**Custom Stand Design Approval Submission Form**

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| --- | --- |
| **Company Name** (exhibiting): | Click here to enter text. |
| **Booth Number:** | Click here to enter text. |
| **Contact Name:** | Click here to enter text. |
| **Email Address:** | Click here to enter text. |
| **Mobile Number:** | Click here to enter text. |
| **Onsite Contact Name** (if different): | Click here to enter text. |
| **Onsite Contact Mobile Number** (if different)**:** | Click here to enter text. |
| **Stand Builder Name:** | Click here to enter text. |
| **Contact Name:** | Click here to enter text. |
| **Mobile Number:** | Click here to enter text. |

**Structural**

|  |  |
| --- | --- |
| **Size of stand (m2) \****Maximum build 3.5 metres* | Click here to enter text. |
| **Height of stand** | Click here to enter text. |
| **Does this stand have a ceiling?** | Click here to enter text. |
| **What are the dimensions of the ceiling?** | Click here to enter text. |

**Flooring**

|  |  |
| --- | --- |
| **Does your stand have a raised floor?** | Click here to enter text. |
| **If so, what is the height of the floor?** | Click here to enter text. |
| **Does the floor edge have a ramp?** | Click here to enter text. |

**Rigging**

***Rigging is not permitted at SMSF 2024.***

**Timing**

|  |  |
| --- | --- |
| **Custom Stand Move-in: Tuesday 20 February 2024** | **0800-1600** |
| **Approx number of hours required to build\*?** | Click here to enter text. |
| **Custom Stand Move-out: Friday 23 February 2024** | **1500-2100** |
| **Approx number of hours required to dismantle?** | Click here to enter text. |

**Important Notes –** *please read the EBNs carefully for further information*

**Rear rendered panels:** These need to be plain white or neutral. No rear panels, signage or branding can impact or overlook neighboring stands.

**Rigging:** Overhead rigging is not permitted at the Conference; this includes in the Exhibition Hall.

**Test and tagging:** All electrical equipment is to be tested and tagged in accordance with Australian Standards prior to arriving onsite.

**Engineers Certificate:** Any design over one storey will require an Engineers Certificate.

**You will also need to provide:**

* A plan showing your stand dimensions and elevations
* A photograph/jpeg file stand visual
* Detailed plans must include any digital branding

**Please return this completed form to:** [**lydia@wsm.com.au**](mailto:lydia@wsm.com.au) **soon as possible and by no later than Friday 8 December 2023.**