



مركز قطر الوطني للمؤتمرات
Qatar National Convention Centre

FORM
04

RIGGING - Exhibition Service Order

OPS-EP/EOF/R4/01/07/2019

EXHIBITION DETAILS

EVENT NAME	EXHIBITION DATE
HALL NO:	STAND NAME
LIVE EVENT DATES:	STAND NO:
ON-SITE CONTACT NAME	NUMBERS EXPECTED:
	ON-SITE CONTACT NO:

ORDER CONTACT DETAILS

FIRST NAME	SURNAME	JOB TITLE
COMPANY NAME	COMPANY ADDRESS:	
COMPANY CITY:	POSTAL CODE	COUNTRY:
DIRECT NO:	MOBILE NO:	
EMAIL ADDRESS:	FAX NO:	

ITEM DESCRIPTION	ADVANCE RATE (QAR) Rental Up to 7 Days Period	STANDARD RATE (QAR) Rental Up to 7 Days	LATE RATE (QAR) Rental Up to 7 Days	QTY	HALL NO	STAND No	SUB-TOTAL QAR
BGV C1 1000KG Chainmaster Hoist Motor	☐ 2,700.00	☐ 3,500.00	☐ 4,600.00				
BGV C1 250KG Chainmaster Hoist Motor	☐ 2,000.00	☐ 2,700.00	☐ 3,500.00				

*Orders will be processed & Confirmed upon receipt of a client's rigging plan which includes the point load weights for each point, along with coordinates of the rigging points within the stand.
An example of a workable plan (Fig.1) is attached. QNCC house grids have strict Work Load Limits and to ensure everybody's safety we cannot suspend equipment without the relevant load data received in writing in advance of any move in.

TOTAL ITEMS ORDERED	
Total Amount QAR	
GRAND TOTAL QAR	

Rigging

ITEM DESCRIPTION	QNCC has limited stock of Chain Motors, Truss and Rigging Hardware which can be quoted as dry hire equipment based on availability upon receipt of a detailed plan from the client
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Rigging

ITEM DESCRIPTION	ADVANCE RATE (QAR)	STANDARD RATE (QAR)	LATE RATE (QAR)	QTY	HALL NO	STAND No	SUB-TOTAL QAR
Point over 300 KG	☐ 1,605.00	☐ 2,170.00	☐ 2,400.00				
Point up to 300kg	☐ 960.00	☐ 1,285.00	☐ 1,930.00				
Standard Banner (2x 10kg Points)	☐ 640.00	☐ 860.00	☐ 1,070.00				

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An example of a workable plan (Fig.1) is attached. QNCC house grids have strict Work Load Limits and to ensure everybody's safety we cannot suspend equipment without the relevant load data received in writing in advance of any move in.

TOTAL ITEMS ORDERED	
Total Amount QAR	
GRAND TOTAL QAR	

PRICING INFORMATION

- Advance Rate is available up to 30 days before the event move in
- Standard Rate: from 29 to 10 days before the event move in
- Late Rate: 9 days and below, please check the availability of the item/service before placing an order

SERVICE INFORMATION

- All rigging is provided through QNCC Exhibition Services and installed as per approved rigging plot submitted to QNCC.
- Only QNCC Riggers may attach any suspension equipment to the structure of the Building. This includes all mother grids, hanging points, flying systems or any other structural elements. (Unless prior written approval has been obtained from QNCC Management).
- All overhead rigging incorporating lifting equipment (i.e.. Chain hoist, winch or other) must be backed up by a secondary suspension. Unless a BGV C1 or BGV D8+ standard with current certification produced. Rated steel secondary suspension equipment must be provided to QNCC rigging team by client's agent at time of point installation.
- All Suspended material is required to be able to move independently of the QNCC mother grid for load in / load out purposes. The QNCC mother grid is not for lifting / lowering of client's suspended materials. Floor mounted stands or objects may not be attached to the QNCC grid and must be supported independently
- Standard Rigging operations are between the hours of 09:00 -to 21:00 for load in and 08:00 to 20:00 for load out on the dates supplied to the exhibition organiser.
- Any movement / Re- rigging plot (within 10 days of event start) are liable for charges in line with the requirements.

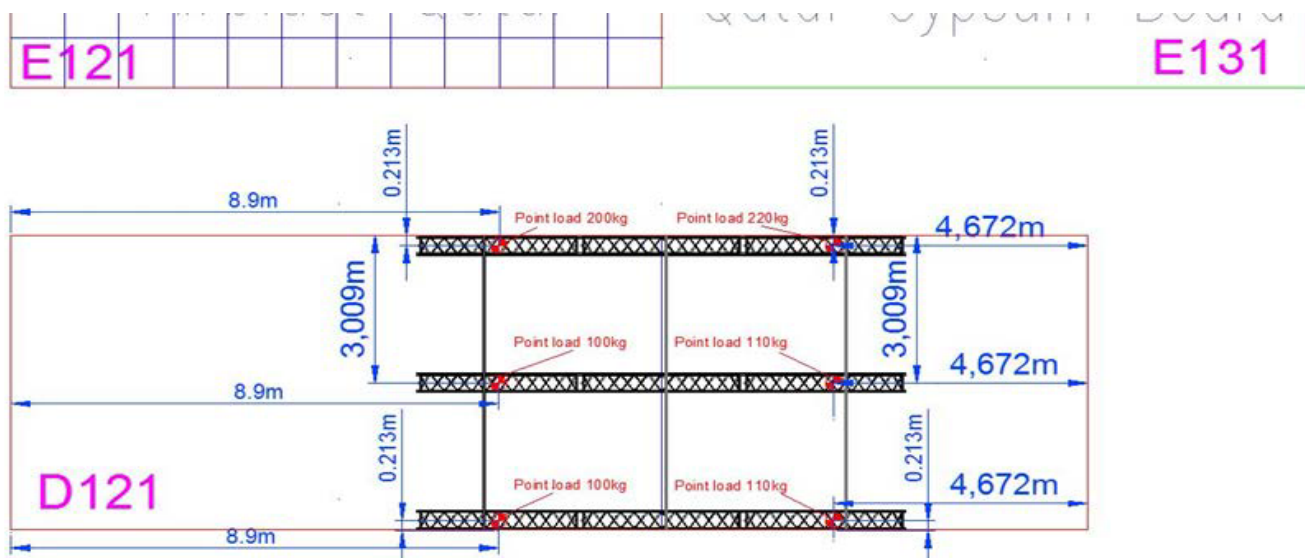
The QNCC AV Production Team is the exclusive provider of Rigging Services. Arrangements for these services shall be made through this form. Dates of installation may vary depending on the quantity of orders received and how many move-in days an event may have. All rigging orders are subject to approval by QNCC and must be installed, removed and supervised by QNCC authorized personnel.

The most frequently requested services are listed in this order form. If you do not see what you require on this form, simply contact the

TERMS AND CONDITIONS

- Payment in full must be rendered on all orders when order is placed
- Exhibitors with outstanding balances from previous exhibitions must satisfy the payment requirement or services will not be provided.
- Various payment options are accepted.
- An order is considered confirmed only if the payment has been completed.
- **ORDER FORMS AND FULL PAYMENT or CREDIT CARD AUTHORISATION** are to be received as per the agreed timeline mentioned in this order form.

- All prices are rental only. Material and equipment furnished by the QNCC for this service order shall remain QNCC property unless otherwise specified and shall be removed only by authorized QNCC staff at the move out of the event.
- The final reconciled invoice will be provided within fourteen (14) days after the show closing date.
- Claims/Refunds will not be considered unless filed in writing prior to the close of the exhibition. Please allow 15 days for processing.
- All prices are rental of the equipment only.



GRID PLAN

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 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 bottom of the structure or banner when fully suspended must be shown

Neighbouring Stand Number:

Neighbouring Stand Number:

Neighbouring Stand Number:

Neighbouring Stand Number:

PLEASE SPECIFY THE FOLLOWING

Wieght of each point to be rigged including
the weight of motor / hoist for lifting:

Total weight of the structure or banner:

Stand on left side:

Stand on right side:

Stand at rear:

PAYMENT INSTRUCTIONS

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Electronic Funds Transfer

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Credit Card

- If payment is made by electronic transfer, please forward a copy of the transaction slip via fax or email.

CREDIT CARD PAYMENT AUTHORISATION	BANKING DETAILS
I duly authorise QNCC to charge my credit card: ☐ Master Card  ☐ Visa  CARD NO: EXPIRY DATE: dd/mm/yy PRINT NAME AS IT APPEARS ON CARD: SIGNATURE:	Transfer amount to: Account Name: Qatar Properties Holding Co. Bank: Qatar Islamic Bank Account Number: 100230199 Swift Code: QISBQAQA IBAN: QA69QISB011583620020100230199

I hereby authorize the QNCC to provide the stated services and agree to assume complete responsibility for all service charge

Authorised Signature: _____

Date: _____

Thank you for selecting QNCC!

Please send the completed form with the payment information to:

Email: exhibitionplanning@qncc.qawww.qncc.qa

Tel: +974 4470 7429 Fax: +974 4470 7003