|  |  |  |
| --- | --- | --- |
| **1** | Show |  |
| **2** | Stand Number |  |
| **3** | Exhibiting companies name |  |
| **4** | Contracting companies name |  |
| **5** | Contracting companies email address. |  |
| **6** | Name and telephone number of employees who will supervise staff during the building and dismantle of the construction on site. | **Name**  **On site telephone number** |
| **7** | **Date and time** for the commencement of build | **Date**  **Time** |
| **8** | **Date and time** building will be completed | **Date**  **Time** |
| **9** | Is there any planned late building?  **This will require agreement from the show organisers**. | **Date**  **Finish time** |
| **10** | Date and time for commencement of dismantling the stand | **Date**  **Time** |
| **11** | Date and time the dismantle will be completed | **Date**  **Time** |

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| **13** **Management and communication**  Please indicate how you will communicate to other parties in the stand construction and breakdown process. This includes designers, Organisers, contractors, employees. Please tick | | | | | | |
|  | **Pre-Show**  **Written** | **Pre-Show**  **Verbal** | **Onsite**  **Written** | **Onsite**  **Verbal** | **Post show**  **Written** | **Post show**  **Verbal** |
| Exhibition timetable |  |  |  |  |  |  |
| Site rules and regulations |  |  |  |  |  |  |
| Site build regulations |  |  |  |  |  |  |
| Emergency procedures |  |  |  |  |  |  |
| Welfare arrangements |  |  |  |  |  |  |

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| **14** **Work to be undertaken**:  Please indicate the type of work to be undertaken during the construction and breakdown of the task | **Tick** |  | **Tick** |
| Electrical Installation |  | Laying a platform |  |
| Steel work |  | Fitting timber stand walls |  |
| Rigging |  | Painting stands walls |  |
| Hanging banners |  | Other |  |

|  |  |  |
| --- | --- | --- |
| **15 What are the main dangers on site**?  Please indicate the type of work to be undertaken during the construction and breakdown of the task | **Tick** | **What controls do you have?**  *complete for ticked hazards* |
| **Falls from height**   * Ensure ladders are in good condition, at the correct angle and secured * Prevent people and materials falling from platforms using guard rails, midrolls and toe boards |  |  |
| **Collapse of structure**   * Support structures with props. Props will be installed by a competent person **Name of competent person** |  |  |
| **Exposure to building dust**   * Prevent dust by wet cutting and vacuum extraction on tools * Use a vacuum cleaner rather that sweep. * Staff must wear a suitable well-fitting mask for the work undertaken |  |  |

**completed by:**

|  |
| --- |
| Name **(please print)** Signature Completion date |