



# Method Statement

**Customer:** Ai Dash

**Show:** LGA

**Venue:** Harrogate Convention Center

**Build Date: / Breakdown Date:** 20-21/10/2024 / 24/10/2024

## Introduction

This document has been prepared for exhibition projects by Motive Exhibitions, to cover all aspects of the event and associated activities. Motive Exhibitions is a company of Motive Graphics Ltd.

## Task Description of Works

Motive Exhibitions and/or their approved contractors will undertake an exhibition stand building and breakdown for Ai Dash at the LGA with stand number Q77. The stand construction is a Hybrid stand type.

The stand dimensions are 4000mm x 3000mm and is NOT a complex stand build and is therefore not applicable to any structural calculations. There are no hazardous materials on site pertaining to this stand.

The following H&S measures will be implemented when the exhibition is built and de-rigged on site to ensure the safety of all members of the team and surrounding personnel.

- All crew to wear appropriate PPE whilst working on stand build and surrounding elements to exhibition stand
- There are no exemptions to the above PPE policy for the build and de-rig

## Personnel

Motive Exhibitions will be sending experienced fitting crew members and will require access to site for the period of build and breakdown.

## Tools and Equipment

Battery operated power tools and hand tools will be available for use during the fitting. All the tools used will be supplied by Motive Graphics Limited and no equipment will be left unattended. While on site we will adhere to all rules and safety regulations required.

## Working at Height

When working at height, site operatives must ensure that the working area is cleared on a periodic basis to ensure that there is a safe working area to prevent slips, trips and falls. Staff members will ensure they adhere to all safety regulations and will not act in an irresponsible manner.

## Materials Used

Depending on the stand type above, the materials used will vary;

Our modular stand systems are either Bematrix aluminium framework which is a lightweight and strong modular framework which comes in a variety of sizes ranging from 496mm to 2976mm. Modular stands can be a backwall, 'L' shape or have 3 sides. It could also be in an island stand configuration which could be any configuration or a combination of all 3. When this modular framework is used, depending on the structure layout, a combination of steel bases plates, steel feet, stage weights or directly fixing the stand into the floor may be used. Steel base plates are made from 3mm powder coated steel and weigh 25 kg each. These are fixed using the BeMatrix M8 fittings. When the BeMatrix is required to be fixed to the floor, it is screwed into the platform



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timber floor using a BeMatrix frame 1mm Pin Connector and a suitable screw. The platform floor is a 36mm raised timber platform with a floor covering of either linoleum or carpet.

Where items such as TV's, shelves or signs are secured to the framework, timber inserts are put into the frame and fixed using the manufacturer's bracketing system. The weights of such equipment are taken into account in the CAD design phase and where necessary, the aforementioned fixing systems such as base plates are then factored into the CAD stress tests. Modular framework is covered with a fabric graphic printed with bespoke designs and a silicone cader stitched onto the edge. These are made to exact sizing to provide a seamless covering to the framework and timber inserts within. When the framework goes above 2.5m the rear of the stands are covered with a neutral coloured material secured to the stand using the velcro on the BeMatrix.

When custom stands are used, they are made from a combination of materials, such as varying timber materials, ACM, foamboard etc. Where structures are designed out of timber, they will be built from CNC cut formers, in house on our CNC and made by suitably skilled craftspeople. The finish of custom stands may be in a variety of ways such as painted, vinyl or laminate.

Our hybrid stand designs consist of using a modular framework base with bespoke features such as timber roof sections or bespoke furniture or other aspects. These are secured to the modular framework with suitable fixings.

All stands are built to a maximum of 4m in height to adhere to venue stand building guidance. Where requested, there may be rigging banners suspended above the exhibition stand. These are made out of either our modular framework, clad with a fabric graphic or using an aluminium tubing system with a sleeve graphic over the top of it. Only the construction of the framework and fabric is done by Motive Exhibitions, All rigging and lifting is done by the venue and is not done by Motive Exhibitions or their approved sub contractors.

On some exhibition stands a platform floor is installed which is a 36mm timber platform floor. This is made up of 400mm x 400mm base sheets placed on the corners of adjoining top OSB sheets, with the 1000mm x 1000mm OSB sheets on top screwed into them. Where necessary 18mm 2x1 timber lengths are done over the joins to stop the floor from having movement in it. All flooring is edged with a 38mm aluminium edging angle which is screwed directly into the floor. The platform flooring allows for the safe running of electric cables beneath the top flooring sheets to remove trip hazards from the stand.

## **Safety and Security**

Motive Graphics Limited agree to observe all security and safety regulations in force at the project venue at the time of the works. This will include ensuring that all personnel will carry any passes issued to them by the client and surrender them upon completion.

The venue must undertake to ensure all Motive Graphics Limited staff will be briefed on the fire and evacuation procedures in force at the venue if not listed in the exhibitor manual. All combustible materials are removed and all fire escapes and fire equipment will be kept clear and accessible.



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No specialist or protective equipment other than PPE clothing provided by Motive Graphics Limited will be required in the preparation of this event. High visibility jackets will be worn at all times when working on site and surrounding areas. All staff will be supervised and carry out all works in a safe, competent and efficient manner.

## Housekeeping

Motive Graphics Limited will leave all areas tidy and safe of waste materials upon completion of the build and breakdown. Care will be taken to ensure no damage occurs to any fixtures, fittings or areas within the venue.

## First Aid and Incidents

Minor first aid will be dealt with by Motive staff members unless they are unable to, in which case the incident will be reported to the venue staff in accordance with the site regulations.

## Emergency Procedures

The client or principal contractor will ensure that the existing site emergency procedures are followed and that relevant information is given to operatives at time of induction or when changes are made to procedures.

The closest A&E would be Heartlands Hospital, Bordesley Green East, Birmingham, B9 5SS.

## Preparation & Induction

A risk assessment has been carried out for all tasks which will be discussed with members of staff and the sub-contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and subcontractors will be inducted onto site by the principal contractor and will follow all site rules and safety procedures. All Motive Exhibitions colleagues and contractors will be provided with build plans prior to the event along with any information necessary pertaining to the specific event.

Any contractor passes are to either be sent by the organizers prior to the event or be available for our team to collect prior to entry to the build/de-rig.

The on stand team will have a briefing session prior to the event to communicate all stand rules and set out clear roles & responsibilities of all parties' that are present.

## Welfare

The exhibition organizers are responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and subcontractors, staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. Welfare facilities onsite during construction and dismantle phase including pre and post tenancy times will be the responsibility of the organizers with a minimum of; access to toilets, drinking water, boiling water, rest/seating area and retail food outlet or alternative source of food

## Electrics



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Any electrics required for the stand will be requested via the venue/exhibition organizers pre-agreed contractors and Motive Exhibitions will have no part in the supply of electrics to the stand. The only involvement of Motive Exhibitions personnel with regards to electrics will be to connect the items requiring electrical power into the supplied electrical sockets. Where necessary, all PAT testing will be completed by Motive Exhibitions' in-house qualified electrician. Electrical items will ONLY be connected after the electrical contractor has signed off the installation of power to the stand and deems them safe to use. Electrics are to be installed prior to our build commencing.