



## Application for Rigging EXHIBITIONS

One Application Form per Stand - All sections of this application MUST be completed before form is processed

COMPLETED FORM MUST BE RETURNED no later than 14 days prior to Move In

FAX: (02) 9921 5334 or EMAIL: [events@playbillvenues.com.au](mailto:events@playbillvenues.com.au)

If late orders can be installed they will be subject to an additional \$192.50 charge (incl GST)

<b>EVENT DETAILS</b>	Event Name			
	Event Date			
	Stand Name			Stand Number
	Move In Date/Time			Move Out Date/Time
	Company			ABN
	Contact Name			
	Address			
	Phone			Fax
	Mobile			
	Email			

<b>SERVICES</b>	Select a Service	BANNER RIGGING	POINT RIGGING	TRUSS	LIFTING DEVICE
	How many of each?	BANNERS	POINTS	TRUSS (metres)	BLOCKS/ HOISTS

<b>BANNER DETAIL</b>		Dimensions (in millimetres)			Weight (incl top/bottom hardware)		Desired Height (above floor level)
	Banner #1	(L)	(W)	(D)	kgs	m	
	Banner #2	(L)	(W)	(D)	kgs	m	
	Banner #3	(L)	(W)	(D)	kgs	m	
	Banner #4	(L)	(W)	(D)	kgs	m	

<b>BANNER/POINT LOCAL</b>	Please indicate the preferred position for your banner/s or point rigging					<b>POINT RIGGING/ TRUSS/LIFTING DEVICE DETAILS</b>	Applications for Point Rigging, Truss, and or Lifting Devices must be accompanied by a plan (drawn to scale) including all weights, dimensions, and details of any item that is to be flown above your stand. Playbill Venues will assess your application and advise accordingly

<b>PAYMENT</b>	Card Type	Visa	Mastercard	Bankcard	AMEX **
	Expiry				
	Card Number				
	Cardholder Name				
Signature					

\* Processing AMEX will incur a surcharge of 3% & Visa or Mastercard is 2%

\*\* Credit Card Payments \$1,500.00 or greater must fill out the attached CC Approval Form

If you have not received confirmation of your order 5 days prior to Move In, please contact Playbill Venues on (02) 9921 5332

### CONDITIONS

You must complete both pages of this form. This form is for BANNER RIGGING ONLY

Banners must have a rigid top (dowel, conduit etc) strong enough to hold the weight of the banner when picked up at 2 or 3 points and shall not weigh more than 20 KILOS including hardware

For all other rigging requirements, please fax all relevant details and preferable a sketch to:

**PVM Venue Services Manager (02) 9921 5349**

1. No hirer/contractor/exhibitor is permitted to carry out rigging services in Playbill Venues other than Playbill Venue Management (PVM) staff or PVM appointed contractors
2. All rigging requests are subject to approval by the venue. As not all stands are located near rigging points, a venue representative will respond to your request and confirm requirements or advise of necessary changes to your request. Additional equipment may be required to install your request at your cost. You will be notified prior to installation of any additional charges
3. All banners must be made available to the venue at 8am of the first bump in day. Please confirm dates and delivery details with the exhibition organiser
4. Any requests received later than 7 days prior to the first bump in day or late banner arrivals cannot be guaranteed to be installed. Please note that late requests may incur a late fee
5. Any additional rigging hardware required to rig your banner will be at your cost. A cost estimate will be forwarded to you for approval on receiving the request form
6. All banner requests and/or alterations will be invoiced directly to the exhibitor
7. Please mark the preferred location of all banners in the space provided below
8. All material and fittings supplied by the venue remain the property of PVM. Fittings that are damaged or not returned will be invoiced directly to the hirer/contractor/exhibitor
9. The hirer/contractor/exhibitor must arrange shipping to and from the venue of all their banners. Any articles left behind at the end of an event period will be discarded
10. Whilst PVM will take all care during the installation of your banner, no responsibility will be taken for any damage to banner or stand. PVM is not liable to the hirer/contractor/exhibitor for, and is released from liability in respect of: failure to install the equipment prior to the Event start date
11. If the hirer/contractor/exhibitor cancels the order after it has been accepted the hirer/contractor/exhibitor must pay a cancellation fee of 25%. Any cancellation less than 3 days prior to installation will incur a cancellation fee of 100%
12. A tax receipt will be issued at the completion of the event. All charges will be billed to the credit card details supplied at least 7 days prior to installation
13. Playbill Venues accepts no responsibility for banners after they have been de-rigged. The applicant must arrange for the banner to be accepted and/or any shipping arrangements. Articles left behind at the termination of the contract will be discarded

**PLEASE SKETCH A DIAGRAM OF YOUR STAND SHOWING THE LOCATION OF YOUR BANNER**

	Back of Stand	
	Front of Stand	

**NB. Any changes after installation will be at the exhibitors cost.**

If you have not received confirmation of your order 5 days prior to bump in, please contact PVM on (02) 9921 5332

Playbill Venue Management Pty Ltd ABN 85 079 989 807

Suite B, Level 1, Building 16, Fox Studios Australia  
Park Rd North, Moore Park NSW 2021

Mail PO Box 410, Paddington NSW 2021

Phone +61 2 9921 5333 Fax +61 2 9921 5334

Web [www.playbillvenues.com.au](http://www.playbillvenues.com.au) • Facebook [www.facebook.com/HordernPavilion](http://www.facebook.com/HordernPavilion) • Twitter [www.twitter.com/HordernPavilion](http://www.twitter.com/HordernPavilion)



**Credit Card Approval Form**

Date \_\_\_\_\_

Invoice # \_\_\_\_\_

PLEASE PHOTOCOPY THE **FRONT**  
SIDE OF YOUR CREDIT CARD AND  
ATTACH IT HERE

(or attach credit card copy on separate  
page)

PLEASE PHOTOCOPY THE **BACK**  
SIDE OF YOUR CREDIT CARD AND  
ATTACH IT HERE

(The back of the card must be signed)

Card No. \_\_\_\_\_ Expiration date \_\_\_\_\_ CCV code \_\_\_\_\_

Name on Card \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

Card Type (please circle) MasterCard          Visa          AMEX

I hereby authorise Playbill Venue Management Pty Ltd to process the following amount:

Payment in Full: Amount (including surcharge) \$ \_\_\_\_\_

Visa / Mastercard – 2% surcharge

Amex – 3% surcharge

**Credit Card Billing Address**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_

Phone \_\_\_\_\_

Please email to [reception@playbillvenues.com.au](mailto:reception@playbillvenues.com.au)

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