

# PACK-IN PROCEDURES



## Please read carefully

At the Covi SuperShow we understand the Pack In can be a stressful time. We also understand, getting you onto your stand as quickly and efficiently as possible is important. Below is a Pack In schedule which is designed to help achieve this. 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

### Wednesday 13th & Thursday 14th March 2024

To ensure the most efficient pack in we are requesting all exhibitors to please adhere to the following times for getting your vehicles into the Halls.

Start Time	Hall 1	Hall 2	Hall 3	Hall 4 (LCC)	Outside Area/ Hall 6
<b>2pm</b> Wednesday 13th March	All of Hall 1	200, 251	300, 301, 399		
<b>3.30pm</b> Wednesday 13th March			340		
<b>4.30pm</b> Wednesday 13th March			360		
<b>From 7am</b> Thursday 14th March		Hall 2 (except late build stands)	Balance of Hall 3	All of Hall 4	All of the Outside Area and Hall 6 (except late build stands)
<b>Times to be confirmed (late build stands)</b>		252, 254, 256, 273, 277			OS27, OS29

It is critical to the smooth running of the pack-in day these times are adhered to – if you have any concerns with the timeframes please call David Culpan 021 396 900.

- 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 13th March. These can be parked from 7am.
- Please note we will not be able to park vehicles at the showgrounds before this time.
- Please see the Traffic Management Plan for the parking location to download click [here](#).
- Directions from Greenlane Rd: Enter the Auckland Showgrounds site at Gate 1. Follow the signs/instructions from security to your designated parking area.
- 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 significant 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 may be 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. It is recommended that you bring your trolley/pallet truck to aid this process. There are a limited number of handcarts available but there will be a wait for them.
- There will be 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.
- Please note there is no on-site storage.

- **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.

## Health & Safety (important, please read)

**The Health & Safety expectations have increased for NZ workplaces. 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.
- LPG 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.
- Children under 16 are not permitted on-site during the build-up or break-down – no exceptions.
- Hi-Vis Safety vests must be worn at all times – no exceptions.
- All electrical equipment must be tested and tagged.
- Security will be patrolling the area 24 hours a day for the duration of the show and the Pack-In.
- All vehicles entering halls must use hazard lights and limit speed to walking pace.
- All unloading and stand building to be completed by Thursday 7pm.
- A copy of the 2024 Health and Safety manual can be downloaded click [here](#).

**Please ensure someone from your company has completed the Induction Form** to download click [here](#).

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