

# EXHIBITING AT A VBASE VENUE

Key things you need to know during an event pack in and pack out

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## VENUE INDUCTION FORM

To access the site each individual must complete a venue induction form and bring to the venue on the day. These are available at the venue or can be [downloaded in advance >](#)



## PPE AT ALL TIMES

High Vis PPE (Personal Protective Equipment) must be worn at all times onsite during pack-in or pack-out. You can bring your own or purchase a High Vis vest onsite for \$5.00.

Closed toe footwear is required at all times



## TAG & TEST

All devices\* that are connected to the venue's electricity supply must be recently tagged and tested.

\*Personal mobile phone or laptop chargers are exempt provided they are disconnected from the electricity supply at the end of each day.



## LOOK UP & AROUND

Be aware of overhead rigging and stay clear of exclusion zones



## ADULTS ONLY

Children (aged under 16 years) are not allowed on site during pack-in and pack-out



## EXHIBITOR GUIDE

Always read the exhibitor guide for detailed information  
[Guide are available on each venue page online >](#)



Our Vbase team will be onsite to help you out and to ensure we all keep to the rules, so please be nice to them! Give us a call if you need any further information

**Call 03 339 3599 or email [info@vbase.co.nz](mailto:info@vbase.co.nz)**