

Stand and display construction

14.1 Stand Design and Construction Guidelines

Claudlands Panel Build Packages

Claudlands has exhibition panels on site and can offer a competitive panel build service, please contact your Claudlands Event Manager for a quote.

Construction Requirements

Materials used to construct stands and associated structures must comply with the requirements of the Building Code of New Zealand and the methods of fire tests on building materials components and structures: All materials must be fire retardant and have appropriate fire extinguishing equipment held on the site with trained personnel.

Building Consents

Building Consents are required for any construction over 1.2m in height (including stage, scaffolding, etc) and marquees over 100m². As the hirer, it is your responsibility to ensure all building consents are obtained. Building consents are obtained via Hamilton City Council, visit the website www.hamilton.co.nz for further information or discuss your requirements with your Claudlands Event Manager.

Roofs

Large spans and solid overhead areas should be perforated or have breaks between sheets.

Raised Floors

The following rules apply when building raised floors for your event:

- All raised temporary flooring up to 32mm does not require a bevelled edge
- For pedestrian safety, raised floors between 32 millimetres and 115 millimetres high require a bevelled edge at a gradient of no more than 1:1.4
- Floors more than 115 millimetres high are classified as a step and a ramp must be provided for public disabled access

Stairs

One of the following combinations of rise and tread are required for stairs into and around stands or displays:

| Minimum Rise | Maximum Tread |
|--------------|---------------|
| 115mm | 320 – 355mm |
| 125mm | 300 – 355mm |
| 140mm | 270 – 355mm |
| 155mm | 250 – 335mm |
| 170mm | 250 – 335mm |
| 190mm | 250 – 335mm |

Concourse Display Structures

The following rules apply to entry features and static displays in the concourse:

- Only static displays less than 1.2m in width can be placed on the concourse
- Structures can only be placed outside the halls included in your hire area
- Emergency egress and fire equipment must be left clear and accessible. Venue plans identifying these points are available via the Claudelands website or from your Claudelands Event Manager.

Storage Modules

Temporary storage modules can be constructed within the exhibition halls with approval from Claudelands.

The following rules apply:

- Storage areas must be completely enclosed by building walls or shell scheme walls with a minimum height of 2.4 metres
- Modules must not block exits or be located close to any stands posing potential fire risks
- Modules must have at least one entry and one exit door at diametrically opposing positions
- At least one fire CO2 fire or dry chemical fire extinguisher should be provided
- Storage items must not block sprinkler heads

Rigging for Exhibitions

All rigging locations and items must be approved by Claudelands. Key factors include safety, location, hanging points available and weight. As the hirer, you will be held responsible for repairs and associated costs, should damage be caused by your rigged items.

A Hanging Order Form must be completed for each banner or item and a hanging plan must be submitted 10 days prior to your event. The form is available from your Claudelands Event Manager. All banners and suspended signage are to be hung by Claudelands. For information about event signage please refer to [Section 13: Event Advertising, Promotion and Signage](#).

Suspending Loads

A plan of all loads and methods of hanging (including contractors used) need to be submitted to your Claudelands Event Manager prior to your event and must be preapproved. Engineers sign off may be required for large loads; if required, costs associated will be charged to the company making the application.

Suspended loads must not:

- Be welded or mechanically fixed (e.g. rivets, screws)
- Transfer any movement of torsional load to the roof structure
- Use supports provided for building services (e.g. sprinklers, air conditioning ducts)
- Alter or loosen any existing structural connections
- Damage the roof
- Cause an interference in the infrared smoke detection beams

Fixing

In order to protect the venue the following rules apply:

- Items must not be taped, tacked, nailed, pinned or stapled to any surfaces in the conference and exhibition centre
- Core drilling or fixing into the floor is not permitted
- Structures cannot be screwed, welded or fixed to any surface in the conference and exhibition centre

14.2 Displays and Entertainment Devices

Animal Displays

Claudlands 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. As the hirer, you are 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 Claudlands 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. Claudlands accepts no responsibility for care of the animals while on site.

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.

Contact the Hamilton City Council Building Unit via +64 7 838 6677.

Helium Balloons

The use of helium balloons indoors requires consent from Claudlands. Helium balloons may compromise the indoor fire safety systems. Please advise your Claudlands Event Manager of any stands that will be using helium balloons as part of a stand display. Any alarm activations related to helium balloons will be on charged by the venue.

Motor Vehicle Display

Motor vehicles can be displayed within Claudlands. Where motor vehicles are part of stand display, the following safety procedures apply:

- No fuelling 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 Claudlands
- 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.

Please advise your Claudlands Event Manager of any motor vehicle displays at least ten days prior to your event.

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 Claudelands Event Manager, prior to your event, of any stand displays using smoke machines or confetti cannons.

Medical displays / demonstrations

Please advise your Claudelands Event Manager of any medical displays or demonstration at least one month prior to your event.

Where dead bodies are displayed, appropriate religious or cultural blessing ceremonies will be coordinated by Claudelands. Any medical displays or demonstrations (including display of dead bodies, animal dissection etc.) must comply with health and safety regulations.

14.3 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 your event will not be opened until it is deemed safe for public attendance. Should anything be identified as unsafe, these will be removed and it will be the responsibility of the exhibitor to source appropriate replacements.