

**RIGGING
ORDER FORM**

RIGGING ORDER FORM

Please Return Completed Form to:

e-mail: logistics@decc.qa

Please fill in or type **BLOCK CAPITALS**

(DECC Cannot be held responsible for mistakes from illegible handwriting)

EXHIBITION DETAILS

Exhibition Name		Exhibition Date	
Hall Number		Stand Number	
Stand Name		Date of Order	

ORDER CONTACT DETAILS

First Name		Last Name	
Job Title		Contractor	☐
		Exhibitor	☐
		Agent	☐
Company Name			
Company Address			
City		PO BOX	
		Country	
Direct No.		Mobile No.	
Email Address			
On-site Rep Name		On-site Contact No.	

* Please note for any order to be deemed submitted all necessary details are to be provided. Orders will not be accepted or be confirmed if not fulfilling the instructions given in page 2. Invalid or incomplete orders will not be subject to the rate matrix.

SERVICE INFORMATION / PLEASE READ BELOW INFORMATION BEFORE PLACE YOUR ORDER

RIGGING:

Rigging setup will take place before any other on-site activities, such as freight deliveries, platform installations, or stand construction.

All rigging orders must adhere to venue guidelines and be submitted with a clear and accurate rigging plan in **AutoCAD format**, using METERS as the unit of measurement.

All rigging requirements must be plotted on the official organizer's floor plan, clearly indicating the orientation and position.

The height from the venue floor to the bottom of the O-ring must be shown in METERS.

All rigging elements must be positioned within the stand perimeter.

A maximum of four (4) manual chain hoists are allowed per stand. For five (5) or more rigging points, electric chain hoists must be used.

The maximum weight per direct rigging point is 200kg (STATIC LOAD).

Rigging plans must clearly indicate, the load per rigging point, the height of each rigging point, detailed descriptions of the objects/structures to be suspended, including self-weight specifications.

The venue reserves the right to request detailed load calculations at any time.

All suspended elements need to be approved by the concerned venue departments before the final lift.

The structure and its connections must comply with the DECC Rigging Manual and cannot be lifted without the DECC Rigging Team's approval.

All rigging materials must be clearly marked with their Safe Working Load (SWL) and accompanied by a valid inspection certificate issued by a third-party, dated within the last 12 months. This applies to: Steel wires, Shackles, Manual and electric chain hoists, Steelflex, Trusses, Any auxiliary rigging material. Defective, damaged, or improperly installed materials will not be permitted for use.

A secondary safety steel must be installed on all manual and electric chain hoists, except for Electric Chain Hoists rated D8+ and BGV C1 / SIL III.

Hoists must always be positioned perpendicular to the structure and attached with protected steel wires or Steelflex slings, tightly grasping the structure and connected via a shackle to the hoist.

Ground support structures must be self-supporting and require third-party certification prior to installation.

No ground structure is allowed to be attached to the DECC ceiling at the same time.

Aisles must remain clear during build-up and dismantling to allow the DECC Rigging Team unobstructed access.

The DECC Rigging Team's working hours are from 9 AM to 6 PM. Additional rigging services must be requested at least one day in advance, subject to extra charges.

The DECC and its Rigging Team are not liable for secondary rigging installations performed by third-party contractors.

The Venue does not provide a power supply in the ceiling. Any requirement for power at ceiling level shall be arranged from the floor and ordered through the official Electrical Order Form, with all such supplies subject to the applicable charges. The routing of power cables through the ceiling shall require the use of cable picks, which must be ordered exclusively through the official DECC Rigging Order Form and will likewise be subject to the applicable charges.

SERVICE INFORMATION / PLEASE READ BELOW INFORMATION BEFORE PLACE YOUR ORDER

BANNERS:

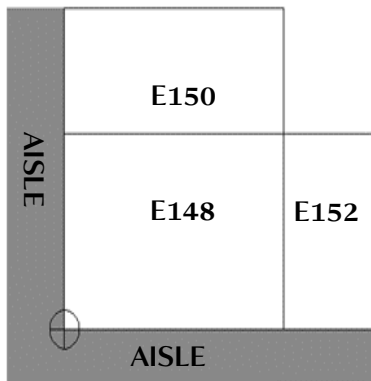
Banner Guidelines

Banners must be delivered at least two (2) days prior to the first day of build-up to allow for timely installation. Late banner deliveries will be assessed for feasibility by the DECC Rigging Team, and additional costs may apply. All banners must be supplied with appropriate support, such as a metal pipe with pre-drilled 10mm holes. Holes should be spaced 3 meters apart, as ceiling anchor points follow this spacing. Banners will be suspended directly from rigging points; bridles or pre-rigging are not included. All banners will be disposed immediately after the last day of break-down unless otherwise requested. DECC is not liable for the loss and/or damage to banners during transportation, storage, installation and dismantle. For any clarifications or additional rigging requirements, please contact the DECC Rigging Team in advance.

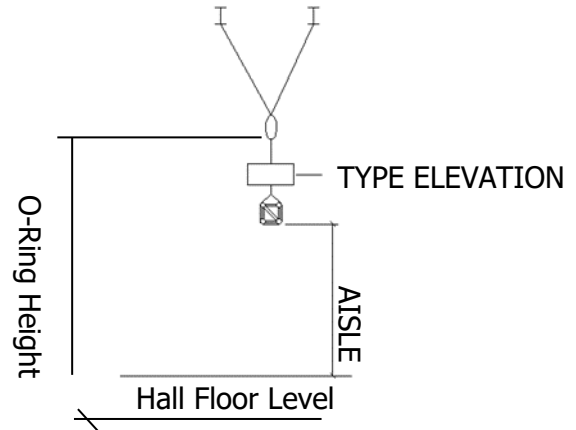
SERVICE INFORMATION

RIGGING PLOT

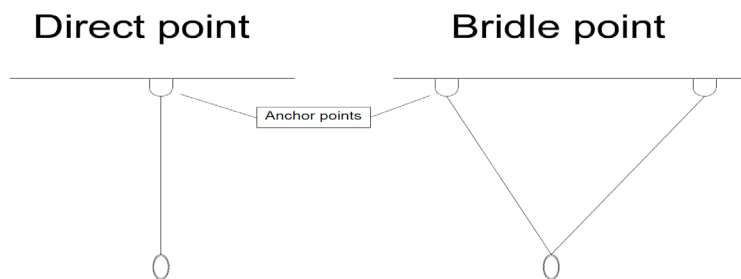
Examples:



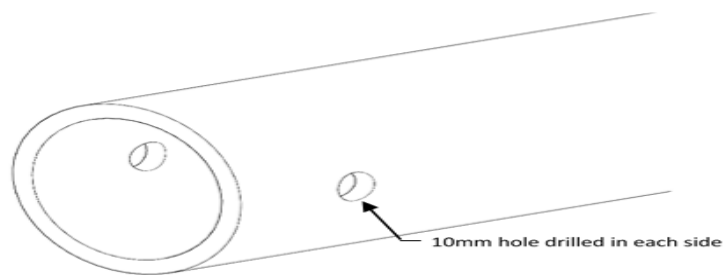
Stand Location



Trim Height



BANNERS



**RIGGING
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Advanced Rate:

Type of service	Point without safety steel	Point with safety steel	Point, safety steel & manual chain hoist	Point, safety steel & electric motor
1 to 5 Anchor Points	QAR 1,043	QAR 1,723	QAR 2,605	QAR 3,213
6 to 12 Anchor Points	QAR 1,032	QAR 1,703	QAR 2,580	QAR 3,180
13 to 25 Anchor Points	QAR 1,021	QAR 1,681	QAR 2,553	QAR 3,149

Advanced Rate: 30 days or more days prior to the event move in date.

Rental of equipment for more than 2 weeks periods will be quoted separately. Rental of manual chain hoists, electrical motors & trusses is subject to availability.

Order Of Services (Advanced Rate)	No Of Points	Total Amount	Service Delivery Date	Service Delivery Time
Anchor point without safety steel				
Anchor point with safety steel				
Anchor point, safety steel & manual chain hoist				
Anchor point, safety steel & electric motor				

Standard Rate:

Type of service	Point without safety steel	Point with safety steel	Point, safety steel & manual chain hoist	Point, safety steel & electric motor
1 to 5 Anchor Points	QAR 1,303	QAR 2,155	QAR 3,256	QAR 4,017
6 to 12 Anchor Points	QAR 1,291	QAR 2,127	QAR 3,224	QAR 3,976
13 to 25 Anchor Points	QAR 1,277	QAR 2,101	QAR 3,191	QAR 3,936

Standard Rate: 29 to 10 days prior to the event move in date.

Rental of equipment for more than 2 weeks periods will be quoted separately. Rental of manual chain hoists, electrical motors & trusses is subject to availability.

Order Of Services (Standard Rate)	No Of Points	Total Amount	Service Delivery Date	Service Delivery Time
Anchor point without safety steel				
Anchor point with safety steel				
Anchor point, safety steel & manual chain hoist				
Anchor point, safety steel & electric motor				

Late Rate:

Type of service	Point without safety steel	Point with safety steel	Point, safety steel & manual chain hoist	Point, safety steel & electric motor
1 to 5 Anchor Points	QAR 1,428	QAR 2,361	QAR 3,576	QAR 4,403
6 to 12 Anchor Points	QAR 1,413	QAR 2,332	QAR 3,540	QAR 4,357
13 to 25 Anchor Points	QAR 1,399	QAR 2,304	QAR 3,504	QAR 4,313

Late Rate: 9 days prior to the event move in date.

Rental of equipment for more than 2 weeks periods will be quoted separately. Rental of manual chain hoists, electrical motors & trusses is subject to availability.

Please contact us before placing a late order.

Order Of Services (Late Rate)	No Of Points	Total Amount	Service Delivery Date	Service Delivery Time
Anchor point without safety steel				
Anchor point with safety steel				
Anchor point, safety steel & manual chain hoist				
Anchor point, safety steel & electric motor				

* Please note above prices apply for installations directly to the existing anchor points only (Direct Point), based on the DECC rigging layout.

SELECT RATE

RIGGING ORDER FORM

SQUARE TRUSS

	Advanced Rate	Standard Rate	Late Rate
Linear m (30x30) Silver Truss	QAR 200	QAR 249	QAR 280
Linear m (40x40) Silver Truss	QAR 323	QAR 404	QAR 451
Corner 2 way	QAR 200	QAR 249	QAR 280
T 3 way	QAR 200	QAR 249	QAR 280

Order Of Services	No Of Points	Total Amount	Service Delivery Date	Service Delivery Time
Linear m (30x30) Silver Truss				
Linear m (40x40) Silver Truss				
Corner 2 way				
T 3 way				

BANNERS

Advanced Rate	Standard Rate	Late Rate
QAR 975	QAR 1,312	QAR 1,613

Exhibitor Banners	No of Banners	Total Amount	Service Delivery Date	Service Delivery Time

Pre Rigging / Between Two Direct Points

	Advanced Rate	Standard Rate	Late Rate
Pre Rigging (30x30) Silver Truss	QAR 315	QAR 368	QAR 431
Pre Rigging (40x40) Silver Truss	QAR 400	QAR 533	QAR 800

Order Of Services	Linear Meter	Total Amount	Service Delivery Date	Service Delivery Time
Pre Rigging (30x30) Silver Truss				
Pre Rigging (40x40) Silver Truss				

Bridle Point

Advanced Rate	Standard Rate	Late Rate
QAR 1,510	QAR 2,012	QAR 2,255

Bridle Point	No Of Points	Total Amount	Service Delivery Date	Service Delivery Time

* Bridle installations refer to rigging points between 2 existing anchor points.

* Bridle installation costs refer to the secondary point cost and are in addition to the direct points cost.

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RIGGING ORDER FORM - QBEC/EOF2177/16072025

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Rigging Team & Machinery

	Advanced Rate	Standard Rate	Late Rate
Rigging team + Machinery 8 Hrs	QAR 6,250	QAR 6,667	QAR 7,143
Rigger - 8 Hour shift	QAR 3,500	QAR 3,733	QAR 4,000

Order Of Services	QTY	Total Amount	Service Delivery Date	Service Delivery Time
Rigging team + Machinery 8 Hrs				
Rigger - 8 Hour shift				

Dry Hire

	Advanced Rate	Standard Rate	Late Rate
Screw Pin Anchor Shackle 3/4" (4,75 ton)	QAR 38	QAR 40	QAR 43
Screw Pin Anchor Shackle 5/8" (3,25 ton)	QAR 38	QAR 40	QAR 43
Screw Pin Anchor Shackle 1/2" (2 ton)	QAR 38	QAR 40	QAR 43
O-ring 1,4 ton	QAR 38	QAR 40	QAR 43
5m chain adjustable rigging point	QAR 250	QAR 267	QAR 286
3m chain adjustable rigging point	QAR 250	QAR 267	QAR 286
2m chain adjustable rigging point	QAR 250	QAR 267	QAR 286
Steel Wire 6mm L=10m (safety) + Gripple System	QAR 188	QAR 200	QAR 214
Steel Wire 1 ton L= 1,5m	QAR 250	QAR 267	QAR 286
Steel Wire 1 ton L= 3m	QAR 250	QAR 267	QAR 286
Steel Wire 1 ton L= 4,5m	QAR 250	QAR 267	QAR 286
Steel Wire 1 ton L= 6m	QAR 250	QAR 267	QAR 286
Steel Wire 1 ton L=2m + plastic tube	QAR 250	QAR 267	QAR 286
Steelfelx 1.5m	QAR 313	QAR 333	QAR 357

Order Of Services	QTY	Total Amount	Service Delivery	Service Delivery

Pipe & Drape

	Advanced Rate	Standard Rate	Late Rate
Pipe & Drape 3 meter height	QAR 225	QAR 240	QAR 257

Order Of Services	QTY	Total Amount	Service Delivery	Service Delivery
Pipe & Drape 3 meter height				

**RIGGING
ORDER FORM**

Total Amount Ordered	
Total Amount QAR	

Official Stamp & Signature

Payment Method *Payment should be made only on receiving your pro-forma invoice*

BANKING DETAILS

QATAR BUSINESS EVENTS CORPORATION

Qatar National Bank (QNB)

Account No: 0013-070329-002

IBAN No.: **QA80 QNBA 0000 0000 0013 0703 2900 2**

Swift Code: QNBAQAQA

If payment is made by electronic transfer, please forward a copy of the transaction slip via email **logistics@decc.qa**

CONDITIONS OF SALE

The price quoted does not include any taxes or levies applicable in Qatar or in any Country, the same will have to be borne by the customer and is not the responsibility of DECC.

An order is considered confirmed only if payment has been 100% completed prior to the event's move in date.

Exhibitors with outstanding balances from previous exhibitions must satisfy the payment requirement or services will not be provided.

Successful delivery of your order is dependent on the correct stand number and name of the exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DECC by e-mailing **logistics@decc.qa**.

All prices are rental only. Material and equipment furnished by the DECC for this service order shall remain DECC's property unless otherwise specified and shall be removed only by authorized DECC staff at the move out of the event.

Rates are valid for a maximum of 2 weeks of rental, for longer periods please ask for a quotation. Rental of manual chain hoists, electrical motors and truss is subject to availability.

Last minute orders (less than 10 days) cannot be guaranteed and are subject to availability.

Cancellation of services must be made 10 days before official build up.

Any cancellation made within those 10 days is subject to a cancellation fee or up to the full price of the total service order form.

All prices are rental of the equipment only.

Any other technical services/support will be quoted as additional charges.

Damage to or loss of any material will be invoiced to the client.

Claims/Refunds will not be considered unless filed in writing prior to the close of the exhibition.

Please allow 45 days for processing.