

Project Form SHPA Conference

Sales Person: Hayley Lindsell	Coordinator: Christine Lim	Furniture:	Designer: Todd	Electrician: Sheldon
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Project Details	
Project:	SHPA Conference
Job No:	17098
Account No:	94860177
Organiser/Client	
Address:	Industry & Conference Liaison Po Box 1774 Collingwood VIC 3066
Contact:	Sally Ridgers Telephone: 03 9486 0177 Email: sridgers@shpa.org.au
Venue	
Contact:	PCEC Telephone: Email:
Details	
	Day: Date: Time:
Build to Commence:	Thursday 5 th November 7.00 am
Build to be Complete:	Thursday 5 th November 1.00 am
Electrical In:	Thursday 5 th November 10.00 am
Furniture In:	Thursday 5 th November 11.00 am
Exhibitors Commence Bump-In:	Thursday 5 th November 1.00 am
Exhibitors Complete Bump-In:	Thursday 5 th November 5.00 pm
Event Opens:	Friday 6 th November 9.00 am TBC
Event Closes:	Saturday 7 th November 3.45 pm
Exhibitors Commence Bump-Out:	Saturday 7 th November 3.45 pm
Exhibitors Complete Bump-Out:	Saturday 7 th November 5.30 pm
Furniture Out:	Saturday 7 th November 6.00 pm
Electrical Out:	Saturday 7 th November 5.30 pm
PEH to Commence Dismantle:	Saturday 7 th November 5.30 pm
PEH to Complete Dismantle:	Saturday 7 th November 5.30 pm
On Site Supervisor:	Mobile Number:
Furniture Driver:	Mobile Number:
Electrician:	Mobile Number:
Notes	
Event Type	Conference
Event Size (Qty of Stands)	39
Stand Size/s	3 x 3m and 3 x 5m
System Type	Frame lock
Wall Colour	White
Fascia Colour	White
Sign Colour	Black text on white back ground (TBC)
Carpet Required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Carpet Colour	TBC
Special Requirements -	
50 Horizontals display screens as per floor plan	
<p><i>Please check all dates and details on this form and confirm your acceptance by signing below. This form should then be returned to us by fax on 08-9478 3165.</i></p> <p>Signature: Name: Date: / /</p>	