

NZICC Permission Form  
**CANVASSING, SOLICITATION AND DISTRIBUTION**



Please download and complete and return **no later than 14 days prior** to the hiring period of the event. Email complete form to your Event Planner.

For assistance please contact: support@nzicc.co.nz

## CONTACT DETAILS

<b>Contact Name:</b>	<b>Phone Number:</b>
<b>Company Name:</b>	<b>Email Address:</b>
<b>Name of Event:</b>	<b>Event Date:</b>
<b>Company Address:</b>	<b>Stand Name:</b>
	<b>Stand Number:</b>

## ACTIVITY DETAILS

**What product, service, or activity will be promoted during the event?**

**How will the promotion be carried out?**

**What items (if any) will be handed out or distributed?**

**What is the expected daily quantity of items to be distributed?**

**In which location (s) within the venue will the promotion take place?**

## MANDATORY SAFETY REQUIREMENTS

All persons conducting a business or undertaking (PCBUs), along with their staff, are responsible for ensuring that the Health and Safety at Work Act 2015, relevant legislation, procedures, and safe work practices are followed, so far as is reasonably practicable, to safeguard the health and safety of all people.

**Please tick the relevant boxes to confirm these requirements will be met:**

- |  |   |
|--|---|
| <input type="checkbox"/> Solicitation and canvassing may only occur within the contracted event space, registration area, or exhibitor stand.  | <input type="checkbox"/> Pamphlets, brochures, catalogues, and leaflets must not be placed on vehicles or distributed in common areas of the Venue.             |
| <input type="checkbox"/> Prior approval from Event Planner is required before any distribution takes place.  | <input type="checkbox"/> A copy of all promotional materials intended for distribution must be submitted with this application.                                 |
| <input type="checkbox"/> Approval is granted only for the version of materials provided with this form. Any revised or updated versions will be considered unapproved unless resubmitted to the venue. | <input type="checkbox"/> NZICC reserves the right to withdraw approval and request the removal of any material considered inappropriate, offensive, or harmful. |

## REQUIRED DOCUMENTATION

These documents, and any other documents as requested, must be provided to NZICC with this completed application form.

**Please tick the boxes to indicate you have provided the following information:**

- Pre-approval for the Event Planner
- Copy of all promotional materials to be distributed

## TERMS AND CONDITIONS (To be completed by the person responsible for the work to be performed)

Activities at the New Zealand International Convention Centre (NZICC) will only be permitted once formal written approval has been provided by NZICC. Until approval is confirmed in writing, NZICC accepts no responsibility for the accuracy of the information supplied in this form and makes no assurances as to the safety or legality of the proposed activity. Responsibility for both the activity and the information provided rests entirely with the contact person named on this form.

As part of its duty of care, NZICC carries out regular compliance checks and may request supporting evidence at any time. If the activity is found to breach legal or regulatory obligations, differ from the details provided, create safety concerns, or pose a risk to people, the venue, or the environment, NZICC reserves the right to delay or cancel the activity at its discretion until any

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concerns have been fully addressed.

Approval granted by NZICC does not imply acceptance of liability for any injury, damage, or loss that may result from the activity.

**DECLARATION**

I declare that I have read and understood this application and have completed this form to the best of my knowledge.

**Name:**

**Date:**

**Signed:**

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**AUTHORISATION (NZICC use only)**

**Authorised by:**

**Signed:**

**Comments:**

**Date:**