



# Norfolk Festive Gift & Food Show

## Exhibitors' Paperwork

**8<sup>th</sup> – 10<sup>th</sup> November 2019** | Norfolk Showground, New Costessey, Norfolk, NR5 0TT

Please read the following details carefully. If you have any queries, please contact us prior to the show. Aztec will not be held responsible for exhibitors that discover on the day of the show set-up that they have not booked enough space or are not happy with their booking details.

### IMPORTANT NOTES & CONDITIONS - PLEASE READ

#### SET UP & BREAKDOWN TIMES

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##### SET UP

07/11/2019 (Thurs)	<b>11am – 5pm</b> Traders that <u>arrive</u> after 5pm will have to wait to Friday to be placed;
08/11/2019 (Fri)	<b>6.00am – 8.30am</b> (Show open to public 9am – 5pm)
09/11/2019 (Sat)	<b>7.30am – 8.30am</b> (Show open to public 9am – 5pm)
10/11/2019 (Sun)	<b>7.30am – 8.30am</b> (Show open to public 9am – 4pm)

**WE STRONGLY RECOMMEND** that you set-up your space on Thursday 7<sup>th</sup> November.

## BREAKDOWN

10/11/2019 (Sun)

From 4.30pm UNTIL 8pm

**No exhibitors are permitted to stay on site overnight on Sunday 10<sup>th</sup> Nov**

## Venue Address

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- Norfolk Showground, New Costessey, Norwich, Norfolk, NR5 OTT
- **Sat Nav:** NR5 OTT
- All exhibitors will be allocated space prior to the show start date.
- Traders are permitted to camp on site at this venue on Thursday, Friday and Saturday night (no electrical hook ups available)

## Site Access

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- Opening times to public from 9am – 5pm Friday & Saturday and 9am – 4pm Sunday. If you are **NOT** on your stall & ready by 8:45am on the first day of the show, for whatever reason, you may be refused entry, and no refund will be given.
- Exhibitor wristbands will be handed out at the show. Exhibitors must wear these at all times.
- You are **NOT** permitted to start packing down until after 4pm on the final day of the show. The venue has the right to demand that the show is closed as soon as exhibitors start breaking down as it breaks Health & Safety requirements (and stallholder refunds will not be given). Please do not put us in that position!

## Stand Space Booked & Exclusivity

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- Please ensure that you have booked adequate space for your stand – you will be allocated the exact space you booked. This space includes access to stand. Exhibitors must keep within the space booked – any goods or tables that are outside the booked space will have to be removed.
- Shell scheme is **not** provided
- Exhibitors are only permitted to display & sell items detailed on the booking form (unless authorised by Aztec PRIOR to the show). Aztec has the right to ask unauthorised products to be removed.
- We do not guarantee exclusivity to any exhibitor.

## Power Access & Table Supply

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- Power is **ONLY** provided to stands if booked prior to the show.
- We strongly recommend you use low wattage halogen bulbs or standard lighting bulbs.
- Electrical equipment must be PAT tested.
- Please bring your own UP-TO-DATE PAT tested extension lead. Kettles or heaters are **NOT** permitted.
- Aztec Shows will not be held responsible for any loss of power.
- You will **not** receive tables unless pre-booked. Additional tables can be pre-booked at a cost of £8.00 (+vat).
- Please check on arrival that tables provided are correctly and safely opened - Aztec are not liable for damage or breakage of any items. No extra tables will be available on the day of the show.

## Stall Presentation & Trading Standards Regulations

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- **THIS IS A FESTIVE SHOPPING EVENT SO PLEASE DRESS YOUR STAND ACCORDINGLY**
- Aztec Shows reserve the right to ask exhibitors to remove any goods considered unsuitable.
- All stalls should be presented to 'high' (and professional) standards as expected at a quality festive event. **TABLECLOTHS MUST BE USED** and where possible must reach the floor.
- To comply with Trading Standard regulations, all exhibitors must ensure that all goods are clearly priced.

## Insurance / Licenses

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- All exhibitors must have their own public liability insurance present at the event. Where relevant, exhibitors are required to have to hand (at show) all necessary licenses / insurances.
- Exhibitors are responsible for every object displayed by them on their stand including liability of all claims arising from handling of objects. Risk assessments should be completed and should be available to view on request at the event.
- Exhibitors shall indemnify Aztec Shows against all claims, damages or expenses arising from any incident, that may occur at the show.

## Public Safety

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- All exhibitors must not pack away until after the published closing time as stated by Aztec Shows.
- Exhibitors must not place goods or tables of any kind in public walkways. Vehicles, boxes or trolleys must not be moved on site whilst fair is open to the public.
- Exhibitors are responsible for the safety of their stand – please see note on Insurance.

## Behaviour

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- Violence or threatening behaviour towards any member of the Aztec Shows team or members of the general public or other exhibitors will not be tolerated. Failure to comply will result in immediate expulsion from the event and the appropriate authorities will be notified. No refunds will be given.
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## Contact Aztec Shows

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**Telephone (office)** 01702 549623 (office open Mon – Fri 9am – 5pm)

**Emergency Telephone (during event)** Matthew Upson (07905 173657)  
Steven Upson (07583 074669)

**Email** [emily@aztecevents.co.uk](mailto:emily@aztecevents.co.uk)

**Post (main office)** Aztec Shows  
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