

Please complete this form and return **no later than 14 days prior** to the hiring period of the event to:

Exhibitor Services, International Convention Centre Sydney (ICC Sydney)

Phone: +61 2 9215 7373 **Email:** exhibitionservices@iccsydney.com

CONTACT DETAILS

Name: _____ **Company:** _____
Phone: _____ **Email:** _____
Name of event: _____ **Event dates:** _____
Location of event: _____ **Stand name:** _____ **Stand no:** _____
Stand builder: _____

PURPOSE

What size is the footprint of the stand?

What is the height of the stand?

Are there any double storeys ?

Are there any enclosed ceilings?

MANDATORY SAFETY REQUIREMENTS

A stand with a roof or ceiling is required to accommodate additional fire protection equipment, such as a smoke detector and portable CO₂ or dry chemical extinguisher.

Where halogen tube lights are used, the globe unit must be protected with safety glass to minimise the risk of explosion and fire.

All temporary spot lights or the like are to be at least 300mm away from the partitions or combustible goods.

Any custom-built stand with a floor area of more than 50m² is to be provided with at least one alternative means of egress to the walkways.

Doors built into a stand need to comply with the requirements of an exit door i.e. open outwards with a push bar or lever handle.

Stands that are deemed by ICC Sydney to have significant ceilings may require a Fire Engineer signoff as nominated by ICC Sydney at the exhibitors expense.

Any door incorporated into the stand and not providing an alternative means of egress is to have a sign affixed and labeled NO THOROUGHFARE. Signs must be professionally done, not handwritten and to the satisfaction of ICC Sydney.

Any barriers incorporated into the custom-built stand are to be designed so that they yield to pressure without toppling.

The National construction Code 2016 (NCC) requires that materials used for stand construction must comply with the Fire Hazard Properties set out in clause C1.10, volume 1 of the NCC.

The maximum permissible stand height in the lower exhibition halls is five metres.

All custom stand designs must comply with all other relevant codes of NCC.

Where scrim or sharktooth is used it must be 2mm flame retardant open weave.

ADDITIONAL REQUIREMENTS

The exhibitor is required to provide the detailed plan.

Any double storey stand as part of the Engineer Certificate will clearly define the number of occupants allowed taking into account any other item on the second storey



CUSTOM STAND PLANS PERMIT FORM

PERMIT AGREEMENT (to be completed by person responsible for the work to be performed)

This activity has not been authorised to occur at ICC Sydney until written confirmation of its approval is provided by ICC Sydney, and in such circumstance, ICC Sydney makes no representation, warranty or guarantee about the safety or legality of the activity or the completeness or accuracy of the information provided within this form, which is at all times the sole responsibility of the person listed in the Contact Details.

ICC Sydney undertakes regular compliance checks and you may be required to provide evidence in relation to those requirements. If at any time, an activity or operation is considered by ICC Sydney to be non-compliant with any legal or regulatory obligation, inconsistent with the information provided on this form, unsafe or placing persons, the venue or the environment at risk, ICC Sydney representatives reserve the right to postpone or cancel the activity in its sole discretion until it is completely satisfied that its concerns are addressed and any issues are rectified.

Any approval by ICC Sydney for this activity to occur does not give rise to an acceptance of any liability, loss or damage caused by the activity.

Signed: _____ **Date:** _____

..... **ICC SYDNEY USE ONLY**

ICC SYDNEY RISK & COMPLIANCE AUTHORISATION

Permit issued by:

Comments:

Signed: _____

Date: _____