

Page 2 must be signed to schedule Rigging Services

Authorized Signature:

I agree that I am the Authorized Card Holder on behalf of the Exhibitor, and I accept Hi-Tech Electric's payment policies and terms of contract described below on pages 3-5.

Print Name: _____ Signature: _____ Booth No: _____ Date: _____

Labor Request Section: **4 Hour Minimum per Man**

See Terms and Conditions Section for Labor/Lift Rates

Installation Day/Date	No. Stagehands	No. Riggers		Dismantle Day/Date	No. Stagehands	No. Riggers
M				M		
T				T		
W				W		
Th				Th		
F				F		
Sa				Sa		
Su				Su		

TERMS AND CONDITIONS

RIGGING LABOR

- \$108.00 per hour during Straight Time: 8am-4:30pm M-F
- \$206.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- A four (4) hour minimum per man labor call applies.
- Lift Rates: \$202.00 per hour (one hour minimum) plus operator's time.
- Due to safety concerns, all exhibit lighting orders must be pre-hung before decorator move-in.

RIGGING JURISDICTION

- Rigging includes all motorized rigging-to-building structures.
- All exhibit hall rigging must provide a floor plan for approval by HTE/GLP
- **All chain motors** for rigging must be ordered through HTE/GLP. HTE/GLP only hangs structures over 200lbs unless the hanging item is a speaker, light or a piece of special equipment. Please email to dcexhibitorservices@hi-techelectric.com for a quote.
- **Rotating motors** are available by request; however, exhibitor may also bring their own rotating motor. Unless the rotating motor is both supplied and rigged by HTE/GLP, power is not included and requires a separate order for overhead power.
- All labor for rigging-to-building structures will be provided by HTE/GLP.
- No other contractor or persons may attach motorized equipment for rigging to building. HTE/GLP is not responsible for any loss or damage resulting from any other contractor or person attaching motorized equipment to the building.
- Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
- A four (4) hour minimum applies per rigging labor call.

SPECIAL EQUIPMENT / ONSITE ORDERS

- HTE/GLP only hangs structures over 200lbs unless the hanging item is a speaker, light or special equipment.
- Special Equipment orders require 30 days notice prior to move-in.
- Onsite orders increase by 50%.
- No lighting orders will be taken on-site after the first day of move in. **NO EXCEPTIONS**

HI-TECH ELECTRIC/GLP MATERIALS

All materials and equipment furnished by HTE/GLP shall remain the property of HTE/GLP and shall be removed only by HTE/GLP at the close of the show.

ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to a minimum of one hour labor per revision.
- Reductions made to an existing order are subject to a 10% surcharge.
- All rigging, truss lighting, and Hall DE lighting orders must be quoted.
- Rigging & lighting orders will not be accepted without sufficient drawings.
- Check, wire or ACH payments for services require a mandatory estimate. Any balance will be charged to the credit card on file unless other arrangements are made.

SUPERVISION FEES/INVOICES

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.
- Invoices are available upon request onsite at the service desk or via email. Please email dcexhibitorservices@hi-techelectric.com.

PAYMENT POLICY

- Payments must be received in full 21 days before show move-in to secure the incentive rate. Full payment and a credit card on file are required to process any order. There is a 3.5% processing fee for credit card purchases. Checks and electronic payments need to be made by show opening; otherwise, the credit card on file will be charged for the balance.
- Onsite payments must be submitted only to a customer service representative or HTE Management.
- No credit or refund will be issued for connections installed and not used.
- Check payments sent via mail, must be sent through FEDEX or UPS with tracking.
- All balances must be settled prior to event closing. An outstanding balance may preclude the exhibitor from retaining HTE/GLP services at any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
- Tipping or any gratuity or gift is not permitted to be accepted by any HTE personnel.

THIRD PARTY PAYMENT

- Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled prior to the event closing.

CANCELLATIONS

- Cancellation up to 21 days prior to event start date is subject to 20% of services ordered.
- Cancellation within 21 days of event start date up until decorator move-in date is subject to 50% of services ordered.
- Once services are installed, there is no refund for cancellation.
- Credit card refunds are subject to a 3.3% credit card processing fee.

DISCONNECTION / INTERRUPTION OF SERVICES

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by GLP/HTE.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

CLAIMS AND/OR INVOICE DISPUTES

Any claims or disputes to charges with regards to the services provided by HTE will not be placed under review by HTE management unless filed by the Exhibitor prior to the close of the exposition. Such dispute must be in writing by the Exhibitor and provided to HTE management. HTE management will conduct a billing audit and handle such disputes on a case-by-case basis.

DELAYS

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, Hi-Tech Electric LLC/GLP is due payment for all executed work, labor, and materials.

INDEMNITY

The Exhibitor, Display House, and Show General Contractor will indemnify GLP/ Hi-Tech Electric, LLC for any and all work-related claims, accidents, losses, and damage.