



## Exhibitors' Paperwork

Hylands Park, Chelmsford Sunday 30<sup>th</sup> & B/H Monday 31<sup>st</sup> May 2021

Thank you for booking a stand for the Hylands Park All About Dogs 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 the show website at [www.allaboutdogsshow.co.uk](http://www.allaboutdogsshow.co.uk).

## IMPORTANT NOTES & CONDITIONS – PLEASE READ

### SET UP & BREAKDOWN TIMES

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**SHOW OPEN TO PUBLIC**      Sunday 30<sup>th</sup> – Bank Holiday Monday 31<sup>st</sup> May 2021  
9:30am – 5pm (both days)

#### SET UP

29/05/21 (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.

30/05/21 (Sun) 7am – 9am

31/05/2021 (Mon) 8:30am – 9am

## **BREAKDOWN**

31/05/2021 (Mon) From 5pm  
No exhibitors are permitted to stay on site overnight on Monday 31st May

## **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 will 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.

## **Covid & Social Distancing**

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- Please see pages 5 and 6 regarding the latest Covid guidelines.
- It is essential that you read and understand your responsibilities as an exhibitor.

## 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 licences (including alcohol licence and relevant permits to sell firearms) and risk assessments.
- 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 show 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 30th and 31st May - 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.
- IMPORTANT NOTE please ensure that your gazebo / marquees are suitable for outdoor use and can withstand strong winds if necessary.

## 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.
- 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.

## Contact & Venue Details

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Venue Address: Hylands Park, Greenbury Way, London Rd, Writtle, Chelmsford, CM2 8FS.  
The Hylands Park entrance is on the A414 single carriageway, the Writtle Bypass.

Exhibitor Site Contact: Natalie Shawe  
(during event)

Email: nat@aztecevents.co.uk

Office Number: 01702 549623

Emergency Contact: 07583 074669

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

# IMPORTANT – PLEASE READ

## 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).
- Face-coverings must be worn at all times whilst in the marquees (including set-up and break-down) – **please note** – we **DO NOT** provide face-coverings.
- If marquees with sides on are in use at the show, then face coverings are mandatory for people over the age of 11+.
- Face coverings are not mandatory when outside, 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.
- No food or drink sampling is permitted unless strict Covid risk assessments are completed prior to the show ([click here](#) for an example food sampling risk assessment).
- Sneeze guards are required for food products (if applicable).
- Traders must follow the one-way system should the need to leave the stall arise.

- This year we have provided 1m 'clear space' between you and the adjacent exhibitor. This space must be kept clear at all times.

## 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](#)*