



NORFOLK FESTIVE GIFT & FOOD SHOW

EXHIBITOR INFORMATION

7/8/9 NOVEMBER 2025
NORFOLK SHOWGROUND

PUBLIC OPENING TIMES
09:30AM – 4:00PM (ALL DAYS)



AZTEC SHOWS LLP
OFFICE: 48 South Street | Rochford | Essex | SS4 1BQ

Introduction

Thank you for booking a stand for the Norfolk Festive Gift & Food Show. 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.

We want the show to be a huge success for your business and strongly recommend that you take some time (before the show) to explore the numerous marketing opportunities made available by taking part.

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 <https://www.norfolkfestiveshow.co.uk>

Promotional artwork for you to use on Social Media etc is available from the exhibitor downloads section of the event website
<https://www.norfolkfestiveshow.co.uk>

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IMPORTANT NOTES & CONDITIONS

PLEASE READ

Set Up and Breakdown Times

SET UP - HALLS & MARQUEE

THURSDAY 6TH NOV

From 10am – 5pm

OPEN FROM 10:00AM; LOCKED 5:00PM

FRIDAY 7TH NOV

From 7am

OPEN FROM 7AM; LOCKED 4:30PM

SATURDAY 8TH NOV

From 8.30am – 9am

HALL OPEN FROM 08:30AM

SET-UP – OUTSIDE PITCHES

THURSDAY 6TH NOV

From 10am

FRIDAY 7TH NOV

From 7am

PLEASE NOTE:

On Friday, ALL doors are locked at 5pm. Traders that arrive after 5pm will have to wait until Saturday to be placed. PLEASE DO NOT arrive before the times published

BREAKDOWN – ALL STANDS

SUNDAY 9TH NOV

4.30PM UNTIL 8PM

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!

Camping (for exhibitors only)

- Exhibitor camping is permitted at the Norfolk Showground on the following nights only:
 - o Thursday 6th November 2025
 - o Friday 7th November 2025
 - o Saturday 8th November 2025
- NO CAMPING is permitted overnight on Sunday 9th November 2025
- No power hook-ups available

Site Access

- Access to the SITE IS permitted from 10am on Thursday 6th November 2025.
PLEASE DO NOT ARRIVE EARLIER
- Please report to security at the exhibitor entrance on arrival.
- The show is open to the public from 9:30am - 4pm on FRI/SAT/SUN. If you are NOT on site and at your stall & ready by 9:00am on the first day of the show, for whatever reason, you may be refused entry, and no refund will be given. PLEASE NOTE – you will not be able to drive onto the site after 9:00am on each open day.
- Vehicle movement on the show area is strictly prohibited whilst the show is open to the public.
- Vehicle passes will be collected at the security gate on arrival.
- 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.

Insurance, Risk Assessments & Public Safety

- All exhibitors must have present at the event a copy of their own public liability, business insurance and any other relevant licences (including

personal alcohol licence if applicable).

- **Risk Assessments** – all exhibitors should complete a risk assessment for their stall. We require exhibitors to have their risk assessment with them at the show and available if requested. **PLEASE NOTE** – if you have not already completed a risk assessment, you can download a template at <https://www.aztecevents.co.uk/exhibitor-downloads/>
- Exhibitors are responsible for their stand, including every object displayed on their stand and liability for 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.
- Exhibitors are permitted to leave their goods overnight at the show at their own risk.
- Exhibitors shall indemnify Aztec against all claims, damages or expenses arising from any incident, that may occur at the show.
 - No unauthorised vehicle movement is permitted on site whilst the show is open to the public.

Stand Space Booked & Exclusivity

- Space 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.
- Please ensure that you have booked adequate space for your stand – you will be allocated the space size that you have booked. This space includes access to the stand and (if applicable) storage.

E.g. If you have booked a 3m x 2m space, this means that you have booked a 3m frontage, by 2m depth.

- Goods or tables that are outside the booked space will be requested to be removed. Chairs are NOT supplied.
- 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.

Marquee Exhibitors - Important

- **IMPORTANT NOTES** regarding exhibitors in the marquee
- The marquee is floored (on hardboards) and does have blower heating – however temperatures can drop, so please dress accordingly.
- 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 warms up naturally.
- Exhibitors should always cover their stand overnight with a water-proof covering and we strongly recommend that if you sell goods that can be damaged by water, you do not exhibit in the marquee.

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.
- 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. We strongly recommend you use low wattage halogen bulbs or standard lighting.
- Aztec Shows will not be held responsible for any loss of power.
- You will not receive tables unless pre-booked. Tables can be pre-booked at a cost of £8.00 (+vat). Please ensure that you keep your table clean.
- Chairs are NOT provided

- 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

- This is a festive shopping event- 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.

Behaviour

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

Venue Address: Norfolk Showground, New Costessey, Norwich, Norfolk, NR5 0TT

Exhibitor Site Contact: Steve Upson / Matt Upson
(during event)

Email: festiveshows@aztecevents.co.uk

Aztec Office Number: 01702 549623 (open Mon-Fri 9am -5pm)

Emergency Site Contacts:

DAYTIME 07583 074669(Steve) or 07905 173657 (Matt)
NIGHTTIME SEE ONSITE SECURITY AT MAIN GATE

Map:

