

# SEC Rigging Order Form

SECLtd, Glasgow, G3 8YW

Tel 0141 275 6218



All enquiries to [technical.services@sec.co.uk](mailto:technical.services@sec.co.uk)

**Event:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Stand number:** \_\_\_\_\_ **Hall No:** \_\_\_\_\_

I. Description of item:

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II. Construction of item:

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III. Attaching points:

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IV. Weight:

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V. Height from floor level to bottom of item:

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VI. Dimensions: wide x drop.

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VII. Delivery date and time of item on site:

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VIII. Date and time item should be rigged:  
**(Please note that this cannot be guaranteed)**

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IX. Mobile telephone number for on-site contact:

## Invoice Details

Title. Mr/Mrs/Miss .....First Name .....Surname .....

Email address .....Tel No .....

Invoice address .....

Country ..... Postal code .....

## Payment

		Card Number																		
Credit Card	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Debit Card	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cheque	<input type="checkbox"/>	Expiry Date				3 Digit SEC No.														
Bacs	<input type="checkbox"/>	<input type="text"/>				<input type="text"/>														

**Bacs Details**  
SEC Ltd  
Clydesdale Bank  
14 Bothwell Street  
Glasgow, G2 6QY

Sort code 82-48-08  
Acc No. 50217238  
Swift Routing No. CLYDGB2S  
IBAN:-GB19CLYD82480850217238

VAT Registration Number

**\*We Do Not Accept Amex\***

## GDPR Compliance Statement

We take protection of your data very seriously and will only use the information provided to complete your order.  
Data is held in accordance with our Privacy Policy which can be viewed here <https://www.sec.co.uk/privacy-policy>

**Please note - It is the responsibility of the exhibitor/contractor to advise us of any change of stand number or location. Any associated remedial work will incur additional charges.**

We have read the conditions of contract A - I and agree that these will apply.

We enclose the relevant payment and drawing.

Name .....

Signature .....

Date .....

For and on behalf of .....

**Return to:** Technical Services Department  
Scottish Event Campus  
Glasgow  
G3 8YW  
Tel: 0141 275 6218

**CONDITIONS OF CONTRACT:**

A. Exhibitors requiring rigging must submit an order to Technical Services Department of the SEC 14 days prior to Event build up together with a full description of the item(s) to be rigged.  
All rigging items must comply with National Arenas Association (NAA) Rigging Guidance.  
Late orders will only be accepted subject to availability and will incur a 25% surcharge.

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B. Your order should include the following details:-

- i. Total weight of the item to be rigged including attachments, light fittings etc. Where light fittings are attached give details of how the weight is distributed
  - ii. Height required from floor level to bottom of item
  - iii. Dimensions of item
  - iv. Details of how rigging wires may be attached to item
  - v. Drawing of stand showing orientation in the hall and the position of the item with measurements in from perimeter of stand
  - vi. Day and time the item should be rigged. Items to be rigged are required to be on site as early as possible, and in any case by the first day of build up
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C. As per our terms and conditions of contract, payment must be received in advance before any work will be carried out and should be enclosed with your order. SEC reserves the right to refuse to process orders until payment for the service has been received. A VAT receipted invoice will be forwarded to you on receipt of payment. A 25% surcharge will be applied to late orders and no guarantee can be given that the work will be carried out.

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D. SEC cannot guarantee specific times for work to be carried out.

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E. Rigging work contracted to others must first be approved by SEC Ltd. In this instance public/product liability insurance, rigging plots, weight sheets and test certificates must be submitted to the Technical Services Dept. 14 days prior to Event build up. The appointed company must have the necessary credentials and experience to carry out rigging work.

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F. Example costs are as follows. (All cost below are exclusive of VAT) Prices valid from 1st August 2022 - 31st March 2023

**Drop Wires**

Hall 1 - roof height 4m - drop wires £118.25 each.

Hall 2 - roof height 9m - drop wires £118.25 each.

Hall 3 - roof height 9m - drop wires £118.25 each.

Hall 4 - high bay area 20m - £148.98 per wire; low bay area 9m - £118.25 per wire.

Hall 5 - high bay area 14m - £148.98 per wire; low bay area 9m - £118.25 per wire.

All suspended structures from 3m in length will require a minimum of 3 wires with an additional wire every 2m thereafter

**Hanging Costs**

Banner, for example, 3m wide x 2m drop - £121.68 plus drop wire costs

Banner over the above specification - please submit details.

Lighting trusses - SEC hoist only - £38.86 per metre.

\*Installation of 1 Tonne lifting point - £293.93 per point.

\*Hire of Manual Chain Blocks - £43.87 each

**\* All Rigging orders will be priced individually on application**

**\*All subject to availability**

**\* All orders must be placed at least 14 days prior to the event build up. Late orders will only be accepted subject to availability and will incur a 25% surcharge**

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G. In relation to the breakdown of the event, the normal procedure is that most items will be de-rigged on the day after the last open day of the event. If you require your item to be de-rigged on the last open day, you should make specific arrangements with the SEC. You should make arrangements to receive your item at the time it is de-rigged, failing which it will be left on your stand for collection and it will then be your responsibility to ensure that it is picked up by you or your representative(s). SEC will accept no liability for the item after it is de-rigged. Any items left for a period of time will be charged for disposal.

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H. SEC Reserve the right to refuse to process orders until payment has been received

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I. Cancellation of orders will only be accepted when made in writing. Where written cancellation is received by SEC later than one week prior to start of build up, the service will be charged at the full rate

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