



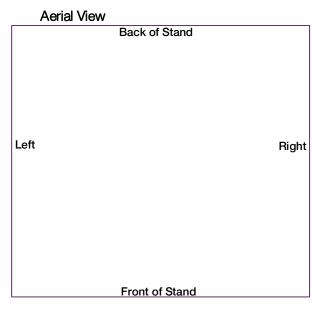
Please complete this form and return it to the Royal International Convention Centre – Brisbane Australia no later than **twenty one (21) days** prior to your event: **exhibitorrequests@rna.org.au** 

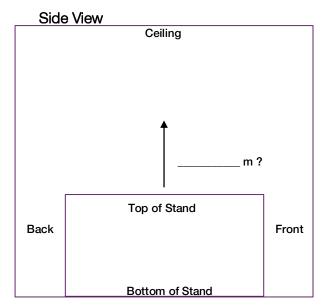
F2 - BANNER I	RIGGII	NG   REQUEST   FORM		
Event/Exhibition/Conference Name:				
Stand Number (if applicable):	Contact Na	Contact Name on Day:		
Company Name:				
Address:		Suburb:		
Postcode:		Mobile:		
Email:				
Dates/Times Install:				
Dates/Times Dismantle:				
Subject to exhibition move-out. Some banners may	y not be acc	essible with lifting equipment.		
BANNER RIGGING DESCRIPTION (p	lease complete	ALL information)		
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?				
6. Please draw a sketch of your banner in the space provide additional floor plans or displayed and the space plans of the space plane.				





- 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.





## **PLEASE NOTE:**

- Royal ICC takes no responsibility for loss or damage of any banners or signs.
- All items rigged need to be approved by Royal ICC Management.
- Please note all rigging is subject to your Events Exhibition Coordinators approval.
- 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.
- Please discuss banner collection with your Event/Exhibition Planner.

I hereby authorise the Royal International Convention Centre – Brisbane Australia to process authorised charges to the following credit card:

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☐ Visa ☐	] Mastercard	CCV:	
Credit Card Number:		Expiry date:	
Cardholder Name:			
Signature:			
Authorised Amount/Lim	it:		
Amount to be charged:			

Please return to exhibitorrequests@rna.org.au

ABN 41 417 513 726