

REQUEST TO SUPPLY FORKLIFT OR EWP



PERTH CONVENTION AND
EXHIBITION CENTRE

Name of event:	<input type="text"/>		
Contact Name on Site:	<input type="text"/>	Email:	<input type="text"/>
Phone:	<input type="text"/>	Mobile:	<input type="text"/>
Location of event:	<input type="text"/>		

With the approval of PCEC, and upon completion of the PCEC online induction, event Agents may bring their own forklifts for the unloading or loading of their trucks only.

All other Exhibitor goods will need to be unloaded using the Client's arranged forklift and site inducted operator. Venue approval is required prior to the use of forklifts on site. Forklifts may be left overnight on site on the loading dock area only. At no time are forklifts to be left inside the venue.

Forklifts and scissor lifts must be operated at all times by a licensed operator and must be able to present a license or Elevated Work Platform (EWP) Ticket on request. Work must be undertaken in a safe manner and in accordance with current industry standards. It is compulsory to have a spotter at all times.

Please refer to the **PCEC Event Manual** for full details of the Venues guidelines and policies.

Forklift supplied by:	<input type="text"/>
Description of Work to be Completed:	<input type="text"/>

Copy of Risk Assessment Attached?

Copy of Licences Attached?

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 Officer	<input type="text"/>	
Signature of Authorised Company Officer	<input type="text"/>	Date <input type="text"/>

Please complete and return this form to your assigned Event Manager.