



#### 2022 EXHIBITION SERVICES RIGGING REQUEST FORM

## Step 1: Provide Event and Contact Information

Name of Exhibition or Show Show Location/Booth #

Company Name Event #

Phone# Email

Address

City State Zip

Ordered by

## Step 2: Provide Rigging Information

Sign/Banner Hanging - UNDER 75 LBS Theatrical Rigging - OVER 75 LBS

Set-Up Date Requested In Time
Take Down Date Requested Out Time

Location of Hanging

Size, Number, and Type of Hangings

Estimated Hang Weight
Description of Hanging

Special Instructions

Materials Needed

Rigging Plot Yes No

All theatrical rigging requires a rigging plot at least 30 days prior to the rigging call. Email all rigging/hang plots to hccc@mjp.com.

Rigging materials used will be billed in addition to rigging according to the terms and rates on the following pages.

Does your sign require power? If yes, please contact Edlen Electric at 216-928-1540.

**Step 3: Print, sign, scan, then email** this form to **hccc@mjp.com** or use our **online portal** to submit your request.

Signature Date

By submitting this request, you confirm you have read and agree to the terms and rates within this form.

## **HCCC OFFICE USE ONLY**

## PLEASE DO NOT ENTER ANY DATA IN THE SPACES BELOW.

ALL QUANTITIES WILL BE DETERMINED BY THE HCCC

## **Event ID**

SIGN/BANNER HANGING - UNDER 75 LBS				
Per sign + applicable tax*	\$500 EA			
This price includes up to 2 han	a noints hia	h lift rental Jahor	and hasic	

This price includes up to 2 hang points, high lift rental, labor, and basic hardware. Onsite requests made less than 72 hours prior to the show are subject to a 30% price increase. \*Due to structural restrictions, exact location of the banner within your booth may require truss rental at an additional cost.

THEATRICAL RIGGING - OVER 75 LB\$ (4 HOUR MINIMUM IN AND OUT)				
Hang Points	Rate			Total
Total number of points	\$250 EA			
Each point includes motor, sp Add \$50 per additional show				
Move-In	Rate	# of Riggers	Hrs Each	Total
Mon - Sat First 8hrs worked	\$80/HR			
Mon - Sun Midnight - 8AM	\$160/HR			
Sun 8AM - 12AM	\$120/HR			
Holidays	\$120/HR			
ONSITE REQUESTS MADE 72 HOURS PRIOR	\$100/HR			
High Lift				
1 HOUR MINIMUM	\$80			
Move-Out				
Mon - Sat First 8hrs worked	\$80/HR			
Mon - Sun Midnight - 8AM	\$160/HR			
Sun 8AM - 12AM	\$120/HR			
Holidays	\$120/HR			
ONSITE REQUESTS MADE 72 HOURS PRIOR	\$100/HR			
High Lift				
1 HOUR MINIMUM	\$80			

LABOR + SERVICE FEES TOTAL:
LIFT TOTAL:
MATERIALS TOTAL:
(See page 2 for rates)
GRAND TOTAL:

# 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			