



Vehicle Display

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

Please complete and submit this form along with all required documentation 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		Company Phone	
Name of Event		Stand Name *	
Event Dates		Stand Number *	

* if applicable

Vehicle Details

Vehicle Type and Model	
Vehicle Registration	
Name of Delivery Person	
Phone of Delivery Person	
Vehicle Weight	
Please describe anticipated method of positioning the vehicle:	

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:

- Details of relevant vehicle or equipment specifications (e.g. size, weight, height etc.) will be supplied with this application.
- A separate set of keys will be left with the Te Pae Christchurch Control Room.

Vehicle Display

- As required, tray will be placed under all vehicles to prevent oil stains, when on display on Te Pae Christchurch carpet or tiles.
- Vehicle fuel tanks will not exceed $\frac{1}{4}$ of the tank, not including fuel that may be present in the fuel line and engine) when left in the Centre. If fuelled by ethanol, methanol or nitro methane, the fuel tank will be completely empty/purged.
- Vehicles will be accurately placed according to the appointed location(s) on the pre-approved floor plan.
- Vehicles will have floor protection placed if sharp turns or wheel turning is anticipated. The exhibitor or client accepts charges for any damage to venue flooring.
- All vehicles that are displayed on a gradient (e.g., one set of wheels on a ramp) will be locked and no access granted unless removing the vehicle from the display. If the display has the vehicle totally off the floor, chains or straps will be used to secure the vehicle for added safety.

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:

- Vehicle specifications
- Copy of certificate for public liability insurance not less than NZD\$10 million.
- A Risk Assessment to be completed by the person/s involved or performing the activity.

Terms and Conditions

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