TRADER'S TIMELINE & CHECKLIST

MAY Deadline - 29th	**COMPLETE ENERGY FORMS**
MAY	**CUP STOCK ORDER FORMS ISSUED** Orders must be received by 1st August
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.
JUNE	**CREW TICKETS ISSUED** Please allocate, send and download tickets asap to complete the safety briefing questions
7TH AUGUST	**DEADLINE FOR ALLOCATING CREW TICKETS**
MONDAY & TUESDAY 22nd & 23rd 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 24th & 25th 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 24th August 20:00 - 20:30	**FOOD TRADER ONSITE WELCOME MEETING** Managers from each stall are asked to attend an onsite meeting. Location: Production Yurt, Production Village
EVENT TRADING TIMES Thursday 25th – Sunday 28th August	**SHAMBALA EVENT TRADING TIMES** Trading is permitted from 14:00 Thursday 25th August until close on Sunday 28th August *Some campsite facing outlets may be permitted to trade on Monday 29th August until 12:00. **This is strictly only by permission of the Trader Managers.**
MONDAY MORNING 29th 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 29th August	**REDEEM CREW MEAL VOUCHERS** Please present your vouchers and an invoice to the onsite Invoice Office to receive immediate BACs payment.
MONDAY 29th August 14:00	**TRADERS CAN BEGIN TO LEAVE SITE FROM 14:00** 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.
29TH AUGUST-17TH 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.
MID SEPTEMBER	**POWER INVOICES AND ENERGY RATINGS ISSUED**
30TH NOVEMBER	**DEADLINE FOR ALL ACCOUNTS** We close our year accounting on the 30th November. Trader bond refund requests and meal voucher invoices must be received by this time.