



EXHIBIT & TRADING 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 or sent via email. 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
- No vehicles 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.
- Items listed in your final contract will be the only items you will be allowed to sell

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. TRADING COST

All prices are fixed and not negotiable. If you require a large amount of space please contact us. The prices listed below are for two days trading.

Code	Size	Description	Cost	Required
S3	3m x 3m	Trading stall pitch in market area.	£390	
S4	4m x 4m	Trading stall pitch in market area.	£520	
S5	5m x 5m	Trading stall pitch in market area.	£650	
S6	6m x 6m	Trading stall pitch in market area.	£780	
IN3	3m x 3m	Information stall pitch in market areas. Strictly no trading allowed.	£350	
IN4	4m x 4m	Information stall pitch in market areas. Strictly no trading allowed.	£400	
V1	4m x 4m	Vehicle advertising in market area.	£400	

Trading stall pitch sizes are based on £65 per meter. If you require a bigger size, please contact us.

6. 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	13amp, single phase	£100	
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 trestle table	£10	
*Chair	Plastic chair	£7	

Deposits are required on these items.

7. TERMS & CONDITIONS

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

- 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 31st August 2018.
- 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 showground. 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 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: