

**ATTN:** Building Services Department

5001 Coliseum Drive North Charleston, SC 29418

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(Please Type or Print Information)

Event:		Date/Time of Install:
Firm Name:		Booth Number:
Address:		Zip Code:
Contact Person:	Telephone:	Fax:

**ADVANCE RATES APPLY ONLY TO ORDERS PAID IN FULL AND RECEIVED 14 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. STANDARD RATES APPLY TO ALL OTHER ORDERS, NO EXCEPTIONS.**

	ADVANCE RATE	STANDARD RATE	TOTAL
<b>Rigging Labor Rates</b>	\$32.00 per person/hr	\$48.00 per person/hr	_____

Minimums: There is a 2-person minimum per rigging call. There is a 4-hour minimum for load-in and load-out.

Normal hardware to suspend items will be supplied by the Charleston Area Convention Center (CACC) at an additional charge (block and falls, chain hoists, aircraft cable, motors, rope and string for banners, etc.).

A copy of the rigging charges will be given to booth representatives after completion of the rigging. Exhibitors requiring rigging must stop by the customer services desk to sign paperwork before rigging will be initiated.

**In order to facilitate your order, please answer the following questions:**

Description of item (sign, banner, truss, etc.) \_\_\_\_\_

Type of material (wood, vinyl, cloth, steel, etc.) \_\_\_\_\_

Size \_\_\_\_\_ Weight \_\_\_\_\_

Electric power needed (amps, voltage, phase, etc.) \_\_\_\_\_  
(Order on electrical form and note power is for rigging.)

Quantity (If items are different, please attach description of each) \_\_\_\_\_

Move-in Date \_\_\_\_\_ Move-out Date \_\_\_\_\_

- **Exhibitor is responsible for verifying with Show Management that rigging is allowed in the show**
- **All rigging must comply with Show Management policies**
- **All rigging orders are subject to approval by CACC and must be installed and supervised by CACC personnel**

**Order Form Checklist**

*Did you remember to?*

- \_\_\_\_\_ Read all Regulations on the reverse side of this form?
- \_\_\_\_\_ Complete all event, booth and company information clearly and completely?
- \_\_\_\_\_ Enclose payment in full?
- \_\_\_\_\_ Return form and payment to the CACC a minimum of (14) fourteen days prior to exhibitor arrival to receive advanced rate?

**PAYMENT METHOD**

**FULL PAYMENT MUST ACCOMPANY ORDER**

\_\_\_\_\_ Check/Cash (U.S. Currency Only), **Made payable to: Charleston Area Convention Center**

\_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover \_\_\_\_\_ American Express

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## GENERAL REGULATIONS

## Rigging

1. All order form information must be completed in full for the order to be processed. Incomplete order forms could result in processing and service installation delays.
2. **ADVANCE ORDERS:** To receive advance rates, orders and payment must be received a minimum of 14 days prior to the first scheduled move-in day.
3. **CREDIT WILL NOT BE GIVEN FOR SERVICE INSTALLED AND NOT USED.** Notice of cancellations must be received prior to scheduled move-in day in order to receive credit.
4. All materials and equipment furnished by or rented from the Charleston Area Convention Center (CACC) shall remain within the Facilities and shall not be removed.
5. Under NO circumstances shall anyone other than the CACC Technical Personnel make any modifications or alterations to any equipment or materials furnished by the CACC.
6. **OBSTRUCTIONS BLOCKING RIGGING ARE SUBJECT TO RELOCATION AS NECESSARY.** Unless otherwise directed, CACC personnel are authorized to relocate items to permit installation of service.
7. Claims will not be considered unless filed in writing prior to close of the show.
8. Prices are subject to change without notice.

## SERVICE INSTALLATION AND EQUIPMENT

1. Date of installation and removal may vary depending on the quantity of orders received and how many move-in days the event may have.
2. Assembly of item(s) is not performed by CACC personnel, and must be completed before item will be suspended.
3. Please attach any blueprints, booth diagrams, sketches, or drawings that may help us understand your needs. If you have any special requirements, contact Building Services at (843) 529-5026.