

# SMART STUFF

## VBASE PRE EVENT SAFETY INFORMATION

### START HERE

We'll supply you (the client) with:

1. The event contract.
2. Venue plans + a specific event floor plan if applicable.
3. Vbase H&S Policies / Procedures - i.e pack in & pack out + rigging procedures.
4. Client Pre-Event Safety Checklist.
5. Template documents - Site Specific Safety Plan + Task Analysis (if required).
6. Menus and beverage lists.
7. Alcohol Management Policy if applicable.

If you're holding an expo you'll also receive:

8. Client and Exhibitor guide for expos (if applicable)

### NEXT BIT

What you'll need to return to us:

1. The signed contract.
2. Expo floor-plans require Vbase approval, before exhibitor stands go on sale.
3. Layout, equipment required, final floorplan, staff requirements (ie: security) and event schedule are required a minimum of 14 days out from your event.
4. Completed and signed Client Pre-Event Safety Checklist with applicable attachments. Note - this is required a minimum 14 days prior to event. If any key evidence is not available at the time the checklist is submitted, it must be provided for approval prior to pack-in.
5. Menu confirmed 14 days prior to the event.
6. Final catering numbers and special dietary requirements confirmed 5 working days out from the event.

### FINISH!

It is your responsibility to communicate to your contractors, exhibitors and crew (if applicable) regarding Vbase's Health and Safety policy and the Pack-in/Pack-out process.

In all instances for large events, a staggered pack in schedule should take place to ensure a smooth flow into the venue and a safe working environment. Please work with your Vbase Event Co-ordinator to create this work schedule.