



Site No: \_\_\_\_\_

# EXHIBITOR/SITE HOLDER INFORMATION FOR MARQUEES OVER 100m<sup>2</sup>

To be completed and returned with event registration



Exhibitor/Company name: \_\_\_\_\_

Site Contact Person: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

## MARQUEE INFORMATION

Max height \_\_\_\_\_m Length \_\_\_\_\_m x Width \_\_\_\_\_m = Total Floor Area \_\_\_\_\_m<sup>2</sup>

Hire company to supply and erect marquee for you ? (circle one option)

**YES** - company name \_\_\_\_\_

or **NO** - intend to source and erect marquee ourselves

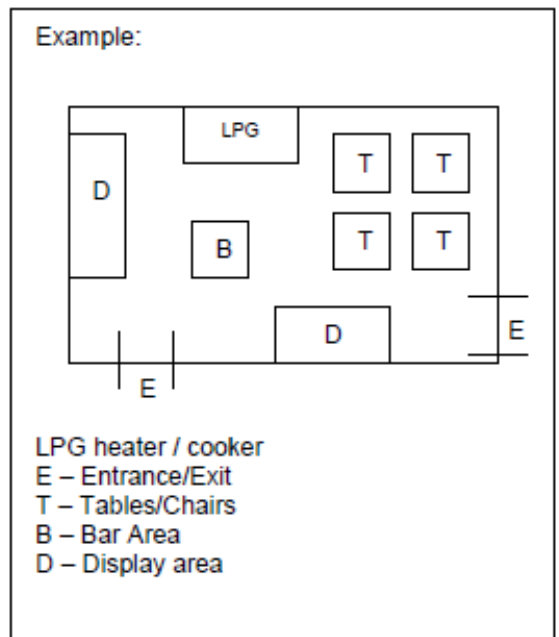
No. of entrances/exits from marquee \_\_\_\_\_ Any Exit signage proposed \_\_\_\_\_

Expected maximum occupancy numbers in marquee? \_\_\_\_\_

Details of any proposed alarm system/ evacuation procedures etc. \_\_\_\_\_

## Layout of tent / marquee:

Draw here



**\*Exhibitor Declaration**

I will ensure the marquee(s) on my site is kept safe and secure at all times and at least one fire extinguisher will be present on my site during the entire field days event.

Signed for on behalf of the exhibitor \_\_\_\_\_ Date \_\_\_\_\_

Name/position held \_\_\_\_\_

**COUNCIL USE ONLY**



Site No: \_\_\_\_\_

Lane: \_\_\_\_\_

Exhibitor/ Company \_\_\_\_\_

	<b>Y</b>	<b>N</b>
Structure erected /restrained OK?	<input type="checkbox"/>	<input type="checkbox"/>
Erected by hire company / builder?	<input type="checkbox"/>	<input type="checkbox"/>
Occupant numbers acceptable?	<input type="checkbox"/>	<input type="checkbox"/>
Crowd flow / obstacles OK?	<input type="checkbox"/>	<input type="checkbox"/>
Exits clear and visible?	<input type="checkbox"/>	<input type="checkbox"/>
Hazards OK? Eg. LPG cookers / heaters / BBQ / hay bales	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguisher(s) on site?	<input type="checkbox"/>	<input type="checkbox"/>
Electrical components / safety?	<input type="checkbox"/>	<input type="checkbox"/>

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OK for public use / occupation: YES / NO - requires further attention and a revisit

Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_