



AERIAL RIGGING CONDITIONS

The Orange County Convention Center (OCCC) is the exclusive aerial rigging service provider for exhibitors. 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 aerial rigging services.
2. A credit card on file is **REQUIRED** for all rigging orders. The card will initially be charged for the Initial Rigging Deposit and any additional charges for labor or hardware needed to suspend items will be charged separately to the credit card.
3. All rigging must conform to Show Management rules, regulations, and facility limitations.
4. The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building, walls, or decorative surfaces is not permitted.
5. All equipment, signs, products, etc. must be designed to suspend safely. Signs must be accompanied by a structural engineer's seal of approval. (See **Fig. 1a** & **Fig. 1b** to view examples)
6. When designing, constructing or purchasing such items, it is strongly encouraged to only use rated rigging hardware. All hardware is required to be rated with a Working Load Limit (WLL) and must be approved by the manufacturer for overhead suspension.
7. Rigging hardware is available through the OCCC at an additional charge (truss, hoists, cables, ropes, etc).
8. Rigging plots, drawings, blueprints and engineer's certifications must be submitted to the OCCC Rigging Division a **MINIMUM of THREE WEEKS in ADVANCE** of the first show move-in day.
9. Plots, diagrams, and drawings (related to rigging) must include the location of hanging items within the exhibitor's booth lines, oriented relative to surrounding booths using aisles and booth numbers, as well as the dimensions, weight, and desired trim height (the distance from the floor to the top of the suspended items).
10. All suspended items/signage with electrical components (for illumination, rotation, etc.) must have rigging attachments backed up with steel cables. Rotating signs will be lifted on motorized chain hoists.
11. OCCC does not assemble item(s). All assembly of equipment, signs, products, etc., is the responsibility of the exhibitor or exhibitor appointed contractor. OCCC Rigging will request assembly instructions **ONLY** for purposes of assessing structural integrity of the item(s) to be suspended.
12. Any equipment, signs, products, etc. are subject to on-site inspection for final approval. Anything deemed unsafe for overhead suspension by the OCCC's Rigging Services Division will not be allowed.
13. The OCCC does not accept purchase orders.

14. The OCCC's Rigging Division does not set specific appointments for load-in and strike. While exhibitors' scheduling requests are considered, the actual timing of rigging services during event move-in and move-out may vary. Services are provided on a "first-come, first-served" basis on-site and are scheduled to maximize the Rigging Division's efficiency while minimizing costs for exhibitors.
15. All orders for rigging will be handled in the order in which the paperwork is signed off at the OCCC Exhibitor Services desk and/or at the discretion of the OCCC Rigging department.
16. All points where nylon slings are used will require a steel safety cable.
17. Signs and/or truss exceeding 100 lbs will require a chain hoist.
18. OCCC Rigging is responsible for installing all truss and motors.
19. After eight (8) hours or on holidays, overtime rates (time and 1/2 per hour) will apply.
20. There may be additional charges for aerial lifts used to suspend items. There is a charge when used for other purposes.
21. Par can rentals include one (1) focus. Par can refocusing is subject to labor charges.
22. In some cases, exhibitors can order a Dedicated Rigging Team to **SET A DEFINITIVE DATE AND TIME** for load-in and/or load-out. For a Dedicated Rigging Team, exhibitors will be charged a minimum of 4 hours for load-in and 4 hours for load-out, based on the number of riggers required and utilized.

To assist with any questions or concerns regarding aerial rigging at the OCCC, the Center's Rigging Division can be reached by phone, at (407) 685-5555, or fax at (407) 685-5974.

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.

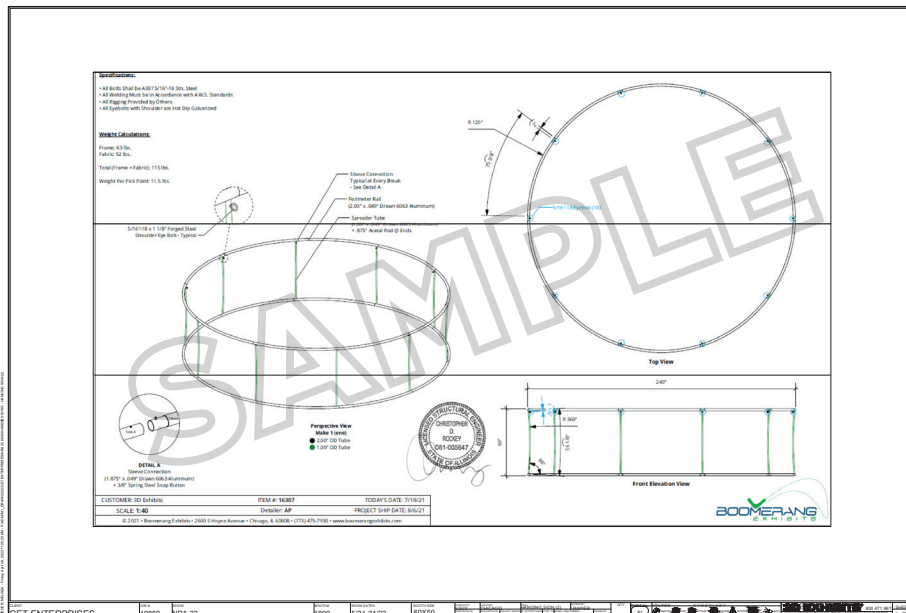


Fig. 1a

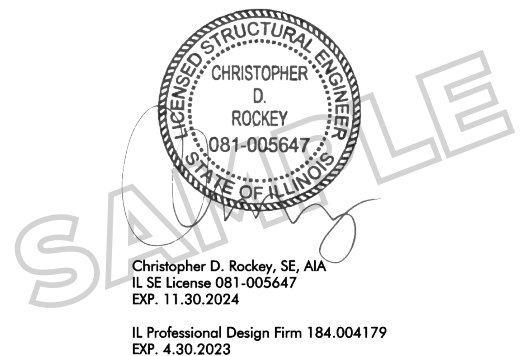


Fig. 1b Structural engineer's seal of approval.



Seams

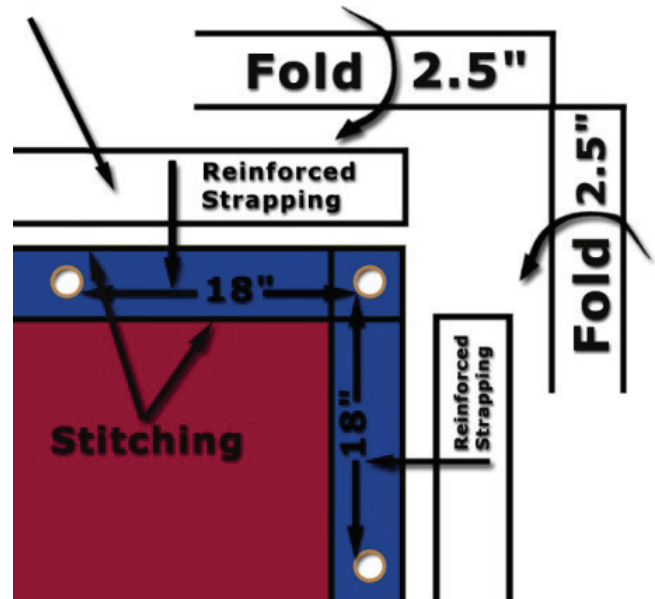
1. When using cloth material, seams need to be double stitched on the top and bottom.
2. Heat Seam is ONLY acceptable when hanging lightweight vinyl drape.
3. If the vinyl drape to be used as a drop down for a sign or banner, which would include a bottom batten to attach the foamcore, sintra, or cloth/vinyl 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.

