



WALTER E. WASHINGTON
CONVENTION CENTER

Walter E Washington Convention Center Technical Guide of Rigging, Labor, and Regulations

Rigging Guide Lines and Regulations

STATEMENT

These Rigging Guidelines and Regulations are to define the rigging and hanging standards for all events including Exhibition, Industrial, Theatrical, and Special Events at the Walter E. Washington Convention Center.

The Washington Convention and Sports Authority reserves the right to change, modify, revise, or add to these guidelines without notice.

DEFINITIONS

- A. The Washington Convention and Sports Authority (hereinafter referred to as Events DC), which is the management of the Walter E. Washington Convention Center. (WEWCC).
- B. G.L.P., Inc. (hereinafter referred to as GLP) is exclusive provider of rigging services for all events at WEWCC.

RIGGING GUIDELINES

These guidelines govern the attaching of any hardware to and from the Walter E Washington Convention Center building structures including: beams, bar joists, truss panels, and ceilings. Examples of such hardware includes: rigging motors, trussing, lighting, audio, video walls, projectors, laser systems, satellite up/down link cable, control snakes, signs over two hundred (200) pounds, and any other equipment needed to be suspended from the structure of the Center.

These guidelines are mandatory and must be adhered to without exception.

1. Events DC is the exclusive provider of Rigging Services through our rigging contractor GLP.
2. Events DC reserves the right to refuse services where equipment does not meet the safety standards and requirements established by these guidelines and regulations.
3. Events DC rigging contractor riggers only (GLP) will make all attachments to the building structure of the Center.
4. No attached equipment shall be moved without (GLP) riggers present.
5. There will be NO rigging from conduit, sprinkler pipes, gas pipes, drywall, fascia, lighting fixtures, raceways, buss ducts, all thread, air ducts, speaker systems, air wall tracks, ceiling tiles, and any other non load bearing structures.
6. Proposed rigging requirements and plot diagrams should be submitted for approval a minimum of twenty-one (21) days in advance of event. Failure to do so may result in possible delay in work and/or cancellation of rigging projects. The Events DC may prohibit the installation of any items not in compliance with the required plan review.

Proposed plans and/or diagrams must include the following information:

- a. accurately scaled plan
- b. maximum weight load in pounds per point including motor & chain

- c. all items to be flown and quantities on each truss system, i.e. speakers, lighting units, AV, scenic, signs, special effects, automated units, etc.
- d. all trim heights above the floor of all flown items
- e. company, project name or exhibit, designer or draftsman
- f. complete contact information of the submitter

These plans shall be submitted to Events DC and GLP, its rigging services provider.

- 7. All rigging must conform to show management's rules and regulations, as well as Events DC requirements. No hanging item may exceed show height limitations – high and low.
- 8. A secondary or redundant steel 'safety' is required on each individual item suspended from the building structure. All nylon or polyester slings (spansets) must be backed up with steel safety at each point.
- 9. GLP Steel wire rope only will be used to attach any items to building structure. Spansets will not be allowed but will be allowed to wrap truss and other items if backed up with steel.
- 10. All equipment, and sign products, must be designed to suspend safely. Care must be taken to use only rated rigging hardware when designing, constructing, or purchasing such items.
- 11. All equipment and materials flown must be clearly marked with 'WLL' (working load limit) and meet the standards and requirements established by these rules and regulations. Hardware not acceptable in a weight bearing capacity includes: carabiners (exception – locking forged steel rated carabiners), open-weave straps, quick links, dog clips, french clip, snap clips, foreign untested micropress, shackles which do not meet strength requirements for federal specifications – RR-C-271.
- 12. All materials must be non-flammable and must conform to the fire regulations of Washington, DC. Certificates may be asked for under some applications.
- 13. All flown support structures, trussing, equipment, and hardware are required to pass overhead lifting requirements established by Events DC rigging contractor and rigging services provider. Contact 202 249 3607 or 202 391-4400 for additional information regarding the capabilities of any equipment that you're considering bringing to the Center. Final decisions about the safety limits of any item will reside solely with the Events DC Rigging Services provider's safety representative.
- 14. Items which are 'dead hung' are limited to two hundred (200) pounds in total weight. In the case of items over 200 pounds, Events DC rigging contractor and rigging provider must be involved regarding any attachments to the building structure.
- 15. Events DC Rigging Contractor is not required for rigging of 'lightweight' loads such as signs, banners, logos, drape, etc. The official show contractor may hang these items provided that the show contractor uses only trained workers certified to rig, and familiar with the Center's Section #5 regulation on where to rig, with an understanding of the building rigging parameters.
- 16. In compliance with established Events DC rigging attachment standards, a representative of Events DC rigging services provider (GLP) will have final approval of all truss, hardware, and flown equipment or objects utilized in the Center.
- 17. For larger rigging projects, a site survey is strongly encouraged. Please contact GLP the rigging contractor to schedule a walk-through. For appointment, call (202) 249-3607 or (202) 391-4400
- 18. Rigging must not disturb, remove, or damage the fire retardant material applied to building structure. Beams may be wrapped with burlap or carpet and 3/8 inch steel only where permanently installed hang points do not exist. This rigging application can only be at a structural panel point. Fire retardant may be chipped away from the permanently installed hang points for access.
- 19. At the discretion of Events DC rigging contractor, the event management may be required to produce tags, labels, and/or support documents verifying that specific inspections and certification have been performed in accordance with the standards set forth by the American National Standards Institute (ANSI), the American Society of Mechanical Engineers (ASME), and Occupational Health and Safety Association (OSHA). All pertinent information must be on hand and available upon request to GLP riggers.
- 20. Only employees of official show contractor, Events DC, and rigging contractor will be allowed to operate boom lifts within the Center. At all times personnel must wear harness and attached lanyard to lift.
- 21. Events DC prohibits any lifts that operate on diesel fuel, but does allow propane, gas, or electric. Only electric lifts are allowed in the halls when the public is present.
- 22. Once building structure is deemed at maximum weight capacity for items flown, no additional weight can be put on support structure or truss (no climbing personnel or equipment).

23. Any load with a chain motor or other lifting device shall be considered a dynamic load. All loads of this type must hang straight – no load should be hung at an angle. If hang point does not exist where hang point is required, a spanner beam or truss will be installed to provide desired hang points. Bridles are not allowed in many areas in the Center (see rigging info section).
24. For all equipment not supplied by Events DC, rigging service provider (GLP, Exhibitor or Show Management must provide Events DC with a current certificate of liability insurance naming Events DC, and GLP, additionally insured. This policy shall be not less than one \$1,000,000.00 each occurrence.
25. No personnel will be allowed on truss or any flown structure without a fall arrester device.
26. All Rigging hardware, equipment, or show related items must be removed from the hang points at the end of event. The GLP will assess a labor charge for all work to remove such items.
27. The removing of ceiling tile is strictly prohibited.

28. Only GLP Rigging steel is permitted to be attached the building structure (see rate sheet for steel attachment cost.)

29. GLP chain motors are the preferred Electro Mechanical Chain Hoist to be used in the Walter E. Washington Convention Center. If a client wants to use their own chain motors the following procedures must be adhered to:
 - a. The chain motors must be shipped directly to GLP shop no less than 10 days prior to the install date.
 - b. An inspection charge of \$187.50 per chain hoist must be paid by client to GLP.
 - c. Make arrangement for shipping from GLP shop to the Walter E. Washington Convention Center.
 - d. A separate point fee of \$100.00 per motor for rigging hardware attachment fee must be paid by client to GLP.

For further assistance, please contact Rigging Services Dept (GLP) at (202) 249-3607 (voice), (202) 249-3606 (fax), or (202) 391-4400 (cell).

For further assistance, please contact Rigging Services Dept (GLP) at (202) 249-3607 (voice), (202) 249-3606 (fax), or 202 391-4400 (cell).

RIGGING GENERAL INFORMATION AND PARAMETERS

HALLS A, B, and C

There are permanently installed pad eye hang points throughout Halls A, B, and C. Hang points are spaced on a grid of approximately 10' east to west, and 15' north to south except as noted (refer to CAD for specifics).

Hang points on main steel truss panel points are designed to carry twenty-five (2500) pounds vertical service load each. Beam hang points not located at the panel points are designed to carry two thousand (2000) pounds vertical service load each. Each 90'x90' column bay has approximately 46 points and is designed to carry 32,000 pounds of vertical load. However if every point is loaded, the maximum load per point would be reduced to seven hundred (700) pounds verified load. Conversely, a maximum of 16 points could be loaded with two thousand (2000) pounds vertical load each.

'Street Steel': The column bays under L & M Streets (Hall B – B20-27, 270'x90'), (Hall A – A13-20, 270'x90') hang points are spaced in a 16'x15' grid and designed for two thousand (2000) pounds vertical load each (refer to CAD for specifics). Total load per 90'x90' bay is 50,000 pounds. The maximum bridle angle shall not exceed 45° from vertical, for any service load from pad eyes or beam.

Pad eye points take 5/8" shackles and 3/4" shackles. Both can be used. In the areas where there are no pad eyes, the beams can be wrapped with burlap and 5' steel. Others will take burlap and 10' steel.

There are various steel heights in Hall A, B, and C. They are as follows: street steel 32'10", low steel 29'10", high steel 38'11", raceways 30'10". Low steel running north to south are 27' at top of column to 29'10" in center.

Columns C1-8 area 270'x90' has limited point pad eyes. Beam clamps must be used where possible.

HALLS D & E

There are permanently installed hang points in Halls D & E located at each panel point and spaced on a 10' north to south x 15' east to west grid inside the columns (approximately 172' between columns, east to west). Each hang point in this grid is designed to carry up to twenty-five hundred (2500) pounds vertical load with a maximum truss beam total load limited to eighty-five hundred (8500) Pounds. Thus three points per truss beam can be loaded to the maximum 2500 pounds each on every beam. Four points per truss beam can be loaded to (2000) pounds each or all eleven points can be loaded to 700 pounds each.

Due to the truss beam design and horizontal supports, hang points in Halls D&E will take vertical loads only. No bridling allowed from one truss beam to another. If a hang point is required between truss beams, a spanner beam or truss must be installed. Acceptable spanners are heavy-duty 12"x12"x10' Thomas or Tomcat truss, rated at 1500 pounds vertical load or 3"x 5"x1/4" thick by 12' long steel square tube rated at 1000 pounds vertical load. Bridling is allowed on truss beams – not to exceed 30° from vertical. Rigging may only be attached to permanently installed hang points, wrapping beam allowed only if in the area of the panel point steel. Acceptable procedure when wrapping beams – burlap or carpet and steel. No spansets allowed to building structure.

Halls D& E have curved truss beams leaving us with various hang point heights along the main truss beam. These heights are - going west to east:

- | | |
|-----------|------------|
| 1. 40'1" | 7. 51'11" |
| 2. 43'4" | 8. 52'7" |
| 3. 45'10" | 9. 52'9" |
| 4. 48'0" | 10. 52'6" |
| 5. 49'7" | 11. 51'11" |
| 6. 51'0" | |

Main beams running north to south over columns D2, 4, 6, 8, and E2, 4, 6, are 51'0". High steel along the same truss beams is also curved. Those heights vary from its low – 52'7" - to east column high – 64'5".

Hall D has low truss beam section between columns D7-D9 and D8-D10. The hang point grid is the same, but the heights vary. Those heights are as follows:

- | | |
|----------|----------|
| 1. 34'2" | 7. 45'7" |
| 2. 37'0" | 8. 46'2" |

3. 39'6"
4. 41'9"
5. 43'3"
6. 44'7"

9. 46'4"
10. 46'2"
11. 45'6"

High steel along these same truss beams varies from 45'4" at its long, to 56'5" at its high.

Hall E has two low sections as well. One is west of columns E3-E7. This area is approximately 240'x75' with truss beams on 30' centers running north to south. Truss beams have permanent hang points that are every 5' and each located at each panel point on the beam. These hang points are limited to 1000 pounds vertical load and maximum of 4000 pounds per truss beam. This section also has bar joist spaced on 5' centers running east to west, and has maximum vertical load capacity of 300 pounds per bar joist. At no time is bridling allowed on bar joist. The truss beam height is 32'7". The bar joist height is 36'8" and high steel of these beams is 38'5".

Beware of area between E1-E3 – false ceiling fascia obstructs the beams and should be viewed as unusable (call rigging contractor for more info).

The other low section is on the north end of Hall E. It is approximately 240'x60' with truss beams on 30' centers running east to west. The height is 27'6" low, and 37'7" high. This section has permanent hang points on the upper steel only, on a grid of 10' north to south x 15' east to west. These hang points are designed for 2000-pound vertical load, and are at a height of 36'0".

MEETING ROOMS

There are permanently installed hang points in selected meeting rooms as follows: 140A, 143, 144, 145, 146, 147, 150, 151, 152, 201, 202B, 204, 206, 207, 208, and 209. Rigging may only be attached to the permanently installed hang points. Each hang point is designed to carry up to one thousand (1000) pounds vertical load, and decreases as more points are loaded on the room grid. The height of these hang points varies from 17' to 22', depending on the room. Hang points are spaced on a grid of approximately 10'x15'. This also may vary from room to room (refer to CAD of points). Removing ceiling tiles for any reason is strictly prohibited.

BALLROOM

There are permanently installed hang points in Ballrooms A,B, and C., spaced on a grid of approximately 10' east to west x 15' north to south. Each hang point is designed to carry up to one thousand (1000) pounds vertical load with a maximum of 12,600 pounds per 45'x90' section bay. Bridling is allowed up to 45° from vertical and not to exceed fourteen hundred (1400) pound vertical load. Spanner beams or truss can be used between two points giving a maximum two thousand (2000) pound east to west and one thousand (1000) pounds north to south. There are also six rows of high steel points – one by each arch curvature going north to south. These points will take a maximum load of one thousand (1000) pounds vertical load. These points cannot be bridled. Because of the curvature, the hang points vary in height. The heights, north to south, are: 43'5", 43'9", 45'8", 47'4", 47'11", 47'11", 47'4", 45'8", 43'9", 43'5". **Absolutely no hanging will be permitted on white lattice ceiling tiles, wood panels, or balcony glass.**

GRAND LOBBY

The Grand Lobby rigging consists of tractel track which are spaced 12' and 18' apart. The maximum capacity is 1000 pounds vertical service load each. Hanging from the tractel tracks will require the use of a trolley with special anchor device that clamps to the track. Bridling is not allowed from these tracks and only one point per track at any one time. The height of these ceiling tracks from the Grand Lobby floor level is 95'8", and 35'3" from the Ballroom pre-function level. The length of tractel tracks varies. For accurate length refer to rigging CAD.

EAST AND WEST SALONS

The East and West Salons rigging consist of permanently installed load bearing hang points. These points are located behind hatch doors and are on a 30'x30' grid. Inside the hatch doors there is a forged steel eye bolt with a 5/8 shackle. Each rigging point is designed to carry up to seven hundred fifty (750) pounds of vertical load. Bridling is not allowed from these points. The height of these points from the salon floor is 24'-3".

Beware of various ceiling heights in this area, it can be tricky please refer to East and West Salon drawings for height difference.

Also in the Salons there are various non -load bearing points. These points are for banners, signs, fabric and foam core weight décor. These points shall not exceed 15 pounds of load.

Exhibit Hall Summary of rules and Jurisdiction

- A. Truss structures for lighting or electrical must be assembled by GLP Labor.
- B. Truss Structures that are for and/or part of the exhibit only shall be constructed by carpenters.
- C. All motorized rigging points will be assessed a hardware fee per point.
- D. Only GLP lifts can be used for the purpose of installing and dismantling rigging and lighting in the exhibit halls.
- E. All labor called to an exhibit booth at a scheduled time will be billed to that booth from the start time until release regardless of whether exhibition equipment shows or not. (Note: it is the exhibitor's responsibility to have the equipment in the booth at the time of the call).
- F. Any theatrical lighting in exhibit booths, flown or ground supported, that is not part of the booth structure must be installed by GLP Labor.
- G. All Signage in the exhibit hall will be assembled and hung, up to 200 lbs., by the carpenters. All signage over 200 lbs. must use chain motors and be hung by GLP riggers.
- H. GLP Chain Motors are the preferred Electro Mechanical Chain Hoist to be used. Refer to Guideline 29 for the procedures to be adhered to if GLP Chain Motors are not to be utilized.

All of our Production Managers are here to serve you. If you have any questions or need additional information, do not hesitate to ask.

Contacts

Gary Pair

Production Rigging, Lighting + Labor Manager
(202) 249-3607, (202) 391-4400

Rigging Drawings

Are also down loadable by going to www.glpproductions.com



WALTER E. WASHINGTON
CONVENTION CENTER

PRODUCTION RIGGING CONTRACT



1010 Vermont Ave, NW
Ste 714
Washington, DC 20005
202-249-3607 | 202-249-3606 FAX
info@glpproductions.com
www.glpproductions.com

Signature on last page (Terms & Conditions) is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. Fed ID # 54-1104167 2014-2015

******* PAYMENT MUST BE RECEIVED 7 DAYS BEFORE EVENT BEGINS**

Event Name:		Event Dates:	
Company Name		Job #	
Credit Card Billing Address (exact address for credit card)			
City / State / Zip		Card Security #	
Credit Card No		Exp Date	
VISA <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>	Cardholder Name (Please Print)
Phone	Fax	Email	

Description Of Service	Quantity	Incentive	Base	Total Price
TRUSS PARTS				
10X12X12 Truss		75.00	85.00	
Corner Blocks		75.00	85.00	
CHAIN MOTOR up to 1 Ton		325.00	375.00	
10x20x20 Truss		90.00	110.00	
Chain Motor Price includes all rigging hardware from motor up and points as needed				
RIGGING POINTS Per Point		100.00	125.00	
Boom Lifts – all Boom Lifts are Based on One week		1,500.00 45ft Boom	2,100.00 60ftBoom	
Subtotal of Charges				

TRUSS / MOTORIZED HOIST / RIGGING LABOR

Labor Request Section: 4 Hour Minimum per Man

See Terms and Conditions Section for Labor/Lift Rates

Installation Day/Date	No. Riggers	No. Riggers		Dismantle Day/Date	No. Riggers	No. Riggers
M				M		
T				T		
W				W		
Th				Th		
F				F		
Sa				Sa		
Su				Su		

TERMS AND CONDITIONS

Must be signed in order for Rigging Services to be scheduled

RIGGING LABOR

1. \$107.00 per hour during Straight Time: 8am-5pm M-F
2. \$160.50 per hour during Premium Time: After 8hrs and Weekends, & Holidays
3. A four (4) hour minimum per labor call applies.

RIGGING JURISDICTION

1. Rigging includes all motorized rigging-to-building structures.
2. All Production rigging must provide a floor plan for approval by GLP
3. GLP chain motors are the preferred Electro Mechanical Chain Hoist to be used in the Walter E. Washington Convention Center. If a client wants to use their own chain motors the following procedures must be adhered to.
 - a. Clients chain motors must be shipped directly to GLP Shop no less than 10 days prior to the install date.
 - b. An inspection charge of \$187.50 per chain motor must be paid by the client to GLP.
 - c. Make arrangement for shipping from GLP shop to the Walter E Washington Convention Center.
 - d. A separate point fee of \$100.00 per motor for rigging hardware attachment fee must be paid by the client to GLP.
4. All labor for rigging-to-building structures will be provided by GLP including Lighting, Audio, and Video
5. No other Contractor or Persons may attach motorized equipment for rigging to building. GLP is not responsible for any loss or damage resulting from any other Contractor or Person attaching motorized equipment to the building.
6. Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
7. A four (4) hour minimum applies per rigging labor call.

SPECIAL EQUIPMENT / ONSITE ORDERS

8. Special Equipment orders require 30 days notice prior to move-in.
9. Onsite orders increase 50%

GLP MATERIALS

10. All materials and equipment furnished by GLP shall remain the property of GLP and shall be removed only by GLP at the close of the show.

ESTIMATES / REVISIONS

11. Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to a minimum of one hour labor per revision.
12. Reductions made to an existing order are subject to a 10% surcharge.

SHOP PREP FEES

13. All Productions with Extensive Rigging Plots will incur a Shop Layout fee to prep equipment. This fee will be based on 4hrs of Rigger Rate.

CANCELLATIONS

- *Prior to event:* The Production will be charged 20% of services ordered.
- *At Show Site:* The Production will be charged 50% of services ordered.
- *Once services are installed:* The Production will be charged 100% of all services rendered.

THIRD PARTY PAYMENT

14. The Production firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled prior to the event closing.

DISCONNECTION / INTERRUPTION OF SERVICES

15. All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Production *and* acknowledged by GLP.
16. The Production may have services discontinued if payment has not been rendered in full at the beginning of the event.

DELAYS

17. In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, GLP is due payment for all executed work, labor, and materials.

TIPPING

18. Tipping is not permitted to GLP employees. All payments must be made to GLP Management.

INDEMNITY

19. The Production, and Show General Contractor will indemnify GLP Inc for any and all work related claims, accidents, losses, and damage.

Authorized Signature:

I agree that I am an Authorized Representative on behalf of the Exhibitor and I accept GLPs payment policies and terms of contract.

Print Name:

Signature:

Company Name



Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

Hi-Tech Electric is going green!

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website www.hi-techelectric.com to begin the order process.

If you still prefer to print out the service contract, please send it to dcexhibitorservices@hi-techelectric.com or fax them to 510-293-6151 or 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon PI NW
Washington, DC 20001
Phone: 202-249-3600



RIGGING SERVICE CONTRACT

Exhibitor Order

24209 Clawiter Rd, Hayward, CA 94545
 510-293-6151
 510-293-6155 FAX
 dcexhibitorservices@hi-techelectric.com
www.hi-techelectric.com

Signature on last page (Terms & Conditions) is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. Fed ID # 88-0437088 2016-2017**

Deadline Date for Incentive Rates:
July 10th 2016

Event Name: 2016 AAPM Annual Meeting			Event Dates: July 31-August 4, 2016		
Company Name			Booth No.		
Credit Card Billing Address (exact address for credit card)					
City / State / Zip			Phone		Country
Credit Card No			Exp Date		Check Number
VISA <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>	Cardholder Name as it appears on card (Please Print)		
Authorized Contact Name (Please Print)			Authorized Contact Email		

***** PAYMENT MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES *****

TRUSS / MOTORIZED HOIST / RIGGING LABOR

Description Of Service	Qty	Incentive	Base		Total Price
Overhead Quartz Lights: <i>Booth Package for All Booths in Halls ABC Only</i> <i>Includes Power, Rigging, Labor & One Time Focus (One Time Focus labor must be scheduled on straight time)</i>					
<i>25% of total price added if installed between 4:30 pm – 8:00 am Monday – Friday, Holidays & Weekends</i>					
Package Price Per Each Overhead Quartz Light: <i>For Hall ABC</i>		765.00	983.00		
Overhead Quartz Lights: <i>For Hall DE</i>		373.00	456.00		
Overhead Quartz Lights: <i>For booths that are supplying their own truss: Power, Rigging, Labor, Focus not included. Call for Quote</i>					

TRUSS	Qty	Incentive	Base		Total Price
10X12X12 Truss		200.00	230.00		
Corner Blocks		130.00	148.00		
CHAIN MOTOR up to 1 Ton		555.00	588.00		
<i>GLP provides all motors for all overhead rigging</i>					
<i>Price includes power and points</i>					
ROTATING MOTOR		555.00	588.00		
RIGGING POINTS Per Point		119.00	134.00		

Dimmer Boards / Custom Truss / Satellite Cable Run (Please call for Quote)	\$
Subtotal of Charges	

Labor Request Section: 4 Hour Minimum per Man

See Terms and Conditions Section for Labor/Lift Rates

Installation Day/Date	No. Stagehands	No. Riggers		Dismantle Day/Date	No. Stagehands	No. Riggers
M				M		
T				T		
W				W		
Th				Th		
F				F		
Sa				Sa		
Su				Su		

TERMS AND CONDITIONS

Page 3 must be signed in order for Rigging Services to be scheduled

RIGGING LABOR

- \$ 99.00 per hour during Straight Time: 8am-4:30pm M-F
- \$188.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- A four (4) hour minimum per man labor call applies.
- Lift Rates: \$180.00 per hour (one hour minimum) plus operator's time.

RIGGING JURISDICTION

- Rigging includes all motorized rigging-to-building structures.
- All exhibit hall rigging must provide a floor plan for approval by HTE/GLP
- **All chain motors** for rigging must be ordered through HTE/GLP. HTE/GLP only hangs structures over 200lbs unless the hanging item is a speaker, light or a piece of special equipment. Please email to dcexhibitorservices@hi-techelectric.com for a quote.
- **Rotating motors** are available by request; however, exhibitor may also bring own rotation motor. Rotating motors not supplied by HTE/GLP will require a separate order for overhead power.
- All labor for rigging-to-building structures will be provided by HTE/GLP.
- No other Contractor or Persons may attach motorized equipment for rigging to building. HTE/GLP is not responsible for any loss or damage resulting from any other Contractor or Person attaching motorized equipment to the building.
- Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
- A four (4) hour minimum applies per rigging labor call.

SPECIAL EQUIPMENT / ONSITE ORDERS

- Special Equipment orders require 30 days notice prior to move-in.
- Onsite orders increase by 50%.

HI-TECH ELECTRIC MATERIALS

All materials and equipment furnished by HTE/GLP shall remain the property of HTE/GLP and shall be removed only by HTE/GLP at the close of the show.

ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to a minimum of one hour labor per revision.
- Reductions made to an existing order are subject to a 10% surcharge.

SUPERVISION FEES

All booths and displays with labor incur a 20% supervision fee of the total labor charge.

CANCELLATIONS

- *Cancellation up to 21 days prior to event start date is subject to 20% of services ordered.*
- *Cancellation within 21 days of event start date up until decorator move-in date is subject to 50% of services ordered.*
- *Once services are installed, there is no refund for cancellation.*

THIRD PARTY PAYMENT

Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled prior to the event closing.

DISCONNECTION / INTERRUPTION OF SERVICES

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by HTE.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

DELAYS

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.

TIPPING

Tipping is not permitted to HTE/GLP employees. All payments must be made to a Customer Service Representative or HTE Management.

INDEMNITY

The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC for any and all work related claims, accidents, losses, and damage.

Authorized Signature:

I agree that I am an Authorized Representative on behalf of the Exhibitor and I accept HTE's payment policies and terms of contract.

Print Name: _____ Signature: _____ Booth No. _____