



National Production Services Inc.

[www.4riggers.com](http://www.4riggers.com) [www.rigginginfo.com](http://www.rigginginfo.com)

1-888-4RIGGERS

Online Request Form: [www.4riggers.com](http://www.4riggers.com)

## REQUISITION FOR EXHIBIT RIGGING LABOR

National Production Services, Inc is the exclusive in-house rigging contractor for the Hotel. The Hotel Management is very concerned with the safety and welfare of its customers and guests, as well as the safety and structural integrity of the Hotel meeting space.

National Production Services, Inc is responsible for the approval of equipment and design for all rigging systems within the Hotel. We are also responsible for installation and dismantling of all rigging systems and suspended production elements within the Hotels' ballroom ceilings. This includes, but is not limited to all signage, banners, headers, lighting trusses, scenic elements and audio components. All suspended items must conform to any show management regulations and rules. Please give us specifics regarding your exhibit or send drawings via email or fax to the contact information below. Please let us now who your I&D company contact is. NPS is not responsible for assembly of the items to be suspended.

A scissor lift or a boom lift is necessary for rigging at the Hotel. Lifts may be rented from National Production Services, Inc.

Please visit our website [www.rigginginfo.com](http://www.rigginginfo.com) for venue specific rigging rates and regulations. Changes to crew call times will result in additional charges of time and a half unless notification is received in writing at least twenty-four (24) hours prior to requested services. Cancellation of any scheduled service will result in a four-hour minimum per man scheduled unless notification in writing of cancellation is received no later than twenty-four (24) hours prior to requested services.

PLEASE FAX OR EMAIL COMPLETED FORMS FOR CONFIRMATION

Fax: 888-744-7578 OR Email: [Terry@rigginginfo.com](mailto:Terry@rigginginfo.com)

**National Productions Services, Inc.**  
**Credit Card Authorization Form**

Date: \_\_\_\_\_

**GROUP OR CONVENTION INFORMATION**

Group Name: \_\_\_\_\_

Convention Name (if different): \_\_\_\_\_

Function Dates: \_\_\_\_\_

Location: \_\_\_\_\_

I hereby authorize charges for the above said function to be applied to the credit card number below.

Credit Card Type      \_\_\_\_\_ AMX      \_\_\_\_\_ MC      \_\_\_\_\_ Visa

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Visa or Mastercard:      Last 3 digits on back of card: \_\_\_\_\_

American Express:      4 digits on front of card: \_\_\_\_\_

Name on Card: \_\_\_\_\_

CC Billing Address: \_\_\_\_\_

Billing Address: \_\_\_\_\_

*(If different from above)*

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Authorized Amount:** \_\_\_\_\_

**Card Holder Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PLEASE RETURN COMPLETED FORM TO: EFAX# 888-744-7578 or EMAIL**  
**marta@rigginginfo.com**



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GROUP \_\_\_\_\_  
HOTEL \_\_\_\_\_  
BALLROOM \_\_\_\_\_  
BOOTH # \_\_\_\_\_  
COMPANY \_\_\_\_\_  
Contact \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_ Mobile \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

**BILLING INFORMATION**

Master Account \_\_\_\_\_ Direct Bill \_\_\_\_\_  
Billing Address \_\_\_\_\_  
\_\_\_\_\_

Credit Card: SEE ATTACHED CREDIT CARD AUTHORIZATION (We require full deposit prior to event.)

Onsite Contact \_\_\_\_\_

LOAD IN DATE \_\_\_\_\_ CALL TIME \_\_\_\_\_  
LOAD OUT DATE \_\_\_\_\_ CALL TIME \_\_\_\_\_

Description of items to be hung \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

We trust you have read the hotels rigging regulations and reviewed our contract required rigging rates and conditions on [www.rigginginfo.com](http://www.rigginginfo.com) and you have designed your event using our CAD as your template. Please email your CAD file as a .dwg or .dxf to [greg@rigginginfo.com](mailto:greg@rigginginfo.com). Greg is available to assist you with any technical questions you may have.

PLEASE EMAIL OR FAX COMPLETED FORMS FOR CONFIRMATION  
214-658-9702 OR [terry@rigginginfo.com](mailto:terry@rigginginfo.com)