



VSC EVENTS, 2 Serpentine Park, Ballsbridge, Dublin 4. E: info@vscevents.ie T: 00353 86 8274839

TRADERS APPLICATION FORM

PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION FORM

COMPANY NAME	
CONTACT NAME	
CONTACT MOBILE NO	
IRISH VAT/ RSI NO	
	NB All traders must supply this. If you are not resident in ROI, please ask as we can supply the necessary forms
ADDRESS	
PHONE NUMBER	
EMAIL	

DETAILS OF PRODUCT/ PRODUCTS TO BE SOLD

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BIOG & JPEG

PLEASE SUPPLY US WITH A 20 WORD BIOG/ DESCRIPTION OF PRODUCT(S) & A HIGH RES PICTURE IN JPEG FORMAT OF YOUR PRODUCT FOR INCLUSION IN DUBLIN DOCKLANDS WEBSITE MARKETING PACK BY EMAIL TO info@vscevents.ie

TYPE OF UNIT REQUIRED - PLEASE INDICATE PREFERENCE 1,2,3 ETC (SEE PRICE LIST)

3m x 3m MARQUEE	PLATFORM		<p>UNITS SHOULD BE DECORATED INSIDE TO A HIGH STANDARD WITH A CHRISTMAS THEMED DÉCOR</p>
2m x 1.5m CHALET * NO COOKING	WALKWAY		
3m x 3m OWN UNIT (CRAFT)	WALKWAY		
OWN UNIT (SNACK)	WALKWAY		
2m x 2m INDOOR UNIT	CHQ ATRIUMS A & B		

AS THERE ARE LIMITED NUMBERS OF EACH UNIT WE WILL LET YOU KNOW IF YOUR FIRST CHOICE IS UNAVAILABLE

SNACK FOOD TRADERS PLEASE FILL IN THIS SECTION

TYPE OF UNIT eg Mobile Catering Unit/ Metal Stall etc

SIZE OF UNIT - Meter Frontage incl all additions/ tow bar etc

FOOTPRINT OF UNIT - Overall dimensions (m)

EHO REGISTRATION DETAILS

NNB - ALL FOOD TRADERS MUST BE REGISTERED WITH ENVIRONMENTAL HEALTH

DETAILS OF COOKING/ ELECTRICAL EQUIPMENT IN YOUR UNIT

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DETAILS OF GAS EQUIPMENT IN YOUR UNIT

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ALL UNITS USING GAS ARE SUBJECT TO ONSITE GAS CERTIFICATION AT TRADERS OWN COST (SEE INFO PAGE)

ALL TRADERS

POWER REQUIREMENTS - CHARGED AS EXTRA

16 AMP SINGLE PHASE	AMOUNT REQUIRED		€105 + 21.5% VAT PER 7 DAYS
16 AMP 3-PHASE	AMOUNT REQUIRED		€210 + 21.5% VAT PER 7 DAYS
32 AMP SINGLE PHASE	AMOUNT REQUIRED		€210 + 21.5% VAT PER 7 DAYS
32 AMP 3-PHASE	AMOUNT REQUIRED		€420 + 21.5% VAT PER 7 DAYS
ADDITIONAL REQUIRED (PLEASE LIST)			

TRADING DATES REQUIRED - PLEASE MARK x IN RELEVANT BOX/ BOXES

BLOCK 1: 10 - 16 DECEMBER 2009 INCLUSIVE (7 DAYS)	
BLOCK 2: 17 - 23 DECEMBER 2009 INCLUSIVE (7 DAYS)	

CHECKLIST: PLEASE ENSURE YOU HAVE ENCLOSED THE FOLLOWING IN APPLICATION PACK:

FULLY COMPLETED APPLICATION FORM	
SIGNED COPY OF RULES & REGULATIONS	
COPY OF CURRENT & RELEVANT INSURANCE CERTIFICATE	
RECI/ PAT TEST WHERE RELEVANT	
FIRE CERTIFICATE FOR UNIT	
PRICE LIST/ SAMPLE MENU	
EHO REGISTRATION DETAILS	
VAT/ RSI NUMBER	
EMAIL BIOG OF COMPANY & JPEG IMAGE FOR WEBSITE	



INFORMATION SHEET

- When:** Thurs 10th - Wed 23rd December 2009 inclusive
- Where:** The platform at George's Dock, IFSC, external walkway & internal atriums of CHQ building, Dublin 1.
- Trading Hours:** Mon - Fri from 12 noon – 8pm; Sat & Sun from 10am - 8pm
- Application Packs:** Please note that incomplete application packs will be returned without being considered. Please use the checklist on previous page to ensure no part is missing.
- All completed application packs must be returned by post, arriving **no later than 15th October 2009**. Biogs & JPEGs should be emailed to info @vscevents.ie by this date also, for inclusion in the Dublin Docklands website marketing plan
- Application packs should be posted to **VSC Events, 2 Serpentine Park, Ballsbridge, Dublin 4.**
- Payment:** Payment can be made by Credit Transfer **only** and bank details will be indicated on your Invoice.
- Please use your trading name as reference. If we cannot allocate your payment correctly due to lack of information it may count as a non payment and your pitch will not be guaranteed
- No pitch will be confirmed/ allocated until payment is received in full.
- Payment must be made in full by Friday 6th November 2009.**
- Extra Charges:**
- Gas Certification**
All units using gas are subject to onsite Gas Certification.
This is charged as extra at €150 + 13.5% VAT
Gas Fitter/ Supplier: Tony Walsh mb: 00353 87 6992692
- Waste Disposal/ Rubbish**
Bin tags cost €5 (including black bag) and can be bought at the site office. If you choose not to avail of this service please make arrangements to remove your rubbish from the site yourself. Use of public bins is not allowed and will incur a fine.
- Power**
Power charges are indicated on the application form and are billed per amount required and per 7 days usage. Please note that if you are trading for 14 days the charge will be double what is indicated

RULES & REGULATIONS

Please ensure that you read the Terms and Conditions carefully, and note you must comply with them all (where applicable) in order to trade at any of our events.

Food Traders must

Comply with all local Environmental Health Office regulations.

Have the necessary food licenses on display at all times.

Comply with all fire regulations.

Have hand wash facilities with hot & cold running water where applicable.

Have the required number of sinks with hot and cold running water.

Use designated toilets.

Ensure your unit/set up is flame retardant.

Have your Insurance certificate, both employers and public liability, within your unit all times.

Have a price list on display (all prices must be in Euro).

Use Biodegradable packaging. No Polystyrene allowed

Load in and out within the allocated time slots and please remove your vehicle from site before the event starts

Must use Fair Traded products where applicable i.e. Coffee/Tea/Sugar

Ensure all meats are traceable and Irish where applicable.

Not attempt to set up or trade at any other location than your designated pitch

Be responsible for keeping their designated area rubbish free during the event and ensuring that all rubbish is disposed of properly before leaving the site.

All Gas units will be subject to a Gas Soundness Test on site. An Independent contractor will carry out this test. The cost of this will be charged directly to you. The cost of any necessary repair work required in order to pass this test will also be charged to you

Craft Traders must

Comply with all fire regulations.

Ensure your unit/set up is flame retardant.

Have your Insurance certificate, both employers and public liability, on display at all times.

All vehicles are brought on site at their owners risk and VSC Events will not accept any responsibility for any loss or damage.

You will be allocated your site and you must not attempt to set up or trade at any other location.

All traders are responsible for keeping their designated area rubbish free during the event and ensuring that all rubbish is disposed of properly before leaving the site.

All payments must be received by the deadline; failure to do so will result in your application form being cancelled.

Please read these rules and guidelines carefully.

We ask that you send us back a signed copy: indicating to us that you have read, understand and will comply with them.

Declaration

I/WE HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE ABOVE CONDITIONS OUTLINED IN THIS AGREEMENT:

NAME

FOR & ON BEHALF OF

DATE

By signing this agreement I am accepting responsibility on all aspects off trading at this event.

Disclaimer

Failure to meet any of the terms and conditions stated in this document may result in having your stall closed down, in this instance your pitch fee will not be refunded.

VSC Events Ltd no longer supply leads/connections or lighting equipment to any of the areas therefore please ensure you organise same prior to any event.

Management reserves the right to cancel any bookings or refuse the right to trade to any traders. Full refunds will only be issued in the event of management canceling any bookings.

UNIT OPTIONS & PITCH FEES

Unit Type	Area	Pitch Fee 7 Days	Pitch Fee 14 Days
3m x 3m Marquee	Platform	€875 + 21.5% VAT	€1,750 + 21.5% VAT
2m x 1.5m Chalet *no cooking	Walkway	€945 + 21.5% VAT	€1,890 + 21.5% VAT
3m x 3m Own Unit (Craft)	Walkway	€672 + 21.5% VAT	€1,344 + 21.5% VAT
Own Unit (Food)	Walkway	€1,260 + 21.5% VAT	€2,520 + 21.5% VAT
2m x 2m Indoor Unit	CHQ Atrium A/B	€770 + 21.5% VAT	€1,540 + 21.5% VAT

Prices indicated are Pitch Fee only. All Power, onsite Gas certifying & Rubbish charges are charged as extra – please see info sheet.