

# TRADER'S TIMELINE & CHECKLIST

<b>MAY</b> Deadline - 31st	<b>DEADLINE FOR CARBON CALCULATOR RECIPE SUBMISSIONS (KLIMATO)</b> issued early May
<b>MAY</b>	<b>RECOMMENDED SUPPLIERS LIST ISSUED</b> Our suppliers may contact you for your orders of: + Shalloumi – Specially made Organic halloumi made to order specifically for Shambala traders + Organic Dairy + Food + Dry Goods + Fresh Produce + Propane Cylinders + Onsite banking – floats / deposits / change Please make orders as early in the season as possible.
<b>MAY</b> Deadline - 31st May	<b>COMPLETE ENERGY FORMS</b> Energy forms must be received by 31st.
<b>JUNE</b>	<b>CREW TICKETS ISSUED</b> Please send, allocate and download tickets asap to complete the safety briefing questions.
<b>JULY</b> Deadline - 7th July	<b>PARTICIPATION IN OUR SOFT DRINKS SCHEME</b> Orders must be received by 7th July.
<b>AUGUST</b> Deadline - 1st	<b>COMPLETE CUP STOCK ORDER FORMS</b> Cup stock orders must be received by 1st August.
<b>6TH AUGUST</b>	<b>DEADLINE FOR ALLOCATING CREW TICKETS</b>
<b>MONDAY &amp; TUESDAY</b> 21st & 22nd August	<b>TRADER ARRIVAL DAYS</b> All traders must arrive to site on these days. Please arrive in time to set up and be ready for your onsite Readiness to Open checks.
<b>WEDNESDAY &amp; THURSDAY</b> 23rd & 24th August	<b>READINESS TO OPEN CHECKS</b> 14:00 – 20:00 Wednesday 08:00 – 14:00 Thursday You are not permitted to trade until you have completed all checks.
<b>WEDNESDAY</b> 23rd August 20:00 - 20:30	<b>FOOD TRADER ONSITE WELCOME MEETING</b> Managers from each stall are asked to attend an onsite meeting. Location: Production Yurt, Production Village
<b>EVENT TRADING TIMES</b> Thursday 24th - Sunday 27th August	<b>SHAMBALA EVENT TRADING TIMES</b> Trading is permitted from 14:00 Thursday 24th August until close on Sunday 27th August *Some campsite facing outlets may be permitted to trade on Monday 28th August until 12:00. <b>This is strictly only by permission of the Trader Managers.</b>
<b>MONDAY MORNING</b> 28th August	<b>RECONCILE LEVIES AND AUDIT AND PAYMENT OF ANY STOCK BOUGHT FROM SHAMBALA</b> Cup Heroes will come to your stall to audit, invoice and receive payment prior to you leaving site.
<b>MONDAY</b> 28th August	<b>REDEEM CREW MEAL VOUCHERS</b> Please present your vouchers and an invoice to the onsite Invoice Office to receive immediate BACs payment.
<b>MONDAY AFTERNOON</b> 28th August 14:00	<b>TRADERS CAN BEGIN TO LEAVE SITE AFTER SIGN OFF FROM TRADER MANAGEMENT TEAM LIKELY PM.</b> Please do not break frontage before 14:00 for shared security. In wet conditions seek advice from Trader Man-agers on best routes and any changes to departure times.
<b>28TH AUGUST-16TH SEPTEMBER</b>	<b>SUBMIT YOUR BANK DETAILS FOR TRADER BOND REFUNDS</b> We need: Bank name, Account name, Account number, Sort code. Deadline for Trader Bond refund is <b>30th November</b> . Please note we cannot carry over bonds to the following year.
<b>MID SEPTEMBER</b>	<b>POWER INVOICES AND ENERGY RATINGS ISSUED</b>