



Please note forms must be returned no less than 20 business days prior to the event.

## Contact Details

*\*MANDATORY FIELD – Please note that forms submitted without the mandatory fields completed will not be processed*

\*First name: \_\_\_\_\_ \*Surname: \_\_\_\_\_  
\*Stand name: \_\_\_\_\_ \*Stand no.: \_\_\_\_\_  
\*Company address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
\*Name of event: \_\_\_\_\_ Event dates: \_\_\_\_\_

All organisers or exhibitors wishing to conduct fire and or hot work activities must obtain written approval from PCEC management at least 20 Business Days prior to the event. Each application will be assessed with the safety of the public/ attendees as its prime pre-requisite. **(PCEC Event Manual)**.

- Risk assessment **must** be provided around hot work/activity carried out.
- Hot Work permit **must** be issued onsite prior to work/activity being carried out. Please liaise with the Event Client onsite prior to commencing work

### Description of hot work/activity to be carried out

### Description of equipment to be used

### Description of safety precautions to be taken

I hereby agree that if the Perth Convention and Exhibition Centre grant permission, I will indemnify and hold harmless the Perth Convention and Exhibition Centre against any liability, loss, claim or expense arising in connection with any activities or work carried out by or on behalf of *[insert name of company]*, including any activities or work authorised by Perth Convention and Exhibition Centre. I agree that both my representatives and I will abide by the terms and conditions of Perth Convention and Exhibition Centre and any instruction issued by its officers or employees. I also agree to pay for any damages or charges that may subsequently arise from this permission being granted.

Name of Authorised Company Officer

Signature of Authorised Company Officer

Date

Name of Authorised Company Officer

Signature of Authorised Company Officer

Date



## Supporting Documents

In order to support your application, please provide the following information along with this form:

Risk Assessment

Public Liability Certificate

### VENUE USE ONLY

#### Venue Approval

Authorised by

Signed

Date

#### Venue Validation

Authorised by

Signed

Date

Please return this form along with the Payment Form to [exhibitor@pcec.com.au](mailto:exhibitor@pcec.com.au)