

METHOD STATEMENT

ALL SPACE ONLY EXHIBITORS MUST COMPLETE THIS FORM,
DOES NOT NEED TO BE COMPLETED BY SHELL SCHEME EXHIBITORS

Contact Name:		Stand Number:	
Company (as on contract):			
Email Address:		Phone Number:	

Details of Construction:	See next page for explanation of all information to be completed in boxes below.		
Responsible Person:			
Stand Details & Locations:			
Access:			
Erection & Timetable:			
Stability:			
Lifting:			
Scaffolding:			
COSHH:			
Environment:			
Services:			
Safety Features:			
Exhibits:			
Electric are being installed by:	Official contractor:		Stand builders own staff:
Rigging will be required:	YES		NO

Signed: Date:/...../.....

I (as the responsible person on-site) confirm that all staff working on our project will be made aware of
(and will adhere to) both organiser and venue regulations.



Details of Construction:

Responsible Person:	The employee who will be responsible for the construction and breakdown of your stand.
Stand Details & Locations:	The loadings, dimensions, location, unusual stand features.
Access:	Details of the entry point into the halls and the route to the final position.
Erection & Timetable:	The sequence and schedule in which all the stand elements will be built, including alignment, electrical connections etc.
Stability:	Method of ensuring adequate support of any element that requires cross bracing, with calculations and inspection certificate from independent structural engineer.
Lifting:	Outline the equipment that will be used, their capacities, weight, locations and floor loadings. Check the operative's current licence or Certificate of Competence; check machines inspection certificate or maintenance record.
Scaffolding:	Include details of temporary and mobile scaffolds, access towers and other work at height which you intend to carry out.
COSHH:	Any proposed use of hazardous and toxic substances must be advised to the organiser and venue. Outline the protection provided for employees and workers on adjacent stands.
Environment:	Consider any abnormal noise that may be present, or work which may create dust or fumes. What ventilation and other control measures will be provided?
Services:	Note where electrical work will be carried out, welding, gases, compressed air, water or waste services will be brought onto site. Where any items are rigged to the venues suspension points, full details must be included in your technical plan, to describe all materials, method of construction and weight per suspension point.
Safety Features:	Identify the safety equipment and precautions that you will be providing on-site, including protective measures that will be implementing for all of the above, and areas of risk as highlighted by your Risk Assessment
Exhibits:	Provide the organiser with any/all details which may present a risk to the public and/or the operator. How will this exhibit be delivered on to your stand? What machine guarding or other special requirements are there? What hazardous waste will be produced?