

Baby Show

Operational Manual



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If you have any questions about any information contained in this section of the Exhibitor Manual please contact: **Caitlin Ryan**: Tel: (64) 9 376 4603 or Email: caitlin@northporteevents.co.nz

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Contractor Build-up plus Design and Build Stands

Wednesday	19 August 2015	Hall 3 & 4 Contractor Build
Thursday	20 August 2015	Hall 2 Contractor Build 7am - 12noon

These times are for stand-builders and contractors only.

Exhibitor Build-up

Thursday	20 August 2015	1200 - 2000
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Show Hours

Friday	21 August 2015	1000 – 1700
Saturday	22 August 2015	1000 – 1700
Sunday	23 August 2015	1000 – 1700

Exhibitors can gain entry up to two hours before opening time.

All stands must be completed and stands must be ready for the opening of the show by 1000 Friday 21 August 2015.

Exhibitor and Contractor Breakdown

Sunday	23 August 2015	1730 – 2000
Monday	24 August 2015	0800 – 1200

Breakdown will commence approximately 30 minutes after the close of the Show. All product and stands must be cleared from the venue by 1200, Monday 24 August 2015.

Removal of product from stands will commence at 1730 on Sunday 23 August, 30 minutes after the close of the exhibition (subject to halls being cleared of visitors). Exhibitors are advised to remove all valuables and portable items at this time.

We strongly advise that you pay attention to your stock and equipment, as this is the hardest time for maintaining security. Take anything of value with you and if you are leaving items to be collected by couriers, make sure they are clearly labelled and picked up before midday on Monday. Exhibition Hire Services will be onsite at 0800 on Monday morning to begin removing stand panels, please ensure that you have removed all posters, displays, product etc. from your panels before leaving on Sunday night.

We ask for safety and efficiency reasons, that if you have stand contractors that they do not commence stand, flooring or rigging dismantle until 1930 after the majority of shell scheme exhibitors have moved out. This initiative will ease congestion.

Questions

If you have any questions about any of the information contained in this section of the Exhibitor Manual please contact Caitlin Ryan, Event Coordinator on Tel: (64) 9 376 4603 or Email: caitlin@northporteevents.co.nz

Checklist for Exhibitors

This checklist is designed to make organising your stand as easy as possible.

- **Order Forms**
- **Additional Services** are optional.

Deadlines	Order forms BSA15	Completed
Compulsory forms		
31 July 2015	Showguide	<input type="checkbox"/>
20 July 2015	Nameboard	<input type="checkbox"/>
20 July 2015	Public Liability	<input type="checkbox"/>
6 August 2015	Exhibitor Badges	<input type="checkbox"/>
Optional forms		
20 July 2015	Promotional marketing opportunities	<input type="checkbox"/>
10 August 2015	Press releases	<input type="checkbox"/>
30 July 2015	Stand/design & build construction	<input type="checkbox"/>
6 August 2015	Sampling food	<input type="checkbox"/>
6 August 2015	Storage	<input type="checkbox"/>
6 August 2015	Additional ticket orders	<input type="checkbox"/>
Additional services		
7 August 2015	Audio visual	<input type="checkbox"/>
5 August 2015	Carpet change	<input type="checkbox"/>
5 August 2015	Clip lock flooring	<input type="checkbox"/>
6 August 2015	Eftpos	<input type="checkbox"/>
5 August 2015	Furniture hire	<input type="checkbox"/>
6 August 2015	Internet / telephones	<input type="checkbox"/>
10 August 2015	Power and lighting	<input type="checkbox"/>
12 August 2015	Plant hire	<input type="checkbox"/>
17 August 2015	PC Rental	<input type="checkbox"/>
19 August 2015	Refrigeration	<input type="checkbox"/>

* Optional forms. Some forms maybe essential depending on your requirements.

Contacts List

This contact list will help you to organise your stand. For the latest information and order forms you need to log into the exhibitor login area of the website.

Questions?

If you have any questions about any information contained in this section of the Exhibitor Manual please contact:

Event Coordinator – Caitlin Ryan: Tel: (64) 9 376 4603 / Email caitlin@northporteevents.co.nz

North Port Events Ltd

Dona White

CEO
T: (64) 9 376 4603
M: (64) 21 808 738
Email: dona@northporteevents.co.nz

Gavin White

Director
T: (64) 9 376 4603
M: (64) 21 807 739
Email: gavin@northporteevents.co.nz

Julia Dietz

Sales Manager
T: (64) 9 376 5841
M: (64) 21 240 9181
Email: julia@babyslow.co.nz

Georgina de Jong

Operations Manager
T: (64) 9 376 4603
M: (64) 21 615 603
Email: georgina@northporteevents.co.nz

Rebecca Stewart

Group Marketing Director
T: (64) 9 376 4603
M: (64) 21 770 001
Email: rebecca@northporteevents.co.nz

Lucy Prior

Finance & Operations Executive
T: (64) 9 376 4603
M: (64) 21 251 7512
Email: lucy@northporteevents.co.nz

Caitlin Ryan

Junior Event Co-ordinator
T: (64) 9 376 4603
M: (64) 21 191 2425
Email: caitlin@northporteevents.co.nz

Suppliers List

On the following pages suppliers can assist with hire furniture, equipment, rigging and stand design and builds. We strongly recommend that the companies you choose to assist you with your stand requirements belong to the EEAA – Exhibition & Event Association of Australasia.

www.eeaa.com.au

The Official Building Contractor for the Baby Show is:

Exhibition Hire Services. They can assist with furniture and equipment hire as well as independent design and build stands:

Exhibition Hire Services

Contact: Lynnaire Horan
Telephone: (64) 9 579 9884
Mobile: (64) 21 783 911
Fax: (64) 9 579 9885
Email: lynnaire@exhibitionhire.co.nz
Website: www.exhibitionhire.co.nz

Please find on the next page a list of all the suppliers for the Baby Show.

Baby Show Official Contractors			
<u>Carpet</u>	<u>Design & build / furniture hire / signs / carpet</u>	<u>Effpos/Telephone lines/Internet</u>	<u>Plumbing</u>
Exhibition Hire Services Contact – Lynnaire Horan T (64) 9 579 9884 M (64) 21 783 911 F (64) 9 579 9885 lynnaire@exhibitionhire.co.nz www.exhibitionhire.co.nz	Exhibition Hire Services Contact – Lynnaire Horan T (64) 9 579 9884 M (64) 21 783 911 F (64) 9 579 9885 lynnaire@exhibitionhire.co.nz www.exhibitionhire.co.nz	ADSEL Specialty Systems Contact - Jan Hansen T (64) 09 362 0114 F (64) 09 362 0113 internet@adsel.co.nz	Joyce Plumbing Contact – Caitlin Ryan T (64) 9 376 4603 F (64) 9 378 7659 info@nthport.co.nz www.northporteevents.co.nz
<u>Power & lighting</u>	<u>Rigging & Banner Hanging</u>	<u>Venue</u>	
Show Light and Power Contact - Reuben Mansfield T (64) 9 822 5100 ext. 4 M (64) 21 810 210 F (64) 9 822 5101 r.mansfield@showlight.co.nz www.showlight.co.nz	Jim's Contracting Contact – Jim Thomson M (64) 27 439 7716 jimscon@xtra.co.nz	ASB Showgrounds 217 Greenlane Road West, Auckland Contact - Nicola Harris T (64) 9 638 9084 F (64) 9 630 350 nicola@asbshowgrounds.co.nz www.asbshowgrounds.co.nz	
Baby Show Additional Contractors			
<u>Audio visual equipment</u>		<u>Design & build / furniture hire / signs / carpet</u>	
Edwards Sound Contact– Claire Honeycomb T (64) 9 571 0551 F (64) 9 579 3746 M (64) 21 474 691 claire@edwardsnz.co.nz www.edwardsnz.co.nz	PC Rentals Contact - Darryl Callaghan T (64) 9 525 1191 F (64) 9 525 8157 darryl@pcrentals.co.nz www.pcrentals.co.nz	Displayways Contact - Hannah Grave T (64) 9 574 6574 F (64) 9 574 6575 h.grave@displays.co.nz www.displayways.co.nz	Display Equipment Contact Kristin Barnett T (64) 9 579 2380 F (64) 9 579 2376 kristinab@degroupp.co.nz www.degroupp.co.nz
<u>Design & build / furniture hire / signs / carpet</u>			<u>Effpos</u>
Exhibit Group Contact - Simone Fletcher T (64) 9 570 6060 F (64) 9 574 5150 simone@exhibit.co.nz www.exhibit.co.nz	Peek Display Corporation Contact – Angela Harold T (64) 9 307 9572 F (64) 9 377 0158 M (64) 21 791 530 angela@peek.co.nz www.peek.co.nz	V3 Contact - David Alloway T (64) 9 828 8881 F (64) 9 828 8810 david@v3.co.nz www.v3.co.nz	Effpos2GO Contact - Alumita Patterson T (64) 9 525 4272 F (64) 9 525 8097 sales@effpos2go.co.nz www.effpos2go.co.nz
<u>Ice supplies</u>	<u>Insurance</u>	<u>Plants</u>	<u>Refrigeration / catering rentals</u>
Polar Ice Supply Contact – Carl T (64) 9 266 8271 polaricesupply@yahoo.co.nz www.polarice.co.nz	North Port Events (can arrange cover on your behalf) Contact – Caitlin Ryan T (64) 9 376 4603 F (64) 9 378 7659 info@nthport.co.nz www.northporteevents.co.nz	The Plant People Contact – Margaret Allen T (64) 9 527 3115 F (64) 9 527-3861 info@theplantpeople.co.nz www.theplantpeople.co.nz	Corporate Rentals Contact - Tony French T (64) 9 270 2408 F (64) 276 5068 tony@corp-rentals.co.nz www.corp-rentals.co.nz

<u>Security</u>	<u>Staffing</u>	<u>Water cooler hire</u>	
<p>Red Badge Contact Jo Faithful T (64) 9 580 0652 jo@redbadge.co.nz www.redbadge.co.nz</p>	<p>National Staffing Solutions Synergy Brand Experience Contact - Hamish Brown T (64) 9 377 8918 hamish@synergybe.co.nz</p>	<p>Just Water Contact – Philip Tempest T (64) 9 379 2720 M (64) 27 566 0490 philip@justwater.co.nz www.justwater.co.nz</p>	

A

Access

Accommodation and travel

Audio visual equipment

ACCESS

Exhibitors and contractors

Procedure

- ALL TRUCKS AND VEHICLES UNLOADING GOODS MUST ENTER VIA GATE B AND THEN WILL BE DIRECTED OUT VIA GATE S.
- Unloading at the front of the venue and through the front foyer is only permitted for small deliveries and hand trolleys.
- Important – **DO NOT** bring children (under age 16) to Build-up as heavy fines may be imposed by Occupational Safety and Health (OSH) Officers.

For exhibitors and deliveries requiring a forklift, loading is only permitted through the rear doors of all halls. Access to the rear of all halls is via Gate B only. Forklifts will be operating from 0800-2000. A security guard will be positioned on the ring road round to the rear of the venue to control vehicle access and unloading. This will be done as quickly as possible and your patience is appreciated.

Exhibitors with small loads that can be unloaded by hand or with hand trolleys can unload through the front of the venue.

Exhibitors and contractors must ensure that loading doors, interior aisles, walkways and vehicle access lanes are cleared as soon as is practicable during Build-up and Breakdown. Vehicles parked at loading doors must be quickly emptied and then moved to car park sites well away from the access doors.

ACCOMMODATION AND TRAVEL

Heritage Auckland

35 Hobson Street
Auckland, New Zealand
P (64) 9 376 8553
W <http://www.heritagehotels.co.nz/hotels/heritage-auckland>

Ellerslie Bed and Breakfast

6 Walpole Street, Ellerslie, Auckland
P (64) 9 589 1997

Greenlane Manor Motel

353 Great South Road, Greenlane, Auckland
P (64) 800 766 648 and (64) 9 571 2167
E sales@greenlanemanor.co.nz
W www.greenlanemanor.co.nz

Hotel Haspar Greenlane

95 Greenlane Road East, Greenlane, Auckland
P (64) 9 520 6243
F (64) 9 520 6241
E reservations@haspargreenlane.co.nz
W www.haspargreenlane.co.nz

Novotel Auckland Ellerslie

112 Greenlane Road East, Greenlane, Auckland
P (64) 9 529 9090
F (64) 9 529 9092
E h3060-re01@accor.com
W www.novotel.com/gb/hotel-3060-novotel-auckland-ellerslie/index.shtml

Park Lane Motor Lodge

222 Greenlane West, Greenlane, Auckland
P (64) 9 630 2602
W www.parklane-hotel.co.nz

Rendezvous Hotel

Cnr of Mayoral and Vincent Street, Auckland
P (64) 9 366 3000
W www.rendezvoushotels.com/auckland

PUBLIC TRANSPORT

There are a number of ways to get to the ASB Showgrounds centre. For further information please visit:
Buses: www.at.govt.nz/bus-train-ferry Trains: www.at.govt.nz/bus-train-ferry

TAXIS

Alert TaxisTel (64) 9 309 2000
Auckland Co-op Taxis.....Tel (64) 9 300 3000
Discount Taxis.....Tel (64) 9 529 1000

AUDIO VISUAL EQUIPMENT

Audio visual equipment and staging is available from our preferred supplier **Edwards Sound**.

- Complete the **Audio Visual Form** located online.

B

Badges Banking

BADGES

See **Exhibitor Name Badges** in this section under E.

BANKING

Listed below are the major banks located closest to the exhibition venue. Overseas exhibitors are advised that foreign currency or traveller's cheques can be exchanged for New Zealand currency at any bank branch.

ANZ

303 Broadway, Newmarket.....Tel (64) 800 269 296

ASB

Cnr Manukau and Pah Roads, Greenwoods Corner, EpsomTel (64) 800 803 804

BNZ

123 Broadway, Newmarket.....Tel (64) 800 800 468

National Bank

Cnr Great South and Manukau Roads, EpsomTel (64) 800 181 818

Westpac

217 Great South Road, GreenlaneTel (64) 800 400 600

There is an ASB Bank **ATM** located in the front of Hall 2 foyer, opposite the Exhibitor Services Desk.

C

Car parking
Carpet
Catering/On stand hospitality
Cleaning
Computer hire
Contractors

CAR PARKING

Exhibitor car parking is accessed via Gate B (previously known as Gate 1).

The ASB showgrounds charge \$10 per car. There will be Eftpos facilities on the gate.

Parking is available at the Alexandra Park car park (aka the trots) for \$8 per car, which is easily accessed from Puriri Drive and Campbell Cres.

We regret that we are unable to provide unlimited free parking for exhibitors, but the growth of the show has meant that it is important for us to ensure there is plenty of parking close to the show for visitors.

We recommend that where possible you carpool with colleagues or arrange pick-ups and drop offs to the show.

Please remember (and remind your staff) to wear their badges – this will ensure your access to the show goes smoothly! (see **exhibitor / ID badge form** online)

CARPET

Charcoal carpet is provided as part of serviced packages and space only package. To change the colour of the carpet on your stand, please contact the recommended carpet supplier **Exhibition Hire Services**.

- Complete the **Carpet and Flooring form** located online.
-

CATERING/ON STAND HOSPITALITY

The ASB Showgrounds has the exclusive rights for the sale of food and drink for consumption within the venue. If you wish to have catering to your stand please contact Jan Forbes on 021 779 722 or jan@asbshowgrounds.co.nz.

CLEANING

Stand cleaning is included in the charge for exhibition space. Stand floors are vacuumed only and the contracted cleaners empty rubbish bins daily.

COMPUTER HIRE

Desktops, laptops, screens and related equipment are available for hire. Please contact our preferred supplier **Edwards Sounds** on (64) 9 571 0551. If you require a modem connection please refer to the Telephone and Internet Form located online.

- Complete the **Audio Visual Form** located online.
-

CONTRACTORS

The services specified in this manual are available for use by exhibitors but the Organisers are not the agent of either contractors or subcontractors, and can accept no liability of any contract entered into between exhibitors and contractors for the negligence or default of any such person, their servants or agents.

D

Dates and hours Deliveries to the venue

Contractor Build-up plus Design and Build Stands

Wednesday	19 August 2015	Hall 3 & 4 Contractor Build
Thursday	20 August 2015	Hall 2 Contractor Build 7am – 12noon

These times are for stand-builders and contractors only.

Exhibitor build-up

Thursday	20 August 2015	1200 - 2000
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Show hours

Friday	21 August 2015	1000 – 1700
Saturday	22 August 2015	1000 – 1700
Sunday	23 August 2015	1000 – 1700

Exhibitors can gain entry up to two hours before opening time.

All stands must be completed and stands must be ready for the opening of the show by 1000 Friday 21 August 2015.

Exhibitor and contractor breakdown

Sunday	23 August 2015	1730 – 2000
Monday	24 August 2015	0800 – 1200

Breakdown will commence approximately 30 minutes after the close of the Show. All product and stands must be cleared from the venue by 1200, Monday 24 August 2015.

DELIVERIES TO THE EXHIBITION VENUE

North Port Events will not take delivery of any goods, packages or other material on behalf of exhibitors, nor will the Organisers accept responsibility for the safety or well being of any such items delivered to the site in the absence of the exhibitor, his/her agent or contractor. **Please ensure that you or your contractors are onsite to accept your delivery.** Deliveries to stands can be made no earlier than 8am hours on Thursday 20 August. Exhibitors can begin build-up from 12pm on Thursday. Deliveries during exhibition open hours are only permitted with prior approval from the organiser. To assist in the smooth delivery of goods to your stand all deliveries must be addressed as follows:

**ASB Showgrounds
217 Greenlane Road West
Greenlane
Auckland**

**Baby Show
21 – 23 August 2015
Halls Number (2 – 4)
Your Company name
Your Stand number
Your Stand's contact name
Your Stand's contact mobile number
Courier/Carrier Company name
Total number of items**

E

**Emergency, first aid and medical
Enquiries
Exhibitor function/party
Exhibitor lounge
Exhibitor name badges
Exhibitor services**

EMERGENCY, FIRST AID AND MEDICAL

All emergency services need to go through the event security to ensure that the emergency vehicles are given the correct information.

First aid facilities will be located in the first aid room outside Hall 1.

ENQUIRIES

Enquiries concerning all aspects of the exhibition should in the first instance be directed to North Port Events on Tel (64) 9 376 4603, Fax (64) 9 378 7659 or email julia@babysshow.co.nz

EXHIBITOR FUNCTION/PARTY

The Organisers will hold a function for exhibitors at 1700 on Friday 21 August. Please bring your staff directly from the stand after the show closes to the Cafeteria in foyer for light refreshments. You will need to have your exhibitor badge on to gain entry.

EXHIBITOR LOUNGE

One lounge will be available for use by exhibitors. The lounge is located upstairs at the front of hall 2.

EXHIBITOR NAME BADGES

To assist visitors and security personnel, it is essential that all stand personnel wear exhibitor badges that show the exhibitor's company name and the individual's name. Exhibitor Name Badges are collected from the show on build up day, or from the exhibitor hut located outside on show days.

- Complete the **Exhibitor Name Badge Form** located online.
-

EXHIBITOR SERVICES

The Exhibitor Services Desk is located outside hall 2. It is open during the build-up, operational and breakdown stages of the exhibition. Please see us for any queries and we will do our best to assist you.

F

Fire regulations

Floor plan

Forklifts/Material handling

Furniture suppliers

FIRE REGULATIONS

Any materials used for construction of your stand or display must conform to the following minimum standards:

- Non-combustible and inherently non-flammable material
- Durable, flame-proof fabric
- Self-extinguishing plastic
- Plywood, hardwood or fibre-board rendered flame-resistant by a process of impregnation acceptable to the Authorities

Fire extinguishers and fire fighting equipment must at all times be visible and accessible, and must not be removed from its correct location. Motor vehicles or other mechanical appliances displayed within the exhibition venue must have a locked fuel cap, a full tank of fuel, their batteries must be disconnected and a drop tray placed under the sump. It is the responsibility of the exhibitor to provide a fire extinguisher with any vehicle in the hall.

The venue has specific fire regulations. All exhibitors cooking on a naked flame need to have a 2.0kg fire extinguisher on their stand. These can be hired or purchased from the following:

Fire International Ltd
Tel (64) 9 524 8847
(For hire or purchase)

FLOOR PLAN

The floor plan may change between the time of your booking and the staging of the event. The latest floor plan can be obtained by contacting caitlin@northporteevents.co.nz

FORKLIFTS/MATERIALS HANDLING

All forklifts and other material handling equipment (depending on your requirements) at the venue will be managed by North Port Events onsite.

Refrigerated storage and general storage will be available on site but needs to be booked in advance.

- Complete the **Storage Form** located online.
-

FURNITURE SUPPLIERS

Furniture and display equipment is available from the recommended contractors. Product brochures, price lists and order forms are available on the Baby Show website. Enquiries should be directed to the recommended furniture contractors.

For more details on our recommended suppliers please refer online.

- See **Exhibition Hire Services Furniture** form located online.
-

G

Gas

GAS (See also [Fire Regulations](#))

Gas may be used to power ovens and grills providing you observe the strict safety regulations in accordance with New Zealand Standard AS/NZS 1596:2002 – LP Gas – Storage and Handling and AS 5601-2002 – Gas Installation Code.

Gas must be supplied as one 9kg LPG bottle per appliance. Gas Cylinders must be protected by a fire proof covering at all times and have a clear space of at least one metre around the appliance and at least four metres vertically. A 1kg dry chemical fire extinguisher per appliance is required and must be clearly visible at all times. Bottles must have current date stamp. No spare bottles are to be kept on stands. Connections must be hard pipe or approved flexible hose (not rubber).

- Contact **Caitlin Ryan from North Port Events** on (64) 9 376 4603 or caitlin@northportevents.co.nz
-

H

Health regulations Height restrictions

HEALTH REGULATIONS

North Port Events Ltd will organise the Temporary Food Stall Permit for all companies preparing, sampling or selling food. An inspector will visit the show on Friday 21 August before opening. The criteria for safe food hygiene and preparation is in the Appendices section – please ensure that you follow these basic rules on your stand so that you have no last-minute hitches.

Please note: The wash facilities supplied by the organisers/venue and shown on the venue plan have adequate hot and cold running water facilities for washing up.

If you have open foods, are cooking or handling unsealed/unwrapped foods, the Auckland City Council requires that you have a hand wash station at your stand. This includes a water container with tap, paper hand towels, liquid hand soap and a container to collect waste water. You can supply your own or buy one through the organisers, as detailed below.

- Contact **Caitlin Ryan from North Port Events** on (64) 9 376 4603 or caitlin@northportevents.co.nz

If you have any queries about food handling and hygiene at the Show, please contact:

Environmental Health Officer

Auckland City Environments

Tel (64) 9 301 0101

Fax (64) 9 353 9361

Email ahmed.tayeb@aucklandcouncil.govt.nz

However, if you would like to have your own running water on your stand, please contact **Georgina de Jong**.

- Contact **Georgina de Jong from North Port Events** on (64) 9 376 4603 or georgina@northportevents.co.nz complete the **Plumbing Form** located online.

HYGIENE PACK

Below is an example of the hygiene unit you can purchase off North Port Events for \$60+GST. This will be delivered to you on build up day.

- Bottle
- Soap
- Bucket
- Handy Towels
- Scrubbing brush

Hygiene pack below:



If you have any queries about food handling and hygiene at the Show, please contact:

Environmental Health Officer

Auckland City Environments

Tel (64) 9 301 0101

Fax (64) 9 353 9361

Email ahmed.tayeb@aucklandcouncil.govt.nz

- Complete the **Sampling Food Form** located online.
-

ENVIRONMENTAL HEALTH FOOD SAFETY REGULATIONS

These recommendations are a guide only and more specific food safety measures may be required for different stalls or displays.

Travel and transport

Travel straight to the event from your base kitchen thus avoiding long delays.

- (a) Transport vehicles must be clean and food must be separated from other items being carried in the vehicle, such as cleaning chemicals and pets.
- (b) All food must be wrapped, covered or placed in sealed clean containers whilst being transported to the event. This will prevent potential contamination with dirt and bacteria.
- (c) Perishable food including cooked rice, meats (both raw and cooked), dairy products etc. must be kept either hot (at least 60°C) or cold (at 4°C or below) whilst travelling to the event.

Food preparation and storage

- (a) Ensure the food preparation area is large enough for the type of food preparation being carried out. All equipment, tables, display cabinets etc. must be in a good state of repair and made of smooth materials that are impervious and easy to clean.

Display and service

- (a) Food being prepared or displayed must be protected against insects, dirt, people etc. by means of covers, screens, sneeze guards etc.
- (b) Avoid unnecessarily handling food and avoid directly handling unwrapped food when serving customers - use tongs, scoops, spoons etc.
- (c) To help you achieve temperature control, keep the amount of food on display to a minimum. Good stock rotation is essential, when re-stocking displays ensure 'older food' is moved to the top of the pile. Avoid topping up 'bulk' displays as food on the bottom may be left for long periods.
- (d) Any leftovers should be discarded – not reused.

Basic hygiene measures

- (a) Keep jewellery to a minimum as it may enter and contaminate food.
 - (b) Ensure that cuts and sores are covered with a brightly coloured waterproof plaster. On some occasions, gloves may be required. Keep a first aid kit on site.
 - (c) Do not attend the event if you are suffering from a communicable illness, such as diarrhoea and vomiting. Even a common cold can cause food poisoning.
 - (d) Different persons, e.g. one person to handle food and one person to handle money, should carry out different tasks if possible.
 - (e) Clean as you go – regularly wipe down surfaces with a clean (preferably disposable) cloth.
-

HEALTH AND SAFETY IN EMPLOYMENT ACT 1992

With the advent of the Health and Safety in Employment Act 1992, the following safety rules and procedures are outlined to ensure your compliance with the Act. They are to be read in conjunction with clauses 13 to 16 inclusive of the Terms of Contract.

1. **Children and animals are not permitted on the exhibition site during build-up and breakdown of the stands by contractors and exhibitors.**
 2. All care should be taken with vehicles on-site with respect to other contractors and their equipment and personnel as well as exhibitors.
 3. Contractors not involved with the erection of temporary exhibiting structures should remain clear of the area until these structures are secure and complete.
 4. Equipment used by either the contractor or exhibitor should be placed in such a way that it does not form a hazard to other personnel on-site and when the job is complete, surplus equipment should be removed from the site or stored in a way approved by North Port Events Ltd.
 5. Contractors and exhibitors erecting temporary display structures must obtain inspection from the Occupational Safety and Health Division of the Department of Labour.
 6. Before work is begun contractors and exhibitors should identify where public telephones, fire alarms, egress points and fire hoses are in the event of an accident or emergency.
 7. No alcohol is permitted to be consumed during either build-up or breakdown of the event.
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HEIGHT RESTRICTIONS

Stands must not exceed 2.4m in height without permission of the Organisers. Where permission is given for perimeter walls above this height, then the wall must be solid and dressed on both sides to the satisfaction of adjoining exhibitors. All design and build exhibitors should contact the Organisers if they have any queries.



Insurance

INSURANCE

Exhibitors are advised to take out their own personal and other appropriate insurances covering their display, goods, equipment, employees and unforeseen events. Contact your insurance company for an extension note.

All exhibitors must also have Public Liability cover of at least \$2 million – North Port Events will not be responsible for any claim.

Public Liability

Should you have your own policy which **is valid for the duration of the show**, North Port Events requires a copy of the Certificate of Currency to be uploaded to the website at least 2 weeks before the show. Should this not be received then North Port Events will apply for Public Liability on your behalf and will invoice each company \$125 + GST NZD to ensure all companies exhibiting have adequate Public Liability cover.

Exhibitors sharing your stand are also required to be adequately covered for Public Liability Insurance. Please contact Caitlin Ryan at North Port Events on (64) 9 378 7659 or caitlin@northportevents.co.nz

Note that Public Liability Insurance does not cover you for loss of property. We recommend you obtain insurance cover for theft or damage to your goods.

- Complete the **Public Liability Insurance Form** located online.
-

L

Lighting/Power

LIGHTING and POWER / TAGGING and TESTING

The official electrical contractor is Show Light and Power they are responsible for all lighting, electrical and testing and tagging requirements.

Serviced stands

Lighting and power is supplied as per the terms of each individual contract. Please refer to your contract in the first instance. Additional lights and power points can be ordered by completing the Power and Lighting Form online.

Design and build

Design and Build exhibitors may use their own electrical contractor. However if you wish to order power and lighting from the Official Contractor please complete the Power and Lighting order form online.

Only the official electrical contractor can access the overhead truss system.

Power supply

The standard power supply is 240V single-phase 50Hz and 415V 3-phase 50Hz. For more information please contact Show Light and Power.

Lighting safety

All lighting must be 2.4m above floor level. Any variation must be approved. High-powered lights, such as floods or spots must not be placed within 500mm of flammable material. All portable light fittings must have a Certificate of Suitability or a Certificate of Approval from New Zealand Electrical Safety Regulators.

- Complete the **Power & Lighting contractor form** located online.

M

Map of venue
Meeting and function facilities
Move-in/Move-out

MAP OF VENUE

To see a map of the venue go to the final page of this section of the manual or please find the map online in the exhibitor control panel area.

MEETING and FUNCTION FACILITIES

If you require a venue to hold meetings or conduct functions please contact the Organisers on (64) 9 376 4603

MOVE-IN / MOVE-OUT

Please refer to **Dates and hours** in this section under D.

N

Name Board

NAME BOARD

All shell scheme stands are supplied with a fascia panel that shows your company name and stand number. This is called the Name Board and it is supplied in a standard. To confirm the company name to be shown, please complete the Name Board Order Form online. Companies sharing a stand are required to contact the organisers at caitlin@northportevents.co.nz to ensure they are represented on the name board.

Note: Un-serviced space does not include fascia / name boards

- Complete the **Name Board Form** located online.
-



Occupational Health and Safety (OHS)
Octanorm (See Stands)
Open hours

OCCUPATIONAL SAFETY and HEALTH (OSH)

OCCUPATIONAL SAFETY and HEALTH In Employment Act 1992

With the advent of the Health and Safety in Employment Act 1992, the following safety rules and procedures are outlined to ensure your compliance with the Act. They are to be read in conjunction with clauses 13 to 16 inclusive of the Terms of Contract.

1. **Children under the age of 16 years old and animals are not permitted on the exhibition site during build-up and breakdown of the stands by contractors and exhibitors.**
 2. All care should be taken with vehicles on-site with respect to other contractors and their equipment and personnel as well as exhibitors.
 3. Contractors not involved with the erection of temporary exhibiting structures should remain clear of the area until these structures are secure and complete.
 4. Equipment used by either the contractor or exhibitor should be placed in such a way that it does not form a hazard to other personnel on-site and when the job is complete, surplus equipment should be removed from the site or stored in a way approved by North Port Events Ltd.
 5. Contractors and exhibitors erecting temporary display structures must obtain inspection from the Occupational Safety and Health Division of the Department of Labour.
 6. Before work is begun contractors and exhibitors should identify where public telephones, fire alarms, egress points and fire hoses are in the event of an accident or emergency.
 7. No alcohol is permitted to be consumed during either build-up or breakdown of the event. See the Occupational Safety and Health in Section 1 of the manual.
-

OCTANORM

Please see **Stands**.

OPEN HOURS

Please see **Dates and hours**.

P

Parking
Plants – Indoor
Plumbing and drainage
Post office
Public address system

PARKING

Please see **Car parking**.

PLANTS – INDOOR

A wide variety of plants and flowers are available from the recommended plant contractor The Plant People. For a price list please see the Plant Order Form located online.

- Complete the **Plant Order Form** located online.
-

PLUMBING AND DRAINAGE

All plumbing and drainage is arranged through the official plumber Joyce Plumbing. The venue has limitations with respect to plumbing and in particular drainage where a site is not close to an exterior wall. Water is piped to sites requiring it overhead via 1/2 inch alkathene pipe. Wastewater may need to be pumped up and out and accordingly all requests for plumbing and drainage are assessed and costed separately. Joyce Plumbing contract directly with North Port Events and accordingly North Port will invoice companies requiring their service.

- Contact **Georgina De Jong from North Port Events** on (64) 9 376 4603 or georgina@nthport.co.nz
-

POST OFFICE

The nearest Post Office is located at:

Market Road Post Office
156 Great South Road, Remuera, Auckland
(64) 9 524 4546

PUBLIC ADDRESS SYSTEM

The public address system is for use by the Organisers for official announcements only. It is not available for exhibitors or visitors except in emergencies.

R

Removal of goods
Rigging
Rubbish bins

REMOVAL OF GOODS

In the interests of security goods may not be removed from the exhibition without exhibitors wearing their exhibitor ID badges.

RIGGING

Exhibitors requiring rigging should contact the official contractor or complete the rigging order form in the additional services section of the exhibitor manual.

Please note: All rigging should be organised and ordered no later than fourteen (14) days prior to the first open day. Requests after that time cannot be guaranteed to be actioned.

- Contact **Jim from Jim's Contracting** on (64) 27 4397 716 or jimscon@xtra.co.nz
-

RUBBISH BINS

The Organisers will provide rubbish bins in the aisles for visitor waste. However exhibitors generating waste through activities such as sampling should provide additional bins for their own stand either by their own supply or through one of the furniture hire companies. Refer to the recommended suppliers list under section 1 of this manual.

S

Sampling
Security
Smoking
Stands
Storage

SAMPLING

Exhibitors may give out samples of their product. Samples must be items which the exhibitor sells in the normal conduct of their business or items that are produced by the equipment that they sell. Portions are to be of a normal tasting size only. This is a small cup 100mls for a non-alcoholic beverage and bite size (50g) for food.

SECURITY

Security guards will be operating from 0800 hours on Thursday 20 August until 0800 hours on Monday 24 August. While every reasonable precaution is taken, the Organisers accept no responsibility for any loss or damage, which may occur to persons or property at the exhibition from any cause whatsoever. Exhibitors are reminded that during the build-up and break-down periods, valuable, personal and portable possessions are most at risk from loss or theft. While the organisers have taken every precaution to minimise this risk it is the responsibility of the exhibitor to ensure the safety of these items. Historically the ASB showgrounds car park has been targeted by thieves during shows, especially during build-up / breakdown. Please do not leave valuables in your vehicle. If you have any questions or concerns please contact the Organisers.

SMOKING

ASB Showgrounds has a "No Smoking" policy inside the exhibition halls.

STANDS

Serviced stands

All exhibitors' with serviced stands should complete the online **Name Board Form**. Serviced stands are supplied with 1 metal halide light per 9m². Power supplied as per your contract. Additional lighting or electrical requirements should be listed on the online **Lighting and Power Order Form**. Exhibitors requiring extras such as shelves, benches or signs should contact the preferred furniture supplier – Exhibition Hire Services.

Design & build – space only exhibitors

Exhibitors wishing to arrange for the construction of custom-built stands must advise the Organisers of their chosen stand contractor and supply full details of stand design including elevated and plan scale drawings for approval.

Octanorm – New shell scheme for the Baby Show

Octanorm is an aluminium extrusion. The modular exhibition stand system is made up of posts, rails and infill panels. This combination defines your space as an exhibitor within the event. Rails are also used across the back corners to support the walling system. A standard Octanorm shell scheme has white vinyl 3mm infill panels. On a double booth an additional centre post and rail is required for support. Fascia is provided and is used as additional support to house your company name sign allowing visitors to easily find you.

Note: For larger stands, support panels / posts/ rails are required every 3m. These are placed on the back wall and are 500mm wide.

For hanging signage on your stand Velcro can be used. You will need BOTH hook and loop sides. For heavy banners please contact Peek Display to discuss the best method for hanging.

For more information about Octanorm contact Lynnaire Horan at Exhibition Hire Services on (64) 9 579 9884 or (64) 21 783 911 or lynnaire@exhibitionhire.co.nz

Fire proof materials

Any materials used for stand construction or display purposes must conform to the following standards:

1. No straw, hay, flammable fluids, bitumus building paper or crepe paper will be permitted on the stands.
2. Plastic film, reinforced plastics or coreflute cannot be used unless approved by Council's Fire and Egress Inspector.
3. Polystyrene is permitted for letterwork only, restricted to approximately 20% of wall area in display. Sheets of polystyrene will not be permitted, unless Council's Fire and Egress Inspector has approved special conditions.
4. Please note – If you are cooking on your stand, you must have a 2kg capacity general purpose fire extinguisher. Ensure your cooking apparatus is out of reach of the public. If using LPG, 10kg is the maximum size.
5. Encroachment of displays into walkways will not be permitted.
6. Loose display packaging must be removed prior to opening and not stored behind screens.
7. The use of carpets as floor coverings is recommended in preference to synthetics or Hessian.

8. Bark is to be kept moist at all times. Limitations may be imposed on amount and placing of bark in some areas.

STORAGE

Storage is charged for on a per pallet basis because of the sheer volume of storage required and the cost to supply it. If you do not pre-order storage space, please do not expect it.

Dry storage is \$30+ GST per pallet.

- Complete the **Storage Form** located online.
-

T

Telephone and Internet connections
Travel and accommodation

TELEPHONES and INTERNET CONNECTIONS

If you require a temporary telephone line or Internet connection installed on your stand.

- Complete the **Effpos and Internet Form** located online.
-

TRAVEL and ACCOMMODATION

Please refer to **Accommodation and travel** in this section under A.

V

Vehicle Venue

VEHICLE

An exhibitor who is planning to include a vehicle on their stand **must** notify the Organisers of their intentions no later than 21 days prior to commencement of the exhibition. You will be given a specific arrival and departure time to move the vehicle on and off the stand. Details of the delivery together with details of the fuel and fuel capacity, dimensions and weight of the vehicle must be provided. The following conditions apply for flammable liquid powered motor vehicles; failure to comply with this will result in the vehicle being refused entry:

- The fuel tank must contain more than 90% of the fuel capacity
- The fuel filler cap must be either sealed or secured to prevent the easy removal of the fuel cap by unauthorised persons
- Drip trays are required
- 1 X 2.3 kg A:B(E) dry powder fire extinguisher mounted in a prominent location in accordance with AS2444:2001 Portable Fire Extinguishers.

If you are planning on including a gas powered motor vehicle on your stand please contact the organisers on (64) 9 376 4603.

VENUE

The exhibition will be staged in Halls 1 - 4 at the ASB Showgrounds, Greenlane, Auckland Tel: (64) 9 638 9084. Exhibitors wishing to view the ASB Showgrounds in advance should contact North Port Events on Tel: (64) 9 376 4603 or Fax: (64) 9 378 765. www.asbshowgrounds.co.nz.

W

Water and Waste

WATER and WASTE

Water and waste services are available on some stands. **If you require these services you should check with the Organisers that they are available on your stand.**

See also Fire Regulations.

For more details on our recommended suppliers please refer to the contact list in section 1 of this manual.

- Contact **Georgina De Jong from North Port Events** on (64) 9 376 4603 or georgina@nthport.co.nz

ASB Showgrounds VENUE MAP

ASB Showgrounds, Greenlane West, Auckland
 T: (64) 9 638 9969
 W: www.asbshowgrounds.co.nz



Conditions of exhibiting

Definitions

In these conditions:

"The Organiser" means North Port Events Ltd, and is referred to as "the Organiser" throughout this contract.

"Exhibitor" means the company or individual specified and includes all employees, agents and contractors of the company or individual exhibiting.

"Owner/Lessor" means the Owner or Manager of the Event venue wherever the Event is being held from time to time.

Terms

1. The signing of this contract constitutes a binding agreement.
2. The Organiser reserves the right to amend these terms and conditions in order to comply with any laws or requirements of the Owners/Lessors of the Event venue. All amendments will be in writing.
3. This contract constitutes a licence to occupy and exhibit and does not constitute a lease or a tenancy.

Payment

4. The Exhibitor shall be liable for payments under this contract as specified on this contract.
5. Unless notified otherwise payments by the Exhibitor do not include the following; insurance, cleaning, power, telephone, plumbing, dressing of stand, staffing, advertising or similar material all of which shall be the responsibility of the Exhibitor.
6. GST is payable on the contract at the rate set by the IRD as applicable at the time of payment.

Withdrawal by Exhibitor

7. Without prejudice to the rights and remedies of the Organiser under this contract the Exhibitor may withdraw from the Exhibition subject to the following conditions:
 - (a) Notice to withdraw must be in writing sent to the Organiser.
 - (b) Should notice to withdraw be received then payments under this contract will be as follows:
Notice received between 52-33 weeks prior to the Exhibition start Date will incur a withdrawal fee equivalent to 25% of the total cost of the Exhibitors Stand space rental as per this contract.
Notice received between 17-32 weeks prior to the Exhibition Start Date will incur a withdrawal fee equivalent to 50% of the total cost of the Exhibitors Stand space rental as per this contract.
Notice received within 16 weeks prior to the Exhibition Start Date will incur a withdrawal fee equivalent to 100% of the total cost of the Exhibitors Stand space rental as per this contract.
8. The consideration due under this clause shall be payable forthwith and only until such time as payment is made in full (or credit applied from prior deposits) will this contract be cancelled after which time neither party shall have any further claim against the other.

Default In Payment

9. If the Exhibitor fails to pay any sum on the due date the Organiser may without prejudice to its other remedies forthwith or at any time thereafter at its option exercise all or any of the following remedies:
 - (a) Cancel this contract, in which case all monies paid by the Exhibitor shall be forfeited as liquidated damages, and/or
 - (b) Charge the Exhibitor a cancellation fee, as per clause 2 herein.
 - (c) Declare the unpaid balance of the contract price to be due and payable and the Organiser may sue for payment thereof.All monies due remain payable and at the option of the Organiser the Exhibitor shall pay to the Organiser interest at the rate of 10% per annum calculated on a daily basis from the due date until payment in full is made. Additionally all legal and debt collection costs incurred in securing the balance monies due shall be payable to the Organiser.
10. The Exhibitor shall be liable for any taxes, duties and fees if any payable under or as a result of this agreement or the default or failure of the Exhibitor to comply with the terms herein.

Stand Construction

11. The Exhibitor shall not construct a display stand higher than the shell scheme walls [2.3 or 2.4 metres] except with the prior written approval of the Organiser.
12. The Exhibitor shall not without the prior written permission of the Organiser display, exhibit or demonstrate any product or service which does not in the opinion of the Organiser fall within the subject matter of the Event.
13. The Exhibitor shall not paint, mark or damage the floors, walls or any other part of the Exhibition premises and shall be responsible for the cost of any repairs or reinstatement under this clause. Outside Exhibitors must make good any damage or defacement to building structures, concrete, bitumen, sealed or grassed surfaces.
14. The Exhibitor acknowledges that the Owner/Lessor of the Event site may reserve to itself the installation of power, water and gas supply, a fair proportion of the cost of which shall be borne by the Exhibitor.
15. The Organiser reserves the right to approve any exhibit or stand and may require the removal or alteration of a stand or exhibit on a stand at its absolute discretion. The Organiser shall not be liable for any losses or damages arising whatsoever as a result of exercising its control under this clause.

Exhibitor Indemnities

16. The Exhibitor undertakes to comply with all regulations and bylaws applicable to the site including but not limited to the Fair Trading Act and the Consumer Guarantees Act and indemnifies the Organiser from all claims, costs and damages arising whatsoever for breach by the Exhibitor.
17. The Exhibitor shall in regard to all plant, equipment and machinery used in connection with its stand, comply with all regulations, Government orders and codes of practice to insure the safety of the employees of the Exhibitor, the Organiser and the general public.
18. The Exhibitor shall not bring into the exhibition site any dangerous goods and indemnifies the Organiser for all claims, costs and liabilities arising howsoever from the actions of the Exhibitor, its employees and invitees.
19. The Exhibitor undertakes at all times to comply with the Building Act 1991 and the Health and Safety in Employment Act and indemnifies the Organiser for any costs, claims or liabilities arising as a result of the Exhibitor's actions or inactions or its failure to comply with Local Body or Government regulations relating to the Exhibitor's stand or the Exhibition venue.
20. The Exhibitor shall keep its stand open for display and staffed by competent representatives during show hours as determined by the Organiser.
21. The Exhibitor shall not commence pack out of its stand before the close of the Show to the general public. Irrespective of whether or not the Exhibitor has product to sell the Exhibitor will keep its stand open and maintain a presence on the stand until Show close. This clause is inserted for the benefit of other Exhibitors in close proximity, the general public and the look and feel of the Show. Failure to observe this clause will result in a fine of \$300+GST payable to the Organiser.
22. The Exhibitor shall keep the display space properly maintained and clean and only conduct its business from the space contracted.
23. Should the Exhibitor spread beyond the confines of its contracted stand space then the Organiser may charge the exhibitor additional stand rental calculated at the square meter rate of the Exhibitors stand. Plus GST payable immediately.
24. The Exhibitor shall ensure that the passes and badges supplied for the exclusive use of the Exhibitor are not used by unauthorised persons or otherwise used to admit people into the exhibition who are not working for the Exhibitor on the Exhibitor's stand.

Insurance

25. The Organiser shall be under no liability for loss or damage to exhibits or the property of the Exhibitor, its servants, agents, contractors or licensees howsoever such loss or damage may be caused whether or not caused in whole or in part by the negligence of the Organiser, its servants, contractors or agents. The Exhibitor alone is responsible to take out all necessary insurance including a minimum of \$2 million public liability insurance.

Promotion

26. The Organiser reserves the sole right to distribute photographs and other promotional material about the Exhibition. No responsibility is accepted by the Organiser for any error, misdirection or omission occurring in any promotional material. The Organiser gives no warranty as to the type or extent of promotion of the Exhibition nor as to the attendance numbers.

Privacy Act

27. The Exhibitor acknowledges that the Organiser will pass on information to stand contractors and/or promotional organisations prior to and after the event. The Exhibitor shall on signing this contract inform the Organiser in writing if there is an objection to the transfer of information to third parties.

General

28. The Organiser may in its absolute discretion refuse any person entry for good cause into the Exhibition.
29. The Organiser may alter the size, shape or location of the Exhibitor's stand as deemed in the best interests of the Event at the Organiser's absolute discretion.
30. Where the Organiser grants consent to a stand share then the following conditions precedent shall apply: an administrative fee of \$250+GST shall be payable to the Organiser and the new Exhibitor shall sign an acknowledgement of the terms and conditions of the existing contract.
31. If the holding of the Exhibition or the supply of any service is prevented, postponed or abandoned for reason of fire, storm, lightning, national emergency, strike, lockout, civil disturbance, inevitable accident or any cause not within the control of the Organiser or should the Exhibition site become wholly or partially unavailable for the holding of the Exhibition or if the running of the Exhibition is deemed uneconomic for any reason by the Organiser then the Organiser shall be at liberty to determine this contract. Where the contract is determined under this clause the Organiser shall be under no liability in any way whatsoever for any costs, expenditure, liability or consequential loss incurred by the Exhibitor. The Organiser may in its absolute discretion refund in whole or in part any payment made by the Exhibitor or shall hold or transfer any monies paid by the Exhibitor to a similar show within the next twelve months or waive any future liability under this agreement.
32. Should the Exhibitor fail to comply with or be in breach of the terms herein the Organiser may terminate this contract by giving notice in writing and may retain any payments made under this agreement as liquidated damages. Upon receiving notice of termination the Exhibitor shall immediately remove its exhibits from the Exhibition site provided that the Organiser may remove such exhibits to the address of the Exhibitor stated on the face hereof. The costs of removal shall become a debt due to the Organiser. The provisions of clauses 2.1 and 2.2 apply to any action taken under this clause.
33. This agreement sets forth the entire agreement and undertaking between the Organiser and the Exhibitor. Neither party shall be bound by any condition warranties or representations except as expressly provided for herein and unless in writing signed by both parties. In addition the Exhibitor acknowledges that it has not entered into this contract in reliance upon any representation, warranty or undertaking, which is not expressly set out or referred to in this contract.
34. All notices hereunder shall be in writing and shall be sufficiently served if sent by post to the address of the Exhibitor herein or to the Organiser c/o PO Box 90300, Victoria Street West, Auckland.
35. If any part of this agreement is deemed invalid or of no force or effect this agreement shall be construed as though such part had not been inserted and the remainder of the agreement shall remain in full force and effect.
36. The Organiser may assign its rights and obligations under this contract to any person without the prior consent of the Exhibitor.

Environmental Health Food Safety Recommendations

These recommendations are a guide only and more specific food safety measures may be required for different stalls or displays.

Transportation

- (d) Travel straight to the event from your base kitchen thus avoiding long delays.
- (e) Transport vehicles must be clean and food must be separated from other items being carried in the vehicle, such as cleaning chemicals and pets.
- (f) All food must be wrapped, covered or placed in sealed clean containers whilst being transported to the event. This will prevent potential contamination with dirt and bacteria.
- (g) Perishable food including cooked rice, meats (both raw and cooked) dairy products etc. must be kept either hot (at least 60°C) or cold (at 4°C or below) whilst travelling to the event.

Food Preparation and Storage

- (b) Ensure the food preparation area is large enough for the type of food preparation being carried out. All equipment, tables, display cabinets etc. must be in a good state of repair and made of smooth materials that are impervious and easy to clean.

Display and Service

- 6 Food being prepared or displayed must be protected against insects, dirt, people etc. by means of covers, screens, sneeze guards etc.
- 7 Avoid unnecessarily handling food and avoid directly handling unwrapped food when serving customers - use tongs, scoops, spoons etc.
- 8 To help you achieve temperature control, keep the amount of food on display to a minimum. Good stock rotation is essential, when re-stocking displays ensure 'older food' is moved to the top of the pile. Avoid topping up 'bulk' displays as food on the bottom may be left for long periods.
- 9 Any leftovers should be discarded – not reused.

Basic Hygiene Measures

- (f) Keep jewellery to a minimum as it may enter and contaminate food.
- (g) Ensure that cuts and sores are covered with a brightly coloured waterproof plaster. On some occasions, gloves may be required. Keep a first aid kit on site.
- (h) Do not attend the event if you are suffering from a communicable illness, such as diarrhoea and vomiting. Even a common cold can cause food poisoning.
- (i) Different persons, e.g. one person to handle food and one person to handle money, should carry out different tasks if possible.
- (j) Clean as you go – regularly wipe down surfaces with a clean (preferably disposable) cloth.

**If you require more specific information or further assistance, please do not hesitate to contact Peter Wong,
Environmental Health Officer,
Auckland City Environments on (64) 9 353 9077 DDI**

A Commitment to Occupational Safety and Health (OSH)

North Port Events Ltd (NPE) is committed to ensuring that our exhibitions are a safe environment for our staff, exhibitors, contractors and visitors.

Injuries, accidents, and incidents can be prevented through appropriate management and planning, and the following policies and procedures aim to protect the safety and health of all.

Exhibitor Safety and Health Policy

NPE seeks the co-operation of staff, exhibitors, contractors, venues and visitors to ensure that the highest possible standards of safety and health are maintained at all times.

NPE and our respective venue owners/partners have a responsibility, within the scope of their policies, to maintain safe-working practices at all times. NPE reminds exhibitors and contractors of their own responsibilities for safe work practices and compliance with relevant legislation whilst participating in a NPE exhibition.

As an exhibitor, contractor or agent you have a duty under OSH legislation to ensure that your employees, agents or personnel contracted by you are aware of their own responsibilities for safety and health procedures, rules and safe systems of work. This includes the provision of information, training and supervision to employees, agents or contracted personnel to ensure the safety of themselves and of others whilst participating in a NPE exhibition.

Where hazardous substances are used, handled or stored at a NPE event, under OSH legislation all exhibitors and contractors are required to carry out an assessment of the activities involving the use, handling and storage of those hazardous substances within the workplace. Please advise us either prior to or immediately on arrival at the exhibition if you have any material or substance, which you believe could be hazardous so that an assessment and precautions can be made.

As an exhibitor at a NPE event, you are required to have in your possession and to produce if requested during the exhibition:

1. Your Occupational Safety and Health Policy document.
2. A copy of the Safety and Health Policy document of each contractor employed by you.
3. A Certificate of Currency for your Work Cover Policy.
4. A Certificate of Currency for your Public Liability Policy (at least \$2 million)

This manual lists some of the principal areas that need to be brought to your attention. Please ensure that all contractors and staff working on your stand read this document and understand their responsibilities.

Exhibitor occupational safety and health

OCCUPATIONAL SAFETY AND HEALTH IS EVERYONE'S RESPONSIBILITY

Guidelines – Exhibition Safety and Health Matters

The following guidelines outline specific work practices that will contribute to a safe exhibition environment. These guidelines are not intended to be exhaustive nor are they a substitute or a replacement of contractors' or exhibitors' own OSH Policies and Procedures.

It is the responsibility of the exhibitor, contractor and/or agent to comply with the requirements of OSH legislation and other applicable rules and regulations and work practices.

AISLES AND AISLE CLEARWAYS:

- Exits and emergency equipment must not be obstructed.
- Aisle ways and fire exits should be clear of general waste and packaging materials (this includes the period during Build-up and Breakdown).
- Aisles are public walkways and must not be used to display goods.
- When conducting product demonstrations on your stand, you must place your demonstration counter at least one meter back from the front of your stand, to avoid crowds obstructing aisles.

NO CHILDREN under 16 are permitted in the halls during Build-up and Breakdown

FIRE RISK:

- The use of readily flammable material in stand construction, e.g. crepe paper, corrugated cardboard, straw, untreated Hessian, polystyrene or PVC sheet is restricted unless you have venue approval (refer to Exhibitor Manual).
- Where sawdust, tan bark or wood chips are used to decorate floors, a protective membrane must be laid first and the chips kept moist at all times.

STAND CONSTRUCTION:

- Exhibitors may not construct their displays higher than 2.3m except with the prior written approval of NPE.
- Proper scaffolding must be used during the construction of any building within the venue hall.
- Please ensure that all safety features of the scaffolding are adhered to as per applicable regulations and that any tower scaffold in use is properly stabilised and propped.
- Materials used for stand construction or display construction must conform to the ing Code and be:
 - of non-combustible material;
 - of inherently non-flammable materials;
 - use flame-proofed fabric (documented evidence of such must be provided).
- Where your stand has a 'ceiling' or 'canopy':
 - the material used must be flame-proof (evidence of such must be provided);
 - you must have a current/valid fire extinguisher and smoke detector on your stand.
- The venue requires that stands are open for visual inspection at all times.

LIGHTING ON YOUR STAND

- Lighting must be industry approved: HPM Series 600, 500W are available from all leading lighting and hardware suppliers.
- All lighting must be at least 2.2m above floor level or protected in an approved way to prevent accidental burning.
- High powered lights must be 1m away from flammable materials.
- Lighting and/or lighting equipment intended to be connected to the mains supply must be tested and tagged. To book testing and tagging prior to the Show, please see the Exhibitor Manual for details of our electrical contractor.
- Our electrical contractors may check lighting and/or lighting equipment on site for compliance. Exhibitors will be required to disconnect lighting and/or lighting equipment that is found to be unsafe or that is not tested or tagged.
- All lighting and/or lighting equipment not installed by the lighting contractor must be switched off and disconnected from the mains supply prior to leaving each night;

- All personnel working at the stand must be informed of the requirements for lighting and lighting equipment.

ELECTRICAL EQUIPMENT AND ELECTRICAL CABLES:

- The use of double adapters is restricted – please use power boards.
- All cables should be routed from pedestrian traffic and taped down to minimise a tripping hazard.
- Electrical equipment intended to be connected to mains supply must be tested and tagged.
- Our electrical contractors may check electrical equipment on site for compliance. Exhibitors will be required to disconnect electrical equipment that is found to be unsafe or that is not tested or tagged.
- Electrical equipment includes light fittings, computers, appliances, etc.
- All personnel working at the stand must be informed of the requirements for electrical equipment.

STAND CERTIFICATION:

- Certification is required for stands of:
 - Two storeys or more where the stand has a roof area greater than 18sqm and more than 3m in width.
 - Where the floor of any occupied area is more than 1.5m above ground level, it is deemed to be a two-storey structure whether or not the bottom area is occupied.
- Certification will require compliance with the Venue's requirements for fire protection and proof of structural integrity of the stand.

NAKED FLAMES:

(i.e. candles, oil burners, gas appliances, etc)

- A safety barrier may be required in front of every lit gas heater.
- A vigilant stand attendant must be present on the stand at all times.
- A current/valid fire extinguisher, clearly visible and accessible to visitors, must be kept on your stand (in addition, consider having a fire blanket on hand).
- Please ensure that flames are situated so that members of the public cannot come into direct contact with the flame or any surface, which may result in, burns or cause clothing to ignite.
- No flammable material shall be within 1m of a flame.
- Flames must be extinguished 15 minutes prior to the stand being vacated at the end of the day.

- Proposals for the use of naked flames on stands must be submitted to the venue 30 days prior to the exhibition.
- All personnel working at the stand must be informed of the requirements for naked flames.

LP GAS BOTTLES:

- Where exhibitors intend to use or store LPG or other flammable gas bottles on site, please advise NPE prior to the Show.
- LPG fuelled appliances must be installed and tested for leaks by a licensed gasfitter before they are used.
- Gas cylinders, exposed gas pipes and all connections to the cylinder must be protected from damage at all times.
- A fire-extinguisher (dry chemical) must be clearly visible at all times.
- Gas bottles are stored in cages outside the venue when not in use.
- All personnel working at the stand must be informed of the requirements for the use and storage of gas bottles.

DEMONSTRATIONS – HEAT-GENERATED DISPLAYS:

(i.e. steam irons, etc)

- You must ensure that heat generating appliances are operated without risk to visitor safety and health, e.g. consider using a barrier around your appliance, either within a roped off area or operate behind a perspex shield.
- When demonstrating heat-generating equipment, your display should not be on the perimeter of the stand. Rather it should be set back 1m within your stand area adjacent to the aisle, e.g. when demonstrating an ironing board, place the board at right angles to the aisle so the public can't brush past the hot iron and burn themselves.
- NPE's OSH manager and venue representatives may visit your stand to satisfy themselves that your exhibit complies with basic OSH principles. You may be asked to provide safety barriers for your display. If you do not have any available, you may be required to hire them on-site.
- All personnel working at the stand must be informed of the requirements for the use and operation of heat-generating equipment.

RAISED FLOORS GREATER THAN 40MM HIGH:

- Flooring must have a bevelled edge to prevent a 'tripping' hazard.

- The 'ramp' must not exceed 30 degrees, or a grading of 1:14. Therefore, with a 40mm high floor, the bevelling should be approximately 56mm wide.
- In addition you should consider signage, i.e. 'Mind the Step', or different coloured edging for more visibility.

COOKING DEMONSTRATIONS:

- Demonstrators are required to have a current/valid fire extinguisher and fire blanket, clearly visible, on the exhibit stand.
- Where cooking equipment/flames/heat is within reach of visitors you must ensure that this equipment is operated without risk of visitor safety and health, e.g. consider roping off or using a Perspex shield around your appliance.
- Cooking equipment must not be operated within 1m of flammable materials.
- Flames must be extinguished 15 minutes prior to the stand being vacated at the end of each day.

FOOD HANDLING AND FOOD HYGIENE:

Food handling and food-service regulations is a complex area and is not covered in detail here due to the differing requirements of the various Council offices. It is the responsibility of the exhibitor, contractor or agent to ensure that food handling and food hygiene procedures comply with local council rules and regulations. See Exhibitor Manual for contact details.

MOTOR VEHICLES ON DISPLAY:

If you are planning to have a motor vehicle on display you must let NPE know well in advance so that the proper precautions can be made in conjunction with rules of the venue.

Other MATTERS:

- Standing on chairs, tables and other rental furniture is prohibited. Use purpose-designed equipment such as ladders and steps, etc. NPE cannot be held responsible for injuries, falls or damages by the improper use of this equipment.
- Please look out and listen for forklifts.
- Please be aware of overhead works.
- Please do not obstruct any plant machinery.
- Please keep the loading dock clear at all times.
-
- Please maintain clear aisles at all times, keeping product on your stand, and removing packaging and vehicles as soon as is practical.
- Appropriate footwear is essential;
- **NO CHILDREN** are allowed in the venue during Build-up and Breakdown. For the purpose of

occupational safety and health, children are under 16 years of age.

- **Do not smoke** in the venue.

Report UNSAFE WORK PRACTICES to the Organiser!

General Safety and Health Matters

North Port Events Ltd is serious about safety and health.

EMERGENCY PROCEDURES:

- In the event of partial or complete evacuation of the exhibition venue, exhibitors, staff, contractors and agents are requested to muster in the areas as directed by the venue security staff.
- The venue public address system will be used to convey evacuation and 'all-clear' instructions.
- Exhibitors are asked to be constantly aware of unidentified packages, cases or bags left on stands. In any case of doubt the article should not be touched, but security informed, via the Organiser's office.

DEPARTMENT OF HEALTH:

Contact local Council/Department of Health officers for up-to-date and fully comprehensive guidelines/regulations on the following topics:

food handling demonstrations; personal grooming exhibits, i.e. body piercing, make-up application, etc.; pool/spa water hygiene.

EXHIBITOR RESPONSIBILITIES:

- Ensure that persons in your employment and any others affected by your actions and omissions are safe and are not at risk to their safety and health.
- Ensure that relevant risk assessments have been carried out in relation to your own stand/area during Build-up and Breakdown.
- Co-operate/co-ordinate your actions with organisers and contractors on-site.
- Where potential risks are identified during the risk assessment process, make all parties aware of potential risks as might arise during Build-up and Breakdown.

- Ensure that your employees/contractors are competent and follow safe systems of work.
- Seek advice where necessary from the on-site safety and health official – this will enable you to comply with the relevant provisions.

CONTRACTOR RESPONSIBILITIES:

- Ensure the health, safety and welfare of any persons including sub-contractors on-site during Build-up and Breakdown.
- Work is to be carried out by licensed tradespeople as appropriate.
- Where significant risks are involved, ensure that risk assessment and method statements detailing methods of work are complete.
- Ensure that risk assessment and method statements are produced in pre-Show meetings.
- Comply with OSH legislation during Build-up and Breakdown and comply with all legal requirements that are relevant to their operations.
- Ensure the competence of employees and subcontractors to carry out the designated work.
- Co-operate and co-ordinate your actions.

STAND DESIGNERS:

- Must be competent and have the necessary skills, knowledge and experience pertaining to stand design backed up by the relevant qualifications.
- Ensure that erection and maintenance of the design has the ability to be carried out safely and in accordance with the relevant legislations by the contractors in the time available.
- Comply with Regulation 13 of the construction and design regulation 1994 – designers duties and related legislation to stand construction.

INSURANCE:

- Neither NPE, the venue or any staff, employees, agents or other representatives of NPE or the venue 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 or from, or during the exhibition.
- Exhibitors should consult their own insurance companies and/or broker for proper coverage of their exhibits and display area.
- It is a requirement that exhibitors have appropriate insurance cover for their stand area, including public liability.

- If you have this cover, please send a Certificate of Currency detailing the following:

Insured	<i>Exhibitor's Name</i> <i>Type of Policy e.g.</i> <i>Combined Public and</i> <i>Product Liability</i>
Situation	<i>Venue</i>
Covering	<i>Name of Exhibition</i>
Sum Insured	<i>Limit of Indemnity</i> <i>Period of Cover From first</i> <i>day of Build-up to final day</i> <i>of Breakdown</i>
Insurer	<i>Insurance Company's</i> <i>Name</i>
Policy Number	<i>xxxxxxx</i>
Signed	<i>Insurer's Signature</i>
Dated	<i>Date</i>

GUIDELINES FOR BUILD-UP AND BREAKDOWN AND DURING THE SHOW:

- No children are allowed on the premises (either the halls or loading areas) during Build-up or Breakdown. For the purposes of OSH, children are under 16 years of age.
- A person must be appointed who is responsible for health and safety matters on the stand during Build-up, Breakdown and during the duration of the Show.
- Keep aisles clear, as indicated on the floor plans, at all times.
- During Build-up and Breakdown periods your staff and subcontractors should be constantly reminded of the need for vigilance regarding the safety and health of themselves and those working in their vicinity.
- Any violations or concerns regarding any of the above points should be reported to our on-site OSH representative or to the Organiser's office.
- Portable electric tools must be used with the minimum length of trailing leads and such equipment should not be left unattended with a live power supply to it.
- Electrical cables must not cross aisles and fire exits. All portable electrical equipment should have a current inspection tag attached and when in use, should be connected to a Residual Current Device.
- Before starting work overhead, the area directly beneath the workplace is to be cleared and cordoned off with signage displayed to indicate overhead work is in progress. No work is to be carried out above any person.
- Operatives should wear suitable protective clothing relevant to their job, which includes eye, hearing, foot, head and hand protection.

- Work areas should be maintained free from general waste and packaging materials, which could be hazardous to operatives.
- All parking restrictions and speed limits must be adhered to.
- Fire exits and emergency equipment must not be obstructed.
- You must ensure that portable power equipment is used for the purposes for which they were designed and that re-wired units comply with the venue regulations before they are installed on-site.
- Exhibitors are responsible for the safe use and storage of inflammable liquids and substances and segregation from waste and other risk areas.
- Proper scaffolding must be used during the construction of any building with the halls, safety features of the scaffolding is provided as per laid down standards, and that any tower scaffold in use is properly stabilised and propped.

NOTES ON DEMONSTRATIONS:

- All demonstrations must be carried out in accordance with the OSH legislation.
- All exhibits must, where they are not sufficiently stable as freestanding models, be properly secured to the floor or other structure.
- Floors on exhibit stands must be kept clear of articles or substances likely to cause persons to slip or trip.
- All electrical conductors must be properly installed by licensed electricians and adequately protected.
- Any stand incorporating a demonstration or exhibits providing a potential fire hazard must be constructed in approved materials.
- Exhibits must be positioned so that at no time do they protrude into the aisles.

MANUAL HANDLING:

- For loads that can be carried by the individual:
- Stand close to the load, with feet apart for good balance, bending your knees and straddling the load.
- Always try to lift when standing or at least half squatting, rather than kneeling or not using your legs.
- Keep your back as straight as possible whilst lifting and carrying.
- Always keep the load as close as possible to your body, with elbows close to your sides, making sure you can see where you are going.
- Do not twist your body to change direction, always use your feet.

- Any mechanical lifting devices utilised must be maintained and users must be trained in their use. No one shall operate a lifting device if it requires certification.
- Loads carried mechanically should be within device size and weight limits. These should be carried safely and evenly balanced to prevent load slipping.

LIFTING/PACKING CASES:

- Forklifts are not to be used by anyone other than fully trained and licensed personnel.
- Work areas and exits should be maintained free from general waste and packaging materials, which could hazard operatives.
- Packing cases must not be allowed to obstruct aisles, passageways and fire exits.
- Nails, etc. must not be left protruding from any packaging case or material.
- All packing cases and materials must be removed from the exhibition hall as soon as possible.
- All equipment must be regularly serviced and inspected.

MACHINERY ON STANDS:

- All machinery should be fitted with guarding, fencing, lock immobilisation, etc. to ensure a safe environment for staff and patrons. The use of signage above machinery is not an acceptable protective method.
- No person shall demonstrate or operate a machine unless appropriately trained and clear instructions given, both in relation to the operation of the machine and as to responsibilities to members of the public in both normal and emergency situations. Persons demonstrating machines must wear adequate personal protective clothing and equipment.
- Clearly visible and accessible emergency stop controls must be available.
- All sources of power to and from the machine including electrical pneumatic and hydraulic, should be provided with an isolator which should be switched off when the machine is not actually being demonstrated by an authorised user.
- Adequate extraction or other equally effective methods must be provided for dust, chips and fumes.
- Adequate lighting must be provided both for the machine and its surrounding area.
- Where appropriate, screens must be used to provide adequate eye protection to members of the public.

EXHIBITS REQUIRING ADDITIONAL SAFETY PRECAUTIONS/Written APPROVAL:

BabyShow

PREGNANCY • BABY • TODDLER

- Notify NPE at least 30 days prior to the Show if your display has any of the following:
- A second storey.
- A solid ceiling or roof area more than 18 sqm.
- A structure more than 3m high – the onus is on the Exhibitor to prove that the structure is stable.
- A motor vehicle (refer Motor Vehicle on Display).
- Dangerous Goods – advise type, size, volume and volume of the dangerous goods, and supply Material Safety Data Sheets (MSDS), obtained from the manufacturer of the product.
- Special effects – pyrotechnics, smoke-generation.
- A discharge of noxious waste – not to be discharged through the sewage system, must be collected and disposed of in a lawful manner.
- An LPG gas cylinder (refer LPG Bottles).
- A cylinder containing compressed gas (other than LPG)
- A naked flame (refer Naked Flames).
- Lighting or signage, lower than 2.2m above floor level.
- Animals.
- Balloons.

Emergency procedure

Event organisers, exhibitors, contractors and their staff must be aware of the following Emergency Procedure.

Remove anyone in immediate danger

Contain fire (close doors if possible)

Raise the alarm (if not already activated) immediately by operating the nearest call point.

Phone 111 to ensure the Fire Service is notified, clearly state the address

Hall...

ASB Showgrounds

217 Greenlane Road West

Auckland

Report all known details to Duty Manager, Event Organiser, and Operations Manager by Radio Telephone or phone.

Ensure any performances, music etc. is stopped.

Using the PA system, make announcement:

- Sample Evacuation Message
- May I have your attention please?
- I have an important announcement to make:
- PAUSE
- There is a need to evacuate the venue. There is no cause for alarm. Please follow the instructions of security staff who will direct you to the nearest exit.
- Once outside please assemble in (designated assembly point).
- You will be advised when it is safe to return.
- **REPEAT MESSAGE AT 2 MINUTE INTERVALS**

- Assist and direct persons from the nearest safe exit to designated assembly point.
- Initiate search of isolated and confined area, eg. Toilets, storage areas etc.
- Meet with building wardens to ensure venue is clear.
- If it is safe to do so **BUT NOT OTHERWISE**, attempt to fight fire.
- If it is too dangerous to fight the fire, contain the fire by closing all windows and doors.
- **AFTER THE AREA HAS BEEN EVACUATED.**
- Liaise with Fire Service on their arrival.
- Meet with Duty Manager, Event Organiser, Event Manager, and Building Wardens to review and record incident details.