



FOOD AND BEVERAGE PRODUCER STALL APPLICATION FORM

Company/Contact Name: _____

Address: _____

Phone No: _____

Mobile: _____

Website: _____

Social media addresses (for business):

Facebook: _____ Twitter: _____

Instagram: _____

Please attach copy of HSE registration letter of approval: Yes No

Please attach copy of stall insurance certificate: Yes No

Brief description of your product:

Do you require Electricity for you stall? If yes, please provide list of equipment being used and wattage/ampage of each below:

Do you use gas on your stall? Yes No

If yes, please contact us directly as additional HSE conditions apply as well as gas certification.

If you have any additional requirements, please contact Sarah at mayo.street.food.fest@gmail.com or 0876763589.

In signing this form, you agree to comply with all of the terms and conditions as listed below.

Signed: _____ **Date:** _____

Terms and Conditions:

- Producers must have a product (s) for sale at the festival (i.e. promotional stalls are not applicable).
- Each participant space in the designated ‘Market area’ on the street will be allocated by the organisers and each participant will be informed beforehand of area and where best to load/unload and park.
- Selection of the final stands is at the discretion of the organisers.
- Spaces are non-transferable.
- All spaces are 3mx3m.
- All stall holders must bring their own stall covering or marquee as this WILL NOT be provided.
- We encourage you to think of props and additional display features that could be used to enhance your stall. However, there must be adequate access to

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your stall and be mindful that your stall setup does not affect stallholders on either side of yours.

- Exhibitors must provide ALL accessories for their stand: table, table covers awning etc.
- All stands/allocated areas must be finished to a high standard in terms of decoration and presentation and kept neat and tidy at all times.
- Tables must be covered but table covers will not be provided – please make sure to bring your own table cover and that it reaches the floor on front and sides of table.
- Each participant shall be set up by 11am on the morning of the 10th September and may not dismantle displays until after 6pm.
- No refunds on stands.
- Health & Safety (particularly regarding fire regulations) and food licensing regulations apply.
- Evidence of Health Service Executive approval must be provided with application form.
- You agree to adhere to the HSE's 'General Guidelines for Foodstalls' which is attached with this application.
- Evidence of public liability insurance MUST be provided with the application form.
- Adequate electrical supply will be provided. Food participants requiring electrical supply (see above application form) must ensure that ALL electrical appliances are listed including lights, laptops, mobiles etc. as any items not listed will not have an available socket on the day.
- Exhibitors are responsible for litter control within and immediately around their stalls.
- **IMPORTANT NOTICE REGARDING FOOD SAMPLING ON STALLS:** We do encourage producers to provide some samples to visitors during the day. If you are going to provide samples, please take note of the following:
 - **Advance preparation of samples:** With regard to the protection of public health it has been suggested by HSE West Environmental Health Officers that samples be prepared ahead of arrival and transported into the event, unless you have adequate food preparation and wash-up facilities within your individual operation which would allow you to prepare onsite. These facilities would include (but are not limited to) the provision of hand-washing and utensil washing facilities as well as food preparation space and associated facilities/utensils within your stall. If in doubt, please contact your Environmental Health Officer to confirm suitable requirements for your individual setup.
 - **Hand wash facilities:** Units are not provided by the festival for individual stalls.
 - **Hygiene supplies:** Please make sure you have sufficient hygiene supplies corresponding to the volume of samples you will be carrying. These would include, but are not limited to: wipes, gloves, hand sanitizer, utensil washing facilities, etc.
 - **Potable water:** A source for refilling containers with cold water will be provided in De Búrca Butcher Shop located adjacent to the Canteen area.

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- **Disposal of waste water:** Please do not drain waste water except in the designated areas. A steward will direct you to the nearest area to your stall during setup.
- **Hygiene Facilities for stall holders:** Designated toilets and hand washing facilities are available in establishments along Main Street. A volunteer will direct you to the nearest establishment to your stall on the day, and it will also be declared on the festival layout map.

PLEASE RETURN COMPLETED APPLICATION FORMS TO:

Sarah Ní Shúilleabhain,
Mayo Street Food Festival,
C/o De Búrca Traditional Butcher Shop,
Main Street,
Castlebar,
Co. Mayo.

OR scan and email to: mayo.street.food.fest@gmail.com with your business/company name in the subject box.

Full payment of €50 is to be made by Friday, 10th August 2018 to guarantee your space. If paying by cheque, please make payable to the Mayo Street Food Festival and return to the above address. As outlined previously, a voucher or produce to the value of €20 (which we will use in a raffle to promote the event) will be collected from your stall on the morning of the festival.

Otherwise, bank transfer details are below:

- **IBAN: IE08CSRN99109310870747**
- **BIC: CSRNIE21XXX**