



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 will exercise reasonable care while rigging but is not 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.

Description Details

Type: Cloth Metal Wood Other _____

Shape: Round Square Triangle Other _____

Size: Height _____ Length _____ Weight _____ (items over 100lbs. require motor points)

Rotate Yes No

Electrical Yes No

How many feet from floor to top of sign? _____

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

Rigging Estimate

Installation Estimate

Approximate Hours _____ x Hourly Rate _____ = Total Installation Estimate _____

Dismantle Estimate

Approximate Hours _____ x Hourly Rate _____ = Total Dismantle Estimate _____

Total Estimate

Rigging Estimate	\$ _____
Sales Tax (7.0%)	\$ _____
Total Due	\$ _____

I understand that actual hours and materials used will be billed and may differ from this estimated amount.

Client Acknowledgement Date _____

Customer Information

Show Name _____

Firm Name _____

Ordered By _____

Address _____

City/State/Zip _____

Phone _____

Fax _____

Email 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

- Please include applicable Sales Tax on rigging estimate subtotal. 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 email confirmation will be sent to you within 5 days of your order. If you do not receive a confirmation, please resend 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.

Onsite Information

Onsite Contact _____

On-site Phone # _____

Installation Date _____

Dismantle Date _____

Booth # _____





Rigging Order Form

Production Guide

Motors

- 1/2 or 1/4 Ton Chain Motor (30ft chain)
- 1 Ton Chain Motor (50ft chain)
- 1/2 Ton Motor Controller
- 1 Ton Motor Controller

Qty	Show Rate		Total
	Advanced	Standard	
	\$200.00	\$250.00	
	\$300.00	\$350.00	
	\$75.00	\$100.00	
	\$75.00	\$100.00	

Truss

- 10' (12"x12") Light Duty Box Truss
- 5' (12"x12") Light Duty Box Truss
- 4' (12"x12") Light Duty Box Truss
- 2' (12"x12") Light Duty Box Truss
- 6-Way Corner Block (12"x12") Light Duty Box Truss
- 10' (12"x18") Heavy Duty Box Truss
- 5' (12"x18") Heavy Duty Box Truss
- 4' (12"x18") Heavy Duty Box Truss
- 4-Way (12"x18") Heavy Duty Box Truss

Qty	Advanced	Standard	Total
	\$80.00	\$120.00	
	\$40.00	\$60.00	
	\$32.00	\$48.00	
	\$16.00	\$24.00	
	\$50.00	\$65.00	
	\$100.00	\$140.00	
	\$50.00	\$70.00	
	\$40.00	\$56.00	
	\$60.00	\$75.00	

Lifts

- 20' Scissor Lift
- 60' Boom Lift

Qty	Advanced	Standard	Total
	\$450.00	\$650.00	
	\$1,800.00	\$2,500.00	

Points

- Per Point Fee

Qty	Advanced	Standard	Total
	\$75.00	\$100.00	

Labor / per hour (5 hr minimum)

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

Qty	Rate	Hours	Total
	\$95.00		
	\$142.50		
	\$190.00		
	\$85.00		
	\$127.50		
	\$170.00		

Rental Totals

EQUIPMENT TOTAL	1. _____
SERVICE CHARGE (Line 1 x 24%)	2. _____
SUBTOTAL (Add Line 1, Line 2 and Labor Total)	3. _____
SALES TAX (7% of Line 3)	4. _____
TOTAL DUE	5. _____

Payment is due when order is placed

ADDITIONAL REQUESTS

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

Customer Information

Show Name _____
 Firm Name _____
 Ordered By _____
 Address _____

 City/State/Zip _____
 Phone _____
 Fax _____
 Email 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

- "Show rate" is the rate for the length of the show up to 3 days. The total charge per item is based on the show rate multiplied by the quantity.
- 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%.
- 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 email confirmation will be sent to you within 5 days of your order. If you do not receive a confirmation, please resend 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.

Onsite Information

Onsite Contact _____
 On-site Phone # _____
 Installation Date _____
 Dismantle Date _____
 Booth # _____





Structural Integrity Form

Exhibitor Guide

_____, the buyer (exhibitor), confirms and guarantees that the supplied hanging sign or equipment is structurally sound and properly engineered using hardware that is correctly rated for the loads necessary to hang the sign. If at any time Encore detects that some portion or all of the sign or equipment is not structurally sound, Encore reserves the right to refuse hanging service at the buyer's expense.

The buyer hereby releases, indemnifies and forever holds harmless Encore, the Tampa Convention Center and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from claims of damage, liability, loss, fines or penalties arising from the installation, use or dismantling of the hanging sign, equipment or its structure.

Company _____ Booth # _____

Contact _____ Phone # _____

Contact Email _____

Onsite Contact _____ Phone # _____

Display/Sign Builder _____

Signature _____