



F R E E M A N

Structural Rigging Authorization Form

See next page for Terms & Conditions

This form is required for: ◦Rigging of objects over 250 lbs ◦Points requiring motors ◦Rigging of any moving objects
 ◦Rigging of any signs requiring an electrical connection ◦Rigging of audio, video or lighting

Name of Event		Date of Event		
Company		Contact		
Address		Office Phone		Office Fax
Email		On Site Contact		On Site Phone
Installation Company Freeman AV, Houston		Contact Kenny King		
Address 1001 Avenida de las Americas		Phone 713-853-8257	Fax 713-853-8263	
Rigging Location (Hall, Booth, Room, etc.)				
Preferred time date/time rigging installation will begin:				
Day:		Date:		Time:
Preferred time date/time rigging installation will be removed:				
Day:		Date:		Time:
Description and dimensions of material and /or equipment to be rigged (see Terms & Conditions for drawings required)				
<i>NOTE: Charge per Rigger: \$70/hour with 6 hour minimum. Overtime after 8 hours, Saturday, Sunday and Holidays: \$105/hour.</i>				
Total weight of rigging		Number of hanging points		Max weight of each hanging point

Boom Lift: \$700/day Chain Hoist: \$175 per @ show rate Scissor Lift: \$400/day Point Charge: \$50/per point
NOTE: Any unrelated material will be billed to credit card at Rack Rate

Requested by: _____

Print Name _____ Signature _____ Date _____
NOTE: I have read and will comply with all Terms & Conditions listed on the next page.

Billing Information			
<input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Discover <input type="checkbox"/> American Express <input type="checkbox"/> Company Check <i>Credit card charges are for services, equipment, labor and handling fees at the GRBCC listed on this order form and for any additional amount incurred as a result of show site orders placed by your representative.</i>			
Contact Name		Company Name	
Address/City/State/Zip _____			
Phone		Fax	
Credit Card Number		Plus Number	Expiration Date
Authorization Signature		Date of Order	
<i>NOTE: I have read, understand and agree to all terms as described and have advised our show site representatives accordingly.</i>			



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Structural Rigging Terms & Conditions

1. FREEMAN AV is the exclusive structural rigger for the facility. During the initial design stages, please contact the FREEMAN AV rigging coordinator regarding specific rigging requirements for your event. The FREEMAN AV rigging coordinator will confirm whether or not the requirements fall within the facility architect's guidelines. Facility management or their designated representative may, at any time, refuse permission to hang, stop, terminate or delay the hanging or attachment process if they are concerned for safety reasons or damage to the building. The facility manager's decision will be final in all cases. Facility management has the ultimate right to assign an on-site supervisor provided by the facility audio-visual contractor, at published rates.
2. The rigging order form must be received by FREEMAN AV a minimum of 21 days prior to the first day of load-in to qualify for Incentive Rates. Base Rates for Rigging Approval apply to all forms/payments received after the 21 day deadline and require a deposit. Revisions and/or changes received after the 21 day deadline are subject to the base rates.
3. Rigging installations that exceed the stated load capabilities within any GRBCC area require prior written authorization. This form must be completed for ALL rigging installations in the GRBCC facility. FREEMAN AV must handle all rigging in all areas.
4. Contractor must submit this completed form and plans for authorization at least 30-days prior to move-in.
5. Plans must include detailed scale drawings (plans and elevations), rigging plots, and product literature if applicable. Drawings must include facility location where rigging will be done, and the location and weight load of each hanging point within the rigging plot. Contractor must submit two (2) copies of all plans.
6. The GRBCC reserves the right to utilize independent consultants, at Licensee's expense, for weight verifications and field inspections.
7. This is not a labor order form; you must schedule specific dates and times for any required labor.
8. All charges for FREEMAN AV labor and materials will be billed to party entered in payment section unless other arrangements are made with the Exhibit Services Department at least 30-days in advance.
9. Authorization by the GRBCC to provide rigging installations neither suggests nor implies that the GRBCC or FREEMAN AV has certified or approved the design or safety of the proposed rigging installation.
10. Authorized personnel must conduct all work in a safe manner.