

## INSIDE TRADE STAND RATES (INSIDE BUILDINGS)

INSIDE	Per m			Frontage	(Metres)			
Depth	frontage		3	6	9	12	15	18
3	£25.00	AMOUNT	£76.64	£153.26	£229.90	£306.52	£383.16	£459.78
		VAT	£11.49	£22.99	£34.48	£45.98	£57.47	£68.97
		<b>TOTAL</b>	<b>£88.13</b>	<b>£176.25</b>	<b>£264.38</b>	<b>£352.50</b>	<b>£440.63</b>	<b>£528.75</b>
6	£27.50	AMOUNT	£84.30	£168.59	£252.88	£337.17	£421.47	£505.77
		VAT	£12.64	£25.29	£37.93	£50.58	£63.22	£75.86
		<b>TOTAL</b>	<b>£96.94</b>	<b>£193.88</b>	<b>£290.81</b>	<b>£387.75</b>	<b>£484.69</b>	<b>£581.63</b>
9	£30.00	AMOUNT	£91.96	£183.91	£275.87	£367.83	£459.78	£551.74
		VAT	£13.79	£27.59	£41.38	£55.17	£68.97	£82.76
		<b>TOTAL</b>	<b>£105.75</b>	<b>£211.50</b>	<b>£317.25</b>	<b>£423.00</b>	<b>£528.75</b>	<b>£634.50</b>

## OUTSIDE TRADE STAND RATES

	Per m			Frontage	(Metres)			
Depth	frontage		3	6	9	12	15	18
3	£20.00	AMOUNT	£61.30	£122.60	£183.91	£245.22	£306.52	£367.83
		VAT	£9.20	£18.40	£27.59	£36.78	£45.98	£55.17
		<b>TOTAL</b>	<b>£70.50</b>	<b>£141.00</b>	<b>£211.50</b>	<b>£282.00</b>	<b>£352.50</b>	<b>£423.00</b>
6	£22.50	AMOUNT	£68.96	£137.94	£206.90	£270.00	£344.83	£413.80
		VAT	£10.35	£20.69	£31.04	£47.25	£51.73	£62.08
		<b>TOTAL</b>	<b>£79.31</b>	<b>£158.63</b>	<b>£237.94</b>	<b>£317.25</b>	<b>£396.56</b>	<b>£475.88</b>
9	£25.00	AMOUNT	£76.63	£153.26	£229.90	£306.52	£383.16	£459.78
		VAT	£11.50	£22.99	£34.48	£45.98	£57.47	£68.97
		<b>TOTAL</b>	<b>£88.13</b>	<b>£176.25</b>	<b>£264.38</b>	<b>£352.50</b>	<b>£440.63</b>	<b>£528.75</b>
12	£27.50	AMOUNT	£84.30	£168.59	£252.88	£337.17	£421.47	£505.77
		VAT	£12.64	£25.29	£37.93	£50.58	£63.22	£75.86
		<b>TOTAL</b>	<b>£96.94</b>	<b>£193.88</b>	<b>£290.81</b>	<b>£387.75</b>	<b>£484.69</b>	<b>£581.63</b>
15	£30.00	AMOUNT	£91.96	£183.91	£275.87	£367.83	£459.78	£551.74
		VAT	£13.79	£27.59	£41.38	£55.17	£68.97	£82.76
		<b>TOTAL</b>	<b>£105.75</b>	<b>£211.50</b>	<b>£317.25</b>	<b>£423.00</b>	<b>£528.75</b>	<b>£634.50</b>
18	£32.50	AMOUNT	£99.62	£199.24	£298.86	£398.48	£498.10	£597.72
		VAT	£14.94	£29.89	£44.83	£59.77	£74.71	£89.66
		<b>TOTAL</b>	<b>£114.56</b>	<b>£229.13</b>	<b>£343.69</b>	<b>£458.25</b>	<b>£572.81</b>	<b>£687.38</b>

# **TRADE STAND RULES & REGULATIONS**

## **GENERAL CONDITIONS**

- a) All exhibitors, their employees and contractors shall be subject to the rules and regulations of the Society, whilst on the Society's property, as interpreted by the Council and officials appointed by it. Any changes in legislation issued before the 2008 Show will be circulated to exhibitors who should pass relevant details on to their sub-contractors and staff. On notification to the exhibitor, these changes will become binding on all associated parties, as an integral part of these regulations.
- b) The trade stand schedule is issued subject to orders and advice of the Department for Environment, Food and Rural Affairs, the Health and Safety Executive and local authorities which may be operative during the period of preparation, Show days and dismantling of the Show. Traders are responsible for full compliance with all such legislation or orders.
- c) Roads, car parks and other areas on the Society's property shall be regarded as highways with special reference to road markings, speed restrictions (10 mph on all Society property) and the observations of parking restrictions. Wheel clamping may be used at the Society's discretion.
- d) Newark Showground is a public place. The full provisions of the Road Traffic Act 1991, including the specific offences of dangerous, careless and inconsiderate driving of a mechanically propelled vehicle, apply to this show.

## **CERTIFICATION BY THE DEPARTMENT OF TRADE**

The Show is certified by the Department of Trade for the purpose of Section 6(2) of the Registered Designs Act, 1949. Exhibitors who wish for protection afforded in the United Kingdom by the issue of this certificate must make formal application for the registration of a design not later than six months after the opening of the Show.

## **CANCELLATION OR POSTPONEMENT**

The Society reserves the right to cancel or postpone this Show or any particular section or event(s), for any legitimate reason, without compensation.

## **NON-COMPLIANCE WITH REGULATIONS OR ACTING IRRESPONSIBLY**

Show officials are authorised to order the removal from the showground of any article, animal or person, who in the opinion of the Society is causing or likely to cause, a nuisance, disturbance or breach of the peace, or an infringement of the Health and Safety Act (Etc) 1974, or to close the stand of any exhibitor who does not fully conform to these regulations or instructions of Society officials.

## **RECOVERY OF FINES, FEES AND CHARGES**

All fines, fees and charges imposed by and due to the Society shall be recoverable by the Society's officers and until payment is made, persons owing them shall be barred from exhibiting at the Society's events. All fees are payable in advance of the show.

## **HEALTH AND SAFETY**

Whilst on the Society's property, exhibitors, their employees and contractors must be aware of their duties and obligations, both to themselves and to visitors, as required by the Health and Safety at Work Act (Etc) 1974 and Regulations made in this document and at other times. Risk assessments should be available for inspection.

## TRADE STANDS REGULATIONS

1. **ADMISSION AND ARRIVAL ON SHOWGROUND, TIMES OF OPENING AND CLOSING.**
  - a) **Opening Times of the Show.** There will be no traffic movement once the show is open to the public. The Show will be open to the public from 9.00 am - 5.00 pm on Saturday 7<sup>th</sup> November and 9.00 am - 3.30 pm on Sunday 8<sup>th</sup> November. All exhibits must be completed by 8.30 am on the first day of the Show. Stands may not close before 5.00 pm on Saturday and 3.30 pm on Sunday.
  - b) **ALL EXHIBITORS MUST USE THE BLUE GATE ENTRANCE.**
  - c) **Blue Gate Opening Times for Exhibitors - Friday 8.00 am - 10.00 pm Saturday 6.30 am - 9.00 am then gates open again at 5.15pm. Sunday 7.30 am - 9.00 am then gates open again at 3.45pm.** All stands must be open by 9.00 am on Saturday and 10.00 am on Sunday and manned throughout the time the Show is open to the public. Special rules for loading/unloading will be distributed with your tickets.
  - d) ***Exhibitors or their contractors may not close or dismantle any part of their stands before 3.30 pm on the second day of the Show.*** Vehicles arriving for the removal of stands will not be allowed to enter the Showground under any circumstances until after 3.45pm on the second evening, or such later time as circumstances may require. All stands left unattended after close of the Show on Sunday 9<sup>th</sup> November 2008 are at the stand holder's risk. The Society will not accept responsibility for any losses or damage to equipment after the Show has closed.
  - e) **Failure to Open on the First Day.** Any exhibitor who fails to open his/her stand on the first day will not be allowed to open his/her stand on the second day (except where special conditions apply). There will be no refund or any fees paid to anyone who fails to open his/her stand.
  - f) **Excavations.** Before commencement The Chief Executive must approve any necessary excavations exceeding 0.2 m in depth. Such excavations must be re-instated within two days of the closure of the Show, at the exhibitor's expense; otherwise the Society will make good the ground and charge for such work.
  - g) **Final Clearance of Showground.** Trade stands must be cleared of content and rubbish by 12.00 pm Monday 9<sup>th</sup> November 2009.
  - h) **CUSTOMER COLLECTION POINT** - Location will be advised with your tickets. Collection Times Saturday 1000 - 1700 Sunday 1100 - 1530
2. **TRADE STAND APPLICATION**
  - a) Applications must reach the trade stand office, Newark & Nottinghamshire Agricultural Society, The Showground, Winthorpe, Newark, Notts, NG24 2NY not later than 5th October 2009. Exhibitors will only be allowed to sell/promote goods as listed on their application. Trade stand space will not be allocated until full cleared payment is received. Payment methods are incorporated in the trade stand application form.

- b) Cancellations. If an exhibitor cancels a trade stand application prior to 5th October 2009, an administration fee of £40.00 plus VAT will be deducted
- c) from any refund. Cancellation after 5th October 2009, for whatever reason, will result in the forfeit of all fees. The Society reserves the right to re-let the space.

d) **ADMISSION TICKETS AND VEHICLE PASSES**

All Trade Stands will receive 2 Trade Stand tickets, which admit two people to the Showground on both days. Additional tickets may be purchased when applying for the trade stand or at any time prior to the Show dates. There will be no cash refunds for tickets/passes not used.

3. **LAYOUT OF TRADE STANDS**

- a) Every endeavour will be made to meet the exhibitor's special requests, but no guarantee can be given, nor should it be assumed that any position chosen would be allocated.
- b) The Society reserves the right to refuse or cancel any trade stand entry, without any reason being given.
- c) Access/Egress. No trade stand shall encroach outside their clearly designated area, nor obstruct any warning signs, nor block access/egress. Gangways must be kept clear at all times.
- d) The Society will not be held responsible for the ground condition of the sites offered and will not guarantee to make good such sites.
- e) An application for a stand whether provisional or final, not having been fully paid for by 5th October 2009, will be regarded as vacated and will be re-let at the discretion of the officers of the Society. There will be no refund for any space not fully paid up and Rule 2 (b) will apply.

4. **SUB-LETTING OR MOVING WITHOUT PERMISSION**

Sub-letting of paid space is not allowed. Any person or firm that are found to be a sub-let tenant will become liable for the full rate of trade stand fee in their own right, irrespective of the fee paid by the original applicant. Exceptions must be applied and cleared in writing by the Society.

5. **UNACCEPTABLE TRADE STANDS**

Traders and exhibitors who exhibit, sell or advertise articles or devices which do not conform to an acceptable standard, whether offered or promoted, on roadways, avenues, car parks or other open spaces, or are items for sale or exhibition not as described on the trade stand application form, will be asked to discontinue such sale or leave the Society's property. Mock auctions, in the meaning of the Act, are not allowed.

6. **RISK ASSESSMENT**

A risk Assessment form must be completed and returned with your application. If applicable, this must include fire risk assessment. The appropriate risk assessment forms must also be available for inspection on your stand during the Show period.

7. **CATERING**

***Sale of foodstuffs ready for consumption:*** The catering rights on Newark Showground are held exclusively by the Society. No exhibitor may sell any food, confectionery, beverage (alcoholic or otherwise), cigarettes or tobacco on the Society's property, except those exhibitors with specific contracts or where special arrangements have been made. Any trader illegally selling such items will be made to leave the Society's premises.

8. **SIGNS, ADVERTISING, etc**

- a) All exhibitors must provide a clear company sign bearing the name of the organisation. Signs must not obscure signs or exhibits on neighbouring stands.
- b) All stands and/or sites allocated to exhibitors will be clearly numbered by the Society. Stand number plates must not be removed or obscured.
- c) Flagpoles and other structures must not be erected within a distance of 3 metres from any electricity or telegraph pole or electricity or telephone wires.
- d) Except on exhibitor's own stands, no exhibitor or other person shall fix or distribute any placard, leaflet or advertisement in any form on any part of the Showground, avenues, car parks, adjoining land or roadsides, except with the written permission of the Society.
- e) Exhibitors must not distribute leaflets or other publicity material to the public, other than from within their own trade stand areas, without the written permission of the Society. Show stewards will have the right to confiscate any publicity material being distributed contrary to this clause.
- f) Exhibitors, their associated agents or manufacturers are forbidden to use any form of aerial advertising without written permission for the Chief Executive.

9. **FIRE SAFETY**

The Society or a representative of the Fire Service may inspect all marquees; trade stands and occupied areas to ensure maximum fire safety. Any decision made by the Society or, the Fire Service must be accepted as final. **A No Smoking policy must be adhered to in all marquees and buildings.** Fire extinguishers must be provided by the marquee user or exhibitor. Attendants should be on duty during the whole time the public are in the structures.

10. **SECURITY**

- a) Security will be on site from 0700 Thursday 5<sup>th</sup> November through to 1700 Monday 9<sup>th</sup> November. The Society or the security firm can take no responsibility for any theft, damage or vandalism that may occur during this period. Stand holders must acquaint their contractors with this information. Any items of a removable nature should be securely locked in a building, caravan, etc or removed immediately after the Show. All vehicles, trailers, caravans, etc should be immobilised for the period they are on the stand site.

## 11. SERVICES

- A) **Electricity supply and installation.** All electrical connections are to be made by the Society's approved electrical contractors, McConnell's Electrical Services, whose *form is, enclosed within the trade stand Packs. THIS APPLIES TO OUTSIDE TRADE STANDS ONLY.*
- b) **Generators.** Exhibitors may not use generators unless these are completely silenced and do not cause any annoyance to either other exhibitors or the public. Trade Stand Secretary's decision shall be final should any complaint arise. The continued use of any offending equipment will result in closure of the offending stand.
- c) **All electrical equipment must have a current PAT Certificate/record.**

## 12. LOW PRESSURE GAS

- a) **Display Tanker Vehicles.** Vehicles used previously for carrying bulk flammable gas or liquid are to be purged and charged with inert gas. The certificate should be available for inspection.
- b) **Dispensing.** Flammable gas or liquid is not to be dispensed on the Showground without prior notice to the Fire Authority and until the site and proposals have been inspected, an agreement made and a risk assessment undertaken.
- c) The use of gas bottles is prohibited within the Exhibition Halls - please order sufficient electricity supply.
- d) All persons using LPG must submit a full risk assessment and that all equipment has the relevant test certification, which must be available for inspection on the day of the show.
- e) LPG cylinders should be stored on firm, level ground at least 1 metre from any building.
- f) To prevent tampering, every LPG storage area should be enclosed in a lockable compound of robust wire mesh or similar. Cages or surrounds made of wood or other combustible material are not acceptable.
- g) Propane cylinders must be used only in the open air and must not be used inside marquees, tents or other enclosures.
- h) Where working exhibits are within reach of exhibition visitors, notices shall be displayed stating that the appliance is working and should not be touched.
- i) Connection to the Showground gas supplies is strictly forbidden.

## 13. LITTER

Exhibitors are required to have their stands and the portions of the avenues or gangways immediately adjoining their stands, cleaned up each evening during the Show by 7.00 pm and the litter and refuse stacked ready for collection by the Society's contractors.

## 14. MACHINERY IN MOTION, ENGINES, etc

- a) Only smokeless fuel will be permitted during the time the Show is open to the public.
- b) All exhibits containing moving parts must be fitted with guards to comply with standard safety regulations governing the particular exhibit.
- c) All shafting, belts, gearing or anything that might be dangerous to the public must be fitted with adequate guards. All tractors or power units fitted with implements or attachments, if working, must be effectively protected.

- d) While the Society reserves the right of excluding any petroleum or spirit it may deem unsafe, this does not relieve the exhibitor from responsibility in the event of an accident or fire. Exhibitors must conform to the regulations of the local authority concerning the transport of inflammable items and have their own additional fire fighting equipment.
- e) Exhibitors of chain saws may only give working demonstrations if special permission in writing is given by the Society and, an appropriate body certifies the operator.
- f) The Guidelines of the Health and Safety Executive should be adhered to if LPG is used. Officers of the H & S E are in attendance on the Showground throughout the Show. By attending this Show, all traders take full responsibility for ensuring that their staff, exhibitors and sub contractors will comply fully with all relevant legislation, including the Health and Safety Act Etc 1974, applicable to their exhibit/stand.

15. **PERFORMING RIGHTS SOCIETY LIMITED (PRS) - COPYRIGHT ACT 1956**

No person may perform or allow to be performed any copyright music in public without the permission of the copyright owner. 'In public' means any place outside one's own domestic circle. The Act is enforced by the PRS, which collects fees and issues licences in respect of the musical performances. The PRS has informed the Society that stands using music in any circumstances - live bands, radios, background music; video tapes with music, etc should not do so without a licence. The trade stand holder should pay the fee for such a licence to the PRS. PRS inspectors monitor events of this nature. The Society cannot accept responsibility for any action taken against a stand exhibitor or any other person who contravenes the Copyright Act 1956.

16. **PHOTOGRAPHERS**

- a) No person shall ply for trade as a "snapshot" photographer or solicit business on the Society's grounds and car parks, with trade stands, exhibitors or other visitors to the Show. The Society reserves the right to expel from its property, without refund, anyone who infringes this regulation.
- b) Any person wishing to take photographs of stands or animals for commercial purposes must produce their credentials at the press pavilion on the days of the Show and obtain an official badge. Official photographers will have a badge. Others wishing to obtain permission must apply before the show.

17. **RADIO COMMUNICATIONS**

- a) Any exhibitor planning to use radio communications at the Show must have a Home Office licence and should advise the Society by 1<sup>st</sup> October 2009 of the supplier and frequency of the equipment to be used, in order that frequencies on site are co-ordinated. Unauthorised equipment arriving on the Showground, which causes disruption to an authorised user, will be banned.

- b) Anyone wishing to use a radio microphone for demonstrations or displays must inform the Society at least 2 months prior to the Show notwithstanding such its use may be banned should it interfere with the Show's own equipment or that of its contractors.

**18. DISCLAIMER OR LIABILITY AND RESPONSIBILITY OF EXHIBITORS**

- a) While on the Society's premises, or entering or leaving the same, the Society will not be responsible for any persons whatsoever, for any damage or loss however caused to the property of any such person, or for any injury, fatal or otherwise, to any such person, unless caused by direct negligence by the Society.
- b) The Society shall not be responsible for any accident, damage or loss however caused, that may occur to any exhibitor or his/her staff, or to any animal, article or property brought in to the Showground, or while entering or leaving the same. Exhibitors shall indemnify the Society from and against all actions, suits, expenses and claims on account of, or in respect of any such damage or injury, which may be caused or occasioned. Exhibitors should therefore insure against fire and public liability, not only with regard to their own property, but also against third party claims.
- c) The Society will not be responsible in any way for any article, plant machinery or object of any kind exhibited on the Showground. The exhibitor shall assume full responsibility, including liability for all claims arising out of the exhibition, handling or housing of such exhibits and the conduct of the stand generally. The exhibitor shall indemnify the Society against all claims, damages or expenses whatsoever in any way arising out of the presence of the exhibitor or his exhibits on the Showground.
- d) All exhibitors at the Newark & Nottinghamshire County Show must complete the RISK ASSESSMENT Form and return it with their Trade Stand application form.

**19. SALE OF FIREARMS, SHOTGUNS, AIR PISTOLS ETC**

Special authorisation for the sale of firearms, shotguns, air pistols, etc., must be obtained from the Chief Executive and Nottinghamshire Police Authority.  
**Sales of Knives** It is an offence to sell to a person under the age of 18yrs any knife, knife blade, razor blade or axe with the exception of folding pocket knives of less than 3 inches and razor blades permanently enclosed by a cartridge.

**By applying for space at this show you agree to abide by all of the foregoing provisions.**

This is a fundamental condition of entry.

## USEFUL INFORMATION

Places to stay		Taxis	
The Old Barn Hotel	01400 250909	A.A Taxis	01636 613613
The Deincourt Hotel	01636 602100	A.B.C Pete's Taxis	01636 677777
Red House Country Manor Hotel	01636 705266	A.C. Taxis	01636 610066
The Willow Tree	01636 626613	A1 Taxis	01636 700700
Manna Herbs B&B	01636 704437	Dick's Taxis	01636 677883
Travel Lodge	01636 640690	J.R Cars	01636 640488
Lime Tree Farm B&B	01636 892044	<b>Information</b>	
Places to Eat			
Inn on The Green	01636 676800	Tourist Information	01636 655765
Lord Nelson Inn	01636 703578	East Midlands Airport	01332 852852
Mint Leaf (Indian restaurant)	01636 646994	Train & Bus Information	0870 6082608

## MEMBERSHIP

Why not become a Member of Newark & Nottinghamshire Agricultural Society?

From Only £25.00 per year

### Benefits of Membership

**FREE** Admission to the County Show.

A right to attend the **Eve of Show Dinner**

**FREE** Admission to the Members Pavilion on Show Days.

**FREE** Admission to the Vintage Tractor Events.

The right to vote at **General Meetings**

AND After fourth full year Membership

25% Off for private functions on all facility hire excluding catering.



Mr S Burnside  
2 Old Post Office Cottages  
Wells Road  
Emborough  
Somerset  
BA3 4SD

September 14, 2009

Dear Steve,

**The 7<sup>th</sup> Newark Vintage Tractor and Heritage Show, 7<sup>th</sup> & 8<sup>th</sup> November 2009**

The Newark Vintage Tractor & Heritage show has become "The end of season show to attend" for exhibitors, traders and visitors. Part of the attraction of our show is that it is staged in our extensive suite of heated halls, including the George Stephenson Exhibition Hall, here at the Newark Showground. There is adequate car parking and camping facilities on our free draining and level site.

Each year we select a theme or anniversary and feature it in the Lady Eastwood Pavilion. This year we will be featuring International Displays.

The show offers a wide range of attractions from the interspersed mix of trade stands and exhibits, to craft stalls, tea and cakes area, the evening presentation and prize giving ceremony and, of course, the Remembrance Sunday Service.

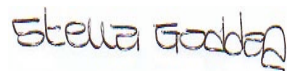
Food and a Bar will be available in the Joe Hallam Pavilion on the Friday evening till 9.30pm. The Cedric Ford Pavilion will be serving breakfast from 8.00am – 11.00am and Lunch from 12pm – 3pm on Saturday & Sunday. Tea and coffee will be served all day.

Exhibitors are all invited to attend the presentation ceremony on Saturday evening at 6.00pm in the Cedric Ford Pavilion (This is free of charge). There is no obligation to have dinner. A 3 course dinner will be available from 7.00pm followed by live music. There will also be a Remembrance Service on Sunday 8<sup>th</sup> November.

Should you be interested in attending please complete the relevant forms and return them for my attention. We are sure that you will want to be part of this fast growing event and that your presence here at the Newark & Nottinghamshire Vintage Tractor & Heritage Show will be beneficial to your company.

We hope that you will be able to join us on the 7<sup>th</sup> & 8<sup>th</sup> November 2009. If you have any queries please do not hesitate to contact me.

Yours faithfully,



Stella Goddard  
Trade Stand Secretary

# Newark & Nottinghamshire Vintage Tractor & Heritage Show

## Risk Assessment

Company \_\_\_\_\_ Name \_\_\_\_\_ Date of assessment \_\_\_\_\_

**All sections of this assessment must be completed any sections not applicable should be marked N/A  
Please also note that some activities and hazards have restrictions under our “terms & conditions of trade”**

Are any of the following hazards present	Yes / No	What level of risk does the hazard create	What controls are in place to reduce the risk to low
<b>Example</b>  Electrical equipment	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	All electrical equipment is certificated and connected via an RCD. Copies of certificates available for inspection. All cables and access to equipment is restricted.
Anything likely to cause a slip trip or fall	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	
Manual Handling	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	
Electrical equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	
Generators Including refuelling	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	
LPG Liquid petroleum gas	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	
Fire	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	
COSHH Any substances that may cause harm or have ill health effects	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	
Setting up Use of Taking down Displays or equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	

<b>Are any of the following hazards present</b>	<b>Yes / No</b>	<b>What level of risk does the hazard create</b>	<b>What controls are in place to reduce the risk to low</b>
Access and Egress To and from display Available space	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	
Weather	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	
Extremes of hot or cold	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	
Food Hygiene	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	
General tidiness Cleaning up of area Disposal of rubbish	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	
<b>Please add any other hazards onto the extra sheet attached that are specific to your business and have not already been identified above</b>			

If you find that you have identified a hazard with a high risk then you may need to produce a more detailed risk assessment. A blank specific risk assessment form is attached for your use. Please feel free to reproduce as many copies as you require, then attach to this document and return.

When looking at control measures to reduce the level of risk from the hazard it is worth using the following hierarchy.

- ∞ Eliminate (get rid of) the hazard
- ∞ Replace the hazard with one that has a lower risk
- ∞ Limit access to the hazard (barriers)
- ∞ Limit exposure to the hazard

Sign \_\_\_\_\_ Name \_\_\_\_\_

Name of person who will be responsible at the show \_\_\_\_\_

# Risk Assessment

Name of establishment	Date of assessment
Specific location of assessment	
Date of previous review	Date for next review
Name of person carrying out assessment	Signature

Details of the activity and any identified hazards
Who is likely to be affected by the activity or hazard
Likelihood of an injury occurring <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Severity of the injury likely to be incurred <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Controls put in place to reduce both the likelihood of injury occurring and / or the severity of the injury
Have the levels of risk been reduced to low as a result of the control measures Yes <input type="checkbox"/> No <input type="checkbox"/>
If no what else can be done to minimise the risk