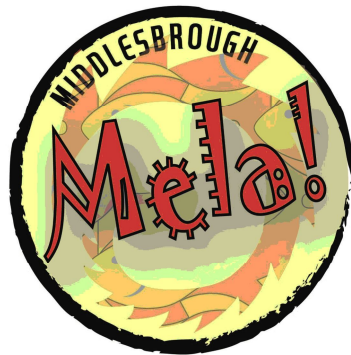


Middlesbrough Mela 2011

Stallholders Guidance Booklet



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Introduction

Welcome to the Middlesbrough Mela 2011 Guidance Booklet, which contains all the information you will need to apply for a stall at the event. Please take the time to read it carefully before completing your application form.

Please keep this booklet safe and take with you on the event days as it contains useful information for Stallholders regarding your stall and event day procedures. Should you lose your booklet, the Mela team can send a new copy on request.

We hope you find this booklet helpful, and that we see you at the Middlesbrough Mela 2011.

Information about Middlesbrough Mela and event days

Middlesbrough Mela celebrates its 21st birthday in 2011 and we hope to make it an event to remember. This is the fourth year that the event has been held over two days (albeit 2009 was cancelled).

The expected attendance is 7,000 on Saturday, and 30,000 over the day on Sunday, based on previous experience. This is a free event with an audience composed of all ages, with family groups predominating.

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

Application Information

In previous Melas we have had a huge variety of stalls selling and offering a wide range of products and services. In all cases stallholders needed to complete a Middlesbrough Mela Stalls booking form.

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. Without this application form we cannot allow you to attend the Mela as a stallholder. This form can be obtained by contacting the Events Team at Middlesbrough Council and requesting a form being sent to you either by post, email or online.

Our stalls administrator will need to know your personal details, such as your name, address, telephone number and email address, as well as your stall name. All details are entered on the Mela database once your application is processed. Your details are held in the upmost confidentiality and we may use them to contact you for future Melas.

You will need to supply copies of any certificates or Public Liability insurance that you have, details of how you wish to pay for your stall, the size of the stall and the number of days you will be attending.

Stalls Hire

We prefer that you provide your own stall, although there are a small number of stalls for hire. If you are providing your own stall, we will need to know the dimensions of your stall and you will need to calculate the cost for ground rent of the space you will be requiring. The stalls price form states prices of ground rent per metre for this year, as well as the cost to hire one of the Mela-Supplied stalls.

Mela-Supplied Stall

Mela-Supplied stalls are allocated on a “first come, first served” basis. If you hire one of the limited number of stalls that we have available we will supply you with a 2.4m metal-framed stall with a 1.2m table surface. The stall will also have a lightweight woven plastic cover that is strong and transparent. Stalls that are hired from us will be ready for use on arrival. We do not supply electricity, generators or chairs. It is your responsibility to bring such items.

The stalls will be positioned along the footpaths of the Mela site. We will not be providing stalls around the fountain area. Clips for the stall cover will be provided but must not be taken from the site. The stallholder will be invoiced for any that are missing.



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



If you are cooking food in close proximity to the public you must provide appropriate barriers.



Ensure the type of containers in which drinks are served conform to any site/event specifications. A no glass policy is operating throughout the event.



Any carbon dioxide (CO₂) cylinders on-site must be suitably secured (i.e. upright and secured to prevent toppling).



You are responsible for the Health and Safety of your employees and the Public in the vicinity of your unit.

Own Stall

If you are bringing your own catering unit you will need to negotiate a ground rent fee prior to returning your booking form. This will depend on which area you are pitched and the space required.

Please note you will only be allocated the amount of space you state on the booking form. If on your arrival the space you require is larger, your pitch will be moved and you will be charged according to the new dimensions. The Mela Committee reserves the right to refuse your pitch allocation without refund under these circumstances.

Payments

We will require a payment for your stall before we can allow you to attend the Mela. We accept payments by credit / debit card, cheque or cash. We can only raise an invoice in exceptional cases and you must speak to the Stalls Administrator before returning your form. Once your booking form has been received, you will be sent a payment form explaining how to make payment. Do not send any payment with your booking form.

Once your fee is received a receipt will be sent to you.

The fee for your stall can be worked out using the pricing table within the booking form. Prices vary for the type of stall and the number of days you wish to attend. We calculate our prices by the metre so you will need to tell us your stall size to the closest metre. You will be charged for each metre if your stall is larger than you stated in your booking form. Traders in recent years have become accustomed to spreading out in various areas of the event and causing a nuisance to fellow traders and the public. Please note that traders found encroaching beyond the confines of the allocated space, and not complying with the requests from the Mela team, will be ejected from the site.

If you arrive early

We ask that you do not arrive before the opening time. If you do, keep noise to a minimum in consideration for the residents that live around the park.

Entering / Exiting site

The Postcode for SatNav systems for Albert Park is TS1 3LB.

We ask you to have any letters or passes at hand so we can let you on site without an issues and as quickly as possible.

Stallholders must enter site from Park Road South and leave onto Park Road North. Your allocated stall position will be given to you once you enter the site at the stallholder's area on the day. 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 and not leaving it overnight.

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

Vehicles will be allowed to leave the site once event staff authorise vehicle movement. The times vehicles will be authorised to leave will be approximately 5.15pm on Saturday and 7.15pm on Sunday. You will be directed to Gate 8 to leave site after the vehicle movement curfew is lifted. Stallholders are permitted to stay on site with their stalls on Saturday night, although you stay on site at your own risk. You may leave your stall

unattended overnight. Please note that Middlesbrough Council and the Mela Committee are not responsible for stalls, products or personal belongings.

Vehicle Movement

On entering the site, you must travel within the 5mph speed limit and have your hazard lights flashing at all times while your vehicle is moving. You must be aware of pedestrians, bike riders and dogs while driving on site.

Between 11.00am and 5.15pm on Saturday and 11.00am and 7.15pm on the Sunday you will not be allowed to move your vehicle. During this curfew, vehicles caught moving on site will be asked to park until the curfew is lifted and may receive a £100 fine. If you need to leave the event before these times, cars must be parked offsite on Clairville Common. Please see the map at the end of this booklet for directions to Clairville Common.

Parking

One vehicle is permitted on site and must be parked behind your stall. Loading vehicles can park at Clairville Common, Clairville Stadium or Acklam Iron & Steelworks Social Club car park free of charge though you leave your vehicle at your own risk.

Disabled parking is available at the Dorman Museum or near Gate 3, though spaces are limited and could be requested prior to the event. Only those displaying appropriate blue badges and Dorman Museum staff will be allowed to park in this area, which will be stewarded.

We ask you to park as neatly as possible in order to utilise the parking space more efficiently and in consideration for other vehicles.

Vehicle Passes

Each stallholder will receive a vehicle pass to keep one vehicle on site. This will be a Parking pass. Vehicles are allowed on site to unload but will need a Loading vehicle pass. This pass is available on request. The pass should be displayed in the windscreen of your vehicle at all times with the allocated vehicle's registration number.

After unloading, only the car with a parking pass will be given clearance to stay on the site and it must be parked immediately behind the stall. There will be no vehicle movement on site after 11.00am so please ensure that any vehicle not allocated to stay on site is removed by that time.

Stalls - Late Arrivals

Latecomers will not be allowed on site in vehicles after or before times stated. 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

In previous events we have had a number of people arrive to the site and notifying 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 may be refused entry.

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

Products / Produce / Pricing

All traders must display price list of all products on the stall. 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.







Any food trader who is refused from trading at the event by the Environmental Health Officer/s for not complying with the health regulations will not be given a refund.

Food stallholders will be contacted directly by the Environmental Health (Food and Safety) Team who will also have staff present on the day of the Mela.

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
-  No glass bottles or glasses are to be sold.
-  Selling or drinking of alcohol
-  Selling and displaying of toy guns
-  Selling and displaying of pornographic materials
-  Selling and displaying of counterfeit goods.

Leafleting

Leafleting on or off site is not permitted. Any traders seen leafleting on or off site will be stopped from trading and will have their stall and goods removed from site.

Certificates / Public Liability Insurance

When sending your completed booking form please include photocopies of your relevant certificates. Certificates must be up to date before the date of the event. 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. Any stallholder with invalid certificates or Public Liability will be ejected from the site and a refund will not be given.

Drugs / Alcohol Policy

Middlesbrough Mela opposes the use of alcohol and illegal substances.

We have zero tolerance to drug abuse.

Alcohol is not permitted on site.

We will refuse entry to anyone found bringing/suspected of bringing alcohol or drugs into our events. We may involve the Police and we reserve the right to request you to be searched. Refusal to comply will result in you being turned away. 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 ejected from the venue. The Police will be notified.

Litter

Please ensure that your area is left clean and tidy. You should bag all litter generated by your stall and if you require any additional plastic sacks, please contact the Information Point. Stallholders are responsible for their own waste and must either put litter in the skips provided by the venue or take it home with them. Charges will be made for any litter not disposed of appropriately.

Any rubbish generated by your unit must be contained away from the Public.

Litterbins provided by yourself must be emptied to prevent overflow and the rubbish contained away from the Public.

Damage to Park property

Please **DO NOT** drive on the grass except for behind your stall. Any damage to the grass will be charged to the stallholder.

First Aid

You are required to provide appropriate first aid equipment for yourself and your employees. First Aid facilities are provided on site by Medics UK. The First Aid tent will be clearly signposted. In the event of an emergency, contact the Information Point. Staff will relay any information to Event Control.








Fire

You are required to have within your unit the appropriate extinguishers, dependent on the nature of your stall. You must have your own fire extinguishers on the day.

All Officials will be Fire Spotting and have Fire Extinguishers available if they require them. You are responsible for Fire Management within your unit.

Electricity

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

-  Cables must not create a tripping hazard.
-  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 near the main toilet block, This tap is free to use. Bottled water can be found at the Information Point.

Generators

Diesel generators will be your responsibility and accepted on site providing they are earthed, all moving parts are properly guarded and any cables used do not constitute a tripping hazard. Petrol generators are not acceptable under any circumstances and you will be asked to remove such generators from the site. Stalls using inappropriate equipment will be closed down and no reimbursements will be given.

Security

Although Middlesbrough Mela will have overnight security in the park, all goods and personal belongings remain the responsibility of the stallholders. Middlesbrough Mela is not take responsible for any loss or damage. You are responsible for your own insurance cover. You are permitted to stay on the

site overnight, although you do so at your own risk and there are no facilities other than toilets available.

Police

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

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 close to the bandstand.

Toilets

Toilets are situated in the Visitors' Centre and in the blue Stalls Area close to the fountain where extra portable toilets are also located. Disabled toilets are available at all of these points.

Lost Children

A Lost Children's tent can be found near to the bandstand and the Information Point. Any lost or found children should be taken to the Lost Children's tent. The child's details will be taken and qualified and experienced staff will deal with the matter.

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 Albert Park

