

**SOUTHAMPTON MELA FESTIVAL
HIGHLANDS PARK SO14 1NH
SATURDAY 13th July 2024, 11am-10pm
Co-Ordinated by ART ASIA TRUST LTD**

NB: WE SUPPLY THE PITCH ONLY. YOU WILL NEED TO BRING OWN TABLE, CHAIRS & COVER (COVER NOT NEEDED FOR INDOOR STALLS)

ALL STALLS/INFORMATION STANDS/EXHIBITIONS MUST BE SET UP BY
10.00AM ON SATURDAY 13TH JULY 2024 WHEN **VEHICLE MOVEMENT STOPS**

PRICES OF ANY ITEMS FOR SALE MUST BE DISPLAYED CLEARLY AND DISPLAY MATERIALS MUST BE KEPT WITHIN YOUR ALLOCATED PITCH

IMPORTANT: THE USE OF **SINGLE USE PLASTIC IS NO LONGER PERMITTED** AT THE SOUTHAMPTON MELA FESTIVAL AND ALL CONTAINERS AND IMPLEMENTS MUST BE MADE FROM SUSTAINABLE MATERIALS. NO EXCEPTIONS WILL BE MADE AND TRADERS NOT USING CLEARLY IDENTIFIABLE RECYCLABLE/BIODEGRADABLE MATERIAL MAY BE SUBJECT TO CLOSURE ON SITE WITH NO RETURN OF FEES.

- 1) **Public opening/closing times: 11.00 am- 10.00 pm**
Traders must continue trading throughout the event and must not dismantle before 9pm.
- 2) **Site start-up**
 - 2.1 Access will be permitted from 7.00am for stalls to bring in goods and set up. Stall holders can be set up stalls on the Friday, the day before the mela festival.
 - 2.2 All food stalls must be on site by 9.00am and be ready for a pre-opening inspection by 10.00am.
 - 2.3 By 10.00am all vehicles unless permitted by the event team must be removed from the 'live' festival event areas and in the onsite car park, or offsite in a public car park.
 - 2.4 Stall holders will not be permitted to have cars/vans etc. next to their stalls throughout the course of the festival unless prior approval is obtained (this should be requested along with your stall application form). Please note that any vehicle found to be parked without permission on the Festival Site will be towed away without warning.
 - 2.5 Limited parking will be available with parking permits issued once booking is confirmed. Please note this will be one vehicle per stall and is not guaranteed: Essential event vehicles and event staff/performers with disability access requirements will be prioritised.
 - 2.6 If you require a power for your stall (applies to non-catering stalls only: catering stall are provided with power), please tick the required box on the application form. This will allow us to prepare our site power requirements.
 - 2.7 Access to the festival event areas after 9.30pm by vehicle will only be permitted when it is safe to allow access: this will be determined by the event organisers.

3) Responsibility for your stall

- You must ONLY sell the goods and services as described in your application and agreed to by Art Asia. Art Asia reserves the right to stop the sale of any services/goods that are not stated on the booking form.
- You will be responsible for your Public Liability and Health & Safety while on site. As well as for employer's liability towards your employees and workers.

4) Environmental Sustainability

IMPORTANT: **The use of single use plastic is no longer permitted** at the Southampton Mela festival and all containers and implements **MUST** be made from sustainable materials. No exceptions will be made and traders not using clearly identifiable recyclable/biodegradable material may be subject to closure on site with no return of fees.

5) Site breakdown

5.1 Clear-up can begin at 9.00pm at the earliest. Please note that event will be open and operational until 10.00pm.

5.2 No vehicle movement is permitted until after 9.30pm but please note that the event reserves the right to stop vehicle movement if deemed necessary for safety purposes.

5.3 All exhibitors must ensure that stalls and information stands are removed from the site by 10.30pm on the day of the event. Art Asia Trust Ltd cannot be held responsible for any loss or damage to your stand, goods, or equipment.

5.4 Stallholders are responsible for removing or disposing of rubbish in the bins provided.

5.5 **A charge will be made to stallholders who leave rubbish and waste behind on their pitch.**

6) Insurance Details

All Stallholders holding themselves out as a business are required to provide a copy of **their Public Liability and Employer's Liability Insurance certificates** valid at the date of the Mela Festival.

7) Fire Precautions, Health and Safety and Emergency Procedures

- All exhibitors must comply with applicable rules, safety regulations and laws. A copy of the Art Asia Health and Safety Policy is available on request.
- The named person on the Health and Hygiene certificate provided to Art Asia by food stall holders must be responsible for complying with health and hygiene regulations on your stall throughout the day. All food stalls must display a Health and Hygiene certificate.
- All food stall holders must display clear food allergy signage.
- All electrical equipment must be PAT tested.
- The use of Black Henna is prohibited due to health and safety reasons.

8) COVID 19 GOVERNMENT RESTRICTIONS

You agree to adhere to and abide by all Health and Safety requirements under the UK Government regulations in to order to maintain the safety and security of all individuals at the Mela, including the members of the public, other stall holders, Art Asia staff, contractors and volunteers and all others attending the Mela.

- You agree to follow instructions issued by the Mela organisers on the day to maintain Health and Safety for you, our performers and guests.

9) NO FREE-STANDING DIESEL OR PETROL GENERATORS ALLOWED ON SITE!!!

10) CATERING STALLS MUST CLEARLY DISPLAY PRICES AND ALLERGY SIGNAGE

You will be asked to leave the site if prices are not displayed or are displayed incorrectly.

11) CANCELLING YOUR PITCH

If you give less than 3 working weeks' notice that you will not be coming (i.e. **after 24 June 2024**) pitch fees will NOT be refunded.

Notice of cancellation must be given by email to mela.admin@artasia.org.uk

12) CANCELLATION OF THE EVENT

Art Asia reserves the right to cancel or to make any necessary changes to the event due to unforeseen circumstances. Should the event be cancelled by Art Asia, only the pitch fees paid for stalls will be refunded.

No other expenses or loss of income or any other consequential loss will be covered by Art Asia.

13) ACCEPTANCE OF BOOKING

Applications for stall pitches are subject to scrutiny by Art Asia Trust Limited. Successful applications will be notified in writing by email. Art Asia retains the right to reject an application at its discretion and no correspondence will be entered into as to the reason.

14) CONTACT EMAIL FOR ALL STALL BOOKINGS

mela.admin@artasia.org.uk