



PALM BEACH COUNTY CONVENTION CENTER

650 Okeechobee Blvd.
West Palm Beach, FL. 33401
Phone: 561-366-3021

Email: exhibitorservices@pbconventioncenter.com



To receive advance rate, orders and full payment must be postmarked 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: Event Dates: From: To:
Exhibiting Company: Booth #:
Booth Size: X Booth Type: Inline \_\_\_ Island \_\_\_ Peninsula \_\_\_
Address: City: State: Zip Code:
Ordered By: Phone: Cell:
On-Site Contact: E-Mail:

ORDER ONLINE AT: www.PBConventionCenter.com

Step 2: Provide Rigging Information

TYPE OF SIGNAGE: Sign/Banner/Inflatable \_\_\_ Audio Visual \_\_\_ # OF SIGNS :
MATERIAL OF SIGNAGE: Cloth \_\_\_ Vinyl \_\_\_ Metal \_\_\_ Wood \_\_\_ Other \_\_\_
SIZE OF SIGNAGE: Height \_\_\_ Length \_\_\_ Width \_\_\_ Weight \_\_\_ NOTE: If more than 50lbs, a motor will be REQUIRED
SHAPE OF SIGNAGE: Square \_\_\_ Rectangle \_\_\_ Triangle \_\_\_ Round \_\_\_ Other \_\_\_ # OF SIDES \_\_\_
NUMBER OF POINTS: # of Rigging Points \_\_\_ # of Grommets \_\_\_
PLACEMENT: Trim Height to Bottom of the Sign from the Floor \_\_\_
HARDWARE & MATERIALS: Are you providing Hardware? \_\_\_
If Yes for Banners, Please List (Ex. Pipes, Conduit, Rods, Etc.) \_\_\_
If Yes for General Rigging, Please List (Ex. Tie Lines, Aircraft Cables, Etc.) \_\_\_
DOES YOUR SIGN REQUIRE: Electrical? \_\_\_ Truss or Motor \_\_\_ Are you providing Truss/Motor? \_\_\_
If electrical is required, please complete the "Utilities Order Form" and note that the power is for overhead rigging.
If truss or motors need to be ordered, please contact the Exhibitor Services Manager for quotes and availability.
REQUESTED CALL DATE/TIME: REQUESTED SET DATE: REQUESTED SET TIME:
PLEASE NOTE: Requested Dates and Time are not guaranteed as orders will be filled on a first-come first-serve basis.

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

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

Authorized Signature\*: Date
By submitting this request, you confirm you have read and agree to the terms and rates within this form

PBCCC RIGGING TERMS & CONDITIONS

- 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.
There may be additional charges for aerial lifts used to suspend items. There is a charge when 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, hoists, aircraft cable, ropes, etc.)
Signs and/or truss exceeding 100 lbs. will require a chain hoist.
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 service will be withheld.
PBCCC does not accept purchase orders (POs). All prices are subject to change without notice.

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.