

Equipment Display Approval Form

Contact details

Event/Conference Name: _____
Event Date/s: _____ Stand Number (if applicable): _____
Contact Name on Day: _____ Mobile: _____
Company Name: _____
Address: _____
Telephone: _____ Email: _____

Equipment details

Description of item/equipment being displayed or brought into the venue: (Please supply photo and/or specifications sheet if available. If not available a plan with dimensions of the item/equipment if required) _____

Dimensions of item: Length: _____ Width: _____ Height: _____
Footprint of item/equipment: _____

The points where the item touches the ground and the distance between each point.

Approval Forms cannot be processed without the weight, footprint and dimensions of the item.

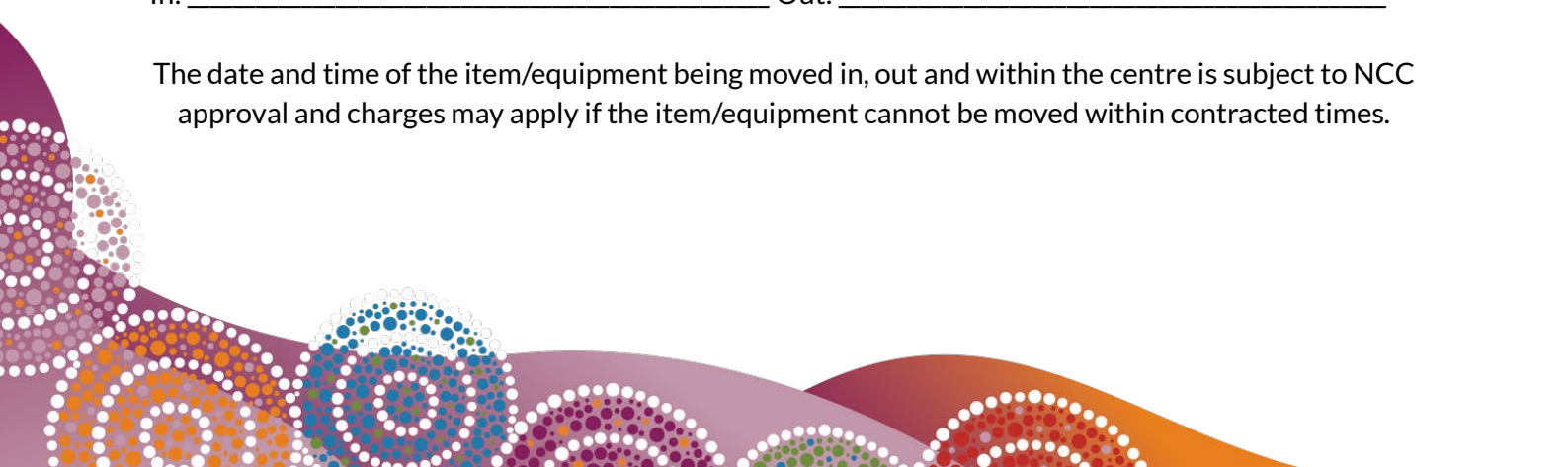
Weight of item/equipment: _____ (in kg)
Location of item (please also attach copy of event floor plan): _____
How will the item/equipment being moved into and out of the building:
Pallet jack Forklift Vehicle Other: _____

- Please note the National Convention Centre Canberra does not have a forklift. If you are bringing your own forklift you must provide the vehicle specification and footprint prior to being approved to bring it onsite.
- All vehicles being brought into the building must be approved in advance. Please complete the Vehicle display approval and footprint forms.

When will the item/equipment be moved in and out of the venue?

In: _____ Out: _____

The date and time of the item/equipment being moved in, out and within the centre is subject to NCC approval and charges may apply if the item/equipment cannot be moved within contracted times.



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Venue requirements

- All Event Organisers, their exhibitors, contractors, subcontractors and other associated staff are to comply with the Occupational Health and Safety requirements of the National Convention Centre. This compliance includes attending a site safety induction and familiarisation with the fire and evacuation procedures, which are established for the National Convention Centre.
- A current Certificate of Currency for Public Liability insurance not less than \$10 million is required to be given to the venue before the item/equipment can be brought onsite.
- All additional plant equipment being brought onsite must be approved prior to arrival.
- The item/equipment must not be moved in, out or within the centre without prior approval from the NCC Duty Manager.

Document checklist

A current Certificate of Currency for Public Liability insurance not less than \$10 million

Item/Equipment specifications sheet or information (if available)

Photo of the Item/Equipment (if available)

Copy of event/exhibition floor plan with location of item/equipment indicated (if available)

Plant equipment specifications and footprint (if applicable)

Vehicle approval form and specifications sheet (if applicable)

ENGINEER APPROVAL

To be completed by NCCC approved Structural Engineer.

Approved by: _____ License number: _____

Company: _____

Signature: _____ Date: _____

Maximum additional weight in/around item/equipment: _____

Engineer comments: _____

