

OTHER MATERIALS

Please ensure that materials used for lining, drapes, backdrops, blinds or overhead structures, signs, banners, theming, temporary structures, or similar for displays are made of fire-retardant materials as per the methods defined in AS/NZS 1530.2:1999.

Flammable materials are not permitted within the venue without first being fireproofed. The centre may require documentation confirming the fire-retardant capabilities of the materials.

The use of combustible materials such as plastics, paper, foam, and thin strips of timber should be limited and confined for decorative purposes. Their use should be kept to a minimum and not used for general wall covering.

Overhead fabric materials used for theming, or stand covers, canopies, or used as curtains or draperies, must be permeable to water.

DRONES

Te Pae Christchurch does not permit the flying or use of drones inside the venue or at events, nor generally at other times except with explicit permission from the centre's General Manager and appropriate safety measures being implemented.

Drones are unmanned aircraft under New Zealand legislation (Parts 101 and 102 of the Civil Aviation Act 1990) and their operation and safety are regulated by the Civil Aviation Safety Authority (CAA).

The use of drone technology has implications for privacy. If an organisation covered by the Privacy Act intends to use drone technology, it should do so in accordance with this Act. This would include giving notice to affected individuals regarding collection of their personal information, keeping it secure, and only using and disclosing the personal information as permitted under the Privacy Act.

If the use of drones is authorised, prior to their use please ensure that a satisfactory written flight plan has been provided to your Event Coordinator. This should demonstrate a professional strategy for the operation of drones and commitment to operate within the standard operating conditions set by CAA when flying drones at the venue.

For outdoor drone use please refer to Christchurch City Council for further information on areas to avoid: [Drones and remotely piloted aircraft : Christchurch City Council \(ccc.govt.nz\)](https://www.ccc.govt.nz/drones)

Information required:

- [Drones](#) application form
- Approved Flight Plan
- Copy of responsible person's certification as per legislative requirements and any training certifications
- Risk Assessment
- Confirmation of Public Liability Insurance

FIREARMS AND WEAPONS (INCLUDING PROPS AND REPLICAS)

The carrying of firearms and/or other weapons of any kind within the venue is limited to police officers on duty unless prior written approval is obtained from Te Pae Christchurch Convention Centre management. This also includes prop or imitation weapons.

For more information, please visit the [NZ Police website](https://www.nzpolice.govt.nz/).

If the event requires the display/selling/purchase of weapons, please contact your dedicated Te Pae Christchurch Event Coordinator immediately, who will liaise with our Security Team to conduct an assessment.

Information required:

- [Firearms and Weapons](#) (includes props and replicas) application form
- All applicable firearms licences as required by New Zealand legislation (New Zealand Firearms Licence – FRM23FLA (police.govt.nz))
- Risk Assessment
- Confirmation of Public Liability Insurance

COSPLAY EVENTS

All imitation firearms whether they are handmade, a toy or not, will not be permitted within the centre. Items that have the appearance of a working firearm, even where they do not function as one, are classified as imitation firearms. If you intend to bring such items into the centre, a Firearms and Weapons application form is required.

Real life and imitation military clothing are not permitted, with the sole exception of pre-1900s military uniform.

One general camouflage patterned clothing item is permitted, such as trousers or a top by itself however, a full camouflage outfit or imitation military uniforms is not. This extends to SWAT-style uniforms.

Gang insignia and racial/offensive tattoos are not permitted.

Costumes that overtly discriminate against specific ethnicities will not be permitted (for example, the Black and White Minstrels).

For more information, please visit the [NZ Police website](#).

FOOD AND BEVERAGE SAMPLING AND SALES

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 for example 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 showcase food related to their core business under the current sampling sizes may do so at no cost.

Any exhibitors wishing to bring externally sourced food or beverage into the venue (such as catering, a personal meal or food delivery like Uber Eats) must also seek approval from the centre. Exhibitors and organisers are encouraged to use the facilities provided at the centre or discover local food outlets.

Information required:

- [Food and Beverage Sampling and Sales](#) application form
- Copy of local Council or MPI registration to offer food or beverage to the public
- Copy of Duty Manager's License and Special License for Events granted by the Christchurch City Council (if selling alcohol)
- [Cooking](#) application form (if applicable)

Please also refer to the Food and Beverage section for more details.

LASERS

Laser light equipment or medical lasers for display purposes may only be used in compliance with the Australian/New Zealand Standard AS/NZ IEC 60825.1:2014 for Laser Safety.

Events and activities involving lasers must have a risk assessment to document how the risks to workers and guests will be minimised.

Special precautions and conditions are required for Class 3A, 3B and Class 4. These classes of laser should not be used for display purposes except under carefully controlled conditions by a competent trained operator.

Information required:

- [Lasers](#) application form
- A detailed laser display layout plan
- Safety Data Sheet
- Risk Assessment
- Confirmation of Public Liability Insurance

MEDICAL ACTIVITIES

Medical activities including tattooing, body piercing, cosmetic procedures and demonstrations using human cadavers, animals or specimen require the centre's permission and need to adhere to New Zealand legislation and Code of Ethics.

Specific requirements related to medical equipment calibration may be discussed with your Event Coordinator. Additional forms which may be required to be submitted (if applicable) may be a Lasers form (if medical lasers are being used) and/or a Hazardous Substances permit (e.g., for chemical cleaning products).

Information required:

- [Medical Activities](#) application form
- [Lasers](#) application form (if medical lasers are being used)
- Copy of government permits (if applicable)
- Copy of operator's medical licence and certifications (if applicable)
- Risk Assessment
- Confirmation of Public Liability Insurance

NAKED FLAMES

The centre's permission is required for the use of naked flame or candles.

Naked flames or candles can feature in a stand or booth if they are part of the product range or used for product demonstration. They can also be used as part of event theming or centrepieces for banquets. The centre may place a limit on the number of candles allowed.

When required, smoke isolation will be obtained. Please contact EventServices@tepae.co.nz for further information and to arrange. Relevant charges may apply.

Please ensure naked flames are safely positioned and cannot be knocked over or come into contact with any person or flammable item. Suitable containers are to be placed under candles to capture melted wax or under incense to catch falling ash. Please note extra charges apply in case of wax spillage on tablecloths and floors.

All materials in close proximity to the candle, or any lit item, are to be fire retardant. A fire extinguisher is required on the stand or booth, or near the flammable item.

Flames are to be extinguished 15 minutes prior to the stand or room being vacated at the end of the day. Stands must not be left unattended while candles are alight. Same rules apply to candles being used for an event other than an exhibition.

Naked flames also include indoor/outdoor fireplaces, ethanol burners, BBQs, gas heaters, fire pits etc.

Information required:

- [Naked Flames](#) application form
- [Hazardous Substances](#) permit form (if LPG is being used)
- Risk Assessment
- Confirmation of Public Liability Insurance

OTHER ACTIVITIES

For any other activity that could pose a potential risk or that the centre should be aware of, please submit an Other Activities application form for approval. If you intend to host a certain activity and are unsure of the requirements, please contact your event coordinator. Other activities can include:

- Pools, ponds, and water features
- Swimming pools and spa displays
- Moving displays
- Internal combustion engines
- Smoke machines
- Aerial performers
- Acrobatics
- Autonomous machinery
- Any other activity not deemed to be covered under Te Pae Christchurch's current application or permit forms

Information required:

- [Other Activities](#) application form
- Photographs and detail of activity or special requirement
- Copy of registration (if applicable for activity)
- Risk Assessment
- Confirmation of Public Liability Insurance

POOLS, PONDS, AND WATER FEATURES

Te Pae Christchurch requires details of any receptacles containing 200 litres or more of water or other liquids no later than 20 working days before the event.

Approval from Te Pae Christchurch must be given before any water feature can be installed within the centre.

For regulations on pools, ponds, and water, refer to [Te Pae Christchurch Health and Safety Guide](#). Please refer to section 16. Floor Loading for weight limits on the floor.

SWIMMING POOLS AND SPA DISPLAYS

There are minimum requirements to ensure the safety of any structure containing water to a depth greater than 300mm:

- A competent person needs to always be present when a pool/spa/water feature is installed to ensure that health and safety management is maintained.



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- The designated person will be deemed trained and competent in first aid and resuscitation techniques; the relevant certificates need to be provided to your Event Coordinator prior to bump in.
- There are no climbing devices such as ladders and footholds attached to the water feature.
- Where possible, the installation design should limit the number of access directions to the pool/spa/water feature.
- Pool signage complies with New Zealand Standards.

Overnight power to pools and spas will not be provided. Power to pools will be shut down outside of event opening hours. Please contact your Event Coordinator if certain equipment on the stand needs constant power supply, overnight included. Additional power charges will apply to power any water features. Approval from Te Pae Christchurch must be given before any water feature can be installed within the centre.

PYROTECHNICS

The use of pyrotechnics (including cold spark machines) requires permission from Te Pae Christchurch Health, Safety and Security Manager. A risk assessment will need to be completed first to obtain permission. Compliance with the Te Pae Christchurch Fire Engineer Report is to be strictly adhered to, and your Event Coordinator must be consulted before any pyrotechnic is factored into your event. Smoke isolation will need to be obtained, and relevant charges will apply.

External providers and operators of these activities need to provide proof of proper licence or qualification, previous experience, valid permits where necessary and safe work practices for the activities are to be performed.

Appropriate types and levels of insurance cover must be demonstrated in accordance with site practices for approval of third-party providers.

The centre will monitor providers' safe work practices for storage, transport, and use of pyrotechnics in accordance with event risk assessment outcomes.

Information required:

- [Pyrotechnics](#) application form
- Copy of qualification and certification of personnel performing the activity
- All firework specifications
- Authorised copy of indoor-pyrotechnic display written agreement and notification form (H4-2FHb) from the FENZ website: [Fireworks and pyrotechnic displays | Fire and Emergency New Zealand](#)
- [Hazardous Substances](#) permit
- Risk Assessment
- Confirmation of Public Liability Insurance

REMOTE CONTROLLED PLANT

Remote controlled plant can be, but is not limited to, power tools, vehicles, or any other equipment, fittings or machinery controlled remotely. This includes automated guided vehicles which need to adhere to the relevant safety standards and manufacturer requirements.

If use of remote operated plant is authorised, the operator must supply Te Pae Christchurch with a satisfactory operational plan prior to the event. This plan must demonstrate a professional requirement for the operation of the remote operated plant and a commitment to operate within the standard operating

conditions and the relevant safety standards and manufacturer requirements (if using automated guided vehicles).

Please ensure any plant and equipment brought onsite is appropriately maintained and compliant. Te Pae Christchurch requires current certificates of inspection for relevant types of equipment prior to the event. Please see section 6.6. for specific information on drones.

Information required:

- [Remote Controlled Plant](#) application form
- Detailed operational plan
- Copy of responsible person's certification as per legislative requirements and any training certifications
- Risk Assessment
- Confirmation of Public Liability Insurance

VEHICLE DISPLAY (INCLUDING TRAILER AND MACHINES)

In the interest of public safety and security, organisers or exhibitors planning to include a vehicle, trailer, or machine on their stand/in their event are requested to comply with the following:

- As required, place a drip tray underneath the vehicle (not required for electric vehicles).
- Vehicles should have an empty tank of fuel (the fuel tank/s of petrol/diesel must not exceed one quarter of the tank, not including fuel that may be present in the fuel line and engine) when left in the centre; lock/seal fuel tanks to prevent removal by third parties.
- For vehicles fuelled by ethanol, methanol or nitro methane, the fuel tanks must be completely empty/purged.
- Provide contact details for the person/s delivering and collecting the vehicles.
- Keys are not to be left with the vehicle. A second set is to be provided to the centre's control room in case of any emergency and requirement to shift the vehicle.
- The location of the vehicle shall not obstruct or block exits, not exceed floor loading limitations (please refer to section 7.7. Floor Loading for information) and will be placed in an appointed location at the discretion of the centre's Event Services and the Health and Safety teams.
- Ensure all vehicles that are displayed on a gradient (e.g., one set of wheels on a ramp) are locked and no access granted unless removing the vehicle from the display; if the display has the vehicle totally off the floor, use chains or straps to secure the vehicle for added safety.
- All machinery is fitted with guarding, fencing, immobilisation locks and other safety devices as appropriate. Signage above the machine is not considered an appropriate protective method.
- Please ensure only a qualified licensed driver will be operating the vehicle in the centre and is escorted by a staff member. Specific requirements apply to vehicles that require access to Level 1. Contact your Event Coordinator as soon as possible for requirements and instructions.

Information required:

- [Vehicle Display](#) application form
- Vehicle specifications
- Risk Assessment
- Confirmation of Public Liability Insurance

VEHICLES – USE AND OPERATION

Use and operation of vehicles or mobile equipment (including bikes, scooters, buggies, etc) within any area of the centre requires permission from Te Pae Christchurch.

- Please ensure compliance with applicable regulatory requirements (e.g., licences, safety equipment, number of passengers, maximum load).
- Te Pae Christchurch may require a Safety Management Plan relevant to the use of these vehicles.
- Details of moving displays requires prior approval from Te Pae Christchurch.
- Specific requirements apply to vehicles that require access to Level 1. Contact your Event Coordinator as soon as possible for requirements and instructions.
- If vehicle movement is required during events, a traffic management plan is required addressing safety, especially in and around visitors.
- Please ensure only a qualified licenced driver will be operating the vehicle in the centre.

PERMITS

Activities requiring permits must submit the relevant form no later than 14 days prior to the work commencing. Submissions later than this may be denied.

All approved permits must be collected from the Control Room on the day of work and are only valid for a maximum of one working day.

Consolidated list of permits can be found in Appendix A: Exhibitor Documents or on the website toolkit under Health and Safety.

ELECTRICAL WORK

Electrical work is any work involving low voltage, single or three-phase power and requires an [Electrical Work](#) permit from the centre. An electrical licence is required before any wiring or fitting work can be undertaken throughout the centre, regardless of the cost of the work and whether the work is residential, commercial, or industrial. All electricians must be registered with the Electrical Workers Registration Board (EWRB).

The centre carries out all power connections to the venue's main distribution system. No live work is permissible.

Access to floor pits for the installation of sub-mains cables, piped services and data and telecommunication services is limited to the centre's staff, or the client's authorised exhibition contractor with the permission of the centre.

HAZARDOUS SUBSTANCES

A "hazardous substance" is any substance, mixture or product that has the properties that are explosive, flammable, oxidising, corrosive or toxic, and has the potential to cause harm or damage to health or the environment (this includes LPG).

Hazardous substances are to be clearly labelled and safeguarded. Safety Data Sheets (SDS) which meet the requirements of NZ Health and Safety at Work (Hazardous Substances) Regulations 2017 are required for all hazardous materials brought to the venue.

The relevant emergency service organisations are notified of hazardous substances, including LPG, coming on site for an event and where they will be stored. Substances are to be stored, handled, and transported in accordance with this protocol and local policies and procedures, and that any additional emergency response equipment is made available if required.

When any hazardous substance is brought onto site for a specific event, the following information is required:

- The hazardous substance required to be on site
- The quantity of each hazardous substance
- When the substances will arrive and when the residual substance will leave site
- If there are any specialist storage requirements for the substance
- The appropriate SDS for each hazardous substance
- LPG will not be stored on-site overnight, and a list of quantities required is to be submitted
- [Hazardous Substances](#) permit submitted

Te Pae Christchurch does not have a facility for the overnight storage of LPG cylinders. Overnight storage within the exhibition space is not permitted.

Use of LPG for cooking or exhibition displays requires the centre's permission.

To ensure compliance with safety regulations, exhibitors are required to submit full details regarding the use of LPG cylinders prior to their event. Each application is assessed with public safety as the prime concern. The centre reserves the right to accept or reject any application. Please refer to the centre's Health and Safety Guide for more information and complete a Hazardous Substances Permit Form.

HOT WORK

"Hot work" includes all temporary operations involving open flames or producing heat and/or sparks, this includes, but is not limited to brazing, cutting, grinding, soldering, thawing, welding, and cooking.

Te Pae Christchurch will ensure that all hot work undertaken at the centre complies with the New Zealand Code of Practice for Safety in Welding and Cutting, NZS 4781. As with all fire risks though it is not just the potential damage or loss to a physical asset but also the associated impact and interruption to your business and the potentially devastating impact of loss of life.

Hot Work is subject to Te Pae Christchurch approving the [Hot Work](#) permit. No person is permitted to conduct hot work without the authorisation from Te Pae Christchurch and open-ended permits will not be approved.

All hot work activities need to be monitored by a person trained in the proper use of extinguishing equipment and who will keep watch for 60 minutes after work is completed.

WORKING AT HEIGHTS

Any temporary operations involving working at any height above two metres is classed as high risk and requires an authorised [Working at Heights](#) permit from the centre before any worker can commence working at heights. This includes working from a ladder or steps, using access equipment or rigging from external anchor points.

Te Pae Christchurch complies with the Health and Safety at Work Act 2015, Health and Safety in Employment Regulations and WorkSafe NZ best practice guidelines for working at height and managing workplace health and safety risks associated with a person falling from one level to another.

Event contractors, service providers, organisers, exhibitors need to provide a safe system of work where the risk of a fall cannot be eliminated.

When scaffolding is required for working at heights, the scaffolding must comply with the Health and Safety at Work Act 2015 and the Health and Safety in Employment Regulations 1995.

GUIDELINES FOR EXHIBITING AT TE PAE CHRISTCHURCH

The following section explains important information exhibitors should be aware of to ensure they exhibit safely and successfully in the venue.

CEILING HEIGHTS

Ceiling height throughout the Exhibition Halls is 10.1m. Please note, when using the Dobson Rooms as an extended exhibition space, the ceiling height in these areas is 5m and differs from the main Exhibition Halls.

Room	Ceiling height
Expo Hall 1, 2, 3 and 4	10.1m
Dobson Room 1, 2, 3 and 4	5m
Bealey Room 1	5m
Bealey Room 2	4.5m
Bealey Room 3	4.5m
Bealey Room 4	5.5m
Bealey Room 5	5.5m
Conway Room 1, 2, 3, 4 and 5	5.3m
The River Rooms Waitaki and Rakaia	5.9m
Ancillary spaces	2.7m

ELECTRICAL CONNECTIONS

An electrical licence is required before any wiring or fitting work can be undertaken throughout the centre, regardless of the cost of the work and whether the work is residential, commercial, or industrial. Please complete an [Electrical Work](#) permit form which can be found in the online toolkit.

The centre carries out all power connections to the venue's main distribution system. No live work is permissible.

Access to floor pits for the installation of sub-mains cables, piped services and data and telecommunication services is limited to the centre's staff, or the client's authorised exhibition contractor with the permission of the centre.

If you require a power connection, please contact EventServices@tepae.co.nz for a quotation.

ELECTRICAL TEST AND TAGGING

Any equipment brought onsite to the centre that will connect to an electrical outlet MUST have current electrical tagging.

For the safety of exhibitors and event guests, and for protection of the venue, all electrical appliances and leads for a commercial or public use must be tested and tagged with a current test tag.

Personal mobile phone or laptop chargers are exempt provided they are disconnected from the electricity supply at the end of each day.



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Te Pae Christchurch reserves the right to check commercial or personal equipment and remove any unsafe leads or equipment. Exhibitors will be liable for any costs or damages to the venue that arise due to the use of electrical devices that have not been tagged or tested.

EQUIPMENT AND MACHINERY REQUIREMENTS

Plant can be, but not limited to, forklifts, scissor lifts, boom lifts, power tools, cleaning machinery, vehicles, or any other equipment, fittings, or machinery.

A risk assessment will be conducted for all plant that is brought into the centre and will undergo a required visual inspection.

Please ensure any plant and equipment brought onsite is appropriately maintained and compliant. Te Pae Christchurch requires current certificates of inspection for certain types of equipment prior to the event. All machinery should be fitted with guarding, fencing or other controls to ensure safe operation and a safe environment for all. All electrical equipment is to be tagged and tested. Only qualified operators can operate plant and equipment. Make sure applicable licences are available.

Safety measures should be implemented and documented with any plant (e.g., equipment, machinery, or tools) used for repair, construction, maintenance, or cleaning. These measures should be risk assessed and be appropriate to the task.

As far as reasonably practicable, plant shall be kept secure to prevent interference with it or risk to health and safety from inadvertent or other access. This includes plant that is not in use.

Any worker or other person carrying out work on plant shall be given all information, as far as reasonably practicable, to enable them to eliminate or minimise risks to health and safety.

The centre shall ensure that risks associated with working on the plant are monitored by means of inspections and safe work observations.

DOOR MEASUREMENTS

Space	Measurements (Width x Height)	Notes
Auditorium	2.92m x 2.34m	FOH access Ground Floor
Auditorium	2.22m x 2.34m	BOH access Ground Floor
Auditorium	3.2m x 3m	Loading dock to stage
Expo Hall 1	2.98m x 2.98	Swing door to BOH
Expo Hall 1	1.8m x 2.39m	FOH doors
Expo Hall 2	1.8m x 2.39m	BOH / FOH
Expo Hall 3	1.8m x 2.39m	BOH / FOH
Expo Hall 4	4.95m x 4.76m	From loading dock to Expo Hall 4
Expo Hall 4	1.8m x 2.39m	FOH
Dobson Room 1, 2, 3 and 4	1.8m x 2.39m	
Bealey Room 1, 2, 3, 4 and 5	2.2m x 2.6m	
Conway 1, 2, 3, 4 and 5	1.8m x 2.34m	Conway Foyer into Conway Rooms

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Conway Foyer	2.2m x 2.34m	Level One Foyer to Conway Foyer
Waitaki Room	2.4m x 2.34m	Room to FOH
Rakaia Room	2.22m x 2.34m	Room to FOH
Waitaki Room	2.4m x 2.34m	Room to BOH stairs

EVENT COMPLETION

Please follow bump out instructions and timings. Exhibitors are asked not to dismantle their stands before the stipulated time. All stands must be completely removed by the stipulated time.

High visibility clothing and closed toe shoes must be worn at all times while packing up your stand. Children under the age of 15 are not permitted onsite at any time during bump out.

EXHIBITOR ACCREDITATION

Exhibitor accreditation is to be always worn during bump in, bump out, and event days.

For security reasons, exhibitors not wearing their accreditation may be asked to provide information on their participation at the event through the organiser/exhibitor company.

All exhibitors, delegates and event organisers must always wear the accreditation supplied by the event organiser when entering the centre.

Accreditation is at the discretion of the event organiser.

Failure by any party to comply with the access controls of Te Pae Christchurch may result in persons being stopped from undertaking any work or expulsion from the centre.

FLOOR LOADING

When moving and positioning heavy items within the venue, it is important to consider the floor loading of the area and the path available to that area.

Area	Gross Mass (kg)	Point Live Loads (kN)	UDL Live Loads (kPa)
Exhibition Centre	10,000kg	31 kN	15 kPa
Dobson Rooms	10,000kg	31 kN	15 kPa
Ground Floor Foyers	2,500kg	18 kN	5 kPa
Bealey Rooms	2,500kg	18 kN	5 kPa
Level 2 Foyer	2,500kg	13 kN	5 kPa
Conway Rooms	2,500kg	13 kN	5 kPa
River Rooms	2,500kg	13 kN	5 kPa
Auditorium Stage	-	13 kN	7.5 kPa
Auditorium Upper Tiered Fixed Seating	-	2.7 kN	4 kPa

Factors to be considered by any person wanting to install heavy items in any area of the centre include:

- Weight of the item (including any point-loading dispersal weight allowances)
- Dimensions of the item
- How it will be transported within the centre



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- Weight of any handling device (e.g. forklift)
- Availability of Hall 4 for access through the biggest door from the loading dock 4.95m x 4.76m

All heavy equipment must be approved by Te Pae Christchurch before it is loaded into the centre. Vehicles and machinery require the approval of a [Vehicle Display](#) application form.

If unsure about floor loading capacity for the intended use, make sure to consult the centre in advance of the event or activity.

GAMING & COMPETITION

Any gaming events, competition, trade promotion or art union conducted at or in conjunction with an exhibitors' stand must comply with the NZ Gambling Act 2003 and any relevant NZ Regulations. All events involving competitions and gaming held at Te Pae Christchurch must be appropriately licensed, run in accordance with statutory requirements and meet community standards of responsible gambling. Gambling events held in New Zealand must be licensed and controlled.

To comply with the Gambling Act 2003 and Gambling Regulations 2005, exhibitors and clients are prohibited from using alcohol as prizes in any game of chance, including raffles, silent auctions, or business card draws. For more information, please visit: The Rules for Running a Gambling Activity - dia.govt.nz

LIFTS AND ESCALATORS

Only items that can be hand-carried are permitted in guest lifts and escalators. Goods lifts are available for transporting large freight, equipment, or trolleys.

The centre may redirect escalator flow and program the passenger lifts to accommodate event needs. Lift access can be controlled remotely by the centre's security and access cards can be programmed to suit event requirements.

The goods lift can be accessed from the loading dock of the centre and must be operated by venue staff or approved contractors.

When using the lifts, maximum loading capacities must be observed. Safeguarding of lifts and loads is required to prevent damage to lift doors, walls, and the control panel.

Lift No. 1: Front of House Plenary Building North – Side of Reception	
Load	1,600 kg
Passengers (No.)	21
Inside car measurements (W x D x H)	1.65m x 2m x 2.7m
Door measurements (W x H)	1.1m x 2.1m
Lift No. 2: Front of House Plenary Building South – Side of Reception	
Load	1,600 kg
Passengers (No.)	21
Inside car measurements (W x D x H)	1.65m x 2m x 2.7m
Door measurements (W x H)	1.1m x 2.1m
Lift No. 3: Back of House Plenary building North	
Load	3,000 kg
Passengers (No.)	34
Inside car measurements (W x D x H)	1.8m x 2.6m x 3m
Door measurements (W x H)	1.8m x 2.4m

Lift No. 4: Back of House Goods / Vehicle	
Load	4,000 kg
Passengers (No.)	•
Inside car measurements (W x D x H)	2.7m x 5.5m x 2.8m
Door measurements (W x H)	2.6m x 2.4m
Lift No. 5: Back of House Plenary Building South	
Load	3,000 kg
Passengers (No.)	34
Inside car measurements (W x D x H)	1.8m x 2.6m x 3m
Door measurements (W x H)	1.8m x 2.4m
Lift No. 6: Front of House Exhibition Building South – Exhibition Foyer	
Load	3,000 kg
Passengers (No.)	34
Inside car measurements (W x D x H)	1.8m x 2.6m x 3m
Door measurements (W x H)	1.8m x 2.4m
Lift No. 7 Back of House Administration Building	
Load	1,600 kg
Passengers (No.)	21
Inside car measurements (W x D x H)	1.65m x 2m x 2.7m
Door measurements (W x H)	1.1m x 2.1m

LOST PROPERTY

If you have left something behind, please call the centre reception (+64 3 266 1400) and provide a description of the item. All lost and found items, except for those deemed perishable, are catalogued, and stored for 30 days. After that period, articles may be disposed of at the discretion of the centre with no further claim available to those items.

PAINTING

Major painting of displays and exhibition materials is not permitted within the centre. However, “touch-up” painting of any displays and exhibition materials is permitted provided such work is undertaken during the build-up period only, and all safety precautions and protective surface coverings are put in place.

These precautions include:

- Painting in an area which is properly ventilated
- Use of non-toxic paints
- Covering the floor with plastic overlay or drop sheets
- No painting near the centre’s walls and columns.

The use of spray paint is prohibited. Painting is not permitted on the carpeted area unless proper protection has been provided and permission granted by the centre.

Disposing of any paint, thinners or other potentially hazardous substances in the drainage system is not permitted. Water-based paint is to be used wherever possible.

Additional costs will apply for any damage or remediation to centre surfaces from painting works.

POWER TOOLS

Power tools include drop saws, circular saws, routers, planes, jigsaws, angle grinders, brick and tile cutting saws. Te Pae Christchurch requires all portable electrical equipment, appliances and leads to be tested and

tagged in accordance with New Zealand Standard AS/NZS 3760:2010 – In Service Safety Inspection and Testing of Electrical Equipment.

The following conditions apply when using power tools:

- Power tools may not be used on Te Pae Christchurch carpeted areas.
- When cutting or sanding wood within the venue, ensure dust extraction equipment and measures are in place.
- Protect building surfaces and carpet from dust generated by use of power tools.
- When angle grinders are used, have measures in place to control sparks and minimise the risk of fire; a Hot Work permit needs to be obtained prior to work being conducted.
- Brick and tile cutting saws are to be used in an appropriate location in the loading dock, not inside front-of-house areas of the centre; ensure brick and tile slurry are contained and removed from the site; contractors must eliminate any risk of slurry flowing into stormwater drains.
- Additional costs will apply for any damage or remediation to centre surfaces from use of power tools.

SAND, SOIL AND SIMILAR MATERIALS

If an event, display, or exhibit has sand, soil, peat moss, bark chips, plants or similar, it is required that the floors are safeguarded against staining or other damage from these materials, including mechanical damage from handling equipment used in placement or removal. Please ensure measures are in place to prevent any moisture/water leakage from these materials.

Charges will be applied in case of any extra cleaning required, remediation or carpet replacement.

SERVICE PITS

Floor services in the Exhibition Halls are provided via dry pits and wet pits. If an exhibitor stand requires access to any of these pits, please contact the Event Coordinator before determining the stand position.

Pit type	Services
Dry pit	2x 32-amp 3 phase outlet 4x 15-amp single phase outlet 4x RJ45 data
Wet pit	2x 32-amp 3 phase outlet 4x 15-amp single phase outlet 4x RJ45 data Water and drain (100mm drain, 25mm water)

Room	Pits available
Exhibition Hall 1	7x Dry pits 3x Wet pits
Exhibition Hall 2	6x Dry pits 2x Wet pits
Exhibition Hall 3	11x Dry pits 3x Wet pits
Exhibition Hall 4	4x Dry pits 8x Wet pits
Rakaia Room	9x Dry pits
Waitaki Room	9x Dry pits



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It is important to replace service pit covers immediately after connections are completed to ensure safety. Whilst pit covers are removed and work is being carried out in an open pit, appropriate hazard identification and barriers must be used.

Access to floor pits for the installation of mains supply cables, piped services, and data and telecommunication services is limited to centre staff or the client's authorised official main exhibition contractor.

Floor boxes are also available in the meeting rooms.

Floor box type	Services
Dry box	6x 15-amp single phase outlet 4x RJ45 data
Room	Pits available
Bealey Room 1, 2, 3, 4 and 5	2x Dry boxes per room
Conway Room 1, 2, 4 and 5	2x Dry boxes per room
Conway Room 3	3x Dry boxes
Dobson Room 1, 2, 3 and 4	2x Dry boxes per room

SMOKE ISOLATION

Isolation of the centre's smoke detectors needs to be arranged in advance with your Event Coordinator or AV Project Manager when operating the below activities:

- Cooking demonstration
- Pyrotechnics
- Smoke, fog or haze machines
- Any other activity that may affect the smoke detectors (e.g. incense or candle burning etc.).

Additional fire wardens will be required to be onsite while isolation is in place, and additional charges will apply for this service.

Any fire alarm call-out fees will be charged where the alarm was triggered by the client, their staff, exhibitors, or contractors, where smoke isolation services have not been organised in advance.

SMOKING

In line with New Zealand legislation Te Pae Christchurch is a smoke free venue. This also applies to the use of electronic cigarettes and vaporisers. Clients, their staff, guests, and any sub-contractors may only smoke in designated areas outside the venue.

SURFACE MARKING AND FIXING

Please do not use tape or adhesives to fix anything to any surface in the centre. Additional costs will be incurred in the event of any damage to surface, remediation of damage, or if additional cleaning is required to remove surface markings.

Floor bolts or other methods of fixing to the carpet of the venue are prohibited.

WATER AND DRAINAGE

Te Pae Christchurch is the exclusive provider of water and drainage services within the venue. Due to restricted access to water supply in the Exhibition Halls, it is crucial that all plumbing requirements are discussed and ordered before the finalisation of floorplans and stand locations. The centre provides



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required water and drainage connection points to the nearest wet pit. It is the responsibility of the organiser/exhibitor to arrange connection from the service pit to their equipment as well as any requirement for self-contained sinks.

Plumbing services are not available in any ballroom, meeting room or pre-function space. Drains are exclusively provided for the drainage of grey water. Using drains for the disposal of grease, solids, solvents, hazardous materials, food liquids, or organic materials is not permitted.

Water use is included in the venue rental charges for standard usage – however additional charges may apply for excessive water usage, or complicated setup requirements.

HEALTH AND SAFETY GUIDELINES

To ensure a safe environment for all, the centre's permission is required to carry out any potentially dangerous activities at the centre.

Please provide full details of any potentially dangerous activities, including a risk assessment of these activities to your Event Coordinator. These activities must comply with all safety and emergency regulations.

The management of risk, whilst a statutory requirement is an integral component of continuous improvement and effective workplace management practices. To ensure all hazards are identified and the risks are removed or reduced to an acceptable level, risk assessment needs to be a priority.

The centre operates within the requirements of the New Zealand's Health and Safety Act and Regulations:

Health and Safety at Work Act 2015

A duty imposed on a person by or under this Act requires the person to eliminate risk to health and safety, so far as is reasonably practicable; and if it is not reasonably practicable to eliminate risks to health and safety, to minimise and mitigate those risks so far as is reasonably practicable.

Health and Safety at Work (General Risk and Workplace Management) Regulations 2016

A PCBU must, to minimise risks to health and safety, implement control measures in accordance with this regulation.

The PCBU must minimise risks to health and safety, so far as is reasonably practicable, by taking one or more of the following actions:

- Substituting (wholly or partly) the hazard giving rise to the risk with a lesser risk
- Isolating the hazard giving rise to the risk
- Implementing engineering controls
- Minimise the remaining risk
- Implementing administrative controls.

CHILDREN ONSITE

The safety of all guests at the venue is the centre's primary concern. During bump in and bump out periods, children under the age of 15 years are not permitted within the venue or the Loading Dock. At all other times children under the age of 15 years must be supervised by an adult age 18+ in all areas within the venue. Please report presence of children during at bump in and bump out to the centre's Control Room.

During rehearsals, children under the age of 15 years must be seated in a controlled area as close to the supervising adult aged 18+ as safely possible.



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CODE OF CONDUCT AND GENERAL CONDITIONS OF ENTRY

Contractors must always adhere to the following standards of conduct while at the centre:

- Comply with all applicable legal requirements
- Comply with Te Pae Christchurch Health, Safety and Wellness Policy and Protocols
- Adhere to all directions from Te Pae Christchurch staff
- Behave in a courteous and respectful manner
- Avoid offensive language
- Do not behave in a harassing or intimidating manner
- The venue is a no-smoking zone.

General conditions of entry can be found on the Te Pae Christchurch website: [Conditions of Entry - Te Pae Christchurch](#)

An incident report is compiled by Te Pae Christchurch Health, Safety and Security Manager when notified by the Floor Coordinator that contractors have failed to follow the centre's code of conduct. Please note the centre retains the right to revoke access to recidivist offenders.

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EMERGENCY AND EVACUATION PROCEDURES

In case of an emergency, please follow instructions by the venue's trained Emergency Response Team. Emergency and evacuation procedures will be thoroughly described during compulsory induction upon arrival at the centre.

For the location of emergency exits, please refer to Appendix B: Emergency Exits

EXHIBITION SPACE RESTRICTIONS

For the safety of all, exhibition aisles are to be maintained at a minimum width of 3m. Exhibitors are asked to please keep within their allocated square-meterage area and to not obstruct aisle space or hinder access to fire extinguishers, manual fire pull stations, fire hose connections and automated external defibrillators (AED's), stairs, escape paths and emergency exits. These must always remain clear.

Encroachment into public aisles from a stand or booth is not permitted.

Objects restricting access to aisles or that block emergency egress routes or equipment will be removed at the exhibition organiser's expense, without liability for loss or damage to the centre.

FIRST AID

There are six portable first aid kits distributed throughout the centre. The position of the closest kit to your area of operation will be highlighted during your centre induction.

There is also a medical equipment cabinet in the dedicated first aid room. The first aid room is located on the Ground Floor, near the Bealey Rooms.

There are two defibrillators onsite, one is kept in the first aid room, and one at the Guest Services Desk in the Ground Floor Foyer.

The centre has a number of personnel that are trained as first responders in fire, safety and first aid emergencies including the use of onsite defibrillators. In the event of a medical emergency, the centre's Control Room will implement procedures and contact external agencies as required.



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INDUCTION

The centre is a leader in promoting workplace health and safety. All organisers, contractors, sub-contractors, exhibitors and associated staff must complete the centre's [online Health and Safety Induction](#) prior to when the event bump in commences. This induction includes familiarisation of the centre's emergency procedures.

INSURANCE

Exhibitors are encouraged to hold Public Liability Insurance for their activities or to determine if the event organiser will cover them.

Neither the centre or any staff, employees, agents or other representatives of the centre shall be held accountable or liable for any damage, loss, harm or injury to the exhibitor, employees, agents or other representatives of the exhibitor, or for goods sent to the venue before or remaining after the exhibition, or whilst in transit to, from or during the exhibition.

Exhibitors should consult their own insurance companies and/or broker for proper coverage of their exhibits, products, and display areas. Any such insurance should cover the total duration of the event, including bump in and bump out.

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) is clothing and equipment worn as protection against workplace hazards and includes eye protection, hearing protection, safety boots, safety helmets, long sleeved clothes, and harnesses to name a few.

Where PPE is required for a specific task, all workers must correctly use and maintain their PPE in accordance with manufacturer's instructions, New Zealand Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, applicable Codes of Practice or New Zealand Standards. High visibility clothing and enclosed shoes – preferably safety boots, especially when operating machinery – are to be worn during the bump in, exhibition build, and bump out of events. No high heels or open-toed shoes, sandals, or flip flops are permissible in working areas during these times.

High visibility items must comply with New Zealand Standards AS/NZS 1906:2010 and AS/NZS 4602:2011 for day and night high visibility safety garments.

High visibility vests are always compulsory while on the loading dock or within the Exhibition Halls during bump in and out. High visibility safety vests are available from hardware stores throughout the country. We suggest you bring your own vest; however, the centre will have some available for purchase onsite.

ENVIRONMENTAL OBLIGATIONS

Te Pae Christchurch is committed to minimising adverse environmental impacts. Please pay careful attention to activities that may cause harm to the environment, or cause pollution of the venue or its surroundings, including light, noise, waste and water aspects.

Te Pae Christchurch provides a mobile tank recyclable system for the cleaning of paintbrushes and materials for the use of contractors. To utilise this facility please contact your Event Coordinator.

The venue has no provision for the disposal of other toxic or hazardous liquid substances such as solvents, oils etc. Any toxic substances must be removed from site. Please contact your Event Coordinator for further information.

The Exhibition Halls are equipped with LED lighting to maximise efficiency and reduce environmental impact. All lighting provided by external suppliers must be LED.

The centre has waste and recycling bins placed across all areas in the effort of maximising recycling and correct rubbish disposal.

Please see our [Environmental Policy](#) that can be found on the Te Pae Christchurch website.



SUSTAINABILITY

Te Pae Christchurch respects our natural environment and recognises the need to reduce any harmful effects on it. We work on the principles of reduce, reuse and recycle. Our registered suppliers also work to the same ethical standards, and we collaboratively ensure our use of scarce resources and emissions are kept to their lowest possible levels.

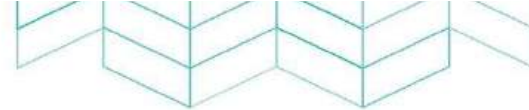
Our key sustainable features include:

- LED lighting throughout the centre
- Smart projectors
- Occupancy sensors to manage power usage
- Digital signage available across the entire centre
- Digital hosting of event information/programmes
- Fully redundant ICT and backup power system
- eWater system
- Food dehydrator system
- Alignment with the United Nations Sustainable Development Goals.

How can you help? There are a range of actions our clients and exhibitors can undertake to help us minimise waste, energy, and water consumption while exhibiting at the centre:

- Limit the amount of packaging you bring onsite to only recyclables
- Take away any non-recyclable materials with you
- Encourage sustainable products
- Encourage transportation options for delegates and event goers.

Please see our [Sustainability Initiatives](#) on the Te Pae Christchurch website.



EXHIBITOR CHECKLIST

- [Delivery labels](#) are filled out and attached to packages
- A [Health & safety Induction](#) form has been filled out and submitted for each person working in my booth.
- Any relevant [application forms](#) and [permits](#) have been submitted to Te Pae for approval
- [Exhibition Services Menu](#) (TV screens, cleaning, etc.) have been ordered
- Electrical cables have an up-to-date test & tag
- I have read the [Health, Safety & Security Guidelines](#)
- I have a hi-vis vest ready for pack-in & out
- [Catering](#) for my stand has been ordered
- I have ordered a furniture package from the venue/Event Organiser
- [Outgoing Dispatch labels](#) are printed and ready for pack-out
- I have contacted eventservices@tepae.co.nz about any packages requiring special care
- I have contacted the venue about any external services I've booked in, including furniture hire companies or custom stand builders
- I have booked my freight, deliveries and storage with [Method Logistics](#)

APPENDIX A: EXHIBITOR DOCUMENTS

Application Forms:

- [Amusement Rides and Devices](#)
- [Animals](#)
- [Canvassing, Solicitation and Distribution](#)
- [Cooking](#)
- [Custom Build Stand](#)
- [Drones](#)
- [Firearms and Weapons](#)
- [Food and Beverage Sampling and Sales](#)
- [Lasers](#)
- [Medical Activities](#)
- [Naked Flames](#)
- [Other Activities](#)
- [Pyrotechnics](#)
- [Remote Controlled Plant](#)
- [Vehicle Display](#)

Permit Forms:

- [Electrical Work](#)
- [Hazardous Substances](#)
- [Hot Work](#)
- [Working at Heights](#)

Delivery forms:

- [Delivery Label](#)
- [Outgoing Dispatch Label](#)

Orders:

- [Exhibitor Services Menu](#)
- [Exhibitor Services Order Form](#)
- [Exhibitor Food and Beverage Menu](#)

Other:

Below are links to some useful documents which can also be found on the Te Pae Christchurch website in our online [Resource Centre](#) along with many other resources:

- [Job Safety and Environmental Analysis \(JSEA\)](#)
- [Venue Guide](#)
- [Venue Floor Plans](#)
- [Health and Safety Guide](#)
- [Health and Safety Induction](#)
- [Recommended Suppliers list](#)
- [Accessibility Guide](#)

APPENDIX B: EMERGENCY EXITS

Te Pae Christchurch Convention Centre Ground Floor Emergency Exits.

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