

HOUSE RULES

INDUCTION FORM FOR THE CLIENT, EXHIBITOR AND CONTRACTORS

START HERE

- Smoking is not permitted within the venue.
- Vehicle Speed Limit is 5KPH for any vehicles operating within the venue and hazard lights must be on.
- Consumption of alcohol is prohibited on site during pack-in / pack-out.
- No persons under 16 years old are permitted onsite during to pack-in / pack-out.



PERSONAL PROTECTIVE EQUIPMENT

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. This will be captured on the hazard board if required. Please check to see what is applicable.



OK, NOW OVER HERE

- If you don't have your hi-viz vest and identification wristband on you won't be allowed into the venue during pack-in. Wristbands are issued by Vbase staff during induction.
- 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 on the emergency plan and hazard board.
- Contractors must update the venue hazard board with any hazards they bring onsite with controls.
- 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.
- Exhibitors/contractors whose staff are likely to change between the pack-in and pack-out are to ensure all staff under their control are inducted properly, are compliant with the site rules, and have the appropriate PPE.
- Failure to comply with the venue health and safety requirements may result in your removal from the site.
- Every item of electrical equipment that is brought onsite must be tested & tagged in accordance with NZ electrical laws.



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.