



2025 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 - UNDER 75 LBS (2 HOUR MINIMUM IN AND OUT)

For signs weighing up to 75 lbs. the following information needs to be submitted alongside this form.

- Scaled PDF diagram of booth space with the sign's location marked and dimensions shown in both Top Plan and Front Elevation views...
Manufacturer design documents for the sign detailing its weight, dimensions, rigging point / eyebolt locations, and construction materials for review.

\*Due to structural restrictions, exact location of the banner within your booth may require truss & additional motor rental at an additional cost.

When truss and motor support is required, 2 hang points are provided free only for signs under 75 lbs. Each additional hang point is to be at cost. Motor / Truss is additional cost.

Motors & truss costs NOT included. Flat \$260 fee / motor, up to 2 points only.

Table with 2 columns: Hang Points, Rate. Rows include: First 2 Motor + Point Fee (\$260 EA), Motor + Point Fee (3 and up) (\$260/First Day\*), \*Motor rate +\$55/additional day, 3-Day Week Max (\$370 max)

THEATRICAL RIGGING - OVER 75 LBS (4 HOUR MINIMUM IN AND OUT)

For signs weighing 75 lbs. or heavier the following information needs to be submitted alongside this form.

- Scaled PDF diagram of booth space with the sign's location marked and dimensions shown in both Top Plan and Front Elevation views...
Manufacturer design documents for the sign detailing its weight, dimensions, rigging point / eyebolt locations, and construction materials for review.

Theatrical Rigging plots submitted with less than 30-days prior to install are subject to a Rush Processing Fee.

Motor & Truss cost NOT included.

Table with 2 columns: Hang Points, Rate. Rows include: Total number of points (No Motor) (\$100 EA), Motor + Point Fee (\$260/First Day\*), \*Motor rate +\$55/additional day, 3-Day Week Max (\$370 max)

RIGGING LABOR & HIGH LIFT RATES

Table with 2 columns: Move-In/High Lift, Rate. Rows include: Mon-Sat First 8hrs worked (\$98/HR), Mon-Sun Midnight-7AM (\$196/HR), Sun 7AM-12AM (\$147/HR), Holidays (\$196/HR), ON-SITE - REQUESTS MADE 72 HOURS PRIOR (\$130/HR), High Lift 1 HOUR MINIMUM (\$80), Move-Out Mon-Sat First 8hrs worked (\$98/HR), Mon-Sun Midnight-7AM (\$196/HR), Sun 7AM-12AM (\$147/HR), Holidays (\$196/HR), ON-SITE - REQUESTS MADE 72 HOURS PRIOR (\$130/HR), High Lift 1 HOUR MINIMUM (\$80)

EVENT ID:

COMPANY NAME:

BOOTH #

### FOR EVENTS TAKING PLACE IN 2025

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.

This proposal does NOT include electrical charges. Electrical charges will depend on the equipment either requested or required to fit within the scope of the event. Electrical charges will be billed from a separate vendor.

Please contact Edlen Electrical for a quote **(216) 928-1544**

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 on-site orders and on-site rates will apply. On-site orders are considered Theatrical Rigging orders and charged at 4hr. minimums per rigger for both load-in and load-out.
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.
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.
16. 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.
18. Riggers are not responsible to wrap truss and attach to motors.
19. 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.
20. 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.
22. Any cancellation with less than 24 hrs. notice will require a 4hr. / person labor payment in full.

### 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		