

# EXHIBITOR REQUIREMENTS (CONTINUED)

Please complete and return this form a minimum of twenty one (21) days prior to [exhibitorrequests@rna.org.au](mailto:exhibitorrequests@rna.org.au)

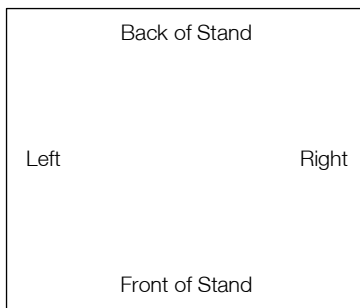
EXHIBITOR AND STAND DETAILS				
EVENT NAME				
COMPANY NAME	MOVE IN DATE	00 / 00 / 00	TIME	
CONTACT NAME	MOVE OUT DATE	00 / 00 / 00	TIME	
ADDRESS				
EMAIL	STAND NO.			
ON SITE MOBILE				

BANNER RIGGING REQUEST				
I would like to rig a banner at my stand	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Dimensions of banner	Weight of banner			
Material (eg vinyl / silk)	Does banner have eyelets or pockets			

Please note –

- RNA takes no responsibility for loss or damage of any banners or signs
- All items rigged need to be approved by RNA management
- Banners are to be delivered a minimum of two (2) workings prior to the event. A surcharge will apply for late deliveries
- Due to access constraints, banners may not be dismantled during exhibition move out
- Banner collection is to be within two (2) working days following the event
- A representative from our AV Partner, Microhire, will contact you to discuss your banner requirements and will provide a quotation for your approval

**AERIAL VIEW** – Please draw the location of the banner above the stand from an aerial view



**SIDE VIEW** – Please draw the distance of the banner from the top of the stand to the bottom of the banner. Please include the measurement.

