



Stall Holders – guidelines to application form

**Sunday 26 and Bank Holiday
Monday 27 August 2018**

**Trading from 12 noon – 7.30pm
Event finishes 8pm both days**

Closing Date : 8 May 2018

Please note the change in contact address.
Stall enquiries : Karen 07794346684
c/o 2 West Road, Newcastle upon Tyne, NE4 9HB

Introduction

The Newcastle Mela 2018 is remaining in last year's venue on Exhibition Park and again it will have an allocated parking area for visitors and traders. Further information on the venue will be forwarded once your pitch is confirmed.

This information sheet will allow you to apply for a Stall at the Newcastle upon Tyne Mela 2018. This year's event is being held on Sunday 26 and Monday 27 August 2018. Trading times are 12 noon until 7.30pm and the event closing at 8pm.

Application Information

In order to hire a stall or pitch at the Mela, you will need to complete an application form and send it back to us along with the necessary insurance documents, food hygiene certificates and any additional information required. Please note that we do not provide electricity.

Once we receive your completed application form we will enter your details onto the Newcastle Mela database. Your details will not be passed to any third parties and are held confidentially. We may use these details to contact you for future NAAM events, however, if you do not wish to be contacted about future events please inform us as soon as possible.

Stalls Hire

This year we are allowing traders to bring their own stall, although there are a small number of Mela stalls for hire. If you are providing your own, we will need to know the exact dimensions of your stall. The stalls price form states prices of ground rent per metre for this year, as well as the cost to hire one of the Mela-Supplied stalls. **Please note as with all stall bookings we will not offer any refunds under any circumstance.**

The depth allocation including your stall is 5m for general stalls and 8m for food stalls. This will be marked out and stall holders are not permitted to go beyond this area for health and safety reasons, failure to comply with this will forfeit the right to trade and you will not be able to claim a refund. This includes both bringing your own stalls and Mela hired stalls.

Own Stall

If you are providing your own stall, it is essential that you give the exact details of space required, as we can only allocate the amount of space you enter on the booking form. If on your arrival the space you require is larger, your pitch may be moved and/or be charged according to the new dimensions (£100 for general stalls and £200 for food stalls per additional metre). NAAM reserves the right to refuse your pitch allocation without a refund under these circumstances.

Your stall must be structurally sound and have the sufficient weights needed to keep it secured in the position allocated. Stalls that are not structurally sound will not be allowed on site and will be asked to pack up and leave before the event opens and no refund will be given for your stall fee.

Mela-Supplied Stall

You can hire one of our stalls although these are limited and you may be asked to provide your own. If you hire one of the limited numbers of stalls that we have available we will supply you with 3m x 3m covered area. As in previous years you will be expected to provide your own tables, chairs, rails and any other equipment. Please ensure that if you are putting up a frame it will fit within the area you have booked and that it is structurally sound and properly erected.

Food Stall

Food stallholders must be registered and have an inspection rating of 4 or 5. Evidence of the inspection by the Environmental health team in your home town will need to be supplied before your application is processed. For further information please visit <http://www.cieh.org>

Copies of your PAT test certificates, Gas Certificates and a menu with prices which details food you intend to sell are required along with your application.

You must provide your own appropriate flooring (board or lino) and work surfaces (PVC tablecloth or similar) as requested by Newcastle City Council's Public Health and Environmental Protection. Barriers must be provided if you are cooking in close proximity to the public.

Public Health will contact food stall holders prior to the event and will be onsite checking food outlets prior and during the event day and should there be any reason why you are unable to trade you will not be refunded your stall fee.

A no glass policy operates at this event; please do not sell drinks in glass containers or bottles.

Stall deposit – this will not be refunded if empty cooking oil canisters are left on site, food/waste has been tipped out in the park or your allocated area is left in an unacceptable state.

Booking Process

Application form and guidelines are sent out and returned (Receipt of your application form will be acknowledged within 7 days of the closing date). Payment and stall deposit (food outlets only) must be received along with the application form, any discrepancy with the amount must be sent prior to stall acknowledgment being sent.

Cash will not be collected on the day of the event. Stalls must be paid for in advance or you will not be allowed to set up.

Further information will be sent to all stallholders once payment has been received. Payments can be received by cheque or BACS payment (contact the Mela office).

Bounced Cheques

Unfortunately, in recent years we have seen a number of cheques bounce. In most cases, this is due to simple error and has been resolved, but not always. All cheques must be cleared before the event and costs incurred by NAAM will be invoiced to you direct.

Site Entrance/Exit

The Postcode for Satnav systems for the vehicle entrance for stallholders is NE2 4PZ.

The speed limit for the whole site is 5 mph, please ensure you have your hazard lights flashing at all times while your vehicle is moving.

Be aware of pedestrians, bike riders and dogs while driving on site.

Details of how to enter the site will be sent to you prior to the event. Your allocated stall position will be given to you once you enter the site at the stallholder's area on the day. Your stall/pitch will remain the same for both days.

There will be no vehicular movement on site during the hours of 11.30 and 8.30pm or until the site is deemed safe. If you need to leave the event before these times, cars must be parked in the onsite car park.

Stallholders are only permitted to arrive on site with their stalls on Saturday evening by special request. You may leave your stall unattended overnight, however, please note that Newcastle Asian Arts and Music (NAAM), Newcastle City Council and The Freeman of the City (the landowners) are not responsible for stalls, products or personal belongings.

Parking

Only one vehicle per stall is permitted on site and where possible this will be behind your stall but this is not guaranteed. Additional vehicles will have to be parked up in the onsite car park at an additional cost.

Vehicle Passes

There will be one vehicle pass allocated to each stall with the registration number on which must be displayed at all times in the vehicle. Other loading vehicles agreed prior by the Mela Committee must be moved off site by 11am ready for the no vehicle movement after 11.30am.

Late Arrivals

Any stallholder arriving after 11am but before 12 noon will not be able to bring their vehicle on site but can park in the onsite car park and unload from there, please note there will be no assistance available to help with your equipment. If you arrive after 12 noon you will not be able to trade.

Products / Produce / Pricing

All traders must display a price list of all products on sale and these must not be altered throughout the day.

Any trader found trading in counterfeit goods will have their goods confiscated and NAAM will not make any refund of stall fees.

The following are strictly prohibited on the Mela site:

- Selling and displaying of national flags.
- No religious or political literature to be displayed.
- No glass bottles or glasses to be sold.
- Selling or drinking of alcohol.
- Selling and displaying of counterfeit goods.
- The supply of tobacco products.
- The supply/use of sky lanterns.
- Supply of party balloons.

Leafleting / Flyposting

Leafleting or flyposting on or off site is not permitted. Any traders seen on or off site will be stopped from trading and will have their stall and goods removed from site with no refund of stall fee made.

Certificates / Public Liability Insurance

When sending your completed booking form please include photocopies of your relevant certificates. Certificates must be up to date before the date of the event. Stallholders must have the minimum of £5 million Public Liability Insurance to insure themselves and the Public should an incident occur. Without this you would be personally liable for any damages or incidents. Any stallholder found to have invalid certificates or Public Liability will be ejected from the site and a refund will not be given.

Alcohol/drugs Policy

We have zero tolerance to drug abuse. Alcohol is not permitted on site.

We will refuse entry to anyone found bringing or suspected of bringing alcohol or drugs into our event. Any person found drinking, supplying or in possession of alcohol will be asked to dispose of the alcohol and may be ejected from the venue. Any person found using, supplying or in possession of illegal drugs will be ejected from the venue. The Police who are patrolling the site will be notified.

Litter

All rubbish must be disposed of using the skips/bins/recycling containers which are identified on the site plan. Any rubbish generated from your stall must be stored away from the general public, preferably disposed of in the skips or bins provided. All rubbish must be bagged and placed in areas highlighted at the event, any cardboard boxes must be taken away with you. Failure to do this will result in the stall deposit for food outlets not being refunded or for general stalls a charge of £200 will be invoiced for the clearing of your area.

First Aid

You are required to provide appropriate first aid equipment for yourself and your staff. First Aid provision during the event hours will be provided by St John Ambulance and will be located near the information marquee. In the event of an emergency please contact a steward or the information marquee who can relay the information to Event Control.

Fire

You are required to have within your unit the appropriate extinguishers, dependent on the nature of your stall. You must have your own fire extinguishers on the day.

All Officials will be Fire Spotting and have Fire Extinguishers available if they require them. You are responsible for Fire Management within your unit.

Electricity

Your use of electrical equipment must not create a risk to the Public or yourself:

Cables must not create a tripping hazard.

Electrical equipment exposed to the weather should be protected by means of suitable and sufficient covers, enclosures or shelters and should not be located where members of the public can touch it.

Electrical equipment should be tested and certified by a competent person.

Cables and sockets should be appropriate for intended use.

High visibility cable covers must be used where cables cross public areas.

Generators

Petrol generators are not allowed on site and if used your stall will be closed down and you will be asked to leave the site, and your stall fee not refunded.

Diesel generators are accepted on site providing they are earthed and they are your responsibility, all moving parts are properly guarded and any cables used do not constitute a tripping hazard.

Water

Fresh water is available and is shown on the site map. This tap is free to use, however, please ensure that it is turned off once you have finished.

Site Security

NAAM has 24 hour security on site, however, it is the responsibility of ALL stallholders for the equipment/stock and anything else in their pitch/stall area. Event Cover will be patrolling the site during the event and staffing the car park area.

Event Staff

There will be a number of NAAM members and volunteers on site during both days of the Mela, who are available to help with any problems or queries. Any issues can be reported at the information point at the entrance to the event.

Toilets

Portable toilets are on site, along with disabled and nappy changing units.

Complaints

All complaints must be reported to the Information Point.

Contact

Karen Mckenna, 07794346684