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Office use only –	
EBMS	
Job Card	

Trim Height (Truss)	
Onsite Contact Name & number of Competent Person	
Your rig will be left at working height on first day of build. If you have any other requirements, please state them below:	
Banner Size (M)	
Banner Height from floor to underside (M)	
Please note: A 3rd Party Rigging Form will need to be completed by your competent person, signed and handed into the organisers <u>before</u> NEC Rigging can raise your rig to the final trim height.	
Date and Time to Raise Rig (Build) Between 0800 – 1800 (call 0844 3388338 Option 2)	Date: Time:
Date / Time to Raise Rig (Breakdown) Between 0800 – 1800 (call 0844 3388338 Option 2)	Date: Time:
Rigging Plot Submitted? Please include Measurements to each rigging point, Orientation with the Hall, Weight Loadings and Lighting Power location if required.	Yes No
Banner layout and Proofs submitted?	Yes No
Please note: <ul style="list-style-type: none"> • Any amendments to Rigging requirements i.e. Weights, Floor Plan Changes etc. will require an updated form. • All banners will be only be kept for 10 days after show close after which they will be destroyed. • All banners must be delivered to Block D, rigging stores 7 days before build • A detailed orientated DWG plan is required for each rig ordered. 	