

Billing and Rigging Information

Event Name _____ Rigging Location _____

Company Name _____ Billing Contact _____

Billing Address _____ Email _____

City _____ State _____ Zip Code _____

Phone _____ Email Address _____

Set-Up Date/ Load In _____ Requested Time _____

Tear-Out Date/ Load Out _____ Requested Time _____

Number of Points/Motors needed _____

Special Instructions _____

On- Site Contact _____ Cell _____

For questions or more information please email rigging@3riversentertainment.com

Rigging Policies and Procedures

- A [Rigging Services Request form](#) must be submitted with a scaled rigging plot 30 days prior to load in to avoid late fees.
- Rigging plots must contain all flown equipment in addition to a reflective ceiling plan with hang-points and point loads. Download our Design file as your template.
<http://threeriversentertainment.com/production-services/david-l-lawrence-convention-center/forms-and-policies/> (pdf large, pdf small and a DWG.)
- Any rigging plot that does not meet the rigging requirements of the DLCC will need to be re-submitted or drawn by our designers for a pre-paid fee.
- All drawings must be received electronically as a DWG and PDF.
- Maximum standard point load may not exceed 1600 pounds without written Consent from TREP.
- A TREP rigging manager must be present to supervise installation.
- For Halls A, B, C, D and E, only the permanent rigging points may be used.
- No rigging is allowed from the air-wall tracks.
- Additional weight cannot be applied to flown equipment after TREP's final approval of install
- TREP will decide the number of riggers required for your installation.
- TREP will supervise all connections to the ceiling and assist your staff in attaching those connections to your truss and equipment.

Equipment Supplied by TREP

- Chain hoists per layout print
- High side hardware (steel, burlap, shackles, etc.) as necessary.
- Low side hardware (GAC slings, span sets, lifting points, safeties, shackles, etc.) as necessary.
- All necessary power distribution and cable.
- Static cable pick hardware as necessary.
- Competitive truss pricing and fixture packages included for all rigging clients.

Fee Structure and Payment for Rigging

- Rigging Supervisor @ \$75.00 per hour (M-F). Evenings and weekends @ \$112.50 (4 hour minimum) plus all union labor as required by DLCC
- Motor Fee - \$175.00 Each per install (Up to and including 1 Ton)
- Distro Fee - \$150.00 Each per install (Number of Distros will be determined by TREP)
- Point Charge for hardware - \$75.00 Each per install
- Static Cable Pick Fee - \$75.00 Each per install
- TREP Drawings – Ask for Quote
- Events longer than one week are subject to additional fees.
- Late fees for layouts submitted within 30 days of Load In - \$150.00
- ***Late Fees for Layouts submitted within 10 business days of Load in – At TREP Discretion.***
- You must name TREP and the DLCC as additionally insured for 5 Million Dollars.
- You must sign the TREP rigging contract. All Payments are due in full prior to Load In.

Items provided by the DLCC

- Union rigging Labor
- Lifts

Rigging Equipment Guidelines

- All equipment and materials flown must pass ANSI guidelines and be approved.
- Any dynamic element requires an arrester device.
- A steel safety is required on each individual item suspended with a nylon sling.
- All nuts and bolts used overhead must be rated and all wire rope clips and overhead hardware (eyebolts etc.) must be forged, unless approved by TREP.