

FREE  
FAMILY  
EVENT

LIVE MUSIC &  
ENTERTAINMENT

# TRADE & CATERING APPLICATION FORM



# Big John's BIRMINGHAM



# mela 2017

In partnership with  
 Birmingham  
City Council



# 6TH AUGUST 2017 CANNON HILL PARK

[www.bigjohnsbirminghammela.com](http://www.bigjohnsbirminghammela.com)





# Big Johns Birmingham Mela

---

IN PARTNERSHIP WITH



---

## TRADE & CATERING Application Form

### GUIDANCE NOTES

This application form must be completed in full and returned to:

Big Johns Birmingham Mela  
66-68 Summer Lane, Newtown, Birmingham B19 3NG

Telephone: 075306 12171

Or emailed to: [info@bigjohnsbirminghammela.com](mailto:info@bigjohnsbirminghammela.com)

All sections of this application must be completed and signed.  
If your application is accepted you will be sent a confirmation along with a contract and invoice.  
It is essential that you give accurate information.

Early applications and payments are highly recommended to secure your pitch, your application must reach us by Monday 12th June 2017.

All documentation is needed for your application to be successful. No stalls will be reserved without payment.

If you have any further queries, call on 075306 12171

### DATA PROTECTION ACT

The information provided by you on this form will be held on the Big John's Birmingham Mela database in order to process your application.

Other event organisers or members of the public may contact us regarding information about this event. Would you please indicate whether or not you wish this information to be passed on to them by ticking the relevant box.

Yes  No

### OFFICE USE ONLY

AMOUNT: £.....

CHEQUE NUMBER: .....

DATE RECEIVED: ...../...../.....

CASH: YES / NO

## YOUR DETAILS

Name of Main Contact

Name of Company

Address

Please ensure all details are correct as all correspondences will be sent to this address

Post Code

Telephone Number

Mobile Number

Website

Email

Facebook

Twitter

## YOUR PRODUCT

Description of items to be sold

Price to be charged

## CATERING STALL OPTIONS

<b>OPTION A</b>	<b>(8m x 8m) Space Only</b>	£795 <input type="checkbox"/>
<b>OPTION B</b>	<b>Small Marquee (4.5m x 3m) 2 Tables &amp; 2 Chairs</b> (for small food activities e.g selling fruit, smoothies (NO COOKING))	£550 <input type="checkbox"/>
<b>EXTRAS</b>	Electricity	£50 <input type="checkbox"/>
<b>EXTRAS</b>	6m x 6m Marquee	£350 <input type="checkbox"/>

## TRADE &amp; SERVICES STALL OPTIONS

<b>OPTION A</b>	<b>Small Marquee (3m x 3m) 1 tables and 1 chairs</b>	£300 <input type="checkbox"/>
<b>OPTION B</b>	<b>Small Marquee (4.5m x 3m) 2 tables and 2 chairs</b>	£400 <input type="checkbox"/>
<b>OPTION C</b>	<b>Small Marquee Corner (4.5m x 3m) 2 tables and 2 chairs</b>	£450 <input type="checkbox"/>
<b>OPTION D</b>	<b>Information / Trade (6m X 6m) Space only</b>	£500 <input type="checkbox"/>
<b>EXTRAS</b>	Electricity	£50 <input type="checkbox"/>

## PLEASE NOTE:

Tick which is required

- Traders will not be permitted to put up additional Marquees or Structures
- All prices are fixed and non negotiable
- If you require additional space please contact us
- There maybe an oppourtunity for 2 people to share Option B or Option C at the organisers discretion
- All stalls will be allocated on first come first serve basis

## PAYMENT METHOD

Please choose from one of the following:

- Cheque** – Payable to Big Events Birmingham *(please put applicant's details on back of cheque)*
- Cash** – In person *(by appointment only)*
- BACS** – On receipt of invoice

Confirmation and joining instructions will be sent out once all stalls have been allocated.  
Cheques will be returned to unsuccessful applicants

## DECLARATION

I/we declare that to the best of my/our knowledge the information contained in this application form are correct. Any amendments shall be written to Big John's Birmingham Mela before the closing date.

Applicant Signature

Print Name

Company Name

Job Title

Date

..... / ..... / .....

In signing the Application Form you agree to have read and understood the terms and conditions overleaf (page 5).

The closing date for applications is Monday 12th June 2017 -late bookings will be charged an additional £50.00.

Big John's Birmingham Mela  
66-68 Summer Lane,  
Newtown,  
Birmingham  
B19 3NG

Or emailed to: [info@bigjohnsbirminghammela.com](mailto:info@bigjohnsbirminghammela.com)

Telephone: 075306 12171

[www.bigjohnsbirminghammela.com](http://www.bigjohnsbirminghammela.com)

## Trading Times

1. Trading may take place from 11:00am, however you must ensure that you are ready for inspection by 10am. The Mela will finish at approximately 7:45pm, and trading should cease at this time.
2. All vehicles to enter park between 7:00am and 10:00am and strictly no vehicle movement allowed in the park between 10.00am and 7.45pm during which they must be parked in the designated area. Any vehicle not parked in a designated area will be fined £100.
3. Stall holders are granted access to site to set up between 7:00am and 10:00am on the Mela day unless prior consent has been given by the event organisers. Stall holders can get consent from the organisers to set up the day before the event, however items left over night are not our responsibility.
4. Stalls will be allocated on first come first serve basis and locations cannot be altered on the day of the event.
5. Stall holders are not allowed to expand their stall area beyond their marquee as this can cause health and safety risks (e.g. if an ambulance needed to come onto site). Stall holders found to be in breach of this term, will be asked to remove their goods and fined £100.00.
6. Full payment must be made in advance of the event. Stalls will not be confirmed until full payment is received.

## Goods

1. Only items approved by the Event Organiser's will be displayed, sold and/or promoted at the Mela. Please call us if you are unsure if your goods can be sold at the Mela.
2. Any items that have not been approved prior to the Mela will not be allowed to be sold unless a penalty is paid at the discretion of the Event Organiser.
3. Stallholders who are selling clothes may bring a maximum of two clothes rails for displaying items.
4. Trading Standards undertake a tour of the stalls before the Mela starts, and have the right to close down any stall that is selling counterfeit items, goods that do not meeting Trading Standards requirements or are illegal. It is the stall holder's responsibility to ensure you meet Trading Standard requirement.
5. Charity stall holders are allowed to sell goods, but they are not to carry out collections, or solicit donations. There is only one licensed charity allow to make collections on the day of the Mela.

## Cancellation

1. If the Mela is cancelled by the organizing committee, the Event Organisers will refund any fees paid in advance.
2. If the Mela is cancelled due to bad weather or unforeseen circumstances out of the control of the Event Organisers then no refunds will be payable.
3. The Event Organisers will not be held responsible for any loss e.g. loss of earnings etc. due to cancellation of the Mela.
4. Any stall holder who cancels their booking less than 3 weeks before the Mela shall forfeit all fees paid.
5. Stall holders cancelling prior to this will be offered a refund, less a 50% cancellation fee.
6. The Event organisers reserves the right to re-let any cancelled stalls.

## Insurance/Indemnity

1. The Stall holder shall provide evidence of adequate public liability insurance which must be valid to cover the date of the event.
2. Stall holders are liable for all claims arising from the conduct of their services/unit and shall indemnify the Event Organisers against any third party claims arising as a result of providing the service.
3. The stall holder is responsible for the security of their property whilst on the Park Site.
4. The Stall holder is responsible for their own security arrangements together with any necessary Insurance of their own belongings or equipment.
5. The Event Organiser cannot be held responsible for any loss or damage to equipment brought onto or left in the park. The stall holder shall indemnify the Event Organiser against all claims for damages, compensation or costs in respect of personal injury and / or loss or theft and/or damage to property of any person or persons which arise out of an incident which they are any way connected.
6. Traders will be liable for any damages or loss to equipment provided by the Event Organisers or to the park.

## Regulations

1. The stall holder must comply with the Food Safety (General Food Hygiene) Regulations 1999 and be registered with their own Home Local Authority for the provision of such services. All food stalls must have FHRS of 4 or above.
2. All documentation requested from caterers by Birmingham City Council will have to be supplied before a catering application can be confirmed.
3. All LPG gas bottles must be stored and secured in cages.
4. Fire risk assessment checklist must be completed and handed to the Event Organiser on the day before setting up stalls.
5. Each catering stall holder must provide their own water for hand washing.
6. Catering stalls are inspected on the day of the Mela, and if they do not meet required standards then Councils Food Safety inspectors and the Councils health and Safety inspectors can close them down. The Event Organiser will not be held responsible for this or make a refund for the stall.