

Structural Rigging

# Information

F R E E M A N



**Austin Convention Center Department**  
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Austin, Texas 78701  
512-404-4000

[www.austinconventioncenter.com](http://www.austinconventioncenter.com)

# F R E E M A N

## GENERAL INFORMATION

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Freeman Event Technology has been selected as the exclusive Rigging Contractor for the Austin Convention Center (ACC) facility located at 500 East Cesar Chavez in Austin, Texas. Freeman Event Technology has also been chosen to be the preferred Audio Visual provider for both the ACC facility as well as the Palmer Events Center located at 900 Barton Springs Road in Austin, Texas.

Rigging exclusivities include points of attachment to the Facility with approved equipment, chain hoist(s), required lift(s), and the necessary labor to install and hang equipment or signs weighing 250 lbs. or more. Exclusivities also include those suspended items which require the use of a chain hoist at the Austin Convention Center from the motor up.

During the initial design phase, all Outside Contractors (Decorator, Exhibitor, Production, or Audio Visual Company) will be required to submit a rigging and/or hanging request to the Freeman Event Technology representative, the ACCD Rigging Coordinator, and the ACCD Event Coordinator in the form of a scaled drawing, blueprints, or engineer's certification for items weighing in excess of 100 pounds. Submissions are required for review and approval 30 days prior to the first contracted date. All submissions must include the location(s) of each hang point, the load weight per point, the dimensions of the suspended rig, and the size of each motor intended for use. Details must also include stage location(s), aisle references (if applicable), and reflect booth outlines for each space requiring services.

A Freeman Event Technology representative will confirm whether rigging requests for equipment or signs weighing 250 lbs. or more and suspended items which require the use of a chain hoist fall within the ACCD Rigging and Banner Hanging Guidelines for approval. Rigging will not be considered approved until documentation from the Freeman Event Technology representative has been received by the ACCD Rigging Coordinator and Event Coordinator. Rigging requests should not be published or distributed without written approval from Facility Management or their designated representative. Facility Management, or their designated representative, may at any time refuse permission to hang and may also stop, terminate, or delay the hanging or attachment process if they are concerned for safety concerns or that damage to the building may occur. Facility Management decisions will be final in all cases.

All Rigging requests must adhere to Show Management rules, the ACCD Rigging and Banner Hanging Guidelines, Freeman Event Technology standards, as well as any facility limitations and the "No Rigging Load Allowed" areas designated in facility diagrams.

No equipment may be attached to or suspended from any facility mechanical systems including air wall tracks, wall panels, lighting fixtures, handrails, ducts, electrical conduit, raceways, plumbing, acoustical baffles, or sprinkler/natural gas pipes. Items may only be attached to the facility approved structural members, must conform to all facility guidelines, and be placed in authorized areas only.

All equipment and signs must be designed to suspend safely. Care must be taken to use only rated rigging hardware when designing, constructing, or purchasing such items. All rigging hardware used in suspension of any equipment or signs must be rated, showing the working load limit (W.L.L.). In some cases, Facility Management, or their designated representative, may require an engineer's stamp of approval. Any equipment or signs deemed to be unsafe for overhead suspension by Freeman Event Technology and/or Facility Management, or their designated representative, will not be allowed.

The assembly of equipment or signs to be attached or suspended from any Freeman Event Technology installation will be the responsibility of the Outside Contractor. Additional services, audio visual equipment, and labor are available upon request through the Freeman Event Technology representative.

# F R E E M A N

## GENERAL GUIDELINES

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### EXHIBIT HALL 1-3 & BALLROOMS A-C

All Rigging will be done as a dead hang. No bridling permitted

#### HIGH BEAM RIGGING

Hang Point Limit - 1500 lbs. at every other bottom chord panel point 10' on center  
6000 lb. maximum

#### PRIMARY TRUSS RIGGING

2000 lb. points are allowed for each beam on 15' centers, with a maximum total load of 24,000 lbs.

All High Beam loads transfer to the Primary Trusses  
High Beam transfer weight is 3000 lbs. maximum

If the transfer weight is at the maximum, then the 15' on either side of the transfer point is already at the Primary Truss maximum

### EXHIBIT HALLS 4-5

All Rigging will be done as a dead hang. No bridling permitted

#### HIGH BEAM RIGGING

Hang Point Limit - 1000 lbs. maximum load for each beam

#### PRIMARY TRUSS RIGGING

2000 lb. loads may be applied on 8' centers, with a maximum total load of 24,000 lbs.

All High Beam Loads transfer to the Primary Trusses  
High Beam transfer weight is 1000 lbs. maximum

All Rigging in Hall 4 effects the Rigging in Ballrooms D-G

Total combined maximum weight for Hall 4 and Ballrooms D-G is 90,000 lbs.

### BALLROOMS D-G

Fixed Point Hangs Only  
1500 lb. Point Limit

Maximum total load for Ballroom D-G is 30,000 lbs.

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## SIGNS / BANNERS

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An appointed General Service Contractor may provide sign and banner hanging that does not require the use of a chain hoist and weighs below the 250 lbs. limit within the facility, as outlined in the ACCD Rigging and Banner Hanging Guide.

In the event a General Service Contractor has not been retained, Freeman Event Technology may provide these services and will adhere to the following guidelines. Please refer to the Pricing Summary below for rates on equipment and labor.

### Interior Banners Guidelines

- All Signs/Banners weighing over 100lbs. will require that a diagram be submitted for review and approval.
- Sign/Banner placement will need to be approved by Facility Management. Contact the ACCD Rigging Coordinator and Event Coordinator for approval.
- Single point hangs must have a tie off line to prevent spinning and twisting.
- Always include grommets when purchasing a banner
- Banners in excess of 6 foot in length should come with a rigid support for best results when hanging
- Banners should be delivered a minimum of 24 hours prior to the event load in

### Exterior Banners Guidelines

All Exterior Banner Hanging should go through the appointed General Service Contractor, unless requiring the use of a chain hoist or over the 250 lb. limit. Please see the ACCD Rigging and Banner Hanging Guide and the event's Show Management rules to check feasibility.

- Permitting for use of lifts used on exterior of building must be cleared through assigned Event Coordinator and the City of Austin
- Banners should be made of a lightweight, water-resistant, wind passable material
- Where a banner is made exclusively of vinyl, or some other lightweight water-resistant material, wind pockets must be built into the banners in order to allow wind to flow through easily. If a banner does not meet these specifications, it may not be hung
- Banners must have grommets horizontally along the top and bottom at a minimum of 18 inches apart
- All edges of banners should have flat felled seams, i.e., the edges should be folder over, glued, and double stitched
- Mesh banners must be reinforced with webbing in the folds before the grommets are affixed. All corners must be reinforced with webbing before the grommets are affixed as the corners handle most of the stress
- In the event of a severe weather notice, banners may have to be removed
- Padding will be required for any part of the banner that comes into contact with the facilityAll banners must be at least 8' off of the ground

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## PRICING SUMMARY

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All Rigging requests must be received by Freeman Event Technology more than 30 days prior to the first contracted date in order to qualify for incentive rates. Base rates apply to all rigging requests received within the 30 day deadline and require a deposit. Revisions and/or changes received within 30 days are subject to the base or rush rates.

A quote for service will be provided prior to the event and must be confirmed and signed prior to the first contracted date.

**Direct Bill through the Facility is not available.**

### STRUCTURAL RIGGING FEES

#### Diagram Review Fee

Diagrams received more than 30 days prior to Load In \$150.00 (Incentive Rate)

Diagrams received between 30 days - 7 days prior to Load In \$350.00 (Base Rate)

Diagrams received less than 7 days prior to Load In \$500.00 (Rush Rate)

#### Point Fee

\$75.00/point (run of show; all load bearing points including cable picks)

#### Motors

1/4ton-\$175.00/Week

1/2ton-\$200.00/Week

1 ton - \$225.00/Week

#### Lifts

(Scissor or Boom lifts are required for all rigging services and are to be provided by Freeman Event Technology)

Scissor (32') Lift \$400.00/Day

Boom (60') Lift \$700.00/Day

#### Truss

(other sizes/colors are available; contact Freeman Event Technology representative for additional pricing)

12" Silver \$10/foot (run of show)

12" Black \$12/foot (run of show)

### STRUCTURAL RIGGING LABOR RATES

A Freeman Event Technology representative will provide you with a detailed proposal based on your specific needs. All installations and dismantle of rigging equipment are billed at the following hourly rates for each rigger required. Four hour minimums apply to all rigging labor. OT applies after eight (8) hours. DT after twelve (12) hours.

Monday – Friday, 7AM to 7PM

Base Rate (ST)

Monday – Friday, 7PM to 12AM

Base Rate x 1.5 (OT)

Saturday and Sunday, 7AM to 12AM

Base Rate x 1.5 (OT)

Monday – Sunday, 12AM to 7AM

Base Rate x 2 (DT)

Holidays, All Day

Base Rate x 2 (DT)

Structural Rigger Hourly Rate \$80.00

Structural Head Rigger Hourly Rate \$95.00

General (Stagehand) Labor Hourly Rate \$58.00

A one-hour meal period must be given no less than three hours and no more than five hours after the call begins, or after the last meal period. In lieu of a one-hour meal break, the client may provide a meal, in which case the workers will suffer no loss of time. Workers will be given one-half hour on the clock to eat the meal.

# F R E E M A N

## LIABILITY WAIVER, RELEASE & COVENANT NOT TO SUE

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For purposes of this contract, "The Freeman Company" ("TFC") means The Freeman Company, LLC, Freeman Expositions, LLC, Freeman Audio Visual, LLC, and their employees, directors, officers, agents and assigns, affiliated companies, related entities including but not limited to any subcontractors TFC may appoint.

In consideration of TFC permitting my involvement in the below-described activity (hereinafter referred to as "Activity"), the undersigned:

1. HEREBY AGREES that prior to participating in the Activity, he or she will inspect the facilities and equipment to be used, and if he or she believes anything is unsafe, he or she will immediately advise TFC of such condition(s) and refuse to participate. Further, the undersigned agrees that he or she knows how to safely operate and/or use any equipment and acknowledges that TFC has no responsibility for training and/or instructing the undersigned on the use and /or operation of equipment. **PROVIDES NOT WARRANTIES, EXPRESS OR IMPLIED, AS TO THE CONDITION OF ANY EQUIPMENT INVOLVED IN THE ACTIVITY.**
2. HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE The Freeman Companies, Show Management, and if applicable, owners and lessors of the premises, all of which are hereinafter referred to as "releasees" from all liability to the undersigned, his or her employer, his or her personal representatives, assigns, heirs, and next of kin for any and all damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releasees or otherwise while the undersigned is participating in the Activity
3. HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage, or cost (including attorneys' fees) they may incur due to the undersigned's participation in the Activity and WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.
4. HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE DUE TO THE NEGLIGENCE OF RELEASEES OR OTHERWISE WHILE ENGAGED IN THE ACTIVITY.
5. THE UNDERSIGNED further expressly acknowledges and fully understands that the Activity involves specific risks of serious injury, including permanent disability and death, and severe social and economic losses which might result not only from the undersigned's own actions, inactions or negligence, but the actions, inactions or negligence or others, or the condition of the premises or of any equipment used. Further, that there may be other risks not known to us or not reasonably foreseeable at this time. THE UNDERSIGNED further expressly agrees that the foregoing release, waiver, and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the Province or State in which the Activity is conducted and that if any portion thereof is held invalid, it is agreed that the balance shall continue in full legal force and effect. THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

(Activity) **Operation of Man-Lift, Scissor Lift, or Boom Lift**

Please describe in detail: \_\_\_\_\_

Print Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_