

EXHIBITORS AND CONTRACTORS INDUCTION FORM HORNCASTLE ARENA, CHRISTCHURCH.



Exhibitors and Contractors MUST adhere to the following venue rules:

Print and bring this form with you to 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
- The Client, Exhibitors and Contractors are required to wear their wrist band and hi-viz vest prior to being permitted access into the venue during pack-in
- All ACCIDENTS/INCIDENTS/NEAR MISSES/SPILLS or any HAZARDS must be reported to Vbase 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.
- All clients, exhibitors and contractors must read and sign the attached indication form prior to entering the venue to commence pack in.** A Vbase Health and safety Crew will be positioned in the Loading Dock to induct visitors as they arrive. Once a signed copy of the induction form is received visitors will be issued with a wrist band to confirm that they are able to enter the venue. **Please note all pack in must be via the Loading Dock - exhibitors are not permitted to enter the Arena via the Concourse or Café**
- All clients, exhibitors and contractors must be in the appropriate PPE during the pack in and pack out periods. All clients, contractors and exhibitors are required to bring their own PPE to wear during the pack in and pack out periods. We will not have a supply available for people to borrow however they will be able to purchase their own high-vis vest on site for a cost of \$5.
- 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@careersexpo.org.nz / Mobile 027 4949316