



### Rigging Services Order Form

HICC offers exhibitors rigging services for branding usage and independent lighting for stalls.

Please attach all Service Order forms and return along with this form no less than 14 DAYS PRIOR to the move-in of the event to: \_\_\_\_\_

Event Manager : \_\_\_\_\_

Hyderabad International Convention Centre

Phone: \_\_\_\_\_ Mob: \_\_\_\_\_ Email: \_\_\_\_\_

Name of the Event: \_\_\_\_\_ Date: \_\_\_\_\_ To : \_\_\_\_\_

Stand Name: \_\_\_\_\_ Stand Number \_\_\_\_\_

<b>Banner Hanging &amp; Rigging - Description of Items</b>	
Describe items to be rigged, including dimensions and approximate weights. (Please attach a drawing or sketch showing locations of items in relation to your stand.)	
<b>Summary of Costs</b>	
Rigger per staff per hour	INR 1800 + taxes per person ( per banner)

Amounts quoted in this correspondence are exclusive of taxes & service charges  
Service charge 5% and Service Tax 12.36%. Taxes are subject to change

**Please Note: this form will not be processed unless the above information is completed and supplied along with your Exhibitor Account Form**

A written estimate of costs will be forwarded to the party nominated on the Exhibitor Account Form  
Signing and returning a copy of the estimate cover sheet by the nominated date confirms the booking for this service. All services must be prepaid to EXHIBITOR SERVICES by credit card, cash, EFT or company cheque made payable to CCCPL at least ( 3 ) business days prior to the move-in of the event.  
Any requests received later than 14 days prior to the event will be undertaken at the centre's discretion and may incur a 30 % late fee.