



Massachusetts Convention Center Authority

Request for Exhibitor Rigging Services

Effective June 1, 2006

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

Payment in U.S. currency only. MasterCard, Visa, and American Express welcome onsite and online.

To order online, visit us at www.massconvention.com

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (____) _____ EMAIL: _____ @ _____

ORDERED BY/TITLE: _____ DATE: _____

SHOW SITE CONTACT: _____ CONTACT PHONE: (____) _____

BOOTH NO. (s)

RIGGING SERVICE	QTY.	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Package Rigging Rate *		\$1550.00	\$1684.00	
Special Quote <i>Estimates for signs weighing more than 150 lbs, motorized rigging, trusses, lighting design & programming available upon request. Please contact our rigging experts directly: (617)954-2345.</i> <i>If you have already received a quote, please indicate amount and date in the boxes to the right. QUOTES are ESTIMATES ONLY. Final costs are determined at close of event</i>		QUOTED AMOUNT		
		DATE RECEIVED		
		TOTAL RIGGING DUE \$ _____		

* Only the Package Rigging Rate will be billed upon receipt of order. Additional charges may be due once actual time and equipment have been determined. The MCCA requires a credit card on file to charge the remaining balance after the close of the event.

Package Rigging Rate includes the following:

Labor: Installation & Removal Monday – Saturday 7:00AM – 12:00 Midnight (Except Holidays)

- ✓ Labor outside the above listed days and times are subject to overtime charges as outlined on reverse of form.
- ✓ Items weighing more than 150 lbs and/or require more than 3 hrs move-in and 1 hr move-out will be billed accordingly.

Lifts: All sizes as necessary, including 26' slimline, 32' boom, 40' scissor, and 120' boom

Materials: All cables, pipes, and hardware as necessary. ONLY RATED RIGGING HARDWARE PERMITTED.

ITEM DESCRIPTION & INFORMATION			
**Description of Item (Sign, Banner, Truss, etc.): Please attach any diagrams, rigging plots or specifications to this form. Layout must be received prior to show to avoid additional charges.			
Quantity:	Size:	Weight:	Height desired from floor to top of suspended item:
Do any items require Electrical service (circle one)? YES NO Indicate Service Ordered on Electrical Form:			
Preferred Move-In Date:		Preferred Move-Out Date:	
Dates of installation and removal may vary depending on the orders received and the amount of move-in and move-out days for your event. If you are not flexible and need a DEFINITIVE DATE AND TIME, additional charges may apply.			

**All rigged items are subject to approval by the MCCA's Rigging Company, and must be installed, removed, and supervised by MCCA Rigging Reps.

Send a check payable to Massachusetts Convention Center Authority and the top three copies of this form to:

CUSTOMER SERVICE CENTER
MASSACHUSETTS CONVENTION CENTER AUTHORITY
415 SUMMER STREET
BOSTON, MASSACHUSETTS 02210
617-954-2230 • customerservice@massconvention.com

Tax ID#: 042768982

FOR MCCA USE ONLY

DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:
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REGULATIONS AND CONDITIONS ON REVERSE SIDE

REGULATIONS AND CONDITIONS OF RIGGING SERVICES

1. The Massachusetts Convention Center Authority is the EXCLUSIVE provider of rigging services at the Boston Convention & Exhibition Center and the EXCLUSIVE provider of all motorized rigging or any truss rigging throughout the John B. Hynes Convention Center. The Massachusetts Convention Center Authority is the *preferred* vendor of any other rigging or sign hanging at the John B. Hynes Convention Center.
2. All payment must be in U.S currency only.
3. To qualify for the discount rate, the request and payment must be received 21 days prior to show/event opening. Orders cannot be guaranteed if placed less than 21 days before first move-in date.
4. Conditions for processing service order forms are:
 - a. The payment for service MUST accompany the service request.
 - b. The date the payment is received determines the applicable rate.
 - c. Incomplete information will delay processing.
 - d. The booth number(s) MUST be identified on the form.
 - e. Diagrams, rigging plots or specifications MUST accompany the service request.
5. No telephone or facsimile orders will be accepted.
6. Services will not be provided unless paid for in advance.
7. All outstanding charges must be paid prior to the close of show at the MCCA Customer Service Center.
8. Any claims for refunds will not be considered unless filed by the exhibitor at the MCCA Customer Service Center prior to the close of the show or event.
9. All booth number changes should be communicated by the exhibitor to the MCCA Customer Service Center prior to the show/ event opening. Additional charges may result if services must be moved after initial set up.
10. Any exhibitor requiring additional services or information, please contact the MCCA Customer Service Center.
11. MCCA order forms cannot be reproduced or copied without express written consent of the MCCA.
12. This form is for all exhibitor rigging requests for events held at the John B. Hynes Veterans Memorial Convention Center and the Boston Convention & Exhibition Center.
13. Credit will not be given to services installed and not used.
14. All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel at the close of the show.
15. Services other than those listed in unit price schedule on reverse side will be charged an hourly rate. The minimum charge is one hour.
16. Labor rates are based on current wage and benefit rates and are subject to change without notice.
 - a. Sundays, Holidays, 12:00 Midnight – 7:00am and additional labor hours will be billed at the package rate of \$304 per hour. This includes all necessary labor, lifts, and signage materials.
17. Standard wall outlets and other permanent building outlets are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
18. Service must be provided by MCCA personnel or designated service provider.
19. Rates quoted for all rigging services cover the bringing of the service to the booth area in the most convenient manner to the MCCA. Additional labor charges may be incurred for the service installation.
20. All rigging must conform to the rules, regulations, and facility limitations of the Massachusetts Convention Center Authority.
21. All equipment, signs, products, etc. must be designed to suspend safely. Care must be taken to use only RATED RIGGING HARDWARE when designing, constructing or purchasing such items. All working load limit, (W.L.L.). In some cases the Authority may require an Engineers stamp of approval. See the Authority's Event Planning Guide containing the rules and regulations and the Authority's rigging guidelines.
22. All points where spansets are used will require a steel safety.
23. Any equipment, signs, products, etc. deemed to be unsafe for overhead suspension by the Authority's Official Rigger will not be allowed.
24. All assembly of equipment, signs, products, etc., will be the responsibility of the Exhibitor or Contractor.
25. The use of *any* type of tape/adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces is NOT PERMITTED.
26. Rigging plots, drawing, blueprints or engineers certification (when requested) must be submitted to the Massachusetts Convention Center Authority's Customer Service Department a MINIMUM of Twenty-One Days in advance of the first move-in day for your show.
27. Rigging plots, drawings, blue prints must include the location, dimensions, height from the floor to the top, and weight of the suspended item. They must also show booth outline with aisles or neighboring booths marked for reference and orientation.
28. Actual time and date of rigging may vary during move-in and move-out of your show in order to reduce costs to you. The schedule for rigging orders will be determined based on when order was received and the amount of set up required. We will take specific day and time requests into consideration, but can not guarantee them unless a specific quote has been provided. A rough schedule will be available at the MCCA Customer Service Center. If you are not flexible and need a DEFINITIVE DATE AND TIME, additional charges may apply.