

Guidelines for Exhibiting at Claudelands

1.33 Care of the Venue

Please take care of the venue during your time at

Claudelands. Here are some guidelines to prevent damage to the venue:

- ✦ Protect all walls and floors at all times, including during the pack-in, installation and removal of displays, exhibits and equipment
- ✦ Do not drive nails tacks, screws or pins into walls, furnishings, floor or ceilings (use white tack, or talk to your Exhibition Organiser about alternative options)
- ✦ Do not write, decorate, attach posters or disfigure any walls or surfaces or furniture
- ✦ Do not attach tape or Velcro dots to any walls (use white tack)

As an exhibitor you accept liability for any damage you have caused to the venue.

1.34 Electrical Appliances

For the safety of event patrons 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.

Equipment for **personal use**, such as your laptop or phone charger is recommended to be tagged and tested.

Claudelands reserve 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.

Please also note only licensed contractors approved by Claudelands may access power, water or other services provided. Only the provided power outlets are available to be used. No connections are to be made into electrical mains. All power boxes should be fitted with an RCD for protection of the power supply.

1.35 Cleaning and Waste Management

Claudelands will ensure that the common areas of the venue are clean and tidy for the duration of the event. Exhibitors are responsible for keeping their exhibition stand or space clean and tidy.

If you would like to arrange stand cleaning, please request this from the venue via the Exhibition Organiser.

We encourage you to minimise waste, by thinking carefully about what is needed at the event, and where possible only bring in items that can be recycled or composted instead of being sent to landfill.

Waste and recycling facilities for event organisers and stall-holders will be provided in back-of-house areas for the following materials:

- ✦ Cardboard (boxes to be flattened)
- ✦ Plastics #1 - #7, tins and cans
- ✦ Glass bottles and jars
- ✦ Organics/compost (food scraps)
- ✦ Rubbish (anything that can't be reused or recycled)

Things to consider:

- ✦ Exhibitors are responsible for ensuring any packaging/rubbish during pack-in and pack out is placed in the correct bins provided back-of-house
- ✦ Please let us know of any specific waste requirements e.g. grease, oil and paint
- ✦ Ensure the correct disposal methods are followed
- ✦ Any residue on the floor from tape, paint or other stains will be removed by the venue and on- charged
- ✦ Additional cleaning charges may be incurred for items such as glitter, paint, sand, straw, confetti etc.

1.36 Rigging and Banner Hanging

All rigging, including banner hanging is to be done by the Claudelands Team. To arrange Banner Hanging or if you have special rigging requirements, please submit a hanging order form for approval, at least ten business days prior to the event. The Hanging Order Form is available from your Exhibition Organiser.

1.37 Insurance and Liability

It is essential that exhibitors organise appropriate insurance cover.

If exhibitors are found to have caused loss or damage to the venue or any other third party, the exhibitors will be liable for this, at their own cost.

Whilst every care will be taken by the venue and our staff, Claudelands is not liable for any loss or damage to any exhibit or exhibiting company's property in or around the venue, except where that loss is caused by Claudelands negligence. Claudelands is released from accountability or liability for any damage or loss of goods sent to Claudelands before or remain after the exhibition, nor whilst in transit to or from the exhibition or during the exhibition.

1.38 Heavy Loads

If you anticipate heavy loads will be involved in your site, you need to discuss this with your Exhibition Organiser and Claudelands will need to be notified.

Written approval from Claudelands is required to bring in any heavy or vibrating equipment which might cause damage to the floor or any part of the venue.

1.39 Temporary Structures

If your exhibition requires a temporary structure to be constructed, it may require a building consent and certification. Examples of temporary structures that may require consent include grandstands, tents, marquees, platforms, scaffolding etc. Check with the Hamilton City Council Building Department who will advise if a consent is required or not. Costs to obtain building consent and certification are the exhibitors responsibility.

 Hamilton City Council Building Unit +64 7 838 6677
 www.hamilton.co.nz/our-services/building-consents-and-information

1.40 Noise Limits

Claudelands is located in a residential area and there are strict resource consent conditions relating to noise. The venue has been designed with acoustic features to limit the noise to neighbouring properties. Please discuss your noise requirements with the Venue Manager. Details of the Resource Consent limits are available upon request.

1.41 Animals on Site

Claudelands has facilities to accommodate animals for event purposes including stables. Animals are permitted on site for event purposes with prior approval however a few rules do apply.

If animals are staying overnight, they must be attended to at all times. The Exhibition Organiser is responsible for designating a person to oversee animals on site.

The designated person must:

- ✦ Be available by mobile phone in case of emergency
- ✦ Be aware of the Health & Safety procedures to follow
- ✦ Contact Claudelands management in the case of any emergency during the night

Any other persons staying over-night must be aware of who the designated animal safety person is and how to contact them in an emergency. Claudelands accepts no responsibility for care of the animals while on site.

 [Animal Welfare Act 1999](#)

1.42 Smoking Restrictions

Smoking is strictly not permitted anywhere inside the venue. Designated outdoor smoking areas will vary depending on the event.

1.43 Motor Vehicle Display


Motor vehicles can be displayed within Claudelands. If you are displaying motor vehicles as part of your stand display, please take note of the strict safety requirements that apply.

The following safety procedures apply to vehicles:

- ✦ No fueling in the centre
- ✦ Ignition keys removed
- ✦ Portable fire extinguishers must be provided and located near all vehicles
- ✦ Vehicles within the venue must be driven at walking pace, with a spotter walking in front
- ✦ Fuel tanks must have sufficient fuel, to enable the vehicle to be moved in case of emergency
- ✦ Fuel cap must be sealed or secured to prevent unauthorised removal
- ✦ Once on display, vehicles must not be started without prior permission in writing from Claudelands
- ✦ All show cars and presentation cars must have oil drip trays in place
- ✦ Absolutely no detailing or silicon usage in the venue unless proper drop sheets are used
- ✦ If a motor vehicle presents a safety risk, it must be removed from the building immediately

1.44 Amusement Rides

If you are planning on having powered amusement rides as part of your exhibition, you must obtain approval from the Hamilton City Council Building Unit and Department of Labour, through an application process. All rides will also be checked for safety and compliance once on site.

 Hamilton City Council Building Unit +64 7 838 6677

1.45 Helium Balloons

Exhibitors planning to use helium balloons indoors are required to obtain consent from Claudelands. Please advise your Exhibition Organiser if you are intending to have helium balloons as part of your stand display as the balloons may compromise the indoor fire safety systems.

Any alarm activations related to helium balloons will be on charged by the venue.

1.46 Pyrotechnics, Smoke Machines and Confetti Cannons

Prior approval is required from Claudelands for exhibition stands that have pyrotechnics, smoke machines or confetti cannons. Please notify your Exhibition Organiser, prior to the event, if you plan to have smoke machines or confetti cannons as part of your stand display.

1.47 Exhibition Safety Inspection

On the opening day of your event, a final safety inspection will be carried out by a Claudelands safety warden to make sure that all safety regulations are being observed.

An additional electrical inspection will be carried out prior to opening to public, and the event will not be opened until it is deemed safe for public attendance. Should we find anything we deem to be unsafe, it will be removed and it will be the responsibility of the exhibitor to source an appropriate replacement.