



STALLHOLDER APPLICATION PACK



33rd Barrio Fiesta sa London *Celebrating the Filipino's Cultural Heritage*

Sat 15 July and Sun 16 July 2017

Apps Court Farm near Hampton Court Palace
Hurst Rd, Walton-on-Thames, Surrey KT12 2EG
10.00am – 7.00pm

PLEASE RETAIN THIS SET AS YOUR PERSONAL COPY

Dear *Kapamilya*,

In the occasion of the **33rd Barrio Fiesta sa London**, we aim to deliver an exciting, memorable, and enjoyable special event for all our fellow Filipinos and friends in the United Kingdom. In order to achieve this, we will need everyone's full cooperation and your immense support.

As a valued partner in this undertaking, we are pleased to enclose our complete **Stallholder Application Pack (SAP)** for your review and consideration.

We have endeavoured to make this pack convenient to use, and hope that you will decide to join us in our continuing effort to promote and strengthen our time-honoured tradition of *bayanihan*.

The two-day open to the public event will take place at Apps Court Farm near Hampton Court, Walton-on-Thames on Saturday, 15 July 2017 and Sunday, 16 July 2017. It aims to bring together and capture the unique qualities and spectacles of a Philippine fiesta.

Some notable items to consider for this year's event are as follows:

- **FREE** general admission aims to provide more appeal to all Filipinos in the UK. However, due to a persistent demand, we will be offering three hundred (300) VIP seats per day enclosed by the stage area for sale at £50 each VIP per day.
- Engaging **Entertainment & Events Programme** will be led by popular TFC Kapamilya Celebrities. Local talents will continue to complement our celebrity guests.
- **NEW! ONE KAPAMILYA RUN** – lead by Star Magic Stars, this is the very first One Kapamilya 5k Run in London, for the benefit of the different advocacies of ABS-CBN Foundation Europe; namely, Bantay Bata, Sagip Kapamilya and Bantay Kalikasan. Info to be announced soon on emea.kapamilya.com
- Access to Apps Court Farm activities such as camping, quad biking and archery at discounted rates during the Barrio Fiesta weekend
- A mixture of food and marketing stalls, nearly 80 stalls, with a correct balance of everything we need, and as such, will be carefully managed.
- Huge parking space for cars and coaches is available at the venue for £15 per day.
- **NEW!** To serve you better, we've added staff on our shuttle service and is now £2 for a round-trip from Hampton Court Station to Apps Court Farm.
- **NEW!** To serve you better, we have added new public toilets with hand washing facilities and pamper kit. Unlimited use for only £1 per day! *No charge for Stallholders.*
- A Fun Fair ground will entertain for children and adults alike.
- There will be a signed document on Stallholders' Guidelines where you will agree on the key conditions by Health & Safety Officer.

As in previous years, demand for stalls is very high and we aim to provide a balance of quality entertainment with a variety of choices of anything Filipino. We will only limit our food stalls to fifteen (15) this year to ensure that everyone is happy. We strongly recommend completing and returning the enclosed booking forms without delay to avoid disappointment.

Please note that we have enclosed in this letter a duplicate Stallholder Application Pack (SAP) which you need to return to us after completing and signing the same. You may return the completed duplicate form to us by post or by personal delivery to our office in London, UK.

For further information and enquiries, please call us at the following number:

Mrs. Nene Wylde, Event Coordinator
Tel. No: +44 (0) 786 7940 447
Email: londonbarriofiesta@abs-cbn.com

See you all at the Barrio Fiesta sa London 2017! Mabuhay!

Yours sincerely,

Mr. LUIS BARIUAN
Executive Director
2017 Barrio Fiesta sa London Committee
117 Earl's Court Road
London SW5 9RL

APPLICATION FORM

(Please use blue or black pen and write legibly.)

COMPANY/TRADE NAME			
CONTACT PERSON			TITLE: [] Mr. [] Mrs. [] Ms. [] Others
ADDRESS			
TOWN/CITY:	TELEPHONE/MOBILE:	EMAIL:	

STALLHOLDER TARIFF:

NOTE: The cost per stall for two days includes a marquee for caterer's service area (meaning the front of their stall excluding the cooking/vehicle area) or a marquee for non-catering stalls and stall/car pass.

TYPE OF STALL *(Please put a check mark where appropriate):*

CATERING

NON-CATERING

NON-PROFIT / CHARITY

TRADE DESCRIPTION *(Please provide a brief description of the products or services you are trading on):*

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EXPECTED NUMBER OF STAFF IN EACH STALL		PREFERRED STALL LOCATION	
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THINGS TO CONSIDER:

- (1) We will **NOT** provide tables, chairs, and generator sets. You will have to bring and/or provide these by yourself.
- (2) If your preferred stall location is unavailable, you will be assigned the available stalls closest to your choice. Please note that your choice of location is not guaranteed, and is subject to availability and order of preference.
- (3) All special requests should be submitted to us in writing along with this application form. We will try to accommodate such requests in coordination with Apps Court Farm, the property owner we are dealing with.
- (4) If you need more information, please do not hesitate to get in touch with us.

IMPORTANT -- WHAT YOU NEED TO SEND US TO PROCESS YOUR APPLICATION:

- (1) Your payment as stated in the Terms and Conditions. This includes an extra refundable deposit of £500 for catering and £200 for non-catering stalls.
- (2) All forms fully completed and signed.
- (3) Food & Hygiene Certificate or formal account of experience/ training (if applicable).
- (4) Copies of your Public Liability insurance cover note and other certificates/documents required in the Terms Conditions.
- (5) **Please note that ABS-CBN Europe Ltd reserves the right to refuse any stall applications.**

PAYMENT DETAILS AND INSTRUCTIONS

(A) FIESTA CHARGES:

CATERING

£3,000.00, plus 20% VAT, if secured on or before 30 April 2017

£3,500.00, plus 20% VAT, if secured after 30 April 2017

Notes:

- Marquee size: 4m x 4m
- Foot-fall and brisk trading only; no other marketing activity and merchandising from other companies unless authorised by Event Management
- Cooked food/sells on the day

GROCERIES/SUPERMARKETS/SARI-SARI STORES

£2,500.00, plus 20% VAT, if secured on or before 30 April 2017

£3,000.00, plus 20% VAT, if secured after 30 April 2017

Notes:

- Marquee size: 4m x 4m
- Foot-fall and brisk trading only; no other marketing activity and merchandising from other companies unless authorised by Event Management
- Sells on the day food, non-food, and dry goods

MARKETING/OTHER SERVICES

£2,000.00, plus 20% VAT, if secured on or before 30 April 2017

£2,300.00, plus 20% VAT, if secured after 30 April 2017

Notes:

- Marquee size: 3m x 3m
- Foot-fall and brisk trading only; no other marketing activity and merchandising from other companies unless authorised by Event Management
- One marquee per product category (no multiple product lines in one marquee)
- Areas of trade (*please check appropriate*):

Banking/Finance Cargo/Forwarding Fashion/Beauty

Insurance Real Estate Legal/Solicitor

Health & Wellness Remittance Recruitment

Telecoms Training Travel

Others (please specify) _____

PAYMENT SUMMARY:

DETAILS OF PAYMENT:

Stall fee	£ _____
20% VAT.....	£ _____
Sub-total	£ _____
Add: Refundable deposit	£ _____
TOTAL	£ _____

(B) PAYMENT INSTRUCTIONS:

IMPORTANT:

All payments, including deposits, must be paid directly to ABS-CBN EUROPE LTD and the preferred payment method is by Credit/Debit Card. Payment can also be via bank transfer or over-the-counter-deposit through a bank teller. If paying by cheque, please make it payable to "ABS-CBN EUROPE LTD", and ensure that these should be cleared on or before the stipulated dates in (A) above to secure your booking.

MODE OF PAYMENT:

CASH BANK TRANSER/DEPOSIT CHEQUE DEBIT/CREDIT CARD

By Bank Transfer/Deposit:

ABS-CBN EUROPE LTD
Barclays Bank
Sort Code: 20-78-98
Account Number: 10423610
Reference: "Your Name"/2017 Barrio Fiesta

By Cheque:

Please make the cheque payable to ABS-CBN EUROPE LTD
Note: Your cheque should arrive together with your application. You may wish to fax us your application form in advance, but post the original together with your cheque.

By Credit/Debit Card:

Please provide details and sign below:

Account Name: _____ Card No: _____ Expiration Date: _____

PRINTED NAME: _____ SIGNATURE: _____

or, you can call us at +44 (0) 207 2444 536 (ask for **Ms. Rizza Ramos** of ABS-CBN Europe Ltd Finance Department) and give us your card details over the phone.

By International Bank Transfer or Western Union (for overseas application only):

SWIFT CODE: BARCGB22
IBAN: GB95 BARC 2078 9810 423610

(C) BANK DETAILS FOR REFUND OF DEPOSIT AFTER EVENT:

ACCOUNT NO: _____ SORT CODE: _____

If you have questions/clarifications, you can call us during office hours at +44 (0) 786 7940 447 or you can email us at londonbarriofiesta@abs-cbn.com

Thank you and see you at the 33rd Barrio Fiesta sa London!

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HOW & WHERE TO SEND IN YOUR COMPLETED APPLICATION FORM

By Fax: Send only the Application Form & Payment Instructions to +44 (0) 207 341 7688

By Email: Scan and email to londonbarriofiesta@abs-cbn.com

By Post: Send to (preferably as "registered mail"):

**Attention: Barrio Fiesta 2017
117 Earl's Court Road
London SW5 9RL**

TERMS AND CONDITIONS

- 1) In order to be valid, your application must include a signed and dated application form, and payments in accordance with the Clause 2 ("Payments") below.
- 2) The following payments must be made to consider your application:
 - 2.1) Fifty percent (50%) initial payment which must be cleared or credited to our account on or before 30 April 2017;
 - 2.2) Balance (50%) of the payment must be cleared or credited to our account on or before 30 May 2017.
 - 2.3) A deposit of £500 for Food Catering Stallholders and £200 for all others must be paid in full together with the application form to secure a stall. This deposit shall cover for any charges in the use of the stalls or breach of this Agreement including cost to clear the stall of rubbish not properly disposed of after the Fiesta. This deposit will not be deducted from the full price of the stall rental but it will be refunded within fifteen (15) working days after the Fiesta has ended provided no cause of charging arises.
- 3) ABS-CBN Europe Ltd is a VAT registered entity; thus, a UK VAT charge of 20% will be levied on the total cost. A VAT invoice will be issued to you. If you are a VAT-registered entity, you should be able to recover this when you file your VAT return to the HMRC.
- 4) All payments in Clause 2 must be paid directly to ABS-CBN Europe Ltd. Our preferred payment method is by Credit/Debit Card although payment can also be by Bank Transfer or Over-the-Counter-Deposit through a bank teller. If paying by Cheque, please ensure that it clears and credited to our account on or before the dates as stated in Clause 2 above. If any cheque which you issued do not clear on first presentation at our bank, or any amount you owe is not paid promptly and in full, we reserve the right to terminate any contract between us and to refuse your entry to the site. Any bank charges incurred due to the receipt of unpaid cheques will be required to be met by the applicant/stallholder.
- 5) All overseas applicants can pay by International Bank Transfer or via Western Union. For details, kindly telephone us at +44 (0) 207 2444 520 (c/o 2017 Barrio Fiesta).
- 6) The application form for charities and other non-profit organisations which are allowed a stall for negotiated costs shall only be valid on receipt of the negotiated payment. However, no charity or non-profit organisation is allowed to circulate on the day of the Fiesta collecting cash or any other form of donation except for Philippine Centre.
- 7) The Fiesta will be open to the public between the following times:
 - **10.00 hrs until 19.00 hrs PROMPT, on Saturday 15th July**
 - **10.00 hrs until 19.00 hrs PROMPT, on Sunday 16th July**
- 8) Stallholder access to the Venue (Apps Court Farm) to set-up its wares or trade will be from:
 - 12.00 hrs to 20.00 hrs ONLY, on Friday 14th July

for stallholders to deliver equipment or materials associated with their catering or marketing activities. No admission will be allowed outside of these hours without special permission from the organisers.
- 9) Stalls must be set up by the time the Fiesta opens and must not be dismantled before the Fiesta ends. It is also essential that stallholders cease trading at the close of the event each day as detailed in the above opening and closing times and ensure that stocks, rubbish, materials, tools, and other peripherals are removed from the Fiesta area immediately.
- 10) You must ensure that your allocated stall is used only for the purpose declared in your application. We will not allow display, use, partition, extension, and the like of any goods or services other than those declared in your application, except with the written permission by ABS-CBN Europe Ltd. Anyone found in breach of this condition shall result in automatic expulsion from the Fiesta with forfeiture of any and all payments made to ABS-CBN Europe Ltd. We also reserve the right to withdraw products or services for sale that are not stated on the application form or to close the stall down.

- 11) Only ONE (1) vehicle per catering pitch will be allowed in the designated area on Friday. No vehicles with the exception of Blue Light Services, VIP vehicles, Security & Organisers will be allowed in the park during the event. All other stallholder vehicles (maximum of 2 vehicles) will park in the designated stallholder car park (See Item 12).
- 12) Only one refrigerated vehicle or van is permitted to stay at the back of the assigned food and grocers and the entrance to the park is via Main Gate 1 ONLY. All vehicles will need to drive at 5 mph with hazard lights on. Anyone seen speeding in the park will be made to go back out of the park and drive it again.
 - All food and grocery stalls will be given two (2) extra car passes in the stallholders' car park and must use Main Gate 1 entrance ONLY.
 - All marketing stalls will be given two (2) extra car passes in the stallholders' car park and must use Main Gate 1 entrance ONLY.
- 13) The get-in for all stallholders must be complete by 9.00 A.M. on both days of the event. There will be a strict vehicle moratorium on the site from 9.00 AM to 20.00 PM on both days. No vehicles will be allowed to move on or off site during these times. Any unauthorised movement will render the stallholder unable to return to the event at any time, on the day or in future events.
- 14) Please note that the organisers implement strict clamping policy for any moving vehicle on the event ground at prohibited times.
- 15) Camping is permitted in the designated campsite within the park subject to prior arrangements with Apps Court Farm.
- 16) Anyone found drinking alcohol while on site and setting up will not be allowed to drive out of the park. They will be reported to the Police.
- 17) Alcoholic drinks are NOT PERMITTED TO BE SOLD OR PROVIDED on site.
- 18) All stallholders are required by law to hold valid and up to day Public Liability Insurance of minimum £1 million to insure against injury or damage to any party caused by the stallholder having a stall on site. ABS-CBN Europe Ltd insurers will not cover any stallholder's responsibility. The stallholders insurance should be copied to us prior to the event.
- 19) All stallholders must fill out a Risk Assessment Form and a Health & Safety Compliance Form (to be provided by the organisers on or before 30 May 2017).
- 20) There is a water standpipe on site and all water must be boiled before use.
- 21) There are no fireworks or personal barbeques to be used or brought onto the site.
- 22) All catering stallholders or other with similar risks must have a suitable fully operational fire extinguisher and suitable fire blanket on their stand. Catering stallholders must also have a valid Food & Hygiene Certificate.

Please provide us a copy of your Food & Hygiene Certificate. If you are new to the catering trade and need information on how to go about getting this certificate and other requirements relating to our trade, give us a call on +44 (0) 7867 940447 (c/o 2017 Barrio Fiesta) and we will try to assist you. We will be notifying your local Environmental Health Department so please expect to receive a call/visit to check on registration of food premises.
- 23) All generators must be diesel-powered. Petrol generators are fire risk and are not permitted. Anyone caught with these will have their equipment confiscated and deposit will not be returned.
- 24) Any equipment used must not give rise to a noise nuisance to other stallholders or to neighbouring residential or commercial premises. If such nuisance occurs ABS-CBN Europe Ltd shall have the right to terminate forthwith the operation of the stallholder.
- 25) Any propane or butane (LPG) equipment should be in a safe condition and positioned and used in a safe manner.
 - 25.1) Any LPG cooking or heating equipment must have been checked for safety by a gas installer and current documentation kept available for inspection by ABS-CBN Europe Ltd or its agents or assigns;
 - 25.2) Only serviceable and safe flexible hoses and hose clips, made for LPG equipment, must be used;

- 25.3) Gas bottles must be placed in safe and secure position at least one metre from openings into adjacent vehicles or structures and external sources of ignition.
- 25.4) Extra gas bottles to be stored in the LPG storage area only.
- 25.5) All used and unused LPG cylinders to be removed.
- 26) Any equipment used for cooking and/or heating must be placed in a position which is not accessible by the public, particularly children. It must also be placed on a stable surface in a position which does not present a risk of injury to stallholders or their staff. Safety warning notices must be clearly displayed, such as "CAUTION HOT" or "DO NOT TOUCH" or "DANGER OF DEATH" or "NO ENTRY" or "AUTHORISED PERSONNEL ONLY", etc. You will be required to display a notice to comply with allergens within your stall.
- 27) Disposal of cooking oil, waste water and other liquids and charcoal must be carried out according to site instructions contained in the information pack you will receive on confirmation of your booking. Failure to carry out these instructions will result in penalties and your exclusion from future events.
- 28) The stall spacing between food stalls must be clear at all times. No extended tents, dining tables and chairs, barbeque grills, cars, etc. shall obstruct passageways in between food stalls.
- 29) Stallholders are responsible for ensuring their areas are clean throughout the event and when they leave the stand at the end of the event. Clearance of rubbish to the allocated areas is the responsibility of all stallholders. Any damage on the park/grass within and the immediate surroundings of the stall shall be for the cost of the stallholders. Reinstatement cost shall be computed per square foot by Event Management over total damaged area in square foot. The deposit mentioned in section 2.3 shall be chargeable to reinstatement cost and the balance thereof, if any, shall be payable within seven (7) from invoice date.
- 30) Pricing information on goods and services for sale must be clearly visible.
- 31) All stallholders' Application Form for the 33rd Barrio Fiesta sa London 2017 must be received as soon as possible to secure a stall. Please note that the full payment of stall fee and the tender of deposit shall be the basis for securing the stall of choice. **Please note that the basis for securing the stall of choice is full payment of stall fee and deposit.**
- 32) ABS-CBN Europe Ltd reserves the right to revise these guidelines without prior written consent and/or notification. No part of this agreement may be changed in any way or altered without the written, signed permission of ABS-CBN Europe Ltd.

PROVISIONS SPECIFIC TO MARKETINGS STALLS ONLY:

- 33) Each marketing stall shall be permitted to trade only on registered activity as indicated in the application form. Multi-purpose or varying trading activities in one stall shall not be permitted except with written approval by ABS-CBN Europe Ltd. Any stallholders found in violation of this provision shall be evicted from the park for the duration of the whole event and shall be blacklisted from our list of future events.
- 34) Marketing stalls shall occupy and use only the inside space of the marquee assigned to them. No tables, chairs, stands, flying banners, mascots and other standees shall be permitted to stand in excess of one (1) metre of the front. No sound system is allowed outside the stalls in order to manage noise and avoid noise pollution during the trading. No extension of standard marquee shall also be allowed except upon approval by ABS-CBN Europe Ltd. The periphery of the marquee must be kept unobstructed by boxes, rubbish, plastics, containers, and others of sort. Any stallholders found in violation of this section shall be asked to clean-up right away or remove the unauthorised materials in prohibited areas immediately. If the stallholder fails to correct or remedy this error, your deposit in Section 2.3 shall be forfeited as penalty for breach of this Section, and you will also be blacklisted for future events organised by ABS-CBN Europe Ltd.
- 35) A maximum of 20 flyer distributors with branded uniforms shall be allowed for every stall. Encroachment by flyer distributors on other stalls' frontage is strictly not allowed. Any stallholders found in violation of this section will be asked to reduce the number of distributors and repeated offense will mean eviction from the farm for the duration of the whole event and shall be blacklisted from our list of future events.

I agree to be bound by the foregoing terms and conditions for the *Barrio Fiesta sa London* and to comply with all requirements of venue holders and its representatives relating to this event. I hereby certify that the information given on this form is true and complete.

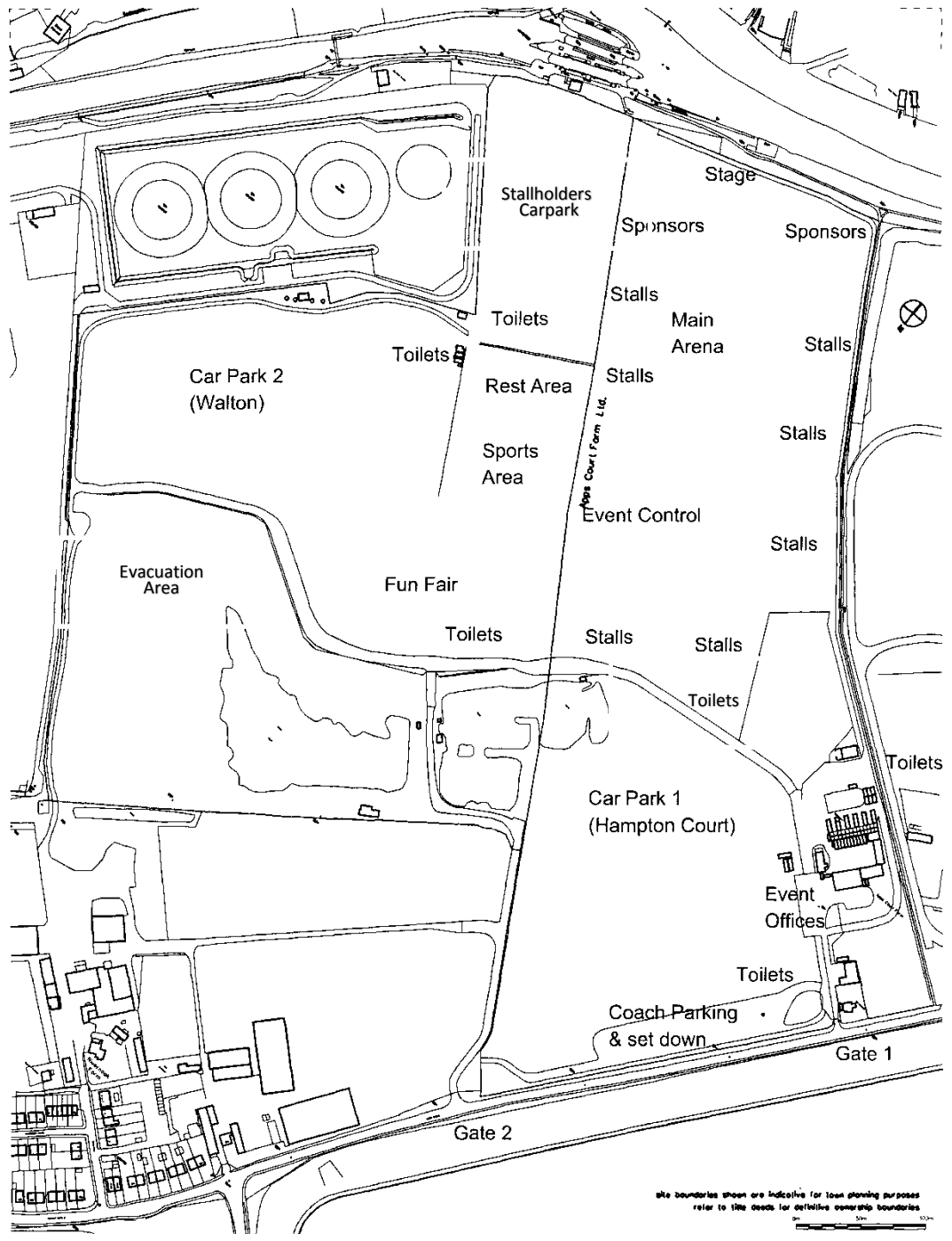
By signing below, I acknowledge that I have read, understood and agreed to abide by the foregoing Terms and Conditions, and that I enter into this agreement freely, voluntarily, and without duress.

COMPANY NAME:

PRINTED NAME:

SIGNATURE:

DATE SIGNED:



Site boundaries shown are indicative for town planning purposes
 refer to the deeds for definitive ownership boundaries



DETAILED LAYOUT OF THE MAIN ARENA WITH STAGE (Note: Lay-out Not To Scale)

