

HiNZ EXHIBITION HEALTH & SAFETY INDUCTION FORM – PACK IN

WHAT YOU NEED TO DO!

Please read this form, print it and sign it overleaf.

Entry for exhibitors is via the loading dock at the south side of the conference venue. Exhibitors are prohibited from using the front doors of the conference venue during exhibitor pack-in. Your registration badge will be waiting for you at the loading dock entrance. On arrival, the HiNZ operations team will request this (signed) form. They will then give you a delegate badge and an identification wristband. This wristband authorizes you to enter the exhibition hall during pack-in. **No wristband – no entry – no exceptions.**

EXHIBITOR PACK IN

Exhibitor pack-in **starts at midday on Wednesday** 21 November 2018. You must be finished setting up your booth **by 5.30pm Wednesday**, as the delegate networking function in the exhibition hall begins at 5.45pm.

EARLY ACCESS

Only contractors building custom booths are allowed access prior to midday on Wednesday 21 November. To arrange early access you require permission from the HiNZ Operations Manager. This must be arranged **PRIOR** to Friday 16 November. To arrange early access for your booth builder, email Steve at operations@hinz.org.nz

If your exhibition builder is coming onsite they must:

- Identify themselves to HiNZ Operations Manager before commencing their display build.
- Wear appropriate PPE (Personal Protective Equipment) including hi-viz vest (orange and yellow) and closed toed footwear. They may require other PPE appropriate to the risk e.g. safety footwear, safety helmet. This will be captured on the hazard board if required, please check to see what is acceptable.
- Fully comply with all/any instructions from the PEEK onsite manager and the HiNZ Operations manager.
- During the exhibition build/dismantle the exhibition hall is considered a workplace and therefore all standard Health and Safety workplace processes and procedures apply.

TERMS OF ACCESS FOR EXHIBITORS DURING PACK-IN

- Every exhibitor is required to read and sign this form. After you sign this induction form, give it to the HiNZ operations staff at the venue loading dock. They will issue you with an identification wristband. If you don't have your identification wristband on you won't be allowed into the exhibition hall during pack-in.
- No display equipment or booth materials can be taken into the venue via the front door entrances. Access for exhibitor boxes and equipment is only via the venue loading dock. No exceptions.
- All exhibitors must wear closed toed footwear during exhibitor pack-in.
- Vehicle Speed Limit is 5KPH for any vehicles operating within the venue and loading dock and hazard lights must be on.
- Consumption of alcohol is prohibited on site during pack-in / pack-out and smoking is not permitted within the venue.
- No persons under 16 years old are permitted onsite during to pack-in / pack-out.
- Every external electrical cable or power box brought onsite must be tested & tagged in accordance with NZ electrical laws.
- Anybody entering the site whose actions, behaviour, appearance or conduct suggest that alcohol and/or drugs may impact their ability to take responsibility for their own safety, and that of others, will be refused entry.

- All exhibitors/contractors and their staff should familiarise themselves with emergency exits in case of fire or other emergency. In the event of an emergency proceed immediately to the assembly point indicated on the emergency plan and hazard board.
- Exhibitors/contractors must update the venue hazard board with any hazards they bring onsite. All accidents, incidents, near misses, spills and hazards must be reported to the Peek Exhibition site manager immediately.
- A risk assessment should be undertaken for each stand prior to pack in/pack out and all reasonable steps should be taken to prevent/reduce the risk of injury – examples of risks could be
 - Slipping/tripping on exposed electrical cables/boxes/stand furniture
 - All exposed cables to be covered
 - Risks of electric shock from exposed cables etc.
 - Erection/fall of temporary structures, posters or external fixtures
 - No stand structure/fittings beyond stand boundary
 - Safe ladder operations i.e. no standing on chairs to erect posters/fixtures
 - Safe lifting processes
 - Burns/scalding from hot liquids
 - Stand personnel rosters produced to reduce fatigue
- Failure to comply with the venue health and safety requirements may result in your removal from the site.

SIGN HERE

By signing this induction form I agree to abide by the health and safety rules listed above:

Signed: _____

Name: _____

Company: _____

Date: _____

To ensure your entry to exhibition pack-in is not delayed
please complete this form and have it ready to hand to the HiNZ operations team
when you arrive at the venue.