

NORWICH WINE WEEK

14 - 16 June 2024

exhibitor
pack

Event Details

Location: Chapelfield Gardens, Norwich

Date: Friday 14 June, Saturday 15 June & Sunday 16 June 2024

Opening times: Friday and Saturday 13:00-20:00 & Sunday 13:00 - 16:00

Why Exhibit

- »» 3,500 visitors across two days
- »» City Centre location
- »» Opportunity to connect with restaurants and bars
- »» Offer free (limited) tastings and connect with new customers
- »» Generate sales for home consumption
- »» Promotion through VisitNorwich channels (68k social following, 24k newsletter subscribers)



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Event Terms & Conditions

By purchasing a trader pitch at Norwich Wine Week, you agree to adhere to the Event Organisers Terms and Conditions as laid out below.

Alcohol sales

Wine purchased at the event **must not be consumed on site**. This is to avoid any anti-social behaviour both at the event and when visitors leave the venue. Security and stewards will be strictly enforcing this, and opened bottles will be confiscated.

All alcohol brought from exhibitors is for home consumption only and sales must be packaged in sealed bags/boxes. Exhibitors will be provided with signage for display on each stand.

Exhibitors are welcome to provide samples, **however please DO NOT fill above the wine glass fill line. Approx 30ml**. Please use only recyclable or biodegradable single use serve ware.



Please direct visitors to the on-site bar, which will stock a limited range of wines from each exhibitor.

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Exhibitor Stand

Exhibitor pitches are offered as space only, and additional stand infrastructure i.e. marquees, tables, chairs etc are not provided. We recommend all exhibitors bring marquees, tables, chairs and spare tarpaulin or other suitable covering if you wish to cover your stand overnight, or in case rain is forecast.

Exhibitors must not place goods beyond the boundaries of their stall or pitch, either on the ground or hanging unless previously agreed with the event organiser. Exhibitors are required to co-operate with Event Managers, Security, Emergency Services, and all official organisations on site.

Sub-letting of stands without prior consent from the event organiser is not permitted and in the event of sub-letting the booking will be cancelled, with no refund provided.

Size	Cost	Duration
3m Frontage x 3m	£180 + VAT	3 Days
5m Frontage x 3m	£220 +VAT	3 Days

Services

Electricity (per socket)	13 amp = £65 + VAT	16 amp = £85 + VAT
WI-FI 3 day pass	£60 +VAT	

Generators: The use of generators is strictly NOT permitted, and any exhibitor found using one will have the generator confiscated until after the event and will be charged for an electrical supply at the higher rate.

When ordering your power, please ensure you order what you require. Onsite charges for additional power is more expensive, and additional sockets will be dependent on availability. This can create further issues for the organisers trying to draw additional power from nearby locations to stop outages. Please note that we can't guarantee any electrical hook-up access requests made within 30 days of the event.

All electrical equipment (i.e anything with a plug) that you bring to use on site, must be PAT tested within 1 year of the event (to expire no earlier than 14 June 2024). Up-to-date certificates must be submitted by 1 May 2024 and be available for inspection on site. It is a legal requirement under the Electricity at Work Regulations 1989 that all electrical appliances used in the workplace are inspected and checked. Un-PAT-tested electrical goods are not permitted.



Payment Terms

To secure your stand, a 25% non-refundable deposit is required within 30 days of the invoice date, with the remaining balance due no later than 29 March 2024.

If the account balance is not paid, and the event team have not been notified of extenuating circumstances, the pitch will be offered to other potential exhibitors instead.

For any payment queries, please contact Harrison Mcleod, harrison.mcleod@norwichbid.co.uk

Trading hours

All exhibitors are expected to be open and ready to trade 30 mins before the event opens at 13.00 and remain open until the event closes at 20.00 on Friday and Saturday and from 13.00-16.00 on Sunday.

Set Up and Clear Down

Set Up: Available from 13.00 to 17.00 (stand infrastructure only) on Thursday 13 June and all exhibitors must be on site no later than 12.00 (noon) on Friday 14 June 2024 and set up and ready to begin by 12.30. All vehicles to be removed from site no later than 12.15 on event days.

If you require more time to set up your stand infrastructure (marquees etc), please notify the Event Organisers.

Clear Down: All exhibitors must ensure the space is left in a clean and undamaged state by 18.00 on Sunday 16 June 2024. All equipment and materials must be taken away and any rubbish/debris disposed of appropriately. The site will not be secure after 18.00 on 16 June 2024 and any equipment or stock is left at the your own risk.

Vehicles access

To avoid congestion, we recommend dropping off stand infrastructure on Thursday and bringing stock on Friday. Vehicle access is permitted from 11.00-12.15 on Friday and all vehicles must be offsite by 12.15 at the latest. Vehicles must unload and vacate the site as quickly as possible to prevent a traffic jam. Please do not drive onto the grass.

Parking

We will look to arrange discounted parking for exhibitors at nearby car parks, please contact the Event Organisers for more information.

Licensing

The bar operators will hold the personal license and the Premises License. All exhibitors must have a member of staff present at all times and must submit electronic copies of their Temporary Event Notice (TENs), covering their activity at the event by 1 May 2024.

Insurance

Norwich BID holds Public Liability Insurance for the overall event.

All exhibitors must hold their own Public Liability Insurance and Product Liability, and Employers Liability where appropriate. You will need to submit digital copies of your Insurance Certificates covering the organisation for the dates of the event by 1 May 2024.

Risk Assessment/ Food Safety Management

All traders are required to have carried out a careful assessment of the potential risks associated with their particular activity that must also contain Covid secure cleaning and safety measures for your own stand staff and the public. You will be asked to submit an electronic copy of this Risk Assessment by 1 May 2024.

Communal tasting samples are not permitted. Please only give (max. 40ml) individual samples in recyclable or biodegradable single use serveware. Glassware is not allowed within the event premises. Any exhibitor or contractor offering food must provide a Food Hygiene rating of 5.

Health and Safety

At all times whilst on the site, you will ensure that your stand and the surrounding areas, equipment and/ or any other property is in a condition and position that is safe for all persons who may come into contact with it or be affected by it, including staff and visitors.

Each exhibitor will need to provide adequate hand sanitiser for public use and for staff back of house use and be required to wipe down all surfaces regularly with anti-bacterial solution, as well as a deep clean of all stand areas before and after trade following Covid safety best practices.

The Event Organisers reserve the right of inspection, before and during the festival.

All required documentation must be submitted to projects@norwichbid.co.uk no later than 1 May 2024.



Food Allergens

Food Business Operators need to provide information to consumers verbally, or through appropriate signage, if any of the declarable allergens are in food they supply or are in the ingredients used in the preparation of the foods they supply. This does not include these substances being present through cross-contamination, but care must be taken to avoid any cross contamination. Your supplier has a duty to provide you with information about products they have supplied to you, to help you comply with the regulations.

It is therefore the event policy that every food and drink trader must display an allergen notice on their stall during the festival, either notifying customers of the allergens that may be present in their food or prompting the customer to ask staff about any allergens as a minimum. The 14 allergens that should be declared are identified; Celery, Cereals containing gluten, Crustaceans, Eggs, Fish, Lupin, Milk, Mollusc, Mustard, Nuts, Peanuts, Sesame seeds, Soya, Sulphur dioxide.

Allergen information must be specific to the food, complete and accurate. Food Business Operators must not refuse to provide allergen information on foods served nor give the wrong information on a menu or through verbal communication.

Sustainability

Norwich Wine Week operates sustainable event practices and is striving to further reduce all single use plastic. Single use plastics are not permitted, including plastic straws, plastic coffee cups and plastic bags. To this end, visitors will be provided with tote bag upon entry.

Security

24-hour security will be in place for the duration of the event, however exhibitors who choose to leave products or equipment on the stand overnight do so at the exhibitors' own risk.

Norwich BID will not be liable for any loss or damage to any trader's property or produce.

First Aid

First Aid services will be located by the Box Office and will include a fully qualified First Responder will be on site each day between 11.30 and 20.30. The Event team and security staff also have basic first aid training.

Fire Safety equipment

Fire extinguishers are provided for the main site, however, traders must provide fire safety equipment on their stands including relevant fire extinguishers and fire blankets, appropriate to their activities (if cooking you must supply your own fire extinguisher and fire blanket). All fire extinguishers must be serviced within the last year with proof of this available for inspection by the event team on the day.

Waste disposal and Recycling

Traders are expected to keep their surrounding areas as clean as possible throughout the event. The event bins will be regularly emptied throughout the event by the Waste management company we work with. Those who do not take advantage of these facilities and leave any rubbish, staining or food debris within their pitch area will incur our standard on-the-spot clean-up fee of £150, or more if costs exceed this amount.

Data Protection

The information which you give on your application form will be used in accordance with the current Data Protection Act 1998. Other than the publication of your business contact details on our website, your personal and/or business data will not be passed on to anyone else; your information will be kept securely and will be kept no longer than necessary.

Anti-Social Behaviour

Any hostile, aggressive, rude or threatening behaviour towards event staff, exhibitors, contractors or visitors will not be tolerated. Incidences will be reported to event security and the local police where necessary. Any offending exhibitors may be asked to cease trading and no refunds will be permitted.



Key Contacts

General event enquiries: projects@norwichbid.co.uk

Billing enquiries: harrison.mcleod@norwichbid.co.uk

Exhibitor enquiries: projects@norwichbid.co.uk

Key Dates

Final payment date by 28 April 2024

All documents, including certificates and risk assessments by 1 May 2024



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