



CATERING APPLICATION FORM

ZEE BIRMINGHAM MELA 2018
VICTORIA PARK, SMETHWICK
14 - 15 JULY 2018

GUIDANCE NOTES

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

Remarkable Events
2 Lombard Street West
West Bromwich
West Midlands
B70 8EF

Or emailed to:

m.sharma@birminghammela.com

- All section 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.
- All documentation is needed for your application to be successful.
- If you have any further queries, call Mallika on 07982 945 373

1. MUST READ

This form can be filled online and printed. Complete all sections of this application form and send to the above address or email along with any copies of the required documents. You must sign the terms and conditions of this application or the application will not be valid.

- Use black ink to fill out this application
- Full payment must be made prior to the event
- Only 1 vehicle will be allowed to be parked behind a stall and vehicles will not be allowed to enter the event site after 9.30am on event days
- Please note that vehicle parking behind stalls is limited. We cannot guarantee parking directly behind your stall
- Items listed in your final contract will be the only items you will be allowed to sell
- Unfortunately, we are unable to negotiate on the locations of pitches if you require a customised pitch please contact me

2. DATA PROTECTION ACT

The information provided by you on this form will be held on the Remarkable Events database in order to process your application. Other event organisers or members of the public may contact us regarding information about this event. Please indicate whether or not you wish this information is to be passed on to them, by ticking the relevant box.

Yes

No

3. YOUR DETAILS

Company Name

Name of main contact

Address

Town/City

Post Code

Landline Number

Mobile Number

Email address

Website

4. ITEMS TO BE SOLD

Please list and give a full and detailed description of the products you wish to sell and other information that characterises your trading or other activities.

Detailed product description including name and price

5. CATERING COST

All food and catering related stalls are concession based. You can apply for any of the below categories with an offer not below the minimum stated.

The prices listed below are for two days trading.

Code	Size	Category	Description	Minimum Amount
CT01	6m x 6m or trailer	Indian food	Full Indian catering/dishes. No Kulfi, ice cream, flooda or masala chips.	£2000
CT02	6m x 6m or trailer	Chinese Food	Chinese catering/dishes i.e. noodles, stir-fry	£1000
CT03	6m x 6m or trailer	Fast food	Burgers, chips etc	£1200
CT04	6m x 6m or trailer	Deli	Sandwiches, wraps, baguettes, jacket potato etc	£1200
CT05	6m x 6m or trailer	Vegetarian	Vegetarian food/dishes	£1200
CT06	3m x 3m or trailer	Donuts	Fresh donuts	£600
CT07	6m x 6m or trailer	Sweets	Pick 'n' mix	£600
CT08	6m x 6m or trailer	Cold drinks	Milkshakes, fresh juice, smoothies, slush etc	£1200
If you require a custom catering package, please contact us.				

6. TENDER

Code	Quantity	Tender Price

7. EQUIPMENT COST

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 any equipment set up and ready for your arrival, it must be paid for along with your stall fee.

Equipment	Description	Cost	Required
Electricity Supply	32amp, single phase (12 hours)	£175	
Electricity Supply	32amp, single phase (24 hours)	£275	
Mini Marquee 3m x 3m	Fully covered mini marquee	£120	
Mini Marquee 4.5m x 3m	Fully covered mini marquee	£130	
Table*	6ft x 2ft plastic trestle table	£10*	
Chair*	Plastic chair	£7*	
Fire Extinguisher*	JS 6 Litre Foam	£60	
Fire Extinguisher*	FC Wet Chemical	£70	
*Deposits required for these items			

8. DOCUMENTS

Please ensure that the below documents are attached with this application. Your application will not be considered if none of the documents are attached or if they are invalid. All documents must be valid until 31st August 2018.

Document	Check
Public liability insurance	
Food hygiene certificates	
Food details you intend to serve	
Prices of all menu items	
Electrical and gas safety certificates	
Risk Assessment	

9. 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.
- 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 31st August 2018.
- 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.
- 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.
- 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 fee.
- 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.
- **A 50% non-refundable deposit of the total amount will be required within 28 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.

Signed:

Date: