

Banner rigging order form

An ADNEC Group Company

EXCeL
LONDON

Valid from 1st January - 31st December 2023

Advanced rates Valid up to 28 days prior to the first day of tenancy.

Standard rates Valid within 28 to 7 days prior to the first day of tenancy.

Onsite rates Valid within 7 days prior to the first day of tenancy, availability confirmed on request.

Please note that orders will not be fulfilled until payment is received in full. Please note that all orders are subject to availability.



Click here to order these services on our Webshop

Internet • Piped services • Cleaning & Waste • Audiovisual
and other essentials for your stand

Payments by Visa and Mastercard only.



Banner rigging

Rigging for flat, shaped or framed banners. Includes equipment, plant and labour to suspend and de-rig the banner. Flat banners should be supplied with a 75mm diameter pocket top and bottom. Banner rigging packages do not include production of the banner.

B01	Flat banner up to 2.5m wide (inc. 2 wires, tube & labour. Max 50kg weight).
B02	Flat banner 2.501m - 6m wide (inc. 3 wires, tube & labour). Max 50kg weight.
B03	Lightweight shaped banner rigging - cube/circle Up to 2.5m wide, static load up to 60kg (inc. 4 wires & labour) Banner supplied by client
B04	Framed banner rigging Up to 4m wide, static load up to 100kg (inc. 2 Lifting Points, 2 Manual Chain Hoists, 4 Bridles, H&F & De-Rig Service) Banner supplied by client

QTY	Advanced rate	QTY	Standard rate	Onsite rate
	£442		£530	£636
	£625		£750	£900
	£912		£1,095	£1,313
	£1,747		£2,096	£2,516
	£901		£1,081	£1,297
	£1,072		£1,286	£1,544

Printed banners including banner rigging

A printed eco-friendly PVC-free banner, and banner rigging package, for above your stand.

PB01 double-sided printed flat banner and rigging package	2500mm w x 3000mm h
PB02 double-sided printed flat banner and rigging package	3000mm w x 2500mm h

Upon order confirmation, the exhibitor services team will issue artwork upload instructions.

SUB TOTAL (excluding VAT)	£
20% VAT	£
TOTAL (including VAT)	£

For bespoke rigging quotations, please contact rigging@excel.london

Please send a scaled rigging plan (as specified below) with the the quote request

Important information

Please tick this box if you have permission to rig from the event organiser.

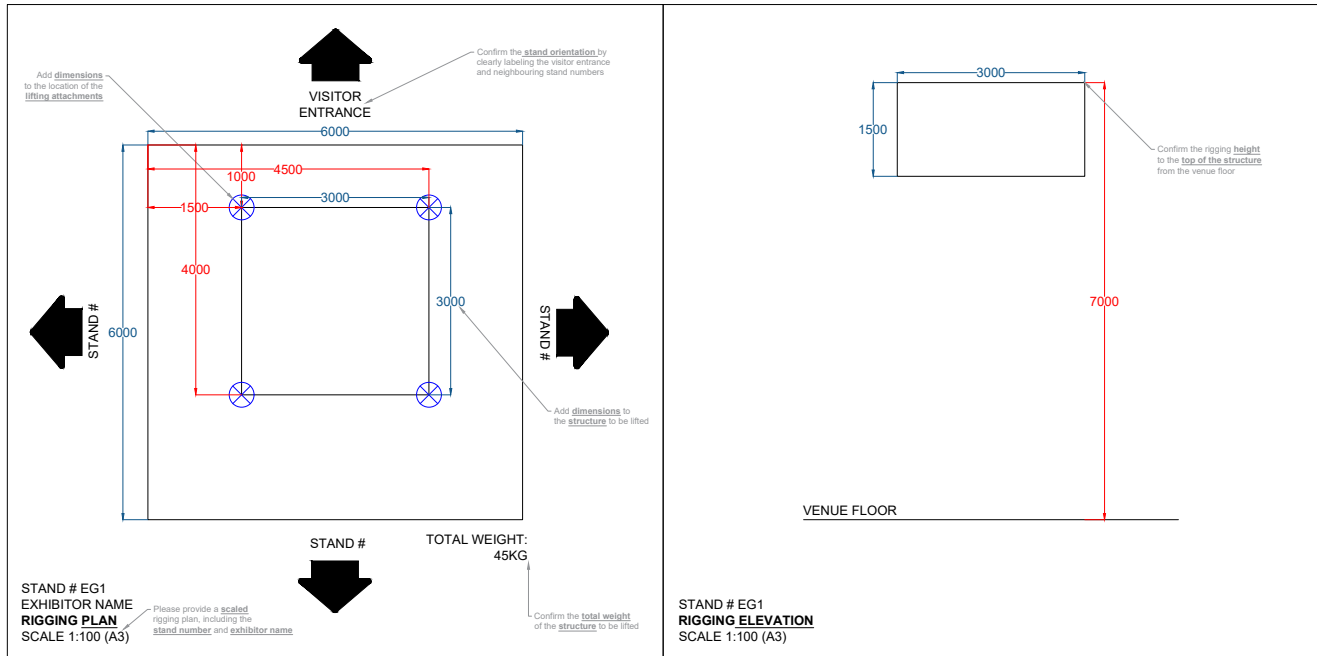
All rigging must be contained within the boundaries of the relevant stand or area perimeter.

Please tick this box to confirm you have read and agree to the rigging terms on the next page.

Please ensure a scaled (metric measurement) rigging plan is sent with this order which clearly shows:

1. Orientation of the stand.
2. Dimensions to the location of the banner pickup points within.
4. Banner dimensions
5. Banner height
6. Banner weight

We are unable to install your rigging without this.



Summary of terms

It is in your interest to read this document thoroughly as this will help to avoid confusion at a later date.

It is also the responsibility of the order contact to ensure these terms are communicated to their appointed contractor.

1. ExCeL Rigging reserves the right to refuse rigging requests which exceed the loading limitations of the building, prohibit the use of non-compliant equipment, working methods and items unsuitable to be rigged.
2. All secondary rigging conducted by a third party or contractor must be carried out within the contracted tenancy of the event, with rigged items or systems installed prior to groundwork commencing wherever possible.
3. Any rigged items obstructing venue signage or considered to be a hazard will be repositioned or removed at a cost to the client.
4. ExCeL Rigging will not attend site on the first evening of breakdown when the event has contracted tenancy for the following day. It is the responsibility of the exhibitor or appointed contractor to ensure a representative is available during the full breakdown day. Please refer to the exhibitor manual for confirmation of the breakdown tenancy.
5. All banners will be suspended and de-rigged during the contracted event tenancy. ExCeL Rigging does not accept deliveries of exhibitor banners in advance of tenancy.
6. Banners to be rigged shall be fit for suspension. Suppliers are responsible for the integrity and suitability of banners and their suspension fittings. Screw in eyes are not acceptable, and ExCeL London reserves the right to refuse the suspension of any banner where the suspension fittings supplied are deemed inadequate.
7. Flat banners should be produced with a 75mm diameter pocket at the top and bottom.
8. Banner drop weights (applied to the bottom of banners) must be contained within a sealed pocket enclosed by either; stitching, vinyl welding, cable ties secured through taught eyelets, or fixed with heavy duty stapling and large head screws and washers. The weight must not be able to move around within the pocket.
9. ExCeL London takes no responsibility for onward shipping or storage of banners whatsoever. Banners must be collected and removed from site during the event breakdown tenancy. Any banner not collected within the contracted event tenancy will be disposed of without exception.
10. ExCeL Rigging do not provide or construct any frames for shaped banners.

Summary of terms

- Please note that you are liable for a full recharge of the item ordered if the location submitted is incorrect.
- ExCeL London reserves the right to adjust pricing for any service during 2023. Subject to payment being received by ExCeL London in respect of the service within 28 days of the date of the order confirmation, the price quoted on the order confirmation for that service will be honoured.

Cancellation policy

If the exhibitor or their representative notifies the Exhibitor Services Team of their order cancellation:

- 28 days or more prior to the first day of the event tenancy*, a refund or credit of 100% of the order value is offered.
- 27 to 8 days prior to the first day of the event tenancy*, a refund or credit of 50% of the order value is offered.
- Within 7 days prior to the first day of the event tenancy*, no refund or credit will be offered.

*If you are uncertain as to the first day of tenancy of the event please contact exhibitororders@excel.london

Event details

Event title:

Stand Number and/or Room Name:

Exhibitor name:

Please tick if space only

Order contact details

First name:

Last name:

Job title:

Company:

Address:

Country:

Post/zip code:

Telephone:

Email:

VAT ref:

Direct Mail Opt-in

Please tick if you are a contractor

Invoice details

These are the details as they will appear on your invoice (this cannot be changed at a later date)

Same as order contact details:

Please complete this section if different from Order contact details.

First name:

Last name:

Job title:

Company:

Address:

Country:

Post/zip code:

Telephone:

Email:

VAT ref:

Payment details

Payment Method: Bank Transfer

Credit Card (*Visa and Mastercard only*)

PO reference:

Important

Services will not delivered until full payment is received.

This order is accepted on the understanding that full ExCeL Event Services Terms and Conditions apply (available [here](#))