

APPENDIX E: RIGGING, LIFTING, AND OVERHEAD SAFETY POLICY

FMAV, as the official audiovisual partner of the Halifax Convention Centre, has exclusive rights to the rigging of all event and public spaces. As such, FMAV 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 FMAV 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 FMAV 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, FMAV 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 FMAV 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 FMAV to the guest supplier for review and approval signature within 5 business days of receipt.

Once final approval has been received by FMAV, 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, FMAV is responsible for connecting the hoist (motor or chain fall) to the rigging point. FMAV will inspect the rigging equipment used to connect the guest suppliers truss to the FMAV hoist hook and reserves the right to refuse any equipment that does not pass FMAV'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. FMAV 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. FMAV 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 FMAV.

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

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



FMAV Representative: **Jerod Currie** at 902-421-1302 x2611 or email jcurrie@fmav.ca.

Service	Fee
PLAN APPROVAL RIGGING OR GROUND SUPPORTED PRODUCTION:	
More than ten days before event	\$180
Less than ten days before event	\$400
PRODUCTION OF RIGGING PLAN:	
10 rigging points or less	\$300 flat fee
More than 10 rigging points	\$100 per hour
RIGGING POINTS:	
For each point used day	\$150 per point, per show (3 day maximum)
RIGGING LABOUR:	
Standard (4 hour minimum)	\$90 per hour
Overtime (after 8 hours)	\$135 per hour
AERIAL PLATFORM EQUIPMENT:	
Scissor Lift	\$350 per day
Operator (4 hour minimum)	\$90 per hour

Rigging Equipment, if required, will be quoted on a case-by-case basis.