

2021 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 | | | |
| <i>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.</i> | | | | |

| THEATRICAL RIGGING - OVER 75 LBS (4 HOUR MINIMUM IN AND OUT) | | | | |
|---|-------------|---------------------|-----------------|--------------|
| Hang Points | Rate | | | Total |
| Total number of points | \$250 EA | | | |
| <i>Each point includes motor, span set, shackle, and point fee. Add \$50 per additional show day, with a three show day week max.</i> | | | | |
| Move-In | Rate | # of Riggers | Hrs Each | Total |
| Mon - Sat First 8hrs worked | \$75/HR | | | |
| Mon - Sun Midnight - 8AM | \$150/HR | | | |
| Sun 8AM - 12AM | \$112.50/HR | | | |
| Holidays | \$112.50/HR | | | |
| ONSITE REQUESTS MADE 72 HOURS PRIOR | \$100/HR | | | |
| High Lift | | | | |
| 1 HOUR MINIMUM | \$80 | | | |
| Move-Out | | | | |
| Mon - Sat First 8hrs worked | \$75/HR | | | |
| Mon - Sun Midnight - 8AM | \$150/HR | | | |
| Sun 8AM - 12AM | \$112.50/HR | | | |
| Holidays | \$112.50/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 | | |



CREDIT CARD AUTHORIZATION FORM

Date _____ Invoice # _____

Job # _____ Job Title _____

Account Name _____

Credit Card Billing Address

Card Holder Name _____

Card Holder Phone # _____ Card Holder Email _____

Credit Card # _____

Visa MasterCard American Express Discover

CVV# _____ Expiration Date _____

(Visa/MasterCard - 3-digit code on back or AMEX - 4-digit code on front)

I, _____ of _____

authorize Mills James, Inc to process my credit card on orders placed at my request or any amounts due.

Signature _____ Date _____ Printed Name _____