



WALTER E. WASHINGTON
CONVENTION CENTER

RIGGING SERVICE CONTRACT



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Signature on last page (Terms & Conditions) is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. Fed ID # 88-0437088 2012-2013**

Deadline Date for Incentive Rates:

Event Name:		Event Dates:	
Company Name		Booth No.	
Credit Card Billing Address (exact address for credit card)			
City / State / Zip		Country	
Credit Card No		Exp Date	
VISA <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>	Cardholder Name (Please Print)
Phone	Fax	Email	

***** PAYMENT MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES *****

TRUSS / MOTORIZED HOIST / RIGGING LABOR

Description Of Service	Quantity	Incentive	Base	Total Price
TRUSS				
10X12X12 Truss		184.00	212.00	
Corner Blocks		120.00	136.00	
CHAIN MOTOR up to 1 Ton		513.00	543.00	
HTE provides all motors for all overhead rigging				
Price includes power and points				
RIGGING POINTS Per Point		109.00	124.00	
OVERHEAD QUARTZ LIGHT For Islands & Special Displays Only		345.00	421.00	
<i>10x10 / 10x20 In-Line & Peninsula Booths please use Electrical Service Order Contract</i>				
Dimmer Boards / Custom Truss / Satellite Cable Run (Please call for Quote)				\$
Subtotal of Charges				

Labor Request Section: 4 Hour Minimum per Man

See Terms and Conditions Section for Labor/Lift Rates

Installation Day/Date	No. Stagehands	No. Riggers	Dismantle Day/Date	No. Stagehands	No. Riggers
M			M		
T			T		
W			W		
Th			Th		
F			F		
Sa			Sa		
Su			Su		



TERMS AND CONDITIONS

Must be signed in order for Rigging Services to be scheduled

RIGGING LABOR

1. \$91.00 per hour during Straight Time: 8am-4:30pm M-F
2. \$174.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
3. A four (4) hour minimum per labor call applies.

RIGGING JURISDICTION

1. Rigging includes all motorized rigging-to-building structures.
2. All exhibit hall rigging must provide a floor plan for approval by HTE
3. All motors for rigging must be ordered through HTE.
4. All labor for rigging-to-building structures will be provided by HTE.
5. No other Contractor or Persons may attach motorized equipment for rigging to building. HTE is not responsible for any loss or damage resulting from any other Contractor or Person attaching motorized equipment to the building.
6. Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
7. A four (4) hour minimum applies per rigging labor call.

SPECIAL EQUIPMENT / ONSITE ORDERS

8. Special Equipment orders require 30 days notice prior to move-in.
9. Onsite orders increase 50%

HI-TECH ELECTRIC MATERIALS

10. All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.

ESTIMATES / REVISIONS

11. Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to a minimum of one hour labor per revision.
12. Reductions made to an existing order are subject to a 10% surcharge.

SUPERVISION FEES

13. All booths and displays with labor incur a 20% supervision fee of the total labor charge.

CANCELLATIONS

- *Prior to event:* Exhibitor will be charged 20% of services ordered.
- *At Show Site:* Exhibitor will be charged 50% of services ordered.
- *Once services are installed:* Exhibitor will be charged 100% of all services rendered.

THIRD PARTY PAYMENT

14. Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled prior to the event closing.

DISCONNECTION / INTERRUPTION OF SERVICES

- 15. All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by HTE.
- 16. Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

DELAYS

17. In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.

TIPPING

18. Tipping is not permitted to HTE employees. All payments must be made to a Customer Service Representative or HTE Management.

INDEMNITY

19. The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC for any and all work related claims, accidents, losses, and damage.

Authorized Signature:

I agree that I am an Authorized Representative on behalf of the Exhibitor and I accept HTE's payment policies and terms of contract.

Print Name: _____ Signature: _____ Booth No. _____