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**Arthington Show – Sunday 1<sup>st</sup> July 2012**

The Society is now accepting applications for outdoor Trade/Craft Stands at the 2012 show to be held on the large showground in Pool-in-Wharfedale, near Otley, Leeds, LS21 2QA.

Site fees will be chargeable at £12 per metre frontage, or depth (to the nearest ½ metre), whichever is the greater. The minimum size will be 2m x 2m. Trestle tables will be charged at £7 each and folding chairs £2 each. All Registered Charities may apply for Stands at 50% of this rate but will be charged in full for tables and chairs. A standard 10ftx10ft gazebo is charged at 4 metres to allow for guy ropes.

The following conditions are listed for your help and information:-

- 1** The Society reserves the right to refuse any application received without any reason being given.
- 2** Exhibitors must not sublet any portion of the space allotted to them without prior consent, in writing, from the Trade Stand Organiser.
- 3** No auctioneering, lotteries or microphones will be allowed.
- 4** Electricity is not available on the Showground.
- 5** Access to the Showground on the Saturday evening before Show Day can be arranged. The Society will not accept any responsibility for units left on the Showground overnight.
- 6** Exhibitors are requested to take into consideration all ground space needed for public access around their stand when giving measurements. Please allow for guy ropes, caravan draw-bars, etc.
- 7** Any Exhibitor wishing to sell refreshments must first of all contact the Trade Stand Organiser to see if this is permissible.
- 8** No applications accepted after 27<sup>th</sup> June 2012.

I enclose a Trade/Craft Stand Application Form. It would be appreciated if this could be completed in capital letters and returned, as soon as possible, together with a cheque made payable to 'Arthington Show'.

It is hoped that you will feel able to support our show in 2012 and should you require any further information please do not hesitate to contact me.

Yours faithfully

Ryan Dowling  
Trade Stand Organiser.

# Trade/Craft Stand Application Form

Exhibitor's Name: .....

Company Name: .....

Address: .....  
.....  
.....

Postcode: .....

Tel: ..... Mobile: .....

Exhibits on Stand: .....

Number of Personnel: ..... Number of Vehicles: .....

Space Required:

Frontage: ..... Metres Depth: ..... Metres

No of Tables @ £7 each: ..... No of Chairs @ £2 each: .....

**NB. Please take into consideration all space needed for guy ropes and access needed for the public.**

I enclose cheque/postal order made payable to 'Arthington Show' to the value of £.....

Registered Charity No. (if applicable): .....

Signature: .....

Date.....

Please send application, together with payment, to **Ryan Dowling,  
49 Coppice Wood Cres.,  
Yeadon,  
Leeds.  
LS19 7LU**

## ***ARTHINGTON SHOW.***

President:: Mr. Alan J Raw.

### **Guidance on the Preparation of a Risk Assessment by Trade Stands.**

A Risk Assessment is put together to show that you have considered what could go wrong, and if appropriate have taken steps to reduce the risk of it happening and/or have a plan on how to respond if the worst happens. The more things on your list, the more it shows you have thought things through.

So the first job is to list potential Hazards. Consider:

- **Does your stand contain any potentially Hazardous items? (Hazardous either to the Public OR your staff/helpers). Such as:**
  1. Hot/Cold surfaces
  2. Sharp items (Knives, axes, saws etc.)
  3. Animals (that may bite, pass on fleas, cause allergic reactions etc.)
  4. Possible poisons (inhaled dust etc.)
  5. Machinery (even non-working), which could trap limbs or clothing.
  6. Electricity (including batteries)
  
- **Could people in or around your stand slip and/or trip?**
  1. On wet grass
  2. Over guy ropes
  3. Uneven ground (rabbit holes)
  
- **Could unexpected weather cause problems?**
  1. Blow the stand or part of it onto people
  2. Rain collecting on the roof
  3. Excess Heat or Cold.
  4. Too crowded because of people sheltering
  
- **Does your stand have unusual problems because of:**
  1. Too near trees
  2. Direct Sunlight.
  3. Too steep a slope

(Or any other similar problem of which the organisers should be aware).
  
- **How would you respond if an animal (Horse, cow, sheep, hen, ferret etc.) escaped and hid in your stand?**
  - **How would you respond if a customer had a medical emergency (Diabetic fit, Heart Attack etc.)?**

Making this list is the most important aspect. Next people usually allocate a "frequency" score and a "Seriousness" score to each hazard. The 'frequency' could be:

1. Happens at least every couple of shows.
2. Often happens once every few years
3. Never been known to happen to me.

And 'seriousness' could be:

1. Death or serious injury
2. First Aid case
3. Inconvenience.

You then multiply 'frequency' by 'seriousness' to give a figure for 'Risk'. You then make a decision that (for instance) everything with a 'Risk' factor of 4 or less will be looked at with a view of risk reduction and above 4 will be regarded as not requiring action at the moment.

**Remember** that the Show **does** have qualified paramedics on duty on the showground, but you shouldn't be relying on them or your Public Liability Insurance to get you out of any trouble.