



PALM BEACH COUNTY CONVENTION CENTER

650 Okeechobee Blvd.
West Palm Beach, FL. 33401
Phone: 561-366-3013

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: 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:

Step 2: Provide Rigging Information

TYPE OF SIGNAGE: (Check all that apply) Sign Banner Inflatable Audio Visual
OF SIGNS: Sign Banner Inflatable Audio Visual
MATERIAL OF SIGNAGE: (Check all that apply) Cloth Vinyl Metal Wood
SIZE OF SIGNAGE BEING RIGGED/HUNG: Height Length Width Shipping Weight Rigging Weight
SHAPE OF SIGNAGE: Square Rectangle Triangle Round Other
NUMBER OF ATTACHMENT POINTS TO SIGN BEING RIGGED/HUNG: # of Attachment Points
PLACEMENT: Trim Height to Bottom of the Sign from the Floor Trim Height to Top of the Sign from the Floor
HARDWARE & MATERIALS: Are you providing Hardware for Rigging/Hanging Above the Attachment Points?
DOES YOUR SIGN REQUIRE: Electrical? Truss or Motor Are you providing Truss?
REQUESTED CALL DATE/TIME: REQUESTED SET DATE: REQUESTED SET TIME: REQUESTED STRIKE DATE:

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.

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*: Date:
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.