

# SECC Rigging Order Form

SEC Ltd, Glasgow, G3 8YW

Tel 0141 275 6218

Fax 0141 576 3555

All enquires to [technical.services@secc.co.uk](mailto:technical.services@secc.co.uk)



SCOTTISH EXHIBITION + CONFERENCE CENTRE

Event: \_\_\_\_\_ Date: \_\_\_\_\_ Stand Number: \_\_\_\_\_ Hall: \_\_\_\_\_

I.	Description of item:
II.	Construction of item:
III.	Attaching points:
IV.	Weight:
V.	Height from floor level to bottom of item:
VI.	Dimensions: wide x drop.
VII.	Delivery date and time of item on site:
VIII.	Date and time item should be rigged: <b>(Please note that this cannot be guaranteed)</b>
IX.	Mobile telephone number for on site contact:

## Invoice Details

Title.Mr/Mrs/Miss .....First Name .....Surname .....

Email address .....Tel No. ....

Invoice address.....

Country ..... Postal code.....

## Payment

Credit card  Card Name

Debit card

Cheque.  Expiry date  3 digit sec no

Bacs

Card No.

## Bacs Details

SEC Ltd  
Bank of Scotland  
11, Renfield Street  
Glasgow, UK  
Sort code 80-54-01  
Account no. 791049  
SWIFT Routing no. BofSGB21138  
IBAN:- GB79 BOFS 80540100791049

**\*We Do Not Accept Amex\***

**Please note – It is the responsibility of the exhibitor/contractor to advise us of any change of stand no or location. Any associated remedial work will incur additional charges.**

We have read the conditions of contract A - G overleaf and agree that these will apply.  
We enclose the relevant payment and drawing.

Name ..... Signature .....

Date ..... For and on behalf of .....

Return to: Technical Services Department  
Scottish Exhibition & Conference Centre  
Glasgow, G3 8YW  
Tel: 0141 275 6218 Fax: 0141 581 4977

### **Conditions of contract:**

- A.** Exhibitors requiring rigging should submit an order to the Technical Services Department of the SECC 14 days prior to commencement of build up, together with a full description of the item(s) to be rigged.
- B.** Your order should include the following details:-
- i. Total weight of the item to be rigged including attachments, light fittings etc. Where light fittings are attached, give details of how the weight is distributed.
  - ii. Height required from floor level to bottom of item.
  - iii. Dimensions of item.
  - iv. Details of how rigging wires may be attached to item.
  - v. Drawing of stand showing orientation in the hall and the position of the item with measurements in from perimeter of stand.
  - vi. Day and time the item should be rigged. Items to be rigged are required to be on site as early as possible, and in any case by the first day of build up.
- C.** As per our terms and conditions of contract, payment must be received in advance before any work will be carried out and should be enclosed with your order. SECC reserves the right to refuse to process orders until payment for the service has been received. A VAT receipted invoice will be forwarded to you on receipt of payment. A 25% surcharge may be made for late orders and no guarantee can be given that the work will be carried out.
- D.** SECC cannot guarantee specific times for work to be carried out.
- E.** Rigging work contracted to others must first be approved by SEC Ltd. In this instance public/product liability insurance, rigging plots and test certificates must be submitted to the Technical Services Department 14 days prior to commencement of build up. The appointed company must have the necessary credentials and experience to carry out rigging work.
- F.** Costs are as follows (All costs below are exclusive of VAT) Prices valid from 1st April 2011- 31st March 2012.

#### **Drop wires**

Hall 1 - roof height 4m - drop wires £77.00 each.

Hall 2 - roof height 9m - drop wires £77.00each.

Hall 3 - roof height 9m - drop wires £77.00 each.

Hall 4 - high bay area 20m - £97.00 per wire; low bay area 9m - £77.00 per wire.

Hall 5 - high bay area 14m - £97.00 per wire; low bay area 9m - £77.00 per wire.

Conduit lighting bars over 3m will require a minimum of 3 wires with an additional wire every 2m thereafter.

#### **Hanging costs**

Banner, for example, 3m wide x 2m drop - £79.20

Banner over the above specification - please submit details.

Conduit lighting bar - £18.70 per metre.

Lighting trusses - SECC hoist only - £25.30 per metre.

SECC build and hoist - £38.50 per metre.

\* Installation of 1 Tonne lifting point- £191.40 per point.

\* 1 Tonne Lodestar self climbing hoist £95.70 per week

\* 8 way hoist controller £95.70 per week

\* 32A 3 Phase electrical supply to be ordered through nominated electrical contractor

#### **\*All subject to availability**

- G.** In relation to the breakdown of the event, the normal procedure is that most items will be de-rigged on the day after the last open day of the event. If you require your item to be de-rigged on the last open day, you should make specific arrangements with the SECC. You should make arrangements to receive your item at the time it is de-rigged, failing which it will be left on your stand for collection and it will then be your responsibility to ensure that it is picked up by you or your representative(s). SECC will accept no liability for the item after it is de-rigged.