

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 (Please tick all boxes to acknowledge that you have read and understood)

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. Halogen Lights are not permitted.

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.

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

The National construction Code 2019 (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.

Maximum build height in Halls 1 - 4 is 5m.

Maximum build height in Gallery is 4m.

For other build heights in ICC Sydney please contact your Event Manager.

ICC Sydney has a 20kPa slab loading within the Exhibition Centre Halls.

ICC Sydney has a 5kPa slab loading within the Convention Centre.

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 (Please tick all boxes to acknowledge that you have read and understood)

Please note that all Companies must be compliant on ICC Sydney Rapid Global Contractor Management System.

Please provide a detailed plan with this permit.

All double storey stands require engineer certification with this permit and engineer sign off when the stand is built and prior to occupancy of the stand.

Floor bolts or methods of fixing to the fabric of the venue are strictly prohibited.

All workers must have a valid induction certificate prior to accessing ICC Sydney.

For assistance send your request to inductions@iccsydney.com



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: _____