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# **BOISHAKHI (Vasakhi) MELA**

Monday 13<sup>th</sup> & Tuesday 14<sup>th</sup> April 2015  
1200 – 1800

St. George's Square, Luton, LU1 2BQ

Batighor  
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**Closing Date: Friday 13<sup>th</sup> March 2015**

# BOISHAKHI (Vasakhi) MELA 2015

Monday 13<sup>th</sup> and Tuesday 14<sup>th</sup> April 2015 – St. George's Square, Luton

## Trading Pitches

A **limited** number of trading pitches will be available in the Boishalkhi Mela event site in St. George's Square. These will be available for traders and caterers.

### St. George's Square:

Space is available based on a standard pitch size of 2 metres x 2 metres (approx 6ft x 6ft) or 2metres x 2 metres for information stalls.

Cost-The pricing structure (including VAT) is:

<u>Stall Description</u>	<u>Pitch Price/Each day</u>
Catering (Registered Commercial Food Business Only)	£150.00
Trade Stalls	£125.00
Charity Organisations	£100.00
Business Information	£125.00

**Note: All prices are excluded Council Permit £29 for each day.**

Boishakhi Mela is organised and run by Batighor.

All traders are asked to complete a risk assessment form for their activity. For ride operators, copies of safety certificates must be submitted in advance. Records, log books, and safety certificates should be available for inspection. Stalls constructed from a recognised structural material such as scaffolding poles are acceptable providing that the structure is 'signed off' as being safe and complete. A separate risk assessment should also be undertaken where there is a special construction for this event or where one has been adapted to suit.

Application for pitches is likely to exceed supply and if necessary, a selection policy will be applied with preference given to those who live or work in Luton, and where possible, to those who have attended the event previously.

### Essential requirements:

Please read the following thoroughly and sign the footnote on the application form.

#### Public Liability Insurance

You **must** hold Public Liability Insurance to £5million valid on 13<sup>th</sup> & 14<sup>th</sup> April 2015. Traders and commercial organisations taking part in Boishakhi Mela 2015 must send a copy of your PLI certificate **WITH** this form. Your certificate must show that cover is in force on the day of the Boishakhi Mela,

Monday 13<sup>th</sup> & Tuesday 14<sup>th</sup> April 2015. **National Market Traders Federation** - if you are a member you have

P.L.I. and should enclose a copy of **both** sides of your membership card, valid on 13 & 14/04/2015.

Generators, gas bottles and non purpose built structures

**All** of these have special requirements. **All** require a risk assessment; generators require evidence of service history, extra fencing and an undertaking to comply with safe working practice; helium gas bottles require a COSHH certificate and special measures to secure them; non-purpose built structures require a sign off certificate once built.

**Vehicles** - Vehicle entry to the site will be restricted and limited – please see general notes

**Electrical test certificate:** It is the responsibility of exhibitors to ensure that electrical equipment is properly constructed, installed and maintained in a condition suitable for use and to ensure that portable appliances are inspected and tested. All appliances must be tested prior to arrival on site and the certificate should be available for inspection on request.

## **GENERAL NOTES & EVENT REGULATIONS**

Please note that the Mela is a non-political event, and stalls & pitches are available only on the basis that they shall not be used to display or distribute political propaganda EXCEPT with regard to information displayed or distributed by organisations of a charitable nature concerned with the prevention of illness or the alleviation of suffering. Each applicant is required to give an undertaking that no political propaganda be displayed at the Boishakhi Mela. Any contravention will result in the organisation offending being refused stalls at all future events.

### **Which kind of pitch do I require?**

Trade pitches are intended for traders and commercial organisations; you may sell goods, run a game, or publicise your business. All items sold on craft stalls should be hand made, but consideration will be given to permitting the sale of hand-finished goods. Fundraising pitches are intended for charities and voluntary organisations. Charities retailing through a commercial arm should apply for a trade site.

### **Trading Limitations:**

- Items permitted for sale are those in keeping with the character and nature of the event providing they comply with all relevant food safety, health and safety and environmental protection legislation.
- Presentation shall be of a high standard.
- The sale of live birds or animals is not permitted, nor may they be offered as prizes.
- All goods offered for sale under a trademark, brand or other name must be sold with the authority of the company with full rights to the name.
- The sale and display of knives, guns, weapons and replica weapons is not permitted including martial arts weaponry, hunting knives and crossbows. The sale of pornographic material is prohibited.
- The site supervisor and event staff reserve the right to instruct immediate ceasing of trade in goods deemed harmful or unsuitable.
- No holiday prize draw promotions will be permitted.
- Games of chance or sales by auction are not permitted except with the prior permission of the event organiser.
- Cigarettes and alcohol may not be sold or given as prizes in tombola's or other games of chance.
- Traders selling articles not in accordance with their original application or trading without documented authority from the organisers will be closed down/removed from the event site.
- No sub letting of any portion of the traders' allocated site is permitted.
- Sales activities must be confined to the immediate vicinity of the stand.
- All equipment, goods for sale, display stands etc. must remain within the designated pitch area. Any trader or exhibitor occupying a space beyond the designated pitch will be removed or relocated at the discretion of the site supervisor and event staff.
- Leafleting in the event site or car park is not permitted.

- The event organisers reserve the right to alter any element of the event or to order the cessation of any activity at their sole discretion, without prior notice.
- A sign bearing the name, address and telephone number of the trader must be displayed clearly at all times on all units/pitches. (Minimum size of sign 500mm x 300mm)
- Overhead obstruction: Written permission must be gained from the organiser for any free standing flagpoles or display structures.
- Should an applicant cancel their booking within 30 days of the event, an administration fee of 25% will be charged.

**N.B. Food, Drinks or Confectionery** - the only food, drink or confectionery items which may be sold on trade pitches are cakes, jams and preserves, crisps, sweets, and similar pre-packed items and soft drinks – cans, plastic bottles or cartons only. Special permission is needed for the sale of retail food items. Additional regulations apply to the sale of these items. Written permission must be obtained for any form of promotional sampling or public canvassing. Prior to the event, Environmental Health Officers will check applications for food vending of any kind for compliance with the Food Safety (General Food Hygiene) regulations 1995 and the Food Hygiene (England) Regulations 2005 and other applicable legislation. Officers will also carry out inspections during the event to ensure compliance with legislation and good food hygiene practices.

The sale of alcohol is not permitted.

### **Illegal trading, counterfeit and dangerous goods**

Please be aware that Batighor do not want Boishakhi Mela 2015 to be spoiled by unscrupulous traders selling counterfeit goods such as poor quality unlicensed CDs and DVDs, clothing and perfumes or items which are dangerous. Our trading standards officers will be monitoring traders helping to keep the public safe and to ensure a safe and fair trading environment.

The trading standards team will be working closely with local CCTV operators, other enforcement agencies and the police to carefully target illegal traders. They inspect for unsafe consumer products, price marking on all items, counterfeiting, misdescription of goods including food and business names, amongst other duties. Anyone selling goods without a licence risks having their wares seized and legal proceedings against them – which in the case of counterfeit goods carries a maximum penalty of 10 years in prison.

**Opening Hours:** The event is open 12pm – 6pm.

**Vehicles** - Vehicle entry to the site will be restricted and limited – passes and details will be sent closer to the event day. **All vehicles other than mobile stalls must be removed to car parks and vehicle movement will not be permitted during the period 11:30am – 7:00pm. Re-entry to the site may be delayed beyond 7:00pm at the discretion of the Site Safety Officer.** This restriction includes vehicles displaying a disabled badge.

**Generators** - electrical generators will be permitted provided they are **diesel fuelled, silent running**, do not leak fuel or lubricants and are not a trip hazard. They may not be refilled with fuel or lubricants on site. Generators should be placed on a suitable material to protect the ground against spillage of fuel/lubricants. Pitch holders will be liable for cost of cleaning any spillage that may occur. Any item of equipment that is deemed by an authorised officer to constitute a noise or other nuisance will, with immediate effect, be turned off and not used again. **Generators must be fenced to a distance of 1.5 metres to prevent public access to them.** Use of a generator requires a risk assessment; evidence of service history is required for each unit and the operator must undertake to comply with safe working practices.

**Tape Recorders / Radios / CD Players / amplification equipment** - Traders are not permitted to use any of these. Vendors wishing to retail music items such as CD's should provide players with headphones if they wish to allow purchasers the opportunity to listen to such items.

**Litter** - Exhibitors are responsible for keeping their pitch free of litter, which should be placed in the bins or bags provided. Exhibitors likely to generate large quantities of waste material including packaging etc. should arrange with the organisers prior to the event for extra waste disposal facilities to be made available, for which a separate fee may be payable. Please compact boxes and cartons before disposal. Any ground damage and / or disposal of litter may be subject to separate charge.

**Car Parking** - All vehicles must be removed to designated car park areas. All vehicles are parked at the owners' risk.

**Site security** - Exhibitors are responsible for the security of their own staff, units and personal belongings and are liable for all claims arising out of the exhibition, handling or housing of such exhibits and the conduct of the stand generally. The organisers will not be responsible in any way for any article, plant, machinery or object of any kind exhibited on the showground. The exhibitor will assume full responsibility for any third party claims arising from the exhibit.

### **Non compliance with regulations**

The organisers have the authority to remove any person, trader or exhibitor from the site and close down any stand, which does not conform to the Event Regulations.

**Equality and Fair Treatment statements: Batighor** believes that everyone should be treated fairly. It will not tolerate racist, sexist or other offensive comments, abuse or threatening behaviour.

**Batighor** operates an Equality policy. As part of this, all providers of foods and services at the event are expected to operate fairly to all customers and without unlawful discrimination. All traders/exhibitors must ensure that goods/exhibits do not contain material that can be viewed as offensive in its content.

### **SAFETY**

It is the responsibility of all traders and exhibitors to make themselves aware of the relevant legislation appertaining to their activities at the event and in addition, **Batighor** draws attention to the following requirements:

1. Provide and maintain plant, equipment and systems or operations that are safe and without risk to health.
2. Ensure the safe use, handling, storage and transport of articles and substances.
3. Provide such information, instruction, training and supervision as is necessary to ensure the health and safety of yourself, your employees, contractors, organisers and members of the public.
4. Conduct your undertaking in such a way as to ensure that all persons who may be affected are not exposed to risks to their health and safety, therefore, taking all reasonable care for the health and safety of yourself and of other persons who may be affected by your activities.
5. To co-operate fully with, the Batighor;s Health & Safety Policy for Events.
6. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

7. Gas - To reduce the risk of fire and explosion, all spare cylinders must be labelled and stored in a secure manner. Only one spare gas bottle shall be brought on site.
8. Report any problem or potential hazards that you observe, or that you are made aware of, to the attention of the Site Supervisor or his staff, via the nearest steward.
9. All accidents or injuries must be reported to the Site Supervisor or his staff immediately.
10. All drapes and materials used in displays within marquees must be fire retardant conforming to Type B performance requirements of BS15867 part 2 for which a fire certificate should be provided (issued by the retailer). Alternatively drapes and materials can be sprayed with a proprietary fire retardant treatment e.g. Flame guard or 321, proof of purchase should be available. Please contact the Events Officer if you require further advice.
11. Fire precautions - All stands and exhibits containing a potential fire hazard must have the appropriate fire fighting equipment. All extinguishers must conform to relevant British Standards and must have been serviced within 12 months of the date of the event.

## **HEALTH & SAFETY POLICY FOR EVENTS**

### **General Policy Statement**

It is the policy of **Batighor** to give the greatest importance to the safety of all people involved in the holding of any events.

It is the duty of **Batighor**, through good planning, organisation and operation to do everything that is reasonably practicable to ensure the health, safety and welfare of all competitors, spectators, officials, traders, contractors and other people attending the event. Officials will conduct themselves at all times in such a manner that they do not put themselves or anyone else at risk. Particular attention will be given to the safe access to and egress from the site of the event.

It is the intention of, **Batighor** that all relevant pieces of legislation e.g. regulations and codes of practice applicable to the activities at the events will be observed. In order to achieve safe standards, the Borough Council's Safety Advisory Group (or other competent persons) should be informed of proposed events and kept apprised of health and safety issues both during the set up and throughout the event. Any necessary recommendation of the Safety Advisory Group or "competent person" will then be reported as quickly as possible to the H.S.E Office as required under RIDDOR legislation.

### **Vehicles / Machines / People**

Whenever possible, traffic systems will be planned and operated. Rigid crowd barriers or roped walkways will be used to prevent people and the movements of vehicles and machines intermixing.

### **Food Hygiene**

Where vendors provide food and refreshments, Officers will be asked to check any vendors' premises and will also check them on arrival and during the event, under the provisions of the Food Safety Act and Associated Regulations.

### **Review of Health /Safety/Welfare**

After each event, a review will take place to see if recommendations to improve existing standards of health, safety and welfare are necessary.