

# Exhibitors' Paperwork

Suffolk Showground 19/20/21 April 2025

Thank you for booking a stand for the Suffolk 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

10am – 4pm on Saturday 19<sup>th</sup> April

9:30am – 5pm on Sunday 20<sup>th</sup> & Monday 21<sup>st</sup> April

#### SET UP

18/04/25 (Fri)

11am – 5pm

Traders that arrive after 5pm will have to wait until Saturday 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

19/04/25 (Sat)

7am – 9am

Sunday & Monday

8:30am – 9am

#### BREAKDOWN

21/04/25 (Mon)

From 5:30pm

No exhibitors are permitted to stay on site overnight on Monday 21<sup>st</sup> April.

## 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 – 4pm on Saturday 19<sup>th</sup> April and 9:30am – 5pm Sunday 20<sup>th</sup> and Monday 21<sup>st</sup> April.
- 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 pass 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.
- Risk assessments must be completed and should be available to view on request at the event. PLEASE NOTE – if you have not already completed a risk assessment, you can download a template at <https://www.aztecevents.co.uk/exhibitor-downloads/>.
- There is on-site security for the duration of the event – including overnight on 19/20/21st April- 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 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.

## COVID 19 HEALTH & SAFETY MEASURES

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

Despite the lifting of COVID 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 – in this case the Organiser is under no obligation to refund any of the pitch fee (or additional costs) paid.
- Traders are expected to keep their stall safe and clean - the organisers have the right to refrain a trader from operating if it is felt that the stall is unsafe.
- Sneeze guards are required for food products (if applicable).
- Traders should always have a copy of their stall risk assessment and public liability insurance to hand at any time.

## 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 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 taken away by the exhibitor. Any rubbish left on site will result in a fine and you will not be permitted to attend any future events with Aztec Garden Shows Ltd.

## Contact & Venue Details

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Venue Address: Suffolk Showground, Trinity Park, Felixstowe Road, Ipswich, IP3 8UH

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  
FRIDAY, SATURDAY AND SUNDAY NIGHTS**