

# Application Form

## VEHICLE DISPLAY

Includes trailers and machinery



**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

## 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.
- 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.

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- 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.

## 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 or equipment 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)**

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:		<b>Submit</b>
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**Te Pae Christchurch Convention Centre use only**

## Authorisation

Authorised by:		Signed:		Date:	
Comments:					