



# NATIONAL FLOWER SHOW

## SET UP TIMES

### **Strictly no set up prior to Thursday 19<sup>th</sup> May**

Thursday 19 <sup>th</sup> May	11am – 5pm
Friday 20 <sup>th</sup> May	7am – 8:30am
Saturday 21 <sup>st</sup> May	8am – 8:30am
Sunday 22 <sup>nd</sup> May	8am – 8:30am
Opening Times	9am – 5pm Daily

Please do not arrive earlier than the times indicated above. Thank you.

## IMPORTANT PLEASE READ

Hylands House is a stately House which is kept in pristine condition by their dedicated team of gardeners. Please make sure you take all rubbish home with you and leave your pitch clear of any rubbish or litter as instructed by Hylands House.

Passes will be issued 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 2 additional passes will be supplied free of charge.

### **BREAK DOWN TIMES**

No break-down prior to 5pm on Sunday 22<sup>nd</sup> May

SITE **MUST** BE CLEARED AND ALL RUBBISH TAKEN WITH YOU BY 7PM SUNDAY 22<sup>nd</sup> MAY.

### **FAILURE TO COMPLY WILL RESULT IN A CLEAR UP CHARGE**

### **OUTSIDE AND INSIDE SUNDRIES**

Exhibits must be completed by 8:30am on Friday 20<sup>th</sup> May. It is expected that exhibitors will present their stands to a high standard.

**All vehicles (including trailers)** must be removed to the allocated exhibitor parking areas 1 hour prior to the opening of the show on each day. All vehicles are to be removed from the show site, any exhibitors not following the instructions of The Aztec Garden Show team will be asked to leave the site and no refund will be given.

Any exhibitors who have not arrived and set up by 8:30am on Friday 20<sup>th</sup> May 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 DAILY BETWEEN 5pm – 8am** with no access into the marquees between these hours under any circumstances except on Friday 20<sup>th</sup> May for set up from 7am.

### **VEHICLE PARKING DURING THE SHOW**

**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 8:30am 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. Passes will be issued on arrival.

Care must be taken to avoid damage to the grounds and lawn, 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. Please follow instructions from The Aztec Garden Shows team at all times.

All vehicles will be subject to control by the security services. No vehicle movement is allowed during the show opening hours. Aztec Garden Show 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 8:30am each show day. By attending this show, you agree to remove your vehicle as instructed.

**Please note there is NO electric hook up for caravans. Any exhibitor connecting to any electrical hook up without permission from the Organiser will be disconnected immediately without any prior warning.**

### **RE-STOCKING**

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**

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 5.30pm on the final day will not be invited to apply for future shows.

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

Exhibitors may commence the removal of their exhibits from 5.30pm 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 7pm Sunday 22<sup>nd</sup> May.

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

### **COVID-19 HEALTH & SAFETY MEASURES**

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.
- Please follow Social Distancing rules (as per current government guidelines).
- Face coverings are advised 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. 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).

### **INSURANCE/LICENSSES/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.
- 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 Covid – 19 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](#)

### **PRECAUTION AGAINST FIRE**

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**

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.

Overnight 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 SECURED 5pm – 8am with no access to the marquees between these hours under no circumstances. With the exception of Friday 20<sup>th</sup> May when all marquees will be open from 7am.

### **GENERAL**

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, their 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.

**GENERATORS.** The generator must be positioned in an appropriate place: in a well-ventilated, outdoor location out of public areas and traffic routes not adjacent to tents, marquees etc. with the exhaust discharging in a safe direction • It must be cordoned off from unauthorized access including: the public (especially children) Use of petrol generators at open-air events • There must be suitable signage such as: keep out no smoking or naked flame electrical hazards fire hazards • A fire extinguisher of the correct type (Powder or CO2) must be provided. Any generator Aztec Garden Shows considers to be unacceptable for use at the show or which is causing a disturbance to other exhibitors or public, the owner will be asked to turn the generator off. Any exhibitors refusing to turn off their generator will be removed from the show without any refunds. If in doubt, please speak to the office before booking. All generators are to be turned off between the hours of 9pm and 8am. At some venues electric hook ups are available at an extra cost.

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

Hylands House and Estate,  
Hylands Park,  
London Road,  
Essex,  
CM2 8WQ.

Please follow AA signage and take instructions from a member of the team on arrival.

#### **CONTACT US**

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 hours please speak to night security if you have any problems.

#### **Our next Flower Show**

Blenheim Palace

24<sup>th</sup> – 25<sup>th</sup> – 26<sup>th</sup> June 2022

Please speak to one of the team over the weekend if you would like more information on these or any other Aztec Garden Show events.