

Vbase Exhibitor Guide 2020

Section A: Intro & Policies

IrrigationNZ Water for Life
Conference and Expo 2020

07/04/20 - 09/04/20

Make life
more eventful.

CHRISTCHURCH
TOWN HALL

+

Horncastle
ARENA

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HAGLEY
OVAL

+

AIR FORCE
MUSEUM
of New Zealand

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STADIUM

vbase



Vbase Exhibitor Guide

Vbase understands connections are what make life more eventful. It's about having the right spaces for people to connect, supporting technology to drive the creativity, and fresh award-winning food made in-house to fuel the desire. Bringing it all together are the people with the skills and experience - that is Vbase.

This document aims to provide you with everything you need to exhibit with us.

This guide is separated out into three different sections, as below:

Section A - Vbase Policies and Procedures

This section contains information relating to Vbase's policies and procedures. This is important stuff because if these areas are not understood or followed when you are onsite, you may be denied entry to our venue.

Section B - Important information about the venue

This section contains the information you need to know about the specific venue where your event is being held.

Section C - Relevant forms

Depending on your requirements some or all of the following forms will be made available to you:

- Venue Delivery Labels
- Technical Services Pre Order Form
- F&B Dispensation Form

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SECTION A - VBASE POLICIES AND PROCEDURES

1. HEALTH AND SAFETY AT VBASE

We all have a legal responsibility to provide a safe environment for those working at your event.

In accordance with relevant legislation, New Zealand standards and codes of practice, we've developed stringent safety procedures and policies that must be followed by all persons inside our venues. This includes event organisers, event participants, exhibitors and contractors.

Health & Safety signage will be placed at the front of all work sites to remind visitors of our safety message, and we appreciate your adherence to instruction from Vbase staff at all times.

1.1. Reporting Accidents and Near Misses

Any accidents or near misses must be reported immediately to Vbase Staff onsite

If there are no Vbase staff in the immediate vicinity to the incident or near miss, Vbase staff can be reached on (03) 339 3599.

Should you require emergency attention, please call 111 first and then notify the on duty Vbase Hosting manager.

1.2. Health & Safety Inductions

All visitors' onsite during a build or exhibitor pack in and/or pack out will be required to sign in and receive a short health & safety induction before being allowed access to the venue. This includes Contractors, Exhibitors, Suppliers and Exhibition Staff.

Once completed a wristband or other form of identification will be issued to each person who has received the induction, and this will allow them to proceed to set up or take down their stand. Any person without a wristband will be prevented from accessing the site until they have completed the induction.

1.3. Pack in and Pack Out Requirements

In terms of Health & Safety, pack in or pack out times are deemed **HIGH RISK** and the area is classed as a construction site. Therefore, we have very strict requirements during these times, as outlined below.

1.3.1. High Visibility Requirements

During pack in or pack out times, **all people onsite must be wearing high visibility clothing (at minimum a High Visibility vest)**. This includes all exhibitors, exhibition staff, contractors, suppliers and Vbase employees. Failure to wear such gear will result in removal from the venue.

Each person is required to supply their own High Visibility vest, some events may have the option to purchase them onsite for \$5.00. Please contact your Vbase Event Planner to see if this service will be available for your event.

1.3.2. Footwear Requirements

Closed toe shoes must be worn at all times during an exhibition pack in or out.

1.3.3. Pack in / Pack out Timings

Exhibitors will only be allowed access to the venue during the specified exhibitor pack in / pack out times. The exhibition build must be complete before any access for exhibitors will be permitted. During the exhibition pack down exhibitors must have cleared the site before the shell scheme build can be packed down.

Vbase will restrict access to the venue if we feel that it is unsafe for exhibitors or other members of the public to access, even if it is during specified exhibitor pack in times.

1.3.4. Children onsite

No Children under the age of 16 are permitted to be onsite during a pack in or pack out period.

1.3.5. Consumption of Alcoholic Beverages

Consumption of alcoholic beverage is not permitted within an exhibition area during a pack in or pack out period.

1.4. Over Head Rigging

All overhead rigging within any Vbase venue must be installed and/or approved by a Vbase Venue Technician to ensure the Best Practice Guidelines for Working at Height issued by WorkSafe NZ are met and maintained. Any unapproved access to the venue catwalks is strictly prohibited. All overhead rigging work carried out will require the following;

1. All overhead rigging will require a **task analysis (TA)** to be provided to the Vbase Venue Technician outlining the "Safe Work Method" of carrying out the works that will be used. This form must be provided to your Vbase Event Planner no later than 14 days prior to first pack in day.
2. Upon approval of the Task Analysis (Sign off by the Vbase Venue Technician) the work may be carried out providing the following requirements are adhered to:
 - a) When rigging is in progress, the Vbase Venue Technician will place warning signs at all egress points.
 - b) While the trusses and/or line arrays are being rigged or de-rigged, any persons entering the venue **MUST** wear a hi-visibility vest
 - c) A 5m exclusion radius must be maintained around any work happening at heights. Any persons working within a 5 metre radius of trusses, line arrays or operating scissor lifts **MUST** also wear an approved hard hat until all trussing and line arrays are raised to their full height.
 - d) The Vbase Venue Technician will determine when the overhead rigging is complete and the PPE rule can be relaxed and the warning signage removed.

1.5. Fire & Safety Awareness

All our venues are protected by an integrated smoke detector and sprinkler system connected to and monitored by the Fire & Emergency New Zealand. In the interest of public safety, all fire exits, air conditioning vents, lighting and sound controls, fire appliances, fire hose reels and power distribution boards must remain clear at all times.

It's illegal to:

- Block or congest emergency exits, fire hose reels or fire call points
- Block the access route to an emergency exit
- Block aisles within the exhibition – these must remain clear at all times
- Obscure or cover emergency exit signs
- Use fabric and display materials which are not fireproof

Vbase will not accept the above practices within our venues and adherence will be strictly enforced.

1.6. Emergency Evacuation Procedures

Each venue has a compliant evacuation scheme is maintained onsite to enable the successful evacuation of staff and visitors in the case of a fire or other emergency. Boards displaying the emergency procedures are located throughout each venue with maps to assist in directing you to your closest exit from that point. It is good practice to observe where the nearest emergency exit is in relation to your stand when arriving onsite. An emergency egress map of your venue is provided in Section B of this guide

In the event of an emergency remember, stay calm and make your way to the nearest exit. Vbase staff will assist in the evacuation of the venue should this become necessary. Please follow the instructions of Vbase staff at all times.

1.7. Smoke Alarm System Activation

If any exhibitor or person acting under an exhibitor's control (such as a contractor or supplier) causes an activation of the venue's smoke alarm and subsequent evacuation, the exhibition organiser will be responsible for any costs incurred to Vbase including, but not limited to, call out fees from Fire & Emergency NZ.

1.8. Stands with Roofs

Stands with roofs are strictly prohibited as they obstruct the venue sprinkler system in the event of a fire.

1.9. Lighting

All stand lighting must be 2.2 metres above the floor level. Any variation must be approved through your exhibition event organiser.

High powered lights such as flood or spot lights must not be placed within 500mm of flammable material. All portable light fittings must have a Certificate of Approval from New Zealand Electrical Safety Regulators.

1.10. Use of electrical equipment

Every piece of electrical equipment that is brought onsite **must be tested and tagged** in accordance with New Zealand Electrical Laws.

It is the responsibility of each exhibitor to ensure they are compliant with this requirement. Compliance checks may be undertaken onsite and any non-complaint devices will not be permitted to be connected.

Exhibitors must ensure that all loose cables are secured to avoid tripping hazards.

1.11. Motor Vehicles/Mobile Plants

Prior approval is required from Vbase to display motor vehicles/mobile plants and these must adhere to the safety guidelines below:

- Vehicles or Mobile Plant on display must be located within the footprint of your stand and cannot impede egress routes or other displays.
- Vehicles/mobile plants in exhibitions cannot be started and run without permission from the on Duty Vbase Hosting Manager
- Flooring must be protected by drip trays under each vehicle and a mat placed under each tyre
- Fuel is not permitted to be decanted or filled inside the venue or its footprint (10m radius around the exterior of the venue)
- Ignition keys are not to be left with the vehicle/mobile plant and are to be strictly controlled by the exhibitor at all times.
- Every car must have at least 1 x 2.3kg A:B:9E) dry powder extinguisher mounted in a prominent location in accordance with NZ 2444:2001 portable fire extinguishers
- No silicone sprays are to be used on the tyres of display vehicle(s)/mobile plants within the venue as they create a health and safety hazard. If these sprays are found to be used, Vbase will pass on the cost of remediation to the Exhibition Organiser

To obtain an approval to display a motor vehicle/mobile plant, please contact your **Vbase Event Planner**.

Motor vehicles/mobile plants powered by flammable gas (LPG) may be displayed under the following conditions:

If a car or other mobile plant is on display at your stand please arrange a specific delivery time with your Exhibition Organiser.

LPG powered motor vehicles must have their systems fitted in accordance with AS/NZS 1425:2007 LPG gas fuel systems for vehicle engines. The LPG fuel tank must be isolated from the engine mechanically by closing the 'service tap' on the fitted fuel tank

1.12. Smoke and/or Fog Machines

Smoke or fog machines are prohibited as these could cause an activation of the venue's smoke alarm system and interfere with other exhibitors.

1.13. Building Consents

Contractors and Exhibitors intending to erect external marquees and other structures exceeding 30m² within or adjacent to the complex are required to obtain the necessary Building Consent from the Christchurch City Council.

Vbase must be satisfied that all consent conditions, Health & Safety considerations and additional insurance coverage have been dealt with satisfactorily before build-in commences.

1.14. Attachments and Adhesives

Many display adhesives are damaging. Any display items must be contained within your stand footprint. Displays items or any other item is not permitted to be attached to the venue walls, floor or structure.

2. EXHIBITS REQUIRING PRE-APPROVAL

2.1. Required Approval

Approval is required for exhibits which contain:

- Animals
- Explosive devices
- Gas
- Naked flames including cooking equipment
- Helium balloons
- Laser transmitters
- Smoke/fog
- Food and beverage tastings / samples / give-aways or sales
- Motor vehicles/Mobile plants
- Overhead Rigging
- Potentially offensive items available on display or available for sale
- Food and Beverage sales & sampling
- Containers being delivered to the venue

Please submit a proposal in writing to your Vbase Event Planner outlining the purpose of the display and how it will be used, no later than **three weeks (21 Days)** prior to the event to allow time for approval to be issued.

More specific details are outlined below.

2.1.1. Animals

No animals or pets are permitted within our venue(s) except as part of an approved exhibit, activity or performance legitimately requiring the use of animals.

Seeing Eye and Hearing Dogs are permitted.

Please contact your Vbase Event Planner for further information

2.1.2. Naked Flame

Within our venues, only the Horncastle Arena has a fully functioning smoke isolation system. Therefore, any stands within this venue with any naked flame must be approved in advance by Vbase and require consent from your exhibition organiser.

Naked flames include but are not limited to:

- Cooking equipment
- Barbeques
- Heaters
- Candles
- Oil Burners

These are strictly prohibited without written permission from Vbase as they may interfere with the venue's fire protection system. Please contact your Vbase Event Planner for further information.

Please note at our other venues - Air Force Museum, Hagley Oval and the Christchurch Town Hall smoke isolation is not possible.

2.1.3. Motor Vehicle/Mobile Plant Display

Please refer to section 1.11 for further information.

2.1.4. LPG Gas Cylinders

LPG and other flammable gas bottles on stands are only permitted at the Horncastle Arena subject to stringent conditions and prior written approval from your Vbase Event Planner. For further information please refer to **Section B** of this guide.

2.1.5. Food & Beverage

No exhibitor or person shall distribute, sell or give away any item of food or drink to event attendees without the prior written approval from your Vbase Event Planner. Please review all **clauses in section 4 below** for the full policy.

2.1.6. Overhead Rigging

Any stand requiring overhead rigging must be pre-approved in writing by your Vbase Event Planner subject to the conditions as noted on **clause 1.4**

Your Vbase Event Planner can provide you with further information and a template for a Task Analysis (TA) form.

2.1.7. Potentially offensive items on display or available for sale

This is relating to any stand which is looking to display, give away or sell an item or items that could be considered offensive. Such items can include but are not limited to:

Offensive signs or banners, gang patches, dangerous goods, weapons or anything that appears to look like a weapon, flares, fireworks, illegal or questionable substances

Any such items must be pre-approved by your **Vbase Event Planner**. Vbase retains full rights to restrict any item or items from being displayed, sold or given away if, in Vbase's sole opinion these items could be considered illegal, dangerous or offensive, whether initially pre-approved or not.

2.1.8. Food and Beverage Sales and Sampling

Please refer to section 4.5 for further information.

2.1.9. Containers

*Containers can only be delivered to **Horncastle Arena** and the **Air Force Museum of NZ**. Containers are not permitted at any other Vbase Venue.*

If your exhibit requires a container to be delivered to the venue, this must be pre-arranged and pre-approved by your Vbase Event planner, who will give you a window of time to drop and collect the container.

Please be prepared for this timeframe to be outside of the exhibitor pack in / pack out timings due to health and safety reasons. You will still only be able to unload or load the container during the agreed exhibitor pack in / out timings. If you miss the window of time to drop your container off, you may not be permitted to leave it at the venue at all. Any container not collected in the agreed time will be removed from the venue at the owner's cost.

Vbase takes no responsibility for your container and its contents and it is left at the venue entirely at your own risk. We recommend that you ensure you have adequate insurance cover for the container and its goods.

Containers that have not been pre-arranged with us will not be permitted to be dropped at the venue.

2.2. Marketing Opportunities at the venue

All marketing opportunities must be pre-arranged with the exhibition organiser. This includes:

- Signage other than within your stand footprint
- Branded vehicles parked outside of designated exhibitor parking areas
- Product giveaways
- Flyers

Vbase does not allow brochures or marketing material to be placed under guests' windscreens in the car park or surrounding streets in any circumstances.

3. WHAT VBASE CAN OFFER YOU

Vbase have a variety of services which we can provide to you at your stand. These are listed below.

All of these services must be booked at least two weeks (14 Days) in advance of the event with your Vbase Event Planner.

3.1. Internet and Networking

Our venues have full-speed fibre connections installed. This ensures the maximum internet connection speeds possible through our various networking options. All networks operate on fully managed switches to maintain a high quality of service and security.

If you wish to connect your own routing or switching hardware to any of our networks, please get in touch with us to discuss this in advance of your event. By default, any device attempting to broadcast its own DHCP will be locked out by our security protocols, to prevent addressing conflicts for other users.

3.1.1. Free Wifi – Vbase Guest (Free)*

If requested by the exhibition organiser, we can enable this network to give any visitor to our venues access to the internet. No password is required. Before you can connect you are required to accept the Terms & Conditions, and after a period of inactivity you may need to reconnect.

This option is typically suitable for general internet browsing on tablets and smartphones. If you require more bandwidth for larger downloads, video streaming, or have devices on your stand that require a continuous connection, a premium option is recommended.

**Subject to network availability. An acceptable use policy applies.*

3.1.2. Premium Internet Options*

- **Premium Internet – Cabled:** An ethernet cable will be run to your location. Connection to multiple devices may incur extra charges for labour and hardware.
- **Premium Internet – Wireless:** Access key (password) provided on your arrival at the venue. Please note that this network shares wireless access points with the Vbase Guest service; if both are active, we cannot offer guarantees on the quality of the Premium service.
- **Specialised Services:** tailored to fit your event. Please get in touch with us to discuss your requirements.

**Subject to network availability. An acceptable use policy applies.*

Should you require any of the above options, please fill out a **Vbase Technical Solutions Pre-Order Form**.

3.2. Banner Hanging

Our Technical team can hang your banners, pennants, and overhead signage, with prices starting from \$80 + GST for a small, simple, vertical banner. Final costs are dependent on the location of your stand, and the design of the banner.

Please fill out the *Banner Hanging Service* section on the **Vbase Technical Solutions Pre-Order Form**, including the following details:

- Your stand number
- Banner specifications – dimensions, total weight, number of attachment points
- A photo or design drawing of the banner – this is especially useful to us in determining the amount of work required, and therefore the costs involved

Note that anything hung from the fabric of our buildings must be installed by our technicians, or by one of our approved contractors.

3.3. Audiovisual Solutions / Equipment Hire

Shipleys

For more than 90 years, Shipleys Audiovisual has supported New Zealand businesses to connect with the people that matter to them. Shipleys experienced and creative team specialise in providing innovative audiovisual solutions for corporate events. No event is too big, small or complicated for Shipleys. Whether it's an awards evening, conference, seminar, board meeting or product launch, we can use our knowledge and technological expertise to make your event stand out.

Phone: 03 379 5166

Email: shipleys@shipleys.co.nz

3.4. Vbase Technical Solutions

Vbase can provide a range of technical solutions for your exhibition stand. If we have not mentioned your particular requirements above, do not hesitate to get in touch with your Vbase Event Planner and we will endeavour to provide a solution.

3.5. Power, Electrical Devices and Cables

All electrical requirements should be handled by your exhibition organiser and their chosen contractor.

While in our venues, any electrical equipment that you wish to plug in MUST be tested and tagged, and within the test period appropriate to the item. This is a legal requirement; no exceptions will be made. Please be aware that manufacturer's certification is NOT an acceptable substitute for a current test tag. Brand new equipment must also be tagged before use.

Vbase reserves the right to remove from the venue any electrical equipment which is deemed to be non-compliant.

3.6. Stand Cleaning

The regular venue cleaning covers the public areas only and **does not include** cleaning of your stand. We can provide a stand cleaning service if you require it, please contact your Vbase Event Planner directly to discuss further.

Stand cleaning is a daily rate of \$6.00 + GST per square metre. This includes vacuuming and dusting all available surfaces on your stand.

It is each exhibitor's responsibility to ensure that their stands are kept in a tidy manner during the event and that all rubbish is disposed of post event. Vbase reserves the right to on-charge an exhibitor for any excessive cleaning or waste removal costs incurred.

Should exhibitors be using liquids or gels on their stand, it remains the responsibility of the exhibitor to clean the area back to existing standard should any liquid be spilt.

3.7. Forklift

There is limited forklift availability onsite at some of our venues, access to which is shared between all exhibitors and venue operations staff. Any stand which required dedicated forklift services must arrange the hire of their own forklift and driver.

Only forklift drivers who have the appropriate forklift licence and have received a forklift specific induction from a trained Vbase employee are permitted to use forklifts within Vbase Venues. All forklift drivers must wear High Visibility vests and only travel at walking speed when operating the forklift. Vbase safety protocols must be adhered to at all times when in control of a forklift.

If you require a forklift or goods to be unloaded or moved with a forklift during exhibitor pack in or pack out. Please ensure the goods are delivered early on pack in day and that you are onsite early as there may be delays due the demand from other exhibitors for forklift services. When it is busy please have patience with the forklift drivers and they will unload your good as soon as they can.

Please be aware, there are no forklift services available at the Christchurch Town Hall.

3.8. Trolleys

Each venue has a limited number of courtesy trolleys available for use. Availability cannot be guaranteed; therefore, if your time is limited it is recommended you bring your own trolley and/or barrow to avoid delays.

3.9. Lost & Found

Any lost or found items should be handed in to a Vbase staff member as soon as possible. All reported items are recorded and held. The maximum time items are held for is three months. Claimed items will need to be signed for by the owner upon collection. If you think you may have lost something at our venue, please call us on (03) 339 3599.

3.10. Privacy

Vbase respect your privacy and are committed to protecting the personal information you share with us in compliance with the Information Privacy Act 2000.

We will only collect this information when you place an order with the Vbase Event Planner. Without this information we are restricted in our ability to service your requirements.



In order to facilitate a safe exhibition pack in/out and to be able to receive freight, Vbase needs to obtain an exhibitor list from the Exhibition Organiser. The Minimum details we need to obtain are – Stand Number, Company Name, Contact Name, Contact Phone Number.

If you have any concerns and/or you wish to access your personal information, please contact your Vbase Event Planner.

3.11. Photography, Film & Media

Vbase reserves the right to photograph or film any events held on the premises and use the images for its own historical records and for marketing and promotional purposes.

4. VBASE CATERING SOLUTIONS

4.1. Food and Beverage Policy

Vbase has exclusive rights for the sale and distribution of all Food and Beverage within our venues. No exhibitor or person shall distribute, sell or give away any item of food or drink to visitors inside our venue(s) without the prior written approval from your Vbase Event Planner.

4.2. Stand Catering

Vbase can offer a range of catering selections for your stand. Your Vbase Event Planner can assist you with any stand catering requirements. Please contact them for a copy of current menus and to discuss available options.

4.3. Café Account Cards

Exhibitors can purchase coffee, lunch and snacks from the onsite cafe within its opening hours and charge back to a pre-paid account card. The friendly café team will be able to assist in setting these up for you on the day. A credit card is required.

Please be aware there is no café onsite at the Christchurch Town Hall, however there are several nearby cafes on surrounding streets.

4.4. Host Responsibility

You may be aware that NZ's licensing laws have recently changed, meaning that if you are deemed to be '*intoxicated*' (i.e. drunk, tiddly, on-your-way) on our premises, or as you arrive, we are required to ask you to leave.

The law also states that if we have intoxicated guests in our venue, our liquor licence is likely to be removed.

The rules go on to define '*Intoxicated*' and criteria includes; impaired coordination, behaviour, speech and affected appearance.

So in the eyes of the law, even a 'little bit drunk' is not okay and we don't want to have to break out our breathalysers to prove a point.

The short end of the rules are:

- If a guest arrives intoxicated they will not be admitted
- If a guest becomes intoxicated they will be removed from the venue and not be allowed back in
- If a guest brings alcohol into our car park they will be asked to leave or dispose of it immediately
- If a guest brings contraband into the venue they will be removed and not allowed back in
- The only acceptable forms of ID are HANZ18+ Card, NZ Driver's Licence or International Passports

4.5. Food and Beverage sales, give-aways and / or sampling

4.5.1. Food & Beverage give-aways, sales and/or Sampling

Vbase has exclusive rights to the sale and distribution of all food and drink within the venue including in surrounding areas to the venue. No exhibitor or person shall distribute, sell or give away any item of food or drink to visitors or guests without the **prior written approval** from your **Vbase Event Planner**.

Where approval is given, any food and beverage items made available for sale can only be sold on the basis it is made available for off-site consumption only. On-site consumption other than where provision is made for the sampling of food and beverage products as per clauses **4.5.3** and **4.5.4** below, is prohibited.

4.5.2. Food & Beverage Safety and Handling Requirements

Beverage products are considered by the Christchurch City Council to be foodstuffs in the context of food handling and safety, including the issue of temporary food premises licences.

Food safety and handling requirements are the responsibility of the exhibitor and Vbase accepts no responsibility for this. The Christchurch City Council will have full guidelines and be able to assist with any questions.

4.5.3. Food & Beverage Sampling

Product sampling is permitted (**with pre-approval from Vbase**) as a means of demonstrating any product, plant or equipment forming part of the exhibition. Allowances for the supply of bowls of lollies or chocolates can be made but if you are unsure please discuss with the Vbase Event Planner to eliminate any issues during the event.

Samples to be given away free of cost to the visitor must be:

- Items which exhibitors sell wholesale in the normal course of their business
- Items that are produced by equipment used in the normal course of the business

Portions are to be of tasting size only:

- Non-alcoholic beverage samples to be no larger than 100mls
- Liquor samples to be no larger than 50mls and clause **4.5.4** must be adhered to
- Food samples should be no larger than 50gms

Exceptions to these sample quantities will require prior further written approval from Vbase.

4.5.4. Alcohol Beverages – Sampling and Sale

A liquor license **must be obtained** by any exhibitor that wishes to sell OR sample ANY Alcoholic Beverages. Licence applications must be lodged directly with the Christchurch City Council **at least 25 days before the event**. The temporary license must be sighted by your Vbase Event Planner prior to the event proceeding.

No Alcoholic beverages can be sold, sampled or given away without the appropriate liquor license being granted. The Vbase venue's liquor license does not cover any exhibitor activity. The special liquor licence and Duty Managers licence needs to be displayed at the point of sale. Alcoholic Liquor Advisory Council (ALAC) signage must be displayed also.

Exhibitors are not allowed to bring in beverages for consumption on site. This includes after work/exhibitor drinks either on site anywhere within the venue, or in the carpark.

Any exhibitor in breach of this clause or in breach of any of the terms of their liquor licence will not be permitted to trade inside the venue.

5. CONTACT DETAILS

Your **Vbase Event Planner** can assist you with any of the above services that the **venue can provide** as outlined in this exhibitor guide. They can also assist with any questions you have any the venue itself.

All other enquiries should be directed to the exhibition organiser **Irrigation New Zealand** who will be your primary point of contact for any non-venue related questions.

5.1. Vbase Event Planner

Event Name	Water for Life Conference and Expo 2020
Name	Sheryl Norton
Phone	03 379 1765
Email	sheryl.norton@vbase.co.nz

Vbase Exhibitor Guide 2020

Section B: Venue Guide

IrrigationNZ Water for Life
Conference and Expo 2020

07/04/20 - 09/04/20

Make life
more eventful.

 CHRISTCHURCH
TOWN HALL

+  Horncastle
ARENA

+  HAGLEY
OVAL

+  AIR FORCE
MUSEUM
of New Zealand

+  Orangetheory
STADIUM

vbase

Vbase Exhibitor Guide

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SECTION B - AIR FORCE MUSEUM OF NEW ZEALAND

1. WELCOME TO AIR FORCE MUSEUM OF NEW ZEALAND



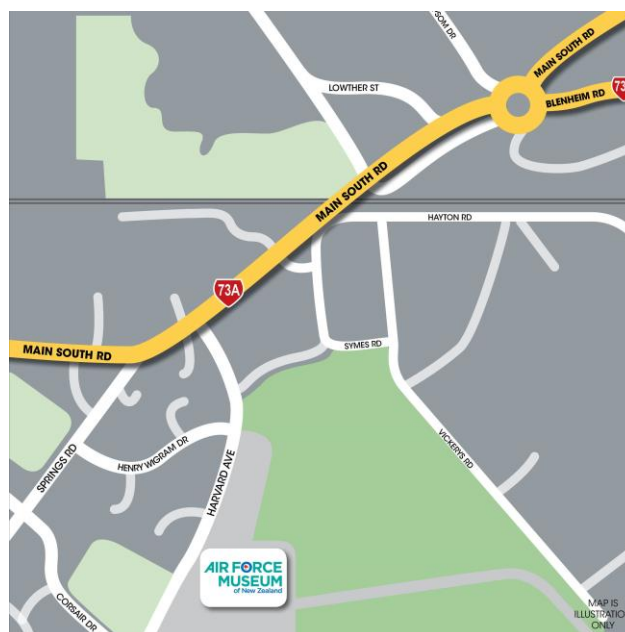
Upon entering the Air Force Museum you are immediately met by the powerful sense of history present in the Atrium that continues throughout the venue.

The 1,500m² Conference & Events Hall boasts the perfect backdrop for trade exhibitions, conferences, gala dinners or special events. The venue also offers a variety of breakout areas and meeting rooms fit for 10 to 130 people, along with a car park that could harbour a small army!

To find out more about the history of the museum visit airforcemuseum.co.nz

2. LOCATION

Air Force Museum of New Zealand
45 Harvard Avenue
Wigram
Christchurch



3. EMERGENCY EGRESS

A fully compliant evacuation scheme is maintained onsite designed to enable the successful evacuation of staff and visitors in the case of a fire or other emergency. Boards displaying the emergency procedures are located throughout the venue with maps to assist in directing you to your closest exit from that point. It is good practice to observe where the nearest emergency exit is in relation to your stand when arriving onsite.

Remember, stay calm and make your way to the nearest exit. Vbase & Air Force Museum staff will assist in the evacuation of the venue. Please follow the instructions of venue staff at all times.

EMERGENCY PROCEDURES

FIRE

IF YOU DISCOVER FIRE

DO

- Activate nearest Fire Alarm
- Phone Fire Service “Dial 111” (From a safe area) – You may need to obtain an outside line.
- Evacuate the Building

IF THE FIRE ALARM SOUNDS

DO

- Evacuate using the nearest Fire Exit
- Follow all instructions given by Wardens
- Help disabled people to a safe area
- Go to the Assembly Area

DO NOT!

- Use Lifts (if applicable)
- Run or carry drinks and food

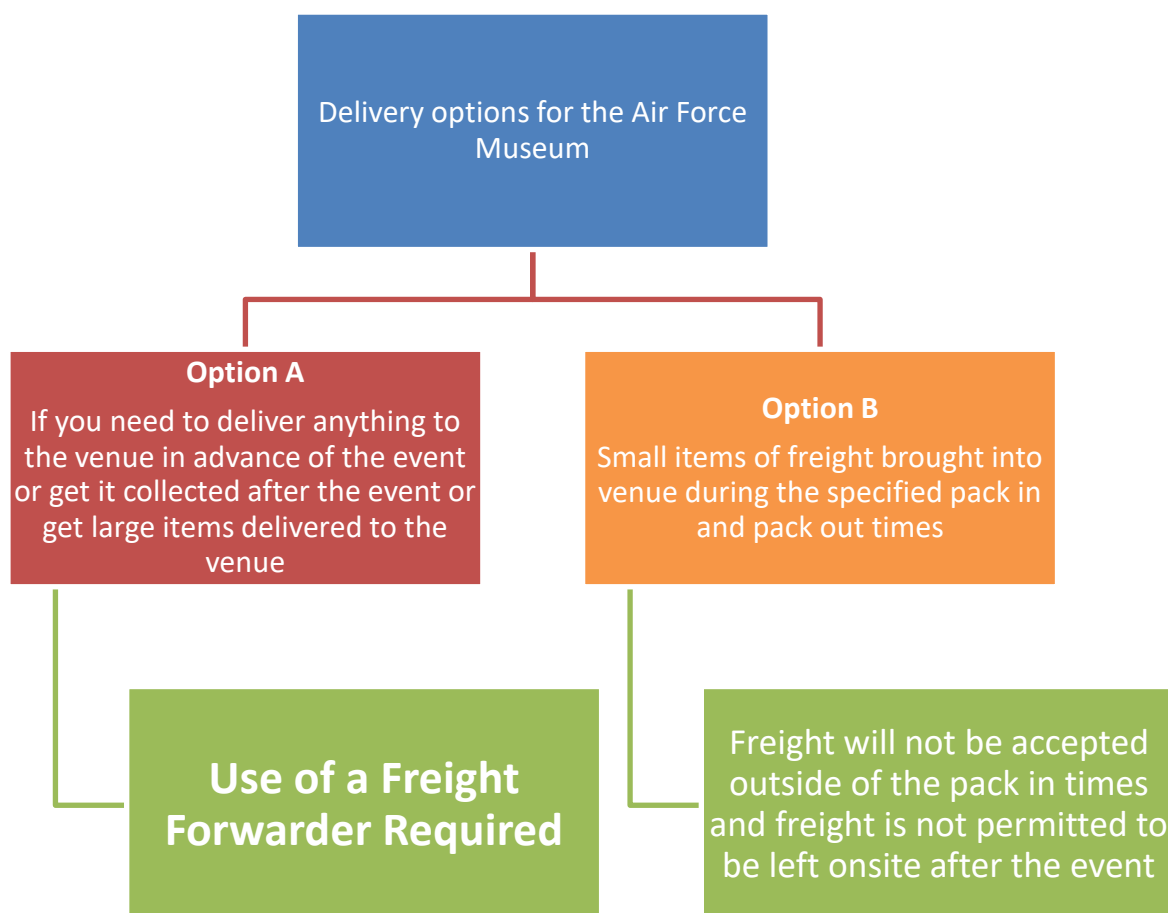
FOR
RNZAF MUSEUM
45 HARVARD AVENUE
WIGRAM
CHRISTCHURCH

GROUND ASSEMBLY AREA

FIRE SAFETY NET – Ph: 03 3592111 or email: office@fsn.co.nz.

4. HOW TO MAKE DELIVERIES TO THE AIR FORCE MUSEUM

You have two options to make deliveries to the Air Force Museum



Please turn over for more information about each option

4.1. OPTION A – Freight Forwarder Required

A freight forwarder must be used if you are planning to do any of the following:

- Get freight sent to the venue **in advance of the pack in day /times** and/or
- **Leave freight at the venue for collection after the event** and / or
- Get **LARGE** freight items delivered (i.e. larger than can be carried in your hands) or anything requiring a **forklift** or **pallet jack**

Any such items not arranged through a freight forwarder will not be accepted at the Airforce Museum and any items left after an event will be disposed of.

We strongly recommend Method Logistics who provide an excellent freight forwarding service:

Method Logistics

Contact – Nathan Tibbotts
Mobile: +64 21 047 7712
nathan@methodglobal.co.nz
www.methodglobal.co.nz

Please note – the freight forwarder will charge for their services; this will be payable directly to the freight forwarder.

The freight forwarder will also be able to offer competitive pricing on courier and repackaging services. Please contact them directly about these.

4.2. OPTION B – Freight delivered to the venue during pack in or pack out

We do allow exhibitors to bring their own items to the venue provided that:

- Freight items must be able to be carried in your hands
- All freight must be taken offsite by the exhibitor at the end of the event (any items left behind will be disposed of)
- Freight will only be allowed during the dedicated pack in or pack out windows. Delivery or drop off of freight outside these times will not be permitted.
- The freight cannot contain any dangerous goods

4.3. General notice about freight

Any freight sent to or collected from a Vbase venue is the responsibility of the sender. Vbase accepts no liability for any items delivered or sent from our venues.

Vbase reserves the right to turn away any freight that does not meet the conditions required under this exhibitor's guide, the venue hire agreement and / or the venues conditions of entry.

5. VENUE RESTRICTIONS

5.1. Gas Cannisters, Naked Flame and Smoke Generating Devices

All of these and similar items are strictly prohibited from the Air Force Museum as they are likely to activate the venue's smoke alarm system and / or affect the venue's insurance coverage. If any of these devices are found onsite they will be removed immediately.

6. PACK IN/OUT INFORMATION

6.1. Access Times

Please familiarise yourself with the agreed access times that have been allocated to your event. Your exhibition or conference organiser will provide you with the designated pack in / pack out times.

Entry to the event space outside of these times is prohibited.

6.2. Where to Park

Each event will have its own dedicated parking area for exhibitors. Please refer directly to your exhibition organiser for the correct location for this event. All exhibitors must park in this area during the entire event.

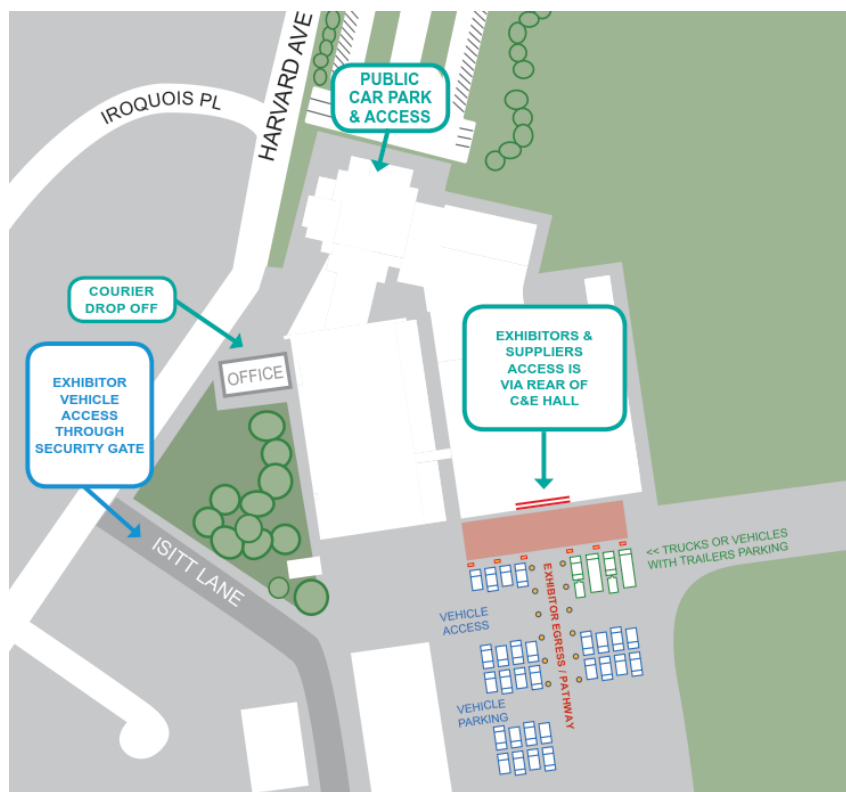
Please note that it is up to each exhibitor to ensure they park in the correct, dedicated area. Cars parked in other areas may be towed or clamped at the owner's expense.

6.3. Where to go to pack in and out

Packing in or out of the Air Force Museum can only be via the back of the complex through an access gate on **Isitt Lane** just off Harvard Avenue. As this is a secure area, pack in or out can only happen during the allotted times given by you exhibition or conference organiser.

Once inside the complex vehicles may remain parked at the hangar doors only whilst you offload goods. Please be considerate to others and remove vehicles to the nearest car-park immediately after unloading. Please follow all directions from Vbase Car Parking Attendants.

A directional map is shown below



6.4. Pack in / out via the Air Force Museum Front Doors

To comply with health & safety legislation we cannot allow pack in/out via the museum front doors as this is used by members of the public and museum visitors.

The front door is the primary emergency egress route and cannot be blocked at any time.

6.5. Storage Onsite

There are no storage facilities onsite at Air Force Museum. Exhibitors are advised to make provision for the removal to other premises, of all materials not required for their stand for the period of the event.

6.6. Forklift

There is limited forklift availability onsite, access to which is shared between all exhibitors and venue staff. Only licensed drivers can use forklifts within Vbase Venues and they must follow the venue Health & Safety requirements. All forklift drivers must wear an orange high-visibility vest and seatbelt whilst using the forklift.

The venue forklift specifications are:

- 3 tonne forklift which is rated to a maximum lift of 1.5 tonnes
- Fork lengths are 1200mm in length

If your requirements exceed the above specifications or if you require extended use of a forklift, please contact your exhibition organiser for approval to hire additional dedicated forklift(s).

6.7. Trolleys

The venue has a limited number of courtesy trolleys available for use. Availability cannot be guaranteed; therefore if your time is limited, it is recommended you bring your own trolley and/or barrow to avoid delay.

7. VENUE INFORMATION

7.1. First Aid

The Air Force Museum has an appointed first aid room. A basic first aid kit is located in this room. There is also a first aid kit and defibrillator located at the Air Force Museum Shop. Should you require first aid assistance please contact the Hosting Manager on duty.

7.2. Wheelchairs

A limited number of wheelchairs are available on site for emergency situations. If an exhibitor or guest requires a wheelchair during the event please contact the Hosting Manager to discuss options.

7.3. Museum Exhibits and Displays

As the Air Force Museum of New Zealand is a working and open museum we ask that all guests must treat museum exhibits with respect and stay outside of any roped off areas. If any exhibitor is found to be in a restricted area and / or has caused damage to any museum display or property they will be asked to leave and will be liable for any costs incurred in restoring the area or exhibit.

7.4. Photocopying/printing

Limited photocopying is available onsite. Charges apply for this service; please contact the Hosting Manager on site to arrange.