

# Norfolk Festive Gift & Food Show Exhibitors' Paperwork

10th - 11th November 2018 | Norfolk Showground, New Costessey, Norwich, 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

09/11/2018 (Fri)	<b>10am – 5pm</b> Traders that <u>arrive</u> after 5pm will have to wait to Saturday to be placed;
10/11/2018 (Sat)	<b>7:30am – 9:30am</b> (Show open to public 10am – 5pm)
11/11/2018 (Sun)	<b>9am – 9:30am</b> (Show open to public 10am – 4pm)

### BREAKDOWN

11/11/18 (Sun)	<b>From 4:30pm UNTIL 8pm</b> No exhibitors are permitted to stay on site overnight on Sunday 11 <sup>th</sup> November
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### Site Access

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- Opening times to public from 10am – 5pm Saturday and 10am – 4pm Sunday. If you are **NOT** on your stall & ready by 9:45am on the first day of the show, for whatever reason, you will be refused entry, and no refund will be given.
- Exhibitor wristbands can be collected upon arrival. Exhibitors must wear these at all times.
- **BREAK DOWN 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.
- 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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- Electricity is **ONLY** provided to stands if booked prior to the show.
- We strongly recommend you only use low wattage halogen bulbs.
- Please bring your own PAT tested extension lead. Kettles or heaters are **NOT** permitted. Electrical equipment must be PAT tested.
- 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 EVENT SO PLEASE DRESS YOUR STAND 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. **TABLE CLOTHS MUST BE USED** and 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 and business insurance present at the event. Where relevant, exhibitors are required to have to hand (at show) all necessary licenses.
- 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.

## Contact Us

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Contacts Steven Upson (07583 074669); Matthew Upson (07905 173657)  
Main Office Tel. 01702 549623 (office open Mon – Fri 9am – 5pm)