

THE SUFFOLK WEDDING SHOW

Exhibitor Information – Venue 16

Welcome to The Suffolk Wedding Show at Venue 16. We hope you have a great day with us!

Please take a moment to read through the information below.

Wi-Fi

To connect to the Wi-Fi, please scan the relevant **QR code located in the room where you are exhibiting**.

Drop-Off & Parking

You are welcome to unload your car at the **front of Venue 16**.

Once you have unloaded, **please move your car to the overflow car park before unpacking and setting up your stand**.

The overflow car park will be signposted.

When parking, please:

- Park vertically within an actual parking bay.
 - Do not park horizontally across multiple spaces.
 - Please move your vehicle as soon as you have unloaded so that the front of the venue remains clear.
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Health & Safety

Please ensure you are familiar with the following requirements:

Public Liability Insurance

Please have a copy of your Public Liability Insurance available on the day.

Electrical Equipment

All electrical equipment used must have a valid PAT test and be in good working condition.

If you requested electricity on your booking form, this will have been arranged for you.

If you did not request electricity, unfortunately this cannot be arranged at the last minute on the day. All electrical supplies have been installed and tested in advance for safety.

Candles, Flames & Heat

No live candles, naked flames or heat-generating equipment can be used at the venue.

Trip Hazards & Stand Space

Please ensure that none of your belongings, displays or equipment cause a trip hazard.

All items must remain within your allocated stand space and must not obstruct walkways or neighbouring stands.

Working at Height

Exhibitors must not work at heights of **2 metres or more**.

Any ladders or step ladders required must be your own.

Venue Information

Toilets

Toilets are clearly signposted within the venue.

Disabled Access

Disabled access is available via the ramp near the restaurant doors.

Emergency Procedure

In the event of an emergency, please follow the directions of venue staff and/or the emergency exit signs.

The designated meeting point is **at the front of the building** in the car park

First Aid

A first aider is available on site

If you require a first aider, please contact the **Venue 16 bar or registration desk**.

Free Samples & Allergens

If you are providing free food or drink samples, please ensure that:

- Any relevant allergens are clearly displayed.
- You hold a valid Food Safety Certificate where applicable.
- Samples are handled and presented safely.

Refreshments & Lunch

Chargeable early-morning refreshments will be available from **8:30am**.

Jamie will also be providing a **complimentary light lunch**, which will be delivered to your stand.

Lunch has not been pre-ordered and may contain allergens.

If you have a known food allergy, please make your server aware when your lunch is delivered.

Our Next Suffolk Wedding Shows

We hope you enjoy the show and have a fantastic day with us.

Our next shows will be:

Sunday 14th March 2027

Sunday 26th September 2027

We hope to see you at the next Suffolk Wedding Show!

Mel & Team xx