

FORM I
APPLICATION FOR RIGGING & BANNER HANGING
EXHIBITOR SERVICES



All application forms must be received no less than 14 days prior to bump in of the event. Late fees may apply to Services requested within this time.

Please return this form to:
 Darwin Convention Centre
 GPO Box 735
 DARWIN NT 0801

Fax: +61 8 8923 9199

Email: exhibitor@darwinconvention.com.au

Any queries should be directed to the Events Assistant on 08 8923 9000.

Upon receipt of you request, a member of the Events Department will contact you to confirm your requirements.

EXHIBITOR SERVICES ORDER FORM (tick this box if form is attached)

No services will be provided until payment is received.

EVENT DETAILS			
EVENT NAME:			
BOOTH NAME:			
BOOTH NUMBER:		EVENT DATE(S):	

CONTACT DETAILS	
COMPANY:	
CONTACT NAME:	
CONTACT NUMBER:	
EMAIL:	

*Charges are applicable for rigging of all banners. Please complete table below for our Production Coordinator to prepare a quotation.

Services				
Banner Hanging		Point Rigging		Truss
No. of banners		No. of points		Truss (meters)

Banner Details			
	Dimensions in mm	Weight inc top/bottom hardware	Desired Height above floor level
Banner #1			
Banner #2			
Banner #3			
Banner #4			

Conditions

- All banners must be received no less than five (5) working days before the event.
- Banners must be clearly marked with "Banner Enclosed" in a separate package noting all event details.
- If there are specific hanging details, a diagram must be provided.

NOTE: This form will not be processed unless all information is complete and supplied along with the Exhibitor Services Order Form.