

Hanging of Signs & Banners Request Form

Banner Hanging services by:



COMPANY DETAILS		Site No:	
Company Name:			
Contact Person:			
Postal Address:			
Mobile No:			

BANNER DETAILS				
Dimensions	Width (mm)		Height (mm)	
Weight	Kilograms		No. Hanging Points	
Minimum distance from the floor to the bottom of the banner/sign, once installed?				

Please attach a diagram and measurements of your banner/sign, including a photo/image, so we can assess your request for hanging. Prices start from \$110+GST each for small, simple vertical banner. Final costs are dependent on the location of your stand and the design of the banner.

All banners/signs must be delivered to the venue NO LATER than seven working days prior to the event:

ATT: SBI Productions
 Mystery Creek Events Centre
 Gate 2, 125 Mystery Creek Road
OHAUPO, HAMILTON 3240

Send completed Request Form to:	sue@sbi-productions.co.nz
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OFFICE USE ONLY

Received Date:	Processed By:	Price:	Completed Date: