

- This form required for:
- rigging of objects over 250 lbs.
 - points requiring motors
 - rigging of audio, video, or lighting
 - rigging of any moving objects
 - rigging of any signs requiring an electrical connection



F R E E M A N

Audio Visual

1001 Avenida de las Americas

Houston, Texas 77010

Phone: 713-853-8180

Fax: 713-853-8264

Structural Rigging Authorization Request Form

SEE NEXT PAGE FOR TERMS AND CONDITIONS

NAME OF EVENT		DATES OF EVENT	
COMPANY		CONTACT	
ADDRESS		OFFICE PHONE	OFFICE FAX
E-MAIL		ON SITE CONTACT	ON-SITE PHONE
INSTALLATION COMPANY FREEMAN AV, HOUSTON		CONTACT Steve Schoenberger	
ADDRESS 1001 AVE DE LAS AMERICAS, HOUSTON, TX 77010		PHONE 713-853-8184	FAX 713-853-8263

FACILITY LOCATION WHERE RIGGING IS TO BE DONE (GIVE SPECIFICS - HALL, BOOTH, ROOM #)

PREFERRED DATE/TIME RIGGING INSTALLATION WILL BEGIN:

DAY: _____ DATE: _____ TIME: _____

PREFERRED DATE/TIME RIGGING INSTALLATION WILL BE REMOVED:

DAY: _____ DATE: _____ TIME: _____

DESCRIPTION AND DIMENSIONS OF MATERIAL AND/OR EQUIPMENT TO BE RIGGED: (SEE REVERSE FOR DRAWINGS REQUIRED)

NOTE: Charge per Rigger is: \$65/hr / 6hrs min., OT after 8 hours / Saturday, Sundays, and Holidays \$97.50/hr

TOTAL WEIGHT OF RIGGING:	NUMBER OF HANGING POINTS:	MAX WEIGHT OF EACH HANGING POINT
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	Steel package per point	\$25 per @ show rate
	Chain Hoist	\$125 per @ show rate
	Motor Controller	\$75 per @ show rate
	Point Charge	\$50 per point

Note: Any unreturned material will be billed to Credit Card at Rack Rate

REQUESTED BY:

PRINT NAME	SIGNATURE	DATE
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Note: I have read and will comply with all terms and conditions listed on next page.

Billing to (This MUST be completely filled out)	CHECK ONE	Contact Name:
Contact Name:	<input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> Company Check	
Company Name:	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.	
Address:	Credit Card #:	Plus #:
City/State/Zip:	Exp.Date:	Date of Order:
Phone #'s	Auth. Sign.:	
Fax #'s:	We have read, understand and agree to all terms as described and have advised our show site representative accordingly.	

Terms and Conditions listed on next page

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STRUCTURAL RIGGING TERMS AND 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's 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 30 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 30 day deadline and require a deposit. Revisions and/or changes received after the 30 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.**