

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*	

* if applicable

Activity Details

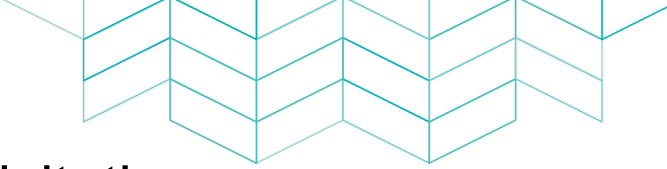
What will you be promoting during this event?	
How will this promotion be conducted?	
What items will be distributed?	
What quantity of items will be distributed per day?	
Where will the promotion take place?	

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 common areas.
- Prior approval from the Event Organiser has been obtained.
- A copy of all material intended for distribution is to be supplied with this application form.



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- The approval of this application will be based on the material sent with this form. Any updated versions will be deemed unapproved unless a copy of all updated content has been sent to the venue and changes notified.
- The centre retains the right to request materials deemed offensive or harmful be removed from distribution

Required Documentation

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

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

- Pre-approval from the Event Organiser.
- Copy of material to be distributed

Terms and 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 under 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.

Declaration

- I declare that I have read and understood this application and have completed this form to the best of my knowledge.

Name:		Date:	
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(Te Pae Christchurch Convention Centre use only)

Authorisation

Authorised by:		Signed:		Date:	
Comments:					