

**OLYMPIA ORDER FORMS
FOR RIGGING & SIGNAGE INSTALLATION**



OLYMPIA
London

outback

RIGGING

Unit 5 Kendal Court
Kendal Avenue
London
W3 0RU

Contact: Rob Fitzgerald
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enquiries@outbackrigging.com



**OLYMPIA RIGGING ORDER FORMS
AND POINT LOAD INFORMATION**

BEFORE COMPLETING THE ATTACHED ORDER FORMS PLEASE ENSURE THAT THE FOLLOWING INFORMATION HAS BEEN PASSED TO YOUR STAND DESIGNERS OR CONTRACTORS.

MOTOR POINTS ARE SUFFICIENT TO TAKE A 1 TONNE SUSPENDED LOAD.

**ALL DROPS OTHER THAN CATENERY DROPS ARE SUFFICIENT TO TAKE
A 250KG LOAD**

SHORT CATENERY DROPS ARE SUFFICIENT TO TAKE A 25KG LOAD

IF YOU NEED TO SUSPEND LIGHTING TRUSSES, SPECIALLY DESIGNED FLOWN ITEMS OR ANY ITEM OVER 250KGS THEN YOU MUST SUPPLY DRAWINGS AND LOAD INFORMATION TO ENABLE OUTBACK AND OLYMPIA TO COMPLETE HEALTH AND SAFETY DOCUMENTATION.

ANY EXHIBITOR ORDERING LIGHTING BATONS OF 5M AND OVER MUST ORDER DROP WIRES TO SUPPORT THIS STRUCTURE, REGARDLESS OF THE WEIGHT HANGING OFF THE BATON.

STAND CONTRACTORS PERFORMING HOIST AND FIX OPERATIONS MUST COMPLETE RISK ASSESSMENTS, METHOD STATEMENTS AND CONFIRMATION OF COMPLIANCE WITH LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998

THIS INFORMATION MUST BE SUPPLIED TO OLYMPIA TECHNICAL DEPARTMENT AT LEAST TWO WEEKS BEFORE THE SHOW DATE TO GUARANTEE STAND APPROVAL.

IF YOU ARE IN ANY DOUBT PLEASE CALL US AT OUTBACK AND WE WILL BE HAPPY TO HELP



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**OLYMPIA RIGGING ORDER FORMS
HOIST & FIX**

Hoist & Fix (required for attaching, raising to final height and to safety off flown items).

NB. All items that require Hoist & Fix, whether carried out by you, a subcontracted company or Outback Rigging require suitable & compliant lifting points. Please see below specific details.

Your order will be processed and payment taken on receipt. However, before rigging is installed, please sign below to confirm that the item(s) to be suspended are designed and certified as suitable for suspension and are assembled using appropriate hardware, steel wire ropes and rated lifting equipment, as required under LOLER (Lifting Operations & Lifting Equipment Regulations 1998), PUWER (Provision & Use of Work Equipment Regulations 1998) and the eGuide (Guidance for Working at UK Exhibition Venues: www.aeo.org.uk/eguide).

Please provide up-to-date certificates of conformity for any lifting equipment brought to site.

Event Name

Stand Number

Stand Name

Total weight of item

Date and time of hoist & fix

Required final height (from floor to top of rigged structure)

Name of person placing this order

Signature

Office number

Mobile number

If you plan to carry out your own hoist and fix, please complete the following information:

Name of competent person on site

Signature

Mobile number



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Olympia Rigging Order Form



Name of show: _____
 Exhibitor name: _____
 Stand no: _____
 Address: _____

Phone: _____
 Fax: _____
 E-mail: _____

Description	Unit cost	Quantity	Total
Motor rigging points (includes safety wires but excluding hoist)			
High from main hall roof: 1 to 6 points	£250.00		£ -
7 to 12 points	£230.00		£ -
13 points and over	£210.00		£ -
Under balcony: 1 to 6 points	£185.00		£ -
7 to 12 points	£175.00		£ -
13 points and over	£165.00		£ -
Drop wires			
Long drops from main hall roof: 1 to 6 drops	£100.00		£ -
(including West Hall) 7 to 12 drops	£90.00		£ -
13 drops and over	£80.00		£ -
Short drops, low headroom: 1 to 6 drops	£75.00		£ -
7 to 12 drops	£70.00		£ -
13 drops and over	£65.00		£ -
Gallery banners i.e. handrail	£37.00		£ -
Scaffold poles per metre	£10.00		£ -
Rigging equipment hire			
Electric chain hoists up to 1000kg	£65.00		£ -
Electric chain hoists 2000kg	£75.00		£ -
Distribution and control per way	£15.00		£ -

N.B. Please ensure you order a 3-phase temporary rigging mains supply (32a or 63a - depending on requirements, which we will advise upon) from the Electrical Services Provider of the Event, to be live prior to installation.

Be aware that installation is not possible without this and it is not included in the above cost.

Manual Chain tackle point (excluding chain tackle)	£157.50		£ -
Manual Chain tackle hire, per week, up to 0.5 tonnes SWL	£52.50		£ -
Swifters / Catenaries per metre installed (all halls)	£ 6.00 / m		£ -

Rigging services

Hoist & fix for signs, banners, scaffolding poles or trusses	POA		
Quotations for supply and installation of complete rigging system	POA		
Rigging equipment hire - large range available	POA		
Truss hire - large range available	POA		

PAYMENT DETAILS

Full payment must be submitted with this form including VAT two weeks prior to load in date, thereafter a 20% surcharge will be applied. Cheques crossed and made payable to Outback Rigging Ltd.

Sub-total		£ -
VAT @ 20%		£ -
Total		£ -



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Olympia Halls : Banners & External Signage



Name of show: _____
 Exhibitor name: _____
 Stand no: _____
 Address: _____

Phone: _____
 Fax: _____
 E-mail: _____

Ref	Sign No	Illuminated	Site Drawing No	Req'd	Cost per unit
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Grand Hall (G)

G	1, 2, 3, 4 Pennant Sites	n/a	OL-GH-EX-001-POSTERS		£135.00
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National Hall (N)

N	1, 7, 8, 9. Pennant sites	n/a	OL-NH-EX-001-POSTERS		£135.00
N	2, 3, 5, 6. Light boxes	yes	OL-NH-EX-001-POSTERS		£30.00

External rigging

Apex corner banner site	(to be booked through The Thomas Partnership)				£450.00
Flag Installation - Olympia Way (NB. 11 in total)					£30.00

Grand & National Halls: internal rigging

Swifters / Catenaries	per metre installed (all halls)				£6.00 / m
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Gable End Banner Installation (per unit)

£2,100.00

N.B. Please ensure you order a 32a 3-phase temporary rigging mains supply from the Electrical Services Provider of the Event, to be live prior to installation.

Be aware that installation is not possible without this and it is not included in the above cost.

Grand Hall: each banner (please indicate which end you plan on using, i.e. East or West or Both)

£ -

National Hall: each banner (please indicate which end you plan on using, i.e. East or West or Both)

£ -

PAYMENT DETAILS

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Sub-total	£ -
VAT @ 20%	£ -
Total	£ -



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Olympia Central: External Posters & Signs

Name of show:

Exhibitor name:

Stand no:

Address:



Phone:

Fax:

E-mail:

Ref	Sign No	Illuminated	Site Drawing No	Req'd	Cost per unit
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Olympia Central external sites (O)					
O	1, 2, 3, 6, 7, 10, 13, 14, 15, 16: Light Boxes	yes	OL-OC-External		£30.00
O	4, 5, 17, 18 (Canopy Pennant Signs) (per side)	yes	OL-OC-External		£135.00

Olympia Central First floor, Conference Centre (CC)					
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F	4. Light box poster (Organisers Office)	yes	OL-02-INT-001-POSTERS		£30.00
CC	10, 11. Auditorium Banners	n/a	O2-L3-CC-AP		£165.00

PAYMENT DETAILS
 Full payment must be submitted with this form including VAT two weeks prior to load in date, thereafter a 20% surcharge will be applied. Cheques crossed and made payable to Outback Rigging Ltd.

Sub-total		
VAT @ 20%	£	-
Total	£	-



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