

Exhibitor Kit

Rigging Services

Company Name:	Booth #:
Onsite Contact Name & Phone #:	
* Preferred Install Date & Time:	
* Preferred Removal Date & Time:	
* Encore will make every effort to accommodate your preferred times and will communicate any potential scheduling variances should they arise.	

ALL rigging requests must be submitted via: www.encoreglobal.com/rigging-portal

For backup purposes, please also send this form to exhibitors.tcc@encoreglobal.com

Signage Information

Signs must be fully assembled prior to start of rigging call

Sign Type:	Sign Weight:	Sign Dimensions:
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Equipment Guidelines

- All signs, banners, and set pieces must be assembled by the exhibitor / GC / EAC prior to the stated rigging call time requested. Additional labor charges may be billed for wait time incurred by rigging team.
- All signs, banners, and set pieces must include all rated hardware necessary for rigging.
- Electrical signs must be in good working order in accordance with the National Electrical Code.
- Electricity must be ordered in advance through Edlen.
- All signs and banners in public areas must be approved by Facility Management.
- Encore will not "dead hang" items over 100 lbs. or 10' in length. For items exceeding those specifications, chain motors will be used and quoted at prevailing rates.
- All exhibitor rigging must conform to Show Management regulations.

Labor & Pricing

- Rigging crews consist of a minimum of 2 riggers. Additional riggers will be quoted based on scope of installation.
- Rigging crews and lift(s) will be scheduled based on the scope of the client provided materials and placement in the room.
- If rigging must be installed prior to posted exhibitor move-in date, please notify Encore and Show Management for special authorization.
- A taxable 24% Service Charge will be added to the equipment subtotal for all rigging services.
- Tax Exempt Status – if you are exempt from sales tax, you are required to submit a State of Florida Exemption Certificate prior to services being rendered.
- **Upon submission through the link above**, Encore will generate an order and send to you for final confirmation BEFORE your payment is processed.
- Rigging orders cancelled during install or after services have been rendered will be billed in full.

Exhibitor Kit Booth Diagram

Company Name:		Booth #
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Important Information:

- This form should be completed if there are any specific delivery & setup locations required.
- Please indicate the size your booth and the surrounding booths in the appropriate locations.
- Island booths/non-standard installations – Ascaled floorplan must accompany orders showing desired locations of audiovisual equipment.
- Will you have carpet in the booth? YES ☐ NO ☐

Behind Aisle or Booth # _____

Left Side Aisle
or Booth #

Right Side Aisle
or Booth #

Front/Across Aisle or Booth # _____

Each square is _____ feet, since my booth is _____ feet wide by _____ feet long.