

# Pack in Procedures



## Please Read Carefully

We understand getting you onto your stand as quickly and efficiently as possible is important. We have taken on feedback from the successful build of the 2016 show and have provided a Pack In schedule below. We ask that you adhere to the stated times to ensure a smooth build for all exhibitors. We thank you for your patience and cooperation in advance.

## Timings

Thursday 15<sup>th</sup> March 2018

To ensure the most efficient pack in we can, we are requesting all exhibitors to please follow the advertised times for getting your vehicles into the Halls.

Start Time	Hall 1	Hall 2	Hall 3	Hall 5, LCC Hall 7 Accessory Marquee
2pm Wednesday 14th March			300, 310, 390, 394, 398	
3pm Wednesday 14th March			301, 375	
4pm Wednesday 14 <sup>th</sup> March			330, 333, 360, 370	
7am Thursday 15th March		201, 205, 294		
8am Thursday 15th March		220, 255, 284, 286		
9am Thursday 15 <sup>th</sup> March		240, 260, 270, 276		
From 7am Thursday 15th March	100, 110, 120, 130, 140, 150, SS1 through to 51	200, 204, 208, 211, 212, 216, 217, 223	344	All Stands
From 7am Thursday 15th March	All outside areas			
<b>Times to be confirmed (late build areas)</b>	<b>240, 270, 330, 344, OS 9, OS 17, OS43, OS60 OS64,</b>			

**It is critical to the smooth running of the pack in these times are adhered to – if you have any concerns with the timeframes please give us a call.**

- To assist with getting your vehicles onto your sites within the allocated time frames we will provide designated parking spaces for you to store your vehicles during the day on Wednesday 14th March. Please see the Traffic Management Plan for the parking location.
- The designated parking on the Wednesday will be available from 8am – Please note we will not be able to park vehicles at the showgrounds before this time. We have not taken over the showgrounds before 8am Wednesday, any vehicles that do park before this time will incur an additional charge from the showgrounds.
- Directions from Greenlane Rd: enter the ASB Showgrounds site at Gate 1. Note this is different from last year. Follow the signs/instructions from security to your designated parking area in the arena.
- All unloading must be completed through the back doors and not at the front of the venue. Please note there is a maximum clearance of 3.6 meters wide x 6 meters high.
- As there are many exhibitors with significantly sized stands to unload, your patience and understanding is most appreciated during the unloading process.
- Red Badge Security will be closely monitoring this procedure and are on hand if you need them. If you have any special requirements, please alert these personnel.
- You maybe held in the arena until there is space behind the halls. This is done to ensure the most efficient build possible. Please understand this is to avoid congestion and reduce hazards at the back of the halls.
- It is essential unloading is completed as quickly as possible. There will be handcarts available for your use, as well as a forklift truck with a licenced driver. If you have a valid forklift driving licence and wish to operate the forklift yourself, please provide sight of your licence and sign a waiver form available from the information Desk in the foyer of Hall 2.
- **IMPORTANT:** Once you have unloaded your car, please park your car back in the exhibitor car park. Please do not leave unattended vehicles at the back of the Halls.
- Please note there is no on-site storage.

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

As you will be aware the Health & Safety landscape has changed for 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 build-up and break-down – no exceptions.
- No children under 16 are not permitted on-site during the build-up or break-down – no exceptions.
- Safety vests must be worn at all times – no exceptions.
- All electrical equipment must be tested and tagged.
- A food vendor will be on site on Thursday from noon, selling lunches and snacks.
- Security will be patrolling the area 24 hours a day for the duration of the show.
- All unloading and stand building to be completed by Thursday 7pm.
- Please note you maybe restricted from going around the back of the Halls if there is a traffic jam. Your patience is appreciated.

Thank you for your assistance. Any questions please call David Culpan 021 396 900