

# TERMS AND CONDITIONS FOR ALL STALL HOLDERS AND EXHIBITORS

SOUTHAMPTON MELA FESTIVAL  
HOGLANDS PARK  
SATURDAY 14th JULY 2018, 12pm-9pm  
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 **11.00 AM** ON SATURDAY 14<sup>th</sup> July 2018 when **VEHICLE MOVEMENT STOPS**

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

## 1) Public opening/closing times: 12.00 pm- 9.00 pm

Traders must continue trading throughout the event and must not dismantle before 8pm.

## 2) Site start-up:

- Access will be permitted from 8.00am for stalls to bring in goods and set up.
- All food stalls must be on site by 10.00 am
- By 11.00am all vehicles must be removed from site and parked in free car park.
- No vehicles will be permitted to remain on site throughout the course of the festival except for those stall-holders who require their own generators. Any vehicle found to be parked without permission on the Festival Site will be towed away without warning.
- Limited parking will be available with parking permits issued once booking is confirmed.

## 3) Responsibility for your stall

- You must only sell the goods and services as described in your application and agreed to by Art Asia.
- You will be responsible for your Public Liability and Health & Safety while on site.
- **Art Asia will need a copy of the stallholders Public Liability Insurance.**

## 4) Site breakdown:

- Clear-up can begin at 8.00pm at the earliest.
- **No vehicle movement until 8.30pm**
- All exhibitors must ensure that stalls and information stands are removed from the site by 9.30pm 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.
- 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.

## TERMS AND CONDITIONS FOR ALL STALL HOLDERS AND EXHIBITORS, SOUTHAMPTON MELA cont.

### Insurance Details:

- All Stallholders are required to supply a current copy of their Public Liability Insurance.

### 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 electrical equipment must be PAT tested

**NO FREE STANDING DIESEL OR PETROL GENERATORS ALLOWED ON SITE!!!**

## **CATERING STALLS MUST CLEARLY DISPLAY PRICES.**

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

### **CANCELLING YOUR PITCH**

If you give less than 3 weeks notice that you will not be coming (ie. after 24<sup>th</sup> June 2018)  
NO pitch fees will be refunded.

### **CANCELLATION OF EVENT**

Art Asia reserves the right cancel or to make any necessary changes to the event.  
Should the event be cancelled by Art Asia, all stalls will be refunded their pitch fees only.

No other expenses can be claimed.

REGISTERED IN ENGLAND & WALES  
ART ASIA TRUST LIMITED  
COMPANY NUMBER: 2964315  
CHARITY NUMBER: 107 0019  
VAT NO. 717 6959 87