



PALM BEACH COUNTY CONVENTION CENTER

650 Okeechobee Blvd. , West Palm Beach, FL 33401

Phone: 561-366-3451

Email: exhibitorservicesrigging@pbconventioncenter.com



To confirm rigging; Orders and Full Payment must be received no less than 14 days prior to the first scheduled EXHIBITOR MOVE-IN DATE.

SIGN/BANNER/RIGGING EXHIBITOR SERVICES REQUEST FORM

STEP 1: PROVIDE EVENT & CONTACT INFORMATION

EVENT NAME: _____ EVENT DATES: FROM: _____ TO: _____
EXHIBITING COMPANY: _____ BOOTH #: _____
BOOTH SIZE: _____ X _____ BOOTH TYPE (x): INLINE _____ ISLAND _____ PENINSULA _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____
ORDERED BY: _____ PHONE: _____ CELL: _____
ON-SITE CONTACT: _____ EMAIL: _____

STEP 2: PROVIDE RIGGING INFORMATION

DETAILED DESCRIPTION:

TYPE OF SIGNAGE: SIGN _____ BANNER _____ INFLATABLE _____ AUDIO VISUAL _____
OF SIGNS: SIGN _____ BANNER _____ INFLATABLE _____ AUDIO VISUAL _____
MATERIAL OF SIGNAGE: CLOTH _____ VINYL _____ METAL _____ WOOD _____
SIZE OF SIGNAGE BEING HUNG: HEIGHT _____ LENGTH _____ WIDTH _____ SHIPPING WEIGHT _____ RIGGING WEIGHT _____
SHAPE OF SIGNAGE: SQUARE _____ RECTANGLE _____ TRIANGLE _____ ROUND _____ OTHER _____
NUMBER OF ATTACHMENT POINTS TO SIGN BEING RIGGED/HUNG: # OF ATTACHMENT POINTS: _____ # OF RIGGING POINTS TO CEILING HISTORICALLY: _____
TYPE OF ATTACHMENT POINTS (GROMMETS, EYE BOLTS, ETC) _____
PLACEMENT: TRIM HEIGHT TO BOTTOM OF THE SIGN FROM THE FLOOR: _____
TRIM HEIGHT TO TOP OF THE SIGN FROM THE FLOOR: _____
HARDWARE & MATERIALS: ARE YOU PROVIDING HARDWARE FOR RIGGING/HANGING ABOVE THE ATTACHMENT POINTS: YES/NO
IF YES FOR BANNERS, PLEASE LIST (EX: PIPES, CONDUIT, RODS, ETC) : _____
IF YES FOR GENERAL RIGGING, PLEASE LIST (EX: TIE LINES, AIRCRAFT CABLES, ETC): _____
DOES YOUR SIGN REQUIRE: ELECTRICAL: _____ TRUSS OR MOTOR: _____ ARE YOU PROVIDING TRUSS? _____
If electrical is required, please visit the "Online Exhibitor Services Portal" and select the option for "OVERHEAD POWER" at the bottom. If truss or motors need to be ordered, please contact the Exhibitor Services Manager for quotes and availability.

REQUESTED CALL DATE/TIME: _____ REQUESTED SET DATE: _____ REQUESTED SET TIME: _____ REQUESTED STRIKE DATE: _____

PLEASE NOTE: Requested Dates and Time are not guaranteed as orders will be filled on a first-come, first-serve basis. Exhibitors MUST have signage completely assembled and ready for rigging by the requested time. Exhibitors are responsible for having the area clear for riggers and lifts to perform work correctly and safely.
If the exhibitor is not ready at the allotted time, the rigging team will fit them in as availability allows.

RIGGING PLOTS, CADS, DIAGRAMS & LAYOUTS FOR YOUR BOOTH ARE REQUIRED WITH FORM SUBMISSION FOR ORDER TO BE PROCESSED

**Please provide any and all current information clearly notating number and location of attachment points. Please provide any and all available photos of past exhibits where signage was rigged/hung

STEP 3: PRINT AND SIGN THIS FORM, THEN SCAN AND EMAIL TO EXHIBITORSERVICESRIGGING@PBCONVENTIONCENTER.COM

AUTHORIZED SIGNATURE: _____ DATE: _____

By signing/submitting this request, you confirm you have read and agree to the Terms and Conditions within this form and that all the information provided is accurate and true.

TERMS & CONDITIONS

- ALL Rigging Quotes will include the base requirement of (2) Riggers+ Lead for a (8) minimum total for both load-in and load-out.
- The PBCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.
- PBCCC does not assemble item(s). The assembly must be completed by the exhibitor.
- After eight (8) hours or on Sundays/holidays, overtime rates (time and 1/2 per hour) apply.
- PBCCC's Rigging department is subject to the Show Manager's rules and policies.
- Additional charges for aerial lifts used to suspend items shall apply. There is a charge when lifts are used for other purposes.
- All rigging orders are subject to the approval by the PBCCC and must be installed, removed and supervised by PBCCC personnel.
- Only rated rigging hardware is permitted. Rigging hardware is available through the PBCCC at an additional charge (truss, aircraft cable, ropes, etc.)
- Signs and/or truss exceeding 50 lbs. may require a chain hoist. Hoists must be provided by or approved by PBCCC rigging supervisor.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or on-site rates.
- Orders received onsite are subject to a 50% price increase over base rates, if services are available.
- Rates are based on when payment is received by PBCCC. Orders without payment will NOT be processed and services will be withheld.
- PBCCC does not accept purchase orders (POs). All prices are subject to change without notice.
- Changes made onsite are subject to additional charges. Exhibitor's onsite contact will be required to sign the "Final Approval" form.

After your sign is assembled and ready to be hung, an AUTHORIZED SIGNER from your PBCCC Rigging Labor Form must visit the PBCCC Exhibitor Services service desk to sign the rigging paperwork. Rigging orders are handled in the order in which the paperwork is signed off at the PBCCC Exhibitor Services desk and/or at the discretion of the PBCCC Dates of installation will vary depending on the quantity of orders and move-in days. If a specific installation or strike time is required, the exhibitor must order a Dedicated Rigging Team.