

The OCCC is the exclusive rigging service provider for exhibitors. In order for the OCCC to provide the best possible service to our clients, the following rigging guidelines are applicable to all show managers, service contractors, exhibitors and exhibitor appointed contractors (EACs).

1. The OCCC is the exclusive provider of rigging services.
2. All rigging must conform to Show Management rules, regulations, and facility limitations.
3. The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building, walls, or decorative surfaces is not permitted.
4. All equipment, signs, products, etc. must be designed to suspend safely. In some cases, signs may require a structural engineer's seal of approval.
5. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. All hardware is required to have a working load limit (WLL).
6. Rigging plots, drawings, blueprints or engineers certification (when requested) must be submitted to the OCCC Rigging department a MINIMUM of THREE WEEKS in advance of the first move-in day for your show and must include the location, the dimensions, the height above the floor to the top, and the weight of the suspended item. They must also show booth outline with aisles marked for reference.
7. All points where nylon slings are used will require a steel safety cable.
8. All assembly of equipment, signs, products, etc., is the responsibility of the exhibitor or exhibitor appointed contractor.
9. Any equipment, signs, products, etc. deemed to be unsafe for overhead suspension by the Orange County Convention Center Rigging Services Department will not be allowed.
10. A credit card must be placed on file with the Method of Payment form for any additional charges.
11. The OCCC does not accept purchase orders.
12. Actual time and date of rigging may vary during move-in and move-out of your show in order to reduce costs to you.
13. All orders for rigging will be handled in the order in which the paper work is signed off at the OCCC Exhibitor Services desk or at the discretion of the OCCC Rigging department.
14. If you are not flexible and need a DEFINITIVE DATE AND TIME, you need to order a Dedicated Rigging Team. The exhibitor will be charged a minimum of 4 hours up and 4 hours down times the number of riggers needed.
15. The OCCC's Rigging department can be reached by phone (407) 685-5555, or via fax (407) 685-5974 to clarify or assist you with any concerns you have in regards to aerial rigging at the OCCC.
16. The OCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.

**Seams:**

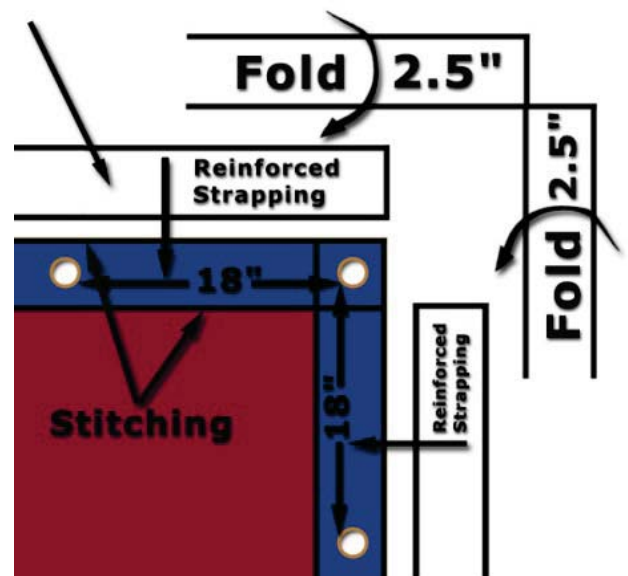
1. When using cloth material, seams need to be double stitched on the top and bottom.
2. Heat Seam is ONLY acceptable when hanging lightweight vinyl drape.
3. If the vinyl drape to be used as a drop down for a sign or banner, which would include a bottom batten to attach the foam core, sintra, or cloth/vinyl banner, we require double stitching on the vinyl drape due to weight considerations and possible failure of the heat seam.

**Adhesive:**

1. Adhesive or glue tape is not acceptable due to the tendency of it to come loose under weight.
2. The use of any type of adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces (inside or outside) is NOT PERMITTED.

**Exterior Banners:**

1. Banners to be installed on the exterior of the building must be designed with the elements in mind.
2. The banner must be constructed of a material that allows the wind to flow easily through it. If the banner is made of vinyl, construction wind pockets must be cut into the banner, or we recommend the use of a 70 percent mesh material for banner construction.
3. Banners must have grommets horizontally along the top and bottom of the banner at a minimum of 18 inches to 2 foot intervals.
4. Banners must have grommets vertically placed along both sides of the banner at a minimum of 48 inches if the banner is 8 feet tall or greater.
5. All edges of the banner will be folded over, glued and double stitched, and preferably webbing reinforced before installation of the grommets. All mesh banners must be webbing-reinforced in between all folds before grommet installation.
6. The grommets in the corners will be reinforced due to this area handling most of the stress in the banner.
7. Banners must be made of lightweight materials.
8. The material should be water-resistant so there will not be a substantial increase in weight when it becomes wet.
9. All banners are subject to removal without notice in the event of SEVERE WEATHER NOTICE.



**Hardware:**

1. The manufacturer must rate all rigging hardware with a "Working Load Limit" (WLL).
2. The manufacturer of the rigging hardware must be legally liable for its products in the continental United States.
3. All wire rope slings 3/8" and larger must be certified and proof-tested (tested to twice its working load limit).
4. Flemish eye construction is preferred for all wire rope slings 3/8" and larger.
5. The OCCC Rigging department reserves the right to substitute hardware on a case-by-case basis at its discretion.

**Manufactured or Custom Built Signs:**

1. All signs must be well-made and in good condition to be suspended.
2. All drawings, diagrams, etc. must be submitted at least three weeks in advance of the event.
3. All signage is subject to on-site inspection for final approval.
4. An engineer's certification may be required under certain conditions.
5. All hardware and equipment must be approved by the manufacturer for overhead suspension.