

**Manchester Mega Mela 2019**  
**20<sup>th</sup> July 2019 – 21<sup>st</sup> July 2019**  
**Stallholder Booking Form**

Please fill in this Booking Form completing all questions and send it to the address on page 2. The confirmation will be sent to you by post.

**CLOSING DATE: Saturday 6th July 2019**

Name: _____	Tel No: _____
Address: _____	Fax No: _____
_____	Mobile: _____
_____	Email: _____

**TYPE OF STALL**

How many stalls are required?  
 Food       Non-Food  
 Business info       Charity info

Mehndi Stalls must be booked to trade.  
 State the goods to be sold (if applicable)  
 \_\_\_\_\_

The space for one stall is 3m x 3m.  
 Do you require us to provide a Gazebo?  
 Yes     No

Your requirements?  
 Length \_\_\_\_\_ Width \_\_\_\_\_

Will you be bringing your own self-catering unit?  
 Yes     No

How many will be working on the stall?

Car/Van Registration Number:

**SERVICES REQUIRED**

**Power**      Yes     No

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

Food Stalls	£ 50.00
All other stalls	£ 30.00

Electricity for food stall will be limited to four points for the electric devices and for electric lights.

Electricity for the all other stalls will be limited to just for the purpose of Electric lights.

**Petrol Generators are strictly prohibited.**

**Large Stall Holders must bring their own Diesel Generators; no power will be supplied by Mela management.**

**Water is provided at standpipes in the Park. You must bring your own containers.**

**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)

Food Stalls must also fill the **FOOD CONCESSIONS APPLICATION** from the Manchester City Council.

**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 note that stall booking will only be taken for 2 days

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

### Food Stalls

3m x 3m Stall

2 Days for £700

### Non-Food Stalls

3m x 3m Stall

2 Days for £ 500

### Business Information Stalls

3m x 3m Stall

2 Days for £450

### Charity Information Stalls

3m x 3m Stall

2 Days for £350

**Note:** Book two or more stalls, and get a discount of £ 50.00.

Full payment by 30 May 2019, entitles you of discount of £ 100.00.

Full payment by 30 June 2019 entitles you discount of £ 50.00.

## PAYMENT

Refundable deposit (Food Stall) £100, (other Stalls) £50. This will be returned to you after the event upon the fulfilment of Note 4 of the Terms and Conditions on Page 3. £ \_\_\_\_\_

Cost of Electricity, if required, (Food) £ 50, (other Stalls) £30..... .. £ \_\_\_\_\_

The total cost (Stall, including refundable deposit & Electric cost, if any) is £ \_\_\_\_\_

Please return this form with your payment made payable to **Manchester Mega Mela**. Full payment for the Stall booking must be made by **Saturday 6<sup>th</sup> July 2019**.

For Credit Transfer our Bank details are:

**Account Name: Manchester Mega Mela,  
Lloyds Bank plc, Sort Code 30-95-42, Account No 05950138.**

## DECLARATION

I fully understand the contents of the Booking Form and agree to observe the Terms and Conditions set out on Page 3. I understand that Management also reserves the right to refuse an application without giving any reasons.

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

### Please send a signed copy to:

Manchester Mega Mela  
612-A Stockport Road  
Manchester M13 0RQ

Tel: 0161 256 4518 Fax: 0161 257 0003  
Email: megamela@btconnect.com  
www.manchestermela.co.uk

For Office Use Only:

### ACKNOWLEDGEMENT AND CONFIRMATION OF BOOKING

Acknowledge the application, and confirm that the stall booking has been confirmed.

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

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

## TERMS AND CONDITIONS

**Manchester Mega Mela (MMM) sets out the following Terms and Conditions to allow you to trade at the event on Saturday 20<sup>th</sup> July 2019 and Sunday 21<sup>st</sup> July 2019.**

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 6<sup>th</sup> July 2019** either by cash, cheque or credit transfer. 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 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 public and damage/theft of any of your equipment and MMM will not accept any liability for any public injury and damages/theft.
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 document then you will not be permitted to trade.
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 MMM ensuring 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 MMM 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.
16. Petrol generators will not be allowed onto the site.
17. 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 8:00am and 11:00am each day. Strictly, no vehicles will be allowed in after 11:00am.
19. You must provide proper stock to last one 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, wind or other perils during the day, you must provide your own covers etc. to protect 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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### MANCHESTER MEGA MELA

#### Presented by

Greater Manchester Bangladesh Association    Indian Association Manchester    Himalayan Yeti Nepalese Community  
Pakistani Community Centre (Longsight)    Sri Lanka – UK Friendship Association

#### In partnership with

Manchester City Council    Manchester Council for Community Relations