



Greater Columbus Convention Center



**Greater Columbus
Convention Center
Client Utilities Department
400 North High Street
Columbus, Ohio 43215
Voice: (614) 827-2548
Fax: (614) 827-2658**

Exhibition Services Rigging Request Form

Name of Exhibition or Show _____ Show Location/Booth# _____
 Company Name _____ Event# _____ Phone # _____
 Address _____
 City _____ State _____ Zip _____
 Ordered By _____ Signature _____ Date _____

Rigging Information

Set-Up Date _____ Requested Time _____
 Take Down Date _____ Requested Time _____
 Location of Hanging _____
 Size, Number, and Type of Hangings _____
 Special Instructions _____

Rigging Materials Used Will Be Billed In Addition to Rigging. Please See Reverse Side for Material Rates.

**GCCC OFFICE USE ONLY. PLEASE DO NOT ENTER ANY DATA IN THE SPACES BELOW.
 ALL QUANTITIES WILL BE DETERMINED BY THE GCCC.**

Sign/Banner Hanging: (1-HOUR MINIMUM)

Move-In	Rate	Number of Riggers	Hours/Each	Total
Mon-Sun 8AM-5PM	\$45/HR	_____	_____	_____
Mon-Sun 5PM-Midnight	\$55/HR	_____	_____	_____
Mon-Sun Midnight-8AM	\$70/HR	_____	_____	_____
Holidays	\$70/HR	_____	_____	_____
ON SITE - 72 HOURS PRIOR	\$70/HR	_____	_____	_____

High Lift

1 HOUR MINIMUM	\$35/HR	_____	_____	_____
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Move-Out

Mon-Sun 8AM-5PM	\$45/HR	_____	_____	_____
Mon-Sun 5PM-Midnight	\$55/HR	_____	_____	_____
Mon-Sun Midnight-8AM	\$70/HR	_____	_____	_____
Holidays	\$70/HR	_____	_____	_____

High Lift

1 HOUR MINIMUM	\$35/HR	_____	_____	_____
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Theatrical Rigging (4 HOUR MINIMUM IN AND OUT):

Move-In	Rate	Number of Riggers	Hours/Each	Total
Mon-Sun 8AM-5PM	\$45/HR	_____	_____	_____
Mon-Sun 5PM-Midnight	\$65/HR	_____	_____	_____
Mon-Sun Midnight-8AM	\$85/HR	_____	_____	_____
Holidays	\$85/HR	_____	_____	_____

High Lift

1 HOUR MINIMUM	\$35/HR	_____	_____	_____
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Move-Out

Mon-Sun 8AM-5PM	\$45/HR	_____	_____	_____
Mon-Sun 5PM-Midnight	\$65/HR	_____	_____	_____
Mon-Sun Midnight-8AM	\$85/HR	_____	_____	_____
Holidays	\$85/HR	_____	_____	_____

High Lift

1 HOUR MINIMUM	\$35/HR	_____	_____	_____
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Exhibitor Payment Info:

Credit Card Number: _____
 Credit Card Expiration Date: _____
 Signature: _____

Grand Total: _____

GREATER COLUMBUS CONVENTION CENTER

IMPORTANT CONDITIONS AND REGULATIONS

All terms, conditions, and rates on this form are subject to change at any time without notice

RIGGING SERVICES

CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:

1. Payment information must accompany service order form.
2. All order form information must be completed in full (top two sections only) for 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 GCCC 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.
6. One hour minimum charge per man 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 75lbs. All banners/signs over 75lbs and/or any type of truss rigging are automatically considered theatrical rigging at the rates listed. All rigging requests are automatically performed by 2 man crews per OSHA safety regulations.
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. Standard material prices are listed below:

Rigging cable	\$3.75 per ft
Rigging wire	.65 per ft
Beam clamps	75.00
Cable puller	18.75
Rigging come-a-longs	18.75
Rigging Harness 2 pt	15.00
Rigging Harness 3 pt	25.00
Rigging Harness 4 pt	35.00
Rigging Harness 5 pt	45.00
Zipties	1.00
Rigging crossbars	7.00
Hooks	.70

Holidays Observed:

New Year's Eve
New Year's Day
Martin Luther King Day
Memorial Day
July 4th – Independence Day
Labor Day
Thanksgiving Day
Thanksgiving Day After
Christmas Eve
Christmas Day

Return to and make check payable to:
**GREATER COLUMBUS
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