**Registered charities**

**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](mailto: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](mailto:melatrading@towerhamlets.gov.uk) or phone: 0207 364 7926 (10:00am-1:00pm Mon-Fri ONLY).

**These stalls are for registered charities - the purpose of these stalls is to provide information only.**

THE SALE OF ANY GOODS, CRAFTS, SERVICES, FOOD OR ANY OTHER ITEMS ARE NOT PERMITTED FROM A REGISTERED CHARITY STALL.

PROMOTIONAL ACTIVITY, CORPORATE BRANDING AND PRODUCT SAMPLING ARE NOT PERMITTED FROM A REGISTERED CHARITY STALL.

DO NOT use this form if you wish to carry out any sales or 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](mailto: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 electrical power available for these stalls.
* You are not permitted to bring in any additional stalls / tables / display structures.

**Cost**

The cost of this full package is: **£25.00** (VAT exempt, total cost therefore £25.00).

**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