



Dingle Food Festival 2024

Application for Food Market Stall

Application deadline: 31st May 2024

YOU MUST POST THIS APPLICATION TO
US WITH APPROPRIATE, CURRENT,
CERTIFICATES REQUIRED.
DO NOT EMAIL.

Please return to:

MARTIN BEALIN
CILLIRUITH
VENTRY
TRALEE
COUNTY KERRY
V92XC60

**NB: PLEASE NOTE OUR MOVE TO
REUSABLE PLATE/BOWLS. EACH
CUSTOMER WILL HAVE ONE**

IF YOU NEED TO DISCUSS THIS YOU CAN CALL ME ON 0879177700



The annual Dingle Food Festival will take place from **Friday 4th, Sat 5th, and Sun 6th** October 2024.

This year's festival promises to continue the success of previous years, with taste trails around the town, a series of food related masterclasses and tastings, street entertainment, children's entertainment and special menus in restaurants.

The festival will host a large food market. The market aims to promote and showcase some of Ireland's best artisan and home-produced foods. **The market will operate both on Saturday and Sunday of the Festival weekend.**

Each year we receive so many inquiries, but we have space for 50 stalls only.

We will not exceed this number as we try not to have too much of an overlap of products.

We want to select the stalls that produce and champion Irish food. This year we are aiming to push the standard higher. This means our selection process will consider in detail your product, where it is sourced and how it is made.

To apply for a stall at the food market please read and agree to the following terms and conditions and complete the application form and have it returned before the **15th May 2024.**

Due to the huge amount of interest this year, we request that you do not send money until you receive an email to state you have been accepted, you will be notified as soon as possible.

Please note the changes to this year's, 2024 application if you have applied before.

Terms and conditions

PLEASE READ AND COMPLETE ALL PARTS OF THE FORM.

Space is restricted at the market; stallholders will only be able to trade from the front of their stall and not from the sides.

Move to a zero waste festival - No Paper.



This year we are only allowing **reusable plates**. Packaging, even compostable packaging, will not be allowed, only a compostable napkin or compostable parchment will be permitted as a base. The product can then be served directly onto the customers plate. As a customer buys a book of taste tickets for the taste trail they will be asked to show the plate they brought from home.

If they don't have one they will be informed that they must buy one of our bamboo bowl and cutlery packs or rent one of our stainless steel bowls and sporks which they can return and get their deposit back before they go home.

Pick up and return points will be clearly marked AND SITUATED IN THE MARKET AREAS, SO THESE CAN BE EASILY RENTED/BOUGHT FOR MARKET FOOD.

Therefore, every customer at the festival will be carrying a plate/bowl to serve your product on. They will be provided with plenty of rinse stations to rinse their plates between products. This will negate the need for you to buy expensive packaging, and massively reduce the waste at the festival. We measured and categorised the waste last year and will be able to show improvement metrics. Please work with us on this initiative and think about your offering when planning what you will serve at the festival, anyone not cooperating will be asked to leave and will not be considered in the future.

Forms will not be accepted without all relevant documentation.

We will not follow up looking for any part of the form if not completed in full.

If it is incomplete, you will not be considered.



Only hard copies will be accepted - no email copies will be accepted. The reason for this is that all applications are put in a folder and are left with the EHO to examine for a week or so.

No sale of cans or bottles of drinks whatsoever, unless this is what you produce.

The Taste Trail is a separate event - these tickets are not valid for stallholders.

Our food festival market tries to promote Irish small producers using as much Irish produce as possible, food producers will be given preference over take-away food vendors however we do want to have lots of tasty Irish hot and cold food options and hope to strike a great balance here, we will also provide tables this year spaced throughout the market stalls where people can sit and eat.

Security will be provided through the night at each stall location on the sat night.

All traders must have their own segregated waste bins and must be responsible for their own rubbish at the end of each day and make sure it is streamed into the correct waste bin. If this is something you are not willing to comply with, please do not apply.

As we are being asked more and more to consider dietary restrictions and vegan choices more and more, we will be allocating a percentage of stalls that offer a choice in this sector. PLEASE INDICATE CLEARLY ALL VEGAN, GLUTEN FREE, OPTIONS ETC.

Please do not request the location of your pitch if accepted as we must balance the markets out ourselves.

GDPR: Data Privacy, Dingle Food Festival Committee is a not-for-profit committee which may contact the business through the provided contact details. By agreeing to the terms and conditions of this form you are accepting our data privacy policy. Your consent is greatly appreciated, and your information will be stored safely. The only other party who will receive your information is the EHO.

- Closing date for application is 15th May, No late applications will be considered or no incomplete forms will be accepted.
- The market will run from 09:00 to 17:00 on Saturday and 10:00 to 16:00 on Sunday
- All market traders must be set up and be ready by 08:00 on Saturday and 09:00 on Sunday. Those trading with a horse box or food truck must arrive for 7.00

am to help position you in the correct place before those with gazebos/ market tents arrive as manoeuvring food trucks amongst these is difficult.

- Each stall must comply with all the current health and safety regulations and must be registered with their local health authorities. An EHO will be present at the festival. All stallholders must provide a copy of their HSE/SFPA registration form along with this application. Please note that if you plan to extend activities beyond your registration you need to contact your EHO to discuss this prior the event and highlight this on your application form.
- The fee for the market is €150 per day for 3 metre frontage and minimum power requirement, eg point of sale and credit card small fridge unit. Any additional frontage must be applied for and can be added at extra cost, each application will be dealt with individually. If you require any connection to a generator, you must inform us, however small. You can't use your own generator as we can't have lots of generators running at the same time.
- As space is restricted, all stalls will be adjacent, **allowing stall holders to trade from front of their stalls only.**
- If you need Electricity, please read and complete Form C. Please note if you have not applied for electricity, you will not get any electricity for your stall. This includes small appliances, cc machines etc. Please note the additional fee for electricity below.
- If you use Gas please read and complete the form for Gas usage (Form D) – please note due to new EU safety legislation there is very strict requirements pertaining to gas, and because of this we must restrict gas users.
- All stall holders must provide their own canopy, tables, tablecloths, bins etc. If you are accepted for a space, you must take home your own rubbish. Last year some stalls left rubbish behind. This year it is your responsibility to remove all of your rubbish and stream it correctly.
- Applicants must state clearly exactly what food produce they intend to sell at the market, and this must match details with local health authorities.
- Only one food producer per stall.
- All participants are required to take full responsibility for hygiene on and around their stall both during and after market hours. All stallholders must provide their own hand wash.
- All stall holders must have the adequate HACCP documentation on their person.



- Every stall must clearly display a name sign. Stall holders are reminded that only certified operators can use the word 'organic' and 'free-range'. These stalls must always display their relevant certificate/license. The reputation of the market is dependent upon the honesty and integrity of its participants.
- Genetically modified foods, any intensively reared meat, battery eggs or large-scale commercially produced foods, or any non-food items are absolutely prohibited at the market.
- All participants must have their own insurance policy and send a copy along with this application.
- Management will carefully assess each application form. To reduce logistics all applicants are encouraged to attend the festival on both days, this will be considered when accepting applicants.
- The market will be in three venues throughout the town, one is Greys Lane / Holyground another is Orchard Lane and another on green st outside the Blas tent. Once we receive all applications, we will arrange for the location of each stall based on factors such as electrical requirements, type of product etc. Management's decision is final on the location of all stalls. **Please do not request the location of your stall.**
- Parking facilities etc. will be provided at a closer date (please note all vans etc. will be parked away from the market usually within maximum 5-minute walk from market, we ask all stallholders to comply with this).
- For accommodation, please check out <http://www.dingle-peninsula.ie>
- A non-refundable fee of €300 is required from each participant. The fee per day is €150 for 3m frontage. Additional frontage will be charged on an individual basis depending on circumstance. PLEASE DO NOT SEND MONEY UNTIL YOU RECEIVE AN EMAIL TO STATE YOU HAVE BEEN ACCEPTED.
- Please note no application will be accepted if any of the required documentation is not provided. (Fully completed printed form, insurance details, EHO details)

NO EMAIL APPLICATIONS WILL BE ACCEPTED. Please post as we need to keep the certs available for the relevant authorities.

If you are accepted, you will receive a follow up email asap.

CHECKLIST



Checklist to be checked off before you send back the form:

Please tick the applicable requirements

- I have read and agree to all terms and conditions
- I will comply to new rules regarding zero waste and reusable plates
- Application form has been fully completed
- Copy of Insurance attached
- Copy of HSE or SPFA certificate attached
- I have included a copy of a current PAT certificate for each electrical appliance if electricity is required
- I have included a copy of a current RGI certificate for each gas appliance if using gas



PLEASE PRINT, COMPLETE AND RETURN TO THE ADDRESS PROVIDED

FORM A : FOR HOT FOOD ONLY

Dingle Food Festival Food Market Stallholder Application

Name of Business _____

Name of Applicant _____

Phone number (mobile) _____

E-mail address _____

Postal address _____

Please list exactly what you intend to sell at the market, including condiments and breads etc. This exact wording will be on our website and promotional material. so what you write here will end up there, we don't edit.

Please include a summary of where all of your ingredients are sourced (Including condiments and all items which are being served)

To help us decide why your stall is different, please state why your product is unique:



Guidelines for hot food stalls

- Details of what exactly what you are selling must be included on the form.
- You or your company must produce all primary products. Condiments and breads etc. must be sourced to conform with the ethos of the market. (Last year we had several people point out that some hot food stalls had amazing primary products but the condiments, and bread or buns were cheap mass-produced products – this will not be accepted this year).
- HACCP and safe food practices must be monitored at all times. Please note we consult with EHOs prior to and during the event. A team of EHOs will be present on both days.
- You must provide the details of your copy of your HSE/SFPA registration form along with this application. Please note that if you plan to extend activities beyond your normal activities, you must contact your EHO to discuss this prior the event.

Please give the exact measurements of your stall _____

I have read and I agree to abide by the above terms and conditions

Signed _____ Date _____

Business Name (block capitals) _____

I require electricity and must complete Form C

I am using gas and must complete Form D



PLEASE PRINT, COMPLETE AND RETURN TO THE ADDRESS PROVIDED

FORM B
FOR STALLS NOT SERVING HOT FOOD
Dingle Food Festival Food Market Stallholder Application

Name of business _____

Name of applicant _____

Phone number (mobile) _____

E-mail address _____

Postal address _____

Please list exactly what you intend to sell at the market, this exact wording will be on our website and promotional material, what you write here will end up there, we don't edit.

Please include a summary of where your ingredients are sourced

To help us decide why your stall is different please state why your product is unique:

Please give the exact measurements of your stall _____

I have read and I agree to abide by the above terms and conditions

Signed _____ Date _____

Business Name (block capitals) _____



- I require electricity and must complete Form C
- I am using gas and must complete Form D



PLEASE PRINT, COMPLETE AND RETURN TO THE ADDRESS PROVIDED ALONG WITH YOUR APPLICATION FORM

FORM C - ELECTRICITY

If you require Electricity, you will be charged at the following rates .

Below 1.5KVA no extra charge

Between 1.5-6 KVA €50 per day

More than 6KVA €100 per day.

Our electrician will attend each stall to complete hook up.

- You must have a current P.A.T. certificate for EACH electrical appliance. No appliance will be allowed without such cert, under any circumstance. Copies of the cert must be included with your application form.
- Each year we have difficulties with generators. Most of this is due to lack of information from stallholders or faulty appliances.
- You must have a 16 Amp plug and all certified cables. It is your responsibility that all cables are correctly working and certified for your usage. PLEASE NOTE YOU WILL INCUR ANY COSTS IF OUR ELECTRICIAN IS REQUIRED TO FIX YOUR CABLE(S)/PLUG(S)
- You must clearly detail your power requirements and your exact KVA. If your KVA is over 2.5 please detail the amps. This year we aim to provide some heavy duty generators and on-site electricians so for this reason it is important to us that you provide us with the exact power requirements so we can calculate what equipment we need. Electricity will be charged at an extra fee per day depending on your stated requirement. Applicants who require power will be contacted after 15th may with further details and a calculated cost.
- PLEASE NOTE ONLY STALLHOLDERS WHO HAVE APPLIED FOR POWER WILL BE PROVIDED WITH POWER. **YOU CANNOT USE YOUR OWN GENERATORS.**

Please list exactly what equipment you need electricity for

Please list the exact KVA you require : _____



I have read and I agree to abide by the above terms and conditions.

Signed _____ Date _____

Business Name (block capitals) _____



PLEASE PRINT, COMPLETE AND RETURN TO THE ADDRESS PROVIDED ALONG WITH YOUR APPLICATION FORM

FORM D - GAS

If you plan on using gas

- You must have a current RGI certificate for each appliance.
- No manual cut offs on top of gas bottle - Only approved automatic regulators allowed, which cut off the gas supply automatically from the bottle, when there is a tear or break in the hose system.
- All red gas bottles (propane) to be caged with lock on cage
- No static lines or rubber hoses - All hoses connecting gas to red bottles to appliances to be made from flexible metal wire.
- Two manual cut off levers - 1 at cooking point and 1 on red gas bottle (propane) being installed.
- **Appropriate Fire Extinguisher required**

This system is designed to produce maximum safety for all gas users, visitors and personnel in the market.

Please list exactly what equipment you are using gas for

I have read and I agree to abide by the above terms and conditions

Signed _____ Date _____

Business Name (block capitals) _____

