



DISPLAY VEHICLE APPLICATION FORM

Please return to:
 PLAYBILL VENUE MANAGEMENT (PVM)
 Email: events@playbillvenues.com.au
 Phone: 02 9921 5333 Fax: 02 9921 5334

All request forms must be received no less than 14 days prior to bump in of the event.

Upon receipt of your request, PVM will contact you to confirm your requirements.

EVENT DETAILS			
EVENT NAME			
STAND NAME			
STAND NUMBER		EVENT DATE	
CONTACT DETAILS			
COMPANY			
CONTACT NAME			
CONTACT NUMBER			
EMAIL			
DELIVERY CONTACT DETAILS (IF DIFFERENT TO ABOVE)			
COMPANY			
CONTACT NAME			
CONTACT NUMBER			
EMAIL			
DELIVERY DATE		DELIVERY TIME	
DISPLAY VEHICLE APPLICATION			
VEHICLE TYPE			
VEHICLE MODEL			
VEHICLE COLOUR			
REGO NUMBER			

Any vehicle brought to any Playbill Venue should comply with the following requirements:

- All vehicles need to have a full fuel tank
- Drip tray to be placed underneath the vehicle and remain for the duration of the event.
- Vehicles in exhibitions will not be started and run without the prior permission of Playbill Venue Management.
- A representative from Playbill Venues must be present and authorise any vehicle movement in the venue/s.

Vehicle load in / out procedure:

1. Approved vehicles will receive indication of load in time from Playbill Venues, in consultation with the event organiser.
2. Vehicle to arrive at the Gate House at the indicated time to sign in and await further instructions.
3. Once given the go ahead vehicle to be escorted into position by Playbill Venues representative.
4. Ignition keys are to be left with Playbill Venues representative for the duration of the vehicle being left onsite.
5. Playbill Venues representative will release keys and indicate appropriate load out time at the end of event.
6. Once given the go ahead vehicle will load out the venue escorted by Playbill Venue representative.

By signing this document, the undersigned acknowledges that the above has been read and understood.

Signature: _____

Name in print: _____

Date: _____

OFFICE USE ONLY			
Approved	Yes	No	Comments:
Signature			
Name		Date	