



TERMS AND CONDITIONS FOR ALL STALL HOLDERS AND EXHIBITORS
ART ASIA SOUTHAMPTON MELA FESTIVAL

SOUTHAMPTON MELA FESTIVAL
HOGLANDS PARK SO14 1NH
SATURDAY 18TH & SUNDAY 19TH JULY 2026
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)**

TRADING TIME

SATURDAY: 12PM – 10PM SUNDAY: 12PM – 8PM

**PLEASE NOTE: AS THIS IS A FREE FESTIVAL, ART ASIA TRUST LIMITED CANNOT GUARANTEE ATTENDANCE LEVELS. REFUNDS WILL NOT BE ISSUED FOR ANY LOSS OF INCOME RESULTING FROM EXTREME WEATHER CONDITIONS OR OTHER NATURAL FACTORS.
PARTICIPATION IN THE EVENT IS UNDERTAKEN ENTIRELY AT THE STALLHOLDER'S OWN RISK**

ALL STALLS/INFORMATION STANDS/EXHIBITIONS MUST BE SET UP BY 11.00AM ON SATURDAY 18TH & SUNDAY 19TH JULY 2026 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-8pm

Traders must continue trading throughout the event and must not dismantle before 8pm on Saturday and must not dismantle before 6pm 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 7:30pm 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 7:30pm 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 18th 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 8:30pm on Sunday 19th 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 19th June 2026).
- 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 19th June 2026).
- 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 26 June 2026) pitch fees will NOT be refunded.

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

13) LIABILITY DISCLAIMER

The Stallholder acknowledges and agrees that Art Asia Trust shall not be held liable for any claims, losses, or damages arising from:

- Damage to goods or other property belonging to the Stallholder
- Theft of goods or other property belonging to the Stallholder
- Injury, loss, or damage suffered by any person attending the Southampton Mela Festival
- Any request by Art Asia for the Stallholder to vacate the event, or any decision not to extend future invitations to participate

14) EXTREME WEATHER AND ATTENDANCE DISCLAIMER (ON EVENT DAYS)

14.1 The Stallholder acknowledges and agrees that Art Asia shall bear no responsibility or liability for any loss of income, sales, or business opportunities arising from fluctuations in attendance caused by extreme weather conditions, including but not limited to heatwaves.

14.2 The Stallholder further accepts that all fees paid to Art Asia are strictly non-refundable, whether in full or in part.

14.3 **Attendance at the event is undertaken entirely at the Stallholder's own risk.**

15) 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.



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16) ACCEPTANCE OF BOOKING

16.1 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.

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

17) CONTACT EMAIL FOR ALL STALL BOOKINGS

mela.admin@artasia.org.uk