

## RIGGING FORM 2017

Please Return Completed Forms to DWTC's Exhibitor Services:

Helpline: +971 4 308 6333 • E-mail: exhibitors@dwtc.com

Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

### EXHIBITION DETAILS

Exhibition Name			Exhibition Date		
Hall No.		Stand No.		Stand Name	




### ORDER CONTACT DETAILS (we require these details so we can contact you about your order)!

First Name					
Last 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.		

### PAYMENT DEADLINES

<p><b>4 weeks or more</b></p> <p><b>UP TO 30% OFF</b></p> <p>Pay 4 weeks or more before the show to get up to 30% discount.</p>	<p><b>4 weeks or less</b></p> <p><b>STANDARD RATE</b></p> <p>Pay 4 weeks or less before the show and enjoy standard rates.</p>	<p><b>0 n-site</b></p> <p><b>50% SURCHARGE</b></p> <p>Pay on-site once build-up has started and add a 50% surcharge.</p>
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### METHODS OF PAYMENT

<p><b>Now</b></p>  <p><b>CREDIT CARD</b></p> <p>Pay online using Visa or Mastercard for instant confirmation.</p>	<p><b>5 days prior</b></p>  <p><b>COMPANY CHEQUE</b></p> <p>Make cheque payments, 5 working days prior to deadline at the Exhibitor Services Shop.</p>	<p><b>10 days prior</b></p>  <p><b>BANK TRANSFER</b></p> <p>Make a bank transfer, 10 working days prior to deadline.</p>
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## A World of Possibilities:

Dubai World Trade Centre's Rigging team are a highly experienced provider of rigging solutions and have one of the largest portfolios of primary and secondary rigging in the Middle East. We can supply BGV C1 and CAT A electric hoists; variable speed chain hoists with Kinesys automation software; load cells and load monitoring systems; truss specials such as ground support systems, hinged corners, truss circles and spacers; as well as consultancy and CAD design. For ease you can order directly using this form, however for more elaborate requirements, please contact us and we will be delighted to quote for you.

The Exhibitor Services Catalogue is now available containing full product descriptions and imagery: Contact us on +971 4 308 6333 or e-mail us at exhibitors@dwtc.com

Item Description	PAYMENT DEADLINES			Quantity	Weight	Total Cost
	Weeks or more	Weeks or less	Onsite			
<b>Banner Rigging – Installation &amp; Removal</b>						
Pole width up to 2000mm	-20%	650.00	+50%			
Pole width above 2000mm to 5000mm	-20%	975.00	+50%			
Pole width above 5000mm to 6000mm	-20%	1,300.00	+50%			
Pole width above 6000mm to 7000mm	-20%	1,560.00	+50%			
1) Up to 2m <sup>2</sup> lightweight box / circular banner	-20%	1,300.00	+50%			
2) Up to 4m <sup>2</sup> lightweight box / circular banner	-20%	1,950.00	+50%			

Item Description	PAYMENT DEADLINES			Quantity	Total Cost
	Weeks or more	Weeks or less	Onsite		
<b>PRIMARY RIGGING CHARGES</b>					
Drop wire (for items with total weight of 20kg or less)	-20%	455.00	+50%		
Drop wire – hoist & fix (for items with total weight of 20kg or less)	-20%	585.00	+50%		
Roof point (30-250kg) excluding installation of 3rd party hoists	-20%	1,025.00	+50%		
Special roof point (change from standard height) excluding installation of 3rd party hoists	-20%	1,215.00	+50%		
<b>Mandatory Information</b>					
Please specify the exact weight of each roof point					Kg
Please specify the total weight of the structure					Kg
<b>SUB TOTAL</b>					

Item Description	PAYMENT DEADLINES			Quantity	Total Cost
	Weeks or more	Weeks or less	Onsite		
<b>SECONDARY RIGGING CHARGES</b>					
Electric chain hoist per event	-20%	1,000.00	+50%		
Manual chain hoist per event	-20%	500.00	+50%		
Light duty truss - per metre per event- 30 x 30cm2	-20%	200.00	+50%		
Medium duty truss - per metre per event - 40 x 40cm2	-20%	300.00	+50%		
Circular truss (30cm2) 2m diameter	-20%	2,000.00	+50%		
Circular truss (30cm2) 4m diameter	-20%	3,500.00	+50%		
Circular truss (30cm2) 6m diameter	-20%	5,000.00	+50%		
Circular truss (30cm2) 8m diameter	-20%	7,000.00	+50%		
Circular truss (30cm2) 10m diameter	-20%	8,000.00	+50%		
Circular truss (30cm2) 16m diameter	-20%	20,000.00	+50%		
<b>Lighting</b>					
Single Parcan 64 lights 1000 watts with dimmer (Power not included)	-30%	160.00	n/a		
400 Watt metal halide (Power not included)	-30%	250.00	n/a		

**GRAND TOTAL in United Arab Emirates Dirham (AED)**

### RIGGING PLANS (Please select )

- Drop wire – 6 mm wire rope fitted with a quick term connector. The wire will be left for the contractor to lift the item to the desired height (for banners, lightweight pieces and truss weighting 20 kg or less).
- Drop wire (hoist & fix) – 6mm wire rope fitted with a quick term connector. DWTC will hoist and fix your trussing, banners or set pieces to the desired height and later will be responsible for the tear-down.
- Roof point (20 kg to 250 kg) – For heavy items weighing more than 20 kg. DWTC will supply a roof point for the contractor to attach their own manual or electric hoist.
- All roof points will be installed at approximately 40cm below the bottom roof truss within the halls. Any request for a change of standard height will be classed as a special roof point.

<b>AVAILABLE RIGGING POINT HEIGHTS IN THE HALLS</b>	
Exhibition Halls 1 and 2	7100 mm
Rigging points under the air wall (between Exhibition Halls)	6800 mm
Rigging points under the bulk head (between Exhibition Halls 2 and 3)	4400 mm
Exhibition Halls 3 and 4	9700 mm
Rigging points under the air wall (between Exhibition Halls)	9580 mm
Exhibition Halls 5, 6, 7 & 8	7100 mm
Rigging points under the air wall (between Exhibition Halls)	6700 mm
Za'abeel Hall 1	6450 mm
Za'abeel Hall 2 and 3	7000 mm
Sheikh Rashid Hall	12250 mm
Sheikh Maktoum Hall	6500 mm
Sheikh Saeed Hall 1, 2 & 3	9600 mm
Trade Centre Arena	13600 mm

**Points to note:****1. Rigging Plans:**

- a. All orders for rigging must follow the required guidelines and be submitted with a clear and precise rigging plan at the time of ordering. Any changes required due to incorrect rigging plans will be subject to a surcharge.
- b. All rigging plans must show the location of each rigging point in relation to the stand using metric measurements.
- c. All rigging must be within the perimeter of the stand.
- d. The exact weight of each rigging point must be detailed in kilograms in addition to the total weight in kilograms of the structure.
- e. The type of structure or banner material must be detailed along with the metric width, height and length.
- f. The stand orientation must be detailed by showing the location of the main entrance and by the stands or walls on the other neighboring three sides.
- g. The height from the floor to the top of the structure or banner when fully suspended must be shown using metric measurements.

**2. Installation:**

- a. DWTC rigging hours are Saturday to Thursday 08:00 until 17:00. Any requests outside these hours are subject to availability and surcharge.
- b. Rigging not ready for completion by 15:00 on the last day of build-up will be the responsibility of the contractor to install.
- c. Any damage to DWTC equipment by third party contractors will be charged.

**3. Health and Safety:**

- a. DWTC's Rigging team is not liable for secondary rigging installed by third party contractors.
- b. During build-up, gangways must be kept clear to allow access by the Rigging team.
- c. No stand structure is allowed to be attached to the DWTC ceiling as either a precautionary, or as an added safety, measure.
- d. Any bottom rigging lifting equipment or lifting eyes that are not stamped, rated, approved with a valid test certificate will not be accepted.
- e. Any box banner, circular or straight greater than 1m in length, square or diameter, must be suspended on a minimum of two suspension points.

