

**F R E E M A N****Audio Visual Solutions**

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STRUCTURAL RIGGING TERMS AND CONDITIONS

1. **FREEMAN AV** is the exclusive structural rigger for the facility. During the initial design stages, please contact the **FREEMAN AV** rigging coordinator regarding specific rigging requirements for your event. The **FREEMAN AV** rigging coordinator will confirm whether or not the requirements fall within the facility architect's guidelines. Facility management or their designated representative may, at any time, refuse permission to hang, stop, terminate or delay the hanging or attachment process if they are concerned for safety reasons or damage to the building. The facility's manager's decision will be final in all cases. Facility management has the ultimate right to assign an on-site supervisor provided by the facility audio-visual contractor, at published rates.
2. The rigging order form must be received by **FREEMAN AV** a minimum of 30 days prior to the first day of load-in to qualify for Incentive Rates. Base Rates for Rigging Approval apply to all forms/payments received after the 30 day deadline and require a deposit. Revisions and/or changes received after the 30 day deadline are subject to the base rates.
3. Rigging installations that exceed the stated load capabilities within any **GRBCC** area require prior written authorization. This form must be completed for ALL rigging installations in the **GRBCC** facility. **FREEMAN AV** must handle all rigging in all areas.
4. Contractor must submit this completed form and plans for authorization at least 30-days prior to move-in.
5. Plans must include detailed scale drawings (plans and elevations), rigging plots, and product literature if applicable. Drawings must include facility location where rigging will be done, and the location and weight load of each hanging point within the rigging plot. Contractor must submit two (2) copies of all plans.
6. The **GRBCC** reserves the right to utilize independent consultants, at Licensee's expense, for weight verifications and field inspections.
7. This is not a labor order form; you must schedule specific dates and times for any required labor.
8. All charges for **FREEMAN AV** labor and materials will be billed to party entered in payment section unless other arrangements are made with the Exhibit Services Department at least 30-days in advance.
9. Authorization by the **GRBCC** to provide rigging installations neither suggests nor implies that the **GRBCC** or **FREEMAN AV** has certified or approved the design or safety of the proposed rigging installation.
10. **Authorized personnel must conduct all work in a safe manner.**