

MALL TRADERS APPLICATION FORM

Please note the following requirements:

- Each that section of this application form is completed in full. Enter N/A (not applicable) where appropriate.
- Ensure all required documentation is attached to the completed form. – Originals as required.
- The mall trading fee is due on approval of your application.
- Licence applications and supporting documentation should be submitted to: Scotch Hall Shopping Centre, Centre Management Suite, New Street, Drogheda, Co. Louth. Or email: info@scotchhall.ie

PART 1: TRADERS DETAILS

Full Name		
Position with Company		
Address		
Contact Telephone Number(s)		
Email Address:		
Date(s) of Promotion (<i>inclusive</i>):	From:	To:

PART 2: VAT DETAILS

For Companies		
VAT Number:		
Evidence of Tax Registration attached: <i>Copy the most recent receipt from the Collector Generals or correspondence from Revenue e.g. VAT 3 Return Form or Notification of VAT / Tax Registration)</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
For Partnerships or Sole Traders		
Personal Public Service Number (PPS):		
Evidence of Irish Establishment attached: (bank statement or utility bill within the last 3 months)	YES <input type="checkbox"/>	NO <input type="checkbox"/>

PART 3: TRADING HISTORY

Number of Years Trading	
List other locations where you have traded:	
Description of goods/services to be sold: <i>(Please include photographs if possible)</i>	

PART 4: STALL DETAILS

Size of Stall Required:	
Preferred Location: <i>(this cannot be guaranteed)</i>	
Do you require electricity? (Yes or No), provide details of what is required.	

PART 5: MALL PROMOTION REGULATIONS

- Promotional displays set-up and stocking must take place outside of centre trading hours.
- Promotional displays must be setup and stock must be carried out by our competent staff. Centre Management will not be available to provide assistance.
- Tables/chairs or other furniture required for the promotion must be provided by the promoter.
- Car parking fees are not covered in the promotion fee and there is no arrangement to waive car parking costs.
- Display stands, signage and branding must be professionally produced. Any handwritten signage in evidence will be removed.
- Mall promotions must be insured to the requirements advised by the Centre and a specific indemnity must be in place for the centre. Without notification that your insurance is adequate from the centre the promotion must not take place.
- Promotional staff must keep within the area of their promotional stand. It is Centre policy that customers are not canvassed directly so that customers will approach a promotion stand of their own volition.
- Collection buckets/canisters containing the charity name may be placed on the promotion stand for voluntary contributions by the public.
- Leaflets are to be placed on promotion table for customers and are not to be handed out to customers, due to insurance regulations.
- All staff must be smartly dressed.
- Staff must not eat, drink or chew gum or sweets whilst on duty in exhibition areas.
- No staff personal possessions will be permitted in view of customers, including clothing and bags.
- All refuse, packaging and carrier bags must be kept out of sight of customers and must be placed in the refuse bins in the service yards throughout the day or at the end of the trading day. Mall refuse bins must not be used to place refuse.
- No centre employee will man the promotional display while you are dealing with other matters.
- Preferred mall locations can be requested but we cannot guarantee location of promotion.
- Promotions can be moved at the discretion of Centre Management.
- Displays will be removed at the discretion of Centre Management if any activity carried out is different than that outlined at the time of making the booking.
- After sales service details must be prominently displayed on the stand and on your literature.
- No amplification of any description is permitted.

PART 6: TO BE SIGNED BY THE APPLICANT

I Declare,

- That I have not been convicted of an offence under the Casual Trading Act, 1995, within three years prior to the date on which I intend to commence casual trading.
- I am a registered trading entity and my tax affairs are in order.
- That all particulars in this application form are correct.

That I have read the Centre Promotions Regulations and note the provisions contained therein.

Signature of Applicant: _____

Date of Application: _____

INSURANCE APPLICATION FORM

Final permission for all promotions will not be granted in the absence of a satisfactorily completed questionnaire

PART 1: TRADERS DETAILS

Full Name	
Address	
Contact Telephone Number(s)	

PART 2: EMPLOYERS LIABILITY INSURANCE

Insurance Company:	
Policy Number:	
Renewal Date:	
Description of Business as shown on policy:	
Limit of Indemnity:	

Does the Policy cover: -

- | | | |
|--|------------------------------|-----------------------------|
| (i) Accidents occurring at this location | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (ii) For promoters based outside the Republic of Ireland, defence of a claim in the courts of Republic of Ireland. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (iii) Liability to Labour Masters, Gang Labour, Lumpers, Labour only Subcontractors and self-employed persons: | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (iv) Liability of erection or dismantling of display stands. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| NB: Has the policy been extended to include a specific indemnity to Scotch Hall, or Talebury Properties Ltd.? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

Please give details of any restrictive endorsements on the Policy: _____

PART 3: PUBLIC/PRODUCTS LIABILITY INSURANCE

Description of Business as shown on policy:	
Public Limit of Indemnity:	
Any one accident:	
Any one period:	
Product Liability Limit of Indemnity:	

Any one accident:	
Any one period:	

Does the Policy cover: -

- | | | |
|---|------------------------------|-----------------------------|
| Accidents occurring at this location | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| For promoters based outside the Republic of Ireland defence of a claim in the courts of Republic of Ireland. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Exhibition risks including liability arising out of display stands: | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| The bringing or taking away of a vehicle load beyond the limits of the carriageway: | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Fire and explosion: | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| The erection and dismantling of display stands: | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Liability in respect of negligence of Subcontractors or their employees: | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Liability in respect of negligence of Labour Masters, Gang Labour, Lumpers, Labour only Subcontractors and self-employed persons: | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| NB: Has the policy been extended to include a specific indemnity to Talebury Properties and Lambert Smith Hampton? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

Please give details of any restrictive endorsements/ warranties on the Policy: _____

PART 5: TO BE SIGNED BY THE APPLICANT

I Declare,

- We will notify The Management Suite, Scotch Hall Shopping Centre, New Street, Drogheda. If any of the above policies are cancelled, not renewed or restricted in any way prior to or during the period of the promotion.
- Policy documents and current renewal receipts are available for inspection.

Signed: _____

Date: _____

Printed Name: _____

Company: _____

Position: _____