



EXHIBITOR SIGNAGE AND RIGGING INSPECTION FORM

650 South Griffin Street

Dallas, Texas 75202

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Description of Service	Quantity	Base	Total Price
Rigging Inspection Fee per Point (i.e. motor(s), signage, banner(s))		\$50.00	

Name of Show	FAN EXPO Dallas
Company Name	
Booth Number	
Company Address	
City/State/Zip	
Contact Person Name	
Telephone	
Payment Method	<input type="checkbox"/> Credit Card For your convenience, we will use this authorization to charge your credit card account for advance orders, and any additional amounts incurred as a result of show site order placed by your representative. Please complete the information requested below. <input type="checkbox"/> Company Check (Please make check payable to Kay Bailey Hutchison Convention Center Dallas) <input type="checkbox"/> Other: _____

Credit Card: Please check one:

- American Express
 Discover
 Master Card
 VISA

Account #:		Exp. Date:		Security Code:	
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Cardholder's Name:	
Cardholder's Billing Address:	
Signature:	

Exhibitor Signature:	Print Name:	Date:
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Rules and Regulations:

- A. All rigging installations must be approved by the Kay Bailey Hutchison Convention Center Dallas (KBHCCD) Stage Manager.
- B. A KBHCCD Service Provider List of Rigging Contractors will be provided upon request. A Rigging Contractor of your choosing is also acceptable with the proper insurance.
- C. Requirements and responsibilities of all rigging contractors include:
 - 1. Installation of all points inclusive of pick points, cable runs, etc.
 - 2. Ensure all rigging is performed in a safe manner.
 - 3. Ensure the KBHCCD load limits are not exceeded.
 - 4. Attachment and removal of all chain motors and/or load.
 - 5. Repair any scratches, damage to mono coat fireproofing material or painted surfaces.

Description of Service:

- E. All painted surfaces must be protected from rigging cables, chains, wires or any other apparatus.
- F. The load rate on the high steel in Halls A, B, D, E and F is 2250 lbs.
- G. The load rate on the low steel in Halls A, B, D, E and F is 1125 lbs.
- H. The load rate on the Joist Truss in Hall C is 400 lbs per panel point.
- I. The load rate on the low steel in Hall C is 1125 lbs.
- J. The load rate on the eyebolts in Ballroom A is 1000 lbs.
- K. The load rate on the eyebolts in Ballroom D is 500 lbs.
- L. Any alterations to the facility for rigging must be pre-approved by the KBHCCD Facility Manager. This includes, but is not limited to the installation of anchors, eyebolts or alterations in any manner to the facility.
- M. Rigging in the Exhibit Halls, Ballrooms, Theatre or Meeting Rooms for any purpose from any structure, support or fixture other than the identified structural steel grid without approval from the KBHCCD Stage Manager is strictly prohibited.
- N. RIGGING IS STRICKLY PROHIBITED IN THE FOLLOWING LOCATIONS:
 - 1. NO RIGGING IS ALLOWED ON THE HIGH STEEL IN HALL C.
 - 2. NO RIGGING IS ALLOWED UNDER THE LOW CEILING IN HALL C, ON THE B/C AIR WALL SIDE.
 - 3. NO RIGGING IS ALLOWED IN BALLROOMS C.
 - 4. NO RIGGING IS ALLOWED IN THE A/B LOBBY CEILING ART LIGHT TRACKS.
 - 5. NO RIGGING IS ALLOWED IN LOBBY A.
 - 6. NO RIGGING IS ALLOWED ON ANY LIGHTING FIXTURES, PLUMBING, SPRINKLER FIXTURES, ELECTRICAL CONDUIT, AIR DUCTS OR ANY SUPPORT MECHANISM.
- O. All temporary rigging hardware must be removed at the conclusion of each show.
- P. Contractor will provide to the Stage Manager, a report detailing the number of rigging points and/or sign hangs for the event on or before the opening of the show. The report will include the following:
 - 1. Number of final connection points with the corresponding booth or location.
 - 2. Number of lightweight banners/signs with the corresponding booth or location.
 - 3. DO NOT include the No Charge points as described below:

Associated Rigging Costs:

\$50.00 per final connection point for wire rope, span, set chain motor or beam clamp rigging.

\$50.00 per lightweight banners/signs hung from 1/8" lightweight wire or chord.

No Charge for aisle signs or associated specific banner (i.e. Exhibitor Lounge, Service Desk, etc...).

Labor, Hardware, lifts and all rigging equipment are the responsibility of the rigging contractor.