



2019 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 rigging call. **Email all rigging/hang plots to rigging@mjp.com.** Rigging materials used will be billed in addition to rigging according to the terms and rates on the following pages.*

Step 3: Print and sign this form, then scan and email to cutilities@columbusconventions.com OR fax to 614.827.2658

 Signature Date

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

GCCC OFFICE USE ONLY
PLEASE DO NOT ENTER ANY DATA IN THE SPACES BELOW.
 ALL QUANTITIES WILL BE DETERMINED BY THE GCCC

Event ID _____

SIGN/BANNER HANGING - UNDER 75 LBS (2 HOUR MINIMUM IN AND OUT)

Move-In	Rate	# of Riggers	Hrs Each	Total
Mon - Sat 8AM - 5PM	\$80/HR			
Mon - Sat 5PM - Midnight	\$80/HR			
Mon - Sun Midnight - 8AM	\$90/HR			
Sun 8AM - 12AM	\$90/HR			
Holidays	\$90/HR			
ON-SITE - REQUESTS MADE 72 HOURS PRIOR	\$100/HR			
High Lift				
1 HOUR MINIMUM	\$50/HR			
Move-Out				
Mon - Sat 8AM - 5PM	\$80/HR			
Mon - Sat 5PM - Midnight	\$80/HR			
Mon - Sun Midnight - 8AM	\$90/HR			
Sun 8AM - 12AM	\$90/HR			
Holidays	\$90/HR			
High Lift				
1 HOUR MINIMUM	\$70/HR			

THEATRICAL RIGGING - OVER 75 LBS (4 HOUR MINIMUM IN AND OUT)

Hang Points	Rate	# of Points		Total
Total number of points	\$150 EA			
Move-In		# of Riggers	Hrs Each	Total
Mon - Sat 8AM - 5PM	\$80/HR			
Mon - Sat 5PM - Midnight	\$80/HR			
Mon - Sun Midnight - 8AM	\$90/HR			
Sun 8AM - 12AM	\$90/HR			
Holidays	\$90/HR			
ON-SITE - REQUESTS MADE 72 HOURS PRIOR	\$100/HR			
High Lift				
1 HOUR MINIMUM	\$50/HR			
Move-Out				
Mon - Sat 8AM - 5PM	\$80/HR			
Mon - Sat 5PM - Midnight	\$80/HR			
Mon - Sun Midnight - 8AM	\$90/HR			
Sun 8AM - 12AM	\$90/HR			
Holidays	\$90/HR			
ON-SITE - REQUESTS MADE 72 HOURS PRIOR	\$100/HR			
High Lift				
1 HOUR MINIMUM	\$70/HR			

LABOR + SERVICE FEES TOTAL: _____

LIFT TOTAL: _____

MATERIALS TOTAL: _____

(See page 2 for rates)

GRAND TOTAL: _____

GREATER COLUMBUS 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 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 GCCC 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 on-site orders and on-site 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.
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 hours 9 and 10. Hours after 10 will be billed at double time. Calls that span rates will be charged at the higher of those rates for the duration plus applicable overtime.
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 hours 9 and 10. Hours after 10 will be billed at double time. Calls that span rates will be charged at the higher of those rates for the duration plus applicable overtime.
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 Eve, New Year's Day, Martin Luther King Day, Memorial Day, July 4th - Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Day After, Christmas Eve, Christmas Day

GCCC 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		