



Booking Form for Exhibitors

Please complete the booking form and return before Friday 31st October 2025

Business Name	
Address	
Phone Number	
Website	
Email Address	
Contact Person	
Phone	
What product do you plan to sell/display? Giving away free full sized products of anything being sold by another vendor at the festival is not allowed.	
Bio paragraph for promotional purposes Also please email 2 images with application to be used in social media promotion	
If you need a power connection, please list appliances & wattage needed (Additional charge applies, see below)	

Fee Information

Costs Tick & provide addition information

Standard Exhibitor Space (Max 4m in length)	<input type="checkbox"/> €50	
Trailer Space (Up to 5m including tow bar)	<input type="checkbox"/> €75	
Trailer Space (5m to 7m including tow bar)	<input type="checkbox"/> €100	
Additional Meters Needed (Upon Approval)	<input type="checkbox"/> €25	Per each additional 2m length

Optional Add Ons

Gazebo (limited availability)	<input type="checkbox"/> €25	Table (Refundable deposit required)	<input type="checkbox"/> €20
Power Connection (limited availability)	<input type="checkbox"/> €50		

I confirm that I have read and agree to the terms and conditions and wish to take an exhibition space at the Monaghan Street Food Festival on the **6th of December 2025** inclusive. Fee is attached or paid by bank transfer (screenshot of bank transfer must be included.)

I have included all of the following with my application: (EHO Certificate for food sellers only)

EHO Letter ☐ Copy of Insurance with public/product liability T&Cs apply ☐ Proof of payment ☐

Signed:

Date:

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Please note that in order to guarantee an exhibition space, the organisers must receive your booking and payment on or before Friday 31st October 2025. Please book early to guarantee your space.

Payment Information

Please return your completed application form with the following:

1. Cheque – Cheques should be made payable to **Monaghan Food Network** and sent to Taste of Monaghan, c/o, Liz Brannigan, Monaghan County Council, The Glen Road, Monaghan.
2. Details of bank transfer – date, amount and paying bank

Bank:	Allied Irish Bank p.l.c.
Sort Code:	93 24 77
Account Name:	Monaghan Food Network
Account Number:	31218-025
BIC Number:	AIBKIE2D
IBAN Number:	IE79 AIBK 9324 7731 2180 25

(It is essential that you enter your business name in the transfer description/narrative)

Event Conditions

- x Applications will be taken on a first come, first served basis. Early booking is advised to avoid disappointment.
- x The organisers may refuse applications that don't fit the event theme or if too many similar stalls apply.
- x Stands/pitches will be allocated by the Organisers and will not be repositioned on the day of the festival unless absolutely necessary due to health and safety.
- x Pitch dimensions are 4m x 4m.
- x All self-erected gazebos/stalls will be inspected for H&S compliance, and vendors must follow any recommendations before trading.
- x Please ensure you have enough food/stock to trade for the full day. Stands must remain in place and manned until 5 PM.
- x All Stall Holders must have their Stands complete and ready for 10:00 am on Saturday 6th of December. Trading hours are 11 am – 5 PM on Saturday the 6th of December.
- x It is the responsibility of the exhibitors to staff their stand at all times and to activate the space.
- x Dismantling of stalls is the responsibility of the exhibitors and will be carried out following closure of the event at 5 PM on Saturday 6th of December.
- x There is a limited number of power outlets, please advise should you require one when completing this form. Additional costs apply.
- x "All printed materials must remain within your exhibitor stand. Littering or off-stand distribution may result in penalties."

Insurance Requirements

- x The following is required on insurance documents:
 - Name of Insurer
 - Name of the Policy holder
 - Policy Number
 - Cover Period
 - Insured Business Description
 - Employers Liability of not less than €13m – If applicable
 - Public Liability of not less than €6.5m
 - Specific Indemnity to Local Authority/Monaghan County Council

Health & Safety

- x All Food Stall Holders are subject to environmental health regulations. It is the responsibility of each stall holder to be aware of the rules and regulations relating to their particular product. All food licences (where appropriate) must be valid and displayed and a copy must be sent to us with your booking. Due care and attention by Stall Holders and their Agents with regard to stall hygiene is expected.
- x Food sampling with the intent of promoting sales of that product will be permitted as HSE guidelines are followed. **Giving away of free full sized product of anything being sold by any vendor at the festival is not allowed.**
- x All Stall Holders must have their own public liability insurance and product liability insurance. Proof of insurance is must be submitted at time of booking.
- x People working for Stall Holders and their Agents should be covered by the Stall Holders Insurance.
- x Selling of food products from another vendor not at the festival must have pre-approval from the committee.
- x Familiarise yourself, and staff attending, with first aid locations.

Cancellation Policy

Refunds will only be given where a replacement can be obtained for your space and a €20 administration charge will apply to all refunds. Cancellations received before 21st of November will receive a 50% refund. No refunds will be processed for cancellations received on or after the 22nd of November. Requests for refunds must be made in writing to:

Contact: The Monaghan Street Food Festival Committee
 c/o Liz Brannigan
 Monaghan County Council
 The Glen Road
 Monaghan

Data Protection

For full details of the collection, processing and sharing of your personal data by us and your rights in this regard, please see our Privacy Notice relevant to this activity on the website.

Email: tasteofmonaghan@gmail.com

Website: www.tasteofmonaghan.com

To keep up to date, please follow all of our social media pages:

Facebook Page www.facebook.com/tasteofmonaghan,

Instagram www.instagram.com/taste_monaghan

Twitter twitter.com/tasteofmonaghan

Thank you – we look forward to welcoming you to Monaghan Street Food Festival 2024.

To help maximise visitors to the event Taste of Monaghan will be listed on Failte Ireland's Marketing and Promotional campaign. To maximise exposure, we would appreciate if you could;

- Like and share all posts on Taste of Monaghan

Use the following hashtags in the lead up to the event:

#MonaghanXMASStreetFoodFestival #CrocusChristmasGrotto#MonaghanTourism #funfortheweekend

#monaghanhasit #MadeinMonaghan #MonaghanChristmasMarket #ChristmasMarket

#MonaghanChristmasFest #TasteOfMonaghan #MonaghanStreetFood #FestiveMonaghan

#ChristmasInMonaghan #SupportLocalMonaghan #ChristmasMarketMonaghan #FoodAndFestivities

#CelebrateInMonaghan #food #craft