



NON-FOOD STALL TERMS AND CONDITIONS 2008

Saturday 26th July 2008

Town Gardens
Quarry Road
(off Bath Road)
Old Town
Swindon
Wilts - SN1 4EN
12pm - 7pm

Enquiries
Mina Bhogal
Swindon Mela
The Arts Centre
Devizes Road
Swindon
Wiltshire
SN1 4BJ

Mobile: 07788745983
Email: info@swindonmela.com

All stalls/information stands/exhibitions must be set up by **11am** on the day of the event.

Public opening/closing times:

The event will officially start at 12pm mid day and ends at 7pm.

All stallholders are requested to continue trading throughout the event and are not to dismantle before 7pm.

Site access and setup:

Vehicle access to the event is via Quarry Road (off Bath Road). You will be directed by stewards to the trading area - please be patient when accessing the site.

Vehicle access to the site will only be permitted with a valid vehicle pass (one per booking) from 8am up to 10.30am in order for stallholders to bring in goods and set up.

Stalls must be set up by **11am** and all vehicles removed by this time to the designated car park at Commonweal School. You will be sent access and parking information with your vehicle passes. If weather conditions prevent this we will contact you preferably by email, therefore, please check your mails regularly. **No vehicles will be allowed to remain on the site.**

Site breakdown:

Clear up can begin at 7pm at the earliest. Vehicles will not be permitted on site until 7.30pm.

Stallholders must ensure that all goods and information stands are removed from the site by 9.30pm on the day of the event.

It is also the responsibility of the stallholders to keep the area around their pitch clean and tidy. We reserve the right to charge stallholders who fail to do so.

You will be required to move as directed by site stewards and again please be patient when leaving the site.

Power

Power **will not** be available unless by prior arrangement. If you require power please bring your own generator after agreement has been made with Mela co-ordinators via email. All generators must be of the silent, diesel type.

Food & Drink

You are not permitted to sell food and drink from a trading pitch. Separate forms and rates apply to a food stall and are available for anyone that is interested in having a catering stall.

Please note that your display of goods must not extend beyond the front of the stall.

Fire Precautions, Health and Safety and Emergency Procedures

All applicable rules, safety regulations and laws shall be complied with by all stallholders. Stallholders are required to submit a copy of their public liability insurance document prior to the event. A copy of the Swindon Borough Council Health and Safety Policy is available on request.

IMPORTANT - please read the following before completing the booking form:

- Swindon Borough Council and the Swindon Mela reserve the right to make any necessary changes to the event.
- Where the event is out outdoor subject to adverse weather conditions, payment will still be due providing that the Council has taken all reasonable steps to allow the event to take place. The organisers cannot guarantee the number of people attending, not the weather for the period of the event, so cannot make any refund if poor attendance or adverse weather conditions occur during the event.
- The stallholder must submit copies of the relevant insurance documentation along with full payment of pitch before the date of the event otherwise the booking is not valid.
- Swindon Borough Council and Swindon Mela shall in no circumstances be liable for any loss or damage sustained by the stallholder during the event.
- A new trade management structure is in place this year which means – **if you traded at the Mela in 2007 you will not be guaranteed the same pitch – all sites will be pre-allocated before you arrive on site – you will be shown your pitch on arrival by designated stewards and it will not be negotiable!**
- **NEW – Cancellation Policy**
For cancellations **received 21 days** or less before the day of the event, the stallholder will remain liable for 50% of the total amount due.

For cancellations **received 48 hours** or less before the start of the event, the trader will remain liable for the full amount due.

All cancellations must be in writing.