

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

Contact Name:

Phone Number:

Company Name:

Email Address:

Name of Event:

Event Date:

**Company
Address:**

Stand Name:

Stand Number:

ACTIVITY DETAILS

What is the total footprint/floor area and overall height of the stand?

Does the stand include any enclosed ceilings or double storeys? If yes, please provide details.

Who is responsible for the construction and build of the stand?

Are there any additional structural features that require approval (e.g., rigging, barriers, or large signage)?

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"/> Any stand with a roof or ceiling must include additional fire protection equipment such as smoke detectors and a portable CO ₂ or dry chemical extinguisher. | <input type="checkbox"/> Where halogen tube lights are used, the globe must be fitted with safety glass to reduce the risk of fire or explosion. |
| <input type="checkbox"/> Temporary spotlights or similar fittings must be positioned at least 300mm away from partitions or combustible materials. | <input type="checkbox"/> Custom-built stands larger than 50m ² must include at least one alternative means of egress to the walkways. |
| <input type="checkbox"/> Doors incorporated into stands must comply with exit door standards, opening outwards with a push bar and displaying an exit sign where required. | <input type="checkbox"/> All barriers, partitions, and stand structures must be designed to withstand pressure safely and not topple. |
| <input type="checkbox"/> Materials used in stand construction must comply with New Zealand fire safety and building regulations. | <input type="checkbox"/> Stands with significant ceiling structures may require review by a qualified Fire Engineer at the exhibitor's expense if requested by the venue. |
| <input type="checkbox"/> All custom build designs must be submitted for approval by the venue and event organiser, with exhibitors responsible for meeting all applicable legislative and regulatory requirements. | <input type="checkbox"/> Public liability insurance of no less than NZD10 million must be held for the activities covered under this form. |

REQUIRED DOCUMENTATION

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

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

- Scaled stand drawings showing footprint, height, and structural details
- Risk Assessment or SWMS covering construction and pack-down
- Proof that materials comply with NZ fire and building standards
- Copy of certificate for public liability insurance not less than NZD\$10 million.

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 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:

AUTHORISATION (NZICC use only)

Authorised by:

Signed:

Comments:

Date: