



## Exhibitors' Paperwork

Newbury Showground, Priors Court, Hermitage, Thatcham, RG18 9QZ

### **IMPORTANT PLEASE READ**

Thank you for booking a stand for All About Dogs, Newbury Showground. 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).

## SET UP & BREAKDOWN TIMES

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**SHOW OPEN TO PUBLIC**      Saturday 31<sup>st</sup> July and Sunday 1<sup>st</sup> August  
9:30am – 5pm (both days)

### SET UP

30/07/21 (Fri)      11am – 5pm  
Traders that arrive after 5pm will have to wait to 7am Saturday 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.

31/07/21 (Sat)      7am – 9am

01/08/21 (Sun)      8:30am – 9am

### BREAKDOWN

01/08/21 (Sun)      From 5pm  
No exhibitors are permitted to stay on site overnight on Sunday 1<sup>st</sup> August

### 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.

## Vehicle Parking During the Show

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- No vehicles (stock or otherwise) including caravans, trailers etc will be allowed to park on or near stands during the show, unless authorised prior to the show. All unauthorised vehicles must be removed to the exhibitor parking areas no later than 9am on show days.
- Vehicle permits must be displayed on the windscreen at all times. Vehicles not displaying a valid car pass will not be permitted onto site.
- Care must be taken to avoid damage to the showground, particularly the grassed areas. To assist the flow of traffic, all unauthorised vehicles should be unloaded and removed to the designated areas as soon as possible.
- All vehicles will be subject to control by the security services. No vehicle movement is allowed during the show opening hours. Aztec staff reserve the right to remove any exhibitor who moves their vehicle before the end of the show. No vehicles will be allowed on site during show opening or after 9am each show day.

## Covid 19 Health & Safety Measures

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It is essential that you read and understand your responsibilities as an exhibitor.

Despite the recent lifting of restrictions, 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.
- Although the social distancing rules have been removed, we recommend that you apply a 2m social distance where possible.
- Face-coverings should 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 should be worn by 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.
- Sneeze guards are required for food products (if applicable).
- Traders must follow the one-way system (if applicable) 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.

## 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 own 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 to patrol the event arena – including overnight on 30<sup>th</sup> and 31<sup>st</sup> July - exhibitors are permitted to leave their goods overnight at the show, but this is 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.
- Marquees are not provided unless shedding is booked prior to the show
- 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:                      Newbury Showground, Priors Court, Hermitage, RG18 9QZ

Exhibitor Site Contact:        Steve Upson  
(during event)

Email:                                    info@aztecevents.co.uk OR emily@aztecevents.co.uk

Office Number:                      01702 549623

Emergency Contact:                07583 074669

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

