

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



OLYMPIA
London

outback

RIGGING

Unit 5 Kendal Court
Kendal Avenue
London
W3 0RU

Contact: Rob Fitzgerald
Colin Caston
Phone: 020 8993 0066
Fax: 020 8993 5606
Email: rob@outbackrigging.com
colin@outbackrigging.com
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 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 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).

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

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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Olivia 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: (including West Hall) 1 to 6 drops	£100.00		£ -
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		£ -
Chain tackle point (excluding chain tackle)	£157.50		£ -
Chain tackle hire, per week, up to SWL 0.5 tonnes	£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			
Sub-total			£ -
VAT @ 20%			£ -
Total			£ -

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.



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