

# HOUSE RULES

INDUCTION FORM FOR THE CLIENT, EXHIBITOR AND CONTRACTORS

## START HERE

- Smoking is not permitted within the venue.
- Consumption of alcohol is prohibited on site during pack-in / pack-out.
- No persons under 16 years old are permitted onsite during pack-in / pack-out.



## PERSONAL PROTECTIVE EQUIPMENT

(if required)

Specified PPE (Personal Protective Equipment) must be worn in the venue during the pack-in and pack-out stages.

- Hi-Viz vest (orange or yellow).
- Closed toed footwear is a minimum requirement during pack-in and pack-out.
- Other PPE appropriate to the risk e.g. safety footwear, safety helmet. Please check with Vbase staff on-site if required.



## OK, NOW OVER HERE

(if required)

- All accidents, incidents, near misses, spills and hazards must be reported to Vbase staff straight away.
- In the event of an emergency proceed immediately to the assembly point indicated by Vbase staff on-site.
- Anybody entering the site whose actions, behaviour, appearance or conduct suggest that alcohol and/or drugs may impact their ability to take responsibility for their own safety, and that of others, will be refused entry.
- Failure to comply with the venue health and safety requirements may result in your removal from the site.



## SIGN HERE

By signing this induction form I agree to the venue rules listed above:

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Company:** \_\_\_\_\_

To ensure there's no delay to your entry into the venue please make sure you read and complete this form, and have it available for collection at the induction station.