

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:** _____

VEHICLE DETAILS

Vehicle type and model: _____
Vehicle registration: _____
Name and number of delivery person: _____
Vehicle dimensions: _____
Vehicle weight: _____

MANDATORY REQUIREMENTS

- A separate set of keys to be left with ICC Sydney Security.
- Drip tray to be placed underneath vehicle.
- Maximum five litres of fuel (no need to clear fuel from fuel line and engine).
- Battery to be disconnected when vehicles are unattended.
- Each car to be separated from one another by three metres.
- Carpet tile/s to be placed under all vehicle tyres, where applicable

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

ICC Sydney representatives undertake regular compliance checks and you may be asked to provide evidence in relation to the above requirements. If at any time, an activity or operation is considered non-compliant, unsafe or placing persons or the environment at risk, ICC Sydney representatives have the right to immediately postpone or cancel the activity until the issue is rectified. Understand that at any stage before or after this permit is approved, ICC Sydney may add or remove any restrictions to the use or application of this permit, in its sole and absolute opinion.

I hereby agree to meet the above mentioned requirements.

Signed: _____ **Date:** _____

..... ICC SYDNEY USE ONLY

ICC SYDNEY RISK & COMPLIANCE AUTHORISATION	
Permit issued by: _____	
Comments: _____	
Signed: _____	Date: _____

ICC SYDNEY FLOOR MANAGER VALIDATION	
Reviewed by: _____	
Comments: _____	
Signed: _____	Date: _____