**To be completed by ALL Space only exhibitors…**

METHOD STATEMENT

A **Method Statement** is an outline of the **stand build process**; it should show all aspects of stand construction from accessing the stand space to putting the finishing touches on the paintwork. The form below shows all the things that should be considered for the Method Statement.

It is not comprehensive or restrictive and additional facts may be added to make your statement as accurate as possible. It is only a guide to the order and what should be identified within the document.

**PLEASE COMPLETE THE METHOD STATEMENT BELOW AND SUBMIT.**

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| **STAND NAME & NUMBER** | Bradshaw Electric Vehicles CT-G224 |
| **EVENT** | RWM |
| **STAND BUILDER** | Bradshaw Electric Vehicles |
| **PERSON IN CHARGE & CONTACT DETAILS** | Ramsy Labassi  | **SIGNED:** |

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| **STAND DIMENSIONS** | -8 |
| **STAND HEIGHT** | -6 |
| **STAND MATERIALS** | What materials does your stand consist of? Do they comply with venue/event requirements?-Lightbox made from aluminum |
| **STAND DETAILS** | Please provide a brief summary of the elements of your stand. (Please include platform and ramp details)-Goupil G4 utility vehicles (LxWxH 3675 x 1574 x 1893 mm)Four Light boxes 2.5m tall x 1m wideLight box counter  |

IF ANY OF THE SECTIONS DO NOT APPLY TO YOUR STAND THEN PLEASE PUT **NOT APPLICABLE** (N/A) IN THE TEXT FIELD

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| **TIMETABLE** | Please state build-up and breakdown dates, time of arrival and estimates build time needed…10th September deliver equipment and vehiclesSet up stand |
| **ACCESS/UNLOADING OF MATERIALS** | How are you accessing the stand and how are you getting materials on to the stand?Materials and equipment arrive on the display vehicles |
| **CONSTRUCTION PROCESS** | Please outline the build process from first accessing the site to completing the stand…-Assemble the frames clip in lightbox fabric | ---- |
| **WORKING AT HEIGHT** | Are there any parts of stand building that requires working at height? How is this done safely? What is being used to raise materials?-N/A |
| **STABILITY** | How are you ensuring that all parts of the stand construction are stable?-N/A |
| **LIFTING** | Is there any lifting involved in the stand build? How is it ensured that it is done properly?-All operators are training in manual lifting and handling |
| **SCAFFOLDING** | Is there any scaffolding to be used during stand build? If so, then please clarify…-N/A |

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| **USE OF MACHINERY** | What machinery is used during stand construction?-N/A |
| **COSHH** | Are there any toxic or hazardous materials used?-N/A |
| **ENVIRONMENT** | How are you reducing impact to the environment? E.g. Noise, dust, fumes etc.-N/A |
| **SERVICES** | Who is in charge of fitting the services for your stand? Electrics, waste, lighting etc. and when are these to be done?-Electrics - venue supplier |
| **EXHIBITS** | Are there any exhibits on the stand that need to be set up and that may cause risks to the public?-Vehicles. All operators have had training in operating the vehiclesTwo vehicles - Goupil G4 - LxWxH 3675 x 1574 x 1893 mm |
| **ADDITIONAL COMMENTS** | - |

There may also be unforeseen circumstances that arise not of your making or on your allocated location that may cause you to modify the work program during the operation. There is also some equipment and types of operation that are not permitted in the certain venues. This may be normal practice in other venues around the world and care should be taken to ensure you conform to the requirements of the venue and apply those requirements to your working methods.