

Knebworth Christmas Fair

Exhibitors' Paperwork

Friday 22nd, Saturday 23rd and Sunday 24th November 2024
Knebworth House, Old Knebworth Lane, Stevenage, Herts, SG1 2AX

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 and Breakdown Times

IMPORTANT – PLEASE DO NOT ARRIVE OUTSIDE OF THESE TIMES

SET UP

21/11/2024 (Thurs)

10am – 5pm

STRONGLY RECOMMENDED

PLEASE NOTE: Traders that arrive after 5pm will have to wait to Friday to be placed.

22/11/2024 (Fri)

7am – 9am

(open to public 9:30am – 4pm)

23/11/2024 (Sat)

8.30am – 9am

(open to public 9:30am – 4pm)

24/11/2024 (Sun)

8.30am – 9am

(open to public 9:30am – 4pm)

BREAKDOWN

24/11/2024 (Sun) From 4.30pm UNTIL 8pm - No exhibitors are permitted to stay on site overnight on Sunday 24th November.

PLEASE NOTE: 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!

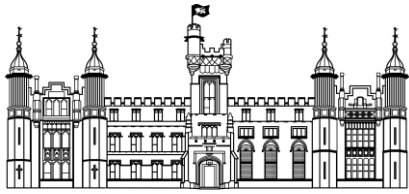
ALSO NOTE REGARDING BREAKDOWN – Exhibitor breakdown time can be extremely busy! We strongly recommend that exhibitors wait around 45 minutes after closing time to breakdown to let the initial traffic rush subside.

Marquee Exhibitors

- Depending on the weather conditions, it is possible for condensation to form on the inside of the marquee roof, which may lead to water dripping as the marquee heats up*. The dripping usually stops once the marquee has heated.
- Exhibitors should always cover their stand overnight with a waterproof covering and we strongly recommend that if you sell goods that can be damaged by water, you do not exhibit in the marquee.
- Although we use event blow heaters in the marquee*, it is recommended that you bring suitable warm clothing, as temperature can drop when doors are left open for longer periods of time.

**Please note that the second shopping marquee (or entrance marquee) does not have heating*

Venue Address



- Knebworth House, Old Knebworth Lane, Stevenage, Herts
- **Sat Nav:** SG1 2AX

KNEBWORTH HOUSE

Site Access

- Access to the showground permitted from 10am on Thursday 21st November.
- Do not arrive before (or after) the published times
- Please report to security on arrival.
- Opening times to public from 9:30am – 4pm Friday, Saturday, and Sunday. If you are **NOT** on your stall & ready by 9:00am on the first day of the show, for whatever reason, you will be refused entry, and no refund will be given.
- Access onto site during event opening times is not permitted.
- Access onto site during times event closed i.e. nighttime via main entrance (see security).

Stand Space Booked & Exclusivity

- **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.
 - If you require additional space (at extra charge), please contact us on 01702 549623 for availability prior to the event set-up dates
 - 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.

WIFI, Power Access & Table Supply

- WIFI is not provided at this event, therefore it is essential that you have appropriate means to take payments. If you are using a card reader that relies on a phone signal, please check signal coverage with your provider.
- Power is ONLY provided to stands if booked prior to the show.
- We strongly recommend you use low wattage halogen bulbs or standard lighting.
- Electrical equipment must be PAT tested.
- Please bring your own PAT tested extension lead if required. We do not provide extension leads.
- Kettles or heaters are NOT permitted.
- 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 £10.00 (+VAT). Please ensure that you keep your table clean.
- 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.

Exhibitor Parking

- Once unloaded exhibitors can park vehicles in the **exhibitor parking area** (stewards will direct), which is located on the grass area behind the catering area.
- No driving is permitted on site during show opening hours.

Stall Presentation & Trading Standards Regulations

- THIS IS A FESTIVE SHOPPING EVENT so please dress your space 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. TABLECLOTHS / COVERINGS MUST BE USED and where possible must reach the floor.
- To comply with Trading Standard regulations, all exhibitors must ensure that all goods are clearly priced.

Insurance / Licenses/ Risk Assessments

- 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.
- If you sell alcohol, it is critical that the licence holder be present at the event.
- 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.

Public Safety & Fire Procedures

- 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 the fair is open to the public.
- Exhibitors are responsible for the safety of their stand – please see note on Insurance.
- If the fire alarm sounds, or stewards announce fire, all exhibitors must leave the building using the nearest fire exit immediately and make their way to the grass area outside the main hall entrance (stewards will also guide exhibitors)

Behaviour

- 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 Aztec Shows

Telephone (office)	01702 549623 (office open Mon – Fri 9am – 5pm)
Emergency Telephone (during event)	Matthew Upson (07905 173657) Steven Upson (07583 074669)
Email	info@aztecevents.co.uk
Post (main office)	Aztec Shows, 48 South Street, Rochford, Essex, SS4 1BQ