.

24. Please co-operate with the Gardai requirements, particularly in regard to the unloading and the parking of vehicles or any other activity which may obstruct the progress of pedestrians or emergency services.

25. NO LIVE ANIMALS OTHER THAN DOMESTIC PETS will be permitted on any stall.

26. Gambling is strictly prohibited.

27. Failure to accede to official requests by Fair Personnel will result in the permit holder prejudicing their ability to obtain a stall for the next year of trading or if of a serious nature could involve the closure of your stall for the day's trading in question.

28. The October Fair Co-ordinating Committee and Galway County Council will not be held liable for any perceived loss of earnings, income or profit for failure of permit holders to abide by the terms and conditions attached to the granting of these permits.

29. The October Fair Co-ordinating Committee and Galway County Council commits itself to pitch/stalls allocation in accordance with best practice and compliance with the provisions of the Equal Status Act 2000.

30. It is the responsibility of the vendors to ensure that their structures remain as built in accordance with the manufacturer's instructions and are properly maintained for the duration of the event in compliance with all Health & Safety Regulations requirements.

31. Where fabric covered structures (marquees, pop-up tents, tarpaulins etc.) are used, these must be fire retardant and conform to BS 3120 'Performance Requirements of Materials for Flameproof Clothing and Other Purposes'.

32. Please ensure that there are no potential trip hazards in the vicinity of the stall holders. If there are any cables being used please ensure that they are housed in an appropriate cable tray system to ensure there is no likelihood of slips/trips/falls and that there is no risk of the cable becoming frayed.

33. All equipment sockets should be c-form with waterproof standard (IP rating).

34. In relation to casual trading on the three main streets and in St. Michael's Square, please note that all vehicles must be removed to long-term car parking areas when unloading and setting up has been completed. **Any van being retained, must be incorporated within the specific stall size of 15ft deep x 10ft wide or 15ft deep x 20ft wide** and must **not** be parked on the footpath. Non-compliance with this will render your permit invalid.

35. **All Traders / Vendors must ensure that they are in full compliance with all the required relevant statutory/ regulatory requirements associated with their respective Trade/Business.**

Thank you for your interest in the October Fair 2015 and we wish you a successful and profitable time.

NOTE

- ◆ All Cheques, Money Orders or Drafts should be made payable to Galway County Council
- ◆ Please do not send Cash
- ◆ Third Party Cheques are not acceptable
- ◆ No cancellations permitted after **11th September 2015**
- ◆ No refunds available after **11th September 2015**

**LATEST DATE FOR RECEIPT OF COMPLETED APPLICATION FORMS IS
MONDAY 7th SEPTEMBER 2015 at 4.00 P.M.**

**Completed application forms should be forwarded to the following address:-
Ballinasloe Municipal Authority, Civic Offices, Ballinasloe, Co. Galway**

BALLINASLOE OCTOBER FAIR 2015

3rd– 11th October 2015

APPLICATION FORM FOR STALL TRADING PERMIT

Applicant's Name _____

Address _____

Email address: _____

Contact Phone No. _____

**Passport
Photograph
x2**

**To be affixed
Here**

Dates required (Please tick)

| | Sunday/Monday | Country Fair Day | All Three Days |
|-----------------------------------|--------------------|--------------------|--------------------|
| TACK STALLS | €500 + €75 deposit | €220 + €75 deposit | €620 + €75 deposit |
| CHARITY (only 3 permitted) | | | €150 (No deposit) |

NOTE: Pitch size for Tack Stalls 15 feet x 20 feet

| NON TACK STALLS | Sunday/Monday | Country Fair Day | All Three Days |
|------------------------------|--------------------|--------------------|--------------------|
| 15 (deep) x 10 (wide) | €190 + €75 deposit | €100 + €75 deposit | €250 + €75 deposit |
| 15 (deep) x 20 (wide) | €375 + €75 deposit | €200 + €75 deposit | €500 + €75 deposit |

NOTE: Two pitch sizes available for Non-Tack Stalls - 15 x 10 feet or 15 x 20 feet

- ◆ **NO CANCELLATIONS permitted after 11th September 2015**
- ◆ **NO REFUNDS available after 11th September 2015**
- ◆ **TRADING BAYS must be occupied solely by the named applicant. Bays cannot be transferred to other persons. Allocated spaces will not be held after 8.30am.**

Stall Details on the basis of products offered (Please tick as appropriate)

| | | | | | |
|----------------|-----------------|------------------|-----------------------|------------------|-----------------------|
| Footwear-Boots | Tack | Clothes | Novelties | Toys. | Hardware-Gifts |
| | | | | | |
| Charity Sales | Fortune Telling | Gardening-Plants | Games/ Skills/ Chance | Antiques/ Curios | Household Furnishings |
| | | | | | |

Other, please specify in detail: _____

Please Note: If stall description is not properly indicated, it may cause the Fair Personnel to re-allocate or close the stall completely.

Please note: NO GAMING STALLS PERMITTED IN SOCIETY STREET

Type of Stall

| | | |
|-------------|---------------|---------|
| Fixed Stall | Converted Van | Trailer |
| | | |

Other, please specify: _____

Size of stall pitch allocated in units of 15 x 10 feet or 15 x 20 feet. Only one van per stall permitted.
Additional Square Feet charged at €25 per foot plus €75 litter deposit on 15 x 20 feet Stalls ONLY

Total Length of stall area _____ feet

Depth (front to back inc. awnings/canopies and supply truck _____ feet

Height of the stall including signage at front _____ feet

Any special features (e.g. generators) _____

Use of Public Address System Yes No

Vehicle Towing/Transporting accompanying stall on the day:

Type: _____ Reg. No. _____ Colour: _____

Length (including towbar width) _____

Vans and accompanying vehicles will not be allowed to remain in trading area unless they form an integral part of the stall operations. No SUPPLY vans allowed. Only one van allowed per stall. Any van being retained, must be incorporated within the specified stall size of 15x20 ft, and must not be parked on the footpath.

Failure by stall holder to stay within confines of purchased space will be taken into account when considering future applications.

Priority will be given on the narrow streets to stalls without vans

Preferred Location (a) Sun/Mon _____

(b) Country Fair Day _____

Preferred Location cannot be guaranteed

VAT

Traders should ensure they are registered for VAT / tax with the Irish Revenue. Please supply documentary evidence of same, e.g. copy of your notification of tax or VAT registration, a copy of a recent blank VAT return or a copy of a receipt of tax remittance. **Please note that this information is required by law and if not supplied your application will be returned to you.**

PUBLIC LIABILITY

I confirm that there will be in force for the dates mentioned in this application insurance in respect of public liability for the stall(s) covered by this application. I accept that the Ballinasloe October Fair Co-ordinating Committee or Galway County Council are not responsible for any consequences of the appearance of this (these) stall(s) at the October Fair. I make application for the allocation of space(s) on the dates mentioned for stall as described in this application. I understand that if the information included in the application is not correct it may not be possible for allocated space(s) to be assigned or guaranteed.

I hereby enclose an up to date **original** copy of my own public liability insurance, indemnifying expressly the organisers of the event and Galway County Council with a minimum of €6.5 million cover. This insurance should confirm that the Law Jurisdiction Clause/Territorial Limits extend to include the Republic of Ireland.

I also confirm that I have read the attached Guidance Notes for Applicants and I agree to comply with all the conditions therein

Signed: _____

Date: _____

Please remember to enclose the following:

- 1. Original insurance policy (not letter from Broker)**
- 2. Fully completed application form**
- 3. Cheque or Draft made payable to Galway County Council including stall application fee and €75 Litter Deposit**
- 4. Three Recent Passport Photographs**
- 5. Evidence of VAT registration**

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.