**Career Fest Exhibitor Application Form**

Thank you for your interest in participating in the upcoming Career Fest on **9 October 2025**, from **3:30pm to 7:00pm** at the **A&P Showgrounds**, Brucefield Avenue, Ashburton.

To apply for a stall or exhibit space, please complete the form below. Before proceeding, please note the following expectations:

* All electrical equipment you bring must be PAT-tested (test and tag)
* Your stall structures must be safe and securely set up
* Any risks associated with your stall must be mitigated to an acceptable level
* You must follow all the instructions given by event staff
* You must comply with our Health & Safety Plan

All applications must be submitted by **16 September 2025** to be considered.

Once your application has been reviewed, we’ll be in touch to confirm your place and provide further event details, including setup information, site layout, and a copy of our Health & Safety Plan (which outlines key contacts, emergency procedures, and hazards).

If you have any questions, please contact Sharon at [sharon.watson@adc.govt.nz](mailto:sharon.watson@adc.govt.nz)

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| --- | --- |
| **Organisation Details** | |
| **Organisation / Business Name** |  |
| **Contact Name (**First name / last name**)** |  |
| **Contact Email** |  |
| **Contact Phone Number** |  |
| **Key Representative** | |
| **Name**  This is the individual who will be present on the day of the event and is trained and/or competent - or will be supervised - to carry out their duties safely while onsite. Please inform us if this representative changes before the event. |  |
| **Email** |  |
| **Mobile** |  |
| **Exhibiting Information** | |
| **What** **activity or activities will you be doing at this event?** Please describe all planned activities, including any interactive or large-scale elements such as vehicles or equipment. |  |
| **Site Sizes available – 5 x 5m, 8 x 8m, or 10 x 10m or other (please advise)** |  |
| **What hazards or risks do you anticipate as part of your activity or exhibit?** Please list any identified risks and outline the steps you will take to eliminate or mitigate them. |  |
| **Will any part of your exhibit involve work classified as ‘hazardous’ under WorkSafe NZ guidelines?** Refer to the full list of defined hazardous work here: <https://www.worksafe.govt.nz/notifications/report-scheduled-or-completed-work/hazardous-work/> | Yes/no  If yes please specify |
| **Logistics** | |
| **Do you require a powered site?**  **What sort?**  **Will you have a generator?** | y/n  multi choice: 3 phase, regular  y/n |
| **Do you have any additional setup requirements?** (e.g. space for vehicle(s), digital displays, special access requirements) | y/n  if yes specify – free text |
| **Can we promote your participation on our event marketing channels (e.g. website, social media)?** | y/n  if yes provide profile link |

**Health and Safety Declaration**

By submitting this application, you confirm that if you are accepted:

* You will read any health and safety information we provide.
* You agree to comply with all health and safety requirements outlined for this event.
* You understand your obligations under the Health and Safety at Work Act 2015.
* You accept responsibility for the safety of your own setup, equipment, and any staff or representatives attending on your behalf.

☐ I acknowledge and agree to the above declaration.

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

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_