



THE LARGEST ASIAN OUTDOOR EVENT IN THE UK

6th AUGUST 2023
CANNON HILL PARK

ONE-DAY
EVENT

www.bigjohnsbirminghammela.com

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

Tel: 075306 12171 / 0121 322 88 50 or emailed to: 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 Friday 30th June 2023 and all payments must be received by Friday 14th July 2023. 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 / 0121 322 88 50**

THIS FORM MUST BE COMPLETED IN FULL

**Big Johns
Birmingham Mela**

IN PARTNERSHIP WITH



**TRADE & CATERING
Application Form**

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

Tel Number

Mob No

Website

Email

Facebook

Twitter

YOUR PRODUCT

Description of items to be sold

Price to be charged

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.

Yes ☐

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.

No ☐

OFFICE USE ONLY

AMOUNT: £.....

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

CASH: YES / NO

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PAYMENT METHOD Please choose from one of the following:

- ☐ BACS – On receipt of invoice (payments strictly by BACS)
- ☐ Cash – In person (by appointment only)

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



CATERING STALL OPTIONS

OPTION A	(8m x 8m) Space Only	£1,200	<input type="checkbox"/>	EXTRAS	6m x 6m Marquee	£500	<input type="checkbox"/>	Electricity	£200	<input type="checkbox"/>
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TRADE & SERVICES STALL OPTIONS

OPTION A	Small Marquee (3m x 3m) 1 tables and 1 chairs	£425	<input type="checkbox"/>	EXTRAS	
OPTION B	Small Marquee (4.5m x 3m) 2 tables and 2 chairs	£500	<input type="checkbox"/>	Electricity - Non Food	£150 <input type="checkbox"/>
OPTION C	Small Marquee Corner(4.5m x 3m) 2 tables and 2 chairs	£525	<input type="checkbox"/>	Electricity - Food/Cooking/Slush	£200 <input type="checkbox"/>
OPTION D	Information / Trade(6m X 6m) Space only	£650	<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

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 Friday 30th June 2023 – 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
Telephone: 075306 12171 / 0121 322 88 50
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GENERAL TERMS & CONDITIONS AND GUIDANCE NOTES

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 9.00pm, and trading should cease at this time.
2. All vehicles to enter park between 6:00am and 10:00am and strictly no vehicle movement allowed in the park between 10.00am and 9.00pm 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 6:00am 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 meet 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 4 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. Each catering stall holder must provide their own fire fighting equipment.
7. 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.

CATERERS: TERMS & CONDITIONS

**Please ensure that you read the terms and conditions properly before sending this application.
Please sign under the below terms and conditions.**

- Pitches will be allocated within the designated market areas only.
- Price for the pitch area and the catering marquee is separate.
- Power requirement has to be provided for on application and paid for separately
- Failure to pay prior to the payment terms on the invoice will result in refusal of entry.
- Failure to attend the event site on the agreed timings will result in strictly no vehicle entry.
- You must hold Public Liability Insurance to £5 million valid to 30th September 2022.
- LPG bottles used must follow the Code of Guidance for the Storage of Full and Empty LPG Cylinders and Cartridges.
- Fire safety equipment must be provided by the cater and must meet the Fire Safety guidance.
- The site supervisor and event staff reserve the right to instruct immediate ceasing of your stall at any time.
- Only eco-friendly disposables can be used for serving food.
- No subletting of any portion of the trader's allocated site is permitted. All equipment, goods for sale, display stands etc must remain within the designated pitch area. Any trader or exhibitor occupying a space beyond the designated pitch will be removed at the discretion of the site supervisor and event staff.
- Leafleting or any other promotion in the event site or car park is not permitted.
- The event organisers reserve the right to alter any element of the event or to order the cessation of any activity at their sole discretion, without prior notice.

- Caterers are responsible for keeping their pitch free of litter, which should be placed in the bins provided.
- Caterers likely to generate large quantities of waste material including packaging etc should arrange with the organisers prior to the event for extra waste disposal facilities to be made available, for which a separate fee may be payable.
- Caterers are not allowed to use their own generator for electricity unless it is part of a trailer which must be diesel ONLY. No petrol generators are allowed.
- Any ground damage and / or disposal of litter will be subject to separate charge.
- Caterers are responsible for their own security arrangements together with any necessary insurance of their own belongings or equipment. The organisers cannot be held responsible for any loss or damage to equipment brought onto or left in the park. Caterers shall indemnify the organisers 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 in any way connected with the stall holder/trader's presence at the event.
- Caterers are reminded that they are responsible for the observance by themselves, their employees and their contractors, of Health and Safety at Work Act 1974 and the relevant statutory provisions covering all safety regulations. If any laws are not abided to the event organiser will have the right to shut down the stall.
- Caterers are responsible for their litter and to ensure it is placed in black bags and deposited in the bins provided by the organisers, any litter found not put in these bins, the caterer would be fined £450.
- You will be asked to pay £150 deposit for litter and waste. This would be returned to you if your pitch is left litter / damage free.
- Where vendors provide food and refreshments, checks will be made on arrival and during the event, under the provisions of the Food Safety Act and Associated Regulations.
- Caterers are responsible for the security of their own staff, units and personal belongings and are liable for all claims arising out of the catering stall, handling or housing of such exhibits and the conduct of the stand generally. The organisers will not be responsible in any way for any article, plant, machinery or object of any kind exhibited on the event site. The exhibitor will assume full responsibility for any third party claims arising from the catering stall.
- It is the caterers responsibility to ensure, check they meet food hygiene standards of Birmingham City Council to avoid issues on the day.
- All power is supplied externally. Therefore, organisers cannot be held responsible for any loss of trading time due to powercut. Please note that refunds will not be issued.

TRADE STALLS : TERMS & CONDITIONS

Please ensure that you read the terms and conditions properly before sending this application. Please sign under the below terms and conditions.

- Pitches will be allocated within the designated market areas only.
- Price for the pitch area and the catering marquee is separate (for caterers only).
- Power requirement has to be provided for on application and paid for separately
- Failure to pay prior to the payment terms on the invoice will result in refusal of entry.
- Failure to attend the event site on the agreed timings will result in strictly no vehicle entry.
- You must hold Public Liability Insurance to £2 million valid to 30th September 2022.
- This is a non-political event, and stalls are available only on the basis that they shall not be used to display or distribute political propaganda except with regard to information displayed or distributed by organisations of a charitable nature concerned with the prevention of illness or the alleviation of suffering.
- Items permitted for sale are those in keeping with the character and nature of the event providing they comply with all relevant, health and safety and environmental protection legislation.
- The sale and display of tobacco, alcohol, knives, guns, weapons and replica weapons is not permitted including martial arts weaponry, hunting knives and crossbows. The sale of pornographic material is prohibited.
- The site supervisor and event staff reserve the right to instruct immediate ceasing of your stall at any time.
- No subletting of any portion of the trader's allocated site is permitted. All equipment, goods for sale, display stands etc. must remain within the designated pitch area. Any trader or exhibitor occupying a space beyond the designated pitch will be removed at the discretion of the site supervisor and event staff.
- Leafleting or any other promotion in the event site or car park is not permitted. The event organisers reserve the right to alter any element of the event or to order the cessation of any activity at their sole discretion, without prior notice.
- Exhibitors and traders are not allowed to use their own generator for electricity. Exhibitors are responsible for keeping their pitch free of litter, which should be placed in the bins provided.
- Exhibitors likely to generate large quantities of waste material including packaging etc. should arrange with the organisers prior to the event for extra waste disposal facilities to be made available, for which a separate fee may be payable.
- Exhibitors and Traders are responsible for their own security arrangements together with any necessary insurance of their own belongings or equipment.
- The organisers cannot be held responsible for any loss or damage to equipment brought onto or left in the park. Exhibitors / Traders shall indemnify the organisers 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 in any way connected with the stall holder/traders presence at the event.
- All Exhibitors and traders are reminded that they are responsible for the observance by themselves, their employees and their contractors, of Health and Safety at Work Act 1974 and the relevant statutory provisions covering all safety regulations.
- All Exhibitors and Traders are responsible for their litter and to ensure it is placed in the bins provided by the organisers, any litter found not put in these bins, the exhibitor / trader would be fined £250.
- Exhibitors are responsible for the security of their own staff, units and personal belongings and are liable for all claims arising out of the exhibition, handling or housing of such exhibits and the conduct of the stand generally.
- The organisers will not be responsible in any way for any article, plant, machinery or object of any kind exhibited on the show ground. The exhibitor will assume full responsibility for any third party claims arising from the exhibit.
- A 50% non-refundable deposit of the total amount will be required within 14 days submission of this application. Non-compliance with regulations.
- The organisers have the authority to remove any person, trader or exhibitor from the site and close down any stall, which does not conform to the Event Regulations and/or these Terms & Conditions
- All power is supplied externally. Therefore, organisers cannot be held responsible for any loss of trading time due to powercut. Please note that refunds will not be issued.

Acceptance

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I agree and accept the terms and conditions

Applicant Signature

Full Name

Date