

BATIGHOR  
211 Biscot Road  
Luton Bedfordshire LU3 1AR



**MANAGEMENT:**

Boishakhi Mela 2015 is organised and run by Batighor, The volunteer based community organisation coordinates the Boishakhi Mela with backing from Luton Borough Council and Luton Cultural Services Trust in conjunction with supporting organisations and local businesses.

Applications are now sought for stall concessions at Boishakhi Mela 2015.

**To help you complete your form:**

- STEP 1 – read the Stalls and Pitches 2015 information carefully**
- STEP 2 – complete the application form**
- Complete Section 1 – your details so we can contact you
- Complete Section 2 – tell us about your requirements and your stall
- Please give as much information as possible about the type of stall you will be organising – whether you intend to sell items and if so, what; or whether you are publicising your activities
- There are a limited number of trading pitches available. Pitches for amusements and caterers, please complete separate form**
- Tell us if you wish to use a generator – please ensure you are aware of our requirements for risk assessment, service history, fencing etc. Enclose service history and risk assessment
- You can only be issued with a vehicle pass for unloading if we know your registration number. **NB ALL** vehicles except mobile stalls must be removed from the site during trading hours and parked in designated car parks
- All traders and commercial organisations taking part in the Boishakhi Mela must hold **Public Liability Insurance cover to 5 million pounds**. A copy of your PLI certificate must be sent **WITH** this form. Your certificate must show that cover is in force on the day of the Mela, Monday 13<sup>th</sup> & Tuesday 14<sup>th</sup> April 2015. **National Market Traders Federation** - if you are a member you have PLI and should enclose a copy of **both** sides of your membership card, valid on 13 & 14 April 2015. **Fundraisers:** If you are a branch of a national organisation, your head office should be able to assist you in supplying a copy of your PLI certificate. You will not be able to take part without this
- Enclose a completed risk assessment form
- STEP 3 – Enclose the correct payment** [cheques or postal orders -made payable to Batighor]
- STEP 4 – Sign the form**
- STEP 5 – Return your form** at the latest by **Friday 13 March 2015**  
to: Batighor, 211 Biscot Road, Luton, Bedfordshire LU3 1AR.

## **Boishakhi Mela 2015**

Application for a Trading Pitch (closing date: Friday 13 March 2015 )

Please return to: Batighor, 211 Biscot Road, Luton, Bedfordshire LU3 1AR.



*Please write clearly in blue or black ink.*

### **SECTION 1: Tell us about yourself**

**Q1: Your Trade, Group or Organisation Name** (the name by which your group or business should be known)

Name:  
If a registered charity, what is your registration number?

**Q2: Your Name** (whoever is responsible for your stall; all correspondence, information, passes etc will be sent to this person)

Mr / Mrs / Ms / Other.....

**Q3: Your Address**

Building Name / No. & Street:

Town:

County:

Post Code:

**Q4: Telephone Number**

Home: Work / daytime:

Mobile: Fax:

**Q5: E-mail Address**

### **DECLARATION**

I have read and agree to abide by the rules relating to the Boishakhi Mela 2015

Signature:

Fundraising stalls and pitches only: I declare that this organisation is not for profit.

Signature:

## SECTION 2: Tell us about your requirements

**Q1: What will you sell on your pitch or what will you use it for?**

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**Q2: Tell us if you wish to use a generator**

Will you be using a generator? (see notes)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is it silent running?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is it diesel fuelled?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How will you protect it from public access?	
Risk Assessment attached	<input type="checkbox"/> Yes
Service History attached	<input type="checkbox"/> Yes
Why do you need a generator?	

**Q3: Public Liability Insurance (This is ESSENTIAL)**

<input type="checkbox"/> I enclose a copy of my Public Liability Insurance Certificate valid on 13 & 14/04/2015 Please write the date of expiry here:
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**Q4: Vehicle pass**

Vehicle Registration Number: Vehicle make and model:
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**Q5: Risk Assessment**

<input type="checkbox"/> I enclose my completed Risk Assessment
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**Q6: Total payable**

Cost of ..... pitch/es @ ..... per pitch	£
<b>I enclose a cheque/postal order made payable to Batighor for...</b>	<b>TOTAL £</b>

**Deadline: Friday 13 March 2015**