



OVERHEAD RIGGING LABOR

2024 ASHP Midyear Clinical Meeting & Exhibition

T143131224

Ernest N. Morial Convention Center | New Orleans, LA

December 9 - 11, 2024

ONLINE DEADLINE: *FRIDAY, NOVEMBER 15, 2024

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

Only Shepard Exposition Services may operate machinery. Exhibitors and their EACs may not utilize, operate, or be inside equipment.

Additional charges may be applied by Shepard due to regulations at the facility, ensuring structural integrity of sign, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc. Please note: Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

Labor Hours

Straight Time (ST):

Monday - Friday | 8:00AM - 5:00PM

Overtime (OT):

Monday - Friday | 6:00AM - 8:00AM and 5:00PM - Midnight. Saturday 6:00AM - Midnight.

Double Time (DT):

Monday - Saturday | Midnight - 6:00AM. All hours on Sundays and Holidays.

Holidays:

New Years Day, MLK Day, Mardi Gras Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Christmas

Important Information

This order form is for overhead rigging only. You will need to order sign assembly/disassembly via the previous form.

Requested labor times are subject to availability and are not confirmed. Shepard reserves the right to change requested times in order to manage the overall installation and dismantle of the event.

Services will be charged to the exhibitor based on date and time performed. Straight time is not guaranteed. Please contact us at overheadrigging@shepardes.com with all questions.

Orders placed and diagrams submitted within 30 days of move in are subject to additional late fees.

Step 1. Tell us about your hanging sign.

TYPE: Cloth Wood Truss Metal
 Other: _____

SHAPE: Circle Square Triangle Rectangle
 Other: _____

DIMENSIONS: Length: _____ Height: _____ Width: _____

WEIGHT: _____

Step 2. Order overhead rigging crew.

Rates are per lift and crew (up to 3 riggers) per hour. One hour minimum per lift/crew - lift/crew thereafter is charged in 1/2 increments.

Should hanging sign or supervision not be present at time the crew arrives a 1 Hour Crew Minimum charge will be applied.

OVERHEAD RIGGING INSTALLATION & REMOVAL					
CODE	ITEM	EST. LABOR HOURS	ADVANCE	REGULAR	EST. TOTAL
69156	Rigging Install		\$1,079.35	\$1,349.20	
69157	Rigging Removal		\$1,079.35	\$1,349.20	

REQUESTED DATE OF INSTALL: _____ REQUESTED START TIME: _____

REQUESTED DATE OF REMOVAL: _____ REQUESTED START TIME: _____

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.45%
AMOUNT DUE	\$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in. Equipment cancellations must be made in writing within 14 days of exhibitor move in.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: overheadrigging@shepardes.com



OVERHEAD RIGGING EQUIPMENT

2024 ASHP Midyear Clinical Meeting & Exhibition

T143131224

Ernest N. Morial Convention Center | New Orleans, LA

December 9 - 11, 2024

ONLINE DEADLINE:* MONDAY, NOVEMBER 4, 2024

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Charges will apply for additional supplies required to ensure structural integrity of overhead sign.

Truss**

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
6909415	12" Silver Box Truss (Per Ft.)		\$25.60	\$32.00	
6909406	12" Black Box Truss (Per Ft.)		\$25.60	\$32.00	
69038	12" Silver Corner Block		\$96.00	\$120.00	
6903806	12" Black Corner Block		\$96.00	\$120.00	
70067	Design Fee (Hourly)		\$208.00	\$260.00	

** If you are ordering truss, you also need to order motors!

Truss Details QTY: _____ SIZE: _____

Motors

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
69017	One Ton Hoist/Chain Motor		\$569.10	\$711.40	
69016	Half Ton Hoist/Chain Motor		\$505.10	\$631.40	
69019	Rotating Motor 500 LB Limit		\$537.10	\$671.40	
69020	Rotating Motor 200 LB Limit		\$313.05	\$391.30	

Rotate Clockwise (right) Rotate Counterclockwise (left)

Include the following items with your Truss and Motor Order:

- Hanging Sign Instructions
- Sign/Hanging Diagram
- Placement Grid
- Overhead Rigging Labor Order

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.45%
AMOUNT DUE	\$ _____

ORDERS PLACED AND DIAGRAMS SUBMITTED WITHIN 30 DAYS OF MOVE IN ARE SUBJECT TO ADDITIONAL LATE FEES.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. No refunds or exchanges once item has been delivered to your booth. Labor Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in. Equipment cancellations must be made in writing within 14 days of exhibitor move in.

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