

WELCOME TO CHRISTCHURCH ARENA

Christchurch Arena is one of New Zealand's largest purpose built indoor entertainment and sporting venues and is host to Christchurch's major events. Many of the world's leading artists, performers and sports teams play here, attracting fans from throughout the country.

Easily located in Addington, it has over 4,000m² of space ideal for exhibitions, tradeshow and large scale special events however can adapt easily to host many mid-sized events.

To find out more about the Christchurch Arena, visit our website <https://www.venuesotautahi.co.nz/hire/christchurch-arena>

LOCATION

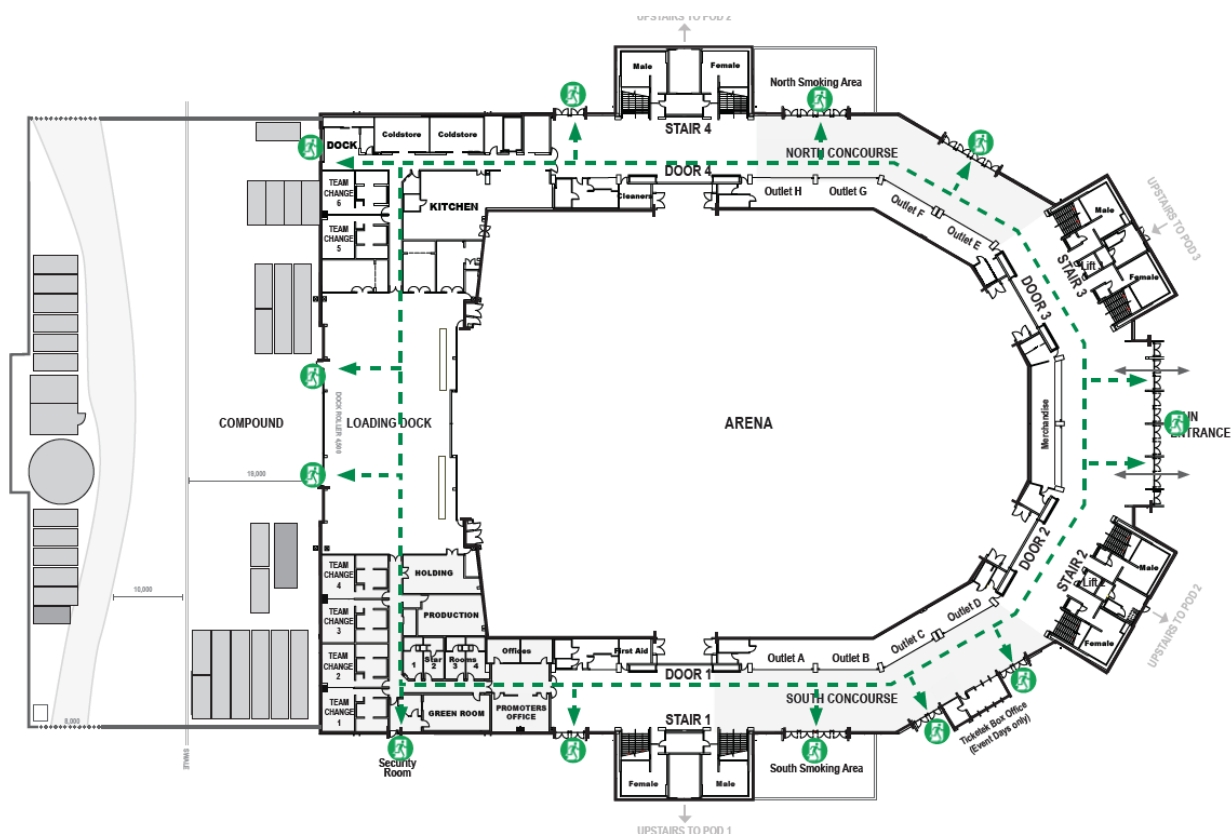
Christchurch Arena
55 Jack Hinton Drive
Addington
Christchurch

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. Venues Ōtautahi staff will assist in the evacuation of the venue should this become necessary. Please follow the instructions of Venues Ōtautahi staff at all times.

Christchurch Arena Emergency Exit Map



HOW TO MAKE DELIVERIES TO CHRISTCHURCH ARENA

FREIGHT DELIVERIES – SENDING GOODS TO THE VENUE

All goods delivered to any Venues Ōtautahi venue must display the Venues Ōtautahi event specific delivery consignment note filled out and attached to all items of freight. Please print out the Arena Incoming Delivery Label supplied with this guide.

Due to limited storage onsite, deliveries will only be accepted one working day prior to the pack in of your event.

It is the responsibility of the individual exhibitor to arrange the freight of all material to and from the venue, incurring all relevant charges (including GST and customs clearance charges). Any goods incurring charges will not be accepted by Venues Ōtautahi and will be held by your Freight Company and/or customs pending payment. This may cause you several days delay in clearance and receiving your goods.

Whilst all care will be exercised, Venues Ōtautahi accepts no responsibility for items delivered to or left within the venue before and/or after an event.

FRIEGHT COLLECTIONS – SENDING GOODS FROM THE VENUE

Exhibitors are responsible for the removal of all goods from their stand after the event.

At the conclusion of your event, please ensure that all items are carefully packed, have the Venues Ōtautahi dedicated consignment notes attached and are left at your stand. Please ensure you bring all relevant packing equipment for your freight – the venue does not have these supplies onsite.

Please ensure you have arranged a courier to pick up your freight and have provided them with relevant delivery and contact details. Please attached the supplied Arena Outgoing Delivery Label consignment note to each individual parcel or item being collected.

Due to limited storage space, goods left on site after an event will only be held at the venue for no longer than 3 working days.

VENUE RESTRICTIONS

LPG AND BUTANE RESTRICTIONS

The use of LPG and Butane within Christchurch Arena is subject to strict terms and conditions. Each request to use LPG within the venue at an event must be approved by Venues Ōtautahi. Venues Ōtautahi will assess each application individually will be reviewed with safety of the public being the main pre-requisite.

I will be using flammable gas on my stand, what do I do now?

First step – you need to notify the exhibition organiser (*Company - Requester*) that you wish to use gas on your stand. You need to tell them:

- What the purpose of the gas is for
- How many Gas Bottles you plan to have on your stand
- The location of your stand

Your exhibition organiser will then submit these details to Venues Ōtautahi along with any other exhibitors that are using gas. This can done no later than 14 days prior to the exhibitor pack in day. Any stands requesting LPG after this time will have their application denied.

Venues Ōtautahi will then review the application and be in touch if there are any concerns. Please note even approved gas applications are subject to the below terms and conditions.

Terms and conditions for sites with Gas Bottles:

- Sites for LPG indoors or outdoors must be requested a minimum of 14 days in advance of the event and marked on a plan provided to Venues Ōtautahi by the exhibition organiser.

- Max size permitted are 9kg LPG cylinders. These must be within the date range noted on the cylinder, up to the maximum capacity for the venue. Siteholders' spare or empty cylinders must be stored by Venues Ōtautahi in an LPG Cage outside the Arena
- Gas appliances are used in accordance with manufacturer's instructions
- All connections and disconnections are to be made by Vbase staff
- Siteholders must provide a Dry Powder fire extinguisher (30.B minimum capacity 2.0kg) and a fire blanket at their site
- All equipment is subject to a leak test each time a connection is made. This must be conducted by a Venues Ōtautahi staff member
- At the end of the event, once the public are clear. Venues Ōtautahi staff will disconnect all cylinders. All cylinders must be removed each night and reconnected (by Venues Ōtautahi staff) each day in the case of multiple-day events

The process AT the beginning of the day is:

- To avoid delays all cylinders are required on site at least 1 hour before they need to be used & labelled with your stand number at sign-in point
- Venues Ōtautahi will ensure the correct fire appliances are present and the equipment is used in accordance with the manufacturer's instructions
- Venues Ōtautahi will check all electrical connections
- Venues Ōtautahi will connect and test the LPG cylinder and equipment
- Connections will not be made on equipment which fails the test or on sites with non-compliant fire or electrical equipment
- Spare cylinders are placed in storage in the external LPG cage

The process for A SITE HOLDER to get another bottle is:

- Spare cylinders must be kept external to the Arena
- The site holder calls the Venues Ōtautahi Approved LPG Handler onsite. The contact information of this person will be provided to you at the start of each day.
- The Venues Ōtautahi Approved LPG Handler meets the site holder on site and replaces the cylinder provided it is safe to do so. A leak test will be conducted at time of connection.

The process at the end of the day is

- Once the public are clear of the venue, Venues Ōtautahi staff will disconnect all cylinders
- All cylinders must be removed from Christchurch Arena, either to the Venues Ōtautahi LPG cage storage facility on site, or offsite with the site holder

Any equipment connected or disconnected without authorisation will constitute non-compliance with Christchurch Arena's HSWA 2017 Hazardous Substances Location Test Certificate.

UTILITIES (WATER AND WASTE)

Water connections and waste systems can be made available from specific locations inside the Arena. Please discuss any requirements you may have with your Venues Ōtautahi Event Manager at least four weeks (28 days) before the event.

It is the responsibility of the exhibitor to arrange connection from the service point to the equipment and this must be done by a licensed plumber. It is the responsibility of the stall holder to source a licensed plumber. Venues Ōtautahi must be satisfied that the work undertaken has been done to a high standard. The connection size is 15-20mm.

PACK IN/OUT INFORMATION

ACCESS TIMES

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

Entry to the venue outside of these times is prohibited.

Entry to the venue will only be permitted to persons who have completed a Venues Ōtautahi site induction as per Section A of this guide.

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.

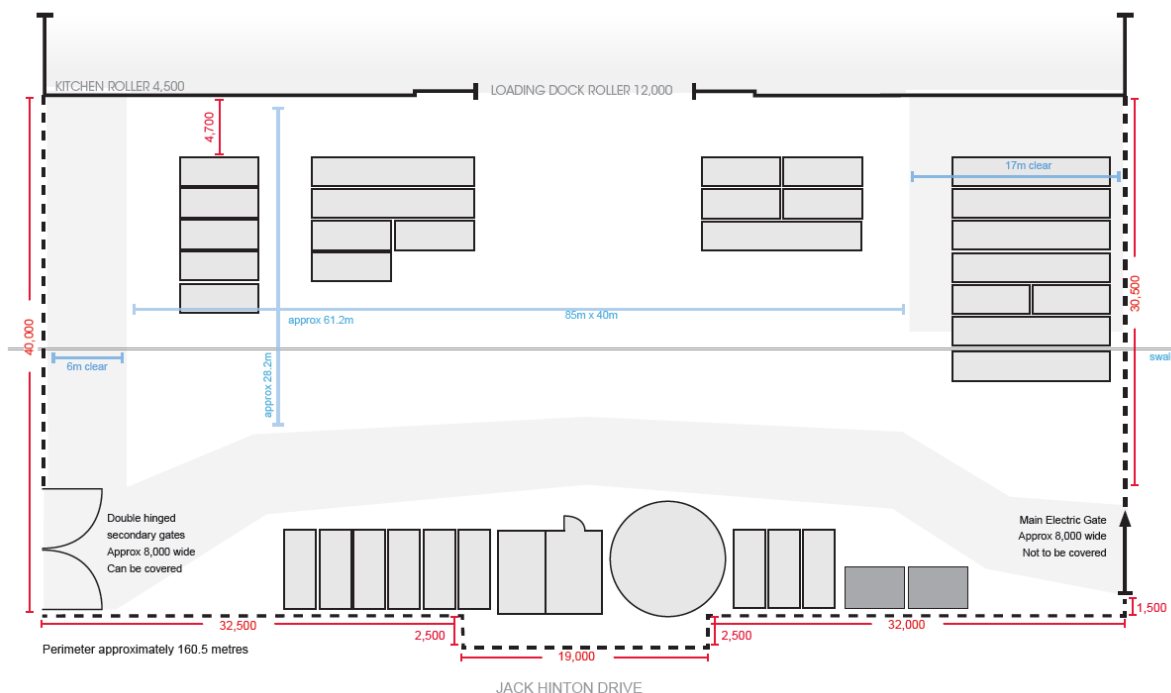
ARENA COMPOUND/ LOADING DOCK

Christchurch Arena has one Loading Dock located at the rear of the venue Compound via an access gate. This gate will be open for the duration of the dedicated pack in / pack out hours.

To allow the safe movement around and access for all exhibitors the following conditions apply to all exhibitors using the compound during pack in / out:

- A strict 20 minute parking limit applies within the compound for drop off / pick up of goods during the pack in / pack out process.
- Only ONE vehicle is allowed in the compound at any one time per exhibitor.
- As soon as the vehicle is unloaded / loaded it must be immediately removed to the allocated exhibitor parking area
- Do not park on any yellow lines or in front of coned off areas.
- The directions of any Venues Ōtautahi staff must be followed at all times.

The specifications of the loading dock access doors are:



- External loading dock door is 4820mm high x 8100mm wide
- Internal arena access door is 4500mm high

PACK IN/ OUT VIA ARENA FRONT DOORS OR NORTH CONCOURSE

To ensure all visitors, staff and guests are kept safe we cannot allow pack in via the Arena main entrance or through the North Concourse as these are public areas and puts undue risk on members of the public using these areas.

Importantly the front main entrance is the primary emergency egress route and cannot be blocked at any time.

Please use the Arena Compound or South Concourse doors for all pack in / out activity as per clauses 6.3 and 6.6.

PACK IN/ OUT VIA SOUTH CONCOURSE

For events that use the South Concourse for exhibition displays, pack in/out access is available via the South Concourse doors for exhibitors with stands in this area providing the following guidelines are adhered to:

- No vehicles, trolleys or equipment are to obstruct any emergency exits or egress routes
- The area in front of Ticketek Box Office must be kept clear at all times
- Pack in/pack out is only carried out during the designated time as confirmed by your exhibition organiser
- The dimensions of the South Concourse doors are:
 - Height 2.23m
 - Width 1.53m
- Upon request, and scheduled, South Concourse doors can be removed:
 - Width 3m

STORAGE ONSITE

There are no storage facilities onsite at Christchurch Arena unless this is arranged by the exhibition organiser. Exhibitors are advised to make provision for the removal of all materials not required for their stand for the period of the event to other premises.

FORKLIFT

There is limited forklift availability onsite, access to which is shared between all exhibitors and venue operations staff. Only forklift drivers who have the appropriate forklift licence and have received a forklift specific induction from a trained Venues Ōtautahi Venues employee can use forklifts within Venues Ōtautahi Venues

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).