



Rigging Order Form

Production Guide

Rate Per Day (2 day max per 5 days)

Hoists

- 1/4, 1/2 and 1 Ton Hoist
- Rigging Kit (per 13 motors)

ADV.	STD.
\$200.00	\$250.00
\$65.00	\$75.00

Points

- Point Fee (Motor Point, Dead Hang or Cable Pick)

ADV.	STD.
\$75.00	\$100.00

Truss

- 10' (12"x12") Silver Light Duty Box Truss
- 5' (12"x12") Silver Light Duty Box Truss
- 4' (12"x12") Silver Light Duty Box Truss
- 2' (12"x12") Silver Light Duty Box Truss
- 6-Way Corner Block (12"x12") Light Duty Box Truss

ADV.	STD.
\$80.00	\$120.00
\$40.00	\$60.00
\$32.00	\$48.00
\$16.00	\$24.00
\$50.00	\$65.00

Lifts

- 32' Scissor Lift Per Day (3 day max per 5 days)
- 60' Boom Lift Per Day (3 day max per 5 days)

ADV.	STD.
\$250.00	\$350.00
\$600.00	\$900.00

Labor / per hour (5 hr minimum)

- Rigger (Mon-Fri 8am-5pm)
- Rigger (Mon-Fri 5pm-12am & Sat 8am-5pm)
- Rigger (Mon-Sat 12am-8am, Sun & Holidays)

RATE
\$100.00
\$150.00
\$200.00

ADDITIONAL REQUESTS

We offer a wide range of AUDIO, LIGHTING, VIDEO and PRODUCTION SERVICES. Please call or e-mail for information and pricing.

Orders not received **21** days in advance of load-in will be subject to the **STANDARD RATE**

Prices subject to change without notice

Ordering Instructions

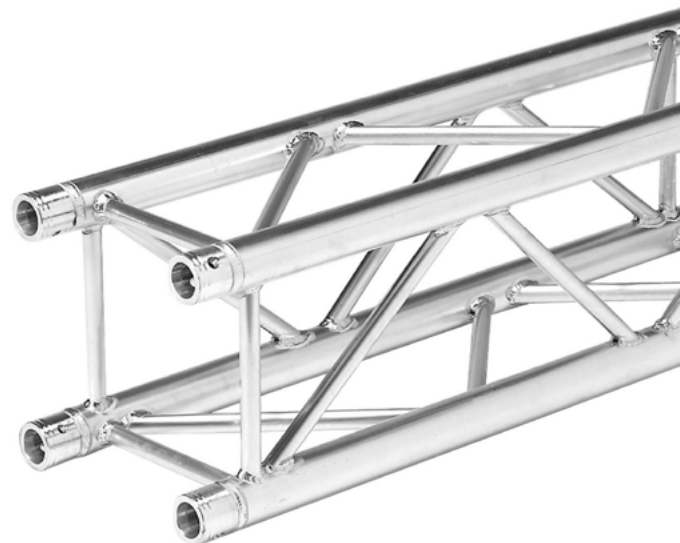
Please visit our website to place your order:

<http://rigging.encore-us.com/app/locations/locationsmain.html>

- Billing is per day with a 2 day max per 5 days on equipment and a 3 day max per 5 days on lifts. Point fees are a 1 day charge per 5 days.
- Please include applicable Sales Tax on equipment rental.

TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

- All production rigging must provide a rigging plot with equipment details for approval by Encore Event Technologies.
- All rigging requires a minimum of a 3 person crew.
- To guarantee equipment availability and advanced rate, this order should reach us **21 DAYS PRIOR** to delivery.
- A e-mail confirmation will be sent to you within 5 days of your order. If you do not receive a confirmation, please re-send and call.
- Stage Hand labor, if requested, is subject to the prevailing hourly rate with a 5 hour minimum.
- CANCELLATIONS** - A. Cancellation of equipment ordered must be received **72 HOURS PRIOR** to delivery date to avoid a minimum one day charge. B. If services have already been provided at the time of cancellation, **50% OF ORIGINAL CHARGES** will be applied.





Rigging Signage Form

Exhibitor Guide

Rigging Information

- Encore is the exclusive rigging provider at the Tampa Convention Center (TCC). All rigging must conform to TCC limitations and show Management rules and regulations.
- All signs and banners must be assembled and disassembled by the exhibiting company.
- Hanging anchor points must be prefabricated and ready for use.
- If rigging must be installed prior to posted load-in dates please notify Encore for special authorization.
- Encore exercises reasonable care while rigging but isn't responsible for damage.
- All electrical signs must be in good working order and functionality is the sole responsibility of the owner.
- Electricity must be ordered in advance through the TCC Electric Service Order Form.

Please include a placement diagram and specs for review and approval. Actual placement may need to be adjusted based on available rigging points or structure.

Hourly Rates

Rigging Rates per hour	Straight Time	Overtime	Double Time
Advance Rate - 21 days prior to load in	\$285.00	\$427.50	\$570.00
Standard Rate - 1 to 20 days prior to load in	\$427.50	\$641.25	\$855.00
On-Site Rate - Load in Day(s)	\$570.00	\$855.00	\$1,140.00

(1) hour install and (1) hour dismantle minimum.

Straight Time: Mon - Fri 8am-5pm

Overtime: Mon - Fri 5pm-12am & Sat 8am-12am

Double Time: Mon - Sat 12am-8am, Sun Anytime & Holidays

Encore Event Technologies Rigging Conditions

Hardware:

1. The manufacturer must rate and mark all rigging hardware with a "Working Load Limit" (WLL).
2. The manufacturer of the rigging hardware must be legally liable for its products in the continental United States.
3. All wire rope slings 3/8" and larger must be certified and proof-tested (tested to twice its working load limit).
4. Flemish eye construction is preferred for all wire rope slings 3/8" and larger.
5. Encore rigging reserves the right to substitute hardware on a case-by-case basis at its discretion.

Manufactured or Custom Built Signs:

1. All signs must be well-made and in good condition to be suspended.
2. All signs must have through bolting of connected pieces including rigging attach points.
2. All drawings, diagrams, etc. must be submitted at least three weeks in advance of the event.
3. All signage is subject to on-site inspection for final approval.
4. An engineer's certification may be required under certain conditions.
5. All hardware and equipment must be approved by the manufacturer for overhead suspension.

Orders not received **21** days in advance of load-in will be subject to the **STANDARD RATE**

Prices subject to change without notice

Ordering Instructions

Please visit our website to place your order.

<http://rigging.encore-us.com/app/locations/locationsMain.html>

TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

- After assembly of your banner and before rigging can commence, you must inform the service desk you are ready.
- All hourly rates include lift and crew
- Minimum (2) hour charge
- To guarantee standard rate, this order should reach us at least **21 DAYS PRIOR** to load-in.
- An e-mail confirmation will be sent to you within 5 days of your order. If you do not receive a confirmation, please re-send and contact us.
- A structural integrity statement form must be received by encore prior to installation.
- **CANCELLATIONS** - Cancellation of an order must be received **72 HOURS PRIOR** to delivery date to receive a full refund less a \$50 administrative fee.





Audiovisual Order Form

Exhibitor Guide

ADVANCED RATE: 21 or more days from show start • **STANDARD RATE:** 20 days or less from show start

Audio Equipment

Sound System w/2 powered speakers/stands/mixer
 Wireless Microphone
 handheld lavalier headset
 Wired Microphone
 handheld lavalier
 CD Player

QTY	ADV.	STD.	DAYS	TOTAL
	\$150.00	\$175.00		
	\$125.00	\$150.00		
	\$25.00	\$35.00		
	\$40.00	\$50.00		

Display Equipment

Digital Media Player (USB)
 24" LCD Flat Panel Display (table top only)
 42" Plasma Display
 table top wall mount floor stand (+\$40)
 55" Plasma Display
 wall mount floor stand (+\$40)
 70" LCD Flat Panel Display
 wall mount floor stand (+\$40)

QTY	ADV.	STD.	DAYS	TOTAL
	\$40.00	\$50.00		
	\$125.00	\$150.00		
	\$325.00	\$350.00		
	\$475.00	\$500.00		
	\$625.00	\$650.00		

Computers

PC Laptop
 MAC Laptop

QTY	ADV.	STD.	DAYS	TOTAL
	\$150.00	\$175.00		
	\$275.00	\$300.00		

Accessories

Rolling Cart with Black Drape
 Keyboard & Mouse
 25' VGA Cable or 6' HDMI Cable
 Polycom Speaker Phone (phone line not included)

QTY	ADV.	STD.	DAYS	TOTAL
	\$10.00	\$15.00		
	\$15.00	\$20.00		
	\$40.00	\$50.00		
	\$100.00	\$125.00		

Other

QTY	RATE	HOURS	DAYS	TOTAL

Rental Totals

EQUIPMENT TOTAL	1.	_____
DELIVERY / SETUP/ PICKUP (24% of line 1 or \$75.00 min.)	2.	_____
SUBTOTAL (add line 1, line 2)	3.	_____
SALES TAX (7% of line 3)	4.	_____
TOTAL DUE	5.	_____

Payment is due when order is placed

Customer Information

Show Name/Date _____
 Firm Name _____
 Ordered By _____
 Address _____

 City/State/Zip _____
 Phone _____
 Fax _____
 E-mail Address _____

Orders not received **21** days in advance of load-in will be subject to the **STANDARD RATE**

Prices subject to change without notice

Ordering Instructions

- All items are charged daily. The total charge is per item multiplied by the number of show days. Show days are days the exhibit floor is open. No charge for set up days.
- Please include applicable Sales Tax on equipment rental.

TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

- All orders must include a service charge of 24%. Please multiply the Equipment Total (Line #1) by 24% - if the % amount is lower than \$75 then add \$75 on line 2.
- To guarantee equipment availability and advanced rate, this order should reach us **21 DAYS PRIOR** to delivery.
- A e-mail confirmation will be sent to you within 5 days of your order. If you do not receive a confirmation, please re-send and call.
- Operator labor, if requested, is subject to the prevailing hourly rate with a 5 hour minimum.
- **CANCELLATIONS** - A. Cancellation of equipment ordered must be received **48 HOURS PRIOR** to delivery date to avoid a minimum one day charge. B. If services have already been provided at the time of cancellation, **50% OF ORIGINAL CHARGES** will be applied.
- Client or representative must be present at booth at time of delivery. Encore will not simply drop off equipment.

On-site Information

On-site Contact _____
 On-site Phone # _____
 Installation Date & Time _____
 Dismantle Date & Time _____
 Booth # _____

