

Hall rigging exhibitor order form

EXCeL
LONDON

 Valid from 1st January - 31st December 2022

If rigging is required for your event, please ensure that you have permission to rig from the show organiser. Please note that no order will be installed until payment is received in full and your rigging plans have been received (fully dimensioned and showing stand orientation in the halls).

Orders placed before 28 days from the first day of tenancy will be eligible for our early discount rate.

Orders placed within 28 days from first day of tenancy will be charged at our standard rate on all of ExCeL services.



Click here to access our Venue Services Centre to purchase internet services, wi-fi, cleaning, piped services and other essentials for your stand.

For rigging and derigging simple PVC or fabric banners

	QTY	Early discount	QTY	Within 28 days
<i>PVC banners should be produced with a 75mm pocket at the top and bottom.</i>				
B01 - Banners up to 2.5m wide including 2 x wires, tube and labour	<input type="text"/>	£411	<input type="text"/>	£493
B02 - Banners 2.501m to 6m wide including 3 x wires, tube and labour	<input type="text"/>	£582	<input type="text"/>	£698
B03 - Lightweight unusual shaped banner - for example cube/circle, 2m wide max, static load up to 60kg (including 4 x wires and labour) Banner frame must be supplied by client	<input type="text"/>	£849	<input type="text"/>	£1,018
ExCeL team to hoist and fix your banner	<input type="text"/>	POA	<input type="text"/>	POA
Rigging for larger banners and complex structures	<input type="text"/>	POA	<input type="text"/>	POA

Rigging items

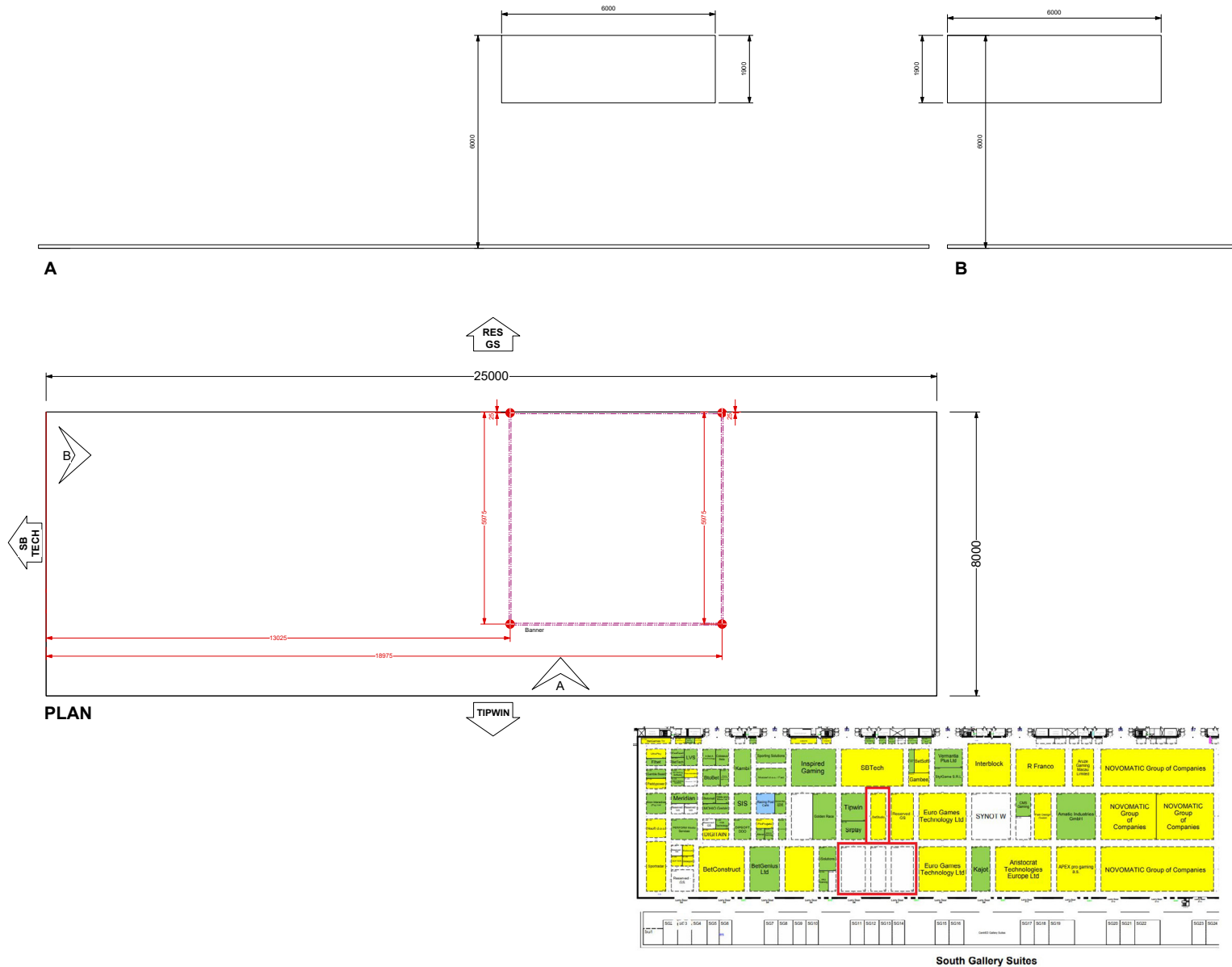
	QTY	Early discount	QTY	Within 28 days
Catenary wires are made from 10mm steel wire rope (Price per linear metre)	<input type="text"/>	£23	<input type="text"/>	£27
Lifting point - House point to be used for the attachment of hoists (An additional charge will apply for clients' own hoists to be connected to the venue's house points)	<input type="text"/>	£285	<input type="text"/>	£342
Lifting point - Electric motors/manual chain hoists - per week hire (An additional charge will apply for clients' own hoists to be connected to the venue's house points)	<input type="text"/>	POA	<input type="text"/>	POA

SUB TOTAL (excluding VAT)	£ <input type="text"/>
20% VAT	£ <input type="text"/>
TOTAL (including VAT)	£ <input type="text"/>

[Glossary & terms can be found on page 4](#)

Please ensure you have completed the checklist below, and send, together with a full dimensioned rigging plan, with this order form. Please tick if rigging plans enclosed.

You must send a drawing highlighting exactly where you need your services/ supplies installed to and the orientation of your stand as shown in the example below. Information should also be provided on any moving loads, flying performers, or anything else out of the ordinary.



Summary of terms This order is accepted on the understanding that full ExCeL Venue Services Terms and Conditions apply (available upon request)

- American Express and Diners Card will no longer be accepted as a payment method.
- Delivery of orders cannot be guaranteed unless received 14 days before event tenancy.
- **Orders placed before 28 days from the first day of tenancy will be eligible for our early discount rate.**
- **Orders placed within 28 days from the first day of tenancy will incur a 20% surcharge on all of ExCeL Core Services.**
- **There is a 50% cancellation fee if cancelled after 14 days prior to first day of tenancy.**
- **Refunds will ONLY be given if written cancellation is received not less than 14 days prior to tenancy (Subject to an administration charge).**
- **Any changes required due to incorrect rigging plans will be subject to a surcharge.**
- It is your responsibility to ensure that you have read and understood any/all Organisers rules and regulations covering this show/event. If written permission is required for rigging, a copy of the authorisation should be included with your order.
- It is your responsibility to submit suitable Risk Assessments and Method Statements to the organiser covering all your intended works prior to build up.
- All rigging plans must show the location of each rigging point in relation to the stand using metric measurements.
- All rigging must be within the perimeter of the stand.
- The stand orientation must be detailed by showing the location of the main entrance and by the stands neighbouring three sides of it.
- All orders for rigging must follow the required guidelines and be submitted with a clear precise rigging plan at the time of ordering.
- Please provide full details of your intended method of attachment to static rigging wires or lifting tackle.
- Please note that we do not provide or construct any frames for shaped banners.
- Banners will be rigged at the shows pre-determined height (as designated by the Organisers) or at 8m to the top unless otherwise stipulated.
- If you are supplying your own Manual/Electrical Chain hoists (Hang/Remove fee), the chain needs to be a minimum of 10m in length, onsite surcharges may apply should this not be adhered to.
- ExCeL London will not be liable for any consequential or other direct or indirect loss suffered by the Customer howsoever caused.
- **Please note that this quotation is based on the information provided by you and we have based the proposed rigging requirements on this information. Should your structure deviate in weight or dimensions on arrival to the venue or if the venues structural engineer seeks further information to gain approval extra costs/delays may be incurred to rectify this situation. This quotation is not a guarantee that ExCeL Core Rigging Services will suspend your structure or carry out such rigging works.**

Event / exhibitor details

Event Name: Stand Number and/or Room Name:

Please note it is your responsibility to advise us of any changes to stand number and/or location. Any associated remedial work will attract additional charges.

Order contact details

We require contact details so we can contact you about your order

First name: Last name:

Job title: Company:

Address:

Country: Postal/zip code:

Telephone: Email:

VAT number: Direct Mail Opt-in:

Invoice details

These are the details as they will appear on your invoice (this cannot be changed at a later date)

Same as Order contact details:

Please complete this section if different from Order contact details.

First name: Last name:

Job title: Company:

Address:

Country: Postal/zip code:

Telephone: Email:

VAT number:

Payment details

Orders will be invoiced, full payment must be received before the first build day of the event

Services will not commence until full payment is received

Payment Method: Bank Transfer

Credit Card (Finance team will contact you)

PO Reference:

It is in your interest to read this document thoroughly as this will help to avoid confusion at a later date.

Drop wires

Drop wires should only be used to suspend light weight static loads, e.g. banners/simple light weight structures. 6mm steel wire rope including a bullet end connection. Any length. Static load only up to a max of 50kg. Not to be used as a lifting point, i.e. chain hoists may not be suspended from drop wires. Ordering of a drop wire does not include a hoisting and fixing service, this must be ordered separately.

Lifting points

All lifting points are assembled using accessories capable of supporting a load of 5kN. Allowable loading per point needs to be checked prior to tenancy as point loading is location dependant within the venue. Ordering of a lifting point does not include the supply of a lifting hoist. This must be ordered separately (see below). There is a charge for connecting clients own chain hoists to the venue. Lifting points that require spreader beams will be charged as two lifting points. The spreader truss beams used to facilitate the lifting points is not charged for.

Banner rigging

For all PVC/Fabric banners. PVC banners should be produced with a 75mm pocket at the top and bottom.

Up to 2500mm wide (inc 2 wires and tube) is one price. ("B01") and 2551-6000mm wide is another ("B02") Banners wider than 6m, box banners or unusual shapes/material will be priced upon application.

Banners must be delivered before the first day of tenancy to allow us to rig the banner(s) before anyone arrives. If banners do not get delivered before this date then a hoist and fix charge will apply. Banners will be rigged to your plan. Make sure you have included all the correct information as any on-site banner moves/banner shuffles will be charged.

Truss

Our most commonly used truss is Thomas 305 super truss. This is charged per metre.

We do have other sizes of truss in stock and will be priced upon application.

Catenary wires

Our catenary wires are made from 10mm steel wire. Make sure that your snap hooks fit this dimension.

Catenary wires are charged per metre, and are calculated to the next termination beam.

Electric chain hoist including control equipment

Our hoists will not usually be installed before the first day of tenancy. Electrical chain hoist load redundancy can be taken into consideration on an individual hoist basis. If the point load on the hoist is less than 50% of the WLL of the hoist including an allowance for dynamic load, then a secondary suspension will not be required.

Hoist and fix charge

This service is used if you require us to hoist and fix your structure / banner for you (so that you do not have to hire in plant, lifting equipment and rigging personnel yourselves). It includes our use of labour, machinery, and time. (A labour charge will be added separately if the nature of the design / job is complex). You must state a time and date when ordering to avoid delays. As you can appreciate that the exhibition floor gets busy during build up and that access gets quite restricted. You do not need to order this service if you have ordered banner rigging and that your banner is delivered by the banner deadline. This service does not include any de rigging service as this needs to be ordered separately.

De-rig service

As above but in reverse. We cannot guarantee a time for the de-rigging and lowering of your structure / banner. This will not happen on the first night of breakdown unless prior agreement with the rigging manager, the show organiser, the venue health and safety officer and the event manager. This is because of the usual level of high exhibitor activity on the first night of breakdown.

Plant hire

ExCeL London does not sub hire out plant or act as a third party agency for plant hire.