



PALM BEACH COUNTY CONVENTION CENTER

650 Okeechobee Blvd.
West Palm Beach, FL 33401
Phone: 561-366-3451

Email: exhibitorservices@pbconventioncenter.com



To confirm rigging; Orders and Full Payment must be received no less than 14 days prior to the first scheduled EXHIBITOR MOVE-IN DATE.

SIGN / BANNER / RIGGING EXHIBITOR SERVICES REQUEST FORM

Step 1: Provide Event & Contact Information

Event Name:	<input type="text"/>	Event Dates:	From:	<input type="text"/>	To:	<input type="text"/>	
Exhibiting Company:	<input type="text"/>	Booth #:	<input type="text"/>				
Booth Size:	<input type="text"/>	X	<input type="text"/>	Booth Type:	Inline	<input type="checkbox"/>	
				Island	<input type="checkbox"/>	Peninsula	<input type="checkbox"/>
Address:	<input type="text"/>		City:	<input type="text"/>	State:	<input type="text"/>	
				Zip Code:	<input type="text"/>		
Ordered By:	<input type="text"/>		Phone:	<input type="text"/>		Cell:	<input type="text"/>
On-Site Contact:	<input type="text"/>		E-Mail:	<input type="text"/>			

Step 2: Provide Rigging Information

TYPE OF SIGNAGE: (Check all that apply)	Sign <input type="checkbox"/>	Banner <input type="checkbox"/>	Inflatable <input type="checkbox"/>	Audio Visual <input type="checkbox"/>	DETAILED DESCRIPTION:	
# OF SIGNS :	Sign <input type="checkbox"/>	Banner <input type="checkbox"/>	Inflatable <input type="checkbox"/>	Audio Visual <input type="checkbox"/>	<input type="text"/>	
MATERIAL OF SIGNAGE: (Check all that apply)	Cloth <input type="checkbox"/>	Vinyl <input type="checkbox"/>	Metal <input type="checkbox"/>	Wood <input type="checkbox"/>		
SIZE OF SIGNAGE BEING RIGGED/HUNG:	Height <input type="text"/>	Length <input type="text"/>	Width <input type="text"/>	Shipping Weight <input type="text"/>	Rigging Weight <input type="text"/>	<i>NOTE: If more than 50lbs, motor(s) may be REQUIRED</i>
SHAPE OF SIGNAGE:	Square <input type="checkbox"/>	Rectangle <input type="checkbox"/>	Triangle <input type="checkbox"/>	Round <input type="checkbox"/>	Other <input type="checkbox"/>	# OF SIDES <input type="text"/>
NUMBER OF ATTACHMENT POINTS TO SIGN BEING RIGGED/HUNG:	# of Attachment Points <input type="text"/>		Type of Attachment Points (Grommets, Eye Bolts, ect.): <input type="text"/>			# of Rigging Points To Ceiling Historically: <input type="text"/>
PLACEMENT:	Trim Height to <u>Bottom</u> of the Sign from the Floor <input type="text"/>		Trim Height to <u>Top</u> of the Sign from the Floor <input type="text"/>			
HARDWARE & MATERIALS:	Are you providing Hardware for Rigging/Hanging Above the Attachment Points? YES <input type="checkbox"/> NO <input type="checkbox"/>					
	If Yes for Banners, Please List (Ex. Pipes, Conduit, Rods, Etc.) <input type="text"/>					
	If Yes for General Rigging, Please List (Ex. Tie Lines, Aircraft Cables, Etc.) <input type="text"/>					
DOES YOUR SIGN REQUIRE:	Electrical? <input type="checkbox"/>	Truss or Motor <input type="checkbox"/>	Are you providing Truss? <input type="checkbox"/>			
	<i>If electrical is required, please visit the "Online Exhibitor Services Portal" and select the option for "OVERHEAD POWER" at the bottom of the list. If truss or motors need to be ordered, please contact the Exhibitor Services Manager for quotes and availability.</i>					
REQUESTED CALL DATE/TIME:	REQUESTED SET DATE: <input type="text"/>	REQUESTED SET TIME: <input type="text"/>	REQUESTED STRIKE DATE: <input type="text"/>			

PLEASE NOTE: Requested Dates and Time are not guaranteed as orders will be filled on a first-come first-serve basis. Exhibitors MUST have signage completely assembled and ready for rigging by the requested time. Exhibitors are responsible to have the area clear for riggers and lifts to perform work correctly and safely. If exhibitor is not ready at the allotted time, the rigging team will fit them in as availability allows.

RIGGING PLOTS, CADS, DIAGRAMS & LAYOUTS FOR YOUR BOOTH ARE REQUIRED WITH FORM SUBMISSION FOR ORDER TO BE PROCESSED

****Please provide any and all current information clearly notating number and location of attachment points**

****Please provide any and all available photos of past exhibits where signage was rigged/hung**

Step 3: Print and Sign this form, then scan and email to exhibitorservices@pbconventioncenter.com

Authorized Signature*:	<input type="text"/>	Date:	<input type="text"/>
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By signing/submitting this request, you confirm you have read and agree to the Terms and Conditions within this form and that all information provide is accurate and true.

PBCCC RIGGING TERMS & CONDITIONS

- ALL Rigging Quotes will include the base requirement of (2) Riggers + Lead for a (6) minimum total for both load-in and load-out.
- The PBCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.
- PBCCC does not assemble item(s). Assembly must be completed by the exhibitor.
- After eight (8) hours or on Sundays/holidays, overtime rates (time and 1/2 per hour) apply.
- PBCCC's Rigging department is subject to the Show Manager's rules and policies.
- Additional charges for aerial lifts used to suspend items shall apply. There is a charge when lifts are used for other purposes.
- All rigging orders are subject to the approval by the PBCCC and must be installed, removed and supervised by PBCCC personnel.
- Only rated rigging hardware is permitted. Rigging hardware is available through the PBCCC at an additional charge (truss, aircraft cable, ropes, etc.)
- Signs and/or truss exceeding 50 lbs. may require a chain hoist. Hoists must be provided by or approved by PBCCC rigging supervisor.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or on site rates.
- Orders received on site are subject up to a 50% price increase over base rates, if services are available.
- Rates are based on when payment is received by PBCCC. Orders without payment will NOT be processed and services will be withheld.
- PBCCC does not accept purchase orders (POs). All prices are subject to change without notice.
- Changes made onsite are subject to additional charges. Exhibitor's onsite contact will be required to sign "Final Approval" form.

NOTICE

After your sign is assembled and ready to be hung, an AUTHORIZED SIGNER from your PBCCC Rigging Labor Form must visit the PBCCC Exhibitor Services service desk to sign rigging paperwork. Rigging orders are handled in the order in which the paperwork is signed-off at the PBCCC Exhibitor Services service desk and/or at the discretion of the PBCCC. Dates of installation will vary depending on the quantity of orders and move-in days. If a specific install or strike time is required, the exhibitor must order a Dedicated Rigging Team.