



Lost Planet Ltd
 PO Box 225
 Falmouth. TR11 5XQ

TRADING APPLICATION 2009



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 - Your Email – (this is how we will contact you):

Website:

Stall/Unit Details

Insurance Company:

Policy Number:

Valid until Date:

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:

Vehicle passes required:

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

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) @ £40

16amp supply (up to 4 KW) @ £80

32amp supply (up to 8KW) @ £110

NO ELECTRIC SUPPLY NEEDED (Tick box)

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	4.5m	6m
Crafts, clothing, general goods £60 per metre frontage (Pitch fees <i>only</i> are VAT free)	£180	£270	£360
Charities (proof of charity status needed) £25 per metre (VAT free)	£75		£150
Note: The price offered to you will be based on this 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,	£900
Fast food	Halal burgers, hotdogs, chips	£900
Caribbean/Creole food & Mexican	Rice & peas, curries, fish, jerk chicken	£800
Oriental food, Chinese, Japanese, Thai & Phillipine	Noodles, stir-fry, pork, chicken, fish, satay	£800
Southern Fried Chicken	Fried Chicken, chips	£800
Pizza	Pizza & garlic bread	£700
Doughnuts/churros		£350
Indian sweets, chocolate fountain		£300
Fresh fruit	Tropical fruit salad, sugar cane etc	£300
Hot drinks	Coffee, tea, chai	£400
Cold drinks	Fruit juices & cordials, smoothies, milkshakes, lassi etc	£400
Vegetarian food	Hot vegetarian & vegan dishes, veggie burgers, falafel	£700
Sandwiches, salads, baguettes, pies	Sandwiches, filled rolls and breads, salads & savouries	£700
Sweets	Candy floss, popcorn, sweets (see Indian Sweets above – prices)	£300
Note: prices are based on an average sized stall of between 3 – 7 metres. Pitch fees <i>only</i> 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!

Most traders bring their own stall structure but if you would like us to provide a 'Canvas shop unit', 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

<u>EQUIPMENT HIRE</u>	QUANTITY
Canvas shop unit (3m x 3m) - £230 per unit + VAT (cost to be added to stall fee)	
Table Hire @ £20 + £30 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:

Please enclose the following, we will not consider your application without them:	
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

Caterers: This year instead of charging by metres of stall frontage, we are inviting caterers 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 concessions mentioned earlier in this document and categorise your business.

You would then tell us what you would like to pay – 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 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).

Express Payment (recommended!):

You are invited to send the correct amount of payment (including VAT where applicable) with this application. This may give you a better chance of getting your pitch secured. This does not however guarantee acceptance. None-acceptance of your application in this case would simply mean that we will destroy your cheque rather than return it. Please call for advice on this – 07966 192369

Pitch fees (ONLY) are VAT free – all cheques to be made payable to 'London Borough of Ealing'

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 1st 2009 AT THE LATEST.**

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.

Applications for promotional or exhibition stands from large corporate companies are invited to contact our sponsorship manager, Mr Harbinder Singh Rana on 07795 095037.

Please 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.....