**Exhibitor’s Initial Assessment**

(Dunedin Centre Events)

This document is used to undertake an initial assessment of the health and safety requirements for your trade stand.

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| --- | --- |
| **Event name:** | Click here to enter text. |
| **Event date:** | Click here to enter text. |
| **Organisation:** | Click here to enter text. |
| **Organisation representative:** | Click here to enter text. |
| **Contact Number(s):** | Click here to enter text. |
| **Email:** | Click here to enter text. |
| **Booth number (if known):** | Click here to enter text. |

**Sub-contractors**

Please state any organisation you have sub-contracted e.g. AV provider

|  |  |
| --- | --- |
| **Name of Organisation:** | Click here to enter text. |
| **Contact Name:** | Click here to enter text. |
| **Contact Number(s)** | Click here to enter text. |
| **Description of works:** | Click here to enter text. |

|  |  |
| --- | --- |
| **Name of Organisation:** | Click here to enter text. |
| **Contact Name:** | Click here to enter text. |
| **Contact Number(s)** | Click here to enter text. |
| **Description of works:** | Click here to enter text. |

If you are engaging a sub-contractor, the Event Coordinator for this event will provide you with further information and documentation that the contractor is required to complete. Please be aware it is your responsibility as the hirer of the sub-contractor to ensure they are abiding to venue rules and regulations.

**Event materials**

As an exhibitor, are you bringing any materials or equipment into the venue? E.G. Pop up banners, hand-outs, AV equipment, laptops, flyers.

Please provide a description:

Click here to enter text.

**DVML Site Rules**

**For any works carried out at any DVML Venue, you must:**

* Provide a JSA or similar for the works being undertaken prior to work commencing
* Be site inducted by DVML or the Event owner.
* Adhere toall health and safety legislation as per the HSWA 2015.
* Have all staff sign in and out of the venues (Access to be restricted to one point of entry/exit).
* Agree access hours and the area you will operate within.
* Report allnear misses and/or incidents that occur.
* Update the hazard board and/or notify a DVML staff member of any risks.
* Wear and or use the appropriated protective clothing and equipment as per your Health and Safety Policy, JSA and/or directed by DVML (High risk works will require you to wear steel caps a high visibility shirt, harness and hard hat).
* Carry out the agreed works only.
* All areas to be kept clean at all times and to dispose of your rubbish.
* Persons intoxicated or suspected to be under the influence of drugs will be removed from site.
* Exit the venue upon any emergency evacuation incident.

**Equipment/Operations**

* **All** electrical equipment must have a current test tag.
* Do **not** carry out any works above 1.5 metres in height unless agreed.
* Do **no**t use any flammable equipment.
* Do **not** rig or attach any equipment to a structure that has people below it.
* Do **not** use any hazardous substances.
* Do **not** erect any temporary structures unless agreed.

If you are in breach of any of the above rules, you will be required to stop work immediately as directed by DVML, and the event will be suspended until such time as you, or your staff comply.

The person signing this form does so on the understanding that he/she has completed this form providing accurate and honest answers to all items. He/she is to be held accountable for any material breach of this form which may result in the works being delayed or not completed. DVML has sole rights to act upon any information provided or not provided and notify any affiliated party.

**Declaration**

**Name:** Click here to enter text.

**Signature:** Click here to enter text.

**Date:** Click here to enter text.