

TRADER'S TIMELINE & CHECKLIST

APRIL	DEADLINE FOR APP INFO SUBMISSION issued early April
MAY	RECOMMENDED SUPPLIERS LIST ISSUED 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.
MAY Deadline - 31st	DEADLINE FOR CARBON CALCULATOR RECIPE SUBMISSIONS (KLIMATO) issued early May
MAY Deadline - 31st May	COMPLETE ENERGY FORMS Energy forms must be received by 31st May.
JUNE	CREW TICKETS ISSUED Please send, allocate and download tickets asap to complete the safety briefing questions.
AUGUST Deadline - 1st	COMPLETE CUP STOCK ORDER FORMS Cup stock orders must be received by 1st August.
4TH AUGUST	DEADLINE FOR ALLOCATING CREW TICKETS
MONDAY & TUESDAY 19th & 20th August	TRADER ARRIVAL DAYS 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.
WEDNESDAY & THURSDAY 21st & 22nd August	READINESS TO OPEN CHECKS 14:00 – 20:00 Wednesday 08:00 – 14:00 Thursday You are not permitted to trade until you have completed all checks.
WEDNESDAY 21st August 19:00 - 19:30	FOOD TRADER ONSITE WELCOME MEETING Managers from each stall are asked to attend an onsite meeting. Location: Family Cafe
EVENT TRADING TIMES Thursday 22nd - Sunday 25th August	SHAMBALA EVENT TRADING TIMES Trading is permitted from 14:00 Thursday 22nd August until close on Sunday 25th August *Some campsite facing outlets may be permitted to trade on Monday 26th August until 12:00. This is strictly only by permission of the Trader Team.
MONDAY MORNING 26th August	RECONCILE LEVIES AND AUDIT AND PAYMENT OF ANY STOCK BOUGHT FROM SHAMBALA Cup Heroes will come to your stall to audit, invoice and receive payment prior to you leaving site.
MONDAY 26th August	REDEEM CREW MEAL VOUCHERS Please present your vouchers and an invoice to the onsite Invoice Office to receive immediate BACs payment.
MONDAY AFTERNOON 26th August 14:00	TRADERS CAN BEGIN TO LEAVE SITE AFTER SIGN OFF FROM TRADER MANAGEMENT TEAM LIKELY PM. Please do not break frontage before 14:00 for shared security. In wet conditions seek advice from Trader Managers on best routes and any changes to departure times.
26TH AUGUST-14TH SEPTEMBER	SUBMIT YOUR BANK DETAILS FOR TRADER BOND REFUNDS We need: Bank name, Account name, Account number, Sort code. Deadline for Trader Bond refund is 30th November. Please note we cannot carry over bonds to the following year.