

Exhibitors Application



Saturday 20th and Sunday 21st August 2016

Please read and return application to

info@redlotusevents.com

Phone:- 07956527788 / 0737302451



We at Red Lotus Events would like to thank you for choosing to trade at Rangeelu Gujarat.

On Saturday 20th and Sunday 21st August 2016, Red Lotus Events together with Brent Council will be holding an Interactive Culture Exhibition, 'Rangeelu Gujarat – The Glorious State'

Rangeelu Gujarat, is an extravagant Interactive Culture Exhibition, designed to showcase the best parts of the Glorious State, Gujarat. The aim of the event is to allow the British public to strengthen the existing relationship with Gujarat, through understanding the cultural identity. The two day event will provide a large platform to showcase the optimum culture of Gujarati Arts including Literature, Food, Fashion, Music, Dance, Business Development, Tourism and much more. As guests experience the walk through the streets of haggie alley, the scent of mouthwatering street food will fragrant the air as the live music played on the grand stage will pulse over the ground. The variety of folk dancers with traditional costumes will showcase spectacular acts never seen before. The interactive workshops, mud works and stand up comedy sectors are sure to win the hearts of all ages.

The beautiful recreations of the famous architecture and history of the state will be a major attraction for the British culture enthusiasts as an event of this sort and scale has never been done before in the UK.

Together with culture organisations, Red Lotus Events is bringing the diversity of different trades on one platform. With an expected 35,000 audience flowing through the paths of the reconstructed Gujarat, the success of the event and the traders is sure to be fruitful.

In keeping with the theme of the event, we are providing spaces for hire, to various businesses and organisations. Locations of these spaces will be allocated after evaluating the contents of the space being used, to ensure the flow of the event, in maximising each stalls sale or market promotion.



Please read the following terms and conditions and complete the application form.

Terms and conditions

Stall Scheme

The shell schemes are formed of various sizes and all exhibitors have been notified of these dimensions.

None of the following will be permitted on the stand:

- Personal kettles
- Heater fans
- Plasmas unless organisers have been notified
- Any form of other high power appliances unless cleared with organisers

Checks will be made on all stall schemes randomly.

Laptops and TV screens can be plugged in.

DO NOT HANG TV'S ON THE SHELL PANELS as special brackets will be required and we need to have these brackets ordered in.

Restrictions with stall scheme:

You can use the following to display your goods, services, posters, etc:

- Sellotape
- Blue Tac
- Drawing Pins
- String

You cannot use the following:

- Nails
- Screws
- Glue

(If you know these things are required for the building of your display please add this in your additional notes)

ANY DAMAGE TO THE PANELS WILL BE CHARGEABLE.

Build days and breakdown dates will be confirmed once application has gone through.

Cleaning

All stands will be required to be kept clean at all times. During the build-up of the Event, exhibitors are requested to dispose of rubbish in the designated areas. **Do not use the small bins. They are strictly for public use only.** During the event opening please ensure gangways are clear of your rubbish. The organisers are not responsible



for the removal of large items - the exhibitor will be charged directly for this.

Please use the Elsan tanks provided for all waste water. **It is NOT acceptable to throw used water onto the ground or into hedges.**

Use sugar cubes or loose sugar in dispensers instead of sachets, (easily windblown and time consuming to pick up) and use real or wooden spoons instead of plastic stirrers.

Do not use polystyrene products, such as plates, cups and burger boxes as these shatter into small fragments and aren't recyclable. Use biodegradable plates and cups (waxed paper cups and plates are less untidy and more eco-friendly. Use wooden cutlery (from sustainable wood), rather than disposable plastic ones. Should you have any difficulty acquiring any of these items, please contact info@rangeelugujarat rather than turning up without them.

Dismantling and Moving Exhibits

No exhibit shall be packed, removed or dismantled prior to the closing of the Event. If the Exhibitor acts in breach of this provision, they shall pay to the Organiser by way of compensation for the detraction to the Events appearance. The Organiser reserves the right in its absolute discretion, to require the Exhibitor to remove any exhibit specified on the Event Space Contract, or which is being exhibited at the Event. The Exhibitor will be liable for all storage and handling charges resulting from their failure to remove all exhibits and display materials from his/her allocated stand space. The Exhibitor must surrender any occupied stall scheme package in its original condition. The Exhibitor shall make good and indemnify the Organiser for any damage caused by the Exhibitor, their employees, agents or contractors to the Event premises, or to any shell scheme occupied by the Exhibitor.

Emergency Gangways

Emergency Gangways must be kept clear at all times during the build-up and breakdown. Exhibitors and for their appointed contractors must ensure that all Event equipment, stand fitting materials and packing cases are kept on their own stand or properly stowed away.

First Aid

First aid will be available on site.



Health and Safety

It is the policy of the Organisers to endeavour to seek the cooperation of all concerned in order to achieve the highest standards in all aspects of health and safety. The organisers, along with each respective venue, have, within the scope of their own laid-down policies, a responsibility to ensure that safe working practices are maintained at all times. This includes ensuring that provision is made whereby persons other than the Organisers or venue employees are reminded of their responsibilities whilst working at the Event. As an exhibitor, contractor or agent, you have a duty under The Health and Safety at Work etc Act 1974 to ensure that all personnel contracted by you are aware that they have a responsibility so far as is reasonably practicable, for the health, safety and welfare of all employees, and that any plant or systems of work which may be used are, so far as is reasonably practicable, safe and without risks to health. This includes that all employees are provided with information, instruction, training and supervision to ensure not only their own health and safety but also that of others working or attending the vicinity.

Under the COSHH Regulations 1988 (Control of Substances Hazardous to Health), all employers are required to carry out an assessment of the activities involving the use, handling and storage of hazardous substances within the workplace. As such, all employers should undertake an assessment of how any substances used, handled or stored at an Event may affect others and if precautions are needed, to ensure that they are put into place. You are also required to have in your possession a copy of your own Health and Safety policy and a copy of the Health and Safety policy document of each contractor employed by you, which may be requested during the Event.

By sending a completed application form you are agreeing to the following:

1.0 Definition

1.1 In these terms and conditions the terms you or yours refers to the person or organisation that is applying for a pitch to trade from;

1.2 Red Lotus Events operates the Rangeelu Gujarat Interactive Culture Exhibition. The Terms “Rangeelu Gujarat” and “Red Lotus Events” are interchangeable within the context of this document.

2.0 Application

2.1 A signed declaration, together with your completed application form, a copy of



your insurance certificate, your completed health and safety tick list and fire risk assessment (food stalls only), a sample tariff, PAT certification (if necessary), Corgi certification (if necessary), and details of your registration with your local authority (food stalls only) must be received before application can be accepted.

3.0 Payment

3.1 You will be notified within 3 days of receipt of the success of your application and the deposit fee you will need to pay.

3.2 Should your application be successful, the full fee will need to be paid by July 31st 2016

4.0 Insurance

4.01 You are obliged to take out insurance to cover any hazard or loss, which may occur at the festival as a result of your attendance, which will include public liability insurance for no less than £1,000,000 or an amount that you feel commensurate with the risk; A copy of your insurance certificate must be sent with your application.

5.0 Losses

5.1 You acknowledge that Rangeelu Gujarat or any of their designated employees are not responsible or hold any liability for any financial losses incurred by you, or for any loss or damage of your equipment goods or personal belongings, or personal injury of employees working for or connected to you;

6.0 On Site

6.1 Rangeelu Gujarat and their designated employees are solely responsible for the allocation of pitch sites;

6.2 You may not sub-contract your stall or any part of your stall;

6.3 Date for access to the site will be confirmed by 31st July

6.4 The number of passes available for your crew will be allocated according to Stall scheme.

6.5 You must be set up to trade by 4pm Friday 19th August 2016 and available for inspection by the appointed employees of Rangeelu Gujarat and the appointed offices of the local authority and fire and police services.

6.6 Hours of trading are as follows: Saturday 20th August 2016 - 10am-8pm and Sunday 21st August 2016 - 10am-8pm

6.7 NO VEHICLES are allowed on site unless agreed by management in writing by 10th



August 2016.

6.8 No amplified music or PA systems are allowed without written permission from Rangeelu Gujarat or their designated employees; Noise levels must at all times comply with the site licence, Rangeelu Gujarat or their designated employees reserve the right to confiscate your equipment should it prove necessary for the duration of the festival, at your risk and expense;

6.9 No animals or pets are allowed on site, any animals brought on to the site will be removed at your own expense; Failure to do this will result with your expulsion from site, with Rangeelu Gujarat entitled to retain your full pitch fee;

6.10 You are obliged to keep the area 10m in front of your stall tidy and free of rubbish; Any waste and rubbish you generate must be placed in the designated bins provided. Care should be taken not to cause any damage or change to the site, or to any of the fittings, equipment or any other property belonging to the site or to Rangeelu Gujarat ; You shall pay for any damage, including accidental damage caused;

6.11 You shall ensure that your designated pitch has been left tidy and in good order and that a designated employee of Rangeelu Gujarat has deemed it so; any cost for cleansing your site will be charged to you. A £100 deposit will be required with your pitch fee (food traders only) this will be cashed should your pitch not be returned in the condition in which you found it.

6.12 You are to make a plan to protect your goods overnight, i.e cover sheets etc. Rangeelu Gujarat will have security officers over night, but are not accountable for any lost/damaged/stolen goods.

7.0 Fire / Gas / Electricity / Water

7.1 You must supply a completed fire risk assessment (see section four of the application) on application; no applications will be accepted without a completed fire risk assessment (food stalls only);

7.2 Only one spare bottle of Liquefied Petroleum Gas (LPG) may be kept at your stall at any time; Any other bottles you wish to store, must be marked as your own and placed in Rangeelu Gujarat own secure LPG store; Access to this store will be through a designated representative of Rangeelu Gujarat;

7.3 All gas appliances must comply with the relevant regulations and must be fitted by a registered Corgi engineer; All Corgi certification must be sent to Village India & Experience Gujarat with your application, no applications will be accepted without



insurance details;

7.4 All stalls with potential hazards must supply a 5kg dry powder fire extinguisher; food stalls must supply a fire blanket;

7.5 You must detail your electricity requirements on your application form;

7.6 All wastewater must be disposed of appropriately. Please speak to the designated Rangeelu Gujarat staff member upon arrival. The digging of sumps and soak-aways is prohibited, as is emptying to ground and hedges;

7.8 No flammable liquid or liquid petroleum gas shall be used.

7.9 Strictly no smoking on site

8.0 Prohibited Items

8.1 You are obliged to supply a sample tariff of products (including prices), which will be offered at the festival; You shall use the allocated pitch for the purposes listed on this tariff only;

This tariff must be sent with your application, no applications will be accepted without tariff details;

8.2 You are obliged not to supply for a purchase or gift, alcohol in any form whatsoever e.g. brandy-coffees, herbal highs, tobacco products or any form of flammable equipment;

8.3 There are no plastic disposables allowed on site; you are obliged to use paper plates and cups, and wooden cutlery only;

8.4 We reserve the right to limit the sale of tea and coffee to specific traders.

9.0 Health and Safety

9.1 You must supply details of your registration with your local authority on application, no applications will be accepted without registration details (food stalls);

9.2 You must supply a completed health and safety tick-list (see section four)(food stalls only);

9.3 Ensure that all working practices comply with the regulations outlined in the Management of Health and Safety at Work Regulations 1999;

9.4 Ensure that all working practices comply with the regulations outlined in the Manual Handling Operations Regulations 1992;

9.5 Ensure that all working practices comply with the regulations outlined in the



Personal Protective Equipment at Work Regulations 1992;

9.6 Ensure that all working practices comply with the regulations outlined in the Provision and Use of Work Equipment Regulations 1992;

9.7 Ensure that all working practices comply with the Food Safety (General Food Hygiene) Regulations 1995;

9.8 Ensure that all working practices comply with the Food Safety (Temperature Control) Regulations 1995;

9.9 Ensure that all delivery, storage, containment, usage and removal of flammable liquids comply with the regulations contained in the following: The Management of Health and Safety at Work Regulations 1992, The Health and Safety at Work Act 1974, Highly Flammable and Liquefied Petroleum Gases Regulations 1972;

10.0 Non-compliance

10.01 Rangeelu Gujarat and their designated employees reserve the right to remove you from the festival site, if you do not comply with the obligations as outlined within this document;

10.2 You may not be permitted to operate your stall or outlet if you do not satisfy the licensing requirements of the Local Authority; Rangeelu Gujarat and their employees cannot accept any responsibility or liability if this situation occurs;

10.03 You agree to abide by the above clauses of 1.0 – 10.03 and indemnify Rangeelu Gujarat and their designated employees against any claim, loss or liability arising from a breach of the above clauses/ regulations

Application Form - Section 1

Name	
Company/Stall Name	
Charity Number (if applicable)	
Address	
Website	



Primary Contact Number	
Mobile Number	
Email	

Section 2 - Your Stall

Please tick your stall option

Standard Stall 3m x 3m £750	Standard Stall 3m x 6m £1380	Standard Stall 3m x 9m £1913
Standard Stall 3m x 12m £2400	Standard Food Stall 3m x 3m (cooking space) + 2m x 3m (display and serve)* £4000	Haggle Alley Stall 3m x 3m £750 (please ask management for details)
Snacks and Beverage Stalls 3m x 3m* £2000	Private Pavilion 3m x 3m £2000	Private Pavilion 5m x 5m £2800

*Please note all Food Vendors must only provide fully vegetarian food / all menus must be approved by management to avoid duplication

3x3 standard stall special offer	SPECIAL OFFERS WILL ONLY BE APPLIED IF APPLICATION HAS BEEN APPROVED BEFORE THE DEADLINE	Please mark chosen promotion	(office use only)
May/June (Deadline 30/06/16)	£500		
July (Deadline 15/07/16) ALL JULY OFFER PAYMENTS MUST BE PAID IN FULL (NOT INSTALLMENTS) FOR THE OFFER TO BE VALID	£600		

If your required stall option is not stated above please specify below



Please state below in detail the service/trade you will be providing at your stall. If a food/Beverage stall please include agreed menu. Please also include prices of all trade planned at the stall

How many staff will be managing your stall	
Do you require electricity (if yes please provide how much in amps)	
Will you be playing music at your stall If so please provide details (why this will add to your stall?)	



Will you be providing free gifts/tasters at your stall? If yes, please provide details	
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Section 3 - Certification

Please provide the following information:

	Check	Not applicable
Health and Safety Certificate		
Insurance Certificate Public liability insurance of £1,000,000 or appropriate amount		
PAT Certificate All electrical appliances should be tested and certified		
CORGI Certificate Required for all gas appliances		
LOCAL AUTHORITY REGISTRATION (Food traders only)		

Section 4 - Health and safety & Fire Risk Assessment

Food Traders only

Please provide a health & safety risk assessment for your food outlet.

Please provide a fire risk assessment for your outlet.

Declaration I / we understand our obligations and regulations as laid out in this agreement and hereby undertake to abide by them, and the instructions of Rangeelu Gujarat/Red Lotus Events; I / we have read and understood the generic health and safety handout received with this application;

Signed	
Print Name	
Date	

Please return the application form to:-



info@redlotusevents.com

Any queries please contact :-Pritee - 44 (0) 7956527788 / Mira - 44 (0) 7737302451