

CHARLESTON AREA CONVENTION CENTER

Attn: Building Services Department
5001 Coliseum Drive – North Charleston, SC 29418

Phone: (843) 529-5026 Email: ServiceDesk@NorthCharlestonColiseumPAC.com Fax: (843) 529-5080

Please Type or Print Information & Fill Out Completely

Event:		Date/Time Install:
Exhibitor/Firm Name:		Booth:
Address:	City/State/Zip:	
Contact Person:	Email Address:	
Telephone:	Fax:	

ADVANCED RATES APPLY ONLY TO ORDERS RECEIVED & PAID IN FULL A MINIMUM OF 14 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. STANDARD RATES APPLY TO ALL OTHER ORDERS. NO EXCEPTIONS.

	Advanced Rate	Standard Rate	Total
RIGGING LABOR RATES			
Per Person/Per Hour.....	40.00	\$50.00	_____

Minimum: There is a two-person minimum per rigging call and a four-hour minimum for load-in and load-out.

Normal hardware to suspend items will be supplied by the Charleston Area Convention Center (CACC) at an additional charge. (Block and falls, chain hoists, aircraft cable, motors, rope and string for banners, etc.)

A copy of the rigging charges will be given to booth representatives after completion of the rigging. Exhibitors requiring rigging must stop by the customer service desk to sign paperwork before rigging will be initiated.

In order to facilitate your order, please supply the following information:

Description of Item (Sign, Banner, Truss, etc.): _____
 Type of Material (Wood, Vinyl, Cloth, Steel, etc.): _____
 Size & Weight: _____
 Electric Power Needed* (Amps, Voltage, Phase, etc.): _____
 Quantity (If Items are Different Attach Description of Each): _____

**Place order on Electrical Order Form and make note that power request is for rigging.*

Move-In Date: _____ Move-Out Date: _____

- **Exhibitor is responsible for verifying with Show Management that rigging is allowed in the show**
 - **All rigging must comply with Show Management policies**
- **All rigging orders are subject to approval by CACC and must be installed and supervised by CACC personnel**

Did you...

- ☐ Read the Regulations on the reverse side of this form?
☐ Complete all event, company & booth information?
☐ Provide payment in full?
☐ Return order form & payment to the CACC a minimum of (14) fourteen days prior to first exhibitor move-in day to receive advanced rate?

Order Total \$ _____

Method of Payment

- ☐ Check (Made payable to: **Charleston Area Convention Center**) Check No: _____ ☐ Cash (US Currency Only)
☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Credit Card Number: _____ Expiration Date: _____

Signature: _____ Print Name: _____

GENERAL REGULATIONS**Rigging**

1. All order form information must be completed in full for the order to be processed. Incomplete order forms could result in processing and service installation delays.
2. **ADVANCE ORDERS:** To receive advance rates, orders and payment must be received a minimum of 14 days prior to the first scheduled move-in day.
3. **CREDIT WILL NOT BE GIVEN FOR SERVICE INSTALLED AND NOT USED.** Notice of cancellations must be received prior to scheduled move-in day in order to receive credit.
4. All materials and equipment furnished by or rented from the Charleston Area Convention Center (CACC) shall remain within the Facilities and shall not be removed.
5. Under NO circumstances shall anyone other than the CACC Technical Personnel make any modifications or alterations to any equipment or materials furnished by the CACC.
6. **OBSTRUCTIONS BLOCKING RIGGING ARE SUBJECT TO RELOCATION AS NECESSARY.** Unless otherwise directed, CACC personnel are authorized to relocate items to permit installation of service.
7. Claims will not be considered unless filed in writing prior to close of the show.
8. Prices are subject to change without notice.

SERVICE INSTALLATION AND EQUIPMENT

1. Date of installation and removal may vary depending on the quantity of orders received and how many move-in days the event may have.
2. Assembly of item(s) is not performed by CACC personnel, and must be completed before item will be suspended.
3. Please attach any blueprints, booth diagrams, sketches, or drawings that may help us understand your needs. If you have any special requirements, contact Building Services at (843) 529-5026.