

‘Multicultural Mela’ – Festival of Music/Food/Fun

Saturday - 30th July 2011

Dear Potential Participant/Exhibitor,

A Premier Event - The Multicultural Mela in Harborside Park 1 (formerly Baiter Park), Poole

The Multicultural Mela Festival this year takes place on Saturday 30th July 2011. It will start with a Bollywood Evening event on Friday 29th July 2011.

This will be Saaz Aur Awaaz's second Mela and this year is supported by Poole Borough Council amongst others. The Festival will include crafts, leisure activities, stalls and fun for all the family!

The Mela will support Asian and Oriental cultures to showcase their artistic, gastronomic and literary heritage for everyone living in and around Poole and Bournemouth. It will facilitate a fusion of all cultures and its activities will allow visitors to get a glimpse of Asian peoples values and beliefs through a colourful and exciting visual feast of cultural arts and activities. It will also allow people to see their commitment to UK and its prosperity as a successful multicultural nation.

With limitations on exhibition space, Saaz Aur Awaaz need all potential Participants and Exhibitors to contact us as soon as possible, to take up the opportunities on offer and to be proactive in promoting themselves through this popular Festival. Being within such a prime location this event attracts families, professionals and individuals of all ages. Exhibition space is in high demand and we must emphasise that it is important to contact us sooner rather than later to secure your position.

The festival will continue to create widespread media exposure with major sponsors in conjunction with The Daily Echo and a local broadcasting Station.

Please confirm your interest in participating by returning the attached form and state if you need any further information. This may be sent by email or letter, but could you please reconfirm precise address details and landline/mobile phone number by which we can make future contact.

Best Regards
Saaz Aur Awaaz

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All enquires contact:

**Mrs K.K Benepal
43 Glenferness Avenue
Talbot Woods
Bournemouth BH3 7EP**

**Email: sazaurawaaz@hotmail.co.uk
Website: www.saazaurawaaz.co.uk**

MULTICULTURAL MELA 2011 - BOOKING FORM

Reservation for: - **30th July 2011 – Harborside Park 1 (formerly Baiter Park),
Poole, Dorset .**

Reservation Type: Charity Stall Stall/Trade Stand - Sports Display Area
(Please Circle)
Other Area

PLEASE NOTE: It is the responsibility of all stall holders to provide all their own equipment, including tables, chairs, etc.

Items Being Sold / Displayed

Name of Organiser / Exhibitor

Contact Name

Address

Post Code

Email Address

Telephone Number
Mobile Phone Number

Charity Name (if applicable)
Charity Registration No

Please return this form indicating your requirements, together with SAE and your cheque for payment in full, payable to:- Saaz Aur Awaaz

SPECIAL NOTES - IT IS MANDATORY THAT you send us A current copy of your Public Liability Insurance and Risk Assessment must be included with this form as well as a GASSAFE certificate, Electrical equipment test certificate, food hygiene certificate if applicable for your type of staff and equipment.

CLOSING DATE FOR APPLICATIONS 25th July 2011
Late booking fee of £20 payable after the closing date Post-dated cheques will not be accepted.

MULTICULTURAL MELA FESTIVAL 2011

Booking Conditions & Site / Trade Stand Regulations PART 1

APPLICATIONS - must be submitted on this form, which must be signed by the exhibitor/sponsor or representative, such signature being acceptance of these regulations. A remittance for all fees and charges must accompany the booking application form. Any reference in this document to the 'Exhibitor' should also be deemed as referring to all proprietors of any Sponsor/Stall/Ride or Attraction at this event.

Applications must be submitted on the Saaz Aur Awaaz Booking form & accompanied by a risk Assessment statement & valid Public liability insurance copy.

Multicultural Mela Organiser/Event Coordinator reserves the right to refuse entry to any person or organisation.

1. WITHDRAWAL OR CANCELLATION OF SPACE RESERVED. The allocation of all sites and positioning of site stand space will be at the discretion of the Organiser (Saaz Aur Awaaz /Event Coordinator and Stewards). Every endeavour will be made to meet exhibitor's requests, regarding stand /stall position. A penalty for withdrawal or cancellation, prior to the closing date on the booking form, will be charged at a rate of 50% of the site fee. After the closing date refunds will be at the sole discretion of the Saaz Aur Awaaz Organiser/Event Coordinator.
2. FRONTAGE - of all sites will be marked and in no circumstances will exhibitors be allowed to occupy a larger space than allocated. All stalls must set-up behind the front line.
3. SUBLETTING - No exhibitor shall sublet any portion of the space allocated to them, or move to another site without the approval of the Organiser/Event Co-ordinator.
4. **INSURANCE/RISK ASSESSMENT - All Exhibitors require valid Public Liability Insurance and Risk Assessment, which MUST BE INCLUDED with the booking form when booking. All Electrical/Rides/Castles sites etc to have an Electrical Test Certificate /Current Certificate of Worthiness (If applicable).**
5. LITTER – All exhibitors are responsible for clearing all litter/rubbish from their site area each day.
6. CAR PASS Vehicles with special permits are allowed in Harborside Park for unloading only.
7. VEHICLES – All non-authorized vehicles must be parked off site by the event opening time. No vehicle on site will be allowed to move 30 minutes before the opening time or during the event once it has opened to the public.
8. SETTING UP – All Exhibitors must be in place by 09.45am, at the start of the event, and will not clear down until 15mins before the close, at 6pm on 30/07/11.
9. CATERING REGULATIONS – No homemade cakes will be sold without special permission from the Organiser/Event Coordinator, ie see PART 2.
10. LOTTERY/TOMBOLA – Your attention is drawn to the Betting, Gaming and Lotteries Act of 1976 & 1993. A license will be required to operate games of chance. This to be approved by Saaz Aur Awaaz Organiser at time of booking.
11. POWER CABLES - No power cables will be laid without express approval of the Organiser/Event Coordinator.
12. ACCIDENTS OR INCIDENTS – Any accident requiring medical treatment or which could be a basis for subsequent medical treatment to be immediately reported to the Saaz Aur Awaaz Coordinator or Zone Marshall.

Non-Compliance with the Regulations

The Organiser (Event coordinator and Stewards) have the power to order the removal of any article from the grounds, to close the stand/stall of any exhibitor who does not conform to the regulations, or directions of the Organiser and if necessary to expel such exhibitors from the grounds. No liability will be incurred by the Organiser/Event Co-ordinator for any loss resulting from these actions. The Organiser will not be responsible in any way for any article of any kind exhibited at this event. The Exhibitor shall assume full responsibility therefore, including liability for all claims arising out of the sale, display, use, exhibition, housing or handling of such exhibits and conduct of the stall staff generally. Exhibitors should be aware that stands/stalls might be inspected by the Borough of Bournemouth, Consumer Protection & Environmental Control Department.

The Event Coordinators decision is final in all matters

MULTICULTURAL MELA FESTIVAL 2011

Booking Conditions & Site/Trade Stand Regulations PART 2

The Event '**MULTICULTURAL MELA**/ Event Coordinator will not be responsible in any way for any article/item of any kind exhibited on the grounds of the event. The exhibitor shall assume full responsibility therefore including liability for all claims arising out of the sale, display, use, exhibition, housing or handling of such exhibits and conduct of the stand/stall staff generally. Exhibitors should be aware that stands/stalls might be inspected by the Borough of Bournemouth Environmental Control & Consumer Protection Department.

INDEMNITY The exhibitor shall indemnify the Organiser/ Saaz Aur Awaaz Coordinator against all claims, damage or expenses whatsoever arising out of the presence of the exhibitor or his exhibit on the event/show grounds on the day. Acceptance of these and the conditions contained herein shall be a condition of entry.

SETTING UP TIMES. All Stalls must be set up on site 30 minutes before the opening time of the show. The Saaz Aur Awaaz Organiser Reserves the right to refuse admission to all late arrivals to Harborside Park 1 with no refund.

NO ALCOHOL to be sold/ given as prizes without obtaining special permission from the Organiser/Saaz Aur Awaaz.

ALL EXHIBITORS require valid public liability insurance when booking. **THIS IS MANDATORY.**

ALL CATERING will require the relevant public liability insurance and food hygiene certificate.

ALL RIDES AND INFLATABLES will require adequate public liability insurance and a current engineers report/ current certificate of worthiness.

INFORMATION FOR ALL TRADE STANDS/STALLS

1. All exhibitors should arrive in Harborside Park grounds from 7.30am and must leave the site at 6pm on the day. The exhibitor must keep the allocated pitch free from rubbish during and at end of the event.
2. On arrival please report to the Saaz Aur Awaaz Event Coordinator, and then you will be directed to your site.
3. Exhibitor stalls must be set up ready 30 minutes before the opening time.
4. Closing date for all Application forms is on the booking form.
5. All late booking entries to the event will be charged a £20 extra fee.

REQUIREMENTS FOR CATERING STANDS & MOBILE HYGIENE REGULATION

All caterers will be expected to carry out the handling and sale of food in a hygienic manner. The full requirements of the Food Safety Act 1990 will need to be complied with.

Consideration should be given to your duties stipulated in the Health and Safety at work Act 2000 and associated regulations, codes of practice, and guidance notes. These duties apply to staff and members of the public.

*******NON OPEN FOOD** e.g. unwrapped cakes, rolls, sandwiches.*****

FOR FURTHER ADVICE PLEASE CONTACT YOUR LOCAL ENVIRONMENTAL HEALTH OFFICER
The Organiser of this Event/Event Coordinator will have the final decision in any matter.

Multicultural Mela - Acceptance of PART 1 & PART 2 conditions herein signed

Name/Organisation (Printed).....Date.....

Accepted by Saaz Aur Awaaz – Event Coordinator

Signed/Dated.....

I have read the Booking Conditions & Trade/Stand Regulations and agree to be bound by them. Please accept full payment to book the site, enclosed herewith.

Authorised Signature.....Name in full.....Date.....

Please provide any additional information that is relevant to your booking;
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Multicultural Mela office use only:

Cheque/Cash Amount £.....No.....Date.....

MULTICULTURAL MELA FESTIVAL RECEIPT AND STALL LOCATION ADVICE

To:-Participant.....Stall Number.....

Name

Received with Thanks the sum of £.....Signed.....

Saaz Aur Awaaz: Name.....Date.....

MULTICULTURAL MELA 2011 - HSE CONFIRMATION

Health and Safety requirements to be followed by exhibitions/participants at the Multicultural Mela on 30th July 2011 at Harborside Park 1 (formerly Baiter Park), Poole.

Item	Please Complete	Date Due	Purpose
Risk Assessment Statement must be provided with Booking Documents	Yes/No	At time of booking	Risk Control
Copy of your Health & Safety Policy Document provided to Saz Aur Awaaz	Yes/No	At time of booking	Overall Safety of the event
Confirm name of person & position in your organisation responsible on Harborside Park 1 site 13 th June		by 25/07/11	Communication Co-operation
Confirm mobile telephone number that can be contacted		by 25/07/11	Communication Co-operation
Confirm that Accident Report Book will be maintained at the event and submitted for inspection by Saaz Aur Awaaz upon demand.	Yes/No If no, reason why	by 25/07/11	Overall Safety of the event
Do you have trained First Aiders on your stand available in the event of an emergency. Name & phone No.		by 25/07/11	Instant Assistance Back-up
Confirmation of any special Requirements		At time of booking	Overall Safety of the event
Confirmation of total floor space needed and approx overall height	Depthm/ft Width..... m/ft. Heightm/ft	At time of booking	Effective layout and planning

Please note it is your responsibility to ensure working practices are followed by any subcontractors you may use to assist in any way in erecting equipment or providing any other services.

If your participation in the Multicultural Mela 2010 requires safety guarding or fencing to enable your application to operate safely and to keep a safe working distance between the appliance and the public, then this guarding or fencing must be supplied by you.

Agreed to the above

Name (printed)Signed.....Date.....

Position in Organisation.....Organisation.....