

Section 3

Checklists & Forms

Exhibitors' Checklist
Deliveries Template

A copy of our Internet Order Form, Furniture Order Form and Banner Hanging Form is available from your Exhibition Organiser.

Note:

Claudlands respects your privacy. Any information collected via order forms will be held in accordance with the Privacy Act 1993.

3.1 Exhibitors' Checklist

Here is a checklist to help you with planning, setting up and running your exhibition stand at Claudelands.

Planning	
30 business days prior	<p>Stands Requiring Approval</p> <p>Your stand may require approval if it includes any of the following elements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Amusement rides <input type="checkbox"/> Temporary structures, marquees or scaffolding <input type="checkbox"/> Animals on site <input type="checkbox"/> Helium balloons <input type="checkbox"/> Food or beverage samples <input type="checkbox"/> Loud noise (resource consent required) <input type="checkbox"/> Heavy loads (loads greater than 7.5 KPA or two tonnes per m²) <input type="checkbox"/> Imported containers being delivered to site <p>Be sure to obtain the consent or approvals well in advance of the event. Refer to Exhibitor Services Kit – Guidelines for Exhibiting at Claudelands for details.</p> <p>Safety</p> <p>Ensure your stand is designed to be safe for the public</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure your stand is designed to meet fire safety regulations <input type="checkbox"/> If exhibiting in Halls A & B, site design is no higher than 5.2m (height from ground to services and fire detection beams) <input type="checkbox"/> Advise Claudelands of any dangerous materials <input type="checkbox"/> Advise Claudelands of any special waste requirements <input type="checkbox"/> Electrical equipment is tagged and tested (if required) <input type="checkbox"/> Health & Safety Plan has been submitted (if required) <p>Refer to Exhibitor Services Kit - Safety for details.</p> <p>Order Services for Your Exhibition</p> <p>Order services for your exhibition stand including:</p> <ul style="list-style-type: none"> Furniture and hire equipment <input type="checkbox"/> Internet access <input type="checkbox"/> Stand cleaning <input type="checkbox"/> Banner hanging <input type="checkbox"/> Food & beverage <input type="checkbox"/> Audio visual requirements <input type="checkbox"/> Special lighting requirements <input type="checkbox"/> EFTPOS <p>Orders to be received no later than 10 Business Days before the start of the event. Refer to Exhibitor Services Kit – Services & Equipment for details.</p> <p>Insurance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Organise insurance for your stand or check your current insurance is up to date.

Planning - continued

<p>Ten business days prior</p>	<p>Deliveries</p> <ul style="list-style-type: none"> – Deliveries are made to site. Please label all deliveries correctly, a <i>Deliveries Template</i>, is available within the Exhibitors Services Kit. <input type="checkbox"/> Advise Claudelands of any containers being delivered to site <input type="checkbox"/> Advise Claudelands of any storage space required <p>Refer to Exhibitor Services Kit - Deliveries & Storage.</p> <p>Resources</p> <ul style="list-style-type: none"> – Visit www.claudelands.co.nz to download resources for your event including venue plans, maps and menus <p>Services</p> <ul style="list-style-type: none"> – Last chance to order any services for your stand.
<p>Five business days prior</p>	<p>Event Information</p> <p>By now you should have received information from your Exhibition Organiser including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Parking Maps <input type="checkbox"/> Exhibitor Parking Pass <input type="checkbox"/> Any other relevant information for you to pass onto your staff

Setting up

<p>Pack-in Day</p>	<p>Things to bring</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exhibitor parking pass <input type="checkbox"/> High visibility vest <input type="checkbox"/> Closed toe footwear <input type="checkbox"/> Forklift driver's license (if driving a forklift) <p>Do not bring</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valuable personal items <input type="checkbox"/> Commercial food (unless the Exhibition Organiser has arranged with Claudelands prior) <p>Safety</p> <ul style="list-style-type: none"> <input type="checkbox"/> Familiarise yourself with the emergency evacuation points <input type="checkbox"/> Check your stand for possible hazards and alter if required <input type="checkbox"/> Check that your stand is safe for the public and meets all fire safety regulations <input type="checkbox"/> Report any incidents/accidents or near misses to the Exhibition Organiser <p>Environmental Tip</p> <ul style="list-style-type: none"> – Limit the amount of packaging you bring on site to only recyclables (paper, card, plastic) – Fold up any cardboard and leave beside your stand, the Claudelands team will recycle this for you overnight
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