

AT YOUR SERVICE...

EXCELLENCE AS STANDARD



Exhibition Rigging Enquiry

| | | |
|---|---------------------------------|--|
| CONTACT DETAILS: (PLEASE PRINT USING BLOCK CAPITALS) | | |
| Designer/Contractor | | |
| | | |
| Name of Exhibition: | Venue: | |
| | | |
| Company Name: | Stand Name & Number: | |
| | | |
| Contractor Address (Bill-To-Address) | Postcode: | Tel No. |
| | | |
| Order Contact Name: | Order Contact Number: | Order contact email: |
| | | |
| Onsite Contact Name: | Onsite Contact Number: | Onsite contact email: |
| | | |
| Trim Height (Attachment): | Banner Height | Banner Height from Floor to Underside |
| | | |
| Date of build | ETA on site | Time taken to build item |
| | | |

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| YOUR REQUIREMENTS: | | |
|--|--|-----------------|
| Weight Loading – including additional items such as lighting, AV, ect. | Brief description of banner construction | |
| Weight per point – | | |
| Total weight – | | |
| Rigging Plot Submitted | | |
| Yes - | No - | Date Received - |

You must supply a scaled plan and drawing with dimensions and orientation at the time of submitting this form. This includes measurements to each rigging point, orientation to the hall (see drawing), weight loadings and any power requirements.

Please see the Exhibition Rigging Guidance document for all other information with regards to our rigging policies and procedures.

Terms & Conditions:

We must receive your rigging request 14 days prior to the commencement of build. We reserve the right to charge a surcharge of 20% for late orders and amendments received later than 14 days from the event. Enquiries received later than 7 days before the event may not be able to be facilitated.

Cancellation of services 7 days prior to the event will result in a full charge.

A rigging contribution charge includes, pre-rig, build, removal, and CAD sign off. Your truss will be left at working height during the pre-rig where possible. Please state if you have any other requirements.

All prices are quoted excluding VAT.

ACC and UK Rigging cannot be held responsible for your banners whatsoever if they are not collected during show breakdown – banners will be disposed of after event tenancy has finished

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