CANVASSING, SOLICITATION AND DISTRIBUTION PERMIT FORM

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 **Email:** cutawayexhibitionservices@iccsydney.com

CONTACT DETAILS

Name:		**Company:**	
Phone:		**Email:**	
Name of event:		**Event dates:**	
Select the venue: ☐ **ICC Sydney** ☐ **The Cutaway**		**Stand name:**	**Stand no:**
Area within the venue activity will occur:			

PURPOSE

What will you be promoting during this event?	
How will this promotion be conducted?	
What items will be distributed?	
What quantity of items will be distributed per day?	
Where will the promotion take place?	

MANDATORY REQUIREMENTS

Please tick the box to indicate you have read and understood and the required documents are attached

☐ Pre-approval from the organiser – please attach written confirmation.

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 venues until written confirmation 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 confirmation by ICC Sydney for this activity to occur does not give rise to an acceptance of any liability, loss or damage caused

Signed: **Date:**

ICC SYDNEY USE ONLY

ICC SYDNEY RISK AND COMPLIANCE

Permit issued by:			
Comments:			
Signed:		**Date:**	