



## ***SET UP TIMES***

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**STRICTLY NO SET UP BEFORE WEDNESDAY 22<sup>ND</sup> JUNE  
UNDER ANY CIRCUMSTANCES**

Wednesday 22 <sup>nd</sup> June	1pm – 5pm
Thursday 23 <sup>rd</sup> June	10am – 5pm
Friday 24 <sup>th</sup> June	7am – 9am

## **SHOW OPENING TIMES**

10am – 5pm Daily

## **IMPORTANT PLEASE READ**

Blenheim Palace is a world heritage site which is kept in pristine condition by The Duke of Marlborough and his dedicated team of gardeners. Please make sure you place all your rubbish in the skips provided and leave your pitch clear of any rubbish or litter as instructed by Blenheim Palace. **Please do not arrive at the venue before 1pm on Wednesday 22<sup>nd</sup> June.**

## ***BREAK DOWN TIMES***

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No break-down prior to 5.30pm on Sunday 26<sup>th</sup> June

**SITE MUST BE CLEARED AND ALL RUBBISH MUST BE TAKEN HOME WITH YOU.**

## ***OUTSIDE AND INSIDE SUNDRIES***

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Exhibits must be completed by 8.30am on Friday 24<sup>th</sup> June. It is expected that exhibitors will present their stands to a high standard and suitably enhanced by floral/plant material.

All vehicles (including trailers) must be removed to the allocated parking areas 1 hour prior to the opening of the show on each day.

Any exhibitors who have not arrived and set up by 8.30am on Friday 24<sup>th</sup> June for whatever reason will be refused entry for the duration of the show and no money will be refunded.

**PLEASE NOTE** *MARQUEES WILL BE SECURED BETWEEN 5:30pm – 8.30am with no access into the marquees between these hours under no circumstances except on Friday 24<sup>th</sup> June for set up from 7am.*

## ***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. All vehicles must be removed to the exhibitor parking areas no later than 9am on show days.

Vehicle permits, which will be issued on arrival, 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 grounds, particularly the grassed areas. To assist the flow of traffic, all 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 Garden Shows Ltd 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.

**Food Court.** Hook up for Refrigerated vehicles must be booked and paid for in advance of the show, this is in addition to electric booked and paid for use on your stand. Refrigerated vehicles will park in the exhibitors parking area. No vehicles will remain on site during show hours.

## ***RE-STOCKING***

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This will only be permitted before the show opens and after it closes each day. No vehicle movement including 'Dutch trolleys' is allowed during the show opening hours other than emergency services and the show maintenance teams' vehicles.

## ***MANNING OF STANDS***

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Exhibitors are requested to man their stands 30 minutes before the published opening times and should not vacate them before the show closing time. Stands should be manned at all times during the show opening times and exhibitors should keep the exhibits cleaned and in good order at all times.

Any exhibitor leaving their stand before 5.30pm or dismantling before the show closes on the final day will not be invited to apply for future shows.

## ***CLEARING AWAY AND REINSTATEMENT OF SITE***

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Exhibitors may commence the removal of their exhibits immediately after the show closes on the last day. Exhibitors must remove not only their exhibits, but all the structures and all materials introduced by them and must leave the site in the same condition as found.

Any breach of this provision will render an exhibitor liable to an account from the Organiser for the cost of all reinstatement work.

The removal of all exhibits and materials together with any necessary reinstatement must be completed by midday on Monday 27<sup>th</sup> June.

Any exhibitor unable to comply with this requirement should consult the Organiser to agree a time for removal from site.

## ***PRECAUTION AGAINST FIRE***

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All materials used in the construction of stands and displays, including all fabrics, must be fire resistant. Items of an inflammable nature, including gas cylinders, primus stoves or similar equipment are not permitted on the show site without prior written permission from the Organiser.

No fire exits should be obstructed for any reason at any time.

All halogen display lighting should be of a type that is totally enclosed or so designed as to provide a suitable and adequate guard to cover the lighting element. The rating of any halogen display lighting should not exceed a maximum of 300 watts.

Fire extinguishers will be positioned by the Organiser at selected points on the showground and exhibitors should be aware of the location of the nearest extinguisher.

## ***SECURITY OF EXHIBITS***

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All exhibits and exhibitor's goods including money, shall, whilst on site, be the sole responsibility of the owner thereof and exhibitors are advised to insure the same. Aztec Garden Shows Ltd cannot, under any circumstances, accept any liability for the same howsoever the loss shall arise.

All exhibitors should use money belts and not cash boxes.

Over night security will be provided by the Organiser to help secure the premises, but this shall in no way place any responsibility on the Organiser for loss or damage.

PLEASE NOTE MARQUEES WILL BE LOCKED 5pm – 8.30am with no access to the marquees between these hours under no circumstances. With the exception of Friday 24<sup>th</sup> June when all marquees will be open from 7am.

## ***GENERAL***

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The decision of the representative of Aztec Garden Shows Ltd upon any matter which relates to the proper conduct of the show shall be final and binding on all exhibitors and their representatives. Aztec Garden Shows Ltd shall not be responsible for any loss or injury, however arising, incurred by any exhibitor, his servants or agents, nor does it accept any liability to an exhibitor in the event the show has to be cancelled or curtailed due to circumstance beyond its control.

The exhibitor shall indemnify the Society for any liability incurred by the Society to persons as a result of the act or omission of the exhibitor, their servants or agents.

Should any questions arise not provided for in these conditions, the decision of the Organiser shall be final. The right to alter, amend, add or cancel any of these Conditions, Rules and Regulations and to grant relaxation in any individual case is reserved by the Organiser.

## ***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).
- If marquees with sides on are in use at the show, then face coverings are advised for people over the age of 11+.
- We advise you bring a face covering, even when outside, one 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 sanitizer 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.
- Due to Covid – 19 we strongly recommend that you do not hand out food samples. However, if you plan to hand out food samples please complete a full Covid risk assessment prior to the show and all current guidelines must be followed (in addition to your standard risk assessment). ([CLICK HERE](#) for an example food sampling risk assessment).
- Sneeze guards are required for food products (if applicable).

## ***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](#)

## ***VENUE ADDRESS / DIRECTIONS***

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Blenheim Palace is close to the historic town of Woodstock. Only 8 miles North West of Oxford on the A44 Evesham Road. The Palace is easily accessible from both London and Birmingham and is signposted from Junction 9 of the M40.

### **Address:**

Blenheim Palace, Woodstock, Oxfordshire, OX20 1PP

## ***CONTACT US***

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If you have any queries prior to the show set-up date, please contact the Aztec Office.

Tel. 01702 549623 (Mon – Fri; 9am – 5pm)

Show days Matt Upson 07905 173657. Out of show hours please speak to a member of our security.