

CWIEME Berlin 2026 - Method Statement Template

This form should be completed by the Space Only stand contractor or person responsible for the onsite construction.

Please note that this simplified form may be inadequate for the larger, complex stands and exhibitors should therefore submit their own version.

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| Exhibitor company name | |
| Stand number | |
| Dates you will be building your stand | |
| Contractor company name | |
| Contractor contact name | |
| Contractor contact number (must be able to be contacted onsite if need be) | |
| Contractor contact email (must be able to be contacted onsite if need be) | |
| Signature | |

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|---|--|
| Responsible person(s) onsite and contact number | |
| Stand details and location | |
| Access | |
| Erection and timetable | |
| Stability | |
| Lifting | |
| Scaffolding | |
| COSHH | |
| Environment | |
| Services | |
| Safety features | |
| Exhibits | |

Guidance Notes on how to complete your Method Statement

BELOW IS A SAMPLE FORM, DO NOT PHOTOCOPY AND SUBMIT THIS.
YOUR OWN VERSION MUST BE SUBMITTED USING THE BLANK FORM ABOVE.

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|--------------------|--|
| Responsible person | <p>The employee(s) who will be responsible for overseeing all the main construction and breakdown of the stand. If it is more than one person at different times please list them all.</p> <p>e.g. "Mr....." is in charge onsite, and can be contacted on xxxx mobile number in an emergency or out of hours"</p> |
| Build process | <p>The sequence and process in which all stand elements will be built including alignment, electrical connections etc.</p> <p>e.g. "We will erect the stand with two teams – one team for the upper deck and one team for the back wall, partition walls, displays etc (forklift trucks see lifting); the estimated number of hours to erect the stand is 36 which will fit in with the Organisers timetable; there will be no late working for this exhibition; the number of personnel needed (within the time allowed) to safely complete the stand is eight"</p> |
| Working at height | <p>Include details of temporary and mobile scaffold and access towers and other work at height which you intend to carry out. How you will work on live edges at height, ie clipped on or erect a temporary barrier. Appropriate ladders must be used on site, domestic ladders will not be allowed within the venue</p> <p>e.g. "A 3m mobile scaffold tower will be sourced locally, with all safeguards properly employed onsite. Operatives will be trained and experienced in scaffold systems"</p> <p>"Working on live edge at 2m – trained person will be wearing a suitable harness and will be clipped onto a suitable location whilst constructing the handrail to the edge of the stand"</p> |
| Safety features | <p>Identify the safety equipment and precautions that you will be providing onsite, including protective measures that you will be implementing for all of the above, and areas of risk as highlighted by your Risk Assessment</p> <p>e.g. "Hard hats will be supplied to all staff in the vicinity of overhead work; a banks man will be employed when reversing our vehicles"</p> |
| Exhibits | <p>Provide details of exhibits that may present a risk to the public and/or the operator. How will this exhibit be delivered onto your stand? What machine guarding or other special requirements are there? What hazardous waste will be produced?</p> <p>e.g. "The DR045/W machine will be roped off and strong transparent guards used as detailed in our Risk Assessment. It will be delivered onto the stand by the appointed lifting company. The waste will be collected after the show shuts each day and removed safely by Ltd. Access for this company will be arranged with the Organisers prior to the show by"</p> |