

SAFETY INFORMATION FOR STALLHOLDERS

CARLISLE TOY FAIR

BORDERWAY EXHIBITION HALL, ROSEHILL, CARLISLE CA1 2RS

From Junction 43 – M6 follow A69 towards Carlisle, take left hand lane to first traffic lights and turn into Montgomery Way. The Borderway Exhibition Hall is set back on your left approximately half a mile along Montgomery Way.

1. Entry time for stallholders is from **7.30am**.

Arrival & Parking

2. Exhibitors can park near the entrance doors of the Exhibition Hall but are requested to then park either along the service road which runs directly alongside H&H offices and Exhibition Hall or in the main car park beside the hall. Stallholder's vehicles can remain parked here for the duration of the day. Please avoid parking in non-designated places and/or anywhere which is likely to impede emergency services, other stallholders or the public.
3. On arrival you will be required to check in at **registration** where you will be given the location of your table/s. A **floor plan** will also be provided for your general information on the day.
4. Please ensure your vehicle does not obstruct access roads, the two doors of entry into the Hall or the main (public) car park gates, when loading and unloading. Vehicles are parked at the owner's risk.
5. For reasons of security one of the two access doors into the exhibition hall (for unloading) will be closed at 9.00am. Unloading will of course continue via one set of doors.

Setting up

6. You are responsible for the safety, security and operation of your designated trade/display areas and stock.
7. Please adhere to your allotted floor/table space, ensuring that there are no intrusions or obstructions between designated table areas or into public thoroughfares or fire exit walkways.
8. In setting out your stalls you will be responsible for ensuring any shelving or display units are safe in construction and will not constitute a hazard to other stallholders or the general public.
9. For reasons of security please do not leave your stalls unattended, particularly between **10.30 am** and **3pm** when the toy fair will be open to the general public.

Electricity

10. Where you have a requirement for separate **electrical supply**, this must be first agreed by the organiser in conjunction with H&H staff and any such arrangement and devices (e.g. electric railway layouts) must meet the requisite health and safety standards.

- Particular care should be taken to ensure the environment is safe from hazards such as trailing wires. Mains leads within exhibitor areas should be routed to avoid public walkways as much as possible.
- All mains leads and equipment to be visually inspected by user before use and electrical devices must conform to the necessary Health and Safety Standards including cut-out switches where required.

Where working layouts or items are on show, exhibitors will be required to ensure suitable safety precautions are in place to protect both public safety and the items on show.

General information

11. In accordance with the '**No Smoking**' policy of Harrison and Hetherington, smoking is not permitted inside the building.
12. In the event of a fire alarm, all occupants of the Exhibition Hall will be evacuated. The assembly point is located outside the Hall in the main car park. **FIRE EXITS** are clearly marked at each end of the hall. Stallholders and public alike will be asked to make an orderly and safe evacuation of the building in the event of an emergency.
13. **Toilets** are available for all visitors. These can be found at the cafeteria end of the hall
14. The **cafeteria** will be open for stallholders from **8.30am**, serving tea, coffee, cold drinks, hot and cold food.
15. All **health and safety** requirements should be strictly adhered to at all times.
16. In the unlikely event that you become aware of someone behaving suspiciously you are requested to notify the organiser or H&H member of staff for information purposes.
17. In the event of an accident, however minor, the organiser or reception desk (entrance table) and the H&H site representative must be notified and the incident recorded.
18. A **First Aid** assistant from the North East Diecast Club (Mr Hedley Hall) has been identified and will be in attendance throughout the day.

All stallholders are asked to do everything as is reasonably practicable to ensure the health, safety and welfare of colleagues, staff and visitors to the Borderway Exhibition Hall.

NB: Neither the organiser; Harrison and Hetherington Ltd. or any of their representatives can be held responsible for loss or damage howsoever caused to stallholders, their representatives or property.

Hoping you have a good day, thank you for your support,

PLEASE RETAIN THIS INFORMATION SHEET WHILST ON THE PREMISES.

The next Carlisle Toy Fair will be announced on Sunday 29 September 2013
