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| Saturday April 29th 2023  MAYO DAY  CRAFT VILLAGE  Ballina  Co Mayo  12 noon – 6pm  YOU ARE APPLYING FOR:   * **the selection process for an opportunity** to sell and/or promote your work to those attending Mayo Day 2023 in Ballina Town between **12 noon and 6pm** on Saturday, April 29th 2023 in a * 1 No. 2m x 2m retail space in a covered marquee or gazebo, and * up to 1 No. table and 2 No. chairs   **The final selection of participating craft retailers is at the discretion of the event organisers**  If you have any questions about this form, please email [**communications@mayococo.ie**](mailto:communications@mayococo.ie) | CRAFT STAND APPLICATION FORM | | | | | | | | |
| Company Name: |  | | | | | | | |
| Contact Name: |  | | | | | | | |
| Address: |  | | | | | | | |
| Telephone Number: |  | | | | | | | |
| Mobile Number: |  | | | | | | | |
| Website Address: |  | | | | | | | |
| Description of Items for sale (please attach photographs): | | | | | | | | |
| Facebook (for business): |  | | | | | | | |
| Twitter (for business): |  | | | | | | | |
| Instagram (for business): |  | | | | | | | |
| EACH EXHIBITOR MAY REQUEST A TABLE AND UP TO TWO CHAIRS. PLEASE INDICATE YOUR REQUIREMENTS BELOW: *Please note that requests not indicated below cannot be facilitated on the event day.* | | | | | | | | |
| 1 table | YES | | □ | | NO | | □ | |
| Number of chairs | NONE | □ | | ONE | □ | TWO | |  |
| PLEASE LIST ALL ELECTRICAL APPLIANCES TO BE USED AT YOUR STAND, INCLUDING AMPAGE AND WATTAGE FOR EACH.  *The use of Electrical Appliances not listed here will not be possible.  We cannot provide extension leads, please bring your own.* | | | | | | | | |
| How has County Mayo inspired your work? | | | | | | | | |
| Are you registered with the Design and Crafts Council Ireland? | YES | | □ | | NO | | □ | |
| Are you willing to taking part in the promotional campaign in advance of Mayo Day 2023? | YES | | □ | | NO | | □ | |
| I wish to apply for selection to participate in Mayo Day 2023 and agree to fully comply with the terms and conditions listed on Page 3 and Page 4 of this application. | | | | | | | | |
| Signed: |  | | | | | | | |
| Date: |  | | | | | | | |

**TERMS AND CONDITIONS**

1. Photographs of your craft products must be submitted with your application. Products to be offered for sale on Mayo Day 2023 must be artisan, made by you, and of a high standard in terms of presentation.
2. Evidence of your public liability insurance must be submitted with your application form. **An insurance broker’s letter will not suffice.**
3. The selection of applicants for a selling space in the craft area is at the discretion of the Mayo Day 2023 event organisers.
4. Each participant shall be fully set up by 10.30am on the event day. Stands may not be dismantled before 5.30pm that evening.
5. While public car parking will be available adjacent to the craft village, traffic movements will be prohibited between 10am and 6pm on the event day. **Participants must adhere to the instructions of event stewards at all times.**
6. The allocation of stands within the Craft Village is at the discretion of the organisers.
7. All stands/allocated areas must be finished to a high standard in terms of decoration and presentation and kept neat and tidy always. **Special consideration should be given to creatively including the Mayo Day 2023 Brand. Participants must provide their own table covers.**
8. Approved retail spaces will be in a covered Marquee or Gazebo. All retailers will be supplied with a 2m x 2m space and, if requested on this application form, 1 table and up to 2 chairs. **Please note that new requests for furniture on the day of the event will not be facilitated.**
9. While an adequate electrical supply can be provided, you are required to provide a list of all electrical appliances (including lights, laptops, mobile phones, etc) together with ampage and wattage specs for each appliance on this application form.  **Items not included on your application form cannot be plugged in during the event.** The provision of extension reels is the responsibility of participants.
10. Exhibitors are responsible for litter control around their stands. Applicants are requested to sign up to the Mayo Day 2023 Green Event Charter for Stallholders. *The Mayo Day 2023 Green Event Charter for Stallholders is available at* [*https://www.mayo.ie/MayoDay2023/Apply/Food*](https://www.mayo.ie/MayoDay2022/Apply/Food)*.*
11. With the exception of Guide/Assistance Dogs, animals are not permitted in the Craft Marquee.

**If you have any questions about this, please contact** [**communications@mayococo.ie**](mailto:communications@mayococo.ie)

**Please scan and email your completed application form, with supporting documentation, to:**

[**communications@MayoCoCo.ie**](mailto:communications@MayoCoCo.ie)

**Before Friday, March 24th 2023**

**While we’d prefer email applications, postal applications can be submitted to the Communications Department, Mayo County Council, Áras an Chontae, The Mall, Castlebar, Co Mayo to arrive no later than Friday, March 24th 2023.**