

Standard Banner Rigging Order Form



ADELAIDE CONVENTION CENTRE

Event Name	Stand No
Stand Name	
Company Name	ABN
Address	
	Post Code
Contact Name	Phone
Prof/ Dr/ Mr/ Mrs/ Ms/ Miss	Position
Email	
Onsite Contact	Mobile

Item to be rigged (banner/ sign/ other)	Width (mm)	Drop (mm)	Weight (kg)	Double Sided (Y/N)	Type of material (vinyl/ fabric/ etc)

The ACC has exclusive rights to perform rigging within the venue. All items must be designed and constructed to approved regulations and may only be rigged by certified ACC staff.

- Please attach any additional designs, photographs, images and information which may assist us.
- All items must be rigged within the perimeter of your site.
- Banners and suspended signage should be provided with their own poles and or rated eye bolt from which to rig. Failure to do so may result in the inability to rig your banner or suspended signage.
- ACC rigging staff will not be responsible for the assembly or construction of any structures and or signage.
- While the ACC will endeavour to rig your goods as accurately as possible, some locations within the venue are not able to accommodate any rigging. Should this be the case a representative from the ACC will contact you to discuss alternative options.
- Any item deemed unsafe for rigging by the ACC will not be rigged. The exhibitor will remain responsible for any costs incurred.
- All orders placed in the fourteen (14) days leading up to the event will incur a late order fee of 25%.

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.