



**MARRIOTT  
AUGUSTA MARRIOTT  
AT THE CONVENTION CENTER**

# AUDIO VISUAL SERVICES EXHIBITOR RIGGING SERVICES

## EXHIBITOR INFORMATION

Event Name \_\_\_\_\_

Exhibit Dates \_\_\_\_\_ Ballroom \_\_\_\_\_

Company/Exhibitor \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name \_\_\_\_\_

E-mail Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone# \_\_\_\_\_

Delivery Date \_\_\_\_\_ Delivery Time \_\_\_\_\_ Pick Up Date \_\_\_\_\_ Pick Up Time \_\_\_\_\_

Ordered by \_\_\_\_\_

## CREDIT CARD AUTHORIZATION FORM

Please complete the form if you require direct billing.

(If you do not have a master account established with hotel, you must include this form).

Email form to [AugustaMarriottSales@encore-us.com](mailto:AugustaMarriottSales@encore-us.com). An Encore Event Technologies representative will call you directly for your credit card number and expiration date

**I authorize Encore Event Technologies and Augusta Marriott at the Convention Center to charge my credit card:**

Type of Card (check one):                      American Express                      Visa                      MasterCard

Credit Card # \_\_\_\_\_ Security Code \_\_\_\_\_ Exp. Date \_\_\_\_\_

The hotel may place applicable charges on my credit card for the estimated amount 14 days prior to the function.

Card Holder Name \_\_\_\_\_

Card Holder Address \_\_\_\_\_

Total Estimated Charges: \$ \_\_\_\_\_ Phone Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

A 22% Service Charge and 8% Sales Tax applies to all items with the exception of labor.





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## RIGGING LABOR RATES

RATE TYPE	# OF RIGGERS	HOURLY RATE	HOURS
Rigging Rate 7am - 6pm		\$75.00	
Overtime Rate 6pm - 12am		\$112.50	
Double-time Rate 12am - 7am		\$150.00	
Holidays		\$150.00	

## RIGGING POINTS & EQUIPMENT

QTY	ITEM	DAILY RATE	DAYS	TOTAL
	32' Electric Man Lift	\$350.00		
	Dead Hang Point (100 lbs or less)	\$100.00		
	Motorized Hang Point (100 lbs or less)	\$175.00		

## SIZE DESCRIPTION, SIZE & WEIGHT

<b>TYPE</b>	Cloth	Metal	Wood	Other	
<b>SHAPE</b>	Square	Triangle	Rectangle	Circle	Other
<b>SIZE</b>	Height	Length	Width		
<b>WEIGHT OF SIGN</b>					
<b>ELECTRICITY NEEDED</b>		Yes	No		

\*\*Materials: Cables, Clamps, etc. are additional and charged accordingly.

## ORDERING INSTRUCTIONS & GUIDELINES

- Encore Event Technologies must make all attachments; to the rigging system, ceiling, and supporting structure of the building, tents and banners used in public areas, registration desk and airwalls, and free standing tents.
- Orders must be received 21 days prior to delivery to receive advance rates, to guarantee equipment and crew availability.
- All exhibitor rigging must conform to Show Management & Encore Event Technologies regulations.
- All signs & banners in public areas must be approved by Hotel Management.
- Please complete this form and email diagrams along with this order form for a price quote.
- Signs must include necessary harnesses manufactured with rated hardware or Encore Event Technologies can provide you with appropriate harness and rated hardware.
- Electrical signs must be in good working order and in accordance with the National Electrical Code. Electricity must be ordered in advance.
- Electrical service must be ordered through Augusta Marriott at the Convention Center.
- All overhead signs and banners must be assembled prior to the rigging call time.
- Encore Event Technologies will not "dead hang" items over 100 lbs or 10' in length, hoists will be used for these items.
- Riggers work in minimum teams of 2 at a 4 hour minimum, clients cannot be used as a substitute for riggers.
- Rigging labor is subject to a 4 hour minimum at the prevailing hourly rate.
- A service charge of 22% will be added to the subtotal before tax.
- TAX EXEMPT STATUS - If you are exempt from sales tax payment, we require a State Georgia exemption certificate.

## CANCELLATIONS

- Cancellation of orders must be received 48 hours prior to delivery to avoid a minimum charge.
- If services have already been provided at the time of cancellation, 100% of original charges will be applied.

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## BOOTH INFORMATION

Each square is \_\_\_\_\_ feet square since my booth \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

Front adjacent Booth or Aisle Number: \_\_\_\_\_ Back adjacent Booth or Aisle Number: \_\_\_\_\_

Left adjacent Booth or Aisle Number: \_\_\_\_\_ Right adjacent Booth or Aisle Number: \_\_\_\_\_

## DRAW YOUR BOOTH LAYOUT

Indicate how far in from each boundary you would like your sign to be placed.

The ceiling structure and relation to the support beams may require your sign to be moved from your specified location

Please note the following requirements must be met in order for both layout to be accepted:

\*Orientation Listed

\*Power Distribution Points Listed

\*Readable/Legible

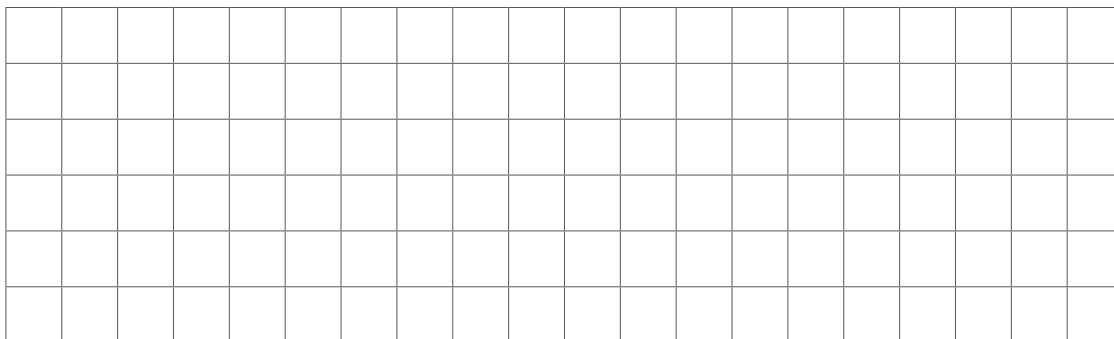
\*Main Drop Location Listed

### Form Tips:

- Use bold lines to indicate the outline of your booth.
- As a check and balance, please be sure the power allotted on the booth layout form matches the outlet(s) ordered. No bulking of power is allowed.
- Notate any 24 hour power requirements. (refrigerator, uninterrupted power equipment).
- If this grid scale is too small for easy drawing, return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary. Can be submitted through PDF or CAD.

FT IN

FT IN



FT IN

FT IN

Number of feet from the floor to bottom of sign

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