

**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 by using the "Submit" button at the end of this form. For assistance, please contact:

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

**Phone:** +64 3 266 1400

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

### Plan Details

What is the total footprint/floorspace required for the stand?	
What is the height of the stand?	
Does the stand have any kind of enclosed ceiling? If so, please give details.	
Who will be responsible for the construction of the stand?	

### Mandatory Safety 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:**

- A stand with a roof or ceiling is required to accommodate additional fire protection equipment, including a smoke detector and portable CO2 or dry chemical extinguisher.
- Where halogen tube lights are used, the globe unit will be protected with safety glass to minimise the risk of explosion and fire.
- All temporary spotlights or the like will be at least 300mm away from the partitions or combustible goods.
- Any custom-built stand with a floor area of more than 50m<sup>2</sup> will be provided with at least one alternative means of egress to the walkways.
- Doors built into a stand comply with the requirements of an exit door i.e. open outwards with a push bar or level handle and if being used as part of the stand display, show an exit sign.

- Stands that are deemed by Te Pae Christchurch to have significant ceilings may require a Fire Engineer sign-off as nominated by the Centre at the exhibitor's expense.
- Any barriers incorporated into the custom-built stand will be designed so that they yield to pressure without toppling.
- Any double-storey stand as part of the Engineer Certificate will clearly define the number of occupants allowed taking into account any other item on the second storey.
- The maximum permissible stand height will allow for a 1m clearance between the centre's ceiling and the stand's highest point.
- Hold public liability insurance for the activities proposed in this form for a value no less than NZD\$10 million.

### 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:**

- A Risk Assessment to be completed by the person/s involved or performing the activity.
- Copy of certificate for public liability insurance not less than NZD\$10 million.
- Copy of proposed stand plans
- Engineer Certificate of the stand build, to be supplied prior to use (for double-storey stands).

### 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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Submit

**Te Pae Christchurch Convention Centre use only**

### Authorisation

Authorised by:		Signed:		Date:	
Comments:					