



F2.0 BANNER RIGGING REQUEST FORM

Please complete this form and return it to the Gold Coast Convention and Exhibition Centre no later than **(14) days** prior to your event bump-in.



Exhibition/Conference Name: _____

Company Name: _____

Stand Number: _____

Address: _____

Suburb: _____ Postcode: _____ Contact Name on Day: _____

Mobile No: _____ Fax. No: _____ Email Address: _____

Date / Times Install: _____

Date / Times Dismantle: _____

***Subject to exhibition bump-out. Some banners may not be accessible with lifting equipment.*

* 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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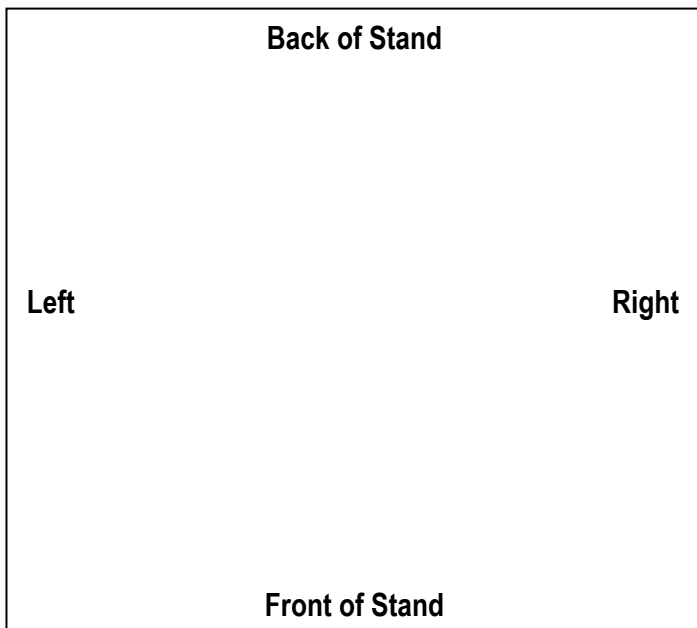


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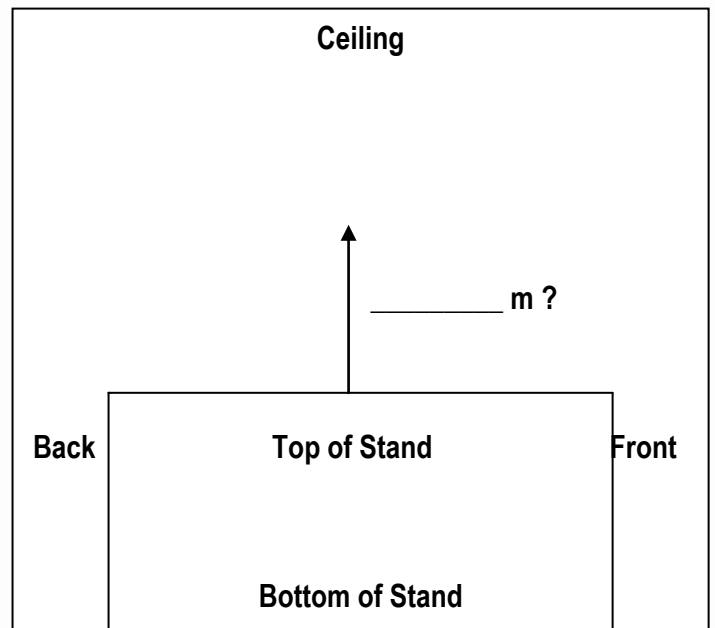
Stand Name: _____
Stand No: _____

- 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