

MAYOR OF LONDON

Diwali 2019



Sunday 3rd November 2019

12-7pm

Trafalgar Square

Traders, Charities and Community

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Background

The Mayor of London's Diwali festival is a cultural and family friendly event that attracts over 50,000 people throughout the day which includes Londoners and tourists. It is a multicultural event, bringing London's diverse communities together, and the event showcases London's offering of art, culture, music, heritage, fashion and food.

All the events organised or supported by the Mayor of London connect with different communities and correspond with the Mayor's Cultural Strategy. They are also designed to integrate policies from other Mayoral strategies.

This free, family-friendly event is an opportunity to enjoy performances and activities drawn from the wealth of diverse Hindu communities across London, as well as delicious, sustainable food amidst the iconic surroundings of Trafalgar Square. The event runs from 12:00 to 19:00 and will feature a live music stage, with a traditional and contemporary line-up, plus plenty of fun for kids and adults alike across the rest of the square.

The Opportunity

Stall spaces are available for:

- non-food traders (except dry/package food) selling unique and original South East Asian inspired goods and products, such as clothes, fashion items, jewellery, art, homeware, books relevant to the community and other craft items.
- national/international charities
- non-profit local community organisations within London

that reflect a unique, attractive and sustainable offer to the culture and heritage of the event.

Stall applications will be considered against the following criteria:

- Stall presentation (photos required)
- Quality of product
- Authenticity / Originality of product
- Variety of products
- Relevance of product to Diwali audience
- Range of price across products
- Sustainability
- Availability of stall space

All goods traded must be compliant with relevant British Standards and be ethically sourced. Evidence of this should be provided wherever possible within your application. Westminster City Council Trading & Licensing, and Environmental Health teams may be checking stalls, goods and paperwork on the day.

There are a limited number of stall spaces available. The GLA decisions on which stall applications are accepted will be final and non-negotiable.

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Stall Set-up

Each stall/stand will be provided with the following:

- One 3m x 3m marquee (a larger marquee can be discussed if requested)
- One 6ft trestle table and two chairs
- Branded signage with supplier name (mounted on marquee front)
- Protective flooring where required – not all stalls need protective flooring
- Access to power (one 13amp socket only – additional sockets are charged as extra)
- Access to water

Traders are required to provide all their own equipment unless otherwise stated.

This should include:

- Fire retardant decorations
- Correct fire extinguisher(s) / fire blankets for all identified hazards
- First Aid kit
- Table cloths / table dressing
- Display units
- Workshop materials

Any additional infrastructure required by the trader and ordered through the event production company will be chargeable and must be paid for in advance of the event. Any damage or breakages of these additional items will be chargeable back to whoever signs for them on the day.

Bookings shall only be considered if accompanied by all the requested paperwork and confirmed only upon receipt of the full payment, including any hire-in charges. Organisers reserve the right to refuse/cancel bookings if the company and/or products are unsuitable or inappropriate for the event, if space is limited, or if the site plan must be reconfigured for any reason (for which a full refund will be given). The Greater London Authority will not be liable for any refund, loss of income or expenses incurred because of the trader's participation in the event.

Concessions will not be able to restock once the event is live, so should bring enough stock to last for the duration of the event.

Hours of operation are from **12.00 – 19.00**, and units should cease trading at **18:45** to help clear the event quickly once it has ended. If possible, we will have a soft open at 11:30. If so, trading may commence then, but this is strictly subject to the site being deemed safe at that time.

Fees

- **Commercial Trader - £500 plus VAT**
 - **Charity - £350 plus VAT**
 - **Local Community Organisations - £250 plus VAT**
- Plus, the cost of any requested additional infrastructure.

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GLA Event Sustainability

The GLA recognises its duty to demonstrate leadership in the field of event sustainability management by conducting its event related activities in line with the GLA Event Sustainability Policy¹.

As part of the provision of units at Diwali 2019, the applicant is expected to demonstrate that it operates in line with the GLA Event Sustainability Policy.

In simple terms, the GLA Event Sustainability Policy is an on-going process of 'going greener' across all elements of our event production. This involves: separating and reducing waste (including the caterer removing food waste for compostable/green disposal elsewhere by a means designed for the purpose e.g. 'green' bins etc); lowering energy usage and maximising energy efficiency; better protection of Trafalgar Square and its integral infrastructure; minimising deliveries to lower carbon footprint; insisting our contractors pay London's Living Wage; encouraging visitors' use of public transport; using recyclable/recycled materials and minimising the use of single-use packaging; offering affordable healthy food locally sourced from sustainable sources, and trying to be as accessible to all as possible.

¹ A link to the policy can be found at https://www.london.gov.uk/sites/default/files/gla_event_sustainability_policy_2_-_signed_copy.pdf

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How to apply: Application & Booking Process

To apply to take part, you will need to complete the application form, produce the relevant documentation as required by the GLA & Westminster City Council (WCC) and to agree to comply with the terms and conditions of trading on Trafalgar Square.

N.B. All applications will be considered but should applications exceed spaces available, an assessment will be made to select traders considered most suitable for this event. All applicants will be informed of the outcome as soon as possible after the closing date.

Our production company Your Audience will assist the GLA with the management and booking process for applications. We adhere to WCC terms and conditions so if you are trading with us, you are also trading with WCC and Your Audience.

Step 1: Application

Please read and complete the application form in full and submit it with the requested documentation by **12pm, Monday 23rd September 2019** to diwali@london.gov.uk

*****Applications will only be considered if accompanied by all the requested paperwork in one submission and within deadline.**

N.B. If any of your documentation will have expired before the date of the event, please send us your current documentation and when renewed, your updated documentation highlighting which documents will have expired and when renewal will be completed.

Step 2: Booking selected applicants

Selected applicants will be informed as soon as possible whether they have been offered a stall / are on a waiting list / or cannot be accommodated on this occasion.

NB: Your stall/pitch will only be confirmed upon receipt of the full payment, including any hire-in charges within the invoice payment timeframe.

If at any point you decide to cancel your stall/pitch our terms and conditions are as follows:

Cancellation with more than 28 days' notice, up to and including the date of the event, you will be refunded 50% of your fee.

Cancellation with less than 28 days' notice of the date of the event will not be refunded and Your Audience will retain all monies paid on behalf of the GLA.

Therefore, for this event cancellations from Sunday 6th October 2019 will receive no refund.

Details of documentation required can be found on page 11

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APPLICATION FORM DIWALI – 3RD NOVEMBER 2019, TRAFALGAR SQUARE

Please tick as necessary:

☐

I am seeking to sell products or services at the cost of £500 + VAT. I understand that I will also be required to pay for any additional hired-in infrastructure.

☐

I am seeking to hire a stall as a national, international or other charity at the cost of £350 + VAT. I understand that I will also be required to pay for any additional hired-in infrastructure.

☐

I am seeking to hire a stall as a local community organisation at the cost of £250 + VAT. I understand that I will also be required to pay for any additional hired-in infrastructure.

☐

I wish to hire in equipment. If 'ticked' please complete the table below. You will be informed of the prices per item once all the orders have been collated, as they will vary according to quantities ordered etc. All items will be charged to the caterer at cost, with no mark-ups added.

HIRED IN EQUIPMENT	NUMBER
STEEL TABLE	
TRESTLE TABLE	
TABLE CLOTH	
FIRE EXTINGUISHER	
FIRE BLANKET	
HOT HANDWASH UNIT	
ADDITIONAL POWER (13 amp)	
FIRST AID KIT	
RUBBISH BINS	
OTHER EQUIPMENT – please specify	

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Please complete the following (attachments may be included – indicated as ‘provided’)

ABOUT YOUR BUSINESS

Name of Event	Diwali 2019		
Event Location	Trafalgar Square	Date	Sunday 3rd November 2019 Event times: 12-7pm Trading to cease at 6:45pm.
Business, Charity or Community Name (*please specify if the name on signage etc is different to name to be printed on the stall signage)			
Details of the person in charge of the business whilst on site. Please include (at minimum): <ul style="list-style-type: none"> • Name • Postal address • Mobile telephone • Email address 			
Website/social media handles (if available) Website: Facebook: Twitter: Instagram:			
Organisation description			
Product/activity description (with prices if necessary)			
What is the message you want to communicate?			
How will your activity engage with a range of audiences?			
Number of units requested: (each unit is a 3m x 3m marquee)			
Which Local Authority is your trading business registered with?			

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Public/ Employers Liability Insurance – Company, Policy number and expiry date.	
Do your products meet UK safety standards? https://www.gov.uk/guidance/product-safety-advice-for-businesses	
How long have you been trading for?	
Do you take part in regular markets? If yes, please state the market(s) name and location:	
Power Requirements: (please list each electrical item individually and the total power required overall for the unit)	
Delivery vehicle identification – make, model of vehicle, registration; driver name and mobile number	
List the documentation you have attached and justify anything missing with proposed dates for their receipts: Please note stalls will not be confirmed until all documentation has been provided.	

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SUSTAINABILITY

In order to be considered for a pitch on Trafalgar Square you must be able to answer 'yes' to at least two of the questions below.

Sustainability Questions	Yes	No	Details
Are your goods produced in accordance with sustainable and safe working practices?			
Do you pay your staff the London Living Wage, currently £10.55 per hour?			
Is your packaging made of recyclable materials?			
Does your stall support small / medium sized enterprise in the Black/Minority Ethnic sector?			
Are you using alternatives to single-use plastic for your packaging?			

Please answer the questions below accurately as this will determine the requirements of our waste strategy and recycling performance. Failure to provide us with information may result in charges to remove any additional waste.

1. Do you generate any waste onsite from packaging before the event opens? *i.e.* cardboard boxes.
If yes, please provide details and how you plan to dispose of it sustainably

Please note the GLA will be unable to dispose of bulky or non-recyclable trader waste.

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ABOUT YOU

Your First and Last Name: _____

Email Address: _____

Phone / Mobile Number: _____

Please provide the following documentation with your application:

- 2 pictures of your products
- 1 picture of a previous stall set up, if available
- A copy of your Public Liability insurance (min £5m)
- Employer's Liability Insurance (if appropriate)
- Range of your product pricing (i.e. lowest to highest)
- Risk Assessment and method statement if you are wishing to carry out an activity (if applicable)



I agree to adhere to the terms and conditions detailed in this application form.

SIGNATURE

DATE

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Trafalgar Square Concessions

A. All concessions must agree to and abide by the following:

1. Vehicles will only be permitted onto the Square between **8am – 9am on Sunday 3rd November 2019**. Any vehicle requiring access onto Trafalgar Square must provide the vehicle details (make, model, registration) at least 7 days before the event. Parking is not available and it is the responsibility of the driver to find suitable parking for their vehicle.
2. You and your employees shall not damage, deface, interfere with or climb on any built structure forming the fabric of Trafalgar Square and shall not attach any article on any built structure forming the fabric of Trafalgar Square.
3. You and your employees will need to manage your own waste and minimise the amount of waste you produce. You will also need to take it off site with you and recycle it wherever possible. You are requested to avoid using single-use plastic plates, cups and cutlery and other disposable products where possible. You are requested to use environmentally friendly plates, cups and cutlery and where possible the use of any other sustainable products. Food should have been sourced locally and produced responsibly. Glass bottled drinks are not permitted.
4. Due to the trading licence restrictions, no trading will be allowed outside of the agreed times **12pm – 6.45pm, 3rd November 2019. Queues will be capped at 6.30pm**
5. Alcohol sales are not permitted.
6. Directions from GLA Officers, Heritage Wardens and the event organiser must be complied with at all times by you and your employees.
7. Westminster City Council has the statutory power to inspect all traders in Trafalgar Square and take action against them if they consider it necessary.
8. Any damages or cleaning costs incurred as a result of your company trading in Trafalgar Square will be charged back to you.

Please ensure that you have read and understood the terms and conditions set above and you agree to them by signing below. Breach of any of the conditions may result in your stall being closed by the event organisers and any costs incurred will be charged back to you.

Signed.....

Date.....

Print Name.....

Position.....

Company.....

Name of stall as it trades.....

Please return the required documentation listed on page 10 and a completed application form to diwali@london.gov.uk by **12pm, Monday 23rd September 2019**.

Please mark your application **Diwali Stall Application**