

Indian Summer Mela

Sunday 10 July 2011, Christchurch Park



Closing date for application Monday 23 May 2011

1. Your Details

Name			
Company Name			
Address details			
	Postcode		
Email			
Tel No. (work)			
Mobile No.			
Vehicle Registration	Parking for One vehicle provided - inside the park – vehicle registration required before hand		

2. Your Business & Stall Requirements

Statutory Body	<input type="checkbox"/>	Corporate Business	<input type="checkbox"/>	Business	<input type="checkbox"/>	<input type="checkbox"/>
Please indicate any type of vehicles or items you intend to bring onto the SITE						
Vehicle/Unit				Size		
Details						
Additional Tables:	<input type="checkbox"/>	You will be provided with 2 + 2 chairs as standard				
Charity Reg No.						
Electric Point Required?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	<input type="checkbox"/>	<input type="checkbox"/>
Checklist: Have you enclosed the following? Important requirements without which your application cannot/will not be processed .						
Public Liability Insurance Certificate.	<input type="checkbox"/>					
Cheque Payment				Payable to 'Ipswich & Suffolk Indian Association' or 'ISIA'		

Terms and Conditions

1. Deliver items, set-up exhibits & occupy stall **between 8.00am & 10.00am** in the Marquee at Christchurch Park. - All vehicles **must be removed by 10.00am** and parked in the designated area at Regent Theatre. All access to park via Bolton Lane.
2. **One stall** in the **main marquee** comes with 2 tables (6ft x 3ft each) + 2 chairs (approx pitch size 12ft x 5ft)
3. If your **own display** is being brought, and the above (tables/chairs in no.2) are not required, a similar space will be allocated. Please inform us at the time of booking in writing.
4. If a space for your **mobile unit, vehicle, caravan or your own marquee** etc is required **outside the main marquee** charges will vary depending on the size of the units. (*Price quoted on the information sheet is for a unit size 9m x 3m max*).
5. An additional charge of **£50/-** is payable, if a table is requested at the time of booking.
6. **Insure and accept responsibility** of items for damage or theft for the duration of Indian Summer Mela. **ISIA or Ip-art** will not be liable for any public liability
7. Attend stall for the duration of the Indian Summer Mela - **12 PM – 6 PM**
8. You are responsible for removal & disposal of items including litter from site between **6 PM – 7 PM**
9. Full payment to be made at time of booking, which is Non-Refundable unless the event is cancelled
10. Stalls cannot be shared. Each category is equal to one stall, two categories is equal to two stalls.

9. 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 to:

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

Email: info@isia.org.uk
Tel: 0844 8844 825