

RIGGING SERVICES ESTIMATE WORKSHEET

Event: _____
 Date of Event: _____
 Company Name: _____
 Client Contact: _____
 Room Location: _____
 Pre-Rig Date: _____
 Load-In Date: _____
 Strike Date : _____

Total Equipment	\$	-
Total Labor	\$	-
Total Estimate	\$	-

Taxes will be applied where applicable

****See additional sheets for itemized Equipment Estimate and Labor Estimate****

Billing for Ancillary Services

A 50% deposit, for these services (equipment and labor), is due with the return of the signed estimate no later than 10 days prior to your event load-in date. A completed credit card authorization form must be completed and returned along with the signed estimate. The final balance must be paid in full no later than 30 days after the end of the event. If payment of the balance due is not received by the appropriate date, a delinquent charge of 1.5% per month will be added to the balance or the credit card on file will be charged.

Signed: _____ Date: _____

**Signed Credit Card Authorization Form must be sent along with signed order form.
 Authorization form is a separate document.**

**PENNSYLVANIA CONVENTION CENTER
RIGGING SERVICES EQUIPMENT RATES**

Item	Description	Quantity	Weeks	Advanced Unit Cost	Based Unit Cost	Total Cost
10' x 12" x 12" Truss				\$75.00	\$85.00	\$ -
8' x 12" x 12" Truss				\$75.00	\$85.00	\$ -
5' x 12" x 12" Truss				\$75.00	\$85.00	\$ -
4' x 12" x 12" Truss				\$75.00	\$85.00	\$ -
12" Corner Block				\$75.00	\$85.00	\$ -
10' x 20.5" x 20.5" Truss				\$100.00	\$115.00	\$ -
3 Phase 1/2 Ton CM Motor & Rig Package				\$300.00	\$350.00	\$ -
3 Phase 1 Ton CM Motor & Rig Package				\$350.00	\$400.00	\$ -
3 Phase 8 Channel Motor Distro Package				\$300.00	\$350.00	\$ -
Rigging Point - if not using PCC supplied motors				\$100.00	\$100.00	\$ -
45' Boom Lift - 1 week rental (ballrooms)				\$1,000.00		\$ -
60' Boom Lift - 1 week rental (exhibit hall)				\$1,200.00		\$ -
Forklift Lift w/ 1 propane tank - 1 week rental				\$400.00		\$ -

*Tax is not included in above listed prices

Total	\$ -
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Billing for Ancillary Services

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Signed: _____ Date: _____

**PENNSYLVANIA CONVENTION CENTER
RIGGING LABOR ESTIMATE WORKSHEET**

PRE-RIG												
Stagehands												
#	Staff	Hrs	Total Hours	Standard		Overtime		Doubletime		Rate	Rate	
				Total Hrs	Rate	Total Hrs	Rate	Total Hrs	Rate			
	Steward		0		\$80.70		\$121.10		\$161.45	\$	-	
	Foreman		0		\$77.40		\$116.10		\$154.75	\$	-	
	Riggers		0		\$79.15		\$118.60		\$158.10	\$	-	
	Stagehands		0		\$72.40		\$108.55		\$144.75	\$	-	
Total											TOTAL	\$ -

LOAD-IN Friday, October 21, 2016												
Stagehands												
#	Staff	Hrs	Total Hours	Standard		Overtime		Doubletime		Rate	Rate	
				Total Hrs	Rate	Total Hrs	Rate	Total Hrs	Rate			
	Steward		0		\$80.70		\$121.10		\$161.45	\$	-	
	Foreman		0		\$77.40		\$116.10		\$154.75	\$	-	
	Riggers		0		\$79.15		\$118.60		\$158.10	\$	-	
	Stagehands		0		\$72.40		\$108.55		\$144.75	\$	-	
Total											TOTAL	\$ -

LOAD-OUT Wednesday, October 26, 2016												
Stagehands												
#	Staff	Hrs	Total Hours	Standard		Overtime		Doubletime		Rate	Rate	
				Total Hrs	Rate	Total Hrs	Rate	Total Hrs	Rate			
	Steward		0		\$80.70		\$121.10		\$161.45	\$	-	
	Foreman		0		\$77.40		\$116.10		\$154.75	\$	-	
	Riggers		0		\$79.15		\$118.60		\$158.10	\$	-	
	Stagehands		0		\$72.40		\$108.55		\$144.75	\$	-	
Total											TOTAL	\$ -

RIGGING STRIKE												
Stagehands												
#	Staff	Hrs	Total Hours	Standard		Overtime		Doubletime		Rate	Rate	
				Total Hrs	Rate	Total Hrs	Rate	Total Hrs	Rate			
	Steward		0		\$80.70		\$121.10		\$161.45	\$	-	
	Foreman		0		\$77.40		\$116.10		\$154.75	\$	-	
	Riggers		0		\$79.15		\$118.60		\$158.10	\$	-	
	Stagehands		0		\$72.40		\$108.55		\$144.75	\$	-	
Total											TOTAL	\$ -

*Labor rates are schedule to change May 1, 2017.

Stagehand Total	\$	-
Total Labor	\$	-

INFORMATION EXPLAINING RATES/DEADLINES/ACCURATE ESTIMATES

Please take the time to read this thoroughly as it provides important information that will be required of the client, in addition to helping everyone understand important factors to take into account to properly budget for your rigging needs for your upcoming event. In addition to these highlights, please be sure to thoroughly read the PCC Rigging Guidelines.

Advanced Rates are applied for all signed orders at least 21 days prior to the 1st load-in day, otherwise base rates will be applied. Rates listed are weekly.

If 40 or more points are being hung, initial orders must be submitted 60 days in advance to ensure a full inventory can be provided for your event. There are many instances when the building has multiple events taking place at the same time. Orders that are submitted in advance can be adjusted as event date gets closer and production needs are finalized.

A 50% deposit for these services (includes both equipment and labor), is due with the return of the signed estimate no later than 10 days prior to your event load-in. The final balance must be paid in full no later than 30 days after the end of the event. If the payment of the balance due is not received by the appropriate date, a delinquent charge of 1.5% per month will be added to the balance or the credit card on file will be charged.

It is important for a tentative rigging plot to be provided as early as possible for a labor estimate to be accurately completed. We must have knowledge of weights to allow for bridles and location of bridles to estimate the correct number of rigging teams and time that will be needed to complete hanging all motors and attaching all truss correctly and as quickly as possible. Our goal is to provide enough labor to have everything done in the most efficient and cost effective manner.

Rigging in the exhibit hall typically requires a lot of bridling per point, this takes time and a lot of hardware which we supply as part of the motor package.

It is important for the client and production company to review the ceiling plans and the rigging notes for the respective room that is being used. Many rooms have low weight capacities that impact the amount of riggers and time needed to rig correctly. It is also important to note that each rigging team needs a boom lift (scissor lift will not work for rigging in any of the rooms).

We rent the necessary boom lifts through Eastern Lift and include these lifts on our equipment bill. Any additional lifts needed for production needs will not go through rigging services.

Rigging Services will schedule the initial rigging call for the first day of load-in (pre-rig when applicable), and load-out. A minimum of 1 rigging team is still required on load-in day even if pre-rig is completed.