

**This information pack is compiled and implemented to ensure a safe and successful event for all. Stall holders who apply to trade at Savour Kilkenny agree to adhere to and implement all aspects.**

### Hours of Trading and Arrival Times

- If you wish to set up on Friday evening, please note that you can do this strictly from 4pm until 7.30pm-THIS IS ONLY APPLICABLE IF YOU ARE TAKING A SAVOUR STALL, NOT BRINGING YOUR OWN
- Saturday and Sunday arrival and set up between 6.00am - 9.00am - The market opens at 10.30am sharp and closes at 6pm on both days.

All vehicles must be removed from the site by 9:30 am

### Set up Procedure

- There is not enough space in the site to allow vehicles to park in front of their stalls during setup therefore we ask that you unload at site & return vehicle to parking on Castle Road (SEE MAP)
- If you are renting a marquee from Savour Kilkenny we would advise that you that you can carry out your initial load in of heavy equipment on **Friday** please email us on [info@savourkilkenny.com](mailto:info@savourkilkenny.com) to arrange – times restricted to 4pm – 7.30pm with **no overnight power**.
- The site needs to be vacated no later than 7pm on both days as the Castle road re-opens to traffic at this time.
- **If you are bringing your own stall and are located on the main road, outside of the Parade Plaza, you must NOT leave your stall overnight on Saturday – you must dismantle and set up again on Sunday morning.**

### Entering set up and Parking

Entrance to Kilkenny via Castle Road (*off Bennettsbridge roundabout on Ring road – SEE DETAILED MAP*). All stallholders unload at site & return vehicle to parking on Castle Road / Nuncio Road (Parking will be provided for one vehicle per stallholder). Please note that stallholders cannot park alongside their marquee. **All vehicles must be parked in the designated area only and you must display your parking sign clearly. This will be provided on arrival on Saturday morning** (car parking disk for parking on both sides of Castle Road). There is no electricity available in the parking area. **Please note that all property left is at the owners risk, on all occasions.**

**STALL HOLDERS ARE NOT PERMITTED TO MOVE VEHICLES ON THE SITE AFTER 9:30 AM UNTIL THE SITE HAS CLOSED, ALL PATRONS HAVE LEFT THE SITE AND THE SAFETY OFFICER OPENS THE SITE TO STALL HOLDER VEHICLES**

### Stall Number

Your position in the market will be given to you on arrival on Saturday morning.

**Kindly note that is not negotiable as it is allocated by the festival, taking into account all pertinent site issues.**

### Marquees/Temporary Structures

If you are hiring a marquee from Savour Kilkenny it will measure 3m x 3m and will have 3 sides and a floor.

IF you are bringing your own marquee it **must not** measure more than 3m x 3m unless previously agreed in writing with Savour Kilkenny. Your structure must be fit for purpose and structurally sound.

### Electrical Distribution

If you require electricity all appliances should have 16 amp c form plugs attached. There is NO facility for 13 amp plugs .

### Fire Fighting Equipment

If you are cooking at your stall you must have the necessary fire fighting equipment as follows:

- Fire Blanket
- Dry Powder Fire extinguisher
- CO2 fire extinguisher

All Fire Extinguishers must be fully serviced and display a dated service tag.

Fire Blankets must be correctly mounted so as to be easily accessible in the case of an incident

Any stall holders who are cooking and who do not have the correct fire fighting equipment will be requested to rent the above equipment . Stall holders will not be permitted to trade without the correct fire fighting equipment.

## **First Aid/Hygiene**

All stall holders must bring a first aid kit to meet risk applicable to your stall.

It must also comply with HSE requirements for food handling and vending on site.

The first aid kit, will includes a supply of water proof dressings (blue coloured dressings are recommended) to cover any cuts and abrasions.

## **Security**

### ***Day Time***

Savour Kilkenny is an open event with free public access during opening hours. We advice that you ensure that you do not leave any valuables in your stall at any time. Savour Kilkenny cannot accept any responsibility for any loss/damage or theft. All stallholders are responsible for their own belongings. Vehicles are parked at owner's risk

### ***Overnight***

Savour Kilkenny will be providing overnight security on site however Stall holders must not leave valuables in their stalls overnight. Savour Kilkenny will not accept liability for damage for any theft or damage that may occur at any time.

**All stalls and equipment left on the premises will be at your own risk.**

## **Furniture**

Savour Kilkenny does not supply any furniture/tables/chairs etc.

## **Refuse & Cleanliness**

All stallholders are required to be responsible for litter, refuse and cleanliness around their stall and are asked to keep the surrounding area clean, tidy and litter free at all times. Please use refuse bins provided.

## **Sanitary Accommodation**

A separate designated toilet will be allocated at the Kiosk on The Parade this toilet will be **for food handling staff only**.

## **Water Supply**

There are 3 water supplies on site:

- At the Mayors walk,
- Outside Left Bank and
- Outside Castle Cabinets –

All are a mains water supply & will be accessible for traders, this will be sampled by the HSE office prior to the event

## **Hand wash facilities**

Facilities for each stall will be provided by the stall holders themselves.

## **Gas Appliances / Cooking**

All gas appliances must be approved by the onsite gas technician BEFORE commencement of business. You must book in for this service and pay the gas inspector on the day.

**[PLEASE ADVISE BY EMAIL IMMEDIATELY IF YOU ARE USING GAS – info@savourkilkenny.com](mailto:info@savourkilkenny.com)**

**ROUTE TO PARADE PLAZA from R700 Bennetsbridge Road**

**A Castle Rd – ROUTE IN**

1. Head northwest on Castle Rd toward Castle Gardens 300 m
2. Continue straight onto The Parade 220 m

**B The Parade – DROP OFF POINT**

3. Head south on Patrick St toward Ormonde St 200 m
4. Continue onto Upper Patrick St 700 m

**C Upper Patrick St – ROUTE BACK TOWARDS PARKING**

5. Head southeast on Upper Patrick St toward Nuncio Rd 6 m
6. Take the 1st left onto Nuncio Rd 600 m

**D Nuncio Rd – ROUTE BACK TOWARDS PARKING**

**MAP OF KILKENNY ROUTES TO PARADE PLAZA**

