



services limited

# Trade Conference and Exhibition 2012 Method Statement form

This form must be completed by all space only exhibitors.

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| <b>Responsibility for stand</b><br>Please give name and full contact details and mobile number   |  |
| <b>Your contractors contact details</b><br>Please give name and mobile number  |  |
| <b>Stand number / letter</b>   |  |
| <b>Structure, construction and design details</b><br><br>Please also submit layout plans by Friday 27 April 2012                                       |  |
| <b>Access</b><br>Please state width and height of access required  |  |
| <b>Build details schedule</b><br>Please give details of sequence and schedule of stand construction, man hours, parties involved in construction, etc. |  |
| <b>Stability</b><br>Please give details of structural support, bracings, including information on all calculations and inspection certificates         |  |
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| <p><b>Lifting</b><br/>Please give details of all lifting equipment to be used, including capacity, location, weight, floor loadings, operation details and certification etc.</p> |  |
| <p><b>Scaffolding</b><br/>Give details of structures, temporary and permanent, including all measurements and operation details, etc.</p>   |  |
| <p><b>Services</b><br/>Give details of services required, such as electrical, gas, water, etc.</p>  |  |
| <p><b>Hazardous substances</b><br/>Give details of any toxic or hazardous substances to be used and any controls / protection to be used</p>                                      |  |
| <p><b>Safety features</b><br/>Identify safety equipment / precautions and protection to be used</p>   |  |
| <p><b>Exhibits</b><br/>Detail potential risks to visitors / operators</p>   |  |
| <p><b>Environment</b><br/>Give details of expected noise levels, dust, fumes and ventilation issues, and how these will be dealt with</p>   |  |

**Please return your completed form to Trade Conference and Exhibition 2012 on fax number 01625 413258 by Friday 27 April 2012.**