

# APPENDIX E: RIGGING, LIFTING, AND OVERHEAD SAFETY POLICY

Encore, as the official audiovisual partner of the Halifax Convention Centre, has exclusive rights to the rigging of all event and public spaces. As such, Encore will manage the coordination of rigging according to the following guidelines.

**Definition of rigging:** Any element suspended from a ceiling structure (including the tracks of any movable partition-wall) in event or public spaces, including but not limited to audiovisual equipment, event signage, decor components, or cabling.

Guest suppliers that wish to execute any rigging or ground supported production equipment in the Centre must provide the following information to the onsite Encore representative so a service proposal can be created for rigging plan approval. This information must be submitted by the guest supplier at least 10 business days prior to the proposed load-in date and is subject to prevailing rates.

The guest supplier must send the following information to Encore a minimum of 15 business days prior to the proposed load-in date of the event. In the case where the client is unable to provide the mandatory rigging plan, Encore will produce a rigging plan.

- Rigging plan in digital format (AutoCAD, Vector Works or .PDF), true to scale or, for any stand or structure exceeding 10' in height, a drawing/support structure description including specific supported fixtures with calculated weight load
- Clearly indicated positions and functions for each rigging point (for equipment or for cabling – cable picks) Load exerted on each rigging point
- Load calculations
- List of all the elements to be suspended, including the model, brand and weight of each
- Production schedule (move-in, setup, focus, dismantle, move-out)
- Proof of valid liability insurance of \$5,000,000 listing Encore and Events East as additional insured.

Following receipt of the above information, a plan evaluation, load calculations, and an estimate of the costs related to the rigging will be provided by Encore to the guest supplier for review and approval signature within 5 business days of receipt.

Once final approval has been received by Encore, any changes related to the rigging must be submitted anew for approval (prevailing rates will apply) and are subject to timelines previously created for the event

While onsite, Encore is responsible for connecting the hoist (motor or chain fall) to the rigging point. Encore will inspect the rigging equipment used to connect the guest suppliers truss to the Encore hoist hook and reserves the right to refuse any equipment that does not pass Encore's onsite inspection. Additionally, all personnel that will be working onsite are required to provide their own safety equipment, including safety harness and steel toe boots.

Any element that will be rigged must have been manufactured by an official manufacturer and designed for rigging purposes. Encore will be able to provide a substitution if required (prevailing rates will apply).

Any equipment suspended to the structure will need to be secured with a steel cable. Encore will be able to provide a substitution if required (prevailing rates will apply).

Once the rigging is completed, additional elements may not be added without the approval of Encore.

The scissor lifts of the Halifax Convention Centre are the only lifts that are authorized to be on-site and must be reserved through Encore.

Please note that Dynamic (moving) loads require very special attention and stringent regulations apply. Please speak directly to our on-site Encore representative to coordinate. Any aerial performance act is required to provide their own rigger who is experienced in rigging dynamic loads to work with Encore on the installation and dismantle.



Encore Representative: **Kirk Beazley** at **902-233-5316** or email [Kirk.Beazley@encoreglobal.com](mailto:Kirk.Beazley@encoreglobal.com).