

HUNTINGTON CLEVELAND CONVENTION CENTER IMPORTANT CONDITIONS AND REGULATIONS

All terms, conditions and rates on this form are subject to change at any time without notice.

RIGGING SERVICES - CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:

1. Payment information must accompany service order form.
2. All order form information must be completed in full (top two sections only) for an order to be processed. Incomplete order forms could result in a processing delay that could result in slow service installation.
3. No service will be installed until all payment information is received.
4. Estimates given by Mills James are only estimates. Actual cost is determined at time of installation.
5. Preorder rate applies to all orders received 72 hours prior to first exhibitor move-in day. All other orders will be considered onsite orders and onsite rates will apply.
6. One-hour minimum charge per person for date and time when banner/sign/theatrical not ready for installation and/or clients do not show up.
7. Any changes in location after initial installation will reflect additional labor at posted rigging rates.
8. Weight limit for signs and banners is 75 lbs. All banners/signs over 75 lbs and/or any type of truss rigging are automatically considered theatrical rigging at the rates listed. All rigging requests are automatically performed by 2 person crews per OSHA safety regulations. Based on booth location, truss may be needed to achieve optimum placement.
9. Rigging crews only perform the hanging of banners/signs/theatrical; no assembly is done. All hangings must be ready for installation at time of request.
10. After installation - NO REFUND.
11. Banner calls that run longer than 8 hours. The rate after the 8th hour will increase to time and a half for 9-12 hours. Hours after 12 will be billed at double time.
12. Riggers will have 8 hours off between calls. If riggers are brought back before 8 hours, then the rate for the riggers will be time and a half for the length of the call.
13. Theatrical calls that run longer than 8 hours. The rate after the 8th hour will increase to time and a half for 9-12 hours. Hours after 12 will be billed at double time.
14. Theatrical riggers will have 8 hours off between calls. If riggers are brought back before 8 hours, then the rate for the riggers will be time and a half for the length of the call.
15. Mills James is not permitted to assemble any hanging displays.

Holidays Observed: New Year's Day, Martin Luther King Day, Memorial Day, July 4th - Independence Day, Labor Day, Thanksgiving Day, Christmas Day

HCCC OFFICE USE ONLY

MATERIALS RATES			
Materials	Unit Price	Total Used	Cost
Rigging Cable	\$3.75/ft		
Rigging Wire	\$0.90/ft		
Rigging Come A Long	\$25		
Zip Ties	\$1.35		
Beam Clamp	\$75		
Cross Bars	\$10		
Hooks	\$0.85		

MATERIALS RATES			
Materials	Unit Price	Total Used	Cost
Quick Link	\$0.75/unit		
Shackles	\$1/unit		
GAC Flex	\$5/round sling		
Tie Line	\$0.50/ft		