

# HOUSE RULES

INDUCTION FORM FOR THE CLIENT, EXHIBITOR AND CONTRACTORS

## START HERE

- Smoking is not permitted within the venue.
- Vehicle Speed Limit is 5KPH for any vehicles operating within the venue and hazard lights must be on.
- Consumption of alcohol is prohibited on site during pack-in / pack-out.
- No persons under 16 years old are permitted onsite during pack-in / pack-out.



## PERSONAL PROTECTIVE EQUIPMENT

Specified PPE (Personal Protective Equipment) **must be worn** in the venue during the pack-in and pack-out stages.

- Hi-Viz vest (orange or yellow).
- Closed toed footwear is a minimum requirement during pack-in and pack-out.
- Other PPE appropriate to the risk e.g. safety footwear, safety helmet. This will be captured on the hazard board if required. Please check to see what is applicable.



## OK, NOW OVER HERE

- If you don't have your hi-viz vest and identification wristband on you won't be allowed into the venue during pack-in. Wristbands are issued by Vbase staff during induction.
- All accidents, incidents, near misses, spills and hazards must be reported to Vbase staff straight away.
- In the event of an emergency proceed immediately to the assembly point indicated on the emergency plan and hazard board.
- Contractors must update the venue hazard board with any hazards they bring onsite with controls.
- Anybody entering the site whose actions, behaviour, appearance or conduct suggest that alcohol and/or drugs may impact their ability to take responsibility for their own safety, and that of others, will be refused entry.
- Exhibitors/contractors whose staff are likely to change between the pack-in and pack-out are to ensure all staff under their control are inducted properly, are compliant with the site rules, and have the appropriate PPE.
- Failure to comply with the venue health and safety requirements may result in your removal from the site.



## SIGN HERE

By signing this induction form I agree to the venue rules listed above:

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Company:** \_\_\_\_\_

To ensure there's no delay to your entry into the venue please make sure you read and complete this form, and have it available for collection at the induction station.