

# BANNER AND RIGGING REQUEST FORM

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

## EVENT DETAILS

Event Name			
Stand Name		Stand Number	
Contact on the Day		Mobile	

## INVOICING DETAILS

Company Name		ABN / ACN	
Address			
Suburb		Post Code	
Name on Invoice		Contact Number	
Email			

## BANNER INSTALL AND DISMANTLE REQUIREMENTS

Install Date / Time	
Dismantle Date / Time	

Please note: Install and dismantle times may vary due to the exhibition bump-in and bump-out times as there may be some banners not accessible with lifting equipment.

## RIGGING DESCRIPTION

1. Description of the item/s	
2. Dimensions of the item/s (mm)	
3. Weight of the item/s including top and bottom hardware	
4. Material i.e. vinyl/silk	
5. Does the banner/s have eyelets or pockets?	
6. Does your item/s require lighting or power?	
7. Distance required from the top of the stand to the bottom of the item/s (m)	

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## BANNER LOCATION

Please submit any supporting documentation, including stand designs and rigging plans with this form to assist in the quotation process.

On the stand plan below, indicate with an 'X' the location where banners are to be rigged.

Back of Stand


Front of Stand

## TERMS AND CONDITIONS

1. GCCEC takes no responsibility for loss or damage of any banner/s or signs.
2. All rigging points must be installed by a GCCEC rigger. Charges applied accordingly.
3. Banner/s are required to be delivered to GCCEC seventy-two (72) hours prior to the exhibition build.
4. A surcharge will apply if banner/s are not delivered seventy-two (72) hours prior to an exhibition build as there may be access or rostering constraints.
5. Due to access constraints, banner/s may not be dismantled during exhibition bump-out.
6. Please discuss banner collection with your Technical Event Manager.
7. Full payment is required seven (7) days prior to the event bump-in date or as stated on the Tax Invoice.
8. Service/s are unable to be provided unless payment is received in full.
9. All service charges are current and are subject to change without notice.
10. There are no refunds for service/s cancelled during or after the installation date, during the event bump-in, event commencement or for services ordered and not used.
11. Any additional service/s or equipment required is subject to availability, and if ordered will be invoiced at the end of the event and paid accordingly.