events in
fingal.ie

CHRISTMAS MARKET TRADER PACK 2026

www.eventsinfingal.ie

Key Show
Information

1. Venue

Swords Castle. Please note this is a grass and gravel venue please wear appropriate footwear and clothing. Vehicles are not allowed on the grass. Please unload from the footpaths and bring a small hand trolley or helpers to unload your stock. Do not park illegally or block any entrance as you will be clamped, fined and or removed. All stands will be a gazebo or wooden hut. Spaces and locations will be allocated at the event organisers discretion only. By applying for the show you agree to accept whatever space and covered area is allocated to you.

2. Dates & Times

Setup Available from	Thursday 26th November	2pm to 7pm
Trading Hours	Friday 27th November	3pm to 7pm
	Saturday 28th November	12pm to 6pm
	Sunday 29th November	12am to 6pm
	Saturday 5th December	12am to 6pm
	Sunday 6th December	12am to 6pm

DISMANTLE

Sunday 6th December 6pm-7.30pm after trading. There will be no opportunity to leave stock overnight on the Sunday as the spaces will be dismantled.

3. Fees

Fees per weekend are €225.00 to be paid in advance. €450.00 in total, traders are required to attend both weekends. This will include supply of covered space with electricity supply. Please bring your own table and chair.

4. Weather

By trading at our markets you do so with the understanding that Irish weather is extremely changeable. You accept total responsibility for any damage done to your stock by bad weather. We recommend covering all your stock at night time and ensuring your stock is at all times well off the ground. Please pay particular attention to water damage due to rain or splashes from puddles / muck and to any damage that might occur due to frost or moisture dropping from gazebo and marquee coverings.

5. Load In

Please note as the Castle is a protected structure extreme care must be taken when loading in any stock for your stand. Please load in via car on Thursday 26th from 2pm-7pm. Outside of these times you will need to walk in with your stock. Expect heavy traffic as roadworks are ongoing in Swords and approaching roads. **NOTE THE FOLLOWING RE LOAD IN:**

APPROACH THE CASTLE

Approach via Main Street, as you get to the traffic lights turn on your hazard lights. Approach the main gate, where a steward will direct you in.

CASTLE GATE

Cars and very small vans only, trucks not allowed. Approach slowly with your hazards on. Stewards will direct you in when space is available.

UNLOADING

Unloading is on the gravel in front of the Chapel only. No vehicles are permitted anywhere else. Bring someone to help you or a small trolley.

6. Selection Process

We encourage all exhibitors to fit in with the overall Christmas theme of the market. We will take the following and more into account when selecting vendors:

- Quality and attractive vendor
- Overall variety of vendor
- Information and required paperwork must be supplied with application and please include a description and photos of products.
- Whether you live or work in Fingal

Some traders may not be accepted due to maintaining a variety of traders and limited numbers. Non-acceptance is not a reflection on the person or company.
Please note: The selection of traders is at the absolute and sole discretion of Fingal County Council Events Office and all decisions are final. **No further correspondence will be entered into with unsuccessful applicants.**

a. Visual Appearance

Colour and decoration with a friendly atmosphere in a manner that compliments the market and reflects the products of the person/company exhibiting. Clear signage with your business name is compulsory for all exhibitors. The exhibit must be sanitary and fit to be seen at all times. **All displays must fit within the confines of your designated space. There are NO end stalls available and we will not enter into any correspondence about same. If you require extra space you will need to book two spaces and pay same.**

b. Safety

Everything in or around the stall must be securely anchored and capable of withstanding strong winds and weather conditions. Each exhibit must stand up to inspection by fire and Safety Officers.

c. Electrical equipment

The use of any electrical equipment must be highlighted on the application form. The exhibitor must be responsible for their own lights, leads and power boards fitted with circuit breakers; the equipment must be water resistant, named and maintained above ground.

All lights, plugs and sockets need to be in safe working order and all leads are tested, dated and tagged by a registered electrician. Any damage caused by electrical over-consumption/ overload or misuse will attract penalties. (Note: The Market Electrician will not repair faulty stall equipment).
Heating will not be provided and the use of portable heaters is not permitted. If your products require heating please let us know in “additional information” on the application form.

d. Goods Sold

Under no circumstances are goods to be sold or given out without the consent and knowledge of the Fingal County Council Events Office.
The organisers reserve the right to prohibit offensive goods from being sold or displayed on site and will remove any such material from the stall that may offend or cause trouble with Gardaí or infringe copyright.
Fingal County Council has overall control of signage, material or products sold or displayed at the event. The use of Fingal County Council’s name and logo is prohibited. No mass distribution of flyers or samples or fundraising is allowed without prior written approval.
All goods being supplied must be highlighted in the application and relevant photos provided.

7. Conduct

By accepting to trade with Fingal County Council you are responsible for the behaviour and conduct of yourself and your staff prior to, during and after the event. Should we deem any trader staff behavior as inappropriate, illegal, foul, criminally damaging to property or particularly offensive that person will be removed from site and your trade stall may be prohibited from trading at any Fingal County Council events in future years. **We operate a zero tolerance policy in regards to abusive behaviour - verbal or physical, and you will be immediately removed from site or your application will be refused if you act in any manner which makes our staff feel uncomfortable or feel threatened.**

8. Sustainability

Please help to conserve precious resources, reduce all retail and bulk packing and/or remove it from the site and dispose it correctly.

- No rubbish is to be left at the stall after final pack-up
- There will be waste bins throughout the site for public use only.
- Compostable Packaging - All Fingal Events are now COMPOSTABLE ONLY Events
- Please ensure that only Compostable packaging is used in and from your outlet
- This includes all packaging including cups, lids, napkins, forks, spoons, ice cream spoons, knives, plates, pizza, boxes, refuse bags, food trays, straws etc.
- No foil/plastic condiments to be used.
- Rubbish: Please make sure to have at least one Compostable rubbish bin adjacent to your unit/stall. **You are responsible for removing all your stalls rubbish.**
  Please find a link to our Greening Events Guide here:
  https://www.fingal.ie/sites/default/files/2021-05/green-festival-fingal_ver3.pdf

9. Requirements

- All Exhibitors must carry their own Public and Product Liability Insurance with Fingal County Council indemnified on your policy.
- Completion of the trader application form
- Pay agreed fees
- Be compliant with all relevant legislation: HSE, Revenue, WRC for staffing hours etc.
  Please note Revenue have informed us they will be on site at the Market.

10. Communications

Exhibitors are required to maintain a permanent and reliable communication with Fingal Events Office. Delayed response to urgent matters may cause cancellation from the stall holders list.

11. Parking

There is no on-site parking available. The nearest public car park is at the Seatown Roundabout Car Park, please have assistance and or a trolley if you need to bring stock to and from your vehicle. This car park wont be available until 4.30pm on Friday 27th November. Pay parking is available on Main Street or the Castle Shopping Centre.

12. Food Vendors

We require the current HSE Registration, Copy of latest HSE Letter, Copy of training certificates, copy of HACCP Plan, pictures of vehicle and or stall four weeks in advance. The vehicle or unit must be available for pre event inspection and approval by our food safety consultant. Vendors must complete the food safety questionnaire and take part in the show undertaking to follow all food safety regulations requested and acknowledge that they will be removed from the show if they fail to follow these regulations and there fees will not be returned.

13. Loss or Damage

Fingal County Council will not be responsible for any loss or damage arising from any source whatsoever. Each exhibitor should have adequate insurance cover in respect of such damage or loss. Fingal County Council does not accept any responsibility for levels of trade during the event. **Based on our experience in previous years we strongly suggest that all stock is removed between both weeks in case of inclement weather. Fingal County Council accepts no rersponsibility for loss or damage to stock left overnight.**

14. Changes or Cancellation

Fingal County Council reserves the right, at its reasonable discretion (which shall include reference to weather forecasts and ground conditions) to postpone or cancel the Show, make amendments to the parameters of the site or the stand space and / or amend the planned times as set out above. Fingal County Council will not be responsible to any exhibitor or person for loss of profit or any consequential loss arising out of the cancellation of the event. The Show shall not be liable for any failure to perform its obligations pursuant to these terms as a result of flooding, fire, lightning, explosion, drought, ground conditions, act of God, act of terrorism, war, rebellion, sabotage, strike, disease, pandemic, Covid restrictions or any other event outside reasonable control of Fingal County Council.

15. Full Documentation

No application will be processed without all necessary documentation and information being forwarded before the closing date.

TERMS AND CONDITIONS & SIGN OFF

A binding agreement between Fingal County Council and the Stall applicant exists when the following conditions have occurred when:

- Exhibitor fee has been paid and up to date insurance and **indemnity are received.**
- Notification email of acceptance by the Fingal County Council Events Office has been received. If you are succesfull in your application you will need to provide us with an insurance indemnity for Fingal Councty Council.

Any breach of these terms and conditions by the exhibitor shall, without prejudice to any other remedy available, entitle Fingal County Council to cancel the agreement with the exhibitor and remove and or request the immediate removal of the Exhibitor and its property from the site.

The trader understood and accepted all Terms and Conditions relating to Market Stall applications and I agree to comply with same Terms and Conditions. All information that I have given on this form is true and correct.

The trader indemnifies Fingal County Council for any loss, damage, liability or any other action in any way resulting from my exhibitor application or use of my exhibition Site area.

The trader accepts that their licence may be revoked at any time for non-compliance with the above.

By participating in the market the trader agree with all the Terms and Conditions and any additional terms that maybe added or changed up to and including the dates of the show.

events in
fingal.ie