

Hanging Order Form



C L A U D E L A N D S

Event details

Event name _____
Event dates _____

Exhibitor contact details

Exhibitor Name _____
Postal Address _____
Suburb _____ Post Code _____
City _____ Country _____
Phone _____ Mobile _____
Email _____ Fax _____
Stand number/name _____
On-site contact name _____ Mobile Ph _____

Details of items/banners to be hung ****Please attach images of the banner(s) to your email****

Item/Banner 1

Date delivered _____ / _____ / _____ Size _____
Weight _____
Description of item _____

Collection Date _____ / _____ / _____

Item/Banner 2

Date delivered _____ / _____ / _____ Size _____
Weight _____
Description of item _____

Collection Date _____ / _____ / _____

Please replicate sheet if more than two items/banners.

A quote for hanging items/banners will be sent to you for approval prior to any charge being incurred.

Important notes:

- + *Hanging location is subject to confirmation and will depend on location of hanging points available.*
- + *All rigging must be done by Claudelands staff.*
- + *Weight and size limitations may apply.*
- + *Please supply all items/banners by time requested on quote*

Please email your request 10 days before your event to:
technicalservices@h3group.co.nz