

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 supply images, photographs or plans of the item/banner to be hung)

Item/Banner 1

Date delivered _____ / _____ / _____ Size _____
Description on item _____

Item/Banner 2

Date delivered _____ / _____ / _____ Size _____
Description on item _____

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 to **admin@claudelands.co.nz**

10 business days prior to your event

Full payment must be received before the order will be fulfilled