#### **APPLICATION FORM**

## Canvassing, Solicitation and Distribution



Important: Please download and open this form using Adobe Acrobat or PDF Reader to ensure this form can be submitted properly. Alternatively, please send the completed form to the details below.

Please complete and submit this form no later than 14 days prior to the hiring period of the event. For assistance, please contact:

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

Phone: +64 3 266 1400

Email: 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*

<sup>\*</sup> if applicable

## **Activity Details**

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**

It is the responsibility of all persons conducting a business or undertaking (PCBUs) and their staff to ensure that the Health and Safety at Work Act 2015, applicable legislation, procedures and safe work practices are followed, as far as reasonably practicable, to protect the health and safety of all persons.

#### Please tick the relevant boxes to confirm these requirements will be met:

	All approved solicitation and canvassing can only take place within the contracted event space, registration
area or	exhibitor stand.
	Pamphlets, brochures, catalogues and leaflets will not be distributed on vehicles around the centre or in
commo	n areas.
	Prior approval from the Event Organiser has been obtained.
7	A copy of all material intended for distribution is to be supplied with this application form

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be deemed unapp	oval of this application will be based on the proved unless a copy of all updated conter re retains the right to request materials de	nt has been sent	to the venue and changes notifie	ed.
	Documentation s, and any other documents as requested, ation form.	must be provide	d to Te Pae Christchurch with this	8
☐ Pre-approv	oxes to indicate you have provided the fowal from the Event Organiser.  Saterial to be distributed	llowing informat	ion:	
(To be completed This activity has n its approval is issue representation, we the information procedure Contact Details.)  Te Pae Christchur to those requirem compliant with an placing persons, to postpone or cance and any issues are Any approval by Te or damage cause.	e Pae Christchurch for this activity to occu d by the activity.	stchurch Conventreumstance, Te Figality of the actives the sole response, and you may be as is considered and with the informatic Christchurch response completely sati	cion Centre until written confirmation Centre until written confirmation of the completeness or accurrity or the completeness or accurrisibility of the person listed under the required to provide evidence in by Te Pae Christchurch to be non nation provided on this form, unsappresentatives reserve the right the sfied that its concerns are addressed.	relation  afe or ssed
Declaration I declare	)() that I have read and understood this applied	ication and have	completed this form to the best o	of my
knowledge.			·	•
Name:		Date:		
(Te Pae Christchu Authorisat	rch Convention Centre use only)			
Authorised by:	Signed:		Date:	
Comments:				