



## Rigging and Lighting Order Form



Item	Price	Qty	Total
Scissor Lift 32ft	\$1,100.00/wk		
Chain Motors 1/2 Ton	\$190.00/wk		
Control Equipment (Chain Hoist Motor Controller)	\$400/wk (up/down)		
Truss: 10'x12"x12"	\$65/daily		
Truss: 5'x12"x12"	\$50/daily		
Corner Block: 12"	\$50/daily		
Schedule 40 Pipe - 10'	\$25/daily		
Deck Chain 4ft	\$15/daily		
Motor Accessories (Motor Cables & Paddle)	\$75/daily		
Rigging Miscellaneous (Spanset, Steel, Shackle)	\$50/daily		
Dimmer Rack, 12 Ch	\$150/daily		
Dimmer Rack, 24 Ch	\$225/daily		
Dimmer Controller, 12 Ch.	\$85/daily		
Dimmer Controller, 24 Ch.	\$125/daily		
Leko 19 / 26 / 36 / 50 Degree (please circle)	\$45/daily		
Clip-on Booth Lighting	\$30/daily		

**All ground support or flown lighting must be set up and struck by IATSE Local 19.**

Please call Michael Mixer (Union Steward) for a labor estimate: Call (443) 413-4114 or Email Michael.Mixer84@gmail.com

This is a limited selection of our products. Please call for specialty items and custom packages.

Thank you for your business!



The Baltimore Convention Center

Phone: 410-649-7314
E-Mail: bccexhibits@projection.com
Fax: 410-649-7061

Projection is the preferred in-house audiovisual provider of the Baltimore Convention Center. When onsite, please visit us in our Pratt Street lobby office on the 300 level. Rates published are for the entire length of the event.

Exhibit Information

Event Name:
Company Name:
Booth #:
Delivery Date:
Delivery Time:
Onsite Contact:
Onsite Contact Cell Phone #:
Ordered By:
E-Mail Address:
Secondary Contact Name & Cell Phone #:
Secondary Email Address:

A representative of your company MUST BE PRESENT at the time of delivery for set-up instructions and delivery verification. Please note that equipment will not be left in an unattended booth.

Order Instructions & Other Equipment

Blank area for order instructions and other equipment.

Totals

Table with 5 rows: 1) EQUIPMENT TOTAL, 2) LABOR (Set/Strike) - CLIP ON LIGHTS ONLY, 3) ORDER SUBTOTAL, 4) STATE SALES TAX - 6% of line 1 ONLY, 5) TOTAL DUE

Payment Information

Company Name, Credit Card Billing Address, City, State, Zip, Authorization Signature, Printed Name, Card Number, Exp. Date, CVV, Check (US Only), Wire Transfer

Remit to:



Projection
One West Pratt Street
Baltimore, MD 21201

Phone: 410-649-7314

Fax All Orders To: 410-649-7061
E-Mail: bccexhibits@projection.com



**Phone: 410-649-7314**  
**E-Mail: [bcce Exhibits@projection.com](mailto:bcce Exhibits@projection.com)**  
**Fax: 410-649-7061**

*Projection is the preferred in-house audiovisual provider of the Baltimore Convention Center. When onsite, please visit us in our Pratt Street lobby office on the 300 level. Rates published are for the entire length of the event.*

**RENTAL AGREEMENT**

All equipment rentals are based on Event Rates and apply to event days only. Rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that EXHIBITOR is renting PROJECTION equipment for a specified period of time and is responsible for its safe return. EXHIBITOR hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PROJECTION in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify PROJECTION of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR'S care, custody and/or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of PROJECTION in each instance.

**Cancellation**

**Cancellation** of equipment rental and services must be received **72 hours prior** to delivery date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will apply.

**PLEASE NOTE: ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.**

**Payment Terms**

Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date will incur additional charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of PROJECTION except where specifically identified as a sale. It is the EXHIBITOR'S responsibility to advise our Exhibit Service Personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, PROJECTION requires you to forward an exemption certificate for the state in which the services are to be used. Resale certificate are not valid unless EXHIBITOR is rebilling these charges to its customers. For International exhibitors, PROJECTION requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show.

These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF VA. In the event of any dispute between the EXHIBITOR and PROJECTION relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to PROJECTION for its services, as an offset against the amount of any alleged loss or damage. Any claims against PROJECTION shall be considered a separate transaction, and shall be resolved on its own merits. PROJECTION reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that PROJECTION may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

**Unpaid Balances**

Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable in Springfield, VA upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by PROJECTION shall be either applied to reduce the principal unpaid balance or refunded to the payer.

**Agreement**

I HAVE READ AND AGREED TO THE FOLLOWING TERMS AND CONDITIONS:

<b>Signed:</b>	<b>Date:</b>
<b>Company Name</b>	<b>Booth Number</b>

# projection

## Baltimore Convention Center Rigging Notes

Rigging hang point locations above your specific booth are determined after the decorator lays out the exhibit floor (booth) space. If your booth is not in line with the overhead hang points, hang point(s) will have to be created utilizing additional truss (spanner trussing). See photo below.



In addition, there are locations on the exhibit floor where there are no hang points and rigging is not an option. These locations are the sloping ceiling areas in Hall A through Hall G, which is indicated by the blue arrow. See photo below.

