LOADING DOCK 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

EVENT DETAILS

Today's date:		**Parking dates:**	
Contact name:		**Company:**	
Phone:		**Email:**	
Select the venue: ☐ **ICC Sydney** ☐ **The Cutaway**		**Location of event:**	
Area within venue activity will occur:			

VEHICLE OWNER DETAILS

Driver's name:			
Company name:			
Vehicle type and model:			
Vehicle registration:		**Vehicle colour:**	
Stand numbers:		**Contact phone:**	
Parking justification:			

CONDITIONS OF PERMIT AUTHORISATION

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

- ☐ Only applicable during event operational days.
- ☐ Based on space availability.
- ☐ Granted only to:
  - drivers who need to return to their vehicles every 30 minutes to pick up equipment throughout the day.
  - emergency vehicles e.g. Ambulance / Fire / Police etc.
- ☐ Vehicles must not obstruct any emergency doors.
- ☐ ICC Sydney is not liable for any damage may that may occur whilst parked in the specified area.
- ☐ The Cutaway Loading Dock is operational 07:00am - 10:00pm. Vehicles may not enter or exit the docks outside of these times.

CONTINUED NEXT PAGE

LOADING DOCK 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 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 by the activity.

Signed: _____ **Date:** _____

ICC SYDNEY USE ONLY

ICC SYDNEY LOGISTICS COORDINATOR VALIDATION

Reviewed by:

Comments:

Signed: _____ **Date:** _____