

**SOUTHAMPTON MELA FESTIVAL  
HIGHLANDS PARK SO14 1NH**

**SATURDAY 12<sup>th</sup> & SUNDAY 13<sup>th</sup> July 2025, Saturday 12pm-10pm & Sunday 12pm-6pm**

**Co-Ordinated by ART ASIA TRUST LTD**

**NB: WE SUPPLY 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**  
**11.00AM** ON SATURDAY 12<sup>TH</sup> & SUNDAY 13<sup>TH</sup> JULY 2025 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: Saturday - 12pm- 10pm & Sunday - 12pm-6pm**

Traders must continue trading throughout the event and must not dismantle before 8pm on Saturday and must not dismantle before 4pm on Sunday.

**2) Site start-up**

2.1 Access will be permitted from 8.00am for stalls to bring in goods and set up, this applies for Saturday and Sunday.

2.2 All food stalls must be on site by 10.00am and be ready for a pre-opening inspection by 11.00am.

2.3 By 11.00am 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. This applies for both days.

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 On Saturday 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.

2.7 On Sunday access to the festival event areas after 5:30pm 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**

- 3.1 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.
- 3.2 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 9pm at the earliest on Saturday and 5pm on Sunday. Please note that event will be open and operational until 10.00pm on Saturday and 6pm on Sunday.
- 5.2 No vehicle movement is permitted until after 9:30pm on Saturday and 5:30pm on Sunday, 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 Saturday 12<sup>th</sup> July, unless have bookings for both days.
- 5.4 Should you need to leave early, please report to the event team who will safely escort you out of the site.
- 5.5 All exhibitors must ensure that stalls and information stands are removed from the site by 6:30pm on Sunday 13<sup>th</sup> July. Art Asia Trust Ltd cannot be held responsible for any loss or damage to your stand, goods, or equipment.

### 6) **Rubbish Clearance**

- 6.1 Stallholders are responsible for removing or disposing of rubbish in the bins provided. A charge will be made to stallholders who leave rubbish and waste behind on their pitch.
- 6.2 To avoid being charged, all stallholders must report to the event team before leaving the site. Your site will be inspected and signed off by a member of the event team before you depart.
- 6.3 Catering stalls: Your site will be inspected and signed off before you depart so you can receive your rubbish deposit.

### 7) **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

### 8) **Fire Precautions, Health and Safety and Emergency Procedures**

- 8.1 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.
- 8.2 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.
- 8.3 All food stall holders must display clear food allergy signage.
- 8.4 All electrical equipment must be PAT tested.
- 8.5 The use of Black Henna is prohibited due to health and safety reasons.

**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) EARLY BIRD PRICE**

**11.1 All stalls: Must pay an initial 40% deposit to secure** the early bird price and pay the remaining amount 4 weeks prior to the mela date (i.e. by 13<sup>th</sup> June 2025).

**11.2 Catering stalls: Must pay 50% non-refundable deposit to secure** the early bird price and pay the remaining amount 4 weeks prior to the mela date (i.e. by 13<sup>th</sup> June 2025).

**11.3 SUCCESSFUL APPLICATIONS WILL BE NOTIFIED IN WRITING BY EMAIL AND SENT AN INVOICE.**

**12) CANCELLING YOUR PITCH**

If you give less than 3 working weeks' notice that you will not be coming (i.e. after 20 June 2025) pitch fees will **NOT** be refunded.

**Notice of cancellation must be given by email to [mela.admin@artasia.org.uk](mailto:mela.admin@artasia.org.uk)**

**13) 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.

**14) 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.

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

**15) CONTACT EMAIL FOR ALL STALL BOOKINGS**

[mela.admin@artasia.org.uk](mailto:mela.admin@artasia.org.uk)