



Exhibit Hall Rigging at the Gaylord Palms

With its on-site office, Encore is proud to serve as the exclusive in-house rigging contractor for the facility's meeting and event rooms, and ready to handle all your rigging requirements. Allow us to assist you with our CAD and rigging expertise. Our experienced production riggers use Encore's on-site inventory of hoists, truss, hardware, and scissor lifts to manage your event – from initial design to load out.

The facility is equipped with a permanent rigging system. As part of a comprehensive overhead safety and risk management program, the system is periodically load tested and inspected. Encore is required to approve all rigging designs and provide the labor necessary to load in and load out any equipment attached to the facility's rigging system.

Hanging Sign & Banner Rigging

- A Rigging-Form form must be submitted prior to load in.
- All submissions should be made at least 18 days prior to load-in. Rigging calls scheduled with less than 18 days' notice may incur additional charges.
- Encore requires general construction details, a full materials list, appropriate through bolted attachment points with a 5:1 minimum safety factor, and pictures of all suspended décor items and their attachment methods.
- For manufactured décor items, Encore may require manufacturer specification drawings.
- The onsite rigging staff may deny suspending any item that deviates from the information given, specified weight, or is constructed in an unsafe manner.
- Encore is not responsible for assembling/building and/or disassembling/dismantling décor or banners.
- A scissor lift, provided by Encore is required for all rigging calls.

Rigging Labor

- All rigging crews will consist of a minimum of two riggers. The overall number of riggers and equipment required for your event will be determined by Encore.
- Rigging calls are billed at actual time spent at booth.
- Overtime and/or double-time rates will apply for after hours, weekend, and holiday rigging calls.

Rigging Submission Process

- To schedule Rigging Services, please visit: www.encoreglobal.com/rigging-form
- By submitting your rigging request electronically, it will go directly into our nationwide rigging ensuring a prompt response and follow-up tracking.
- An Encore Rigging Manager will review your information and forward the approved request to the appropriate on-site Encore team members. An Encore representative will then forward a rigging estimate for your review and signature.

Please note: Your estimate will be based on current information. Labor and equipment needed may decrease or increase on-site due to availability of rigging points and hung banner/décor weight and sizes. Totals will be updated, and you will be notified prior to final billing.