



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 Service Order 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:		EVENTS DATE/S:	

CONTACT DETAILS	
COMPANY:	
CONTACT NAME:	
CONTACT NUMBER:	
EMAIL:	

DELIVERY PERSONNEL CONTACT DETAILS (If different from above)			
COMPANY:			
CONTACT NAME:			
PHONE:		MOBILE:	
EMAIL:			
DELIVERY DATE:		COLLECTION DATE:	

DISPLAY VEHICLE DETAILS	
VEHICLE TYPE:	
VEHICLE MODEL:	
VEHICLE COLOUR:	
VEHICLE REGISTRATION NUMBER:	

Any vehicles brought to any PVM building should comply with the following requirements:

- Drip tray to be placed underneath the vehicle and remain for the duration of the event.
- Fuel tank needs to have a limited amount of fuel in the tank (1/4 tank)
- The motor vehicle engine is to be run until all fuel in the fuel line is exhausted.
- Vehicles in exhibitions will not be started and run without the prior permission of PVM.
- A PVM representative must be present and authorise any vehicle movement in the venue/s.

Vehicle load in / out procedure:

- Approved vehicles will receive indication of load in time from PVM, in consultation with event organiser.
- Vehicle will arrive at Gate house at indicated time to sign in and await further instruction.
- Once given the go ahead vehicle will move into position with guidance from PVM representative.
- Ignition keys are to be left with a PVM representative for the duration of the vehicle being left onsite.
- PVM representative will hand over keys and indicate appropriate load out time at end of event.
- Once given the go ahead vehicle will load out of venue with guidance from PVM representative.

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

Signature: _____

Name in Print: _____

Date: _____