



Music City Center

Rigging

Service Form

Phone: 615-401-1440/ Fax: 615-401-1439

Email: orderservices@nashvillemcc.com

Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.

Name of Event: _____	Event Date: _____	Booth/Room: _____
Company Name: _____	Ordered By: _____	
Address: _____	City, State Zip: _____	
E-mail: _____	Phone: _____	Fax: _____

Rigging Service Information

Please provide information regarding your rigging needs below, and submit this form 21 days prior to your event. A representative will contact you and provide a customized quote. After receiving your quote, please remit signed form and payment to complete your order.

Item	Material	Size	Estimated Sign Weight	Estimated Total Weight	Height from floor to bottom of item	Will you need? (*power requires a separate electrical services order form)					
						Power*		Chain Hoist		Truss	
						Circle	Type	Circle	QTY	Circle	QTY
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	

☐ Check here if you are requesting an exclusive crew.

☐ Check here if acceptable for your order to be completed first come, first served.

Requested Install Date/Time: _____ / _____

Requested Removal Date/Time: _____ / _____

Insert Drawing, Picture, or Rendering

(please include building references if possible)

Location of Requested Rigging:	General Pricing Information	Rigging Service Quote																														
<input type="checkbox"/> Exhibit Hall (A A1 A2 B C D) <input type="checkbox"/> Grand Ballroom <input type="checkbox"/> Davidson Ballroom <input type="checkbox"/> Public Spaces <input type="checkbox"/> Exterior Banners <input type="checkbox"/> Other: _____ <i>*if requesting services in more than one location, please submit a separate form for each.</i>	<p style="color:red">Advanced Rate (if paid 14 days prior to event)</p> <table border="1" style="width:100%"> <tr> <th></th> <th>Floor Order</th> </tr> <tr> <td>8 AM-5 PM Rigging Labor*</td> <td>\$69/hour</td> </tr> <tr> <td>5 PM-12 AM Rigging Labor*</td> <td>\$104/hour</td> </tr> <tr> <td>12 AM-8 AM Rigging Labor*</td> <td>\$138/hour</td> </tr> <tr> <td>Daily Lift Rental</td> <td>\$300/day</td> </tr> <tr> <td>Weekly Lift Rental</td> <td>\$900/week</td> </tr> </table> <p>*All rates include shackles, carabiners, rope, etc. * Minimum crews are based on scope of work</p>		Floor Order	8 AM-5 PM Rigging Labor*	\$69/hour	5 PM-12 AM Rigging Labor*	\$104/hour	12 AM-8 AM Rigging Labor*	\$138/hour	Daily Lift Rental	\$300/day	Weekly Lift Rental	\$900/week	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;">FOR OFFICE USE ONLY</div> <p style="color:red">Advanced Rate (if paid 14 days prior to event)</p> <table border="1" style="width:100%"> <tr> <th></th> <th>Floor Order</th> </tr> <tr> <td>Lift Rental:</td> <td></td> </tr> <tr> <td>Equipment Rental:</td> <td></td> </tr> <tr> <td>Sub-total:</td> <td></td> </tr> <tr> <td>Sales Tax+CBID Fee 9.50%: (Lift and Equipment Rental)</td> <td></td> </tr> <tr> <td>Hourly Labor:</td> <td></td> </tr> <tr> <td>Miscellaneous:</td> <td></td> </tr> <tr> <td>Maximum Quote Total:</td> <td></td> </tr> <tr> <td>Final Billing Amount:</td> <td></td> </tr> </table>		Floor Order	Lift Rental:		Equipment Rental:		Sub-total:		Sales Tax+CBID Fee 9.50%: (Lift and Equipment Rental)		Hourly Labor:		Miscellaneous:		Maximum Quote Total:		Final Billing Amount:	
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Quote Provided By _____	Date _____																															
Client Signature _____	Date _____																															
<p>Payment, Authorization & Fees: Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone.</p>																																

☐ Company check or US Bank money order in the amount of \$ _____

☐ Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____

Credit Card Number: _____ Exp. Date _____

Name on Card: _____ Signature: _____ Date: _____

Make check payable to:

Music City Center

MCC USE ONLY

Installed by _____ Date _____
 Confirmation of orders provided upon request

Music City Center Terms and Conditions of Rigging Services:

- 1 All items to be suspended, attached, or adhered to the facility must be installed and removed by MCC Rigging Services.
- 2 All requests are subject to the physical and structural limitations of the facility and must be approved by MCC Rigging Services.
- 3 Load calculations must be submitted 14 days prior to installation. MCC Rigging Services will perform this service, if requested, or if the information is not provided. (Additional fees may apply.) Delays and additional costs are likely if this information is not received in a timely manner.
- 4 All lifting equipment and overhead material used (including Truss and Chain Hoists) must conform to all applicable safety standards and are subject to inspection, approval and possible replacement by MCC Rigging Services. (Additional fees may apply)
- 5 Advance notice is required. MCC Rigging Services reserves the right to deny any orders that are placed onsite.
- 6 Crew size will be determined by MCC Rigging Services based on complexity, scope of work and available time to complete the installation or removal.
- 7 Special aerial lift equipment may be required to safely complete installations and may not be available without advance notice. Fees for aerial lift equipment will be quoted when required.
- 8 Rigging Labor rates apply to all installed signage, banners, clings and approved adhesive vinyl throughout the entire facility.
- 9 MCC Rigging Services will assemble signs upon request. (Additional fees apply).
- 10 **Payment:** All Rigging Services must be **prepaid** 14 days in advance to qualify for advance rate.
- 11 **Payment:** All cancelations within 72 hours of scheduled work will not be eligible for refund.
- 12 Rates are subject to change without notice.
- 13 All hours scheduled on a holiday will be billed at double time. (**New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day**)
- 14 Requests for estimates received less than 21 days prior to installation will be quoted at floor rate.
- 15 MCC Rigging Services makes every effort to accurately identify the labor and equipment necessary to fulfill orders during the estimation process. Additional charges may apply if circumstances require additional time, personnel, or equipment to complete the scope of work. Additional charges, if any, will be identified when the client is on site and payment will be required prior to additional services being rendered.
- 16 Electrical Services are **not** included in this estimate. A Separate Order must be placed.
- 17 Any changes to the returned MCC Rigging Services estimate may result in additional costs.
- 18 MCC Rigging Services will bill no less than 1 hour for installation and no less than 1 hour for dismantle. A four (4) hour minimum may be required.
- 19 **Exhibitor Estimate and Scheduling Process:** All advance orders will be estimated when received and scheduled as close as possible to the requested time using available personnel. Please review the estimate. If the proposed time for installation is not acceptable, you may request a dedicated crew at a specific time. (A four (4) hour minimum will be billed for the exclusive crew.)
- 20 **Exterior Signage:** All exterior installations are subject to building administration approval.
- 21 **Exterior Signage:** The feasibility and completion of the installation and removal schedule may be affected by severe weather. As a result, additional costs may be incurred or the project may become impossible to safely complete. All costs associated with the planning, production, installation and removal remain the responsibility of the Lessee.
- 22 **Exterior Signage:** MCC Rigging Services will detail in writing the operating conditions for each installation and the situations that will require the removal of the installation prior to the scheduled date due to severe weather.