Exhibitor Rigging Guidelines

ALL rigging requests must be submitted via this website:
www.encoreglobal.com/rigging-request

Equipment Guidelines

- **Encore is the exclusive provider of all flown truss, motors, rigging points, and rigging labor at this facility.**
- **All signs, banners, and set pieces must be assembled by the exhibitor / EAC prior to the stated rigging call time requested.** Additional labor charges may be billed for wait time incurred by rigging team.
- All signs, banners, and set pieces must include all rated hardware necessary for rigging.
- Electrical signs must be in good working order in accordance with the National Electrical Code.
- Electricity for signage and/or motors must be ordered in advance through Edlen.
- All signs and banners in public areas must be approved by Facility Management.
- Encore will not "dead hang" items over 100 lbs. or 10' in length. For items exceeding those specifications, chain motors will be used and quoted at prevailing rates.
- All exhibitor rigging must conform to Show Management regulations.

Labor & Pricing

- Rigging crews in the Exhibit Hall consist of a minimum of 3 riggers. Additional riggers will be quoted based on scope of installation.
- Rigging crews and lift(s) will be scheduled based on the scope of the client provided materials and placement in the room.
- If rigging must be installed prior to posted exhibitor move-in date, please notify Encore and Show Management for special authorization.
- A taxable 24% Service Charge will be added to the equipment subtotal for all rigging services.
- Tax Exempt Status – if you are exempt from sales tax, you are required to submit a State of Florida Exemption or Resale Certificate prior to services being rendered.
- **Upon submission through the link above,** Encore will generate an order and send to you for final confirmation BEFORE your payment is processed.
- Rigging orders cancelled during install or after services have been rendered will be billed in full.

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■ Inquiries and form submission: sales.tcc@encoreglobal.com