



**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. 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		\$95.00	
Overtime Rate 6pm - 12am		\$142.50	
Double-time Rate 12am - 7am		\$190.00	
Holidays		\$190.00	

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

TYPE	Cloth	Metal	Wood	Other	
SHAPE	Square	Triangle	Rectangle	Circle	Other
SIZE	Height	Length	Width		
WEIGHT OF SIGN					
ELECTRICITY NEEDED		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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