



Renaissance Event Technology

Banner Hanging & Overhead Rigging Order Form



601 Commerce Street Nashville, TN 37203
Ph 615-742-2236 Fax 615-525-4100

Please fill free to contact us directly with questions regarding your banner & overhead rigging needs.

A - Rigging Information

Signage size & location must conform to Show Exposition Company standards.

This approval is your responsibility.

- 1 Any item suspended or attached to the facility, must be hung, flown and/or rigged by facility approved staff **only!**
- 2 Advance notice is required. On-site orders may cause delays and additional costs.
- 3 All requests are subject to physical and/or structural limitations.
- 4 All equipment, cables and connections must conform to OSHA safety standards and are subject to inspection/approval.

B - Rigging Rate Schedule

Rigging Crew \$160.00 per hour - four hour minimum

* All rigging calls are scheduled with a minimum of 2 up riggers and 1 down rigger for installation and removal.

Monday - Sunday: 8:00am - 12:00am: \$60.00 per hour per up rigger

Monday - Sunday: 8:00am - 12:00am: \$40.00 per hour per down rigger

* All calls are billed at a minimum of four hours, and billed in half-hour increments thereafter.

* All calls before 8:00 AM and after 12:00 PM will be billed at time and a half.

* Hours exceeding eight on the same call will be billed at time and a half.

* Hours exceeding 15 on the same call will be billed at double time.

* Calls starting or ending on holidays will be billed at double time.

C - Banner Hanging Rate Schedule (Excludes Exhibit Hall)

Banner Hanging - \$100.00 per banner (Meeting rooms and Lobby levels 1 and 2 only)

* Banners not exceeding 120 sq. feet

* Should your banner exceed 120 sq. feet please see B - Rigging Rate Schedule.

* Large quantities of banners may be hung at hourly rate. Please see B - Rigging Rate Schedule.

D - Payment Information

Payment is due 10 days in advance by check or major credit card.

72 hours or less cancellations are subject to Full Charge.

Credit Card Information:

Type _____ CCN# _____

Cardholder's Name _____ Exp. Date _____

Cardholder's Signature _____

Company Information	Call Time Information
Company Name _____	Show Name _____
Address _____	Booth / Room _____
City _____	Installation Date _____ Time _____
State / Zip _____	Removal Date _____ Time _____
Phone _____	On-Site Contact _____
Fax _____	
E-Mail _____	Prices Subject to change without notice
Contact _____	

Rev 7.24.08

NEED AUDIO VISUAL EQUIPMENT ???
Call 615-493-4052 to request the Order Form

AVEO # _____
PMS # _____