

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? _____

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: -

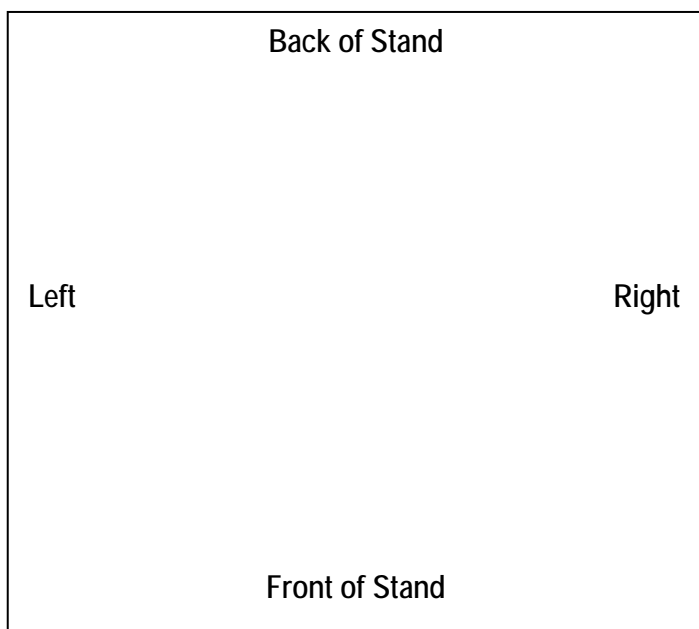
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Stand Name: _____

Stand No.: _____

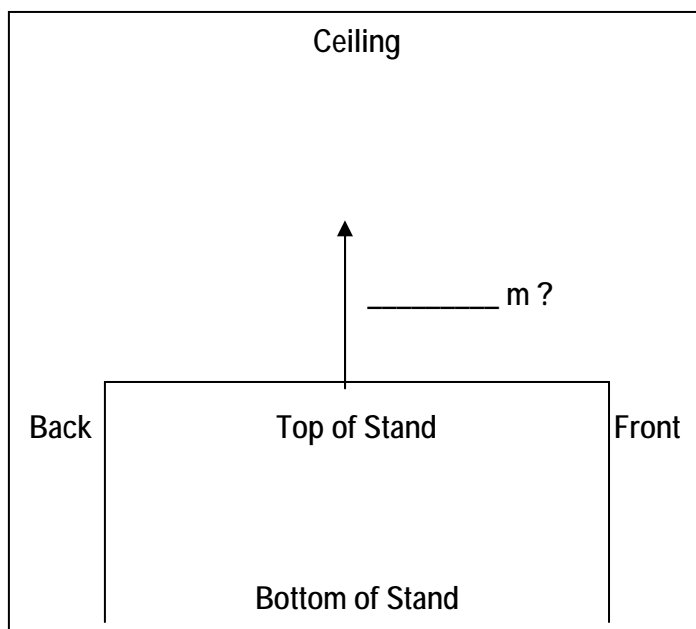
- Please draw the location of the banner above the stand from an Aerial view.
- Please draw the distance of the banner from the top of the stand to the bottom of the banner. Please include the measurement.

Aerial View



A rectangular diagram representing an aerial view of a stand. The top edge is labeled "Back of Stand", the bottom edge is labeled "Front of Stand", the left edge is labeled "Left", and the right edge is labeled "Right".

Side View



A diagram representing a side view of a stand. It shows a rectangular stand with "Back" on the left side and "Front" on the right side. The top edge is labeled "Top of Stand" and the bottom edge is labeled "Bottom of Stand". Above the stand, the word "Ceiling" is written. A vertical arrow points upwards from the "Top of Stand" to the "Ceiling". A horizontal line with an arrowhead at the end is drawn to the right of the vertical arrow, labeled "m ?".

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