

HEAVY EQUIPMENT AND VEHICLES PERMIT REQUEST FORM



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*	<input type="text"/>	Surname*	<input type="text"/>
Stand name*	<input type="text"/>	Stand no.	<input type="text"/>
Company address*	<input type="text"/>	Suburb	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>
Name of event*	<input type="text"/>	Event dates	<input type="text"/>

All Event Organisers or Exhibitors wishing to display vehicles or heavy equipment over 500kg must obtain written approval from PCEC management at least 20 business days prior to the event.

Please read the following general guidelines:

- Exhibitors who wish to bring display vehicles or heavy equipment to site must gain approval from the Event Organiser as well as PCEC management. PCEC approval does not imply Event Organiser consent.
- Event Organisers or Exhibitors must submit a risk assessment covering any activity that may be involved with the equipment.
- A floorplan must be attached indicating location of the vehicle display or heavy equipment.
- Display vehicles and equipment delivered to the Administration Loading Dock must be delivered by a vehicle with a tilt tray. The Admin Dock lift can take a maximum load of 4050kg, the maximum height inside the car is 2.3m, length is 6m. The doors measure 2.5m wide and 2.2m high.
- Full containers delivered to the pavilions must be delivered on a side loader.
- PCEC has weight load limits. PCEC Management may require the Exhibitor to provide an engineer's certification if proposed loads exceed limits or require verification.
- For any heavy displays filled with water, **FORM 6- WATER/WASTE/COMPRESSED AIR** must be completed via the PCEC website and submitted together with this form: <https://www.pcec.com.au/toolkit/venue-forms/>

Should approval for display vehicles or heavy equipment be granted by the PCEC, it will be on the condition of the following guidelines

- Keys must be handed over to the Event Delivery Manager once the display vehicle is in place.
- All display vehicles must have drip tray and a full tank of fuel before arriving onsite.

Description of heavy items. E.g. Make and model of vehicle

Dimensions of heavy items- Length, width, height and weight

How will the display vehicle or equipment be delivered and positioned? If using a crane or low loader, please include specifications and weight inclusive of transport equipment (cranes etc.)

Please provide date and time of delivery and collection of vehicles or equipment. All vehicles and equipment must be delivered and collected during tenancy.

Delivery Date and Time

Collection Date and Time

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Mandatory Documents

To enable review of this application, please attach the following. Applications submitted without these documents will not be assessed.

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Risk Assessment

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Public Liability Certificate

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

VENUE USE ONLY

Venue Approval

Authorised by

Signed

Date

Venue Validation

Authorised by

Signed

Date

Please return this form to exhibitor@pcec.com.au