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12-14 MARCH 2016
MELBOURNE CONVENTION
& EXHIBITION CENTRE

CUSTOM-BUILD STAND DESIGN APPROVAL FORM

DUE FRIDAY 12 FEBRUARY 2016

All space-only exhibitors building their own stand or having a custom stand built, **must** supply complete details of their stand design and appointed contractor's details to the Organiser.

The Organiser and the venue have the right to exclude any custom design and stand construction that has not received approval, prior to the event.

Exhibitors must submit detailed drawings illustrating the design of the stand and verifying the stand's structural integrity and compliance with all venue regulations. (It is the exhibitor's and the appointed contractor's responsibility to verify these regulations.) Drawings submitted for approval must include measurements / dimensions details and show the plan view, front and side elevations with fittings, raised platforms, ramps, stairs etc.

EXHIBITING COMPANY'S NAME: _____

STAND NUMBER: _____

EXHIBITOR-APPOINTED CONTRACTOR'S NAME: _____

CONTACT NAME: _____

ADDRESS: _____

PHONE: _____

MOBILE: _____

- I have included detailed plans of the custom-build stand design, for approval.
- I have attached a copy of the appointed contractor's Certificate of Currency. (The Organiser must receive a copy of their Certificate of Currency **by Friday, 12 February 2016**)
- I understand that I will be liable for any expense or damage caused by, or as a result of appointed contractors.

DATE: _____

SIGNATURE: _____