



## Exhibitors' Paperwork

Newbury Showground, Priors Court, Hermitage, Thatcham, RG18 9QZ

### **IMPORTANT PLEASE READ**

Thank you for booking a stand for All About Dogs, Newbury Showground. The purpose of this paperwork is to ensure that you are provided with all the necessary information and to ensure that you are completely prepared prior to the show start date.

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.

Full booking terms & conditions can be found online in the exhibitor section at the show website at [www.allaboutdogsshow.co.uk](http://www.allaboutdogsshow.co.uk).

## SET UP & BREAKDOWN TIMES

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### SHOW OPEN TO PUBLIC

Sunday 17<sup>th</sup> – Bank Holiday Monday 18<sup>th</sup> April  
9:30am – 5pm (both days)

### SET UP

16/04/22 (Sat)

11am – 5pm

Traders that arrive after 5pm will have to wait to 7am Sunday to be placed; Outdoor traders that arrive prior to 5pm can continue to set-up after this time; Craft, Gift & Food Marquees are secured at 5pm.

17/04/22 (Sun)

7am – 9am

18/04/22 (Mon)

8:30am – 9am

### BREAKDOWN

18/04/22 (Mon)

From 5pm

No exhibitors are permitted to stay on site overnight on Monday 18<sup>th</sup> April

### Site Access

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- Please report to security at the exhibitor entrance on arrival.
- The show is open to the public from 9:30am and closes at 5pm. If you are NOT on your stall & ready by 9am on the first day of the show, for whatever reason, you may be refused entry, and no refund will be given.
- Vehicle movement on the show area is strictly prohibited whilst the show is open to the public.
- Vehicle passes and wristbands to the show should be collected at the security gate.
- Only one vehicle pass will be issued per exhibitor, please contact us prior to the show if you require more - a maximum of two additional passes will be issued free of charge.
- Vehicle Passes must be placed on your dashboard, for easy viewing at all times.

- Exhibitors must keep to the set-up and breakdown times.

## Vehicle Parking During the Show

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- Vehicle permits must be displayed on the windscreen at all times. Vehicles not displaying a valid car pass will not be permitted onto site.
- Care must be taken to avoid damage to the showground, particularly the grassed areas. To assist the flow of traffic, all unauthorized vehicles should be unloaded and removed to the designated areas as soon as possible.
- All vehicles will be subject to control by the security services. No vehicle movement is allowed during the show opening hours. Aztec staff reserve the right to remove any exhibitor who moves their vehicle before the end of the show. No vehicles will be allowed on site during show opening or after 9am each show day.

## Covid 19 Health & Safety Measures

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It is essential that you read and understand your responsibilities as an exhibitor.

Despite the recent lifting of restrictions, the following rules have been established for the safety of all exhibitors, visitors and show staff – it is important that they are adhered to.

- Please do not attend the show if you feel unwell.
- Although the social distancing rules have been removed, we recommend that you apply a 2m social distance where possible.
- Face coverings are not mandatory, but we do advise you bring one with you for your own comfort and protection. 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 sanitising points throughout the show, however you should bring your own hand sanitiser 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.
- Sneeze guards are required for food products (if applicable).

## **Insurance / Licenses/ Risk Assessments**

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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 their own stand, including every object displayed on their stand and liability of all claims arising from handling of objects. You must not place goods or tables of any kind in public walkways. Vehicles, boxes or trolleys must not be moved on site whilst the show is open to the public. Exhibitors must not pack away until after the published closing time as stated by Aztec.
- 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.
- There is on-site security for the duration of the event to patrol the event arena – including overnight on 16<sup>th</sup> & 17<sup>th</sup> April - exhibitors are permitted to leave their goods overnight at the show, but this is at their own risk.
- No unauthorised vehicle movement is permitted on site whilst the show is open to the public.
- **IMPORTANT NOTE** please ensure that your gazebo / marquees are suitable for outdoor use and can withstand strong winds if necessary. This includes suitable securing (heavy duty pegs etc).

## Stand Space Booked & Exclusivity

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- Location – all spaces are allocated prior to the event – you will be met by an Aztec representative and shown to your space on arrival. Please do not begin to set-up until you are shown to your allocated space.
- **Marquees are not provided** unless shedding is booked prior to the show.
- Please ensure that you have booked adequate space for your stand – you will be allocated the exact space that you have booked. This space includes access to the stand and (if applicable) storage of vehicles. Goods or tables that are outside the booked space will be requested to be removed. Chairs are NOT supplied. If you are unable to fit vehicles on the space booked, you will be required to park in the public car park or exhibitor camping area.
- 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.

## Stall Presentation & Trading Standards Regulations

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- Aztec reserve the right to ask exhibitors to remove goods considered unsuitable or not listed at the time of booking. All stalls must be presented to 'high' (and professional) standards as expected at a quality event.
- To comply with Trading Standard regulations, all exhibitors must ensure that all goods are clearly priced.
- All rubbish must be placed in skips provided or taken away by the relevant exhibitor – cardboard boxes must be flattened prior to placing in the skips.

## 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.

## Contact & Venue Details

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Venue Address: Newbury Showground, Priors Court, Hermitage, RG18 9QZ

Exhibitor Site Contact: Steve Upson OR Matt Upson  
(during event) 07583 074669 07905 173657

Email: info@aztecevents.co.uk OR emily@aztecevents.co.uk

Office Number: 01702 549623

**EXHIBITOR CAMPING IS PERMITTED ON SITE ON  
SATURDAY AND SUNDAY NIGHTS**