

# RIGGING FORM



Please complete this form in type or block capitals we cannot be held responsible for any mistakes from illegible handwriting.

## ORDER CONTACT DETAILS

Name			Job Title		
Company Name			Contractor	Exhibitor	Agent
Company Address					
Company City	Postal Code			Country	
Direct No.	Mobile No.				
E-mail (important service information will be sent to this address)					
On-site Contact Name			On-site Contact No.		

## STAND BANNERS (MADE OUT OF VINYL/FABRIC MATERIAL) – INSTALLATION AND REMOVAL CHARGES

Item Description	No. of Points	Standard Rate 01.10.2022 – 20.11.2022	On-Site Rate 21.11.2022 – 02.12.2020	Quantity	Total
Banner Length : 1 meter – 3 meters	2	AED 980.00	AED 1,470.00		
Banner Length : 3 meters – 6 meters	3	AED 1,430.00	AED 2,145.00		
Banner Length : 6 meters above	5	AED 2,080.00	AED 3,120.00		
<b>TOTAL COST</b>					

Please specify the size and weight of the banner : **Length** - \_\_\_m **Height** - \_\_\_m **Total** - \_\_\_sqm **Side** : Single | Double **Weight** - \_\_\_kg

## STAND BANNER PLANS

- All prices are inclusive of installation and break-down (excludes exposure fee).
- All banner tube must be made of light material such as Vinyl or Fabric and supplied with poles in Vinyl welded or sewn sleeves to the bottom to accommodate 50mm tube.
- All banner plans submitted must be clear and precise. Banners must be clearly plotted, with metric measurements from each side of the stand
- A precise weight of each individual banner must be submitted in kilograms.
- The stand orientation must be clearly shown by the direction of the main entrance and by the stands or walls on the other three neighbouring sides.
- All flown banners trim at six meters from the floor to the bottom of the flown item. Any banners wanting to be above or below six meters need to be approved by the organizers in writing.
- **All stand banners for exhibitions must be within the perimeters of the stand.**

## PRIMARY RIGGING CHARGES

Item Description	Standard Rate 01.10.2022 – 20.11.2022	On-Site Rate 21.11.2022 – 02.12.2020	Quantity	Total
Roof Points Only – (250kg max.) Including installation of 3 <sup>rd</sup> party equipment	AED 1,205.00	AED 1,810.00		
Roof Points Plus – (250kg max.) UR&E to provide Secondary Rigging	AED 390.00	AED 585.00		
<b>TOTAL COST</b>				

Please specify the exact weight per point : \_\_\_\_\_ Kg.  
Please specify the total weight of the structure : \_\_\_\_\_ Kg.  
Please specify the material of the structure : \_\_\_\_\_

## SECONDARY RIGGING CHARGES

Item Description	Standard Rate 01.10.2022 – 20.11.2022	On-Site Rate 21.11.2022 – 02.12.2020	Quantity	Total
Electric Chain Hoist per unit	AED 940.00	AED 1,410.00		
Manual Chain Hoist per unit (max. 4nos. per flown item with max. size of 5m x 5m)	AED 480.00	AED 720.00		
Drop Wire – (30kg max.) Fitted by UR&E	AED 260.00	AED 390.00		

## ADDITIONAL EQUIPMENT CHARGES

Truss per meter (30x30cm)	AED 130.00	AED 195.00		
Banner Scaff Pole (48.3mm dia) @ AED 40.00/mtr			Number of meters : _____	
Others (Please specify) :				
<b>TOTAL COST</b>				

Trade License No. 622418 | TAX Reg No. 10000340800003

UNUSUAL RIGGING & ENGINEERING LLC, a limited liability company with a paid-up share capital of AED 300,000

P.O BOX 283586, Dubai, U.A.E. Tel. +971 4 885-9009 / +971 4 885-4840 Fax: +971 4 885-9008 Email: [dubai@unusualrigging.com](mailto:dubai@unusualrigging.com) Web: [www.unusualrigging.com](http://www.unusualrigging.com)

Registered Office: FNC Warehouses, Unit 9 Building 6, DIP2, Jebel Ali, United Arab Emirates

<b>EXPOSURE FEE</b>	
Fees for all hanging banners will be charged at <b>USD (\$)80 per sqm (per side)</b> in a minimum of USD (\$)500 per banner.	
Please specify the size and weight of the banner <b>Lenght</b> - ____m <b>Height</b> - ____m <b>Total</b> - ____sqm <span style="float: right;"><b>Side</b> : <u>Single</u>   <u>Double</u></span>	
<b>TOTAL COST</b>	\$

## RIGGING PLANS

~ Contractors can choose from the following **Primary Top Rigging** options :

- a) **Roof Points Only (max. 250 kg)** – For heavy items weighing a maximum of 250kg. UR&E will supply a roof point anywhere in the venue. The client / contractor must provide their own lifting equipment, either an ECH or MCB, each item must come with valid 3<sup>rd</sup> party certificates before UR&E will install the lifting equipment.
- b) **Roof Points Plus ECH, MCB or Dropwire** – UR&E will supply roof point anywhere in the venue with UR&E's own lifting equipment. UR&E will be responsible for the lifting operations of these items.

~ Contractors can choose from the following **Secondary Rigging/Additional Equipment** options :

- a) **Electric Chain Hoist (ECH)** – Motorised chain hoist for loads maximum of 250kgs.
- b) **Manual Chain Block (MCB)** – Manual hand chain block for loads maximum of 100kgs. A maximum number of 4 units on any single flown item with a maximum size of 5m x 5m.
- c) **Drop Wire** – 6mm SWR fitted with a quick term connector. This is suitable for hanging banners or light weight set pieces. UR&E will fit and attach to the hanging piece (max. weight 30kg).
- d) **Truss** – Aluminum square box trusses (300mm x 300mm) suitable for lighting and banners.

### ~ Additional information :

- All rigging plans that are submitted must be clear and concise. Any changes required due to incorrect rigging plans will be subject to surcharge. Any rigging points movement after Rigging Plan signed off & installation will be subject to AED1000 service charge/point.
- All plans should have rigging points dimensions and all relevant information about the hanging item/s.
- Rigging points must be plotted with metric measurements between each rigging point and from each side of the stand.
- Weights of each individual rigging point must be clearly shown in kilograms along with the total weight of the flown item/s.
- The stand orientation must be clearly shown by the direction of the main entrance and by the stands on the neighbouring three sides.
- Any contractor's lifting equipment such as ECH, MCB, eye bolts, shackles or any other rigging items that are not stamped, rated and approved with a valid 3<sup>rd</sup> party certificate will not be accepted. These items will be rejected and substitute items to be supplied.
- UR&E will provide a rigging plan from the drawings provided by the client / contractor to be approved.
- Rigging points that have to be changed due to incorrect information supplied after approval will incur extra charges.
- All flown item/s trim at six meters from the floor to the bottom of the flown item. The trim height for all signage banners at MEBAA is 6 metres (meaning the underside of all signage banners must be trimmed at 6m). For rigged stand design elements, these will be reviewed & assessed on a stand-by-stand, design-by-design basis.
- Any rigging plans that do not match the above criteria will not be accepted.

## TERMS & CONDITIONS

1. All rigging orders together with the exposure fee must be placed and fully paid upon order. A 50% surcharge will be applied for any late orders.
2. All rates are excluding VAT at standard rate.
3. Cancellations or amendments to confirmed and paid orders are not permitted.
4. Unusual Rigging & Engineering LLC holds the exclusive rights to all primary rigging services provided.
5. **Storage of Hanging Items :**
  - All banners, etc will be disposed of immediately after the last day of tenancy, unless prior collection arrangement has been made and mutually agreed
  - Any banners that are stored for collection, by request, but not collected after 28 days will incur a disposal fee by the client.
6. **Delivery :**
  - Signage should be delivered to site between 23<sup>rd</sup> of November till 1<sup>st</sup> of December, 2020. All signage must be delivered to site by 2<sup>nd</sup> of December 2020 latest to be rigged.
7. **Health and Safety :**
  - UR&E's Rigging team is not liable for secondary rigging installed by third party contractors.
  - During build-up, gangways must be kept clear to allow access for the Rigging team.
  - No stand structure is allowed to be attached to the roof structure, or as an added safety measure.
  - Any bottom rigging lifting equipment or lifting eyes that are not stamped, rated, approved with a valid test certificate will not be accepted.
  - Any box banner, circular or straight greater than 1m in length, square or diameter, must be suspended on a minimum of two suspension points.
  - All third party electric and manual chain hoists used in the UAE must have valid test certificates from an accredited inspection body. Contractors must provide certificate copies prior to build of an event. UR&E reserves the right to condemn any rigging hoists or accessories that do not comply with municipality regulations.
8. **Liability :**
  - Where the client provides their own hanging items / banner for installation by UR&E whilst exercising all care, UR&E cannot accept any liability for loss or damage to graphics incurred during transportation, storage, installation or de-rig.
  - UR&E is not responsible for secondary rigging installed by contractors. All secondary rigging and attachments must have valid 3<sup>rd</sup> party certifications and complies with LOLER.
9. **Additional Information :**
  - All UR&E rigging hardware is carries valid certification.
  - All UR&E rigging personnel are certified in both rigging and the use of access equipment.
10. **Contact Details :**
  - Joie Salazar – Operations & Sales ( joie.salazar@unusualrigging.com | +971 (0) 56 116 9749 )
11. **Working Hours :**
  - Rigging working hours are between 09:00 and 17:00, Sundays – Saturdays.
12. **Definitions :**
  - UR&E – Unusual Rigging & Engineering LLC
  - ECH – Electric Chain Hoist
  - MCB – Manual Chain Blocks
  - SWR – Steel Wire Rope

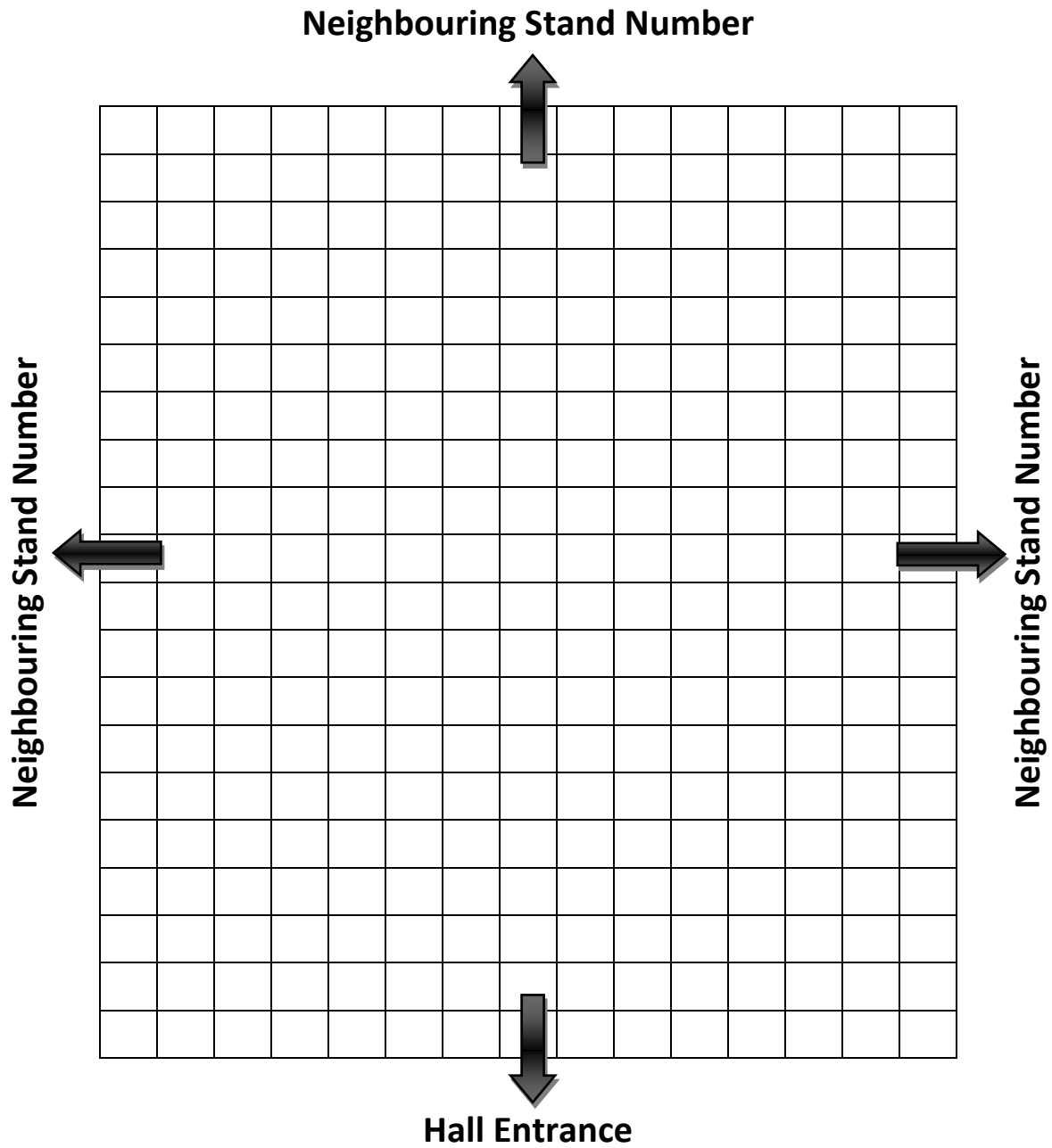
\* Orders placed after 2<sup>nd</sup> of December 2022 cannot be guaranteed, but we will do our utmost to assist with requests.

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**STAND ORIENTATION GRID**



**KINDLY SPECIFY THE FOLLOWING:**

Stand Name :

Stand No. :

Total No. of Roof Points :
