



# RIGGING OVERVIEW @ SSGRB



# RIGGING GUIDELINES & PROCEDURES

**What goes up must come down:** Collect all wires, ropes, etc. from the facility. All items must be completely removed before the end of the License Period.

**The GRB is a busy place.** In order to serve all clients, we require written notice on all rigging orders 21 days in advance. Staging Solutions @ GRB (SSGRB) reserves the right to deny on-site orders.

**All items over 250 lbs. that are attached to the facility must be installed by SSGRB personnel.**

**Safety First:** SSGRB will supply all motors to ensure safety and proper certifications.

**Submit all plots to GRBrigging@stagingsolutions.com in ONLY THESE file formats: DXF, DWG, VWX or MCD.** We cannot use PDFs so please don't send them. To ensure proper fit: Include any and all intended trim heights, weight loads per point and show floor plan of basic elements such as stage, seats, exhibit booths, etc.

**Avoid rush charges!** Submit rigging plots to SSGRB as early as possible, and FOR SURE 21 days prior to installation. Plots received within 21 days of installation may incur rush charges.

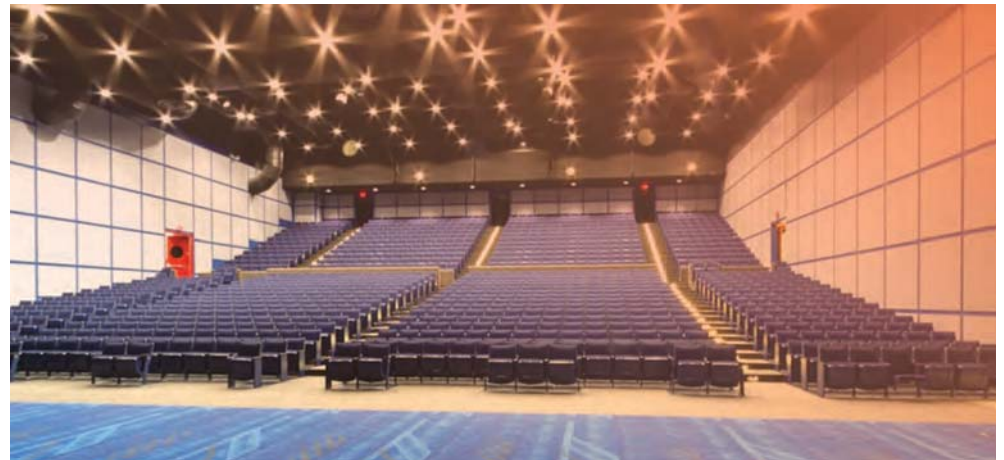
**Avoid cancellation fees!** Cancellations must be requested in writing prior to 72 hours preceding scheduled work. Cancellations requested within 72 hours of scheduled work are not eligible for refund.

**Change your mind?** That's OK! However, any changes to the approved design upon which SSGRB estimated the budget may result in additional costs.

**Rigging in the finished-ceiling areas of the Exhibit Halls require special arrangements.** Please contact SSGRB with specifics of your request.

**Thank you for protecting the floors:** While using a lift when rigging in the General Assembly Theatre and the George Bush Ballroom, facility-provided Masonite must be used under the lifts at all times.

**Thank you for protecting the paint:** All beam structures or other painted structures are to be covered with a protective material before wire, cable, etc. is attached to ensure no damage occurs to painted surfaces.



**A lift is needed for all rigging calls.** The Licensee may provide a lift(s) for facility contracted labor or Licensee provided labor.

**Don't have a lift?** SSGRB can provide lift(s) on site for an additional charge.





# RIGGING & LABOR RATES

Material	Pricing
Point Charge - Under 250 lbs.	\$50.00/day
Point Charge - Over 250 lbs.	\$100.00/day
Motor Rental - Half-ton	\$110.00/day
Motor Rental - One-ton	\$175.00/day
32' Scissor Lift - Day Rental	\$375.00/day
32' Scissor Lift - Weekly Rental	\$950.00/week
40' Articulating Boom Lift for GA Theater	\$625.00/day
60' Articulating Boom Lift	\$950.00/day

Position	Pricing
Head Rigger	\$110.00/hour
Rigger	\$90.00/hour
Contracted & Union Stagehand(s) / General Technician(s)	\$70.00/hour

**\*See Page 4-5 for Rigging Guidelines and Regulations.**

## GRB Event Order Form

### Event Information

Name of event:	Date of the event:
Contact Name:	Phone:
Client (Company):	Fax:
Address:	Zip:
City:	State:
Authorized Person:	Email:
Name of GRB Event Manager:	

### Delivery Information

Onsite Contact Name:	Phone:
Email Address:	Room #
Booth #:	
Delivery Date:	
Pick up Date:	
Delivery/Pickup Notes:	
<p>Send order to: Staging Solutions Dale Googer dale@stagingsolutions.com</p>	