

EXHIBITOR GUIDE





Exhibitor Guide

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Exhibitor Guide

WELCOME TO TE PAE CHRISTCHURCH CONVENTION CENTRE

Kia ora,

Thank you for choosing Te Pae Christchurch Convention Centre as the venue for your event.

These guidelines have been developed to assist exhibition companies and exhibitors with planning for events at Te Pae Christchurch.

If you are having trouble finding the information you're looking for in these guidelines, please refer to our Venue Guide or feel free to get in touch with us.

We look forward to collaborating with you to create and deliver your successful event.

Venue Information

Te Pae Christchurch Convention Centre is a gathering place for the 21st century, an international standard venue that showcases the very best of what New Zealand has to offer.

Carefully designed and purpose-built to respond to a full range of event requirements, our world-class venue comprises an array of modern, flexible spaces: 24 meeting rooms, 1,400 seat auditorium, 200 booth exhibition hall, dedicated dining rooms, VIP spaces and organiser offices.

Located in the thriving centre of the South Island's largest city – just 20 minutes from the Christchurch International Airport, with its connections to major centres throughout Australia, Asia Pacific and the Americas – Te Pae Christchurch has been ideally positioned to allow guests and delegates to enjoy a unique and authentic experience of the city, and the wider region.

Te Pae Christchurch is proudly managed by ASM Global, one of the world's leading venue management groups.

CONTACT DETAILS

Name:	Te Pae Christchurch Convention Centre – Events Services
Postal address:	PO Box 899, Christchurch 8140, New Zealand
Street address:	188 Oxford Terrace
Loading Dock address:	102 Armagh Street
Telephone:	+64 (0)3 266 1400
Website:	http://www.tepae.co.nz
Email:	EventServices@tepae.co.nz

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ACCESSIBILITY

Te Pae Christchurch Convention Centre is committed to providing safe, equitable and inclusive access for all visitors. For all the venue's accessibility information, please refer to our dedicated [Accessibility Guide](#) which can be found in the Toolkit of our website.

The guide includes information on accessible ways of getting to Te Pae Christchurch, entry points, accessible amenities, and services.

ACCESS MAP



Exhibitor Guide

VENUE MAP

GROUND FLOOR



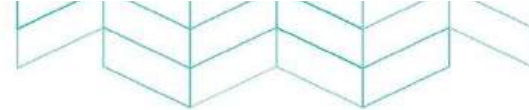
- Meeting Rooms
- River Rooms
- Boardroom, Hospitality Suite & Te Pae Lounge
- Foyers
- Halls
- Circulation Front of House
- Auditorium
- Speaker Prep and Organisers' Offices
- Back of House

LEVEL ONE



-  Stairs
-  Escalator
-  Passenger Lift
-  Back of House Lift
-  Toilets
-  Toilets - Accessible
-  Parents Room
-  Operable Walls





EXHIBITOR DELIVERIES AND STORAGE

LOADING DOCK

Te Pae Christchurch has a one-way loading dock area with **entry located at 102 Armagh Street** and exits on to Colombo Street.

ACCESS

Venue security team supervises entry to the loading dock and access is only allowed to vehicles arriving at their scheduled time as per the event loading/traffic management plan.

Exhibitors may access the Loading Dock during their scheduled event bump in and out times only.

If you require access outside these times, please contact your event organiser or

EventServices@tepae.co.nz.

Access to the Loading Dock for contractors and exhibitors is carefully scheduled to ensure that congestion on entry to the loading dock is minimised. If the Loading Dock is busy on your arrival, please do not block any public roads. We recommend exhibitors planning their arrival so that they do not all come at once.

The venue requests strict adherence to this schedule to ensure an effective loading plan can be delivered.

Please be aware that it may not be possible to accept any unscheduled arrivals and that they may be turned away at the control gate.

Please advise the centre of any third-party supplier you may have contracted needing access to the loading dock.

LOADING DOCK TRAFFIC AND PARKING

The Loading Dock is strictly a **NO PARKING** zone. Access to the Loading Dock is from Armagh Street only. Movement of vehicles on the loading dock is strictly one way. Vehicles may remain on the loading dock for a limited time (i.e., no longer than 20 minutes), to facilitate the off-loading or uploading of goods. Once exhibitors have offloaded, vehicles must vacate the area.

Should there be a need to extend the time allowed in the loading dock, prior arrangements must be discussed with your Event Coordinator for approval by the Security, Health & Safety Manager.

Abandoned vehicles or those exceeding the allotted unload time may be towed from site if they are hindering access to the loading area. Associated removal costs may apply.

LOADING DOCK LIMIT RESTRICTIONS

Armagh Street bridge is subject to the following weight restrictions: Gross weight 85% Class 1; weight restriction on any one axle: 5350kg.

Speed limit in the central city precinct is 30kmh.

The speed limit in the centre's loading dock is 10km.

Both entry and exit gates measure 6.5m wide x 4.8m high.

DELIVERIES

PRE-EVENT DELIVERIES

Due to a busy event schedule and limited storage at the venue, we recommend you use the venue's freight forwarder, Method Logistics for all freight delivery, collection and storage requirements.

Early deliveries will be accepted via the venue's Loading Dock one day before the bump in or on the day of bump in of the event. Loading Dock hours are from 07:00 – 16:00 Monday to Friday.



Exhibitor Guide

For any deliveries to the centre, please ensure your items are clearly identifiable (including event name, stand name and stand number) so that they can be accepted. We recommend you use the Te Pae Christchurch [delivery label](#) for incoming goods as this captures all information we need. The centre will not take responsibility for any incorrectly labelled goods. The centre will accept and sign for deliveries, however, upon receipt, Te Pae Christchurch will not be responsible for checking the status or condition of goods delivered and will not be responsible for any payment to delivery companies.

Please alert us of any large items you anticipate will be delivered or if you have any special deliveries requiring planning.

Should you not require use of the Loading Dock, we kindly ask that you access the venue via the main entrance on Oxford Terrace during your scheduled bump in and out times.

POST-EVENT COLLECTIONS

Exhibitors are expected to have all their items cleared from the event space within the bump out time allocated and collected no later than one day after the bump out. Any items left behind without instruction or un-labelled will be deemed abandoned and disposed of accordingly. Items with incorrect labels or packing will be disposed of accordingly and any costs may be on-charged. It is the exhibitor's/organiser's responsibility to arrange for collection of their own goods.

If exhibitors have items to be collected post-event by couriers etc., it is very important to ensure:

- Completed courier labels are attached to all packed items – the venue will not organise couriers on behalf of exhibitors or clients.
- An [Outgoing Dispatch Label](#) is attached to each item that is being collected with all fields completed.
- Items are at the correct collection point in the Loading Dock before exhibitors leave the venue.
- It is the responsibility of the exhibitor to ensure the courier is scheduled to arrive after all items are taken to the Loading Dock.

STORAGE

STORAGE OF ITEMS DURING EVENTS

Te Pae Christchurch does not provide storage on site. Exhibitors are advised to arrange storage via the centre's third-party storage provider, Method Logistics.

Please contact EventServices@tepae.co.nz for further details or refer to the section below.

Storage is not permitted in the centre's Loading Dock. Packing crates and wrapping are to be removed from the centre once loading of equipment has been completed. Waste removal can be organised by the centre – additional charges would apply.

METHOD LOGISTICS

Many events bump in times is on very tight parameters and deliveries may not be accepted at the venue earlier due to extremely limited storage space.

For bump out, exhibitors and contractors are to adhere to the dates and times allowed for this and ensure all venues are cleared accordingly.



Exhibitor Guide

For any storage and pre-event deliveries we recommend contacting our preferred logistics service provider who will assist you with storage, delivery, and collection of your goods. Method Logistics offer a door-to-stand service and are available to service your needs on weekends and outside normal business hours.

Specialising in exhibition and event freight forwarding – both domestic and international – Method Logistics can ensure that your product, display, and merchandise are in the right place, at the right time.

Providing a complete transport, materials handling and storage service, Method Logistics monitors freight from origin through to exhibition booth, ensuring goods are handled in a professional manner and all formalities/deadlines are met.

Method Logistics offers the following services:

- All local, interstate, and international transport services including delivery onto each exhibitor's stand at the venue
- Storage of early consignments, packing materials during the exhibition and storage after the exhibition
- For international exhibitors, a comprehensive international freight forwarding service tailored to each particular exhibitor's requirements
- A team of experts to arrange a full door-to-booth service, inclusive of freight, customs, and all handling.

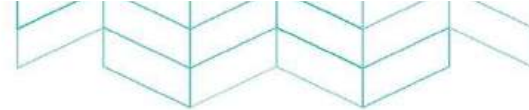
Method Logistics is a trusted provider and has been engaged by Te Pae Christchurch to assist you. Prior to your event, they will make contact to discuss and determine your individual freight and logistics requirements. In the meantime, for general inquiries please contact:

E: info@methodglobal.co.nz

T: 0800 463 846

<https://methodglobal.co.nz/>





EXHIBITOR SERVICES

Exhibitors can order a range of services, catering or stand enhancing items in advance of their event. Exhibitor orders include:

- Audio-visual equipment
- Banner hanging and rigging
- Cleaning services
- Internet services
- Security services
- Stand catering
- Venue furniture for use in stands
- Waste removal

You can book any services in the [Exhibitor Services Menu](#) by filling out the [Exhibitor Services Order Form](#) and emailing it to EventServices@tepae.co.nz or by calling +64 3 266 1400. All exhibitor services orders must be received **no later than 14 days prior to the event**.

The centre requires **full pre-payment of all exhibitor services** ordered before the hiring period commences to ensure delivery.

Upon confirmation of your order, an invoice will be sent with payment instructions. Invoices can be settled through bank transfer or credit card. Visa and Mastercard are accepted by Te Pae Christchurch. For credit card payments, a fee will be applied at the amount charged by the relevant external credit card merchant.

Please note Te Pae Christchurch is a cashless venue. Cash is not accepted as a form of payment.

To assist with any last-minute orders, general enquiries and printing services, the Event Services team may provide an exhibitor support desk in or around the Exhibition Halls during bump in and bump out and during the event operational phase if required. Alternatively, the Guest Services Desk will be available to offer assistance for any on-the-day requests.

AUDIO VISUAL EQUIPMENT

The centre has an experienced and professional audio-visual services department who provide a range of exclusive production services and support services, depending on your requirements.

Please refer to the [Exhibitor Services Menu](#) for equipment details and pricing and submit an [Exhibitor Services Order Form](#) to book.

If additional equipment is required and Te Pae Christchurch is not able to provide the same or similar requirements, please discuss this with your Event Coordinator or the Event Services team. Any contractors providing additional services must have prior centre approval before installation.

Should you be approved to use externally sourced audio-visual equipment, it is subject to electrical testing and tagging regulations. If equipment is found to be non-compliant, the equipment must be removed from the venue at the client's expense.

In some cases, the centre or its clients will need sourcing equipment from external suppliers. When this happens, please refer to our [Recommended Suppliers List](#) which includes contacts of suppliers that are familiar with the venue and have already been inducted to the centre's various procedures.

BANNER RIGGING AND HANGING

For any exhibitor banner and rigging requirements, please contact the event's appointed stand provider.

If the event does not have a stand provider, please contact EventServices@tepae.co.nz who will be able to assist.

Exhibition banners or signage must be a minimum of 1m within a stand's boundaries. It is not permitted to hang banners or signage that backs onto another exhibitor's stand without the express written permission of that exhibitor prior to the event.

In some areas of the centre, rigging bars are not available above every stand. Please check with your Event Organiser or appointed stand provider before confirming your rigging requirements. For ceiling height specifications, please refer to section 7.1.

CLEANING SERVICES

At commencement of tenancy, the centre will provide a clean space.

Exhibitors are responsible for keeping their exhibition stand or space clean and tidy. Venue staff will not clean an exhibitor's stand unless prior arrangements have been made.

Care must be taken in carpeted areas to avoid causing any damage. Charges will be applied in case of any damage, extra cleaning, or replacement of carpet.

A range of pre- and post-event cleaning services are available for an additional cost in the following instances:

- Additional or excess waste removal including cages and skips
- Detailed stand cleaning
- Document Destruction – destruction certificate available upon request
- Additional waste streams and bin sizes for stands available on request.

For details on cleaning services details and prices, please refer to the [Exhibitor Services Menu](#). To book cleaning services, please submit an [Exhibitor Services Order Form](#) or contact EventServices@tepae.co.nz.

FORKLIFTS

The venue has one forklift available for hire to exhibitors and contractors. The forklift can be hired with or without a driver, charged separately on an hourly rate.

The forklift can be hired on a half day or full day basis, alternatively there is a cost per lift that can be applied for smaller loads. Should you be utilising your own forklift operator, a copy of the certificate must be presented to the Security department prior to keys being issued (note: F-endorsement does not indicate currency for forklift).

Use of the forklift for extended periods is subject to availability and should be prebooked to ensure it is available on your required date. Please contact the Event Coordinator (Exhibitions), to discuss your requirements and cost thereof.

Payment is required prior to service being delivered for full day and half day rental. Access to the forklift will only be guaranteed upon payment. For ad hoc lifts, these can be paid on site via EFTPOS.

Should any contractor hire an external forklift under their own arrangements, the details must be shared with the designated Event Coordinator to ensure our Security Department is aware of the delivery.

Note: It is advisable that for stand-alone exhibitions or tradeshows with multiple exhibitors requiring use of the forklift, the client arrange for a full day's hire to ensure the forklift is dedicated to their event, easing the bump in and bump out process for their exhibitors.

FURNITURE

Te Pae Christchurch can provide basic furniture requirements for exhibitors such as trestle tables and chairs. These items are of high quality, are well maintained and cleaned regularly. The venue offers an Exhibitor Furniture Package as an affordable option to ensure stands are prepared and includes the following equipment:

- 1x 1820 x 460mm trestle table
- 2x chairs

Please refer to the [Exhibitor Services Menu](#) for further details and pricing and submit an [Exhibitor Services Order Form](#) or contact EventServices@tepae.co.nz to book.

INTERNET SERVICES

Te Pae Christchurch is the exclusive provider of information technology services in the venue. The ICT services team facilitates everything required to install, connect, repair, alter, or distribute information technology services, whether originating or terminating in the centre.

The venue offers a complimentary public Wi-Fi service available to all individuals inside the venue. Guests have access to free public wi-fi, with a 1Mbps access limit per user, on a shared 20Mbps bandwidth. This public Wi-Fi service is suitable for general Internet browsing (including emails) but does not allow for VPN or 'Point-of-Sale' connectivity.

CABLED INTERNET CONNECTION

Dedicated cabled internet connections can be arranged for exhibitors via a single network cable/wall port connection delivering Internet connectivity of at least 100Mbps with no data cap.

Please refer to the [Exhibitor Services Menu](#) for further details and pricing and submit an [Exhibitor Services Order Form](#) or contact EventServices@tepae.co.nz to book. Please indicate desired location of connection within exhibition stand.

The centre does not allow the use of external wireless access points other than the venue's fixed wireless infrastructure and reserves the right to disable wireless transmitting devices found in the venue with the potential to cause interference to the centre's wireless infrastructure.

SECURITY

Te Pae Christchurch Convention Centre takes every precaution to create a safe and secure environment for its clients, guests, personnel, and equipment.

The centre has 24-hour general building security augmented with CCTV cameras and alarm systems. CCTV cameras scan interior and exterior public areas and the centre's security personnel will respond quickly and professionally to any potential security issues or incidents.

The centre endeavours to maintain the venue as a safe and secure facility; however, clients, delegates, exhibitors and public attendees are also responsible for safeguarding their belongings, materials and equipment at all times. The centre is not responsible for safeguarding and/or the prevention of damage to

these items. The centre is not liable for any damage to or theft of event fittings while in the centre, except to the extent that such damage or theft was caused by the centre's negligence.

The centre's standard security includes basic perimeter security and locking up rooms at night. If additional personnel are required for event-specific needs, additional charges will apply. Please refer to the [Exhibitor Services Menu](#) for further details and pricing and submit an [Exhibitor Services Order Form](#) or contact EventServices@tepae.co.nz to book.

STAND CATERING

The centre provides a wide variety of food and beverage services including on-stand catering.

Please see the [Exhibitor Menu](#) which contains details of items available and terms and conditions. To order, please complete an [Exhibitor Services Order Form](#).

The centre is the sole provider of all food and beverage within the venue and all catering must be organised through the centre. External providers are not permitted in the centre unless prior written approval is obtained from Te Pae Christchurch Convention Centre management.

STAND FUNCTIONS

Exhibitors must ensure that all equipment required for stand activations is held within their allocated stand space. All equipment must, where possible, fit within the stand space. If this is not feasible, items must be positioned at the edge of the stand space and not create a flow or safety issue. Crowds resulting from such activities must not block the aisles at any time. Any such requests to expand outside of the allocated stand space must be approved by the exhibition organiser and advised to the centre in writing.

To arrange food and beverage hospitality services, please contact EventServices@tepae.co.nz to request the Exhibitor Menu which contains details of items available and terms and conditions. To order, please complete an [Exhibitor Services Order Form](#). Payment for any service provided is required in advance.

WASTE MANAGEMENT

Te Pae Christchurch Convention Centre is committed to best practices in resource recovery and recycling. The centre will provide facilities to enable segregation of waste materials generated during event bump in, operational and bump out (such as mixed recyclables, cardboard and paper, food organics, glass, plastic wrap and untreated timber). Please assist the centre by using the waste facilities provided.

A range of pre- and post-event additional exhibitor waste removal services are available in the following instances:

- Additional or excess waste removal including cages and skips
- Document Destruction – destruction certificate
- Additional waste streams and bins

Please refer to the [Exhibitor Services Menu](#) for further details and pricing of waste removal services and submit an [Exhibitor Services Order Form](#) or contact EventServices@tepae.co.nz to book.

The cost of the appropriate disposal of any hazardous waste including any toxic or bio-hazardous materials – during event bump in, operation, and bump out – is the client or exhibitor's responsibility, must be removed safely and securely and must not remain on the premises after bumping out. Discarding toxic chemicals or waste through the venue's drainage system or in the centre's general waste, is strictly prohibited and will incur significant remedial charges.

Please do not leave any rubbish behind. Packaging materials need to be correctly disposed of through recycling bins. If your packaging is not recyclable, you will need to take it away with you. If this is not possible, extra charges will apply.

ADDITIONAL GOODS OR SERVICES

Additional goods or services required whilst an event is operational may require prior centre approval and any applicable payment before delivery. For assistance, please contact EventServices@tepae.co.nz or call +64 3 266 1400.

If sourcing equipment from external suppliers is required, please refer to the centre's [Recommended Suppliers](#) list. This list includes contacts of suppliers that are familiar with the venue and have already been inducted to the centre's various procedures.

If you would like to engage any contractors providing additional services that are not on the centre's preferred supplier list, prior centre approval must be obtained before installation.

Should you be approved to use externally sourced equipment, it is subject to electrical testing and tagging regulations. If equipment is found to be non-compliant, the equipment must be removed from the venue at the client's expense.

FOOD AND BEVERAGE

Te Pae Christchurch has a strict food safety policy and has the sole catering rights to all food and beverage products. No exhibitor or organiser shall bring into the licensed area, distribute or give away any item of food or beverage to visitors at the centre without the prior completion and approval of the relevant [Cooking](#) or [Food and Beverage Sampling and Sales](#) application forms, and the written approval of Te Pae Christchurch.

ALCOHOL

As the liquor licence holder, Te Pae Christchurch Convention Centre retains the exclusive right for the sale, supply and service of all alcoholic beverages in the centre, in compliance with the Sale and Supply of Alcohol Act 2012. Anyone wishing to sell alcohol must apply for a separate off-site liquor licence which allows them to sell alcohol, not to be consumed on the premises. Please allow at least 20 working days before the date of the event to apply for this licence.

If the sale of take-away alcohol is a feature of a consumer event, exhibitors must complete the [Food and Beverage Sampling and Sales](#) application form and receive approval given by the centre's management. Each exhibitor will also need to apply to Christchurch City Council for a separate off-licence to allow them to sell their product at the event for take home consumption.

SALE AND SAMPLING OF EXTERNALLY SUPPLIED FOOD AND BEVERAGE

Exhibitors may request to provide samples for a type of food that promotes their business and increase their networking capacity (small items such as wrapped chocolates or lollies are exempt). In these cases, the venue would permit food sampling based on the size and quantity of the item(s). Any exhibitor wishing to highlight food related to their core business under the current sampling sizes may do so at no cost.

Items to be sampled must be directly related to the exhibitor's core business and served as bite-size pieces or in maximum 50gm portions. Beverages are limited to 100ml or less for non-alcoholic, 50ml or less for

wine and beer, 20ml or less for liquor spirits. Any food item for sale or sample must adhere to the Food Act 2014 and may be subject to inspection by the centre's Food Safety team.

The centre has established strict procedures for food safety to maintain the highest standards possible. When food preparation and food sampling occur, appropriate food handling and hygiene standards are to be applied. Details of the ingredients in food and beverage products are to be clearly displayed, including the presence of any allergens.

For more information on limits and requirements please refer to the relevant [Cooking](#) or [Food and Beverage Sampling and Sales](#) application forms. Please note that a cooking activity may also require the submission of a [Naked Flames](#) application and/or a [Hazardous Substances](#) permit.

Any exhibitor wishing to showcase a style of food above the sampling size limits, or that directly conflicts with the centre's food and beverage offerings will be subject to an external supply charge. This fee is levied to protect revenue streams that would typically be catered for by the venue. All food must be packaged and stored in the correct manner prior to and during the exhibition. No food sold is to be consumed on Te Pae Christchurch premises. The centre's Executive Chef and/or their team will inspect all food and storage solutions before sale.

ACTIVITIES REQUIRING APPROVAL

There are a variety of applications and permits that the venue needs to approve before specific activities can take place at an event. Please check what may apply to you or contact EventServices@tepae.co.nz for queries.

A consolidated list of the centre's application forms and permits can be found in Appendix A: Exhibitor Documents of this guide. They can also be accessed via the [Resources](#) page on the centre's website.

All applications and permits must be received no later than 14 days prior to the event. Forms received later than this may not acquire approval from the centre.

AMUSEMENT RIDES AND DEVICES

Use of amusement rides and devices as part of a stand or booth display requires permission from the centre. Amusement rides and devices include, but are not limited to:

- Mechanical rides
- Carnival games
- Slides
- Inflatables

Fixed and/or non-moving amusement rides, devices or games do not require approval from the centre.

All power supplies to the equipment must have a valid electrical tag.

For amusement rides and devices to be used indoors (such as inflatables), please check the height of the device will not reach the ceiling (see section 7.1. Ceiling Heights for more information), will not obstruct the fire impairment system, and that it is suitably fixed to the ground.

Information required:

- [Amusement Rides and Devices](#) application form
- Relevant images, plans and specifications of ride or device

- Risk Assessment
- Confirmation of Public Liability Insurance

ANIMALS

It is important to secure approval from the centre if animals are to be a part of a scheduled event to ensure their welfare, and the safety of all. If this permission is obtained, please ensure the care, control, and restraint of the animals while at the centre.

All areas where animals are not permitted will be clearly marked. In the case of food and beverage service areas on the floor, access to food preparation and service spaces will be off limits to animals. Please make sure you respect these indications.

Assistance animals may access Te Pae Christchurch. These animals have been certified by one of the organisations listed in Schedule 5 of the Dog Control Act 1996 as being a dog that has been trained (or is being trained) to assist a person with a disability. We ask that dogs wear their working vest identifying their role at all times.

Uncertified therapy/emotional support/companion animals are not included in the Act and do not meet the legal definition of an assistance animal and do not have the same public access rights. These animals may be refused entry.

Information required:

- [Animals](#) application form
- Details stating how the animal(s) will be cared for onsite including recapture plan.
- Risk Assessment
- Confirmation of Public Liability Insurance

CANVASSING, SOLICITATION AND DISTRIBUTION

The centre requires prior written approval for the solicitation and canvassing of business within the venue. All approved solicitation and canvassing can only take place within the contracted space. Distribution of pamphlets, brochures, catalogues, and leaflets on vehicles parked around the centre and common areas is not permissible.

The centre requires prior written approval for the display or distribution of any posters, advertising or other written, printed, electronic or digital material in connection with the centre, other than inside the contracted event facilities.

Distribution of printed media and advertising materials is restricted to the confines of any event registration area or exhibitor stand. The distribution of flyers/handouts/product samples must be authorised in writing by the centre's management.

The centre retains the right to request materials deemed offensive or harmful be removed from distribution.

Information required:

- [Canvassing, Solicitation and Distribution](#) application form
- Pre-approval from the event organiser
- Copy of material intended for distribution

COOKING

Permission is required from the centre for cooking food on a stand or booth. Please ensure that all requirements are discussed with your Event Organiser before finalising stand location as smoke isolation and connection to certain outlets may be required.

Information required:

- [Cooking](#) application form
- [Food and Beverage Sampling and Sales](#) application form (if food is being served)
- [Hazardous Substances](#) permit form (if LPG is being used)
- [Hot Work](#) permit form (if hot elements are being used)
- [Naked Flames](#) application form (if gas cooking is being used)
- Risk Assessment
- Confirmation of Public Liability Insurance

For more information and requirements please see section 5. Food and Beverage

CUSTOM BUILD STANDS

Te Pae Christchurch requires temporary structures built for exhibitions or events to comply with relevant legislation and they are to be constructed with the utmost concern for the safety of the public, employees, and contractors.

Due to fire engineering restrictions, the maximum permissible stand height should meet the requirements of the New Zealand Building Code.

It is recommended that exhibition booths considering a covered ceiling, use materials that are fire retardant, and water permeable. If design or stored stands require a non-water permeable ceiling, please submit your plans for review together with the appropriate certificates (see the [Custom Build Stand](#) application form for more details).

Please note that any non-water permeable ceiling requests will be considered on a case-by-case basis. As a minimum, stands with non-water permeable ceilings must be fitted with an automatic battery backup smoke detector and CO₂ or dry powder fire extinguisher.

The centre reserves the right to also request automatic dry powder extinguishers, in addition to the above mentioned for any stand it deems necessary. Note all two storey stands are deemed to have a ceiling and these requirements apply.

For all enclosed areas, with or without a non-water permeable ceiling, which are intended for the storage of goods or for the installation of electrical services (i.e. distribution box etc.), a portable dry powder or CO₂ type fire extinguisher is required within the enclosed area. All fire extinguishers must have an indicator always sign and remain accessible.

To meet fire safety and New Zealand Building Code requirements, please pay careful attention to the following:

- A stand with a roof or ceiling is required to provide additional fire protection equipment, such as a smoke detector and portable CO₂ or dry chemical extinguisher.
- Where halogen tube lights are used, ensure the globe unit is protected with safety glass to minimise the risk of explosion and fire.
- All temporary spotlights or the like are to be a minimum of 300mm from the partitions or any combustible goods.
- Any custom-built stand with a floor area of more than 50 square metres is to be provided with at least one alternative means of egress to the walkway areas.

- Doors built into a stand need to comply with the requirements of an exit door i.e. open outwards with a push bar or lever handle and if being used as part of the stand display, show an 'Exit' sign.
- Barriers incorporated into a custom-built stand are to be designed so that they yield to pressure without toppling.
- Double storey stands require an engineer's certificate prior to construction and an engineer's signoff once constructed to ensure compliance with certification.

Information required:

- [Custom Build Stand](#) application form (please ensure this is approved before confirming your stand design)
- Copy of proposed stand plans
- Engineer Certificate of the stand build (for double storey stands)
- Risk Assessment
- Confirmation of Public Liability Insurance

TIMBER

The use of timber for fencing, construction, and other purposes in areas accessible to the public should not pose a danger through splinters or nails. Timber should not be treated with any product that could stain clothing or cause skin irritations.

Please refrain from using any timber chemically treated with any product that may emit an odour or toxic vapour during construction or in displays. Please ensure there is no timber treated with creosote or any product containing creosote onsite, at any time.

RAISED FLOOR, STEPS AND RAMPS

Stand construction and access must be constructed as per the requirements outlined in the Building Act 2004. The following is a summary of additional requirements, which must be met by designers and builders to ensure adequate access, mobility, and to reduce the likelihood of slip and trip incidents:

- All raised floor sections or ramped edges are to be free of sharp or dangerous edges and anything that poses a trip hazard.
- Edges of thin decorative flooring such as carpet, vinyl, matting, wood, or the like, are to be taped down or firmly secured.
- Flooring that is between 32mm and 115mm high requires a bevelled edge which does not exceed an angle of 30 degrees. This bevelled edge is to be incorporated within the stand space and not encroach into the aisle. All flooring exceeding 115mm in height is deemed to be a step; for stands with a floor height exceeding 115mm that is occupied by the general public or exhibition attendees, a ramp must be provided within the allocated stand space.
- All steps and stairways must comply with the requirements of NZS/AS 1657:1992. Ladders are to comply with AS/NZS 1892.5:2000 Portable ladders – Selection, safe use and care.
- Any loose materials are to be steady under foot and not present a hazard. The base layer floor must be protected, and regulations apply to the installation and removal of these materials from the venue floor. For more details, please consult your Event Coordinator.

On the opening day of your event, a final safety inspection will be carried out by the Te Pae Christchurch Safety team ensuring all safety regulations have been observed. The centre reserves the right to remove anything identified as unsafe. It will be the responsibility of the exhibitor to source appropriate replacements.

Please ask for clarification from centre staff if unsure how to proceed.