



Stall holders Guidance Booklet

Saturday 15th and Sunday 16th July 2017

Centre Square, Middlesbrough TS1 2AZ

Contents

Page		Page	
2.	Introduction About Middlesbrough Mela Application Information	6.	Leafleting Certificates / Public Liability Insurance Drugs / Alcohol Policy Litter
3.	Stalls Hire Own Stall Mela-Supplied Stall	7.	Damage to site & property First Aid Fire Electricity Water Generators
4.	Payments Bounced Cheques If you arrive early Entering / Exiting Site and Vehicle Movement	8.	Security Police Event Staff Toilets Lost Children Lost / Stolen property Complaints How to get to Centre Square Useful Contacts
5.	Parking Vehicle Passes Late Arrivals Stall Sharing Products / Produce / Pricing Banned Products		

Introduction

Welcome to the Middlesbrough Mela 2017 Stallholders Guide. All the information you will need to apply for a stall at the Mela is contained here.

Please take the time to read it carefully before completing your application form.

Please keep this booklet safe and bring it with you on the event days as it contains useful information regarding your stall and event day procedures.

About Middlesbrough Mela

The colours, sounds and aromas of the Middlesbrough Mela stalls make the Mela a fantastic and exciting event for all the family.

The approximated average attendance is 10,000 on Saturday, and 30,000 over the day on Sunday.

The event is free with an audience composed of all ages but predominantly family groups.

The event consists of a music stage, stalls for food, fashion, information and many more. There are also children's workshops, fairground rides and other interactive activities.

2017 will see the Mela celebrations take place in Centre Square for the fifth year running.

Application Information

In order to hire a stall or pitch at the Mela, you will need to complete an application form and send it back to us NO LATER THAN FRIDAY 16TH June 2017

You can:

- Download an application from facebook (www.facebook.com/melaboro)
- Download an application from our web page (www.boromela.co.uk).
- Call into the civic centre reception in Middlesbrough for a hard copy.
- Request one via email from melastalls@middlesbrough.gov.uk.

When the stall application is complete we will enter your details onto the Mela database. Your details are held in the upmost confidentiality and will not be passed to any third parties. We may however use these details to contact you for future Mela events. If you do not wish to be contacted about future Mela's please let us know.

You will need to supply copies of any relevant certificates to support your application and evidence that you are a professional trader with safe working policies and procedures.

This includes but is not limited to:

- Food hygiene certificates for anyone who comes into contact with food
- Evidence of safe systems of work Including risk assessments and method statements
- Public liability insurance and Employee liability insurance if appropriate.
- Pat Testing certificates/evidence for any electronic equipment used on site.

FORMS THAT ARE NOT FULLY COMPLETE AND DO NOT HAVE SUPPORTING DOCUMENTATION ATTACHED WILL NOT BE PROCESSED

Bringing your Own Stall

If you are providing your own stall we will need you to declare the exact dimensions of your stall on the booking form. **We will only allocate you the amount of space you enter on the booking form so please ensure your information is accurate.**

If on arrival the space you require is larger than you have indicated at the time of booking you may be moved and will be charged for the additional space..

Your stall must be **structurally sound** and have sufficient weights needed to keep it secured in the position allocated. If the stall you provide does not appear to be structurally safe and or be of a standard construction you will be asked to remove it from site. Refunds will not be given to stall holders who are asked to remove unsafe stalls from site.

Mela-Supplied Stall

Middlesbrough mela have a small amount of stalls that can be provided to you at a cost indicated in the booking form. The stalls are **2.4m frontage x 1.2m depth.**

- If you are a food stallholder, you must bring a wipeable surface, such as a PVC tablecloth, with you to cover the table surface provided.



Example of the type of stall provided by the Mela.

All stall holders

- If you are cooking food in close proximity to the public you must provide appropriate barriers.
- A 'no glass' policy is operating throughout the event. Do not sell drinks in glass containers or bottles
- Any carbon dioxide (CO₂) cylinders on-site must be suitably secured upright to prevent toppling.
- You are responsible for the Health and Safety of your employees and the Public in the vicinity of your unit.
- If cooking, a suitable flooring surface must be provided e.g. board or lino. This is to protect the ground from oil, spillages and damage etc.

Please note the site has been damaged in previous years so this will be checked by the Mela team throughout the event and any cost of repair will be billed to the stall holder responsible for that area.

Payments

The fee for your stall can be worked out using the pricing table on the booking form. Prices vary for the type of stall and the number of days you wish to attend.

If you are bringing your own stall we calculate our prices by the metre so you will need to tell us your stall size to the closest metre.

Process of booking and payment

- Online applications will receive automatic confirmation once they have been fully completed and documentation has been approved.
- Applications received by email or post will be acknowledged within 7 days
- You will then be set up as a vendor on our accounts system
- An invoice will then be sent to you (This is confirmation your stall has been booked).
- The Invoice will be for the total amount owed based on information provided when applying.
- This amount will be made up of the £50 application deposit and then the remaining balance.
- All invoices must then be paid within 28 days of receipt, or by the 7th July 2017
- **Cash will not be collected on the day of the event. Stalls must be paid for in advance or you will not be granted access to the site**
- Stallholders Packs containing essential information on holding a stall at the Mela will be sent out on the **30th June**.

Bounced Cheques

Unfortunately, in recent years we have seen a number of cheques bounce. In most cases, this is due to simple error and has been resolved, but not always. All cheques must be cleared before the event. Please note our preferred payment option is by card over the phone or BACS both will be detailed on the back of the invoice you are sent.

Arriving early

Food stall traders and traders with larger pitches will be given the option of setting up on Friday evening.

If you are not a trader who this applies to we ask that you do not arrive before 7:30am as the Mela production team do not arrive until this time.

If you do arrive before this time please keep noise to a minimum in consideration for the residents who live around Centre Square.

You may not enter the site without permission from the Mela production team

Entering/Exiting Site and Vehicle Movement

The Postcode for SATNAV systems for Centre Square is TS1 2AZ.

When entering the site we ask you to:

- Have any letters or passes at hand so we can identify and get you on site as quickly as Possible.
- Travel within the 5mph speed limit and have your hazard lights flashing at all times while your vehicle is moving.

- Be aware of pedestrians, bike riders and dogs while driving on site.
- Do not drive over the grassed area.

Details of how to enter the site will be sent to you prior to the event. Your allocated stall position will be given to you once you enter the stallholder's area on the day of the event.

If you have one of Mela-Supplied stalls booked for both days, it will remain in the same place for both days. We cannot guarantee the same spot for both days if you are bringing your own stall.

Stallholders will be able to access the site and set up on both days from **7.45am** onwards and must be ready to trade by 11.00am.

Due to the number of people expected on site we are not able to allow you to move any vehicles parked on site between 11.00am and 7.00pm.

If you need to leave the event before these times, vehicles must be parked offsite

Stallholders are not permitted to stay on site overnight. If stall holders wish to remain on site they do so at their own risk. Middlesbrough Council and the Mela Committee accept no liability or responsibility for stalls, products or personal belongings should you choose to leave them on site overnight.

Parking

One vehicle per stall is permitted to enter the event space during the allocated set up time. We will endeavour to allow you to park this vehicle behind your allocated stall. In most instances though this is not possible and vehicles must be removed from site before the vehicle curfew is in place.

Vehicle Passes

You will be provided with a one vehicle pass that will allow you to park for free in our designated parking spaces. This space is situated a short drive away from the event space, you will be provided with a map to the car park when your application is complete. The space is around 3 mins walking distance from Centre square.

Stalls - Late Arrivals

Latecomers will not be allowed on site in vehicles after or before designated set up times. Stallholders may carry equipment on site manually if they arrive late but vehicles will not gain access. Latecomers will not receive a refund if they choose not to attend.

Stall Sharing

At previous events we have had a number of people arrive to the site and notify us that they have agreed to share a stall with a confirmed stallholder. If the Stalls Administrator is not made aware of these agreements, unconfirmed stallholders will be refused entry.

When sharing a stall you must stay in the confines of the stall/pitch you have hired. Any increase in size will result in an extra fee to cover the additional space you have taken up.

Products / Produce / Pricing

All traders must display a Tariff of charges. This price list must include all products that you have for sale. Prices for products or produce must not change during the event. In previous

events stallholders have increased or lowered their prices for certain people or due to demand. The Trading Standards Agency will be attending on the day and will be notified if price changing is taking place.

Food stallholders must be registered and have **an inspection rating of 3 or more**. Evidence of the inspection by the Environmental health team in your home town will need to be supplied before your application is processed.

The Environmental Health (Food Safety) Team will also have staff present on the day of the Mela to ensure that good practice guidelines are being followed.

The Mela will be working closely with Trading Standards Agency. Any trader found trading in counterfeit goods will have their goods confiscated and the Council will not make any refund for the toll paid.

Banned Products

The following are strictly prohibited on the Mela site:

- Selling and displaying of flags.
- Glass bottles or glass products.
- Selling or drinking of alcohol
- Selling and displaying of toy guns
- Selling and displaying of pornographic materials
- Selling and displaying of counterfeit goods
- Selling Silly string or Air horns.
- Selling of anything that can be used as a weapon.

Leafleting

Leafleting on or off site is not permitted. If you wish to distribute free printed matter off site you must apply to the local licensing department for a free printed matter distribution permit. The fee for this permit is £110 at the time of this guidance going to print.

Certificates / Public Liability Insurance

When sending your completed booking forms please include copies of all supporting documents and certificates. Certificates that will be due for renewal before the event date and after the date of application will need to be resent when they are renewed.

Stallholders must have Public Liability Insurance to insure themselves and the Public should an incident occur. Without this you would be personally liable for any damages or incidents.

Drugs / Alcohol Policy

We have zero tolerance to drug abuse.

Alcohol is not permitted on site at any time.

We will refuse entry to anyone found bringing/suspected of bringing alcohol or drugs into our events space. Any person found drinking, supplying or in possession of alcohol will be asked to dispose of the alcohol and may be ejected from the venue. Any person found using, supplying or in possession of illegal drugs will be reported to the Police.

Litter

Please ensure that your area is left clean and tidy. You should bag all litter generated by your stall, Stallholders are responsible for their own waste and must either put litter in the skips provided on site by the organisers or take it home with them. **Charges will be made for any litter not disposed of appropriately.**

Any rubbish generated during the trading period by your unit must be stored away from the Public view.

Damage to Centre Square property or Land

Please **DO NOT** drive on the grass. Any damage to the grass will be charged to the stallholder who has given permission for the vehicle to be on site. Appropriate disposal of all waste including oil is the responsibility of the stall holder. Ensure this is done safely. Any damage to the Centre Square site will be charged to the stall holder. **Please note CCTV is in operation.**

First Aid

You are required to provide appropriate first aid equipment and support for yourself and your employees. We will however have additional First Aid facilities on site. The First Aid points will be on site clearly signposted.

Fire

You are responsible for Fire Management within your trading area. You are required to have appropriate extinguishers, dependent on the nature of your stall. Fire extinguishers must have been serviced and be in date on the day of the event.

Electricity

Your use of electrical equipment must not create a risk to the Public or yourself:

- Cables must not create a tripping hazard and must be covered with cable matting and or taped down.
- Electrical equipment exposed to the weather should be protected by means of suitable and sufficient covers, enclosures or shelters.
- All electrical equipment should be located so that members of the public or unauthorised workers cannot touch it.
- Electrical equipment should be tested and certified by a competent person.
- Cables and sockets should be appropriate for intended use.
- Electrical equipment should be adequately guarded to avoid accidental contact by people or combustible material.
- High visibility cable covers must be used where cables cross public areas.

Water

Fresh water is available and located in Mima garden. This tap is free to use and will be available from **9:30am Onwards**

Generators

Diesel generators will be your responsibility and accepted on site providing they are earthed, and all moving parts are properly guarded..

Petrol generators are not acceptable under **any** circumstances and anyone found using these generators will be asked to remove them immediately.

Security

Although Middlesbrough Mela will have overnight security in the Square, all goods and personal belongings remain the responsibility of the stallholders. Middlesbrough Mela is not responsible for any loss or damage. You are responsible for your own insurance cover. If you chose to stay on site overnight, you do so at your own risk.

Police

A number of Police officers will be located on site during the event. Officers will be patrolling the site and are willing to help with any issues or enquiries. Any thefts, criminal damage or suspicious activity should be reported to the Police or a member of the Events team..

Event Staff

There will be a number of Event Staff and volunteers on site during both days of the Mela, who are available to help with any problems or queries. All issues should be reported to a member of the Events Staff who can be found around site or at the Information Point.

Toilets

Toilets are situated in Mima with additional portable toilets on site. Disabled toilets are available at all of these points.

Lost Children

Any found or Lost children should be taken and or reported to the Lost Children's tent positioned next to the Civic Centre.

Lost / Stolen Property

Lost property that has been handed in can be found at the Information Point. Details of any items that have been reported lost or found will be taken and kept on record at the Information Point. If you find that you have been a victim of theft or crime, report it to the nearest Police Officer, Events Team member or a Steward. Your details will be taken and the matter will be dealt with appropriately.

Complaints

All complaints must be reported to the Information Point. They will contact event control and the complaint will be logged and dealt with in a manner appropriate to the nature of the complaint.

How to get to Centre Square

About the venue...

Centre Square

Surrounded by the [Town Hall](#), Civic Centre, [Central Library](#) and [mima Middlesbrough Institute of Modern Art](#), this modernised public square also includes the London 2012 Live Site and Big Screen Middlesbrough.

Centre Square is the perfect spot to bring a picnic, watch the world go by and enjoy a varied programme of arts and events.



Centre Square TS1 2AZ



[official website](#)

Directions



Useful information

Stalls Administration – 01642 729135

melastalls@middlesbrough.gov.uk.

Postal address

Middlesbrough Council
Cultural Services
PO Box 504
Civic Centre
Middlesbrough TS1 9FY

www.boromela.co.uk / <https://www.facebook.com/melaboro> / <https://twitter.com/boromela>