

# NORFOLK GARDEN SHOW

## Exhibitors' Paperwork

Norfolk Showground 15/16/17 July

Thank you for booking a stand for the Norfolk Garden 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.

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 [www.aztecevents.co.uk](http://www.aztecevents.co.uk).

## IMPORTANT NOTES & CONDITIONS - PLEASE READ

### SET UP & BREAKDOWN TIMES

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**SHOW OPEN TO PUBLIC** Friday 15<sup>th</sup>, Saturday 16<sup>th</sup> and Sunday 17<sup>th</sup> July 2022;  
**10am – 5pm** (all 3 days)

#### SET UP

14/07/22 (Thursday)

**11am – 5pm**

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

15/07/22 (Friday)

**7am – 9:30am**

Saturday & Sunday

**8:30am – 9:30am**

## BREAKDOWN

17/07/22 (Sunday)

From 5:30pm

No exhibitors are permitted to stay on site overnight on Sunday 17<sup>th</sup> July.

## Site Access

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- Please report to security at the exhibitor entrance on arrival.
- The show is open to the public from 10am and closes at 5pm. If you are **NOT** on your stall & ready by 9:30am 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 will be issued when you arrive.
- 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 & Public Safety

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- All exhibitors **must** have present at the event a copy of their own **public liability**, business insurance and any other relevant licenses (including alcohol license and relevant permits to sell firearms).
- **Exhibitors are responsible for their 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 fair is open to the public. Exhibitors must not pack away until after the published closing time as stated by Aztec.
- There is on-site security for the duration of the event – including overnight on 14<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup>, July - 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 unauthorized vehicle movement is permitted on site whilst the show is open to the public.
- **IMPORTANT NOTE** please ensure that your gazebo / marquee is suitable for outdoor use and can withstand strong winds if necessary.

## 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 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 and tables are NOT supplied.**

- Exhibitors are only permitted to display & sell items detailed on the booking form (unless authorized by Aztec Garden Shows PRIOR to the show). Aztec Garden Shows has the right to ask unauthorized products to be removed.
- We do not guarantee exclusivity to any exhibitor.

## **Stall Presentation & Trading Standards Regulations**

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- Aztec Garden Shows 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.

## **COVID-19 Health & Safety Measures**

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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).
- 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 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 or drink sampling is permitted unless strict Covid risk assessments are completed out prior to the show ([click here](#) for an example food sampling risk assessment).
- 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 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 OR DRINK (packaged).** Due to recent tightening of guidelines for food sampling (due to Covid), we strongly recommend that you do not hand out samples. However, if you plan to hand out samples, it is compulsory that you complete a full COVID 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](#)

## Contact & Venue Details

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

Site Contact: Matt Upson (Aztec Shows)

Email: [matt@aztecevents.co.uk](mailto:matt@aztecevents.co.uk)

Office Number: 01702 549623

Contact on show days: 07905 173657 Out of office hours please speak to onsite security.

**EXHIBITOR CAMPING IS PERMITTED ON SITE ON  
THURSDAY, FRIDAY AND SATURDAY NIGHTS**