

# Rigging Service Form

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

Questions? Email: [orderservices@nashvillemcc.com](mailto:orderservices@nashvillemcc.com)

**\*Payment must be received 21 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: _____		
Email: _____ 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 estimate for services. After receiving your estimate, please remit signed form and payment to complete your order.*

**DESCRIBE SERVICES NEEDED**

Item	Material	Size	Estimated Sign Weight	Estimated Total Weight	Height from floor to bottom of item	Will you need? <small>(*power requires a separate electrical services order form)</small>					
						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 to request an exclusive crew. (5 hour minimum charge will apply)     Check here to have your order completed first come, first served.

Requested Install Date/Time: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_    Requested Removal Date/Time: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**ATTACH PDF, DRAWING, PICTURE OR RENDERING**

Payment, Authorization & Fee Acceptance: 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. Sales tax of 9.75% will be added to all applicable fees. TERMS AND CONDITIONS on page 2. Should TERMS AND CONDITIONS not be attached please contact [orderservices@nashvillemcc.com](mailto:orderservices@nashvillemcc.com) for current order terms.

Company check or U.S. bank money order in the amount of \$ _____ (make checks payable to Music City Center)	<b>Please fax or mail order form. Please do not email form with credit card information.</b>
Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____	
Credit Card Number: _____ Expiration Date: _____	
Cardholder Name: _____ Signature: _____ Date: _____	

**\*\*\*\*\* FOR RIGGING/EXHIBITOR SERVICES USE ONLY \*\*\*\*\***

Location of Requested Rigging:	General Pricing Information		
<input type="checkbox"/> Exhibit Hall (A A1 A2 B C D)	<b>*Advanced Rate</b> Floor Order		
<input type="checkbox"/> Grand Ballroom	8 AM-5 PM Rigging Labor*	\$ 99/hr	\$148.50/hr
<input type="checkbox"/> Davidson Ballroom	5 PM-12 AM Rigging Labor*	\$148.50/hr	\$223/hr
<input type="checkbox"/> Public Spaces	12 AM-8 AM Rigging Labor*	\$198/hr	\$297/hr
<input type="checkbox"/> Exterior Banners	Daily Lift Rental	32' - \$600/day	
<input type="checkbox"/> Other <small>*if requesting service in more than one location, please submit a separate form for each.</small>		40' - \$800/day	
		50'-64' - \$1,000/day	

All rates include shackles, carabiners, rope, etc.  
\*Minimum crew based on scope of work.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

**A firm quote will be provided within five (5) business days. See page 2 of order form for terms and conditions .**

2023      Fax To: 615-401-1439      Mail To: Music City Center, Service Representative, 201 Rep John Lewis Way, South, Nashville, TN 37203

## MCC Rigging Services Terms and Conditions:

- 1 All items to be suspended, attached, or adhered to the facility must be installed and removed by MCC Rigging Services
- 2 Final approval of public space locations must be approved by Music City Center and may be contingent on your contracted space, other events in house, attendance, and fire marshal approval.
- 3 All requests are subject to the physical and structural limitations of the facility and must be approved by MCC Rigging Services. Music City Center surveillance equipment cannot be blocked for any reason.
- 4 Load calculations must be submitted 21 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.
- 5 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 which could incur additional costs. All chain hoists must have legible annual inspection certification sticker visible or a digital copy of the annual motor load testing must be on file with our office.
- 6 Advance notice is required. MCC Rigging Services reserves the right to deny any orders that are placed onsite.
- 7 Crew size will be determined by MCC Rigging Services based on complexity, scope of work and available time to complete the installation or removal.
- 8 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.
- 9 Rigging Labor rates apply to all installed signage, banners, clings and approved adhesive vinyl throughout the entire facility.
- 10 MCC Rigging Services will assemble signs upon request. (Additional fees apply).
- 11 Exhibitor requests must be received 21 days prior to installation to qualify for advance rate.
- 12 Exhibitors must provide Order Services with valid payment information 14 days prior to installation to qualify for advance rate.
- 13 Cancellations requested within 72 hours of scheduled work are not eligible for refund.
- 14 Rates are subject to change without notice.
- 15 All hours scheduled on Saturday and Sunday will be billed at overtime. 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)
- 16 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.
- 17 Electrical Services are **not** included in this estimate. A separate Electrical Services Order Form must be submitted.
- 18 Any changes to the returned MCC Rigging Services estimate may result in additional costs.
- 19 MCC Rigging Services will bill no less than 1 hour for installation and no less than 1 hour for dismantle. A five (5) hour minimum may be required.
- 20 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 five (5) hour minimum will be billed for the dedicated crew.)
- 21 All exterior installations are subject to Music City Center approval.
- 22 MCC Rigging Services will detail, in writing, the operating conditions for each exterior installation and the situations that could require the removal of the installation prior to the scheduled date due. Severe weather may impact the feasibility and completion of the installation and removal schedule which could result in additional cost or inability to safely complete the project. All costs associated with the planning, production, installation, and removal remain the responsibility of the Lessee.
- 23 Floor clings must be non-slip. Review the list of approved graphic and adhesive materials located on the MCC Rigging website.
- 24 See the [MCCRigging.com](http://MCCRigging.com), Resources page for additional details and information.