

# BANNER / RIGGING REQUEST FORM - F2.0

GCCEC provide rigging services to all exhibitors. Please complete the following form and return this form no less than 14 days prior to move-in of the event to facsimile 07 5504 4001.

Exhibition/Conference Name: HAA 2007 ASM (HSANZ / ANZSBT / ASTH)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_ Contact Name on Day: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Fax. No: \_\_\_\_\_ Email Address: \_\_\_\_\_

Stand Number: \_\_\_\_\_ Date / Times required: \_\_\_\_\_

\* Please complete all information

## Banner Rigging Description

1. Dimensions of banner: \_\_\_\_\_

2. Weight of banner: \_\_\_\_\_

3. Material e.g. vinyl / silk: \_\_\_\_\_

4. Does banner have eyelets or pockets? \_\_\_\_\_

5. Does banner require lighting or power? \_\_\_\_\_

Please draw a sketch of your banner in the space provided below.  
If available please provide additional floor plans or drawing to assist with the quoting process.

Sketch Description of Banner: -

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Stand Name: \_\_\_\_\_

Stand No.: \_\_\_\_\_

- Please draw the location of the banner above the stand from an Aerial view.
- Please draw the distance of the banner from the top of the stand to the bottom of the banner. Please include the measurement.

## Aerial View

## Side View

**Please Note:**

- GCCEC takes no responsibility for loss or damage of any banners or signs
- All items rigged need to be approved by GCCEC Management
- A surcharge will apply if banner/s are not delivered 48 hours prior to an Exhibition build as there may be access or rostering constraints.
- Due to access constraints, banners may not be dismantled during Exhibition bump-out. Arrangement for banner collection is required

**PLEASE RETURN TO:-**

Gold Coast Convention and Exhibition Centre  
PO Box 1407  
BROADBEACH QLD 4218  
OR FAX TO:- 07 5504 4001