

Please read carefully



Monday 18th March from 7am

## PACK OUT PROCEDURES

- Please remember **NO dismantling/packing out before the show closes on Sunday evening at 5.00pm. Once the halls are cleared of the public you will be able to Pack Out.**
- Monday is the official pack out day but it is recommended you carry out valuable items (such as PC's TVs etc) to your vehicle at the close of show on Sunday. To ensure this is done efficiently and theft-free, please write your company name on all boxes and products. Remember, this is for carry out items only. Security will be monitoring goods being removed from the halls. Please ensure you are wearing your exhibitor pass.
- Outside exhibitors will be able to commence leaving at 5.30pm on Sunday. It is a safety requirement that we wait 30 minutes after the completion of the Covi SuperShow before vehicles can leave their stands. You will need a Departure Form for each vehicle on Sunday evening. These can be obtained from Show Information.
- For inside exhibitors at the close of the show on Sunday we will lock the show down for security reasons. The doors will be re-opened at 5.30pm for those that carry their product out. **For security and safety reasons no vehicles will be permitted to enter or leave the building.** We have lights and signs that may be obstructing the exit paths for these vehicles.

The showgrounds will re-open at 7.00am on Monday morning. We recommend you aim to get there as close to this time as possible. A limited number of handcarts and a forklift will be available for your use, please be patient. Please continue to wear your exhibitor pass – this will assist security with protecting your goods.

You are permitted to leave your rubbish (in a neat pile please) near the front of your stand boundary and we will arrange collection.

### Health & Safety – (important, please read)

As you will be aware the Health & Safety landscape has changed in NZ workplaces. The Covi SuperShow is no different and in general Health & Safety expectations have increased. Can you please carefully read the following so you have no surprises come show time:

- Please keep the aisles clear at all times – the walkways will be very busy. Any rubbish may be left at the front of your stand (but within your stand boundary) and we will collect this regularly.
- NO smoking allowed in the halls.
- LPGS must be turned off (unless you have had prior approval - if so, please ensure you have a fire extinguisher readily available and visible nearby).
- ALL staff must be wearing closed toed shoes on break-down – no exceptions.
- No children under 16 are permitted on-site during the break-down – no exceptions.
- Safety vests must be worn at all times – no exceptions.
- All electrical equipment must be tested and tagged.
- All vehicles entering halls must use hazard lights and limit speed to walking pace.

Once you have loaded up, you are free to depart. Red Badge Security and Covi SuperShow staff will again be monitoring this process, and will be on hand should you need assistance.

On behalf of the show organiser, security and all exhibitors we thank you in advance for your co-operation.