

Custom Stand Design Appraisal



ADELAIDE CONVENTION CENTRE

Event Name			
Stand Name		Stand No	
Company Name		ABN	
Address			
		Post Code	
Contact Name		Phone	
Prof/ Dr/ Mr/ Mrs/ Ms/ Miss	Position		
Email			
Onsite Contact		Mobile	
STRUCTURAL			
Dimensions of stand?			
Maximum height of stand?			
Does this stand have a ceiling?		Yes	No
What are the dimensions of the ceiling?			
FLOORING			
Does your stand have a raised floor?		Yes	No
What is the height of the floor?			
Is the floor edge ramped?		Yes	No
Is there ramped access for persons with disabilities?		Yes	No
ELECTRICAL			
All electrical equipment is tested and tagged in accordance with AS3760: 2010?		Yes	No
DOCUMENTATION			
Dimensioned floorplan and elevations provided		Yes	No
Graphical representation/ photographs provided		Yes	No

SUB CONTRACTOR INFORMATION

Please provide details of all sub-contractors who will be working onsite for your event.

Company Name	Contact Name	Contact Number

- Appraisal by the ACC will not include the assessment of the stands structural integrity and or design.
- Should it be deemed necessary the ACC may request the assessment by an engineer or qualified professional.
- All associated costs shall remain the responsibility of the stand builder/exhibitor.
- All documentation must be provided to the Event Organiser.

Order deadline: Please upload this form along with any accompanying information to the Exhibitor Services Centre on the [ACC website](#) fourteen (14) days prior to your event.