

# Application Form

## Ipswich Indian Summer Mela

Sunday 8th July 2018

Christchurch Park, Ipswich, IP4 2BE



**Closing date for application Monday 28<sup>th</sup> May 2018**

### 1. Your Details

Name			
Company Name			
Address details			
	Postcode		
Email			
Tel No. (work)			
Mobile No.			
Vehicle Registration			

### 2. Your Business & Stall Requirements

Community/Voluntary/Charitable		Reg. Charity No.		
Non-Commercial		Commercial Business		
Please indicate type of activity for your stall				
Beauty Therapy		Holistic Therapy		Complementary Therapy
Fashion & Jewellery		Beauty Products		Henna
Arts & Crafts		Groceries		Other (specify)
Community Group		Registered Charity		Voluntary Group
Additional Tables:			N.B. You will be provided with 1 Table + 2 chairs as standard	
Electric Point Required?	Y		N	
<b>Checklist:</b> Have you enclosed the following? <b>Important requirements</b> without which your application <b>cannot/will not be processed.</b>				

<b>Public Liability Insurance Certificate</b>		
<b>Your Payment</b> <i>Please tick Method of your Payment</i>	<input type="checkbox"/> Cheques Payable to ' <b>Ipswich &amp; Suffolk Indian Association</b> ' or by our Preferred Method of Payment into  <input type="checkbox"/> ISIA Bank Account No: 50379082, Sort Code: 08-90-83  <b>Quoting reference Mela 2018</b>	

<h2>Terms and Conditions</h2>
<ol style="list-style-type: none"> <li>1. Deliver items, set-up exhibits &amp; occupy stall <b>between 8.00am &amp; 10.00am</b> in the Market area at <b>Christchurch Park. (All access to park via Bolton Lane – IP4 2BX). All vehicles must be removed by 10.00 am and parked</b> in the designated area at Westfield Road.</li> <li>2. One stall in the main marquee comes with 1 table (6ft x 3ft each) + 2 chairs.</li> <li>3. If your <b>own display</b> is being brought, and the above (table/chairs in no. 2) are not required, a similar space will be allocated. Please inform us of this at the time of booking in writing.</li> <li>4. If a space for your <b>mobile unit, vehicle, caravan or your own marquee</b> etc. is required <b>outside the main marquee</b> charges will vary depending on the size of the units.</li> <li>5. <b>Ensure and accept responsibility</b> of items for damage or theft for the duration of Indian Summer Mela. <b>ISIA or Ip-art</b> will not be liable for any public liability</li> <li>6. Attend stall for the duration of the Indian Summer Mela <b>12 PM – 6 PM</b></li> <li>7. You are responsible for removal &amp; disposal of items including litter from site between <b>6 PM – 7 PM</b></li> <li>8. Full payment to be made at time of booking, which is Non-Refundable unless the event is cancelled.</li> <li>9. Stalls cannot be shared.</li> <li>10. Stallholders are prohibited from fund raising via selling raffle tickets.</li> </ol>

### Declaration

I confirm that I have read the above Terms and Conditions and will adhere to them	
Signature	
Position	
Date	

Please send this completed form together with any supporting documentation and payment (cheque) To:

Indian Summer Mela 2018  
Ipswich & Suffolk Indian Association (ISIA)  
P O Box 757  
Ipswich IP1 9ND

Email: sec.isia@googlemail.com  
Tel: 0844 8844 825