

Custom Stand Design Appraisal



ADELAIDE CONVENTION CENTRE

Event Name:	
Stand Name:	Stand No:
Company Name:	ABN:
Address:	
	Post Code:
Contact Name:	Phone:
Title:	Position:
Email:	
Onsite Contact:	Mobile:
STRUCTURAL	
Dimensions of stand?	
Maximum height of stand?	
Does this stand have a ceiling?	
What are the dimensions of the ceiling?	
FLOORING	
Does your stand have a raised floor?	
What is the height of the floor?	
Is the floor edge ramped?	
Is there ramped access for persons with disabilities?	
ELECTRICAL	
All electrical equipment is tested and tagged in accordance with AS3760: 2010	
DOCUMENTATION	
Dimensioned floorplan and elevations provided	
Graphical representation/ photographs provided	

SUB CONTRACTOR INFORMATION

Please provide details of all sub-contractors who will be working onsite for your event.

Company Name	Contact Name	Contact Number

- Appraisal by the ACC will not include the assessment of the stands structural integrity and or design.
- Should it be deemed necessary the ACC may request the assessment by an engineer or qualified professional.
- All associated costs shall remain the responsibility of the stand builder/exhibitor.
- All documentation must be provided to the Event Organiser.

Please send this form along with any accompanying information to your Exhibition Planner a minimum of fourteen (14) days prior to your event.