



RIGGING POLICY

To effectively ensure life safety and maintain the aesthetic and structural integrity of our ceiling, the following policies regarding rigging apply. The policies, rules, and regulations set forth in this document are meant as a guideline for this location, and may not be all inclusive. Additional policies, rules, and local regulations may apply.

It is understood that Inspire is responsible for all rigging decisions and will work with the venue, sales team and clients in advance to provide suggestions which will ensure that everything overhead is rigged properly and safely. Inspire riggers will not take rigging instruction or direction from anyone except qualified/certified riggers, licensed engineers, or the Inspire Director of Rigging.

Recommendations made by the rigging department are based upon manufacturer specifications; ETCP, OSHA, ANSI, ESTA, and USITT standards; as well as any local city, Fire, Police, State or Health regulations per location. Each property may also have their own internal regulations which may need to be recognized.

Inspire riggers have the final word on anything being rigged. Any questions or concerns by any local or Inspire rigger must be reviewed and approved by the Director of Rigging.

Inspire will provide all rigging hardware and labor required for attaching motors to the building and the truss to the motors. Anything overhead and over 50lbs is considered "Rigging". Any additional rigging for audio, video or scenic elements which attach to the truss will need to be discussed.

A rigging plot must be submitted and clearly display loads, equipment counts, equipment positions, and cable picks. This must be submitted electronically no later than 21 days prior to scheduled load-in. Acceptable file formats: DWG, VectorWorks, or scaled PDFs. Inspire is required to approve all rigging plots.

All requests for rigging services and hardware must be received 21 days prior to load-in date to ensure proper staffing. Requests received later than 21 days prior to load-in may incur additional fees.

The number of riggers required will be decided by Inspire based on size and production schedule of the event.

Exceedingly large rigs that support abnormal loads or non-uniform distribution of weight or hardware may require plans that have to be approved and stamped by a licensed engineer selected by the venue.

On shows larger than 25 points, a Production Rigger will be assigned and given 4-8 hours of pre-production time to review the plot and plan the load-in for the riggers, including any phone and email correspondence between client and production. Production Rigger will also provide 11"x17" and 24"x36" plots for riggers during load-in.

Cable bridges may be requested for cable runs of more than 4 Socabex.

No rigging hardware will be used outside of the manufacturer's recommended use; no exceptions.

FORT WORTH CONVENTION CENTER



RIGGING POLICY

Inspire RIGGERS ARE RESPONSIBLE FOR THE FOLLOWING:

Create and install any necessary semi-permanent points where available.

Make all motor connections to the building structure via acceptable temporary or permanent rigging points.

Make all cable pick connections to the building, or any loads greater than 150lbs.

Determine who will mark the floors: event production or Inspire staff. Assist accordingly.

Lay out motor power and control. Coordinate motor cable runs with production and client.

Wrap the truss and float rig to working height. Level the truss out with tape measure; prepare for trim.

Make/verify motor connection to audio bumpers and fly to trim.

Make/verify motor connections, cage connections, and safeties for video, LED walls, etc.

Make/verify any scenic or decorative rigging elements.

Verify safety of entire rig when complete; run out to trim and laser level as necessary.

Clean and drop motor power and control as necessary. Secure the rig.

Clear and arrange leftover gear and cases, and prepare for load out.

Make arrangements for lifts to be powered and charged.

Verify departure/release status from Inspire and confirm schedule for next day or load out.

RIGGERS WILL NOT take a break or leave site without the Client or Lead Rigger's approval.

Cable picks, cable tie backs, audio cluster focus, cable swags etc., can be done by riggers after the main rig is flown to trim. These items can also be done by any lighting, video, or audio hand, when available. Based on schedule timing, it will be the client's decision whether to keep riggers on the clock to clean cable runs, or allow each department to handle their own cable management.

Riggers will provide the point of connection to the building, but are not required to run each department's cables. Each department will be expected to manage their cables properly, and be responsible for providing clean runs, bundles and swag. Riggers will not be expected to clean mismanaged cables in the air.

Rigging plots will be presented to Inspire no less than 21 days from production load-in date. We can run load calculations, but client must provide a complete instrument legend with manufacturer name, model number, and weights.

FORT WORTH CONVENTION CENTER



RIGGING REGULATIONS & SAFETY GUIDELINES

RIGGING EQUIPMENT GUIDELINES

All rigging hardware, steel, gackflex, spansets, and STAC chains must have proper visible manufacturer's tags with load ratings, including any cross-rented gear or gear provided by production or the client. Any hardware without proper identification tags will not be used as per OSHA and ANSI Standards.

Inspire will maintain annual load testing and maintenance certificates for all chain hoists based on the manufacturers' guidelines and ASME standards for overhead hoists, ASME B30.16d-1997.

Log books of all rigging steel, truss, harnesses, spansets, motors, training, etc., can be provided upon request.

A steel "safety" is required on each individual item suspended with a nylon sling. Gackflex slings are exempt. All nuts and bolts used overhead must be properly rated and all overhead hardware (eyebolt etc.) must be forged. Nothing from chain hardware stores is rated for overhead use and will not be permitted as rigging hardware.

Rigging equipment provided by the client or other vendors must also comply with these same guidelines and must provide all certifications upon request prior to load-in.

ON-SITE PRACTICES

Rigging from any lighting fixtures, plumbing or sprinkler fixtures, electrical conduit, air ducts or any support mechanism is strictly prohibited.

Inspire will not "dead hang" items over 150lbs or 10' in length with a scissor lift. Chain hoists or crank towers must be used.

Cable runs that consist of 4 or more socapex runs and are 10' or more away from the rig might be required to use a cable bridge and motors.

Additional weight cannot be applied to flown equipment after Inspire riggers leave the room.

Nothing in the air moves without Inspire riggers being present.

Only Inspire riggers will operate any chain hoist unless previously discussed and decided, or unless the client is providing their own motors and rigging.

Under no circumstances will anyone climb ground-supported truss or archways. The climbing of any truss structure can only be done with proper vertical and horizontal fall arrest systems.

Flown equipment may only be moved by a Inspire rigger. Riggers will remain on the call until all flown equipment is at trim height.

SCISSOR AND BOOM LIFTS

Inspire can provide lifts with operators. Clients may also rent or bring their own lifts.

Property Lifts: Owned by the property, operated only by the property. Inspire can operate when permissions and insurance allows.

Inspire Lifts: Owned or rented by Inspire. Operated only by Inspire or those covered by Inspire insurance. It should be determined in advance what qualifies a lift operator, and who operates the lifts once the riggers are cut. Lighting lift op, audio lift op, video lift op, etc.

External Lifts: Lifts provided and operated by the client, covered under client's rental agreement.

LOAD LIMITS

Load limits are typically 1,000lbs per point. See venue CAD drawings for specific details per property.

All beams must be wrapped with burlap or carpet when building the rigging points.

Bridles and side loads are not allowed in some venues.

Riggers will have final approval for all things flown or lifted overhead.

FORT WORTH CONVENTION CENTER



RIGGING REGULATIONS & SAFETY GUIDELINES

PPE: PERSONAL PROTECTION EQUIPMENT

Hard hats, safety vests, eye protection, steel toes, harnesses, fall arrest and life lines are required as necessary.

Hard hats must be inspected for structural cracks and fractures before and after each use.

Tape and stickers are not permitted on safety helmets as they prevent proper inspection of damage or defects.

Harnesses shall be inspected thoroughly before and after each use.

Harnesses are required in boom lifts, as per the manufacturer.

Harnesses are not required in scissor lifts by the manufacturer, but some venues may require the use.

BANNERS AND SIGNAGE

Banners and signs usually require custom rigging harnesses or hardware to suspend them properly. If the client does not have this gear, Inspire can assist in fabricating safe solutions, but arrangements need to be made in advance and may include additional time and charges.

Fabricating hardware for banners and signage: The materials used to temporarily rig have extremely minimal cost, so they are all expendable items.

Temporary safe rigging solution: The use of Rize Blocks along with 1/16" or 1/8" wire rope. When used together within the manufacturer's load limits, these items are industry-recognized and rated as a safe rigging practice. After use, the rig is disassembled, Rize Blocks are returned to inventory, and the wire rope is disposed of.

Disposable fabricated rigging: swagging custom hardware for client use is also acceptable, and becomes the client's property after use. They are paying for the materials and labor, so the client keeps the custom hardware. Items fabricated are for temporary use only and cannot become Inspire inventory, nor allowed to mix with Inspire inventory. Without manufacturer tags and load ratings, these items cannot be considered reusable inventory.

All signs, banners, and decorations hung in ballrooms and over 150lbs must be inspected and approved by a Inspire rigging supervisor prior to load-in.

Banner placement inside of ballrooms and or meeting rooms must be approved in advance through Inspire.

Signs may not obstruct fire exits or sprinkler heads, and must have a clearance of no less than 18".

All signs must meet NFPA and local Fire Marshal guidelines.



RIGGING POSITION DESCRIPTIONS

Riggers will be booked for the following positions as required, with the following expectations.

Rigging Manager: Manages various venues on a property, or properties with larger shows, or a larger number of shows. Books the labor & divides staff & freelance resources as necessary. Manages annual log books for rigging inventory, inspection records, training records and rigging staff requirements. Maintains the rigging inventory. Primary point of communication with the Director of Rigging, keeping current with safety codes and regulations. Will be ETCP Certified, OSHA 30, Tomcat University, CM hoist certified, Vector Works friendly, and we will provide all the training. Stays on the floor, working with the client and managing labor, not expected to Up Rig but can assist with Ground Rig duties as available. Maintains a Favorite Riggers list; including staff, local labor, union labor, freelance labor, out of town labor, etc. Completion of working at heights and fall arrest class, separate from the OSHA 10 or 30 class.

Production Rigger: Usually on larger shows, 60 motors or more. May be provided as client production staff or by Inspire as necessary. Communicates all rigging with the client. Advises on load limits, motor distribution and cable management. Determines the order of flight with client when each truss goes up. Runs load calcs. Creates working plots for the riggers. Chooses the R2 and has preferential selection of the riggers. Establish crew requirements, production schedule, necessary scissor, boom and fork lifts.

Lead Rigger: Typically, the lead local rigger (staff or labor), manages the local riggers as per Production Rigger's instructions on shows larger than 60 motors. Same duties as the Production Rigger on shows less than 60 motors. Has preferential selection of the riggers as necessary. Manages the Up Riggers, Ground Riggers, breaks and meals. Riggers will take breaks as needed and when they are at a safe stopping point at their discretion, which might not match actual break schedules. It is preferred that the Lead Rigger stay on the ground, available to the Production Rigger at all times, unless otherwise determined.

R2, Assistant Lead: #2, takes over if the Production or Lead Rigger becomes unavailable. Knows everything the Production Rigger knows. Has copies of all plots and production documentation. Capable of completing the end results as designed and expected.

Up Rigger: Climbing riggers or rigging from scissor/boom lifts; makes the point of connection to the building as necessary, following building guidelines. Responsible for anything overhead above 150lbs. Depending on the venue, will assist with ground duties after Up Rigging is completed and a proper break has been allowed. For arena rigging & extreme heat ceiling conditions, ground duties will be stated if necessary, prior to booking labor.

Down/Ground Rigger: Stays with the Up Rigger. Keeps the ground safe and clear, manages the safety of the people below the rigger. Sets the motors in place and lights up the point with a laser for the Up Riggers, sends up chains and necessary rigging hardware. Helps with placement of 8x/4x motor distros and helps run motor fly cables as available without neglecting the safety of the Up Rigger. Manages empty cases and leftover gear.

Motor Electric: Additional Ground Riggers or Electricians available for motor power distribution and control placement. Responsible for managing motor fly cables cleanly and neatly from the distro to the motor. Labels all cables, distros and controllers accordingly. Helps disconnect, clean and coil motor power and control lines or motor cable swags after rig is at trim. Provides or locates power sources for charging the lifts. Primarily meant to stay on the ground, but can become available for minor lift operations.

FORT WORTH CONVENTION CENTER