

# Norfolk Festive Gift & Food Show

## Exhibitors' Paperwork

Friday 8<sup>th</sup>, Saturday 9<sup>th</sup> and Sunday 10<sup>th</sup> November 2024  
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.

### **IMPORTANT PLEASE READ**

#### **Set Up and Breakdown Times**

##### 1.1 SET UP

07/11/2024 (Thurs) **STRONGLY RECOMMENDED**  
10am – 5pm

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

08/11/2024 (Fri) 7am – 8.30am  
(open to public 9:30am – 4pm)

09/11/2024 (Sat) 8am – 9am  
(open to public 9:30am – 4pm)

10/11/2024 (Sun) 8am – 9am  
(open to public 9:30am – 4pm)

## 1.2 BREAKDOWN

10/11/2024 (Sun) From 4.30pm UNTIL 8pm - No exhibitors are permitted to stay on site overnight on Sunday 10<sup>th</sup> November.

**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!

## **Marquee Exhibitors – PLEASE READ**

- Important - Depending on the weather conditions, it is possible for condensation to form on the inside of the marquee roof, which may lead to water dripping as the marquee heats up. The dripping usually stops once the marquee has heated.
- Exhibitors should always cover their stand overnight with a waterproof covering and we strongly recommend that if you sell goods that can be damaged by water, you do not exhibit in the marquee.
- Although we use event blow heaters in the marquee, it is recommended that you bring suitable warm clothing, as

temperature can drop when doors are left open for longer periods of time.

## **Venue Address**



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

## **Site Access & Parking**

- Please do not arrive outside the published access times as site access will not be granted. Access to the showground is permitted from 10am on Thursday 7<sup>th</sup> November.
- Please report to security on arrival and quote your company name.
- Opening times to public from 9:30am – 4pm on Friday, Saturday and Sunday. If you are **NOT** on your stall & ready by 9:00am 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. night time via showground exhibitor gate (see security).

- Exhibitors in the main exhibition hall and annexes may park at the rear of the hall ensuring that fire exits are kept clear and emergency vehicle access roadways are clear
- Outdoor exhibitors can park behind their pitch
- Marquee exhibitors can park behind the marquee

## **Stand Space Booked & Exclusivity**

- Please ensure that you have booked adequate space for your stand...
  - The size you have booked includes access to your stand - there is no extra space between traders for access or egress. Please ensure that you take this into account when setting up your stall.
  - If you require additional space (at extra charge), please contact us on 01702 549623 for availability prior to the event set-up dates.
  - Exhibitors must keep within the space booked – any goods or tables that are outside the booked space will have to be removed.
  - Depending on your allocated space location, you may also have another trader next to and/or beside you. Please do not encroach onto their space.
- 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.

## **WIFI, Power Access & Table Supply**

- WIFI is not provided at this event, therefore it is essential that you have appropriate means to take payments. If you are using a card reader that relies on a phone signal, please check signal coverage with your provider.
- 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.

## **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.

## **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 relevant licenses / insurances including personal licence for sales of alcohol.
- 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.

## **Public Safety & Fire Procedures**

- If the fire alarm sounds, all exhibitors must leave the building using the nearest fire exit immediately and make their way to the grass area outside the main hall entrance (stewards will also guide exhibitors)
- 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.

## **Behaviour**

- Violence or threatening behaviour towards any member of the Aztec Shows team or members of the 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 Aztec Shows**

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

**Emergency Telephone**

Matthew Upson (07905 173657)

Steven Upson (07583 074669)

**Email**

info@aztecevents.co.uk

**Post (main office)**

Aztec Shows LLP, 48 South Street,  
Rochford, Essex, SS4 1BQ