

**Information Sheet**

**Enniskillen Christmas Craft and Food Fair**

**Saturday 2 December 2017, 10am - 5pm**

All stallholders will be provided with a table and one chair. For those stalls located in the Diamond, a large marquee which will hold a limited number of stalls will be provided to you.

**Criteria**

Due to an expected high level of interest, the following criteria has been developed to facilitate assessment of applications:

* Businesses who are based within Fermanagh and Omagh District Council Area
* Businesses who provide crafts/food which are made in Ireland
* Businesses who provide craft/food which are not currently available in Enniskillen town centrte
* Businesses who have attended the Enniskillen Craft & Food Fair in the last 3 years

**Car Parking**

Limited spaces are available opposite the Townhall to allow you to park your car for a short period to offload your goods. Spaces will be allocated on a first come first serve basis. If you would like to avail of this, please contact Oonagh Donnelly as soon as possible;

Tel: 0300 303 1777 ext 30217 or Email: Oonagh.donnelly@fermanaghomagh.com

Alternatively, you must organise your own offloading arrangements.

**Tables**

Whilst the Council will provide tables for all stallholders at the event, decorative material will not be provided. You are required to bring a tablecloth to cover the table. If you wish to decorate your table with Christmas decorations, please bring these along with you on the day.

**Health and Safety**

All stallholders are required to adhere to Health & Safety to include:

1) Do not block pathways or emergency exits with goods, equipment, boxes or other items. Keep stalls and surrounding areas free to prevent slips, trips or falls.

2) Should an incident occur within the Townhall please notify a steward immediately.

3) Should an incident occur outside on the Diamond please contact emergency services.

4) All stallholders based in the Townhall must comply with the Townhall emergency evacuation procedures. In the event of a fire, set off the nearest fire alarm (this will initiate the evacuation of the building), contact a steward and advise of fire location and/or were the alarm is sounding, please make your way to the assembly control point which is located at the Visitor Information Centre, Wellington Road, Enniskillen. Do not attempt to clear your stall or collect personal belongings. Go immediately to fire assembly control point.

5) In the event of a fire located outside on the Diamond, please contact emergency services.

6) Hygiene – Hand washing facilities are available in the toilet facilities located on the ground floor of the Townhall. Whilst these may not be convenient for traders on the Diamond, it is recommended that all stallholders supply their own hand washing facilities such as hand wipes or disposable gloves particularly were food is being handled.

**Electrical Equipment**

Use of electrical equipment **will not be permitted** within the Townhall or in the Marquee on the Diamond.

**Waste**

Any waste arising from your stall must be removed and must not be disposed of in any bin located in the Townhall or on the Diamond. It is the stallholders’ responsibility to dispose of their own waste in the appropriate manner.

**Suitable Clothing**

All Stallholders based on the Diamond must take precautions to dress appropriately to suit the weather conditions on the day.

**Trading**

Setting-up/Dismantling times for equipment/materials are as follows:

• Setting-up: Sat 1 Dec 8:00am- 9:55am

• Dismantling: Sat 1 Dec 5:00pm-6:00pm

All stallholders are required to be ready to trade from 9.55am and must stay for the full duration of the event. Dismantling is not permitted before 5pm.

**Food Providers**

All traders who will be directly handling food produce are required to have adequate hand washing facilities, to include hot and cold water, soap and a means of hand drying.

No gas or electricity will be provided. Food Producers using gas must provide a safety gas certificate from a registered gas installer where LPG fuelled appliances is used.

Food Producers must be registered with their Local Council and have a valid Food Hygiene Rating of 4 or above

Insurance - Traders must have in place £5m public liability and £10m employers’ liability (if applicable)

Food Producers must provide up to date, signed and dated Risk Assessments