



2024 EXHIBITION SERVICES RIGGING REQUEST FORM

Step 1: Provide Event and Contact Information

Name of Exhibition or Show	/	
Show Location/Booth #		
Company Name		
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.

Please upload your rigging plot, along with this completed Rigging Request Form in the Convention Center's exhibitor portal, during the pre-checkout stage.

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 so, please make sure to order power in the Convention Center's exhibitor portal.

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 LB	S (2 HOUR MINIMI		
Move-In	Rate	# of Riggers	Hrs Each	Total
Mon - Sat First 8hrs worked	\$88/HR			
Mon - Sun Midnight - 8AM	\$176/HR			
Sun 8AM - 12AM	\$132/HR			
Holidays	\$176/HR			
ON-SITE - REQUESTS MADE 72 HOURS PRIOR	\$117/HR			
High Lift				
1 HOUR MINIMUM	\$80			
Move-Out				
Mon - Sat First 8hrs worked	\$88/HR			
Mon - Sun Midnight - 8AM	\$176/HR			
Sun 8AM - 12AM	\$132/HR			
Holidays	\$176/HR			
on-site - requests made 72 hours prior	\$117/HR			
High Lift				
1 HOUR MINIMUM	\$80			
*Due to structural restrictions, e require truss & additional moto When truss and motor support signs under 75 lbs. Each additio additional cost.	or rental at an a is required, 2 ho	dditional cost. ang points are p	rovided free o	nly for
require truss & additional moto When truss and motor support signs under 75 lbs. Each additio	or rental at an a is required, 2 ho onal hang poin ER 75 LBS (4 HC	dditional cost. ang points are p t is to be at cost. our MINIMUM IN A	rovided free o Motor / Truss i ND OUT)	nly for
require truss & additional moto When truss and motor support signs under 75 lbs. Each additio additional cost. THEATRICAL RIGGING - OVI Move-In	er rental at an a is required, 2 ha ponal hang poin ER 75 LBS (4 HC Rate	dditional cost. ang points are p t is to be at cost.	rovided free o Motor / Truss i	nly for s
require truss & additional moto When truss and motor support signs under 75 lbs. Each additio additional cost. THEATRICAL RIGGING - OVI Move-In Mon - Sat First 8hrs worked	er rental at an a is required, 2 h ponal hang poin ER 75 LBS (4 HC Rate \$88/HR	dditional cost. ang points are p t is to be at cost. our MINIMUM IN A	rovided free o Motor / Truss i ND OUT)	nly for s
require truss & additional moto When truss and motor support signs under 75 lbs. Each additio additional cost. THEATRICAL RIGGING - OVI Move-In	ER 75 LBS (4 HC Rate \$88/HR \$176/HR	dditional cost. ang points are p t is to be at cost. our MINIMUM IN A	rovided free o Motor / Truss i ND OUT)	nly for s
require truss & additional moto When truss and motor support signs under 75 lbs. Each additio additional cost. THEATRICAL RIGGING - OVI Move-In Mon - Sat First 8hrs worked Mon - Sun Midnight - 8AM Sun 8AM - 12AM	r rental at an a is required, 2 hd ponal hang point ER 75 LBS (4 HC Rate \$88/HR \$176/HR \$132/HR	dditional cost. ang points are p t is to be at cost. our MINIMUM IN A	rovided free o Motor / Truss i ND OUT)	nly for s
require truss & additional moto When truss and motor support signs under 75 lbs. Each additio additional cost. THEATRICAL RIGGING - OVI Move-In Mon - Sat First 8hrs worked Mon - Sun Midnight - 8AM	ER 75 LBS (4 HC Rate \$88/HR \$176/HR	dditional cost. ang points are p t is to be at cost. our MINIMUM IN A	rovided free o Motor / Truss i ND OUT)	nly for s
require truss & additional moto When truss and motor support signs under 75 lbs. Each additio additional cost. THEATRICAL RIGGING - OVI Move-In Mon - Sat First 8hrs worked Mon - Sun Midnight - 8AM Sun 8AM - 12AM Holidays ON-SITE - REQUESTS MADE	Rate \$176/HR \$176/HR \$176/HR	dditional cost. ang points are p t is to be at cost. our MINIMUM IN A	rovided free o Motor / Truss i ND OUT)	nly for s
require truss & additional moto When truss and motor support signs under 75 lbs. Each additional cost. THEATRICAL RIGGING - OVI Move-In Mon - Sat First 8hrs worked Mon - Sun Midnight - 8AM Sun 8AM - 12AM Holidays ON-SITE - REQUESTS MADE 72 HOURS PRIOR	Rate \$176/HR \$176/HR \$176/HR	dditional cost. ang points are p t is to be at cost. our MINIMUM IN A	rovided free o Motor / Truss i ND OUT)	nly for s
require truss & additional moto When truss and motor support signs under 75 lbs. Each additional cost. THEATRICAL RIGGING - OVI Move-In Mon - Sat First 8hrs worked Mon - Sat First 8hrs worked Mon - Sun Midnight - 8AM Sun 8AM - 12AM Holidays ON-SITE - REQUESTS MADE 72 HOURS PRIOR High Lift	Rate \$176/HR \$176/HR \$176/HR \$176/HR \$176/HR \$176/HR	dditional cost. ang points are p t is to be at cost. our MINIMUM IN A	rovided free o Motor / Truss i ND OUT)	nly for s
require truss & additional moto When truss and motor support signs under 75 lbs. Each additional cost. THEATRICAL RIGGING - OVI Move-In Mon - Sat First 8hrs worked Mon - Sun Midnight - 8AM Sun 8AM - 12AM Holidays ON-SITE - REQUESTS MADE 72 HOURS PRIOR High Lift 1 HOUR MINIMUM	Rate \$176/HR \$176/HR \$176/HR \$176/HR \$176/HR \$176/HR	dditional cost. ang points are p t is to be at cost. our MINIMUM IN A	rovided free o Motor / Truss i ND OUT)	nly for s
require truss & additional moto When truss and motor support signs under 75 lbs. Each additio additional cost. THEATRICAL RIGGING - OVI Move-In Mon - Sat First 8hrs worked Mon - Sun Midnight - 8AM Sun 8AM - 12AM Holidays ON-SITE - REQUESTS MADE 72 HOURS PRIOR High Lift 1 HOUR MINIMUM Move-Out	r rental at an a is required, 2 hd onal hang poin ER 75 LBS (4 HC Rate \$88/HR \$176/HR \$132/HR \$117/HR \$117/HR \$	dditional cost. ang points are p t is to be at cost. our MINIMUM IN A	rovided free o Motor / Truss i ND OUT)	nly for s
require truss & additional moto When truss and motor support signs under 75 lbs. Each additio additional cost. THEATRICAL RIGGING - OVI Move-In Mon - Sat First 8hrs worked Mon - Sun Midnight - 8AM Sun 8AM - 12AM Holidays ON-SITE - REQUESTS MADE 72 HOURS PRIOR High Lift 1 HOUR MINIMUM Move-Out Mon - Sat First 8hrs worked	rental at an a is required, 2 ha point hang point Rate \$88/HR \$176/HR \$132/HR \$176/HR \$117/HR \$117/HR \$88 \$88/HR	dditional cost. ang points are p t is to be at cost. our MINIMUM IN A	rovided free o Motor / Truss i ND OUT)	nly for s
require truss & additional moto When truss and motor support signs under 75 lbs. Each additional cost. THEATRICAL RIGGING - OVI Move-In Mon - Sat First 8hrs worked Mon - Sat First 8hrs worked Mon - Sun Midnight - 8AM Sun 8AM - 12AM Holidays ON-SITE - REQUESTS MADE 72 HOURS PRIOR High Lift 1 HOUR MINIMUM Move-Out Mon - Sat First 8hrs worked Mon - Sun Midnight - 8AM	r rental at an a is required, 2 ho onal hang poin Rate Rate \$88/HR \$176/HR \$117/HR \$117/HR \$117/HR \$117/HR	dditional cost. ang points are p t is to be at cost. our MINIMUM IN A	rovided free o Motor / Truss i ND OUT)	nly for s
require truss & additional moto When truss and motor support signs under 75 lbs. Each additional cost. THEATRICAL RIGGING - OVI Move-In Mon - Sat First 8hrs worked Mon - Sat First 8hrs worked Mon - Sun Midnight - 8AM Sun 8AM - 12AM Holidays ON-SITE - REQUESTS MADE 72 HOURS PRIOR High Lift 1 HOUR MINIMUM Move-Out Mon - Sat First 8hrs worked Mon - Sun Midnight - 8AM Sun 8AM - 12AM	r rental at an a is required, 2 h bonal hang poin Rate Rate \$176/HR \$132/HR \$117/HR \$117/HR \$117/HR \$117/HR \$117/HR \$117/HR \$117/HR	dditional cost. ang points are p t is to be at cost. our MINIMUM IN A	rovided free o Motor / Truss i ND OUT)	nly for s
require truss & additional moto When truss and motor support signs under 75 lbs. Each additional cost. THEATRICAL RIGGING - OVI Move-In Mon - Sat First 8hrs worked Mon - Sat First 8hrs worked Mon - Sat First 8hrs worked Holidays ON-SITE - REQUESTS MADE 72 HOURS PRIOR High Lift 1 HOUR MINIMUM Move-Out Mon - Sat First 8hrs worked Mon - Sun Midnight - 8AM Sun 8AM - 12AM Holidays ON-SITE - REQUESTS MADE	r rental at an a is required, 2 ho onal hang poin Rate Rate \$88/HR \$176/HR \$117/HR \$117/HR \$117/HR \$117/HR \$117/HR \$117/HR \$117/HR \$117/HR	dditional cost. ang points are p t is to be at cost. our MINIMUM IN A	rovided free o Motor / Truss i ND OUT)	nly for s
require truss & additional moto When truss and motor support signs under 75 lbs. Each additional cost. THEATRICAL RIGGING - OVI Move-In Mon - Sat First 8hrs worked Mon - Sat First 8hrs worked Mon - Sat First 8hrs worked ON-SITE - REQUESTS MADE 72 HOURS PRIOR High Lift 1 HOUR MINIMUM Move-Out Mon - Sat First 8hrs worked Mon - Sat First 8hrs worked	r rental at an a is required, 2 ho onal hang poin Rate Rate \$88/HR \$176/HR \$117/HR \$117/HR \$117/HR \$117/HR \$117/HR \$117/HR \$117/HR \$117/HR	dditional cost. ang points are p t is to be at cost. our MINIMUM IN A	rovided free o Motor / Truss i ND OUT)	nly for s

 Total number of points (No Motor)
 \$100 EA

 Motor + Point Fee
 \$250/

 "Includes needed hardware to attach motor to ceiling and truss.
 First Day*

 *Motor rate +\$50/additional day, 3-Day Week Max (\$350 max)

LABOR + SERVICE FEES TOTAL:

LIFT TOTAL:

MATERIALS TOTAL: ____

(See page 2 for rates)

GRAND TOTAL:

Page 1 of 2

Revision Date: 12/21/23

FOR EVENTS TAKING PLACE IN 2024

The rates contained in this estimate are valid for the following: • Existing customer already contracted
• Existing customer not yet contracted

RIGGING SERVICES - CONDITIONS FOR PROCESSING SERVICE ORDER FORMS

All terms, conditions and rates on this form are subject to change at any time without notice.

- 1. Payment information must accompany service order form.
- 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 at minimum by 2 person crews per OSHA safety regulations. Based on booth location, truss may be needed to achieve optimum placement.
- 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.
- 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.

- 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.
- Riggers are only responsible for the Anchorage Point attachments done in the venue (hanging of any item to the venues structural elements).
- 17. Riggers are not responsible for the cabling or operation of chain hoists.
- Riggers are not responsible to wrap truss and attach to motors.
- Riggers are not responsible for the affecting of any flown equipment. Riggers can operate the lifts to drive the Production Personnel around to affect that equipment but are not permitted to do so themselves.
- Riggers are not permitted to assemble / disassemble any scenic or other ground supported items requiring a lift to get high enough to reach while assembling / disassembling. Riggers can operate the lifts to drive the Production Personnel around to affect those elements but are not permitted to do so themselves.
- 21. If Mills James provided motors are required, then the appropriate Rigging Director or Supervisor labor to oversee the cabling / operation of the chain hoists must be provided by Mills James.

MATERIALS RATES Unit Price Total Used Cost **Materials Rigging Cable** \$3.75/ft **Rigging Wire** \$0.90/ft **Rigging Come A Long** \$25 \$1.35 Zip Ties Beam Clamp \$75 Cross Bars \$10 Hooks \$0.85

MATERIALS RATESMaterialsUnit PriceTotal UsedCostQuick Link\$0.75/unitShackles\$1/unitGAC Flex\$5/round slingTie Line\$0.50/ft

HCCC OFFICE USE ONLY