



EVENT TECHNOLOGY exhibit RIGGING form

THE
BROADMOOR

EXHIBITOR INFORMATION

Company Name:			
Billing Address:			
City:		State:	Zip:
Phone:	Fax:		
Email:			
On Site Contact Name:			
On Site Contact Cell #:			
Delivery Date:	Time:		
Pickup Date:	Time:		
Booth Number:			
Event Name:			
Event Dates:		to	

PAYMENT INFORMATION

Once a completed Exhibit Rigging Order is received a payment link will be emailed and 100% of the exhibit total will be required prior to the event. A 2% processing fee will be applied on all orders over \$10,000.00.

RIGGING SIGNAGE/STRUCTURE GUIDELINES

All signage information including the completed Exhibitor Rigging form, sign weight, dimensions and pictures/layouts need to be emailed to broadmoor@inspiresolutions.com at least fourteen days prior to event for proper scheduling. **Any rigging order received after the fourteen day deadline will be charged an additional \$1,200.00 rescheduling fee.**

- Rigging plots must contain all flown equipment in addition to a reflective ceiling plan with hang-points and accurate weights. If the objects are overweight from the last submitted Document, INSPIRE will recalculate design and charge for additional rigging equipment or INSPIRE can refuse to hang equipment for safety reasons.
- Any installation of equipment to ceiling or supported structure of the facility must be made by INSPIRE.
- All structures/signage will be subject to inspection and approval by INSPIRE riggers in room before installation.
- All flown signs/structures must have an approved (load rated) harness or INSPIRE will build one for an additional cost.
- Signs with a closed top or bottom (fabric or mesh panel) will not be hung under any circumstances.
- It is strongly suggested that INSPIRE create all points and all required rigging for the exhibitor prior to the booth load in and assembly. If assembly is done prior to rigging, then by signing below you are waiving INSPIRE of any damage contents or materials. In addition, INSPIRE is not liable for any additional labor incurred.
- Exhibitor representative must be present at the time of requested installation and dismantle.

RIGGING LABOR RATES	RIGGING EQUIPMENT	BANNERS
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MON-FRI 6am-6pm \$135/hr MON-FRI 6pm-12am \$202.50/hr SAT & SUN 6am-12am \$202.50/hr MON-SUN 12am-6am \$270/hr HOLIDAYS \$270/hr INSPIRE will provide all rigging/hanging labor with a minimum of a 3-person rigging crew based on 5 hour minimum.	-Load Bearing Point Charge (Dead Hang) \$225/day -1/2 Ton Chain Hoist \$175/day -12"x12" Truss \$9/foot -Scissor Lift \$325/day -Aerial Lift \$1200/day	A long strip of cloth bearing a design and does NOT include a frame. Usually under 15lbs or within the dimensions of 10'x4' are not included and are rated at \$275.00 per banner. Pipe and Drape to ground support banners will be charged at an additional fee of \$25 per foot.
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Please sign below indicating acknowledgment of the Rigging Services and return to an INSPIRE representative no later than 14 days prior Load In.

Name: _____ Signature: _____

Company: _____ Date: _____