

EVENT TECHNOLOGY EXHIBIT RIGGING FORM

EXHIBITOR INFORMATION

Company Name:		
Billing Address:		
City:	State:	Zip:
Phone:	Fax:	
Email:		
On Site Contact Name:		
On Site Contact Cell #:		
Delivery Date:	Time:	
Return Date:	Time:	
Booth Number:		
Event Name:		
Event Dates: to		
<p>Upon receipt of a completed Exhibit Order, a payment link will be provided, and 100% of the total exhibit cost must be paid in full no later than 14 days prior to load-in. Orders submitted after this deadline will incur late processing fees:</p> <ul style="list-style-type: none"> 15% if submitted 7–14 days before load-in 25% if submitted less than 7 days before load-in <p>INSPIRE reserves the right to decline rigging services if there is insufficient time to safely execute the design.</p> <p>Equipment rental prices are calculated on a per-day basis, with a minimum rental period of one day.</p> <p>Orders exceeding \$10,000 are subject to a 2% processing fee.</p> <p>Exhibitors assume full financial responsibility for any loss or damage to rented equipment.</p> <p>Cancellations made less than one week before load-in will incur a 50% charge. Cancellations made within 72 hours of load-in will be billed at 100% of the total cost.</p> <p>By submitting this document for processing, you acknowledge and agree to the terms outlined above.</p> <p>Exhibitor Delivery Policy: All exhibitors must be present at the scheduled delivery time. If the exhibitor is not available, the equipment will not be delivered until requested, and all labor and equipment charges will still apply at 100% of the agreed cost.</p> <p>For assistance with completing your order, please contact us at +1 (719) 231-9095.</p>		

RIGGING EQUIPMENT RENTAL

	QTY	Days	Daily Rate	Total
Load Bearing Point Charge (Dead Hang)			\$ 225.00	\$
1/2 Ton Chain Hoist			\$ 195.00	\$
12"x12" Truss			\$ 12.00/foot	\$
Scissor Lift			\$ 350.00	\$
Aerial Lift			\$ 1,200.00	\$

BANNERS

Banners weighing **15 pounds or less** and measuring up to **10 feet by 4 feet** are subject to a standard rate of **\$275.00 per banner**. If **pipe and drape** are required to ground support the banner, an additional charge of **\$25.00 per foot** will apply.

RIGGING LABOR RATES

Monday – Friday

6am – 6pm	\$150.00/hour
6pm – Midnight	\$225.00/hour
Midnight – 6am	\$300.00/hour

Saturday, Sunday, and Holidays

6am – 6pm	\$225.00/hour
6pm – Midnight	\$300.00/hour
Midnight – 6am	\$300.00/hour

Rigging and hanging labor will be provided by INSPIRE and charged on an hourly basis, requiring a minimum of a 3-person rigging crew with a 5-hour minimum.

<p>INSPIRE is proud to serve as the exclusive in-house rigging contractor for The Broadmoor. As the designated rigging provider, INSPIRE is required to approve all rigging designs and provide all rigging labor, chain hoists, and rigging equipment for your event. Our primary responsibility is to ensure the safety of guests, staff, and property, as well as to enforce all safety standards in compliance with or exceeding OSHA regulations.</p> <p>Please refer to our Rigging Policy for detailed guidelines, as a signed copy of the Rigging Policy will be required along with this Exhibit Rigging Form.</p>	RENTAL TOTAL	\$
	LABOR CHARGE	\$
	SUBTOTAL	\$
	TAX	\$
	TOTAL DUE	\$

For additional details, pricing, or further clarification, please contact your INSPIRE Account Manager. Thank you for your cooperation, and we look forward to ensuring the success of your event!