

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: _____

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? _____

Please draw a description 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 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 may required

PLEASE RETURN TO:-

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