



# RIGGING SERVICES ORDER FORM

1<sup>st</sup> January – 31<sup>st</sup> December 2026

## 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](mailto: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](mailto:orders@cbsarena.co.uk)

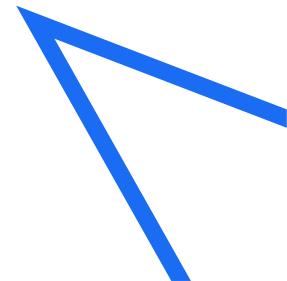
| SERVICE                           | DETAIL                           | UNIT COST | QTY | TOTAL |
|-----------------------------------|----------------------------------|-----------|-----|-------|
| Primary Rigging Point             |                                  | £100.00   |     |       |
| Drop Wire (including termination) |                                  | £100.00   |     |       |
| Manual Chain Hoist                | Up to 500KG                      | £50.00    |     |       |
| Motor Hoist                       | Up to 1000KG                     | £80.00    |     |       |
| Distribution and Control          | Per way                          | £19.00    |     |       |
|                                   |                                  |           |     |       |
| Banner Hanging                    | Up to 6m wide                    | £300.00   |     |       |
|                                   |                                  |           |     |       |
| Pre Production Cost               | Plan and Sign Off Form           | £82.50    |     |       |
|                                   |                                  |           |     |       |
| Truss                             | 12" Box                          | £16.00    |     |       |
| Poles                             | 54mm Barrel                      | £15.00    |     |       |
| Clamps                            | Clamps                           | £3.00     |     |       |
| Truss                             | Corners                          | £55.00    |     |       |
| Truss                             | Circle                           | POA       |     |       |
|                                   |                                  |           |     |       |
| Access Equipment                  | 10m Scissor Lift (Day Rate)      | £190.00   |     |       |
| Access Equipment                  | 23m Boom Lift per hour (4hr min) | £210.00   |     |       |

THE  
BEST  
TIMES  
ARE HERE

Judds Lane, Longford, Coventry, CV6 6AQ

[cbsarena.co.uk](http://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

1<sup>st</sup> January – 31<sup>st</sup> December 2026

## 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](mailto: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              |                                         | £205.00   |     |       |
| 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 not 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 1<sup>st</sup> 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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