

Application to Trade At Village India & Experience Gujarat Festival 2009 (10*), 11, 12, 13th September 2009

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Note the 10th September only applies for the area in front of DMH which opens early for the evening celebration in the DMH auditorium

How to apply

Please read the terms & conditions and complete the application and return to:

Alpesh Patel, Village India & Experience Gujarat, Traders Applications, Sense Experience, 93, Belgrave Road, Leicester. LE4 6AS

T: + 44 (0) 116 2660946

F: + 44 (0) 116 2610480

Applications must be received by **Aug 20th. 2009**. Any arriving after that date may not be considered.

Successful applicants will be notified by **within 3 days of receipt of application**. You will also be informed of your pitch position within the area of your price range and site preference. **The 3 sites are:-**

Village India Main site which is primarily for food traders

The area or in front of main DMH hall which has the footfall of both Village India and Experience Gujarat. This is designed for a variety of traders including some food traders.

The Business Showcase (Victoria Park). The Business Showcase which has one large dedicated food area to service the whole of the trade show and is also open to the general public. This has a monopoly of the area and will be a special application. **Please get in touch directly to discuss this area.**

Village India & Experience Gujarat 2009

Pitch fees are fixed in some areas but will also be calculated on the information you give below for other areas.

Please do not apply to sell alcoholic products.

Thank you for applying to trade at **Village India & Experience Gujarat 2009**. A big part of this event will be the excellent presentation of stalls and we have specially made and beautifully decorated individual marquees for a number of areas. We have received excellent feedback about our plans and designs for the event and additional food and market stalls will also help create the vibrant atmosphere of the festival. We're looking for great quality, originality and more vibrant colourful stalls. We're confident that we can sell the festival out and we have booked the event for the next 3 years, so it is a good time for you to make an impact with us.

TERMS & CONDITIONS

Changes for 2009

- Changes have been made to the terms and conditions. Please ensure you have read and understood them. Any questions to alpesh@senseworldmusic.com

In order to keep the waste management costs down (and to ensure the return of your pitch deposit) and achieve maximum environmental benefit, all concessions need to adhere to the following rules: -

1. Put all your non-recyclable rubbish in one of the large **1100 litre wheeled bins**, behind your stall. These will be lifted approximately twice during the event. If required additional waste can be placed in the skips at the stage door. **Do not** use the small bins. They are **strictly** for public use only. You will be informed of the approximate times of the lifts at the beginning of the event.
2. Please use the Elsan tanks provided for **all** waste water. It is **NOT** acceptable to throw used water onto the ground or into hedges.
3. The following can be recycled - **cans, plastic bottles, glass bottles** and clean, dry **cardboard** and **paper**. If you are interested in recycling any of your waste, please speak to a member of Complete Wasters staff.

Village India & Experience Gujarat 2009

4. Use sugar cubes or loose sugar in dispensers instead of sachets, (easily windblown and time consuming to pick up) and use real or wooden spoons instead of plastic stirrers.
5. **Do not** use polystyrene products, such as plates, cups and burger boxes as these shatter into small fragments and aren't recyclable. Use biodegradable plates and cups (waxed paper cups and plates are less untidy and more eco-friendly. Use wooden cutlery (from sustainable wood), rather than disposable plastic ones. Should you have any difficulty acquiring any of these items, please contact alpesh@senseworldmusic.com rather than turning up without them.
6. This year we are continuing a collection scheme for waste **vegetable oil**. If you would like to get involved please contact Complete Wasters on 01509 815181 (in advance of the event if possible)
7. You must be responsible for the waste on and around your pitch. During the event please keep the area around it as litter free as possible and prevent items such as flyers, serviettes etc from blowing around.
8. In following these rules you will help to keep the event looking tidy and ensure the return of your **pitch deposit**. DMH staff will be monitoring the site. Any pitch not left tidy or any trader leaving waste can expect not to be in attendance next year.

By sending a completed application form you are agreeing to the following terms & conditions:

1.0 Definition

- 1.1 In these terms and conditions the terms you or yours refers to the person or organisation that is applying for a pitch to trade from;
- 1.2 Sense Experience operates the Village India & Experience Gujarat festival. The Terms "Village India & Experience Gujarat" and "Sense Experience" are interchangeable within the context of this document.

2.0 Application

- 2.1 A signed declaration, together with your completed application form, a copy of your insurance certificate, your completed health and safety tick list and fire risk assessment (food stalls only), a sample tariff, PAT certification (if necessary), Corgi certification (if necessary), and details

Village India & Experience Gujarat 2009

of your registration with your local authority (food stalls only) must be received before and application can be accepted.

3.0 Payment

- 3.1 You will be notified within 3 days of receipt of the success of your application and the fee you will need to pay.
- 3.2 Should your application be successful, the full fee will need to be paid by cheque by Aug 31st 2009

4.0 Insurance

- 4.01 You are obliged to take out insurance to cover any hazard or loss, which may occur at the festival as a result of your attendance, which will include public liability insurance for no less than £1,000,000 or an amount that you feel commensurate with the risk; A copy of your insurance certificate must be sent with your application, no applications will be accepted without insurance details;

5.0 Losses

- 5.1 You acknowledge that Village India & Experience Gujarat or any of their designated employees are not responsible or hold any liability for any financial losses incurred by you, or for any loss or damage of your equipment goods or personal belongings, or personal injury of employees working for or connected to you;

6.0 On Site

- 6.1 Village India & Experience Gujarat and their designated employees are solely responsible for the allocation of pitch sites;
- 6.2 You may not sub-contract your stall or any part of your stall;
- 6.3 Access to the site is from 9am on Wed 9th September 2009.
- 6.4 The number of passes available for your crew must be stated on your application. Any extra passes required after the closing date for payment for your pitch will have to be bought at the full price of a standard ticket.
- 6.5 You must be set up to trade by **6pm Thursday 10th September if you have a site in front of DMH** for the opening event and by **9am Friday morning if you are trading in the Village for Village India opening**; this is so your premises are ready and available for inspection by the appointed employees of Village India & Experience Gujarat and the appointed offices of the local authority and fire and police services.
- 6.6 Hours of trading are as follows:

	Friday	Saturday	Sunday
DMH and Village site	10.30am- 11pm	10.30am- 11pm	10.30am- 11pm

- 6.7 Village India & Experience Gujarat will ensure that security personnel will be monitoring the stalls area from 9am on Wednesday 9th September until

Village India & Experience Gujarat 2009

Midday on Monday 14th September. Village India & Experience Gujarat will ensure that you are placed within a fenced compound.

6.8 The number of vehicles you are allowed on site will be agreed in advance.

Please ensure that you have booked a large enough pitch to accommodate them; once your vehicle has been placed on your pitch it may not be removed until 9am on Monday 14th September. Any other vehicles must be parked in the designated Car Park (fee £45) and not allowed on site.

6.9 The size of your pitch must be included on your application. Pitch size is one of the items, which determines your fee, an extra charge will be made if your stall is too large for the pitch booked;

6.10 Vehicle movement on site is forbidden between 6pm on Thursday 10th and 9am on Monday 14th September.

6.11 All vehicular deliveries to your stall must take place on Thursday 10th September. Any further deliveries must be on foot from the festival boundaries or cleared with the designated Village India & Experience Gujarat member of staff. Vehicles moving across the site must not exceed 5 mph and hazard lights must be on; In an instance of adverse weather conditions, a ban on all vehicle movement across the site may be imposed;

6.12 No amplified music or PA systems are allowed without written permission from Village India & Experience Gujarat or their designated employees; Noise levels must at all times comply with the site licence, Village India & Experience Gujarat or their designated employees reserve the right to confiscate your equipment should it prove necessary for the duration of the festival, at your risk and expense;

6.13 No animals or pets are allowed on site, any animals brought on to the site will be removed at your own expense; Failure to do this will result with your expulsion from site, with Village India & Experience Gujarat entitled to retain your full pitch fee;

6.14 You are obliged to keep the area 10m in front of your stall tidy and free of rubbish; please collect an 1100 ltr bin upon your arrival to the site. Any waste and rubbish you generate must be placed in the 1100 ltr bins provided. Care should be taken not to cause any damage or change to the site, or to any of the fittings, equipment or any other property belonging to the site or to Village India & Experience Gujarat ; You shall pay for any damage, including accidental damage caused;

6.15 You must collect an Elsan tank upon arrival if you will be disposing of waste water.

6.16 You shall ensure that your designated pitch has been left tidy and in good order and that a designated employee of Village India & Experience Gujarat has deemed it so; any cost for cleansing your site will be charged to you. A £100 deposit will be required with your pitch fee (food traders only) this will be cashed should your pitch not be returned in the condition in which you found it.

6.17 You are not permitted to make any recordings or broadcast of the event; All images and sound recordings remain the property of Village India & Experience Gujarat;

Village India & Experience Gujarat 2009

7.0 Fire / Gas / Electricity / Water

- 7.1 You must supply a completed fire risk assessment (see section four of the application) on application; no applications will be accepted without a completed fire risk assessment (food stalls only);
- 7.2 Only one spare bottle of Liquefied Petroleum Gas (LPG) may be kept at your stall at any time; Any other bottles you wish to store, must be marked as your own and placed in Village India & Experience Gujarat own secure LPG store; Access to this store will be through a designated representative of Village India & Experience Gujarat;
- 7.3 All gas appliances must comply with the relevant regulations and must be fitted by a registered Corgi engineer; All Corgi certification must be sent to Village India & Experience Gujarat with your application, no applications will be accepted without insurance details;
- 7.4 All stalls must supply a 5kg dry powder fire extinguisher; food stalls must supply a fire blanket;
- 7.5 Your site fee will include electricity supply up to that specified on your application form. Should you require additional power once you have arrived you will be charged for it.
- 7.6 You must detail your electricity requirements on your application form;
- 7.7 All electrical equipment used within your stall must have portable appliance testing (PAT) certification from a qualified electrical engineer; Copies of certification must be sent with your application, no applications will be accepted without PAT details;
- 7.8 You will be placed near to a suitable water supply; (food stalls only)
- 7.9 All wastewater must be disposed of appropriately. Please speak to the designated Village India & Experience Gujarat staff member upon arrival. The digging of sumps and soak-aways is prohibited, as is emptying to ground and hedges;

8.0 Prohibited Items

- 8.1 You are obliged to supply a sample tariff of products (including prices), which will be offered at the festival; You shall use the allocated pitch for the purposes listed on this tariff only; This tariff must be sent with your application, no applications will be accepted without tariff details;
- 8.2 You are obliged not to supply for a purchase or gift, alcohol in any form whatsoever e.g. brandy-coffees, herbal highs, tobacco products, tin foil barbeques, kites, or any form of flammable equipment;
- 8.3 There are no plastic disposables allowed on site; you are obliged to use paper plates and cups, and wooden cutlery only;
- 8.4 We reserve the right to limit the sale of tea and coffee to specific traders. You will be informed of this if your application has been successful.

Village India & Experience Gujarat 2009

9.0 Health and Safety

- 9.1 You must supply details of your registration with your local authority on application, no applications will be accepted without registration details (food stalls);
- 9.2 You must supply a completed health and safety tick-list (see section four)(food stalls only);
- 9.3 Ensure that all working practices comply with the regulations outlined in the Management of Health and Safety at Work Regulations 1999;
- 9.4 Ensure that all working practices comply with the regulations outlined in the Manual Handling Operations Regulations 1992;
- 9.5 Ensure that all working practices comply with the regulations outlined in the Personal Protective Equipment at Work Regulations 1992;
- 9.6 Ensure that all working practices comply with the regulations outlined in the Provision and Use of Work Equipment Regulations 1992;
- 9.7 Ensure that all working practices comply with the Food Safety (General Food Hygiene) Regulations 1995;
- 9.8 Ensure that all working practices comply with the Food Safety (Temperature Control) Regulations 1995;
- 9.9 Ensure that all delivery, storage, containment, usage and removal of flammable liquids comply with the regulations contained in the following: The Management of Health and Safety at Work Regulations 1992, The Health and Safety at Work Act 1974, Highly Flammable and Liquefied Petroleum Gases Regulations 1972;

10.0 Non-compliance

- 10.01 Village India & Experience Gujarat and their designated employees reserve the right to remove you from the festival site, if you do not comply with the obligations as outlined within this document;
- 10.2 You may not be permitted to operate your stall or outlet if you do not satisfy the licensing requirements of the Local Authority; Village India & Experience Gujarat and their employees cannot accept any responsibility or liability if this situation occurs;
- 10.03 You agree to abide by the above clauses of 1.0 – 10.03 and indemnify Village India & Experience Gujarat and their designated employees against any claim, loss or liability arising from a breach of the above clauses/ regulations.

Village India & Experience Gujarat 2009

11. Site Plan (proposed)

APPLICATION FORM

Please complete each section

Section One: You

Your Name:

Your Company/stall name:

Address:

Contact Number:

Fax Number:

Mobile Number:

Email:

Website:

Section Two: Your Stall

Is your stall a trailer or a marquee/tent/gazebo?

Please note that for some areas we have specially designed 4x3m Indian Marquees beautifully decorated with solid floor, power and light.

**If you are interested in this option please contact us directly to discuss.*

How much space do you require? (In metres please)

Please be accurate here – we have a compact site and don't have the space for mistakes! Please include a diagram of how your pitch is arranged.

FRONTAGE:

DEPTH:

Village India & Experience Gujarat 2009

SPACE BEHIND:

Please tell us what you'd like to sell and describe your stall. Please be as detailed as possible. Include **photos** if possible. If you want to sell food or drinks, include a **menu**.



CREW (total number of weekend passes for yourself & staff):

VEHICLES BEHIND STALL (cannot be moved):

VEHICLES NEEDING PASS OUT:

ELECTRICITY REQUIREMENTS (in multiples of 16amps):

AMPLIFIED MUSIC (Music type, output):

SECTION THREE: CERTIFICATION

Please provide the following to ensure your application is accepted.

	Check	Not Applicable
Insurance Certificate- Public liability insurance of £1,000,000 or appropriate amount		
PAT Certificate All electrical appliances should be tested and certified		
CORGI Certificate Required for all gas appliances		
LOCAL AUTHORITY REGISTRATION (Food traders only)		

SECTION FOUR: HEALTH & SAFETY & FIRE RISK ASSESSMENT

Food Traders only

Please provide a health & safety risk assessment for your food outlet.

Please provide a fire risk assessment for your outlet.

Declaration

I / we understand our obligations and regulations as laid out in this agreement and hereby undertake to abide by them, and the instructions of Village India & Experience Gujarat; I / we have read and understood the generic health and safety handout received with this application;

Signed	
Print Name	
Date	

Please complete and return this application form to:

Village India & Experience Gujarat 2009

ALPESH PATEL

Village India & Experience Gujarat Traders Applications

Sense Experience

93, Belgrave Road,

Leicester

LE4 6AS

Any queries please contact Alpesh on alpesh@senseworldmusic.com

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