

# Application Form

## CANVASSING, SOLICITATION & DISTRIBUTION



Please complete and submit this form no later than 14 days prior the hiring period of the event by using the "Submit" button at the end of this form. For assistance, please contact:

**Event Services Assistant, Te Pae Christchurch Convention Centre**

**Phone:** +64 3 266 1440

**Email:** [EventServices@tepae.co.nz](mailto:EventServices@tepae.co.nz)

## Contact Details

Name:		Company Name	
Phone Number		Company Address	
Email Address		Post Code	
Name of Event		Stand Name	
Event Dates		Stand Number	

## Purpose

What will you be promoting during this event?	
How will this promotion be conducted?	
What items will be distributed?	
What quantity of items will be distributed per day?	
Where will the promotion take place?	

## Mandatory Requirements

These documents, and any other documents requested, from time to time, must be provided to Te Pae Christchurch with this completed application form.

Please send all documents to [EventServices@tepae.co.nz](mailto:EventServices@tepae.co.nz) along with your contact details as stated in the 'Contact Details' section of this document.

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Please tick the boxes to indicate you have provided the following information:

- Pre-approval from the Event Organiser

### Terms & Conditions

**(To be completed by the person responsible for the work to be performed)**

This activity has not been accepted to occur at Te Pae Christchurch Convention Centre until written confirmation of its approval is issued by Te Pae Christchurch, and in such circumstance, Te Pae Christchurch makes no representation, warranty or guarantee about the safety or legality of the activity or the completeness or accuracy of the information provided within this form, which is at all times the sole responsibility of the person listed in the Contact Details.

Te Pae Christchurch undertakes regular compliance checks and you may be required to provide evidence in relation to those requirements. If at any time, an activity or operations is considered by Te Pae Christchurch to be non-compliant with any legal or regulatory obligation, inconsistent with the information provided on this form, unsafe or placing persons, the venue or the environment at risk, Te Pae Christchurch representatives reserve the right to postpone or cancel the activity in its sole discretion until it is completely satisfied that its concerns are addressed and any issues are rectified.

Any approval by Te Pae Christchurch for this activity to occur does not give rise to an acceptance of any liability, loss or damage caused by the activity.

<b>Signed:</b>		<b>Date:</b>	
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**Submit**

**Te Pae Christchurch Convention Centre use only**

### Risk & Compliance Authorisation

<b>Authorised by:</b>	
<b>Comments:</b>	
<b>Signed:</b>	
<b>Date:</b>	