



APPLICATION FOR CANDLE/NAKED FLAME/SMOKE GENERATION ON STAND

Please return to:
 PLAYBILL VENUE MANAGEMENT (PVM)
 Email: events@playbillvenues.com.au
 Phone: 02 9921 5332 Fax: 02 9921 5334

All sections of this form **MUST** be completed before formal permission can be granted for naked flame/candles on your stand. All request forms must be received no less than 7 days prior to bump in of the event. You will be notified by return email within 3 business days as to whether your application has been granted. Please ensure ALL sections are completed to prevent delays in processing.

EVENT DETAILS			
EVENT NAME			
VENUE			
STAND NAME			
STAND NUMBER		EVENT DATE	
CONTACT DETAILS			
COMPANY			
ABN			
CONTACT NAME			
CONTACT NUMBER			
EMAIL			
FAX			

Before filling out the below request for information, please ensure you read the below information carefully, and ensure all requirements will be met. Exhibitors who do not follow the below guidelines may be prohibited from having any naked flame/candle/smoke generation on their stand.

1. Any stand with candles or naked flames must have both a fire extinguisher and fire blanket, clearly labelled and easily accessible from your stand. Failure to have both of these on your stand will result in an application being denied.
2. Prior to the ignition/lighting of a flame/candle, approval must be sought from a venue representative or organiser of the event. Should a flame/candle lit prior to seeking approval cause the activation of the venue fire system, the exhibitor will be liable for all charges as a result of the activation.
3. Under no circumstances may a flame/candle be left unattended on your stand. If there will be nobody on your stand, you must extinguish all naked flames/candles and cease any smoke generation before you leave the stand.
4. No flammable material may be within 1 metre of the candle or naked flame.
5. All flames/candles & smoke generation must be extinguished/ceased 15 minutes prior to the end of the event. Should this not be done, and the venue fire system is activated, the exhibitor will be responsible for any financial charges arising from the activation.
6. Naked Flames/Candles must be placed so as not to come into contact, or likely to come into contact with the flame/candle or any surfaces that are likely to burn the person or ignite their clothing.

PLAYBILL VENUES

★ HORDERN PAVILION ★ ROYAL HALL OF INDUSTRIES ★

7. No candles or naked flames are permitted on the floor of your stand. All candles & flames must be on an appropriate table.
8. Oil, fuel and gas based candles or flames are not permitted in the venue under any circumstances.
9. Any damage to the venue as a result of soot, wax or other by-products/marks caused by the candle or naked flame will be charged to the exhibitor by the venue.

PLEASE FILL OUT THE BELOW SECTIONS	
	Please provide a description of the type of candle/naked flame/smoke generating device:
	Please provide a description of the vessel/container (or attach a photo) that the above candle/flame/smoke generating device will be housed in:
	How many of the above items do you wish to use on your stand:
	Please indicate the location of the requested candle/flame/smoke generating device below:
	How will the candle/naked flame be protected from contact with general public of flammable materials:
	By signing below, you agree to abide by the above listed terms and conditions, and agree that any damages caused by candles, naked flames or smoke generation used on your stand will be your responsibility, and that charges may apply should the above conditions not be followed.
	Signature: _____ Date: / /2017

If you have not received approval or request for further information 5 days prior to the event moving in, please contact Playbill Venue Management on (02) 9921 5332