**Crafts & Goods (Non-Food)**

**Trading at: Boishakhi Mela in Weavers Fields, Sunday 30 June 2019**

**Important information:**

This is a booking form, by submitting this form you are agreeing to trade at the Boishakhi Mela in Weavers Fields on Sunday 30 June 2019.

The deadline for bookings and cancellations is **12noon on Friday 31 May 2019**. If you have not submitted your booking form by this deadline you will not be able to trade at the event. Late booking forms will not be accepted.

**Cancellation:**
If after submitting this booking form you wish to cancel your stall/s, you must notify the council in writing at melatrading@towerhamlets.gov.uk to confirm your cancellation by **12noon on Friday 31 May 2019**; please note that any cancellations received after this deadline will incur the full booking charge (please see terms and conditions).

Please also note that Tower Hamlets Council reserves the right to refuse permission to trade at this event.

Please direct any enquiries to: melatrading@towerhamlets.gov.uk or phone: 0207 364 7926 (10:00am-1:00pm Mon-Fri ONLY).

Pre-approvedCrafts & Goods only. No helium balloons or prohibited items (please see Terms & Conditions).

NO FOOD ITEMS ARE PERMITTED TO BE SOLD FROM A CRAFTS & GOODS STALL.

PROMOTIONAL ACTIVITY, CORPORATE BRANDING AND PRODUCT SAMPLING ARE NOT PERMITTED FROM A CRAFTS AND GOODS STALL.

DO NOT use this form if you wish to sell food or carry out any business promotion activities; a different pricing structure will apply for such activities. If you are unsure of which booking form to use, please email melatrading@towerhamlets.gov.uk stating exactly what you wish to do.

**Please Note:**

* Information provided in this application as well as the Terms & Conditions form part of your formal trading agreement
* No generators or LPG (Liquefied Petroleum Gas) are allowed to be brought to this event

**Package:**

To ensure a uniform layout, we are selling trading stalls which include:

* 2.13m x 0.91m market stall
* Support from a Zone Manager
* Please note: There will be no power available for these stalls.

The cost of this full package is: **£100.00** (VAT exempt, total cost therefore £100.00)

**Extra Space:**

* You may book more than one stall.
* If you would like an extra 1.5m space (the size of a clothes rail) beside your stall there will be an additional fee of £75.00. This must be requested before the booking deadline of 31 May 2019.
* You are not permitted to bring in any additional stalls / tables / display structures. You may bring a clothes rail if you have booked extra space in advance of the event and have received agreement from Trader Management

**Payment information**

Do not send payment now. The Council will send you a contract and invoice after the booking deadline of 31 May 2019. All invoices must be paid in advance of the event. No cash payments or on-site payments