



**EXHIBITORS AND CONTRACTOR INDUCTION FORM**  
**ASB SHOWGROUNDS / CLAUDELANDS SHOWGROUNDS**  
**TSB ARENA / HORNCastle ARENA**

**Exhibitors and Contractors MUST adhere to the following venue rules:**

**Print and bring this form with you to the venue**

- To reduce the chance of Covid-19 being spread at the event, if you feel unwell in any way, please do not enter the venue.”**
- Smoking is not permitted within the venue
- Vehicle Speed Limit is 5KPH for any vehicles operating within the venue and hazard lights must be flashing
- Specified PPE (Personal Protective Equipment) must be worn in the venue during the pack-in and pack-out stages.**
  - Hi-Viz vest (orange or yellow)**
  - Closed toed footwear is a minimum requirement during pack-in and pack-out
  - Other PPE appropriate to the risk e.g. safety footwear, safety helmet. This will be captured on the hazard board if required
- All ACCIDENTS/INCIDENTS/NEAR MISSES/SPILLS or any HAZARDS must be reported to expo staff immediately
- In the event of an emergency, you will be required to proceed immediately to the assembly point indicated on the emergency plan and hazard board
- Contractors must update the venue hazard board with any hazards they bring on site with controls
- Anybody entering this site whose actions/behavior/appearance/conduct suggests that alcohol or drugs maybe impacting on their ability to take responsibility for their own safety and that of others will be refused entry.
- Exhibitors whose staff are likely to change between the pack-in and pack-out are to ensure all staff under their control are inducted and compliant with the site rules and will have the appropriate PPE
- Failure to comply with the venue health and safety requirements may result in your removal from the site.
- Should any community transition of Covid-19 be apparent at the time of the Careers Expo, we may be required to provide contact tracing of all attendees and exhibitors to the Ministry of Health. This form will assist us in keeping an accurate record of all visitors.
- By signing this induction form I agree to the venue rules listed above.**

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**Please ensure you have this completed form and have it available for collection at the induction station to ensure no delay to your entry into the venue.**

If you have any questions or concerns, please don't hesitate to contact the organiser  
Email: mark@careersepo.org.nz / Mobile 027 4949316