



Your Details Please fill all sections in BLOCK LETTERS Fields marked * are required.

Name* [] Group or Organisation []
Address* [] Telephone* []
Mobile* []
Fax* []
Full Post code*: [] Email []

Booking Details Please tick (v) your choice and then complete the respective sections

- I [] We [] My Company [] wish to sign up for the following*
1. BOOK A STALL or Display my Creativity at the Mela [GO TO SECTION A] []
2. PROMOTE my business in the Mela Brochure [GO TO SECTION B] []
3. Get noticed In the Mela Website by putting an advert [GO TO SECTION C] []

SECTION A: STALL BOOKING (7'X3') feet marked

- 1. Local Community Groups, Charities and Voluntary Organisations
a. Information Stalls Only £50.00 []
b. Displaying Creativity £50.00 [] (e.g. Photography, handicrafts, art, and other hobbies)
c. Selling Items £70.00 [] (e.g. Photography, handicrafts, art, and other hobbies)
2. Commercial Businessess
a. Jewellery, handicrafts, CD, DVD, Audio, Video, Books, Toys & Balloons only £150 []
b. Sarees, Salwar Kameez, other type of clothings, Shoes £200 []
3. Henna Painting, Handmade Crafts, Homemade Henna, Glitters, Tattoos £80.00 []
4. Commercial Food (Food hygiene certificate to be provided) £250.00 []
5. Catering Trailers and Commercial Trailers (Up to 2x2m) £250.00 []
6. Pitch (Only Open Space Provided)
a. 3mx3m £500 []
b.6mx6m £1000 []
7. Electricity
a. For any Stalls £25 []
b. For Pitch £50 []

I/We enclose the stall fee of £.....(cash/cheque) Cheques are payable to "CAMDEN BANGLADESH MELA".
I / We undertake to abide by the stall information and co-operate with the requirements of the organisers of the Mela on the day.

Your Signature & Date []

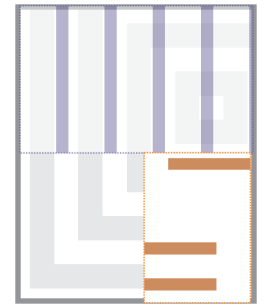
The completed form with the payment should be returned by 15/06/2010. When we receive this form we will send you a receipt with your allocated stall number which must be presented on the day of the Mela to entitle you to your stall. By signing you agree with the attached terms and conditions.

Return this form to: Sofina Razzaque, Chadswell Healthy Living Centre, Lower Ground, Harrison Street, London WC1H 8JE

SECTION B: PROMOTE BUSINESS IN MELA BROCHURE (File types required: .psd/.jpeg/.eps at 300dpi)

- I. Number of ADVERTS you wish to have in the brochure
- II. Number of ADVERTS require DESIGNING (£15 extra for each artwork)
- III. Advertisement Rates: Please tick [] the appropriate option below:
- 1. Full page (Back cover) £500
 - 2. Full page (Inside Back cover) £300
 - 3. Full page (Inside Front cover) £300
 - 4. Half page (Back cover) £250
 - 5. Half page (Inside Back cover) £250
- IV. Any other pages in the brochure (placement will be decided by designer):
- 1. Full page £100
 - 2. Half page £75
 - 3. Quarter page £50

Size shown in millimetre (mm)



- FULL PAGE [148X210]
- HALF PAGE [105X148]
- QUARTER PAGE [37X105]

I/We enclose the advert fee of £.....(cash/cheque) Cheque is payable to "CAMDEN BANGLADESH MELA".

Your Signature & Date

The completed form with the payment should be returned by **15/06/2010**. If you have Artwork Ready please send it via post or email (advert@camdenbangladeshmela.org) attachment. Mention your name/company, contact details or any other extra information that you think relevant in the email for artwork.

End of Section B

SECTION C: PROMOTE BUSINESS IN MELA WEBSITE (File types required: .gif/.jpeg/.swfl)

- I. Number of ADVERTS you wish to have in the website
- II. Number of ADVERTS require DESIGNING (£35 extra for each artwork)
- III. Number of Months you wish to have the advert in the website

Type A: Size (310x220)pixel: Max file size: 200kb. Please tick [] the appropriate option below:

- 1. HOME page bottom £100 per month
- 2. Other page bottom £50 per month

Type B: Size (314x80)pixel: Max file size: 100kb. Please tick [] the appropriate option below:

- 1. HOME page bottom £75 per month
- 2. Other page bottom £25 per month

Type C: Size (234x60)pixel: Max file size: 75kb. Please tick [] the appropriate option below:

- 1. HOME page bottom £50 per month
- 2. Other page bottom £20 per month

Type D: Size (125x125)pixel: Max file size: 50kb. Please tick [] the appropriate option below:

- 1. HOME page bottom £30 per month
- 2. Other page bottom £15 per month

I/We enclose the advert fee of £.....(cash/cheque) Cheque is payable to "CAMDEN BANGLADESH MELA".

Your Signature & Date

The completed form with the payment should be returned by **15/06/2010**. If you have Artwork Ready please send it via post in a CD/FLOPPY or email (advert@camdenbangladeshmela.org) the attachment. Mention your name/company, contact details or any other extra information that you think relevant in the email for artwork.

End of Section C

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Return this form to:

Sofina Razzaque, Chadswell Healthy Living Centre, Lower Ground, Harrison Street, London WC1H 8JE



IMPORTANT INFORMATION & TERMS & CONDITIONS

www.camdenbangladeshmela.org

IMPORTANT INFORMATION & TERMS & CONDITIONS FOR STALL HOLDERS

I. General Terms & Condition For All

- All Payments must be made in advance otherwise we cannot guarantee you a space.
- Stall money will only be refunded if the booking is cancelled at least one week prior to the Mela.
- You are required to accept the stall which you are allocated and there will be different areas for different types of stalls.
- Displays must be confined to the stall space & not extend onto the ground, this is for reasons of public safety & access
- You may only sell what you declared on your applications.
- All stall holders are responsible for their own employer's liability and public liability insurance.
- Please bring your own water and bucket for washing etc as there is no water supply available also bring your own tablecloth to cover stall table. No deep fat fryers, unless prior agreement.
- Charities must provide proof of charity status and will be accepted only if appropriate to the event.
- Stall holders are requested not to throw rubbish anywhere in the park.
- Advertisement flyers/pamphlets of Stall holders (business/organisation present in the mela) are only allowed to distribute.

II. Loading & Unloading

- You may unload cars in the park between _____ after this time you will need to move your vehicle and park in the nearby streets.
- Traders must not just drive onto the site, your confirmation letter will outline further conditions which you will adhere to as well as vehicle passes and timings.

III. Use of Electricity & Electrical Equipments

- Stalls requiring electricity will need to contact us to confirm supply. Please bring your own extension leads. Specify total Kw (voltage) of electrical goods and what you intend to bring. If you bring more electrical equipment than declared in your application you may not be able to use it.
- If you are requiring electricity for microwave, hot plate, CD/tape player etc please ensure your equipment has been PAT tested and has the appropriate safety documentation.
- All traders using electricity must provide suitable fire fighting equipment.
- All electricity will be provided by the event organisers, generators are not allowed to be brought by traders on site.

IV. Stalls Selling Food Items

- Food stallholders **must** have a valid **Food & Hygiene Certificate** (dated within the last 3 years). Please provide a copy of your certificate with stall booking form.
- Any food, goods and services offered to the public will be legal and not present a hazard to the trader, event staff or public.
- Food traders must comply with local authority environmental health conditions, legislations and regulations.
- All catering equipment will be clean, in good condition and free from defects.
- All Food stall holders are responsible for cleaning up the rubbish of their own stall at the end
- All stall holders must keep the area surrounding their pitch free of litter and are responsible for clearing up any rubbish around the stall.

V. Strictly Prohibited

- Gas cylinders or gas, petrol, diesel fuelled generators are not allowed.
- Do not bring glass containers without prior permission.
- No glass containers (e.g. bottles, glasses plates etc) for sale or loan to the public will be allowed on site.
- Distribution of flyers/advertisements of any third party commercial business which are not present in the Mela or taken any related stalls, will be confiscated and a fined if found.

The Mela organisers have the full authority to close down any stall that does not conform to the terms and conditions of the event.

For more information or copies of the Booking Form, please contact

Sofina on 020 7713 5545

visit www.camdenbangladeshmela.org and download booking form if required.