



CASTLEBAR CHRISTMAS MARKETS 2024



TERMS & CONDITIONS

LOCATION

The Castlebar Christmas Market 2024 will take at Bridge Land (Collectors Lane), Castlebar, with access from the Castlebar St. Car Park and from Main Street.

TRADING DAYS & HOURS

The Castlebar Christmas Market 2024 will take place on the weekend of the 6th December 2024. Subject to the demand and discussion with the traders who apply, consideration will be given to additional trading days.

Festive Trading Day	Trading Hours
Friday 6 th December 2024	1:00pm to 8:00pm
Saturday 7 th December 2024	1:00pm to 8:00pm
Sunday 8 th December 2024	1:00pm to 8:00pm
<i>Friday 6th December 2024 (Provisional)</i>	<i>1:00pm to 8:00pm</i>
<i>Saturday 7th December 2024 (Provisional)</i>	<i>1:00pm to 8:00pm</i>
<i>Sunday 8th December 2024 (Provisional)</i>	<i>1:00pm to 8:00pm</i>

Due to the location and outdoor nature of the event, dates and time can vary depending on weather and any decisions necessary to ensure public safety.

Stallholders must attend the market and trade for the full market hours on all market days and have sufficient stock to sell each day. Failure to do so may result in the removal from the event without the refund of the booking deposit.

The Event Organisers reserve the right to offer amended trading periods at our discretion.

TYPE OF PRODUCT

All products offered for sale by a Stallholder shall be of a unique nature, of high quality with a preference for local producers. Three types of stalls are envisaged for the Castlebar Christmas Market:

- Arts & Crafts Retail - Non-food, hand crafts, gifting & art retail stalls only
- Food Retail Stalls - Retail of food to be consumed off-site.
- Catering Stalls - Hot and cold food stalls for consumption on-site.

MARKET STALLS

Standard stalls will be allocated a space of 3m wide and 3m deep.

A limited number of larger spaces may be available to traders who require this due to size and type of stock.

Stallholders will not be able to select their stall position and will not have their location confirmed upon booking. Location will be determined by the Event Organisers based on product mix, stall size and electrical requirements.

It is permitted to share a stall with one other exhibitor (maximum of two companies and approval is at the discretion of the Organiser). All applicants must state this is when applying for a stall, and one person should be nominated to receive all correspondence relating to the Christmas Market.

A 3m x 3m gazebo with three side walls can be provided if required. These will be provided empty and without shelving or lighting.

Traders own gazebo can be accommodated in this space allocation if preferred.

Spaces will be made for a number of catering vans and stalls around the Market, but these may be limited.

Stallholders are responsible for providing their own tables, chairs and any equipment they wish to bring to the event.

Stallholders are required to keep their products within their allocated space at all time, unless permission has been granted by the event Organiser.

Castlebar Christmas Market will decorate Collectors Lane with festive decorations and lighting to ensure uniformity in appearance. Stallholders are encouraged to decorate their space in an attractive festive manner. This is important for making it look appealing to customers and also for possible photos which can be used on social media to promote your business, the Castlebar Christmas Market, and Castlebar Town.

All signage must be of a smart appearance and in keeping with the rest of the Christmas market. Castlebar Christmas Market reserve the right to ask stallholders to remove any signage not in keeping with the look of the market at their discretion.

SET UP & DISMANTLING TIMES

Traders will be able to set up from 10am on the morning of each trading day. All stalls must be cleared by 9pm each day.

Any access to the event site outside of these times must be pre-arranged with the Organiser.

ELECTRICAL POWER

Some stalls can be fitted with a 4amp (920 watt) power supply, suitable for phone chargers, fairy lights etc. This supply will NOT be sufficient to run items such as heaters.

Stallholders must indicate if they require power and provide details of additional power supply requirements in their application.

Should the power supply fail at any time during the event, Castlebar Christmas Market will not be liable for any loss of trade incurred.

MUSIC

A space will be provided in the Market to facilitate local choirs, youth groups and musicians to perform Christmas themed musical entertainment to enhance the festive atmospheres of the event and to help promote local artists.

SECURITY

As the market is an open event with free public access at all times, stallholders are advised not to leave any valuables unattended.

No overnight security guard will be provided within the Christmas Market and the Event All stallholders are responsible for their own belongs. Organisers will not be liable for any loss or damage to the stallholders' merchandise, property or personal effects unless such loss or damage is caused directly by the Organiser. Stallholders are advised to take out their own individual insurance to cover such occurrences.

NOISE

"Auctioneers", PA's/amplification, hawking and peddling are strictly forbidden. The playing of soft ambient festive music is allowed inside the individual stands provided it is not audible outside.

RUBBISH

Rubbish disposal is the responsibility of the Stallholders, who must dispose of their rubbish in the appropriate manner.

STALLHOLDER CONDUCT

Using offensive or abusive language towards staff, fellow traders or visitors will forfeit your position to trade at the Christmas Market. Stallholders should not do anything while at the market to bring the event or Event Organiser into disrepute.

Traders must be respectful of their neighbouring stallholders during the event and are requested to limit the number of people on your stall at any time to TWO people to allow adequate space for other traders and visitors to move without obstruction.

Traders are NOT permitted to bring animals with them whilst trading at the event. Exceptions will be made for service animals.

HEALTH & SAFETY

Stallholders must comply with the regulations of the Safety, Health and Welfare at Work Act 2005 (as amended).

Stallholders must notify the Event Organiser as soon as they become aware of any health and safety issues or hazards that may have arisen at the Christmas market.

No naked flames are permitted within the stalls unless agreed with the Event Organisers.

All electrical equipment must be PAT tested.

All stallholders must bring a first aid kit to meet risk applicable to their stall.

Portable toilets will be provided by the Event Organisers, which will be located in a discrete location close to the Christmas Market.

INSURANCE

All stallholders must hold their own Public Liability Insurance with minimum cover of €6,50000 euros.

Stallholders will indemnify Mayo County Council & the Castlebar Chamber.

Stallholders must also have Product Liability and, where appropriate, Employers Liability.

Proof of these documents will be required before allowing a stallholder to trade at the Christmas Market.

FOOD & BEVERAGE STALLHOLDERS

Stallholders selling food and drinks may be asked to produce relevant documents as listed on the Application Form. i.e., HSE unique identification number.

Where refreshments or food items of any description are offered for sale or consumption, the caterer must ensure that the supply, production, storage, handling and service of all such items comply fully with the relevant food safety legislation and any other regulations made there under.

BOOKING PROCEDURE

All potential stallholders must complete the online Application Form for the Castlebar Christmas Market.

The first deadline for applications is Tuesday 22nd October. After the initial deadline, we will continue to accept applications **IF** there are any vacancies in areas until the market is full.

Applications will not be considered valid without the following:

Fully completed application form.

- Confirmation you have read and agreed to the terms and conditions.
- Copy of Insurance Policy (Cover – Public Liability €6.5m, Employers Liability €13m, Product Liability €6.5m).
- All applicants must indemnify Mayo County Council and the Castlebar Chamber

SELECTION CRITERIA

Stallholders will be selected at the Event Organiser's discretion against criteria including the range of products available at the market, businesses local to the town and district, quality of product, uniqueness and customer appeal.

The following criteria will be used to award stall allocations:

- Locality (Castlebar, surrounding towns and villages in the Castlebar Municipal District, County Mayo)
- Products sold (a blend of unique and quality items)

Arts and crafts and trading goods: Artisans who produce their own goods will be favoured, with the diversity of the products on offer also important. Visitors to the Castlebar Christmas Market should find as wide and interesting a range of different handicraft products as possible.

The Culinary: The food range offered at the Market should be traditional and festive. The promotion of organic products and regional farming will be favoured.

A preference will be given to traders to prepare fresh dishes from high-quality organic ingredients directly at the stand. Because the promotion of local business is an important characteristic of the Castlebar Christmas Market, there are no stands of system gastronomy or franchise chains here.

Castlebar Christmas market retains the right to refuse a pitch at our discretion.

NOTIFICATION

Stallholders will be notified within 14 days of receipt of application whether they have been successful in securing a stall at the market or not.

Nothing in the offer shall be deemed to constitute an association, partnership or joint venture between the parties or constitute any of the parties as an agent of the other parties.

PAYMENT TERMS

Successful applicants will be requested to lodge a €100 deposit with the Event Organisers, which must be paid within 7 days of notification .

Failure to pay by the deadline may result in loss of offer of a stall at the Christmas Market.

This deposit will be refunded within 30 days after the final day of the Market, subject to the trader having complied with the Terms and Conditions.

LIABILITY

The Event Organisers will not be liable for any loss or damage or claim suffered by the stallholder or its agents or employees.

NO RIGHTS

The offer under these Terms is solely for the use of a space in the Christmas Market and does not confer the relationship of landlord and tenant or any rights and obligations arising from such a relationship. Nor does it confer any interest or estate of any nature whatsoever in, on, over or under any part of the Venue.

VARIATION

No variation of these Terms or of any of the documents referred to in it shall be valid unless it is in writing and signed by, or on behalf of the Organiser. The Organiser may vary these Terms at any time prior to the Event by notifying the exhibitor in writing of such variation.

THE LAW

Any dispute or claim arising out of or in connection with it or its subject matter, shall be governed by, and construed in accordance with, the law of the republic of Ireland.

The parties irrevocably agree that the courts of the Republic of Ireland shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with the Contract or its subject matter.

GREEN CHARTER

All stallholders must commit to the Green Charter by:

- Minimising waste and reducing water and energy consumption where possible.
- Segregating food waste (where applicable) and placing it in the brown compost bins provided.
- Bringing unused cardboard, plastic and packaging for recycling home.
- Eliminating single use plastic, such as plastic straws and plastic cups (where applicable).
- Using compostable biodegradable consumables such as plates, containers, cups and ware, where possible.
- Eliminating single portions of condiments, such as ketchup, sugar, salt, butter, jams etc. (where applicable)
- Using non-hazardous and eco-friendly cleaning products.
- Communicating good environmental practices.
- Sourcing and using local products and services and in season produce (where applicable).
- Supporting fair trade or other similar schemes.
- Cleaning up the stall and area around the site, leaving no trace after the festival.

ACCEPTANCE OF TERMS & CONDITIONS

I confirm I have read and agree to the terms and conditions of the Castlebar Christmas Market 2024.

I confirm I have read and agree to the Green Charter of the Castlebar Christmas Market 2024.

Signed: _____

Date: _____

