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| **Please return to:**  Kayleigh Williams **Montgomery Group Asia**  E: [kayleigh.williams@montgomerygroup.com](mailto:kayleigh.williams@montgomerygroup.com)    **Keep a copy for your files**   **TO BE COMPLETED BY ALL CONTRACTORS** | | **A picture containing text  Description automatically generated**  Deadline: **Friday 29 April 2022** |
| *This is 1 of 5 of the Construction Phase Plan to be submitted to Kayleigh Williams, the other elements are:*   |  |  | | --- | --- | | 1. Risk Assessment 2. Stand Plans | 1. Method Statement 2. Contractor H&S Declaration | |  |  | | **Welfare Arrangement Form** | |

Under the **Health & Safety Regulations** all Space Only exhibition stands will be classed as **“mini construction sites”** (please read the *H&S Regulations & Information* section of the Manual). This means that a **Construction Phase Plan** will need to be submitted which includes the above listed documents. We have created the template below to make this process easier for you but if you have your own document, you can submit this instead.

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| **Name** |  | | |
| **Company** |  | | |
| **Stand Number(s)** |  | | |
| **Client (name of Exhibitor)** |  | | |
| **Has the organiser/client made you aware of the following:** | | Show Site Rules  Exhibition Build and Dismantle Timetable  Stand Build Rules and Regulations |  |
| **Please confirm that you have communicated the Site Rules with all staff who will be working onsite** | | **select yes or no** | |
| **Are you the Principal Designer AND Contractor?** | | Principal DesignerPrincipal Contractor | **Select yes or no**  **Select yes or no** |
| **If you have answered No to the questions above, please give details of the Principal Designer and/ or Contractor** | |  | |
| **Who is working on the job with you?**  *e.g. sub-contractors*  **Please list management structure and responsibilities** | |  | |
| **Welfare Arrangements – the Organisers have provided these facilities (see attached Site Locations Plan), please confirm you have communicated this information to all staff working onsite** | | Location of toilets onsiteAccess to hot waterAccess to drinking waterSeating/Restaurant |  |