

Winterval 2017 Christmas Market – Trader's Pack

Ireland's premier Christmas Festival, **Winterval**, will commence in Waterford City on Friday November 17th 2017 with the switching on of the festival lights and will end on Saturday December 23rd. Now in its 6th year Winterval attracts around 500,000 people to Ireland's oldest city over the 6 weeks of the festival.

Winterval are pleased to announce that applications to participate in this year's festival are now open.

Winterval is seeking applications from food vendors, arts/crafts and gift traders. Winterval will give priority to high quality products, particularly those which are hand produced by traders. In terms of the food offering, we would like to ensure that there is a variety of offering catering for different dietary requirements, healthier options and children's portions.

Market Details:

There are three locations for the Christmas Market this year:

1. Arundel Square
2. Cathedral Square
3. Palace Square



Contact us:

Email: markets@winterval.ie or phone 0761 10 2513

1. Arundel Square Market

This street is located centrally within the city, between the two main shopping areas of City Square and John Roberts Square. By the opening of Winterval it will have been wholly refurbished by Waterford City & County Council under our award winning public realms improvement works and will be fully pedestrianised during the festival. In addition, City Square Shopping Centre has undergone a major refurbishment making this a high footfall area.

While the usual cabins are available, in a change from previously years, we are open to traders to use their own units to trade particularly retro, unique, repurposed and well decorated vehicles. Where traders are using their own vehicles, it is envisaged that these units will not be stored on site on days when the market is closed.

The Arundel Square Market will operate to the below timetable:

Week 1		Week 4	
Day	Opening Times	Day	Opening Times
Friday 17th November	3pm to 7pm	Wednesday 6th December	3pm to 7pm
Saturday 18th November	12pm to 7pm	Thursday 7th December	3pm to 7pm
Sunday 19th November	12pm to 7pm	Friday 8th December	3pm to 7pm
		Saturday 9th December	12pm to 7pm
		Sunday 10th December	12pm to 7pm
Week 2		Week 5	
Day	Opening Times	Day	Opening Times
Thursday 23rd November	3pm to 7pm	Wednesday 13th December	3pm to 7pm
Friday 24th November	3pm to 7pm	Thursday 14th December	3pm to 7pm
Saturday 25th November	12pm to 7pm	Friday 15th December	3pm to 7pm
Sunday 26th November	12pm to 7pm	Saturday 16th December	12pm to 7pm
		Sunday 17th December	12pm to 7pm
Week 3		Week 6	
Day	Opening Times	Day	Opening Times
Thursday 30th November	3pm to 7pm	Monday 18th December	3pm to 7pm
Friday 1st December	3pm to 7pm	Tuesday 19th December	3pm to 7pm
Saturday 2nd December	12pm to 7pm	Wednesday 20th December	3pm to 7pm
Sunday 3rd December	12pm to 7pm	Thursday 21st December	2pm to 7pm
		Friday 22nd December	12pm to 7pm
		Saturday 23rd December	12pm to 7pm

Trading outside of these hours is permitted subject to approval from the Market Manager.

Rates :

Total Pitches Available: 10

Trader Type	Cost
Food	€1,500
Retail / Craft	€1,250
Oversized Units	Pro-rata increase over base rate.

In general Pitch sizes are limited to 3m X 3m, but oversized units may be available subject to the approval of the Market Manager.

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2. Palace Square Market

At the heart of the festival in the Viking Triangle, this area is located in the square between the Bishops Palace Museum and the historic Christchurch Cathedral. The area attracts significant volumes of visitors and includes the very popular Helter-Skelter Slide, a seating area and a performance area which will be programmed throughout the festival.

The Palace Square Market will operate to the below timetable:

Week 1		Week 4	
Day	Opening Times	Day	Opening Times
Friday 17th November	2pm to 8:15pm	Friday 8th December	2pm to 8:15pm
Saturday 18th November	12pm to 8:15pm	Saturday 9th December	12pm to 8:15pm
Sunday 19th November	12pm to 8:15pm	Sunday 10th December	12pm to 8:15pm
Week 2		Week 5	
Day	Opening Times	Day	Opening Times
Friday 24th November	2pm to 8:15pm	Friday 15th December	2pm to 8:15pm
Saturday 25th November	12pm to 8:15pm	Saturday 16th December	12pm to 8:15pm
Sunday 26th November	12pm to 8:15pm	Sunday 17th December	12pm to 8:15pm
Week 3		Week 6	
Day	Opening Times	Day	Opening Times
Friday 1st December	2pm to 8:15pm	Monday 18th December	2pm to 8:15pm
Saturday 2nd December	12pm to 8:15pm	Tuesday 19th December	2pm to 8:15pm
Sunday 3rd December	12pm to 8:15pm	Wednesday 20th December	2pm to 8:15pm
		Thursday 21st December	2pm to 8:15pm
		Friday 22nd December	12pm to 8:15pm
		Saturday 23rd December	12pm to 8:15pm

Trading outside of these hours is permitted subject to approval from the Market Manager

Rates:

Total Pitches Available: 14

Trader Type	Cost
Food Cabin	€1,500
Retail / Craft Cabin	€1,000

The Cabins are 3m X 2.5m in Size.

3. Cathedral Square Market

This area is located in the square facing The Deanery building on which each night one of the festival highlights, the Winterval Illuminations Light show will be shown. The area attracts significant volumes of visitors and will be busy throughout the festival.

The Cathedral Square Market will operate to the below timetable:

Week 1		Week 4	
Day	Opening Times	Day	Opening Times
Friday 17th November	2pm to 8:15pm	Friday 8th December	2pm to 8:15pm
Saturday 18th November	12pm to 8:15pm	Saturday 9th December	12pm to 8:15pm
Sunday 19th November	12pm to 8:15pm	Sunday 10th December	12pm to 8:15pm
Week 2		Week 5	
Day	Opening Times	Day	Opening Times
Friday 24th November	2pm to 8:15pm	Friday 15th December	2pm to 8:15pm
Saturday 25th November	12pm to 8:15pm	Saturday 16th December	12pm to 8:15pm
Sunday 26th November	12pm to 8:15pm	Sunday 17th December	12pm to 8:15pm
Week 3		Week 6	
Day	Opening Times	Day	Opening Times
Friday 1st December	2pm to 8:15pm	Monday 18th December	2pm to 8:15pm
Saturday 2nd December	12pm to 8:15pm	Tuesday 19th December	2pm to 8:15pm
Sunday 3rd December	12pm to 8:15pm	Wednesday 20th December	2pm to 8:15pm
		Thursday 21st December	2pm to 8:15pm
		Friday 22nd December	12pm to 8:15pm
		Saturday 23rd December	12pm to 8:15pm

Trading outside of these hours is permitted subject to approval from the Market Manager

Rates:

Total Pitches Available: 14

Trader Type	Cost
Food Cabin	€1,500
Retail / Craft Cabin	€1,000
Double Size Retail / Craft Cabin	€1,500

The Cabins are 3m X 2.5m in Size, with the double size cabin being 6m X 2.5m.

Contact us:

Email: markets@winterval.ie or phone 0761 10 2513

**Winterval 2017
Christmas Market Application Form**

Company/ Trading Name (Please state which name is to be included on the invoice):	
Postal Address:	
Email Address:	
Mobile No:	
Products (Please give a detailed description and clarify if the products are made by you or bought in. Photographs of your products should be included. See Note 4)	
Power Requirements: (see note 1)	
Gas: (see note 2)	
EHO Number:	
Insurance Policy Details (Copy of your insurance should be provided)	
Location Requested (state order of preference): <input type="checkbox"/> Arundel Square <input type="checkbox"/> Palace Square <input type="checkbox"/> Cathedral Square	Cabin Size <input type="checkbox"/> Vendor Supplied Unit (see note 3) <input type="checkbox"/> 3m X 2.5m Food Cabin <input type="checkbox"/> 3m X 2.5m Retail / Craft Cabin <input type="checkbox"/> 6m X 2.5m Retail / Craft Cabin
For Office Use Only:	
Date Received: _____ REF No. _____	
Decision:	

Notes

Note 1: Power

Each cabin is supplied with a 2 x 16amp electrical connections and 1 centre light. Additional connections or power requirements must be set out in detail in the application form.

The charge for additional power supplies over the amount above are:

For each additional 16amp supply: €75

For each additional 32amp supply: €150

*These additional costs for electricity will be invoiced separately.

The festival will try and accommodate all power requested as much as is possible however failure to request sufficient power will be the responsibility of the vendor, not the festival. Any costs associated with this will be invoiced separately.

All equipment must be of a suitable standard for outdoor use and must have a current PAT Test.

Note 2: Gas

Use of gas is permitted however it must be suitable for outdoor catering and conform to the standards set out in the Fire Safety Appendix to the application form.

Note 3: Vendor Supplied Unit

In general all vendors must use the cabins provided. However, if you have a high quality unit that would add to the festival then you should include photographs with the application form and the festival will consider if it is suitable. Please note: There is no reduction in the above rates for a vendor supplied unit.

Note 4: Product

Failure to provide an accurate description of your product may result in removal from the market if it does not meet the standards required by Winterval. Where a trader deliberately misleads Winterval as to the nature of their product, the 50% deposit will be non-refundable.

Decoration of Unit:

The Winterval festival supplies and maintains a single lit Christmas Garland on the front of each Cabin. This year Winterval will be operating a best dressed cabin completion, details of this competition will be announced by mid October.

Payment of Pitch Fees:

Traders will be invoiced as follows:

- ✿ 50% of the total fee is required to be paid on acceptance into the Market. Failure to pay the deposit by October 7th may result in the pitch being re-allocated. The
- ✿ remaining 50% must be paid by Friday 8th December.

Application Process

Completed forms or any queries should be returned to Finn Brophy at markets@winterval.ie or posted to Winterval, City Hall, The Mall, Waterford

Closing Date for receipt of expressions of interest is Thursday 31st August.

Successful applicants will be notified by email by mid September. Following the acceptance of the pitch, traders will be issued with an invoice (see above for payment timelines).

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Waterford City & County Council

Regulations for Vendors

Issue: 1

Date: 1st June 2012

Electricity

- Petrol generators are **not** permitted into the venue.
- Re-fuelling shall be carried out remotely from any structures.
- Diesel fuelled generators shall be located so that the exhaust fumes do not cause a nuisance.
- Cables from generators shall be located and barriered such that they do not cause a trip hazard with cable mats used where appropriate.
- All generators shall comply with the National Rules for electrical Installations: Particular requirements for stand-by generators (ET 210:2003).
- Small generators must be fitted with a residual current device and all circuits should be protected with a 30mA device.
- All electrical equipment should be tested regularly by a competent person. Portable appliance testing (PAT) should be carried out on all portable appliances annually and six monthly for hand held devices in accordance with the IEE Code of Practice for in service inspection and testing of Electrical equipment. Copies of PAT certificate are to be available for inspection on the day of the event.
- Equipment that is not certified will not be permitted to be used in the Event Arena/ Site.

Fire Fighting Equipment

- Non Cooking Units must have 1 x 4kg dry powder extinguisher and 1 x 2kg co2 fire extinguisher
- Hot Food Units must have 1 x 4kg dry powder extinguisher and 1 x m2 light duty fire blanket.
- Deep Fat Frying units must have 6 litre wet chemical extinguisher, 2 x 4kg ABC dry powder fire extinguisher, 1 x 2kg co2 fire extinguisher and a 1.8m2 heavy duty fire blanket.
- All Fire Fighting Equipment must have been checked and certified in the previous 12 months.

Gas

- Catering units using gas must be situated at least 3m away from all other units on all sides.
- Flexible pipe work must not exceed 1m in length. All hard piping must be hard metal piping (gunbarrel).
- All gas bottles must be caged and outside of the unit.
- Gas must be isolated at the cylinder as well as the appliance.
- Storage of gas at each unit must not exceed 75kg.
- Should caterers use liquid petroleum gas (LPG), it must be kept out of reach of the public and must be stored and handled in accordance with current regulations. Storage of LPG at each catering unit must not exceed 200kg.
- A member of staff trained in the safe use of LPG must be on at the unit at all times.
- The Event Organisers shall engage a competent, experienced Event Gas installer to certify every unit using Gas. The Vendor shall be charged for this certificate at a rate agreed prior to the event.
- Equipment that is not certified will not be permitted to be used in the Event Arena/Site.

General

- All escape routes are to be kept unobstructed.
- Vendors must follow any instructions given by the Fire Services and the Event Safety Officer (or his/her deputy).
- Smoking in or around the catering unit is prohibited.
- Portable gas and liquid fuel heaters are prohibited.
- You are required to familiarise yourself with the location of the First-Aid points and the Emergency Access/Egress routes.
- In the event of a fire, raise the alarm and ask the public to stand away. If it is safe to do so, attack the fire using the nearest suitable equipment. If danger threatens, stand away from the fire.

Parking

- Parking is to be in designated areas only.
- No parking is permitted in the event Arena/Site.
- Parking costs are the responsibility of the vendor.

Vehicle Entry/Egress of Event Arena/Site

- Authorised vehicles can only enter the Arena/Site during designated times.
- Entry will be through a specified control point.
- Authorised vehicles must display an event entry permit to gain access to the Arena/Site.
- All vehicles must exit the Arena/Site by the designated time. Remaining vehicles will be moved by the event organisers at a cost to the vendor.
- No vehicles will be permitted on site unless authorised by the Event Controller.

Refuse

- Vendors must remove rubbish on a regular basis to eliminate potential fire Hazards.

Unit Structure

- A certificate of compliance demonstrating that all structures, roofing, walls and fittings are flame retardant is required.
- Sufficient lighting may be required with the unit if trading takes place after sunset.
- All cooking appliances must be fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on all three sides
- All temporary structures must have sufficient weighting as per the manufacturer's specifications to ensure their stability in a wind of up to 45kph.