

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:

HAZARDOUS CHEMICAL REQUIREMENTS

What chemicals are being used?

What quantities will be on site?

How will the substance be used?

Who is responsible for the delivery and receipt of the product?

LPG REQUIREMENTS

Why is LPG being used?

What quantities will be on site?

Who is responsible for the delivery and receipt of the product?

Who is responsible for the removal of the product?

MANDATORY REQUIREMENTS

- It is the responsibility of all persons conducting a business or undertaking (PCBUs) and their staff to ensure that Workplace Health and Safety (WHS) legislation and safe work practices are followed to ensure, as far as reasonably practicable, the health and safety of all persons that may be affected by the activity.
- A current Safety Data Sheet must be on site for each hazardous chemical product.
- All requirements of the Safety Data Sheet for transport, storage, use and disposal must be followed.
- All containers of hazardous chemicals must be labelled as per the requirements specified in the Labelling of Workplace Hazardous Chemicals Code of Practice. Any unlabelled or incorrectly labelled material will be removed from site.
- Appropriate storage containers must be used. Hazardous chemicals cannot be packed or decanted into a container that would usually contain food or beverage or may be mistaken for a container containing food and beverage.
- Staff must be trained in the use of the product and use the correct personal protective equipment (PPE) as required.
- Hazardous chemicals must be stored in such a manner as to prevent unauthorised access.
- All council or other legislative permit requirements are the responsibility of the exhibitor.
- Appropriate disposal of the hazardous chemical must be arranged. Under no circumstances can the venue's washroom facilities be used for the disposal of hazardous chemicals. All hazardous chemicals must be removed from site at the end of the event.
- All spills/incidents are to be reported to ICC Sydney immediately.
- Safe Work Method Statement (SWMS) and/or risk assessments specific to the hazardous chemical/task must be available on site.

Liquefied Petroleum Gas (LPG) Permit Conditions

- Gas cages hired by the event organiser must be used for any on site gas storage.
- All gas cylinders must be removed from exhibitions halls outside of exhibitor access and stored in gas cages overnight.
- All LPG installations must comply with relevant legislation and Australian standards.
- LPG cylinders are limited to 2 x 25kg cylinders per exhibition booth.
- All LPG cylinders in use must have a gas fuse attached.
- No naked flames are permitted within close proximity of LPG cylinders.
- A powder fire extinguisher ABE type rated 3A-40B minimum 2.5kg, distinguished by a white band around the top of the cylinder and fire blanket, 1.8m x 1.8m must be located at the booth with staff trained in its use.
- No section of the LPG system is to be accessible to patrons attending the event.
- Only trained and authorised persons are to operate the equipment.

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 AUTHORISATION

Permit issued by:

Comments:

Signed: _____ **Date:** _____

ICC SYDNEY AUTHORISATION

Reviewed by:

Comments:

Signed: _____ **Date:** _____