Dear Lincolnshire Business,

The Lincolnshire Agricultural Society would like to invite you to attend the **AG-Careers Event** taking place on **Tuesday 4th February 2025, 9:30 – 14:30 at the Lincolnshire Showground.**

The AG-Careers Event is an interactive event aimed at **Secondary school students (Year 9 upwards), Home educators, College and Further Education students** and focuses on giving young people an insight into the range of careers available within agriculture, horticulture and the food sector. As employers within the sector, you can help encourage and inspire the next generation to start thinking ahead to their options once leaving secondary school/college. It is our aim that all young people will have a fantastic opportunity to gather comprehensive information and gain a real insight into the wide range of careers available within the high-tech, innovative, diverse and highly rewarding agriculture, horticulture and food manufacturing industry in Lincolnshire.

Our goal is to make this an interactive and meaningful event. We encourage you as an exhibitor to make your stand as interactive and hands-on as possible to encourage the students to engage with you and gain a taster of your area of work. We therefore request that employers do not bring sweets, pens and generic flyers to give away. Ultimately, we want the young people to leave the event with a better understanding and inspired and enthused to join the industry!

If you offer apprenticeships or courses aimed directly at school leavers, this is the perfect opportunity to talk to engaged school and college students. You may wish to ask an apprentice or trainee or someone with a specific job role to support this event.

Our indoor venue, the EPIC Centre and EXO Centre is large, and we have plenty of outdoor space.

We hope to make this AG-Careers Event an experience to remember, and I know that we will be able to demonstrate the passion, diversity, creativity, and innovation of Lincolnshire agriculture, horticulture and food sector businesses to support and develop young people in the region. We would be thrilled to have you join in this and hope you can attend.

It’s **free** to exhibit and partnership opportunities including sponsorship are available.

To book your stand, please complete and return this form before **Friday 12th January 2024.**

Kindest regards,

The Education Team

Lincolnshire Agricultural Society

**Form 1 – Exhibitor Booking Form**

**Form 2 – Risk assessment**

**Please return completed forms to:**

[education@lincolnshireshowground.co.uk](mailto:education@lincolnshireshowground.co.uk)

01522 585521 / 07720 740213

**Exhibitor Booking Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Exhibitor Name:** |  | | |
| **Contact Name:** |  | | |
| **Address:** |  | | |
| **Telephone:** |  | **Mobile (for day of visit):** |  |
| **Email:** |  | | |
| **Website:** |  | | |
| **Facebook / X:** |  | | |
| **Type of Industry:**  (e.g. Food/Manufacturing/  Agriculture/Horticulture) |  | | |
| **Will you be attending the event or asking a representative to attend on your behalf?** |  | | |

We would like exhibitors to share information about the skills needed to work within their organisation and any opportunities for apprenticeship vacancies or work experience.

|  |
| --- |
| **You MUST provide an interactive activity as part of your stand to support student engagement.**  **Please provide details of your activity, workshop or demonstration below:** |
|  |

|  |  |
| --- | --- |
| **In which way(s) would you like to interact with young people at this event (please tick all that apply)** | |
| I would like to book an exhibitor stand. |  |
| I’m not sure and would like to have a chat with someone first. |  |

**Exhibitor Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Each exhibitor will be allocated open space of 3m x 3m.** | | | |
| **Do you require extra space?**  **Size of space required:** |  | | |
| **Do your require electricity?** | Single 13-amp Twin 13-amp No electric | | |
| **Indoor or Outdoor:** |  | | |
| **Number of Tables:**  (1.8m x 0.8m) |  | | |
| **Number of Chairs:** |  | | |
| **Other resources needed:** |  | | |
| **We will be providing ‘goodie bags’ for students to take away on the day. Would you like to include any complementary items in the bags (please circle)?** | | Yes | No |
| **If yes, please provide details:** | | | |

**Completed Forms:**

Public Liability Insurance

Completed Risk Assessment

|  |  |
| --- | --- |
| **Signed:** |  |
| **Print Name:** |  |
| **Date:** |  |

**Form 2 - Risk Assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Organisation:** |  | **Signed:** |  |
| **Assessment completed by:** |  | **Dated:** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **SPECIFIC**  **HAZARD** | **INITIAL RISK RATING** | | | **ACTIONS TAKEN TO REDUCE RISK**  **(Control Measures)** | **REVISED RISK RATING** | | |
| **Likelihood (L)** | **Severity (S)** | **Rating**  **(L x S)** | **Likelihood (L)** | **Severity (S)** | **Rating**  **(L x S)** |
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### Notes for completion of Risk Assessment

### Risk Assessors must be competent to make their judgement by virtue of their knowledge, experience and training relating to the activities being assessed.

##### Likelihood (of occurrence) Severity (of probable injury)

1. Low (Unlikely to happen) 1. Low (Remote possibility of harm)

2. Medium (Likely to occur at some point) 2. Medium (Minor injuries)  
3. High (Very likely to occur) 3. High (Severe injury or damage)

To establish Risk Rating multiply “Likelihood” by “Severity”. Identify the appropriate Rating Action Band and take action as indicated.

Revised Risk Ratings greater than 4 are not acceptable and an exhibitor will not be allowed to attend the event.