

F3 BANNER AND RIGGING REQUEST FORM

Please complete this form and return it to rigging@gccec.com.au
no later than **twenty-one (21) days** prior to your event

Event Name			
Stand Number		Stand Name	
Contact on the Day		Mobile	
INVOICING DETAILS			
Company Name		ABN / ACN	
Address			
Suburb		Post Code	
Name on Invoice		Contact Number	
Email			

Install Date / Time	
Dismantle Date/Time*	

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

PLEASE COMPLETE ALL INFORMATION – RIGGING DESCRIPTION

1. Dimensions of item
2. Weight of item
3. Material eg. vinyl / silk
4. Does the banner have eyelets or pockets
5. Does your item require lighting or power

Please draw a sketch of the item to be rigged in the space provided below

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Stand Number	
Stand Name	

Please draw the location of the item above the stand from an Aerial View.	Please draw the distance from the top of the stand to the bottom of the item. Please include the measurement.
<p>Back of Stand</p> <p>Left Right</p> <p style="text-align: center;">Front of Stand</p>	<p>Ceiling</p> <p style="margin-left: 100px;">↑</p> <p style="margin-left: 100px;">_____ m?</p> <p>Back Front</p> <div style="border: 1px solid black; width: 150px; height: 100px; margin: 20px auto; position: relative;"> <p style="position: absolute; top: 5px; left: 50%; transform: translate(-50%, -50%);">Top of Stand</p> <p style="position: absolute; bottom: 5px; left: 50%; transform: translate(-50%, -50%);">Bottom of Stand</p> </div>

- Please Note:**
- GCCEC takes no responsibility for loss or damage of any banners or signs
 - All rigging points must be installed by a GCCEC rigger. *Charges apply
 - A surcharge will apply if banner/s are not delivered 72 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
 - Please discuss banner collection with your Technical Event Manager
 - Full prepayment is required one week prior to event bump in