



Exhibitors' Information

Norfolk Showground Sunday 28th and Bank Holiday Monday 29th August 2022

Thank you for booking a stand for the Norfolk 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.

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. You will find numerous guides to exhibiting online offering valuable advice – including [30 secrets to exhibiting success](#) by Chris Skeith of the AEO.

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.

IMPORTANT NOTES & CONDITIONS – PLEASE READ

SET UP & BREAKDOWN TIMES

SHOW OPEN TO PUBLIC

Sunday 28th and Bank Holiday Monday 29th August
9:30am – 5pm (both days)

SET UP

27/08/22 (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.

28/08/22 (Sun)

7am – 9am

29/08/22 (Mon)

8:30am – 9am

BREAKDOWN

29/08/2022 (Mon)

From 5pm

No exhibitors are permitted to stay on site overnight on Monday 29th August

Site Access

- 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 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.

COVID 19 Health & Safety Measures

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 the show if you feel unwell.
- 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. Please 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).

Insurance & 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 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.
- 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 SAFETY NOTICE: Please ensure that your gazebo / marquees are suitable for outdoor use, are securely pinned (or weighted) and can withstand strong winds if necessary. Aztec Shows LLP accept no responsibility for any damages or injury caused by any stallholder gazebo which breaks, collapses or is damaged by the weather.

Stand Space Booked & Exclusivity

- 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. **If you have booked a 3m x 6m space, this means that you have booked a 3m frontage, by 6m depth.**

- 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

- 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

Venue Address:	Norfolk Showground, Dereham Road, New Costessey, Norwich NR5 0TT
Exhibitor Site Contact: (during event)	Steve Upson / Matt Upson
Email:	info@aztecevents.co.uk
Office Number:	01702 549623
Emergency Contact:	07583 074669 or 07905 173657

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