



## Rigging Regulations

### The Omni Grove Park Inn

Welcome to the Omni Grove Park Inn. If you require rigging assistance or budget information, please contact Encore Event Technologies at 828-210-7620 or [riggingomnigp@encore-us.com](mailto:riggingomnigp@encore-us.com). We look forward to providing you with outstanding service on your upcoming event.

The hotel is equipped with a permanent rigging system. As part of a comprehensive overhead safety and risk management program, the system is annually load tested and inspected. We are required to approve all rigging designs & provide all rigging labor necessary to load in and load out equipment that attaches to the hotel's rigging system.

#### PRE-SHOW

An "Encore Schedule Rigging Services" on line form and scaled rigging plot must be received at least 21 days prior to load in.

If the plot is received less than 21 days prior to load in, overtime charges may apply.

Rigging plots must contain all flown equipment in addition to a reflective ceiling plan with hang-points. Please use our CAD file as your design template.

All drawings must be received via email in a .dwg or .dxf format. Hard copies will be accepted in a scale of no smaller than 1/8"-1'. Faxed drawings are not acceptable.

If you are unable to create a scaled rigging plot or if your design does not respect the hotels rigging regulations one of our staff ETCP Certified riggers we will be happy to assist you in creating a compliant plot. Please note that there will be a pre-show design charge in these instances at a rate of \$95.00 per hour with a 4 hour minimum.

## Rigging Regulations

### BALLROOM RIGGING STANDARDS

Encore must make all connections to the ceiling or supporting structure of the hotel.

No flown equipment may be moved without an Encore rigger present in the room.

Items attached to the suspended ceiling or permanent-ceiling structure must be a minimum of eight (8) feet above the floor.

Additional weight cannot be applied on flown equipment (i.e., climbing) after riggers leave the room, unless approved by Encore.

No climbing or walking of truss is permitted.

Any rigging modifications, additions, or deletions done in the ballroom without the supervision of the hotel's designated riggers will be subject to fines, or possible show shut down until such changes may be approved by Encore, at the expense of the group or production company responsible.

Signs, banners, and decorations may not be hung or suspended from any part of the hotel's electrical or plumbing systems. If any items are to be hung, other than signs of foam core or banner material, Encore must perform the work.

Encore will not "dead hang" items over 100lbs or 10' in length with a scissors lift. Chain hoists or crank towers must be used.

### GRAND BALLROOM

Permanent rigging points are rated for 1,000lbs. (Vertical loads only).

A 19' scissor lift is required for all rigging calls.

## Rigging Regulations

### RIGGING EQUIPMENT GUIDELINES

A lift is required for all rigging calls at the hotel. This lift must have non-marking tires and be in good repair. Single Man lifts, or construction / out-door lifts will not be allowed in the hotel ballrooms under any circumstance. Please contact our office for pricing on lifts.

Any articulating/dynamic (i.e. moving) show or performance element requires an arrester device.

A steel "safety" is required on each individual item suspended from the ceiling or any supporting structure or truss that has been suspended from the ceiling. This includes anything suspended utilizing a polyester round sling or other synthetic sling.

All electric cable and connections must be UL rated for the amperage capacity required for safe operation and must conform to appropriate local codes. All materials must be non-flammable and must conform to the Fire Marshall's regulations.

Encore is the exclusive provider of chain hoists at the Omni Grove Park Inn.

Engineering reports may be needed for custom hardware or trussing.

### ENCORE ON-SITE PRACTICES

All rigging calls shall consist of one Rigging Supervisor and one Rigging Assistant. If there is a need for additional riggers, we will fulfill any and all needs. A four-hour minimum per man shall apply to all rigging calls. Any calls extending past four hours will be billed hourly. Encore will determine the number of Rigging Assistants required based on the size and production schedule of the event.

Encore rigging staff will make all connections to the ceiling and assist your staff in attaching those connections to your truss and equipment.

## Rigging Regulations

### CAD FILE TERMS OF USE:

The CAD files posted on this site were created in order to clearly display where rigging can occur and to provide professional event designers with a template to create a scaled rigging plot to submit to us for approval in either a .dwg or .dxf format (no 3D files).

### PLEASE DO THE FOLLOWING:

- Download a fresh CAD file before designing your event.
- Add your production design to our file (please do not remove or change anything in our file).
- Include all elements to be rigged on your drawing (lighting, audio, video, signs, banners, decor, balloon drops etc.)
- Include truss cable bridges as necessary (in most rooms, they're required).
- Include a key with symbol information and specific model numbers.
- Include point load calculations.
- Include text with scenic weights or any details necessary to confirm rigging weights.
- Name your drawing as follows: Show Name - Hotel Name - Show Date - Revision number.  
For example ABC Sales Meeting -Hilton Americas - 9-1-14-version 1.dwg
- Do not change the original in any way. Additions or deletions may not be noticed and can hinder and or delay your estimate and load in.
- Email your file to **riggingomnigp@encore-us.com** as a .DWG or .DXF (no 3D files).

If you do not agree to our terms of use and would like one of our ETCP certified riggers to draft your event for you, please email **riggingomnigp@encore-us.com** for assistance.

## Rigging Regulations

### RIGGING RATES:

RIGGING POINT CHARGE (Greater than 100 lbs.) Includes a .5 ton chain hoist	\$175.00 per day (3 day week)
RIGGING POINT CHARGE (25-99 lbs.)	\$50.00 per day (3 day week)
SCISSORS LIFT RENTAL weekly	\$1125.00
daily	\$375.00

### RIGGING LABOR RATES:

Monday — Friday 6am-6pm	\$95.00/hour
Monday — Friday 6pm-12am	\$142.50/hour
Monday — Friday 12am-6am	\$190.00/hour
Saturday — All Day	\$190.00/hour
Sunday — All Day	\$190/hour
Holidays — All Day	\$190/hour

### HOLIDAYS:

New Year's Day, Easter, Memorial Day, Independence Day, Labor Day,  
Martin Luther King Day, Thanksgiving Day, Christmas Eve, Christmas Day