

## **GEORGIA INTERNATIONAL CONVENTION CENTER**

### **AUDIO VISUAL POLICIES FOR THE INTERNATIONAL BALLROOM AND EXHIBIT HALLS**

These guidelines are prepared to assist Audio Visual Production companies and Service Contractors in the set up and production of any type installations in the Exhibit Halls, Ballroom, and Meeting Rooms. The purpose of these guidelines is to ensure these installations proceed efficiently and safely, while protecting the structure and finished surfaces of these rooms. It is our endeavor at the Georgia International Convention Center to provide information that ensures the safety and protection of this property and those who participate in its installation and removal, along with the safety of the patrons.

#### **Audio Visual Service Standards**

- A. Outside Audio Visual Production Companies are required to purchase the services of a Load In/Out Supervisor. This Load In/Out Supervisor is provided and charged by the preferred, in house Audio Visual Company, ON Site.
- B. The purpose of the Load In/Out Supervisor is to ensure the safety and security of the facility (GICC) property and assets. This is not an additional working technician to the event, but a liaison to the property, to assist in securing assistance from Catering, Engineering, Banquet Set Up, or other departments. The Load In/Out Supervisor reports directly to the Director of Audio Visual and the client's Event Coordinator.
- C. The prevailing rate for the Load In/Out Supervisor is \$90 per hour for each load in and load out day. The Supervisor will follow the client/vendor production schedule and will stay until the production crew is dismissed. A complete production schedule must be submitted twenty-one (21) days prior to event load in. Overtime rates may apply; see the rate schedule below:

Load In/Out Supervisor (5 hour minimum call)

7am – 5pm Weekdays	\$ 90.00 per tech/per hour
5pm – 11pm Weekdays	\$135.00 per tech/per hour
7am – 11pm Weekends	\$135.00 per tech/per hour
11pm – 7am Daily, Holidays	\$180.00 per tech/per hour

- D. All Outside Audio Visual Production Companies planning to work within the facility must assume complete responsibility for equipment loss or theft. GICC accepts no responsibility for Outside Audio Visual Production Companies' lost or stolen property.
- E. All Outside Audio Visual Production Companies must have their associates register with GICC security for proper identification and facility passes.
- F. All Outside Audio Visual Production Companies planning to work within GICC must properly dress (drape) all screens, carts, and stands. All cables run across exits and interior walkways must be secured using cable ramps. Cable ramps are available from GICC at standard rental rates, based on availability.
- G. All equipment cases must be maintained a minimum of six inches (6") away from walls at all times. No equipment or cases shall remain in the "back of house" areas at any time. Case storage is limited to contracted space or removed from facility and brought back for load out.

- H. All Outside Audio Visual Production Companies must leave the work area in the same clean condition that it was received. Any trash, equipment, or other materials left after the rental period may result in a cleaning and labor fee assessed.
- I. All Outside Audio Visual Production Companies must provide a valid certificate of liability insurance for each event at GICC.

### **Audio Systems Policies**

- A. To maintain the integrity of our in-house audio system, Outside Audio Visual Production Companies are not permitted to operate this system. This system is only designed for speech reinforcement and may be utilized by hiring an on-site technician who will be solely responsible for patching the in-house system. The following patch rates will apply:

**International Ballroom**

Salons 1, 2, or 3	\$100 per section/per day
Salons 4 or 5	\$300 per section/per day
Salons 6, 7, or 8	\$100 per section/per day

**All other rooms**

\$ 50 per room/per day

- B. The facility reserves the right to limit sound levels in order to provide a safe and favorable environment for all guests.
- C. For wireless microphone use, ON Site will reserve frequencies for use to eliminate crossover. Contact the representative for additional information.
- D. All fees are subject to prevailing service charge and sales tax.

## General Rigging Specifications

- A. Rigging must be done from main structural steel. No exceptions! Load limits are as follows:
  - a. Below 500 lbs. per point: low steel only
  - b. 500 – 1000 lbs. per point: high steel only
  - c. Over 1000 lbs. per point: bridled at high steel only
  - d. In all cases, weight limits are per point every ten feet (10'). Bridling at the low steel or other circumstances requiring additional measures are at the sole discretion and approval of the Rigging Supervisor.
- B. Rigging will not be done from any of the air wall tracks.
- C. A full production schedule and rigging plot is required for all events (Exhibit Hall, Ballroom and Pre-function areas) utilizing rigging elements. The rigging plot should be provided twenty-one (21) days prior to the event load in and include points, picks, and weight loads. This rigging plot will be reviewed by the Preferred Audio Visual Company, ON Site. Banner hanging and special decorations can be hung on the steel only. Banners cannot be taped or fastened to the walls.
- D. Service Contractors can hang banners and aisle signs in the Exhibit Halls once the Building Superintendent approves locations. No motor or truss is to be hung by service contractors. This type of activity is to be done by riggers.
- E. Outside of the Exhibit Halls, banner hanging from building structural elements has to be done by Convention Center personnel.
- F. Use of a protective buffer is required when rigging to structural steel i.e.: no steel on steel.
- G. Rigging equipment for the Ballroom should come in through the service doors only. There is also a large cargo door (dimensions being 11' x 11') that can be used.
- H. ON Site is the only company authorized to provide overhead rigging hardware (including rigging steel, spansets, shackles, etc.), chain hoists, and labor in the facility. All rigging orders have a minimum of one lead rigging technician and one assist-rigging technician at the prevailing published rate. The plot and number of points will determine the required number of rigging technicians and is the sole discretion of ON Site. Current rates are as follows:

### Lead Rigging Technician (minimum 1, 5 hour minimum call)

7am – 5pm Weekdays	\$125.00 per tech/per hour
5pm – 11pm Weekdays	\$187.50 per tech/per hour
7am – 11pm Weekends	\$187.50 per tech/per hour
11pm – 7am Daily, Holidays	\$250.00 per tech/per hour

### Rigging Technician (minimum 1, 5 hour minimum call)

7am – 5pm Weekdays	\$105.00 per tech/per hour
5pm – 11pm Weekdays	\$157.50 per tech/per hour
7am – 11pm Weekends	\$157.50 per tech/per hour
11pm – 7am Daily, Holidays	\$210.00 per tech/per hour

A one hour unpaid meal break is required after 5 hours of work; if not provided, premium labor rate will apply until break requirement is met. There is a 2 hour minimum call back after the meal break. All Rigger day rates are 8 hours. Anything over 8 hours overtime rate of 1.5x will apply up to 12 hours. Anything over 12 hours 2x rate will apply. Premium base rates noted above will still apply.

- Holidays include Labor Day, Easter Day, Memorial Day, Independence Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, and all other holidays recognized by GICC.

- J. Ceiling Access Points are charged to offset the costs of ongoing inspections and maintenance, ensure structural stability, and includes hardware from steel to motor.

Over 100 lbs. (hoist required)	\$ 50.00 per point, per day
20-100 lbs. ('cable pick')	\$ 25.00 per point, per day

- K. Current chain hoists rental rates are as follows:

½ ton	\$100.00 per day
1 ton	\$140.00 per day
8ch controller	\$ 75.00 per day
Distro/cable package, per controller	\$ 75.00 per day

- L. Any truss movement after initial set up and during the event (show movement or stage reset) will require one Rigging Supervisor.
- M. Banners, aisle signs, and other special decorations provided by Service Contractors in the Exhibit Halls are exempt from this policy requirement. Any other rigging for motors or other load-bearing items will be subject to this policy, at the discretion of the GICC Management Staff.
- N. Orders cancelled or reduced less than 72 hours prior to load in will be billed at the original scheduled times. Orders received less than 7 days prior to load-in will be subject to a 50% rush order fee, applied to equipment rental and labor charges.
- O. All fees are subject to prevailing service charge and sales tax.