



# LONDON MELA TRADING APPLICATION



Lost Planet Ltd  
PO Box 225  
Falmouth. TR11 5XQ

Gunnery Park, Ealing – 4<sup>th</sup> September 2011

## PLEASE PRINT THIS DOCUMENT

Complete all sections of this application form and send to the above address along with a copy of your insurance certificates and photographs of your stall unit. Applications will not be valid without your signature.

### We will contact you

If your application is successful we will contact you with an offer to trade that will include a price for your concession based upon the information you have provided.

Trading Name:

Your Name:

Address:

Address:

Postcode:

Mobile Phone Number:

Landline:

**\*IMPORTANT** - email address. (This is how we will contact you):

Website:

Insurance Company:

Policy Number:

Valid until Date:

### Stall/Unit Details:

Stall Frontage in metres:

Total size (Inc tow hitch etc) in metres:

Total depth:

Stall/Unit construction details (i.e. trailer, marquee, metal frame, gazebo, other):

Space required behind stall (Inc details):

Type and size of Vehicle:   
(behind stall)

Details of any other necessary vehicle:   
(traders car park)

**Products for sale**

Please list and give a full and detailed description of your merchandise or food/drink types served, cooking method, and other info that characterises your catering or other activities:

Did you trade at Last years London Mela?

**ELECTRICAL REQUIREMENTS** PLEASE NOTE: NO GENERATORS ARE ALLOWED TO BE BROUGHT TO THIS EVENT

**IMPORTANT NOTE: ALL TRADERS REQUIRING POWER MUST HIRE OR PROVIDE THEIR OWN ELECTRICAL CABLES AND ADAPTORS/ACCESSORIES. THESE ARE NOT INCLUDED IN COST OF POWER.**

**IF YOU NEED TO HIRE A CABLE YOU MUST PRE-ORDER PRIOR TO THE EVENT (See 'Equipment Hire'). FAILURE TO ARRANGE PRE-ORDERED CABLES WILL RESULT IN NO ACCESS TO POWER**

(Please tick a box)

**I REQUIRE A:**

13amp supply (non-food stalls only) @ £50

16amp supply (up to 4 KW) @ £90

32amp supply (up to 8KW) @ £120

NO ELECTRIC SUPPLY NEEDED (Tick box)

**YOU MUST PLACE A TICK  
IN ONE OF THESE BOXES**



## **STALL FEES**

### **NON-FOOD STALLS:**

These are fixed prices and are not negotiable. If you are unsure to which category you belong, please phone for advice.

Category	3m	4m	5m	6m
Crafts, clothing, general goods £65 per metre frontage (Pitch fees <i>only</i> are VAT free)	£195	£260	£325	£390
Charities (proof of charity status needed) £30 per metre (VAT free)	£90	£120	£150	£180

Note: The price offered to you will be based on these figures but you can apply for any amount of frontage

I require a NON-FOOD trading pitch  
with maximum total frontage of:

(metres)

Cost of pitch fee £:

### **FOOD STALLS:**

We invite you to apply for one or more of the following catering concessions. There is a stated minimum amount required for an offer in each category, only offers of or above this amount will be considered.

Category	Description	Minimum Amount
Asian food	Meat or vegetarian curries, vegetable dishes, rice, kebabs,	£1000
Fast food	Halal burgers, hotdogs, chips	£1000
Caribbean/Creole food & Mexican	Rice & peas, curries, fish, jerk chicken	£900
Oriental food, Chinese, Japanese, Thai & Phillipine	Noodles, stir-fry, pork, chicken, fish, satay	£900
Southern Fried Chicken	Fried Chicken, chips	£900
Vegetarian food	Hot vegetarian & vegan dishes, veggie burgers, falafel	£800
Pizza		£750
Sandwiches, salads, baguettes, pies	Sandwiches, filled rolls and breads, salads & savouries	£700
Hot drinks	Coffee, tea, chai	£450
Cold drinks	Fruit juices & cordials, smoothies, milkshakes, lassi etc	£450
Doughnuts/Churros		£450
Sweets	Indian sweets, Chocolate fountain, Candy floss, Popcorn	£350
Fresh Fruit	Tropical fruit salad etc	£350

Note: prices are based on an average sized stall of between 3 – 7 metres.  
Pitch fees *only* are VAT free

**CATERING TENDER**

I would like to tender for the following units:

**OFFER PRICE**


Caterers must give the name of the Local Authority with whom they are registered:

**Equipment Hire** (available to all stallholders)

If you require any of the following equipment it **MUST** be pre-booked!

Traders must bring and set up their own stall structure but if you would like us to provide a 'Canvas shop unit' set up and ready for your arrival, it must be paid for along with your stall fee and electric fee, all other equipment below must be paid for in CASH on arrival to the site.

Please state clearly the quantity needed if applicable

<b><u>EQUIPMENT HIRE</u></b>	<b>QUANTITY</b>
Canvas shop unit (3m x 3m) - £250 per unit + VAT (cost to be added to stall fee)	
Table Hire @ £25 + £25 refundable deposit per unit (Fee payable on the day in cash)	
Chair Hire @ £10 + £20 refundable deposit per unit (Fee payable on the day in cash)	
Electricity Cable Hire @ £20 + £20 refundable deposit per unit (Fee payable on the day in cash)	

**CATERERS CHECKLIST:**

<b>Please enclose the following, we will not consider your application without them:</b>	
A current and valid copy of your Public Liability Insurance	
The name of the Local Authority with whom you are registered	
Food hygiene certificates	
Current electrical & gas (CORGI) safety certificates	
Menu detailing all food you intend to serve at this event	
Prices of all menu items	

## **GUIDANCE FOR APPLICANTS**

Send your completed application ASAP to:

Mela Traders  
Lost Planet  
PO Box 225  
Falmouth  
TR11 5XQ

**Do not send payment with this application. If successful we will contact you requesting payment.**

**Caterers** are invited to tender for concessions; this is because of the volume of applications we receive each year. If you are not familiar with the process of tendering, please see the food types mentioned earlier in this document and categorise your business.

You would then tell us what you would like to offer above this amount – the success of your bid depends not only on the price offered, but what service you can provide for that price. If your bid is successful, this application will form a part of your trading contract.

All caterers must use biodegradable packaging when serving food.

**All Caterers will be asked to pay a 'litter bond' before the event. Full refund of this will be given only if the pitch area is left undamaged with no rubbish and STRICTLY NO FOOD WASTE SPILT ON THE GROUND**

**All traders:** If your application is accepted you will be sent confirmation along with a contract and invoice. Payment terms must be adhered to or your pitch will be offered to someone else.

Charges for electric must be paid for along with your pitch fee (also 'canvas shop unit' hire cost – if needed).

Pitch fees (only) are VAT free – all cheques to be made payable to '**London Borough of Ealing**'. Payments should be made as soon as you receive your invoice.

Furniture and electric cable hire fees will be payable in cash on arrival to the site. Equipment **MUST** be pre-booked.

It is essential that you give accurate information, especially regarding the size of your pitch, as we cannot give more space than is booked on this form. Pitches will be allocated within the designated market areas only.

Early applications and payments are highly recommended to secure your pitch. Either way your form must reach us by **July 1<sup>st</sup> 2011 AT THE LATEST**. Trading pitches always sell out so don't leave it to the last minute!

Failure to pay prior to arriving on-site will result in refusal of entry unless arrangements have been discussed with Ealing Council's representative. **Anyone owing money on arrival will be dealt with LAST.**

Each application is subject to approval by both the London Borough of Ealing, and Hounslow Environmental Health and Trading Standards Department.

You must read the Terms and Conditions of your contract carefully.

All information you need to know should be contained in this application, however, if you have any further queries, call blue on 07966 192369 – Please keep calls to a minimum

## **PLEASE READ ALL OF YOUR PAPERWORK**

This application will form part of your contract and so requires your signature to show that you fully understand the information contained within it.

Signed.....

Date.....