



e. TechnicalSales@thenec.	co.uk
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NEC Rigging Enquiry Form

All sections of this form must be completed before a quote can be issued

On-Site delivery contact number - 0844 3388338 Option 2

Structural Sign off required for works undertaken Y / N

Any structures made from wood that require rigging will need to be signed off by an independent structural Engineer.

This should then be submitted to the Organisers and NEC Technical Sales.

Details of Structural Engineers can be provided by the Show Organisers, Health & Safety or Floor Management Team.

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Contact Details (Please Print) -						
Name of Exhibition			Hall No.		Stand No.	
Company Name			Stand Name			
Vat			Company Reg			
Address		•				
Postcode		W	ebsite			
Company Tel No		Co	mpany Fax No			
Order contact email						
Order Contact Name		Or	der Contact Num	ber		
PO (if required)		Ро	sition in Compan	у		
Do you have Organiser App	proval for Rigging?		Yes		No	
Your Requirements						
Weight Loadings:	Weight Per Point (KG)					
	Total Weight (KG)					
Please give a brief description of your rigging requirements detailing materials and fixtures used:						
Motor Hoists						
Truss						



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Trim Height (Truss)			
Onsite Contact Name & number of Competent Person			
Your rig will be left at working height on first do requirements, please state them below:	ay of build. If you	u have any other	
Banner Size (M)			
Banner Height from floor to underside (M)			
<u>Please note</u> : A 3 rd Party Rigging Form will need to be completed by your competent person, signed and handed into the organisers <u>before</u> NEC Rigging can raise your rig to the final trim height.			
Date and Time to Raise Rig (Build) Between 0800 – 1800 (call 0844 3388338 Option 2)	Date: Time:		
Date / Time to Raise Rig (Breakdown) Between 0800 – 1800 (call 0844 3388338 Option 2)	Date: Time:		
Rigging Plot Submitted?			
Please include Measurements to each rigging point, Orientation with the Hall, Weight Loadings and Lighting Power location if required.	Yes	No	
Banner layout and Proofs submitted?	Yes	No	

Please note:

- Any amendments to Rigging requirements i.e. Weights, Floor Plan Changes etc. will require an updated form.
- All banners will be only be kept for 10 days after show close after which they will be destroyed.
- All banners must be delivered to Block D, rigging stores 7 days before build
- A detailed orientated DWG plan is required for each rig ordered.