



Northern Territory
**MAJOR
EVENTS**
Company

Sampling Guidelines Application Form

Document Details			
Document Title	Sampling Guidelines Application Form		
Document Number	EVENT-003		
Author	Head of Major Events	Date	22/06/2020
Version	002		
Approved by	Tim Watsford - Chief Executive Officer	Date	22/06/2020
Document Review Date	01/02/2021		



SAMPLING GUIDELINES

Sections in Grey to be completed by NTMEC

Sampling Activities / Giveaways

EVENT NAME:

SPONSOR NAME:

Column to be completed for each activity / giveaway on each day of the event

ACTIVITY NAME	DATE	DATE	DATE	DATE	DATE
Sponsor main contact (name & mobile no.)					
Description of sampling activity or product giveaway					
Type of product (including materials / size)					

	DATE	DATE	DATE	DATE	DATE
ACTIVITY NAME					
Sample provided (Yes/No)					
Number of units to be distributed					
Total numbers of personnel (including promotional staff)					
Vehicle access required for set up (Yes/No)					
Equipment required (marquees, tables etc – sponsor to provide)					
Space Required (provide dimensions of entire					

footprint required)					
ACTIVITY NAME	DATE	DATE	DATE	DATE	DATE
Preferred timings for activity					
Power required (Yes/No – specify type)					
Requested Location (subject to final approval)					
Details of any 3 rd party involved in activity (company name & details)					
Proposed Bump In Time					

Proposed Bump Out Time					
Start / Finish Times of Activities					
ACTIVITY NAME	DATE	DATE	DATE	DATE	DATE
Number of accreditation passes required					
Value of Public Liability insurance					
Additional Comments					
Venue Restrictions					

