



**Method Statement** – This is a document that explains how you will be building your stand, you need to explain the way in which this will be done, including the length of time that it will take you. If you have a contractor they should complete this for you, however if you are building the stand yourself then you will need to fill this in.

Show name:

Exhibitor Company name:

Contractor Company name: (If you do not have a contractor please state this)

Stand number:

**Responsible Person(s) on site:** This person must be contactable during the build and breakdown of your stand and should be present during the build and breakdown periods)

Stand Details & Location:

**Access:** (This is how you plan to get into the venue and deliver the items to your stand)

**Build Schedule:** (This must include when you plan to arrive to build up your stand, dates and times, and when you plan to break your stand down)

**Special Risks:** (If you have any items on your stand that are of special risk, or can be deemed to be dangerous, please list them here, they will also need to be highlighted in you Risk Assessment. This would include vehicles, lasers, smoke machines, animals, etc)

**Stability:** (How will you ensure that your stand will be stable and will not fall down)

**Lifting:** (Will you need to use a forklift to unload your boxes or stand fitting? If it is please state that you have booked this. Is any other mechanical equipment required?)

**Working at Height:** (Will you be working at height, this is using a ladder or platform to build any section of your stand? If so, who will do this and what precautions will they take)

**COSSH:** (If you have any chemicals on your stand, please note these here. This could include paint, fillers, cleaning materials, etc)

**Environment:** (If you will be creating dust or other pollution during the build or breakdown of your stand, please note this and explain how you will reduce it.)

**Utilities:** (Will you be having water and waste or power on your stand, please note which and that you have ordered it)

**Waste:** (how will you dispose of the waste created by your stand build and breakdown, have you ordered suitable containers to remove this waste)

**Safety Features:** (Please note any safety features that you have on your stand, relating to Covid -19, any guards on machinery, handrails, etc)

**Exhibits:** (What are you exhibiting on your stand?)

**Contact name:** (Please put the name of the main point of contact on your stand, this person must be on your stand during the event)

**Emergency on-site contact number:**

**Signature:**

Please return to [OperationsEMEA@IAAPA.org](mailto:OperationsEMEA@IAAPA.org)