

NORWICH WINE WEEK

UNCORKED – Wednesday 18th June 2025

Showcase - Thursday 19th June – Sunday 29th June 2025

NORWICH WINE WEEK 2025 - TERMS & CONDITIONS

Norwich Wine Week will bring together the best producers, merchants and wine experts from the region to celebrate the county's flourishing wine scene. With evidence that our wine growing heritage dates back to the Roman era, it's little wonder that Norfolk has become such a rich territory for wine producing.

The week begins with a launch event at the National Centre of Writing, featuring vineyards and merchants to give visitors the chance to try a range of local tipples.

Norwich Wine Week is operated by [Norwich Business Improvement District](#) (BID).

Event details:

Location: National Centre of Writing, Dragon Hall, King Street, Norwich, NR1 1QE

Date: Wednesday 18th June 2025

Opening time: Corporate - 2pm-5pm & General Public 6pm-9pm

By purchasing an Exhibitor Space at Norwich Wine Week, you agree to adhere to the Event Organisers Terms and Conditions as laid out below.

Capacity: 180 attendees (90 per session)

1. 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.

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 limit your samples up to 25ml per sample only. 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.

2. Exhibitor Stand – Cost

Size	Cost
3m frontage	£60 + VAT

Exhibitor stands are offered as space only. Trestle tables and chairs for your stand are available on request. Exhibitors may however provide their own stand infrastructure.

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 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.

NORWICH WINE WEEK 2025 - TERMS & CONDITIONS

3. Services

As per the National Centre for Writing terms and conditions, all portable electrical equipment brought into the building must have been electrically PAT tested for safety within the 12 months prior to your event. We will require evidence of this before our event.

Wi-Fi as available across the venue free of charge.

4. Payment Terms

To secure your stand, your account balance is required within 30 days of the invoice date, due no later than Friday 16 May 2025.

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

For any payment queries, please contact Harrison McLeod, info@norwichbid.co.uk

5. Trading hours

All exhibitors are expected to be open and ready to trade 30 mins before the event opens at 14:00 and remain open until the event closes at 21.00

Set Up and Clear Down

Set Up: Available from 12:00 (Noon) to 13:30 (stand infrastructure only) on Wednesday 18th June 2025.

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

Clear Down: All exhibitors must ensure the space is left in a clean and undamaged state by 22:00 on Wednesday 18th June 2025. All equipment and materials must be taken away and any rubbish/debris disposed of appropriately.

6. Parking

There is very limited parking at The National Centre for Writing for large vehicles, any other vehicles should unload and park at Rose Lane or Rouen Road Car Parks. Please contact the Event Organisers for more information.

7. Licensing

The venue operators will hold the Personal License and the Premises License.(Think 25)

8. 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

NORWICH WINE WEEK 2025 - TERMS & CONDITIONS

need to submit digital copies of your Insurance Certificates covering the organisation for dates of the event by Friday 16th May 2025.

9. 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 safety measures for your own stand staff and the public. You will be asked to submit an electronic copy of this Risk Assessment by Friday 16th May 2025.

Any exhibitor or contractor offering food must provide a Food Hygiene rating of 5.

10. 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.

All required documentation must be submitted to info@norwichbid.co.uk no later than 16th May 2025.

11. 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 event, 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. Anything vegetarian/vegan/gluten free must be appropriately labelled.

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.

12. Sustainability

Norwich Wine Week operates sustainable event practices and is striving to further reduce all single use plastic. Norwich BID recognise that one of the greatest challenges to our city is how we look after our natural environment. Whilst the challenge is large, we understand that whilst we are limited individually to making small differences, as a collective we can make a significant positive impact through our activities. As part of our commitment to reducing the impact of our events on

NORWICH WINE WEEK 2025 - TERMS & CONDITIONS

the environment, we have developed the following mandatory guidance for food and drink. We want to deliver successful, and sustainable events, working with traders committed to sustainable practices.

Single-use plastics are prohibited and food containers/packaging must be reusable or fully compostable and where possible FSC certified. Fruit and vegetables should be locally sourced, and meat and egg products free range. Any fish products should be MSC certified. Sustainable products can be sourced locally from the Norwich Buyers Club, operated by Surplush.co.uk.

13. First Aid

First Aid services will be provided by the National Centre of Writing Duty Management team.

14. Fire Safety equipment:

Fire extinguishers are provided by the National Centre for Writing. Norwich BID will supply additional fire blankets if required for food outlets.

15. Waste disposal and Recycling

Traders are expected to keep their surrounding areas as clean as possible throughout the event and dispose of any rubbish appropriately.

16. 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.

17. Anti-Social Behaviour

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

18. Refunds/Cancellation Policy

Cancellations are accepted up 30 April 2025 and any monies paid. Any cancellations after this date will not be refunded.

As outlined in section 4: Payment Terms:

Your account must be paid in full within the 30 days of invoice date, no later than Friday 16th May 2025. Any exhibitors that have an outstanding balance by this date may lose their stand space, so we urge you to please communicate with us and look out for our emails, which is the events main method of communication. If you have any concerns about paying by this deadline, please contact us.

NORWICH WINE WEEK 2025 - TERMS & CONDITIONS

The event does not refund fees post event. In the case of force majeure whereby we must cancel the event, refunds for the exhibitor stand will be issued. No compensation or ancillary costs will be considered.

19. Key Contacts

General event enquiries: info@norwichbid.co.uk

Billing enquiries: info@norwichbid.co.uk

Exhibitor enquiries: info@norwichbid.co.uk

20. Key Dates

Final payment date by Friday 16th May 2025

All documents, including certificates and risk assessments by Friday 16th May 2025