



Rigging Signage Form

Exhibitor Guide

Rigging Information

- Encore is the exclusive rigging provider at the Tampa Convention Center (TCC). All rigging must conform to TCC limitations and show Management rules and regulations.
- All signs and banners must be assembled and disassembled by the exhibiting company.
- Hanging anchor points must be prefabricated and ready for use.
- If rigging must be installed prior to posted load-in dates please notify Encore for special authorization.
- Encore exercises reasonable care while rigging but isn't responsible for damage.
- All electrical signs must be in good working order and functionality is the sole responsibility of the owner.
- Electricity must be ordered in advance through the TCC Electric Service Order Form.

Please include a placement diagram and specs for review and approval. Actual placement may need to be adjusted based on available rigging points or structure.

Hourly Rates

Rigging Rates per hour	Straight Time	Overtime	Double Time
Advance Rate - 21 days prior to load in	\$285.00	\$427.50	\$570.00
Standard Rate - 1 to 20 days prior to load in	\$427.50	\$641.25	\$855.00
On-Site Rate - Load in Day(s)	\$570.00	\$855.00	\$1,140.00

(1) hour install and (1) hour dismantle minimum.

Straight Time: Mon - Fri 8am-5pm

Overtime: Mon - Fri 5pm-12am & Sat 8am-12am

Double Time: Mon - Sat 12am-8am, Sun Anytime & Holidays

Encore Event Technologies Rigging Conditions

Hardware:

1. The manufacturer must rate and mark all rigging hardware with a "Working Load Limit" (WLL).
2. The manufacturer of the rigging hardware must be legally liable for its products in the continental United States.
3. All wire rope slings 3/8" and larger must be certified and proof-tested (tested to twice its working load limit).
4. Flemish eye construction is preferred for all wire rope slings 3/8" and larger.
5. Encore rigging reserves the right to substitute hardware on a case-by-case basis at its discretion.

Manufactured or Custom Built Signs:

1. All signs must be well-made and in good condition to be suspended.
2. All signs must have through bolting of connected pieces including rigging attach points.
2. All drawings, diagrams, etc. must be submitted at least three weeks in advance of the event.
3. All signage is subject to on-site inspection for final approval.
4. An engineer's certification may be required under certain conditions.
5. All hardware and equipment must be approved by the manufacturer for overhead suspension.

Orders not received **21** days in advance of load-in will be subject to the **STANDARD RATE**

Prices subject to change without notice

Ordering Instructions

Please visit our website to place your order.

<http://rigging.encore-us.com/app/locations/locationsMain.html>

TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

- After assembly of your banner and before rigging can commence, you must inform the service desk you are ready.
- All hourly rates include lift and crew
- Minimum (2) hour charge
- To guarantee standard rate, this order should reach us at least **21 DAYS PRIOR** to load-in.
- An e-mail confirmation will be sent to you within 5 days of your order. If you do not receive a confirmation, please re-send and contact us.
- A structural integrity statement form must be received by encore prior to installation.
- **CANCELLATIONS** - Cancellation of an order must be received **72 HOURS PRIOR** to delivery date to receive a full refund less a \$50 administrative fee.





Structural Integrity Form

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_____, the buyer (exhibitor), confirms and guarantees that the supplied hanging sign or equipment is structurally sound and properly engineered using hardware that is correctly rated for the loads necessary to hang the sign. If at any time Encore detects that some portion or all of the sign or equipment is not structurally sound, Encore reserves the right to refuse hanging service at the buyer's expense.

The buyer hereby releases, indemnifies and forever holds harmless Encore, the Tampa Convention Center and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from claims of damage, liability, loss, fines or penalties arising from the installation, use or dismantling of the hanging sign, equipment or its structure.

Company _____ Booth # _____

Contact _____ Phone # _____

Contact Email _____

Onsite Contact _____ Phone # _____

Display/Sign Builder _____

Signature _____



Credit Card Form

Exhibitor Guide

Customer Information

Company	
Contact	Order #
Address	Order Amount
City/State	Phone
Zip Code	E-mail

Credit Card Information

Credit Card #		
CC Type: <input type="checkbox"/> Visa	<input type="checkbox"/> MC	<input type="checkbox"/> AMEX
Exp. Date	CCV (Security) Code	
Cardholder Name		
Address		
City	State	Zip Code

I authorize the above named business to charge the credit card indicated in this authorization form. This payment authorization is for the services described in the order number specified above, for the amount indicated above and any additional charges related to the same order number. This authorization is only valid for this order. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

Cardholder Signature	Date
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