

Norfolk Festive Gift Show

Exhibitors' Paperwork

13th November – 15th November 2020

Norfolk Showground, New Costessey, Norwich, 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.

Please note – these are unprecedented times, which has resulted in the implementation of new safety measures, new rules and a completely new layout. We appreciate all exhibitors adhering to these new measures.

IMPORTANT NOTES & CONDITIONS - PLEASE READ

1. Set Up and Breakdown Times

1.1 SET UP

12/11/2020 (Thurs)

10am – 5pm

STRONGLY RECOMMENDED

PLEASE NOTE: Traders that arrive after 5pm will have to wait to Friday to be placed.



13/11/2020 (Fri)	7am – 8.30am (open to public 9am – 5pm)
14/11/2020 (Sat)	7am – 8.30am (open to public 9am – 5pm)
15/11/2020 (Sun)	8.30am – 9am (open to public 9am – 4pm)

1.2 BREAKDOWN

15/11/2020 (Sun)	From 4.30pm UNTIL 8pm - No exhibitors are permitted to stay on site overnight on Sunday 15 th November.
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PLEASE NOTE: 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!

2. Venue Address

- Showground, Norwich, Norfolk, NR5 0TT
- **Sat Nav:** NR5 0TT



3. Covid-19 Health & Safety Measures

The following rules have been established for the safety of all exhibitors, visitors and show staff – it is important that they are adhered to. If you are unsure of the latest government guidelines [CLICK HERE](#) for full details on the government's website.

- Please do not attend show if you feel unwell.
- Please follow Social distancing rules (as per current government guidelines).
- Face-coverings must be worn at all times whilst in the hall (including set-up and break-down) – **please note** – we **DO NOT** provide face-coverings.
- PPE should be worn when serving customers (gloves etc).
- All exhibitors should keep their hands clean. There will be public hand sanitizing points throughout the show, however you should bring your own hand sanitizer and anti-bacterial cleaner for your stand.
- Traders are expected to keep their stall safe and clean.
- Electronic payment methods (ideally contactless) should be used where possible.
- No food sampling is permitted
- Sneeze guards are required for food products (if applicable).
- Traders must follow the one-way system should the need to leave the stall arise.
- To prevent cross infection, we will place signs around the show dissuading customers from touching goods if they do not intend to



buy them, however all stallholders should also display signage.

4. Site Access

- Access to the showground permitted from 9am on Thursday 12th November 2020.
- Please report to security on arrival.
- 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 will be refused entry, and no refund will be given.
- Access onto site during event opening times is not permitted.
- Access onto site during times event closed i.e. nighttime via main showground gate (key code required – see security).

5. Stand Space Booked & Exclusivity

- We do not provide shell scheme – we provide space only
- 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.



- 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.
- This year we have provided 1m 'clear space' between you and the adjacent exhibitor. This space must be kept clear at all times.

6. Power Access & Table Supply

- Power is ONLY provided to stands if booked prior to the show.
- We strongly recommend you use low wattage halogen bulbs or standard lighting.
- Electrical equipment must be PAT tested.
- Please bring your own PAT tested extension lead if required. We do not provide extension leads.
- 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 ensure that you keep your table clean.
- 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.



7. Stall Presentation & Trading Standards Regulations

- THIS IS A FESTIVE SHOPPING EVENT so please dress your space accordingly.
- Aztec Shows reserve the right to ask exhibitors to remove any goods considered unsuitable.
- All stalls must be presented to 'high' (and professional) standards as expected at a quality event. TABLECLOTHS / COVERINGS 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.

8. Insurance / Licenses/ Risk Assessments

- 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 must 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.
- **IMPORTANT IF YOU SELL FOOD & DRINK** (packaged).



Due to recent tightening of guidelines for food sampling (due to Covid), the handing out of food samples are no longer permitted at this venue.

This is a decision that has been made to reduce the possibility of cross infection.

Alcohol samples are permitted. Please complete a full COVID drink sampling risk assessment prior to the show and all current guidelines must be followed (in addition to your standard risk assessment). Failure to comply may result in expulsion from the event.

You can find an example sampling risk assessment online at the Association of Event Organisers website:- [CLICK HERE](#)

9. Public Safety

- Any exhibitor that does not adhere to the Covid safety measures may be asked to leave the event.
- 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 the fair is open to the public.
- Exhibitors are responsible for the safety of their stand – please see note on Insurance.



10. Behaviour

- 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.

11. Contact Aztec Shows

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
Post (main office)	Aztec Shows, 48 South Street, Rochford, Essex, SS4 1BQ

