



RIGGING SERVICES **ORDER FORM**

1st January – 31st March 2025

INSTRUCTIONS:

1. Select the services you require by specifying the quantity in the box provided
2. Ensure you have read the Terms and Conditions on the website, including those specific to your type of Service
3. Complete all contact details and payment details
4. Send your completed Order Form to orders@cbsarena.co.uk

The package prices below are for the duration of the event and include delivery, collection, installation, derig and insurance (subject to terms and conditions available on request). All prices are exclusive of VAT. If you cannot see what you require, then please contact us for further details by emailing orders@cbsarena.co.uk

SERVICE	DETAIL	UNIT COST	QTY	TOTAL
Primary Rigging Point		£100.00		
Drop Wire (including termination)		£100.00		
Manual Chain Hoist	Up to 500KG	£45.00		
Motor Hoist	Up to 1000KG	£65.00		
Distribution and Control	Per way	£18.00		
Banner Hanging	Up to 6m wide	£275.00		
Pre Production Cost	Plan and Sign Off Form	£70.00		
Truss	12" Box	£16.00		
Truss	Corners	£50.00		
Truss	Circle	POA		
Access Equipment	10m Scissor Lift (Day Rate)	£190.00		
Access Equipment	23m Boom Lift per hour (4hr min)	£70.00		



Judds Lane, Longford, Coventry, CV6 6AQ

cbsarena.co.uk

Coventry Building Society Arena is operated and managed by Coventry Arena Retail Ltd
Coventry Arena Retail Limited Company Reg: 11689119
Coventry Arena Retail Limited VAT No. 436027609





RIGGING VISUAL **ORDER FORM**

1st January – 31st December 2024

INSTRUCTIONS:

- 5. Select the services you require by specifying the quantity in the box provided
- 6. Ensure you have read the Terms and Conditions on the website, including those specific to your type of Service
- 7. Complete all contact details and payment details
- 8. Send your completed Order Form to orders@cbsarena.co.uk

SERVICE	DETAIL	UNIT COST	QTY	TOTAL
Labour – Pre Rig	Riggers per hour (x 2 person / 5hr min)	£40.00		
Labour – Client Rig	Riggers per hour (x 2 person / 5hr min)	£40.00		
Labour – De Rig	Riggers per hour (x 2 person / 5hr min)	£40.00		
Lighting		POA		
Drape		£17.00		
Portal		£190.00		
Power		POA		

The client is responsible for ensuring that all information given is accurate (including weight loadings) and that there equipment to be suspended is fit for purpose, certificated (where necessary) and all risk assessments have been carried out as per current regulations and venue / organiser policy.

Installations will net commence until full payment has been received and all plans, drawings and locations have been approved by both parties – Sign off is a mandatory requirement for all rigging installations

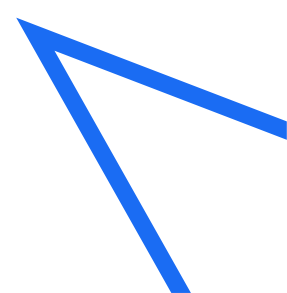
All orders should be received 14 days prior to the 1st build day, Any orders received after this will be subject to a 20% surcharge payment, plus any out of hours labour charge



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CONTACT DETAIL (Please complete in BOLD print)

Name of Exhibition:		Date:	
Hall No.		Plan Submitted Y/N	
Company Name:		Stand No:	
Address:			
Website		Phone No.	
Order Contact Name:		Order Contact No.	
Order Contact Email:		Position:	
Onsite Contact:		Onsite No:	
Rigging Install Date		Rigging De Rig Date	
Total £			
VAT (Prevailing Rate) £			
Grand Total £			
Signed		Name	

By signing this document you are agreeing and contracting to all the terms and conditions set out on our website

Your invoice will be sent on receipt of order, payments will be required a minimum of 5 working days prior to the event



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