



Rigging Request Form

ADELAIDE CONVENTION CENTRE

Event Name:	
Stand Name:	Stand No:
Company Name:	ABN:
Address:	
	Post Code:
Contact Name:	Phone:
Title:	Position:
Email:	
Onsite Contact:	Mobile:

Item to be rigged:			
Additional Information: (i.e., does the rigging have power requirements? Please specify amount/wattage of power required)			
Dimensions:	L	D	H
Trim Height from ground to bottom of rigged item:	mm	Weight:	Kg
Banner Location:			
Number of Rigging Points:		Stand Orientation:	
I would like to light my:	Banner	Stand	NA

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 each designated exhibitor site unless written approval is obtained from the event organiser.
- Banners and suspended signage should be provided with their own poles and/or rated collared 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.
- Orders submitted within three (3) days prior to event may not be able to be fulfilled dependent on equipment availability.

Please submit this form along with visuals to rosa.ockleshaw@avmc.com.au no later than fourteen (14) days prior to your event.