This form must be returned to the Event Planning Manager **no later than 2 weeks prior** to the move in of the event. The Event Organiser will be advised if approval is granted.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Contact Details** | | | | | | | | | |
| Applicant’s Name: |  | | | Position: | | |  | | |
| Company Name: |  | | | Phone: | | |  | | |
| Email: |  | | | Date of Permit  Application: | | |  | | |
| Event Name: | \*Event Name\* | | | Event Date/s: | | | \*In Date\* - \*Out Date\* | | |
| Name of BCEC Event Planning Manager: | \*First Name - Primary Coordinator\* \*Last Name - Primary Coordinator\* | | | Area of activity  *e.g. Hall 1;P1-5:* | | |  | | |
| Applicant’s Signature: |  | | | | | | | | |
| **Purpose:** | | | | | | | | | |
| List equipment/item to be demonstrated and identify any interaction with persons. | |  | | | | | | | |
| Are moving parts of the equipment or item accessible to persons or potentially accessible to persons? | | Yes | No | | *Details:* |  | | | |
| Are safety guards in place? | | Yes | No | | *Details:* |  | | | |
| Will the area of demonstration be cordoned / fenced off to prevent persons entering demonstration area? | | Yes | No | | *Details:* |  | | | |
| Is the product harmful to persons (e.g. gases, liquid nitrogen, welding flash, dry ice, potential crush injury etc)? | | Yes | No | | *Details:* |  | | | |
| If display utilises an engine will fume, smoke etc. be likely? | | Yes | No | | *Duration:* |  | | | |
| **Documents Required:** | | | | | | | | **Attached**  **Yes** | |
| Risk Assessment identifying potential risks to persons or property through the demonstration of this equipment. | | | | | | | | |  |
| Include photos / specifications of equipment to be demonstrated. | | | | | | | | |  |
| Safe Work Method Statements for the demonstration or undertaking. | | | | | | | | |  |
| Certificate of Currency of for public liability insurance not less than $20 million. | | | | | | | | |  |
| Safety Data Sheet for any hazardous substance, product or chemical brought on site or utilized. | | | | | | | | |  |
| Permission from the Organiser to undertake such demonstration within their event. | | | | | | | | |  |
| By ticking the adjacent box the applicant agrees to abide by BCEC terms and conditions as described in the event contract and/or the BCEC Guidelines. | | | | | | | | |  |
| Brisbane Convention & Exhibition Centre (BCEC) will determine the requirements necessary for your permit to be issued.  Documents indicated with a ‘YES’ must be provided by the applicant with all requirements adhered to. Where there are safety concerns with this activity BCEC reserves the right to cancel the permit without notice. | | | | | | | | | |
| **Other Requirements:** | | | | | | | | | |
| * Barriers and personal protective equipment required to negate any potential risk to persons or property. * If the item/equipment weighs more than 500kg you must submit an Excess Weights permit - available from BCEC Safety Department. | | | | | | | | | |

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| **Workplace Health & Safety (WHS) Requirements** | | | |
| 1. The Hirer must comply with and perform all WHS obligations under all Acts, regulations and legislation. 2. The Hirer must comply with and perform all obligations under the *BCEC Guidelines* - *WHS Event Design & Construction for Event Organisers, Contractors & Exhibitors*. 3. The Hirer is solely responsible for ensuring that any third parties engaged to carry out any works for or at the named event: 4. Comply with point 1 & 2 above 5. Are in possession of required safety documentation in relation to their event any associated activated undertaken by themselves or by third parties, including (but not limited to): 6. Risk Assessments (RA) for activities 7. Safe Work Method Statements (SWMS) for activities 8. Safety data sheets (SDS) 9. Current licensing; and 10. Certificate of Currency – public liability not less than $20 million | | | |
| **BCEC Office Use** | | | |
| BCEC Event Number: |  | Approved/Declined: |  |

**This activity is not approved until confirmed by the Safety Department.**

Managed by ASM Global (Convex) Pty Ltd. ABN 058 298 374