**Indian Bazaar Stall Application Form 2017**

**Leicester Belgrave Mela Festival 2017**

**Sunday 20th August – Leicester City Centre**

**11am - 6pm**

Dear Applicant,

Please find enclosed this year’s stall application form for the Indian Bazaar.

The Leicester Belgrave Mela is a glittering mix of live music, dance, fashion, exotic foods, ethnic arts and crafts, community performances, entertainment and cultural activities. This unique, outdoor, one-day spectacular will take place in Leicester City Centre on **Sunday 20th August** and aims to bring the communities of Leicester together in a day of celebrating Asian culture.

Last year, the festival was a huge success, attracting thousands of people to Leicester from all parts of the country. With the sheer number of people attending our event, it’s a great opportunity for new and established businesses, organisations and individuals to reach a huge family audience.

This year’s festival is presented by **Star Plus**,who will film and broadcast live throughout the day on their social media sites worldwide. The festival features a number of attractions including the **Entertainment Stage,** the **Jalsa Arts** with free participatory art workshops and children’s activities and a C**ommunity Stage**. Finally, the ‘**Indian Bazaar’**, based in **Leicester Market Place**, which will boast a huge variety of stalls including: Food Court, Wedding Exhibition, Arts & Crafts, Clothing & Jewellery, Information and many more.

Below are some **important notes** for you to consider before you apply for a stall:

1. Bucket collections for charities can only take place within your stall area. You **will not** be allowed to go into other areas of the event with buckets to collect monies.
2. First aid cover will be provided from 10am to 6pm. Please ensure that you have appropriate first aid resources during the times cover is not provided. This is your responsibility.
3. It is your responsibility to ensure you have appropriate and valid insurance cover including Public Liability for the festival. Evidence must be provided.
4. If you wish to cancel a stall, written notice must be received by us no later than 8 weeks prior to the event in order to receive payment for the stall. You will, however, lose your deposit and this will go towards administrations costs. If you cancel within 8 weeks of the event you will only receive your deposit back.
5. Site forms provided in the confirmation pack **must be** completed on the day of the event and your area signed off as clean at the end of the event in order to receive your deposit back.
6. You have not entered an exclusivity contract with us therefore other stall holders may be selling similar products to you.

As you are aware, demand for stalls at our event always exceeds availability and consequently we urge you to complete and return the enclosed booking form (including payment) without delay to avoid disappointment. Please note that completing the application form does not guarantee a space at the Indian Bazaar. You will be sent a confirmation pack if your application has been successful.

If you would like further information, please contact Bally or Bhavna on **LBMstalls@yahoo.co.uk** or

0116 2221013.

Kind regards

Bally Kaur

Stalls Coordinator

Correct at time of printing and is subject to change without notification.

**Sunday 20th August, 11am-6pm Leicester Markets**

**Closing date for applications is before or no later than Friday 30th June 2017.**  Demand for stalls always exceeds availability, therefore, please complete and return this form without delay to avoid disappointment. **Please be aware stalls will be assessed on a first come first serve basis. Please note completing the application form does not guarantee a space at the Indian Bazaar.** You will be sent an email / confirmation packs if your application has been successful.

**Please use Block Capitals to fill in the form**.

|  |  |
| --- | --- |
| Name ofCompany: |  |
| Contact Person: |  | Title: Mr [ ] Mrs [ ] Miss [ ] |
| Postal Address: |  Postcode: |
| Town/City: |  | Website: |
| Tel:Fax: | Mobile: | E-mail: |
| Your Business: **Please tick your relevant categories, you may choose more than one** |
| Jewellery |  | Bags/Shoes |  | Clothing |  | Furniture |  | CD /Video /DVD |  |
| Religious |  | Hair/Beauty |  | Arts & Crafts  |  | Cosmetics |  | Community/Information |  |
| Other- Please Specify: |

 **FOR OFFICE USE ONLY**

App Received. ........./........../2017

Payment........................................

Insurance......................................

Electricity......................................

......................................................

**Covered Stall – Please choose the number of stalls required**

1 stalls £**140.00** [ ]

2 stalls £**230.00** [ ]

Plus £**50.00** Refundable Deposit [**🗸**]

£

 **Total**

**One Stall**

(Consists of one ‘L’ shape table approx 8ft x 3ft)

**Please note not all stalls are this shape, this is an approximate measurement and shape**

Clothes Rail [ ]

(Subject to availability)

**Important!** What you need to send in with your application

* Send a **Cheque for** **the** **correct amount -** payable to ‘**Leicester Belgrave Mela’** – This should include the additional £50 returnable deposit.
* A general list of products on sale and prices attached on a separate sheet of paper with your application form.
* It is your responsibility to ensure you have appropriate and valid insurance cover including Public Liability for the festival – **attach a copy of this with your application**
* Applications will become invalid if the above information is not provided with your application form.
* Please sign below once you have read and agree to the attached terms and conditions for stall holders.
* Please confirm receipt of your application with the Mela Office, as we cannot accept responsibility for late or non-

submission of applications due to postal delays or any other circumstances.

 **TERMS AND CONDITIONS FOR STALL HOLDERS**

I confirm that I have read the terms and conditions and agree to abide by them, if not the Leicester Belgrave Mela and Leicester Markets reserve the right to withhold any refund.

Organisation/Group (if applicable): ……………………….............………………........................................................…................……

Position ……………………………………………………........…….. Print Name................................................................…….............

Signature …………………..……………………..................……. Date............................................................…………....…................

Please complete and return to:

**Leicester Belgrave Mela**, **C/o Belgrave Neighbourhood Centre, Rothley Street, Leicester, LE4 6LF**

**Tel: 0116 2221013**

**The Leicester Belgrave Mela and Leicester Markets reserves the right to refuse any stall applications**

Correct at time of printing and is subject to change without notification.