



PERMIT FORM

PERMIT FORM

SIGNAGE PLAN

IMPORTANT INFORMATION

Please complete this form and return to your Event Manager no later than 14 days prior to the hiring period of the event to:

CONTACT DETAILS

Business name:

Name:

Email:

Phone:

Dates of event:

Name of event:
(if applicable)

SIGNAGE SUPPLIER CONTACT DETAILS

Business name:

Name:

Email:

Phone:

Note: ICC Sydney is solely responsible for rigging of all signage, additional charges apply. Please contact your Event Manager or AV Project manager for further details on costs.

MANDATORY DOCUMENTATION

ARTWORK

Render or a copy of the artwork of each item on the summary list. Signage design must be approved by ICC Sydney prior to production.

ATTACHED ☐

INSTALL DATE AND TIME

Date:

Start Time:

End Time:

DISMANTLE DATE AND TIME

Date:

Start Time:

End Time:

PERMIT AGREEMENT

This activity has not been authorised to occur at ICC Sydney until written confirmation of its approval is provided by ICC Sydney, and in such circumstance, ICC Sydney makes no representation, warranty or guarantee about the safety or legality of the activity or the completeness or accuracy of the information provided within this form, which is at all times the sole responsibility of the person listed in the Contact Details.

ICC Sydney undertakes regular compliance checks and you may be required to provide evidence in relation to those requirements. If at any time, an activity or operation is considered by ICC Sydney to be non-compliant with any legal or regulatory obligation, inconsistent with the information provided on this form, unsafe or placing persons, the venue or the environment at risk, ICC Sydney representatives reserve the right to postpone or cancel the activity in its sole discretion until it is completely satisfied that its concerns are addressed and any issues are rectified. Please refer to the Event Signage Terms and Conditions.

Any approval by ICC Sydney for this activity to occur does not give rise to an acceptance of any liability, loss or damage caused by the activity.

Signed

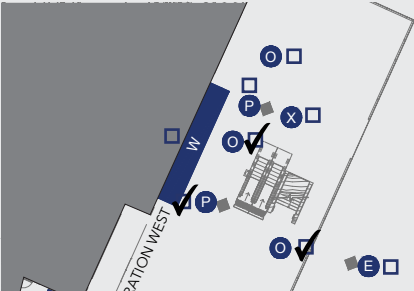
Date

CONVENTION CENTRE PERMIT FORM

Available spaces for branding are marked in the map provided. Please indicate your selected area by checking the tick box next to the desired opportunity.

Information such as materials used, installation method and measurements of signage are to be listed in the description box.

Example below:



ITEM	DESCRIPTION E.G. MATERIAL, METHOD, MEASUREMENTS
P: Pillars	Fabric wraps fixed with velcro around existing pillars
O: Overhead banners	Fabric banner x 4

Installation and dismantle of signage in foyer spaces are to be conducted at a suitable time as not to impact on other events or patrons of ICC Sydney.

For further details not covered by these guidelines, please contact your Event Manager or AV Project Manager at ICC Sydney.



GROUND FOYER	Main entry to ICC Sydney Convention Centre and registration desks
LEVEL TWO NORTH	The Gallery and entry to Darling Harbour Theatre
LEVEL TWO SOUTH	Concourse, Parkside Ballroom, Pyrmont Theatre, Meeting Rooms C2.1 - C2.6 and Business Suites 2.1- 2.3
LEVEL THREE	Cockle Bay Room, Meeting Rooms C3.1 - C3.6 and entry to Darling Harbour Theatre
LEVEL FOUR	Meeting Rooms C4. 1 - C4.11 and entry to Darling Harbour Theatre
LEVEL FIVE	Grand Ballroom

CONVENTION CENTRE GROUND Foyer

Please select desired signage opportunity from the map to the left and outline any further information required in the table below.

ITEM	DESCRIPTION E.G. MATERIAL, METHOD, MEASUREMENTS
P: Pillars \$120.00	
E: External pillars \$500.00	
O: Overhead banners \$120.00	
W: Walls \$63.75 (per panel)	
X: Escalators \$228.00 (per set) <i>*only available when whole building is booked</i>	

OFFICE USE ONLY

	P	E	O	W	X
Client Space					
Public Space					
Chargeable					
Total					

*Please note rigging and labour are an additional cost, contact your Audio Visual Project Manager for a quote

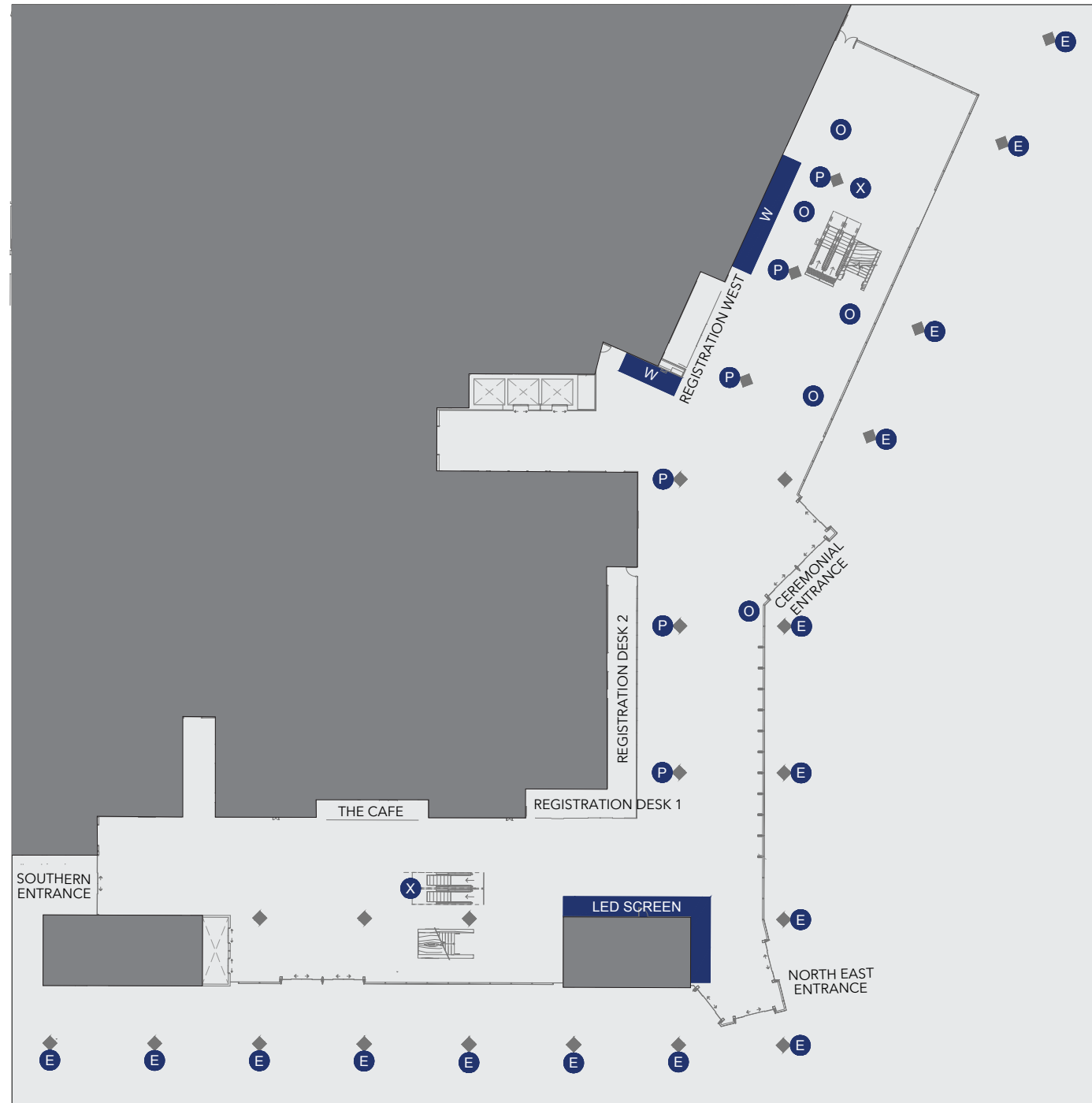
● Foyers & public spaces

● Client space

● ICC Sydney branded signage

Please note:
All commercial spaces have a price per day

Please note:
Price per day is not applicable if within contracted space



CONVENTION CENTRE LEVEL TWO NORTH

Please select desired signage opportunity from the map to the left and outline any further information required in the table below.

ITEM	DESCRIPTION E.G. MATERIAL, METHOD, MEASUREMENTS
P: Pillars \$120.00	
B: Fitted banners \$47.75 (panel) \$133.00 (full sign)	
O: Overhead banners \$120.00	
G: Glass panels \$63.75 (per panel)	
W: Walls \$63.75 (per panel)	
X: Escalators \$228.00 (per panel)	

OFFICE USE ONLY

	P	B	E	O	X	W
Client Space						
Public Space						
Chargeable						
Total						

*Please note rigging and labour are an additional cost, contact your Audio Visual Project Manager for a quote

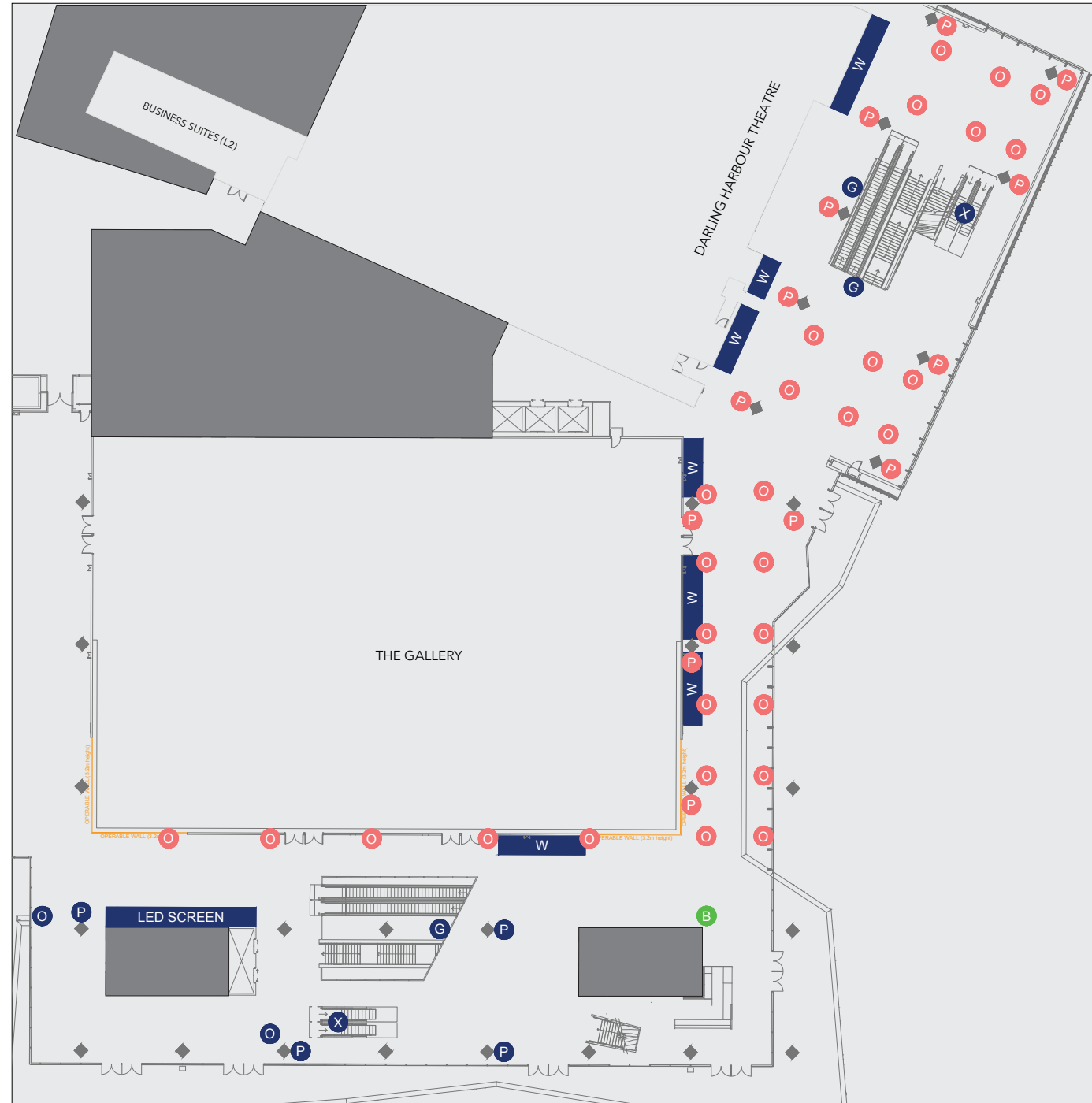
● Foyers & public spaces

● Client space

● ICC Sydney branded signage

Please note:
All commercial spaces have a price per day

Please note:
Price per day is not applicable if within contracted space



CONVENTION CENTRE LEVEL TWO SOUTH

Please select desired signage opportunity from the map to the left and outline any further information required in the table below.

ITEM	DESCRIPTION E.G. MATERIAL, METHOD, MEASUREMENTS
P: Pillars \$120.00	
B: Fitted banners \$47.75 (panel) \$133.00 (full sign)	
O: Overhead banners \$120.00	
G: Glass panels \$63.75 (per panel)	
W: Walls \$63.75 (per panel)	

OFFICE USE ONLY

	P	B	O	G	W
Client Space					
Public Space					
Chargeable					
Total					

*Please note rigging and labour are an additional cost, contact your Audio Visual Project Manager for a quote

 Foyers & public spaces

 Client space

 ICC Sydney branded signage

Please note:
All commercial spaces have a price per day

Please note:
Price per day is not applicable if within contracted space



CONVENTION CENTRE LEVEL THREE

Please select desired signage opportunity from the map to the left and outline any further information required in the table below.

ITEM	DESCRIPTION E.G. MATERIAL, METHOD, MEASUREMENTS
P: Pillars \$120.00	
O: Overhead banners \$120.00	
G: Glass panels \$63.75 (per panel)	
W: Walls \$63.75 (per panel)	
X: Escalators \$228.00 (per set)	

OFFICE USE ONLY					
	P	O	G	W	X
Client Space					
Public Space					
Chargeable					
Total					

*Please note rigging and labour are an additional cost, contact your Audio Visual Project Manager for a quote

● Foyers & public spaces

● Client space

● ICC Sydney branded signage

Please note:
All commercial spaces have a price per day

Please note:
Price per day is not applicable if within contracted space



CONVENTION CENTRE LEVEL FOUR

Please select desired signage opportunity from the map to the left and outline any further information required in the table below.

ITEM	DESCRIPTION E.G. MATERIAL, METHOD, MEASUREMENTS
P: Pillars \$120.00	
O: Overhead banners \$120.00	
G: Glass panels \$63.75 (per panel)	
W: Walls \$63.75 (per panel)	
X: Escalators \$228.00 (per set)	

OFFICE USE ONLY

	P	O	G	W	X
Client Space					
Public Space					
Chargeable					
Total					

*Please note rigging and labour are an additional cost, contact your Audio Visual Project Manager for a quote

 Foyers & public spaces

 Client space

 ICC Sydney branded signage

Please note:
All commercial spaces have a price per day

Please note:
Price per day is not applicable if within contracted space



CONVENTION CENTRE LEVEL FIVE

Please select desired signage opportunity from the map to the left and outline any further information required in the table below.

ITEM	DESCRIPTION E.G. MATERIAL, METHOD, MEASUREMENTS
○: Overhead banners \$120.00	

OFFICE USE ONLY	
	○
Client Space	
Public Space	
Chargeable	
Total	

**Please note rigging and labour are an additional cost, contact your Audio Visual Project Manager for a quote*

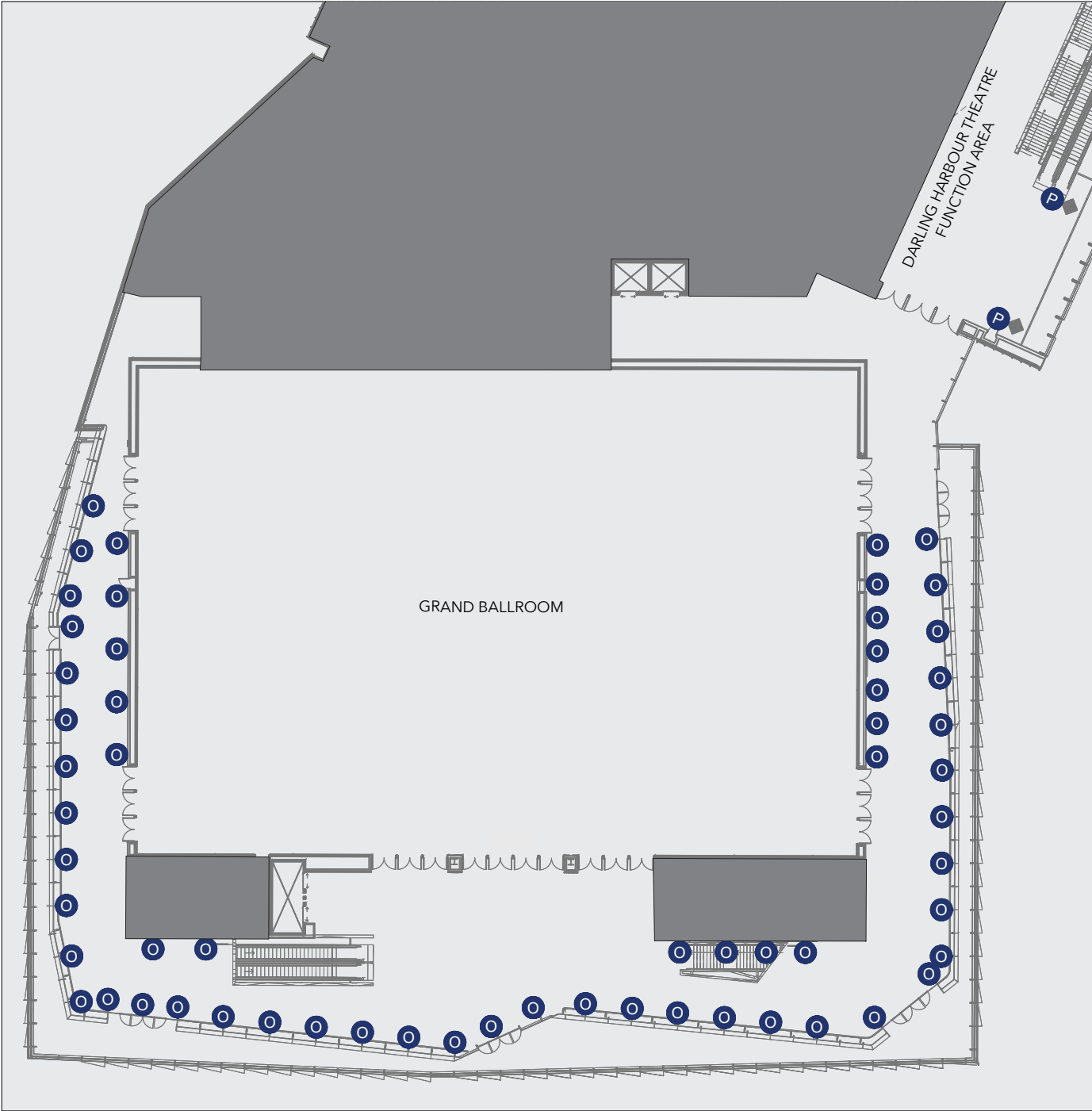
Foyers & public spaces

Client space

ICC Sydney branded signage

Please note:
All commercial spaces have a price per day

Please note:
Price per day is not applicable if within contracted space

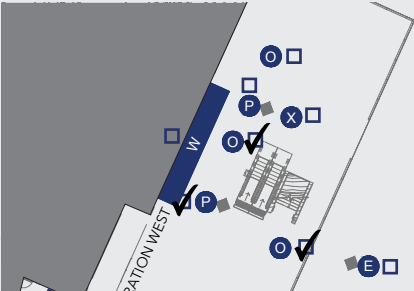


EXHIBITION CENTRE SIGNAGE

Available spaces for branding are marked in the map provided. Please indicate your selected area by checking the tick box next to the desired opportunity.

Information such as materials used, installation method and measurements of signage are to be listed in the description box.

Example below:



ITEM	DESCRIPTION E.G. MATERIAL, METHOD, MEASUREMENTS
P: Pillars	Fabric wraps fixed with velcro around existing pillars
O: Overhead banners	Fabric banner x 4

Installation and dismantle of signage in foyer spaces are to be conducted at a suitable time as not to impact on other events or patrons of ICC Sydney.

For further details not covered by these guidelines, please contact your Event Manager or AV Project Manager at ICC Sydney.



Carpark
Concourse Level
Registration and access for Halls 1 - 4
Meeting Rooms E3.1 - E3.10 and Business Suite 3
Exhibition Centre - Halls 5 - 7 and the Event Deck
Meeting Rooms E5.1 - E5.10

EXHIBITION CENTRE GROUND LEVEL EXTERNAL

OFFICE USE ONLY

	E	W
Client Space		
Public Space		
Chargeable		
Total		

**Please note rigging and labour are an additional cost, contact your Audio Visual Project Manager for a quote*

ITEM	DESCRIPTION E.G. MATERIAL, METHOD, MEASUREMENTS
E: External Pillars \$318.00	
W: Walls \$63.75 (per panel)	

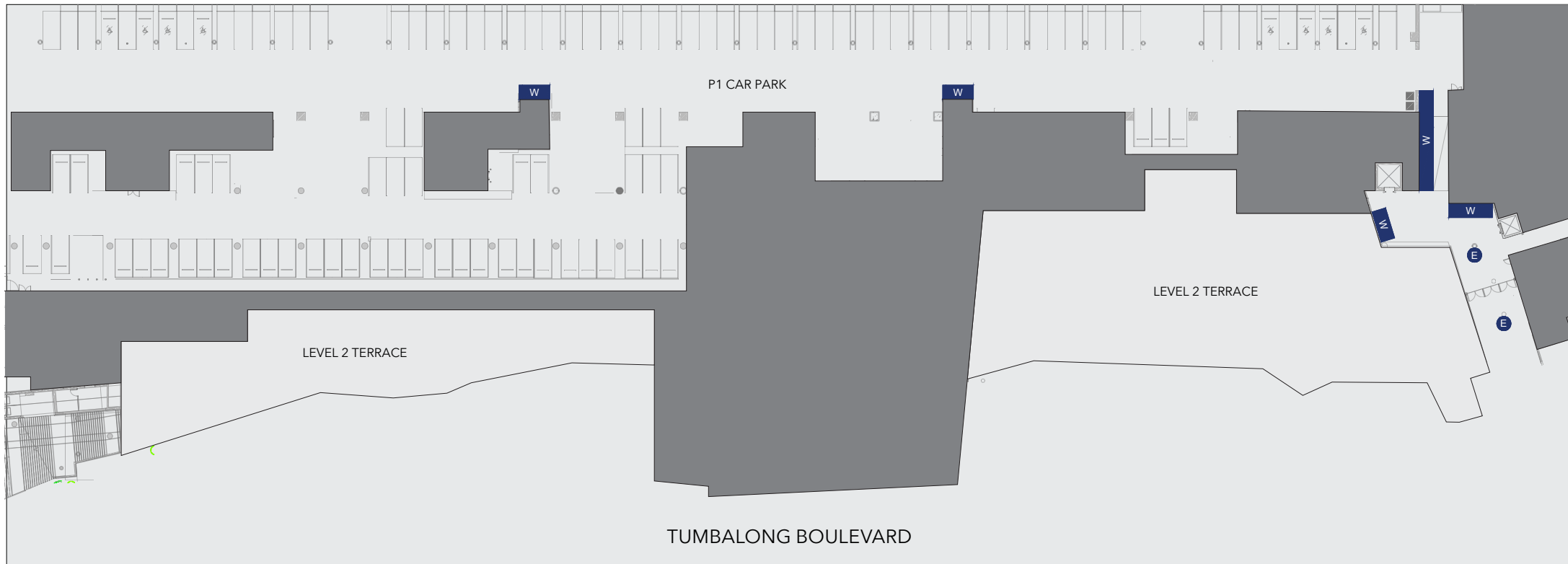
● Foyers & public spaces

Please note:
All commercial spaces have a price per day

● Client space

Please note:
Price per day is not applicable if within signage branding guidelines

● ICC Sydney branded signage



EXHIBITION CENTRE

LEVEL TWO EXTERNAL

OFFICE USE ONLY		
	E	X
Client Space		
Public Space		
Chargeable		
Total		

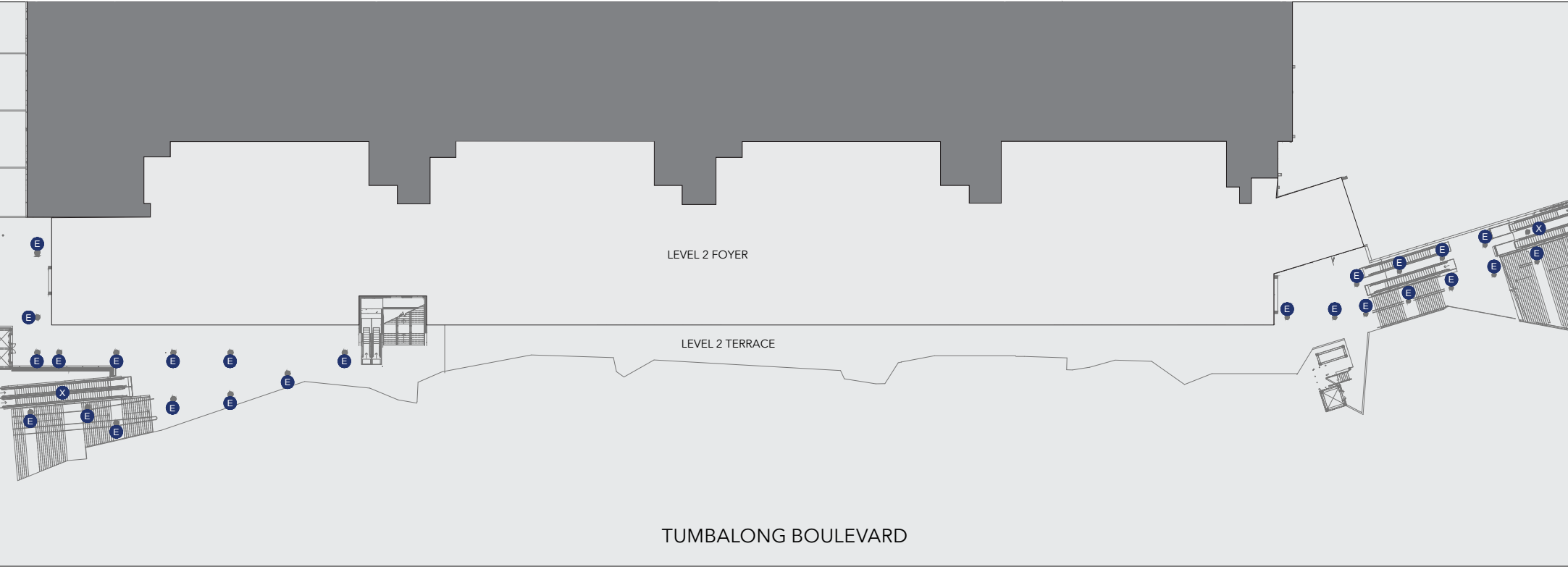
**Please note rigging and labour are an additional cost, contact your Audio Visual Project Manager for a quote*

ITEM	DESCRIPTION E.G. MATERIAL, METHOD, MEASUREMENTS
E: External Pillars \$318.00	
X: External escalators \$213.00 (per set)	

- Foyers & public spaces

Please note:
All commercial spaces have a price per day
- Client space

Please note:
Price per day is not applicable if within signage branding guidelines
- ICC Sydney branded signage



EXHIBITION CENTRE

LEVEL TWO INTERNAL

OFFICE USE ONLY									
	P	E	B	O	G	W	S	X	F
Client Space									
Public Space									
Chargeable									
Total									

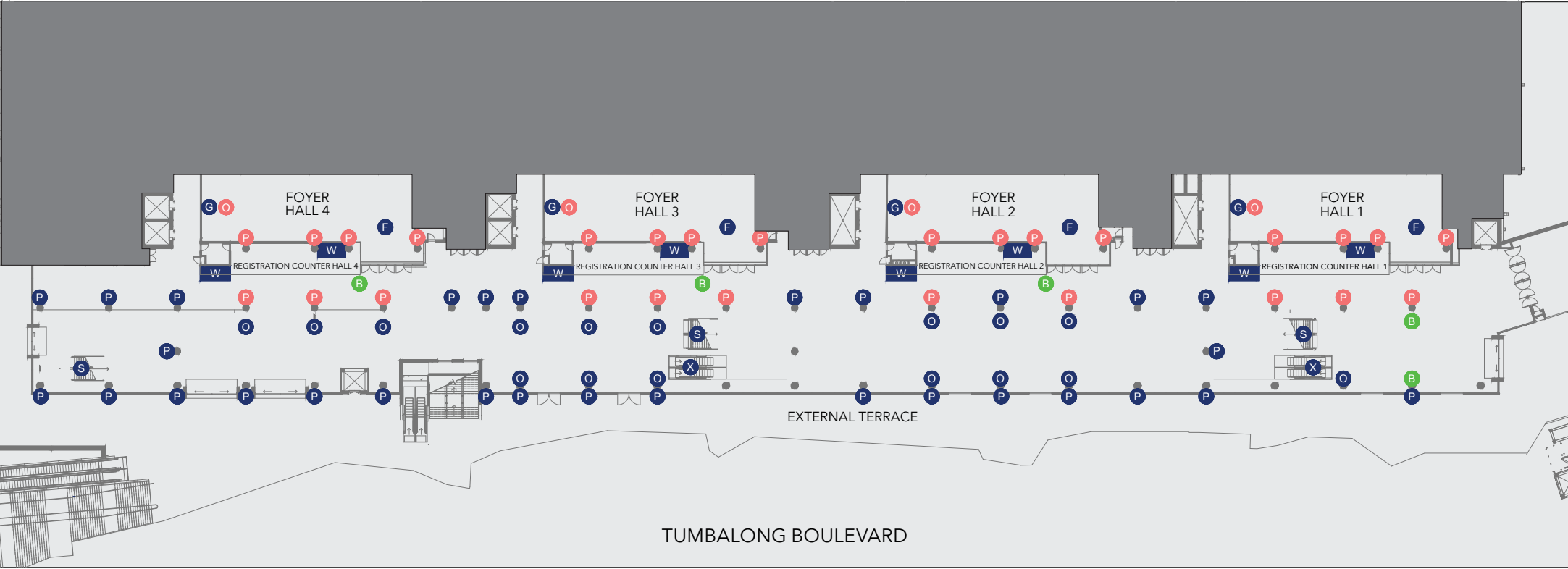
*Please note rigging and labour are an additional cost, contact your Audio Visual Project Manager for a quote

ITEM	DESCRIPTION E.G. MATERIAL, METHOD, MEASUREMENTS
P: Pillars \$120.00	
B: Fitted banners \$47.75 (panel) \$133.00 (full sign)	
O: Overhead banners \$120.00	
G: Glass panels \$63.75 (per panel)	
W: Walls \$63.75 (per panel)	
S: Stair Decals \$26 (per stair)	
X: Internal Escalators \$228 (per set)	
F: Floor Decals \$58.50 (per decal)	

- Foyers & public spaces

Please note:
All commercial spaces have a price per day
- Client space

Please note:
Price per day is not applicable if within signage branding guidelines
- ICC Sydney branded signage



EXHIBITION CENTRE

LEVEL THREE

OFFICE USE ONLY						
	P	O	G	W	S	X
Client Space						
Public Space						
Chargeable						
Total						

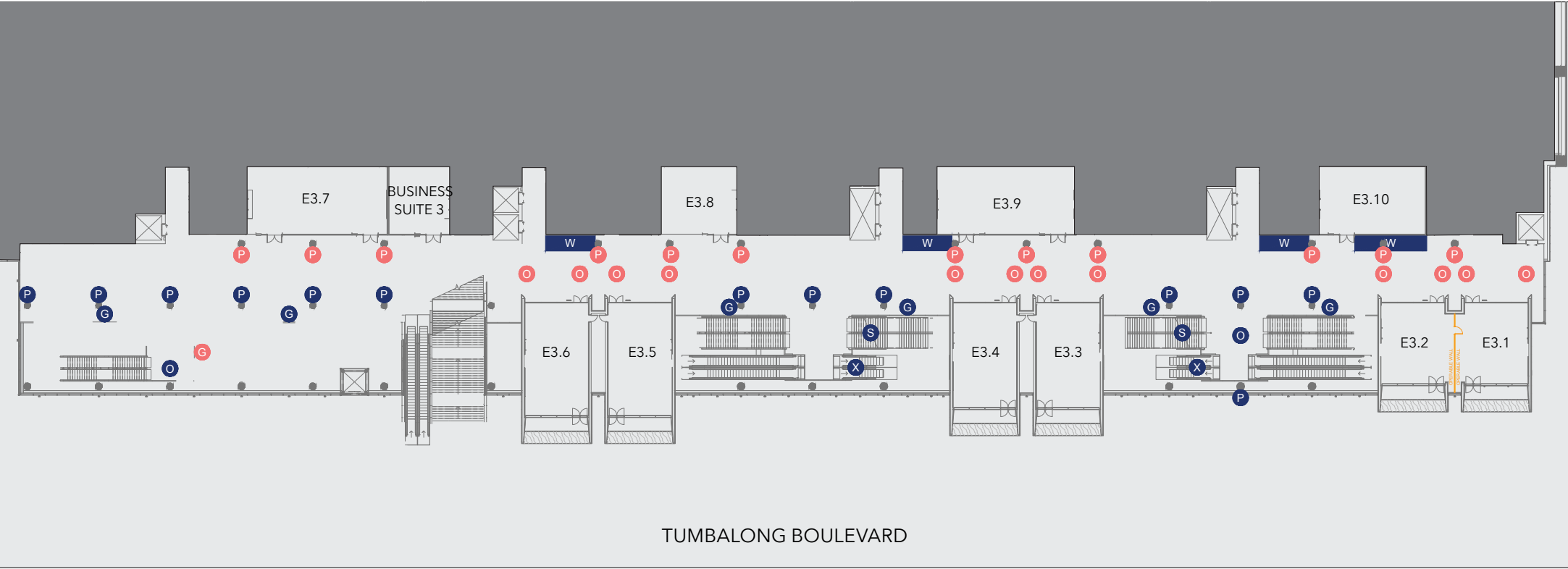
*Please note rigging and labour are an additional cost, contact your Audio Visual Project Manager for a quote

ITEM	DESCRIPTION E.G. MATERIAL, METHOD, MEASUREMENTS
P: Pillars \$120.00	
O: Overhead banners \$120.00	
G: Glass panels \$63.75 (per panel)	
W: Walls \$63.75 (per panel)	
S: Stair Decals \$26 (per stair)	
X: Escalators \$228 (per set)	

- Foyers & public spaces

Please note:
All commercial spaces have a price per day
- Client space

Please note:
Price per day is not applicable if within signage branding guidelines
- ICC Sydney branded signage



EXHIBITION CENTRE

LEVEL FOUR

OFFICE USE ONLY						
	P	O	G	W	S	F
Client Space						
Public Space						
Chargeable						
Total						

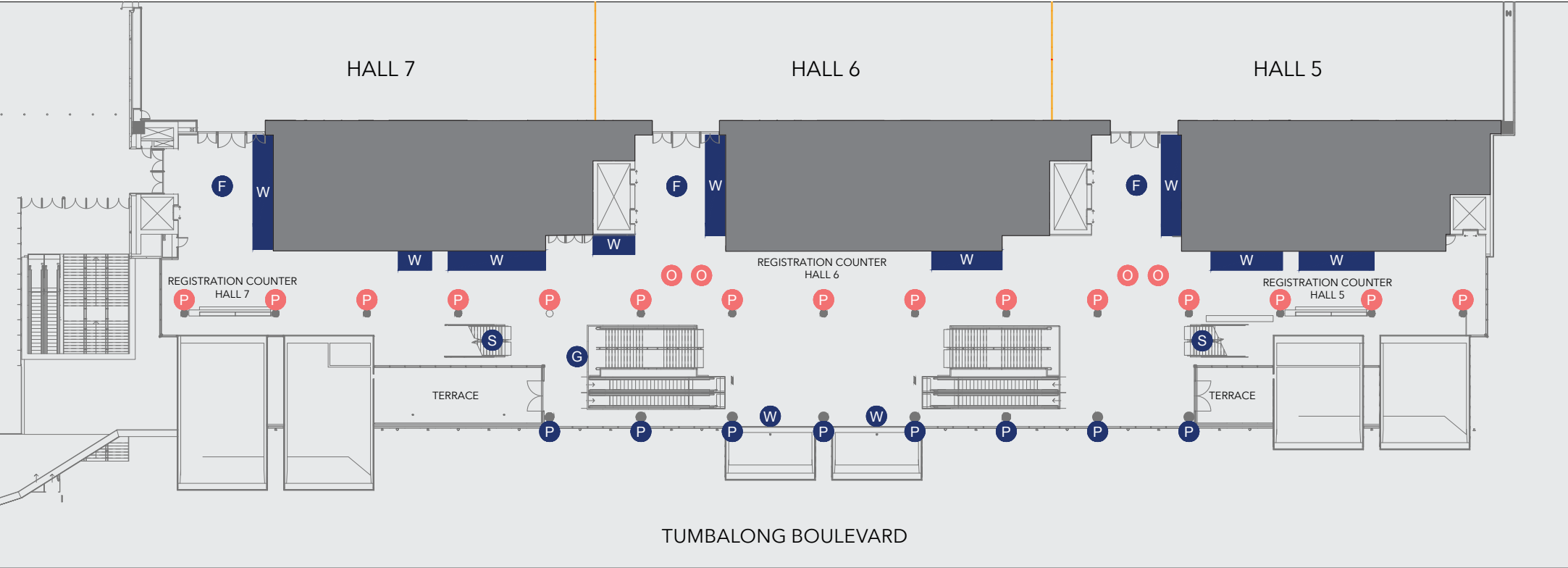
**Please note rigging and labour are an additional cost, contact your Audio Visual Project Manager for a quote*

ITEM	DESCRIPTION E.G. MATERIAL, METHOD, MEASUREMENTS
P: Pillars \$120.00	
O: Overhead banners \$120.00	
G: Glass panels \$63.75 (per panel)	
W: Walls \$175.00 (per panel)	
S: Stair Decals \$26 (per panel)	
F: Floor Decals \$58.50 (each)	

- Foyers & public spaces

Please note:
All commercial spaces have a price per day
- Client space

Please note:
Price per day is not applicable if within signage branding guidelines
- ICC Sydney branded signage



EXHIBITION CENTRE

LEVEL FIVE

OFFICE USE ONLY		
	P	W
Client Space		
Public Space		
Chargeable		
Total		

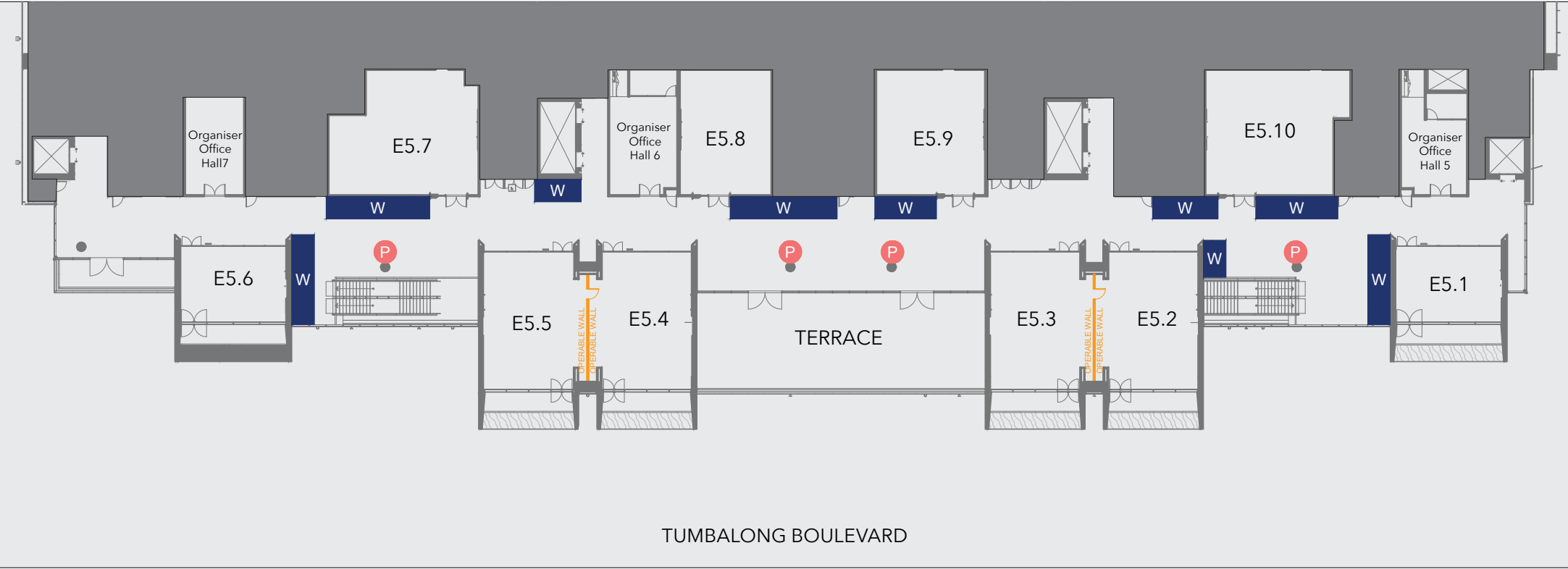
**Please note rigging and labour are an additional cost, contact your Audio Visual Project Manager for a quote*

ITEM	DESCRIPTION E.G. MATERIAL, METHOD, MEASUREMENTS
P: Pillars \$120.00	
W: Walls \$63.75 (per panel)	

- Foyers & public spaces

Please note:
All commercial spaces have a price per day
- Client space

Please note:
Price per day is not applicable if within signage branding guidelines
- ICC Sydney branded signage

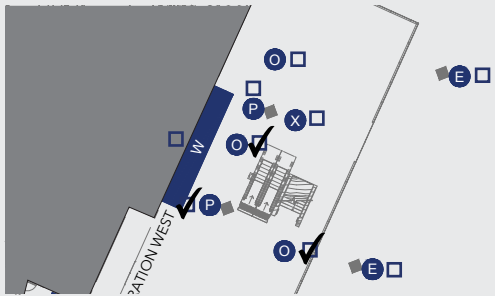


ICC SYDNEY THEATRE SIGNAGE

Available spaces for branding are marked in the map provided. Please indicate your selected area by checking the tick box next to the desired opportunity.

Information such as materials used, installation method and measurements of signage are to be listed in the description box.

Example below:



ITEM	DESCRIPTION E.G. MATERIAL, METHOD, MEASUREMENTS
P: Pillars	Fabric wraps fixed with velcro around existing pillars
O: Overhead banners	Fabric banner x 4

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LEVEL TWO

Main foyer including doors 1 - 4

LEVEL FOUR

Mid foyer including doors 5 - 10

LEVEL SIX

Upper foyer including doors 11 - 16

ICC SYDNEY THEATRE

LEVEL TWO

Please select desired signage opportunity from the map to the left and outline any further information required in the table below.

ITEM	DESCRIPTION E.G. MATERIAL, METHOD, MEASUREMENTS
P: Pillars \$120.00	
O: Overhead banners \$120.00	
S: Stair Decals \$26 (per stair)	
X: Escalators \$228.00 (per set)	
M: Magnetic Strips \$69.00 (per strip)	

OFFICE USE ONLY					
	P	O	S	X	M
Client Space					
Public Space					
Chargeable					
Total					

*Please note rigging and labour are an additional cost, contact your Audio Visual Project Manager for a quote

Foyers & public spaces

Client space

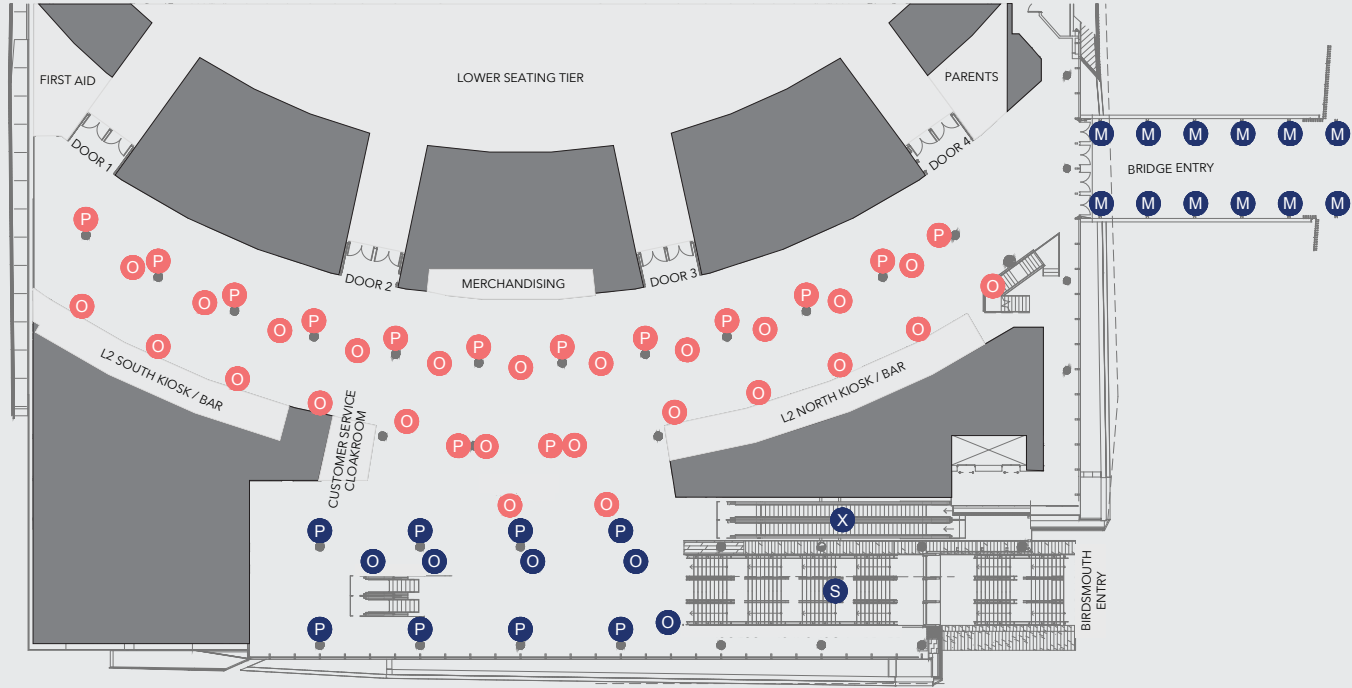
ICC Sydney branded signage

Please note:

All commercial spaces have a price per day

Please note:

Price per day is not applicable if within contracted space



ICC SYDNEY THEATRE

LEVEL FOUR

Please select desired signage opportunity from the map to the left and outline any further information required in the table below.

ITEM	DESCRIPTION E.G. MATERIAL, METHOD, MEASUREMENTS
P: Pillars \$120.00	
O: Overhead banners \$120.00	

OFFICE USE ONLY		
	P	O
Client Space		
Public Space		
Chargeable		
Total		

*Please note rigging and labour are an additional cost, contact your Audio Visual Project Manager for a quote

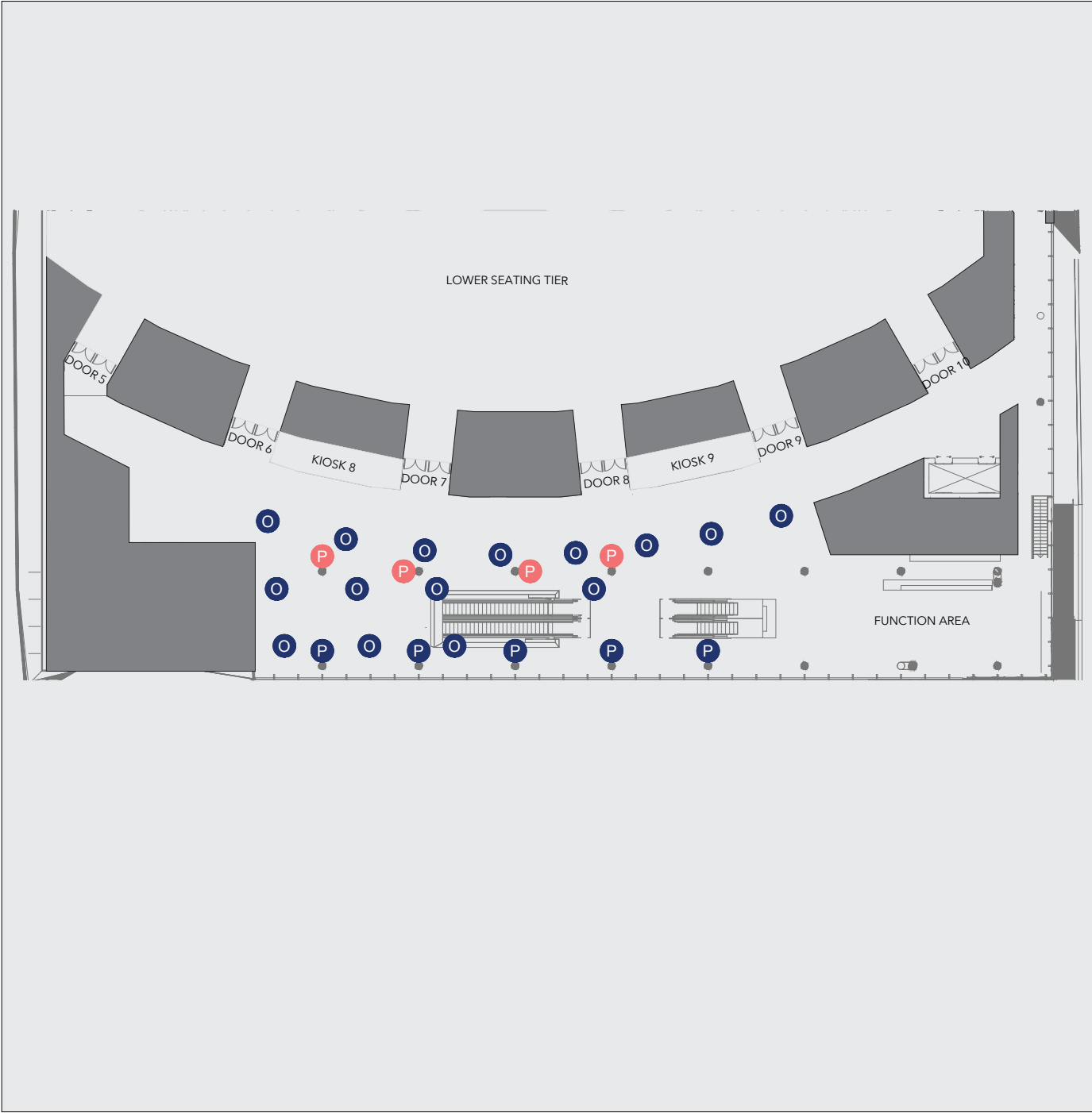
Foyers & public spaces

Client space

ICC Sydney branded signage

Please note:
All commercial spaces have a price per day

Please note:
Price per day is not applicable if within contracted space



ICC SYDNEY THEATRE

LEVEL SIX

Please select desired signage opportunity from the map to the left and outline any further information required in the table below.

ITEM	DESCRIPTION E.G. MATERIAL, METHOD, MEASUREMENTS
P: Pillars \$120.00	
O: Overhead banners \$120.00	

OFFICE USE ONLY		
	P	O
Client Space		
Public Space		
Chargeable		
Total		

*Please note rigging and labour are an additional cost, contact your Audio Visual Project Manager for a quote

Foyers & public spaces

Client space

ICC Sydney branded signage

Please note:
All commercial spaces have a price per day

Please note:
Price per day is not applicable if within contracted space

