

CELEBRATE EID



Eid in the Park 2019

STALL HOLDER INFORMATION PACK



Stalls at Eid in the Park 2019

Celebrate Eid Committee is a syndicate of local masaajid with a unified goal of reviving the Sunnah of the Prophet (salallahu alayhi wa sallam); bringing the Muslims together on Eid day.

The successes of the previous Celebrate Eid events have been phenomenal. Every year since inception in 2012, Green Lane Masjid and Community Centre has been holding Salat al Eid outdoors. In 2014, the concept of Eid celebrations changed. A new syndicate of Celebrate Eid was formed bringing together a group of local masaajid to celebrate Eid al-Fitr. We wanted Eid to be a day of celebration bringing together Muslims to start the day with Salat al Eid and then continue their celebrations with their own families and with their Muslim brothers and sisters in the local community.

Celebrate Eid 2018 saw over 100,000 people gather together to pray Eid prayers. Many of these people stayed to enjoy the festivities. Stall holders had access to over 100,000 people in a single day over the course of a few hours. The atmosphere was amazing, the bazaar and food stalls were flooded with customers and the sales went through the roof.

Working with our sponsors, Islamic Relief, Celebrate Eid will be raising the stakes. We will be providing a funfair for children and adults, soft play for children and adults, more rides and more fun for the entire family!

If you would like to be part of the celebrations, please read through the Stall Holders Information Pack carefully. If you have any questions or queries please contact:

stalls@celebrateeid.co.uk



Stall Holder Information

Celebrate Eid is giving you an opportunity to partake in the Eid celebrations in 2019. We all know that food and the bazaars make people want to hang around. So if you are interested in creating an unforgettable memory while doing something that you enjoy, please apply within.

Stalls available

Celebrate Eid will be allocating spaces on a first come, first serve basis. We currently have the following stalls available:-

- Food outlets
- Bazaar stalls (including gift items, crafts, clothing etc.)
- Ice cream vans

Why book a stall

We are offering an opportunity for small and independent businesses to hire a stall on Eid day. This is a fantastic opportunity with many benefits:-

- Access to over 80,000 people in a single space
- Raising awareness of and advertising your business
- Massive profits
- Creating an atmosphere on Eid day
- Be part of one of the biggest Eid gatherings in

Europe How it works

- Each applicant must complete the entire application form accurately. This will determine which category you fall into and how quickly your application will be processed.
- You will be given a unique reference number. On the day of Eid, you will be able to identify your stall by your reference number.
- Your application will be reviewed by the Stalls Team Manager who will give you deadline for payments upon acceptance.
- A one-off, non-refundable payment will need to be paid within 7 days of notification from Celebrate Eid, to confirm your booking. If payment is not received within 7 days, then the stall will be offered to the next applicant on the waiting list.
- Each vendor will be issued a parking permit for one vehicle on the day of Eid.
- If many applications are received, then a waiting list will be compiled. If anybody drops out the next applicant on the list will be contacted.
- All applications and payments must be submitted no later 15th March 2019.



Halal Food and Health & Safety Outdoor Catering

Catering at an outdoor event or from mobile facilities is a high-risk activity. There is the possibility of causing food poisoning to a large number of people and, health and safety accidents that may occur. Green Lane Masjid and Community Centre management wish to ensure that all risks are controlled and avoided. There are general requirements in the food hygiene and health and safety legislation for all food businesses to be operated in a hygienic and safe manner.

Criteria for Food mobile/stall holder application:

- Confirmation that the Food business is registered with Environmental Health at the Local Authority from where it is based.
- Food Hygiene Rating Score of 4 H or above
- Copy of a recognised Food Hygiene qualification (certificate)
- Public Liability Insurance
- Haccp based food management system for activities being carried out on the day of the event.
- Health & Safety Risk assessment for activities being carried out on the day of the event. Equipment is PAT tested where applicable.

Please provide supportive documents for above.

Food Claims – Halal

The majority of people who will attend the Eid event will be Muslims. Vendors are requested to provide food, including ingredients that meet the halal dietary requirements e.g. no alcohol, no pork, non-halal meat sources, colourings & additives. This information can be checked & verification obtained via the manufacturer of the products, ingredients. If cooking and selling dishes with meat this should come from non-stun slaughter (HMC).



Stall Information

Each vendor will be given a market stall of 4ft by 8ft (see picture below). Food vendors will be given 2 market stalls and a table for preparation. Please note, extra charges apply for extra space.

Stalls that require electricity must state the requirement on the form and a maximum of 5kw power for the duration of the event will be provided at a fee. Please note there will be a limit to the number of stalls with power.

You will be responsible for your own stall signage, including stall name, such as banners, posters etc.

Please note, you will only be permitted the space that you are allocated. Any extra items which are outside of agreed parameters will be removed.

Payment Structure/Stall cost hire

Booking Type	Date of Submission	Cost
Regular stall holders	15/03/2019	Food £250 / Non-Food £100
Early bird bookings	15/03/2019	Food £275 / Non-Food £125
Stall bookings	15/04/2019	Food £300 / Non-Food £150

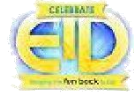
Retainer fees:

All stalls £150

Retainer fee must be paid upon acceptance of application and by date specified to individual trader. This will be refunded upon the successful completion of the event, providing stalls are left as found and trader has not caused Celebrate Eid to incur additional clean-up costs.

The Day Before Eid – Setting up

Vendors will be allowed access to the site from 6pm – 10pm in order to begin set-up. Covers for the sides of the stalls will NOT be provided so you will need to bring your own. There will be 24-hour security on the premises however, Celebrate Eid do not take responsibility for any loss or damages to any items (including but not limited to equipment, merchandise or persons in this period.



Eid day

All vendors will be expected to arrive straight after Salat al Fajr. We are expecting many contractors on site therefore access times will be limited. Once you have arrived, you will not be able to take your car out again until the end of the day. We advise you to plan your journey so that all the necessary items and equipment are delivered in a single journey. Only one vehicle per vendor will be permitted on site.

Upon arrival, you will need to display your parking permit. You will be directed to your stall for setup.

Following setup of your stall, you will be allocated a parking space within the park but again this vehicle will not be allowed to move until 18:00. A steward will direct you accordingly.

If you are late, please note you will not be given access to the site after 5.30am.



Early applications and payments are highly recommended to secure your pitch; your application and payment must reach us by 15th March 2019.

All documentation is needed for your application to be successful. No stalls will be reserved without payment.

Terms and Conditions can also be found at the end of the application forms.

Terms and Conditions

General

1. **Disclaimer** – All terms and conditions in this information pack and the trader application contract form are at the discretion of the Celebrate Eid management.
2. Stalls are only confirmed upon receipt of retainer fee and full payment.
3. All payments must be received in full by the date specified to the individual trader.
4. Retainer fee must be paid upon acceptance of application and by date specified to individual trader. This will be refunded upon the successful completion of the event, providing stalls are left as found and trader has not caused Celebrate Eid to incur additional clean-up costs. **Retainer fees: £150**
5. Any application forms which are not fully completed will be returned to you to resubmit. Please note, your application will be treated as a new application.
6. Stalls will be allocated on a first come first served basis.
7. Stalls will be set-up the day prior to the event (timings to be confirmed). Traders who cannot set-up the day before or can set-up in minimal time in the morning may make arrangements with organisers.
8. All stalls must be promptly closed by 6pm. Vendors are expected to be off the park premises by 6:45. Failure to comply will result in the loss of the FULL retainer fee.

On the day

8. All vendors will be expected to arrive straight after Salat al Fajr.
9. There will be no vehicle access to the site after 05:30.
10. Each vendor will be issued a parking permit for one vehicle on the day of Eid, this must be displayed upon arrival and throughout the day.
11. Strictly no vehicle movement allowed from 6am – 6pm, during these times vehicles must be parked in the designated area. There will be a penalty charge of £100 for vehicles not parked in designated areas and for vehicles moving during the hours stated.
12. Stalls must be ready for inspection at 6am.
13. Trading will take place straight after Salat ul Eid and will cease at 6pm.
14. The location of the stall cannot be altered on the day.
15. Only items approved by Celebrate Eid and Green Lane Masjid and Community

Centre may be displayed, sold and/or promoted. Items not approved in advance will be taken off the stall and you may lose your retainer at the discretion of the organisers.



16. Traders selling clothing may bring a maximum of 2 clothes rails for displaying items.
17. Traders are responsible for their own stall signage.

Cancellations

18. In case of the event being cancelled by Celebrate Eid (the organisers) traders will be refunded in full.
19. In case of the event being cancelled due to unforeseen circumstances which are not in the control of the organisers (i.e. bad weather) then the organisers will not be able to refund traders.
20. Traders who cancel after April 15th will forfeit 100% of the payment however, the retainer fee will be returned.
21. Cancellations before 15th April will be offered a refund, less a 50% cancellation fee.
22. Celebrate Eid reserves the right to re-let cancelled stalls.

Insurance/Indemnity

23. Traders must provide evidence of valid, adequate public liability insurance which covers the event.
24. Stall holders are fully liable for claims arising from their conduct/service.
25. Traders are responsible for their own safety, security and insurance and that of their property and equipment.
26. Celebrate Eid and Green Lane Masjid and Community Centre are not responsible for any loss or damages of goods or equipment.
27. Celebrate Eid and Green Lane Masjid and Community Centre are not responsible for any loss or personal injuries which arise from incidents which are not connected to the organisers and/or are due to the negligence of the trader.
28. Traders will be liable for any loss or damages to equipment provided by the organisers.

Regulations

29. All stall holders must comply with Food Safety regulations (General Food Hygiene) Regulations 1999 and be registered with their local authority for the provision of such services. All food traders must have FHS of level 4 or above.
30. Food traders must provide all documentation requested by Birmingham City Council before a catering application is confirmed.
31. All LPG gas bottles must be stored in secure cages at all times.
32. Fire risk assessments must be completed by all traders before the set-up of your stall.
33. Traders are responsible for the adherence to Health and Safety at Work Act 1974 and all other relevant statutory provisions covering all health and safety regulations. The implementation is for themselves and their employees and contractors.

Contact Us

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