

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.
- 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.

ADDITIONAL REQUIREMENTS

- The exhibitor is required to provide the detailed plan.
- Any double storey stands require engineer certification to be submitted with the stand plans prior to move in and engineer sign off once the stand has been built on site before the event becomes operational.



CUSTOM STAND PLANS PERMIT FORM

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:** _____