



Construction Phase Plan

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 Graphics Limited, to cover all aspects of the event and associated activities.

Description of Works

Motive Graphics Limited will undertake an exhibition stand fitting and breakdown for AI Dash at LGA held at Harrogate Convention Center.

project description	notes
Key dates	Build up - 20-21/10/2024 Breakdown - 24/10/2024
Projected timeframes	Build up - 1 day Breakdown - 1 day
Key team members	Sam Hudson Zak Kightley Dave Forsyth Daniel Hughes Will Pitts Adam Monico
Project manager contact details	Edward Marshall edward@motivegraphics.co.uk 01480 597444
Address of site	Harrogate Convention Center

site rules	notes
Health and safety	See risk assessment and method statement
Site PPE requirements	High visibility jacket to be worn at all times while on site. Gloves, goggles and hard hats will be available as required.
Site parking	Parking to be instructed by traffic officers on site
Site rules	A copy of the site rules will be made available to team



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members

team arrangements

notes

Site welfare

Toilets and drinking water will be available via the venue on site. Adequate time will be given for sustenance breaks as required.

Coordination of team

A briefing will take place upon arrival at site before any works commence, done by the principal contractor.

Site induction

To be taken place on arrival at the site, if required by the venue.

Emergency procedures

In the event of an emergency, team members will follow site guidelines.

Principal contractor duties

Plan, manage and assist with the work to take place.

Consult and engage with additional workers regarding health and safety.

Ensure a suitable working environment on arrival and to ensure correct and suitable PPE is available and worn where required.