

APPENDIX D: HALIFAX CONVENTION CENTRE RIGGING POLICY

As of December 1, 2017, FMAV, official audiovisual partner of the Halifax Convention Centre, will have 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 in the event or public spaces, including audiovisual equipment, event signage, décor components, or cabling.

Guest suppliers that wish to use the facility rigging points must provide the following information to the on-site FMAV representative, so a service proposal can be created and rigging plan approved. This information must be submitted at least 10 business days prior to event installation and is subject to prevailing rates.

Details required include:

- Rigging plan in digital format (AutoCAD, Vectorworks or .PDF), true to scale.
- 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 (set-up, focus and dismantling)
- Proof of valid liability insurance. Please contact our on-site FMAV representative Jerod Currie, for details.

Following receipt of this information, plan evaluation, load calculations, and an estimate of the costs related to the rigging will be provided to the client for review and approval signature prior to the event.

Once final approval has been received by FMAV, any changes related to the rigging must be submitted anew for approval (prevailing rates will apply).

While onsite, FMAV is responsible for connecting the hoist (motor or chain fall) to the rigging point and connecting the guest suppliers truss to the hoist. 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 inspection or respect safety standards. 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.

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

The scissor lift of the Halifax Convention Centre is the only lift that is authorized to be on-site. The guest supplier or the client must reserve this service directly with the facility. If there is a need for a second scissor lift, FMAV will provide the service at prevailing rates.

Please note that Dynamic (moving) loads require very special attention and stringent regulations apply. Please speak directly to our on-site FMAV representative, Jerod Currie to coordinate.

*For more information, contact **Jerod Currie** at **902-421-1302 x2611** or email jcurrie@fmav.ca.*

