

# Dashehra Diwali Mela 2018

At

**Albert Square, 11 Peter Street, Manchester M2 5DB**

**(USE M2 5QR FOR NAVIGATION SYSTEMS)**

**Saturday 20 October 2018, 2.00pm to 9.00pm**

**(Set up time between 10am to 1pm)**

## Stallholder Booking Form

Please fill in this Booking Form completing all questions. **Post 2 signed copies (only one copy if sending via email) and a deposit of £50 to the address on Page 2.**

We will send you one signed copy confirming the booking. *Please note that the deposit will be refunded to you after the event upon the fulfilment of note 4 of the terms and conditions on page 3.*

**CLOSING DATE: Saturday 22 September 2018**

Name: \_\_\_\_\_

Tel No \_\_\_\_\_

Address: \_\_\_\_\_

Fax No \_\_\_\_\_

\_\_\_\_\_

Mobile \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

### TYPE OF STALL

Food  Non-Food/ Business Information

Charity

State the goods to be sold (if applicable)

\_\_\_\_\_

The space for one stall is 3m x 3m.

Do you require us to provide a Stall?

Yes  No

If NO, how large is your stall?

Length \_\_\_\_\_ Width \_\_\_\_\_

Will you be bringing your own self-catering unit?

Yes  No

How many people will be working  
on the stall?

Car/Van Registration Number:

### SERVICES REQUIRED

**Water**  Yes  No

**Power**  Yes  No

If you need electricity, the cost of providing the Electricity to your stall is as follows:

Food Stalls £ 30.00

Electricity for food stall will be limited to maximum of three appliances.

Please tick the consumer units you require and list power requirement in Kw for each.

(Important note: It is essential that you have certification. See Note 6 on Page 3)

Kettle  \_\_\_\_\_

Fridge  \_\_\_\_\_

Freezer  \_\_\_\_\_

Cooker  \_\_\_\_\_

Microwave  \_\_\_\_\_

...  \_\_\_\_\_

### INSURANCE

Are you covered for insurance of your own goods, e.g. theft, damage, etc.

Yes  No

(Important note: It is essential that you have insurance. See Note 7 on Page 3)

### FOOD, HEALTH AND HYGIENE

Do you have a valid certificate for Food, Health and Hygiene?

Yes  No

(Important note: It is essential that you have certification. See Note 8 on Page 3)

### FUEL SPECIFICATION

Are you cooking?

Yes  No

If yes, what are you using to cook?

Electricity  Gas

(Important note: All electric cabling used by Stallholders for equipment must be suitable for outdoor use. See Note 8 on Page 3)

## STALL PRICING STRUCTURE

Please indicate type and number of stall(s) you require

### Food Stalls

The space for one stall is

3m x 3m. £300

6m x 6m. £450

(not including deposit)

Please use biodegradable cups and plates

### Non Food Stalls

6' x 2.5' table

£125

(not including deposit)

### Business Information Stalls

6' x 2.5' table

£150

(not including deposit)

### Charity Stalls

6' x 2.5' table

for £100

(£100 if payment made by 1 September 2017)

## PAYMENT

***In addition to stall fee above, please pay refundable deposit of £50. This will be returned to you after the event upon the fulfilment of Note 4 of the Terms and Conditions on Page 3.***

The total cost:

1	Stall fee	£
2	Refundable deposit	£50
	TOTAL (1 + 2)	£

**Please return your completed form with a cheque made payable to 'Indian Association' (not Dashehra Diwali Mela).**

## DECLARATION

I fully understand the contents of the Booking Form and agree to observe the Terms and Conditions set out on Page 3.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please send a signed copies of this form + a cheque for the correct amount made payable 'Indian Association' (not Dashehra Diwali Mela) to:**

Mrs. R. Dutta

General Secretary, Indian Association

178 Bramhall Moor Lane, Hazel Grove, Stockport SK7 5BE

Tel. 07941 769 621, E-mail: [diwalimela@yahoo.co.uk](mailto:diwalimela@yahoo.co.uk), Website: [www.dashehradiwali.co.uk](http://www.dashehradiwali.co.uk)

For Admin Use

## ACKNOWLEDGEMENT AND CONFIRMATION OF BOOKING

I acknowledge your application, and confirm that your stall booking is now confirmed.

Stall Ref: \_\_\_\_\_ Stall No: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TERMS AND CONDITIONS

1. No guarantee is provided against inclement weather. *The decision to undertake a stall at the Mela is purely at the stallholder's own risk and under no circumstances will the stall fee be refunded.*
2. All payments are to be made in full by 5:00pm **Saturday 22 September 2018** either by cash or cheque. Please note that cash payments are not accepted via post.
3. You must trade within the allocated space/area and must not encroach outside your designated space/area. Relocation of your stall will not be allowed.
4. **You will keep your stall area clean at all times, and at the end of the Mela you will remove any waste from your stall area. Stalls will be checked at the end of the Mela. Failure to do this will result in the £50 deposit being forfeited.**
5. You must observe all Health and Safety precautions when using electricity/gas as fuel for cooking. All food stallholders must wear hats and scarves to cover their hair.
6. **You must specify power requirements correctly (number of sockets and the power for each socket) for all the equipment you are going to use at the stall in advance. You will not be allowed to trade if you need power over and above your specifications. In that situation, the stall fee will not be refunded, as you have not complied with your own specifications.**
7. **You are required to have your own insurance liability for damage/theft of any of your equipment and Indian Association will not accept any liability for any damages/theft. Please bring a copy with you for inspection.**
8. If you intend to be a **food stallholder** then you must provide **evidence of being licensed for Food, Health and Hygiene** by your own Council. You must provide **certificate to prove that you are licensed to trade as a food stallholder**. If you do not provide a valid certificate then you will not be permitted to trade. Please bring a copy with you for inspection.
9. If you intend to be a food stallholder then you must comply with specifications in the enclosed Food Hygiene Advice Sheet produced by Manchester City Council's Environmental Health Division. Failure to do so will mean that you will not be permitted to trade.
10. **You must specify clearly the goods you intend to sell on your stall.** This will allow Indian Association to ensure that undue competition between stalls is prevented. You must trade within your definition of goods to be sold.
11. No glass bottles or sharp objects will be allowed on the stall. All drinks must be supplied in plastic bottles. Any knives or utensils you intend to use for food preparation purposes must be kept away safely from public access.
12. Cooking equipment including open barbecues etc should not be readily accessible, especially to young children. The layout of the stall should be such that contact with hot surfaces is difficult. Warning signage may be necessary.
13. In the event of a complaint, please report to the Indian Association office on site during the event; or to the address in this document after the event.
14. You must provide your own extension leads (Maximum 50 metres in length) for feeding power to your equipment from the sockets provided for your stall. **All electric cabling used by stallholders for equipment must be suitable for use outdoors. Each extension lead must have RCD (Residual Current Device) protection.**
15. If your stall requires extra power, you will have to provide your own diesel generator at your own cost.
17. **Petrol generators will not be allowed onto the site.**
15. You will be issued with a disc that should be clearly displayed on your vehicle's windscreen allowing you to enter and leave the Mela. No stallholder (with the exception of refrigerated vehicles with diesel generators) will be allowed to park vehicles behind the stalls. Vehicles will be allowed to move around the site only during the loading and unloading periods. Outside of these periods movement will be strictly prohibited and vehicles must remain parked in the designated stallholders car park.
18. Access to the Mela for putting up your stall will be allowed between 10:00am and 1.00pm. No vehicle movement will be allowed on the event site between 1:00pm and 9.00pm.
19. You must provide proper stock to last the day, and not have to feed your stall with any extra stock during the day.
20. Each stallholder must specify the number of people required to serve from their stall.
21. In the event of rain during the day, you must provide your own rain covers to cover your goods.
22. You are not allowed to keep or display any politically or religiously provoking or controversial literature/material at your stall.

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**DASHEHRA DIWALI MELA 2018**

Presented by Indian Association Manchester in partnership with Manchester City Council