

# Rigging Order Form

Rosen Shingle Creek, Orlando Florida



Show Name:

Area or Booth #:

### Ordering Instructions and Guidelines

Please complete both pages of this form and return it via E-mail or fax.  
Once this form has been received you will be sent a formal Rigging Estimate.

PSAV is required to make all attachments to the Hotel structure. This includes but is not limited to: ceiling, airwalls, existing signage, columns, and railings.

#### Signs and Banners

- All signs, banners, and set pieces must be assembled by the exhibitor prior to the stated rigging call time requested.
- 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.
- Electrical Service is provided by PSAV Power distribution services
- All signs and banners in public areas must be approved by Hotel Management.
- PSAV will not "Dead Hang" items over 100 lbs or 10' in length, chain motors will be used in these instances.
- All exhibitor rigging must conform to Show Management regulations.

#### Labor and Pricing

- Orders must be received 30 days prior to Load-In to receive advance rates and guarantee equipment and crew availability.
- Rigging Crews consist of a minimum of 3 riggers.
- Rigging Crews are subject to a 4 hour minimum at the prevailing hourly rate.
- A Service Charge of 25% will be added to the subtotal before tax.
- 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.

#### Cancellation

- Orders must be cancelled 48 hours prior in order to avoid a minimum charge.
- Orders cancelled during or after services have been rendered will be subject to 100% of the original charges.

### Pricing Information

<b>Rigging Labor Hourly Rates</b>	Advance Rate (21 days in advance)	Regular Rate
Straight Time - 8:00am-5:00pm (m-f)	\$ 95.00	\$ 105.00
Overtime - 5:00pm - 12:00am (m-f)	\$ 142.50	\$ 155.00
Double Time -12:00am - 8:00am (m-s)	\$ 190.00	\$ 220.00
Saturday - 8:00am - 12:00am (sat only)	\$ 142.50	\$ 155.00
Sunday - All Day (sun only)	\$ 190.00	\$ 220.00
Holidays - All Day	\$ 190.00	\$ 220.00
Dead Hang Point	\$ 55.00	\$ 65.00
Motor/Point	\$ 225.00	\$ 235.00
Scissor Lift Daily	\$ 355.00	\$ 455.00

\*\* Rates are per rigger / per hour (4hr. Min)\*\*

### Rigging Quote Requests:

To Request a Rigging Quote for Your Event Please Visit The Rigging Advance Website at:

<https://www.psav.com/RiggingForm/>

For Information on Rigging , Please visit:

<http://venuepartners.psav.com/rosenrigging/>

[Exhibitor Services - Learn More](#)

### For Questions Regarding Your Quote:

Chris Poker  
Rigging Coordinator - PSAV®  
PH: (407) 996-2237 FAX: (866) 225-1303  
Email to: [CPoker@psav.com](mailto:CPoker@psav.com)

**PSAV**  
*is proud to be Rosen Properties'  
Exclusive Rigging Provider.*

### Method of Payment

Credit Card:

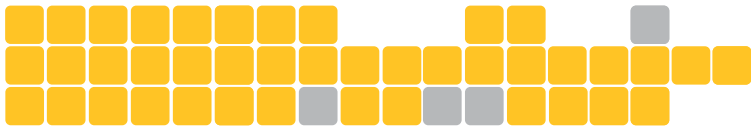
Exp Date \_\_\_\_ / \_\_\_\_

Card Billing Zip Code/required

Cardholder's Name (as appears on card):

Cardholders Signature:

Cardholder's Billing Address, if different from company address:



# BOOTH LAYOUT FORM

COMPANY NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

SHOW NAME: \_\_\_\_\_

DATE OF SHOW: \_\_\_\_\_

BACK OF BOOTH (INDICATE ADJACENT BOOTH #:


INDICATE ADJACENT BOOTH #  
\_\_\_\_\_

INDICATE ADJACENT BOOTH #  
\_\_\_\_\_

FRONT OF BOOTH (INDICATE ADJACENT BOOTH #) \_\_\_\_\_

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

Utilities under carpet? \_\_\_\_\_

There is a minimum labor charge of (1 1/2) one and one half hours for hook-up, and (1) one hour dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services. Standard location is the back of the booth.

**ISLAND BOOTHS**  
 A scaled floor plan *must* accompany orders showing locations of electrical outlets, connections and lighting equipment.



# REGULATION AND GENERAL INFORMATION

1. For all Equipment supplied, read the ratings from the metal plate attached to the unit (See example). If the rating is in watts, order in wattage. If the rating is in amps, order in amperage.

## EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT

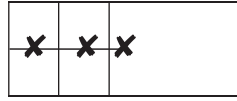
0	V120 PH1	0	120V SinglePhase	10	V230	0	230Volts
	Hz60		= 60Cycle		A30		= 30Amps
0	W1000	0	1000Watts	0	PH3	0	3 Phase

2. Separate locations require separate outlets (500 watt min.)

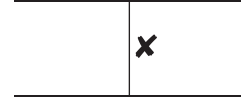
## POWER LOCATIONS: ) ( Indicate location of outlet

### WHERE WILL MY OUTLET BE LOCATED?

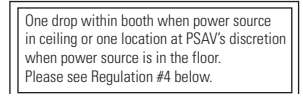
Your outlet will be located as depicted below unless floorplan is received indicating otherwise.



INLINE BOOTHS – PENINSULA



BACK-TO-BACK PENINSULA BOOTHS



ISLAND BOOTHS

- Orders must be received with payment a minimum of twenty-one (21) days prior to scheduled event set up for Advance Price. Orders received less than twenty-one (21) days prior to scheduled event set up or without payment will be charged at the Standard Prices.
- PSAV electrical is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a PSAV electrician. PSAV will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than a PSAV electrician.
- A separate outlet must be ordered for each location where electricity is needed.
- Rates listed for all connections include bringing the service to booth in the most convenient manner for PSAV and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.
- Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during the operation of the show. A minimum charge of one and a half (1 1/2) hour labor for installation and one (1) hour to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
- Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
- All equipment regardless of source of power, must comply with Federal, State, and local codes. PSAV reserves the right to inspect all electrical devices and connections to insure compliance with all codes. PSAV is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
- Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at standard price for each piece of equipment to be connected.
- All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.
- All exhibitor's cords must be minimum of 14/3 with ground. ALL exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- A \$25.00 service charge will be assessed for all returned checks and credit cards.
- Material and equipment furnished by PSAV for this service order is furnished on a rental basis and remains the property of PSAV and shall be removed ONLY by PSAV Employees. Price also includes all necessary disposable supplies.
- PSAV Employees are authorized to cut floor coverings when essential for installation of service otherwise indicated.
- Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by a PSAV Employee prior to close of event.
- Credit will not be given for service installed and not used.
- It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay PSAV its attorney fees or applicable agency fees.
- A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice.
- Exhibitor holds PSAV harmless for any and all losses of power beyond PSAV's control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor.
- As the official Electrical Contractor, PSAV will be responsible for:
  - All under carpet distribution of electrical wiring
  - All motor and equipment hook-ups requiring hardware connections
  - The above items require electrical labor, which may be ordered in the Electrical Labor sections on the reverse side
- In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
  - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge
  - The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
  - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
- Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.

SIGNATURE: BY SIGNING YOU INDICATE THAT YOU UNDERSTAND THE TERMS AND CONDITIONS.

