

Please complete this form and return **no later than 14 days prior** to the hiring period of the event to:

**Exhibitor Services, International Convention Centre Sydney (ICC Sydney)**  
**Phone:** +61 2 9215 7373    **Email:** exhibitionservices@iccsydney.com

## CONTACT DETAILS

**Contact name:** \_\_\_\_\_ **Company:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Name of event:** \_\_\_\_\_ **Event dates:** \_\_\_\_\_  
**Location of event:** \_\_\_\_\_ **Stand name:** \_\_\_\_\_ **Stand no:** \_\_\_\_\_

## SERVICES

| Banner Hanging |  | Point Rigging |  | Truss          |  |
|----------------|--|---------------|--|----------------|--|
| No. of banners |  | No. of points |  | Truss (metres) |  |

## BANNER DETAILS

|           | Dimensions in mm | Weight including top/bottom hardware | Desired Height above floor level |
|-----------|------------------|--------------------------------------|----------------------------------|
| Banner #1 |                  |                                      |                                  |
| Banner #2 |                  |                                      |                                  |
| Banner #3 |                  |                                      |                                  |
| Banner #4 |                  |                                      |                                  |

**On the stand plan below, indicate the location where banners are to be rigged.**

|  |                       |  |
|--|-----------------------|--|
|  | <b>Back of stand</b>  |  |
|  |                       |  |
|  | <b>Front of stand</b> |  |

## POINT RIGGING, TRUSS AND/OR LIFTING DEVICES

Provide details of the requirements and submit accompanying drawings of any item to be rigged above the stand. Include weights and dimensions.

## TERMS AND CONDITIONS

Upon receipt, a service order confirmation will be sent detailing the charges for the requested items. All services must be prepaid to exhibitor services by credit card, EFT or company cheque made payable to ICC Sydney, at least three business days prior to the move-in of the event.

All request forms must be received no less than 14 days prior to the move in of the event. Late fees may apply to services requested outside this time.

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