



PSAV is proud to serve as the exclusive in-house rigging contractor for the Hilton Anatole's meeting and event space. With an office located onsite, our Rigging Department and experienced production rigging personnel are equipped to handle all your rigging requirements.

As part of a comprehensive overhead safety and risk management program, the facility's permanent rigging system is periodically load tested and inspected. PSAV's Rigging Department is required to approve all rigging designs. PSAV will provide all rigging labor and equipment necessary to load in and load out any equipment attached to the rigging system.

Begin the planning process early:

Contact us soon to start the rigging-planning process and we will discuss:

- Permits
- Ballroom Rigging Standards
- Rigging Equipment Guidelines
- Truss & Truss Labor
- Best practices

To plan with PSAV for your rigging needs:

- Your Rigging plan must be certified and approved no less than 21 days prior to load-in of equipment in order to qualify for the Advance Show Rates. A **"Schedule Rigging Services"** form must be submitted with a scaled rigging plot including instrument count and weight loads in sufficient time to allow for review and adjustments. **We strongly suggest this form be submitted 45 days prior to your load-in to meet this deadline. If the rigging plan is NOT certified and approved 21 days prior to load-in, standard/on-site rates will be charged. See "To Order Service:" at the bottom of this page to learn more.**
- All drawings must be submitted **with** your rigging order.
- Rigging plots must contain all flown equipment in addition to a reflective ceiling plan with hang-points. Please use our CAD file (available for download below) as your design template.
- All plot drawings must be received electronically in either DWG or VWX format. Additional hard copies will be accepted in a scale of no smaller than 1/8"-1'.
- If a rigging plot is received by our offices and does not meet the hotel's rigging regulations, the client has the option to either redesign their event or have our offices redesign the event at a cost of \$125 per hour.
- All services for rigging in a single room must all be submitted on the same form and on one (1) diagram at the same time (i.e. video, audio, lighting, décor, etc.).
- A comprehensive safety review by our Rigging Supervisor will be done of your show plot. This review will:
 - Verify point load calculations
 - Staffing needs
 - Equipment needs
 - CAD support to provide feedback on the initial rigging plot provided by the client to PSAV
 - If needed, additional CAD assistance is available and can be provided for an additional hourly charge of \$125 an hour and a design fee of \$850



- PSAV standard truss will be supplied as black 12"x12"box truss, any request for different truss is considered specialty truss and will be reviewed and validated through the Rigging Coordinator. PSAV is committed to the success of every event and will insure that the integrity and safety of each program will be maintained, all necessary truss (including ground supported truss) will be supplied during the program.

Exhibit Hall / Ballroom Standards

- Please refer to the facility CAD files for exact locations of the rigging points and ratings.
- The Grand Ballroom, Chantilly Ballroom, Coronado Ballroom, Cortez Ballroom, Stemmons Ballroom, and the Imperial Ballroom are equipped with permanent rigging points. There is no Rigging other than the permanently installed rigging points. See drawing for load limits.
- Rigging in Trinity Ballroom & Trinity Exhibit Hall is accomplished by attaching directly to the beams. See drawing for load limits.
- No rigging is allowed from the air-wall tracks.
- A PSAV rigger must make all connections to the ceiling or supporting structure of the hotel.
- Any item attached to the suspended ceiling or permanent ceiling must be a minimum of eight (8) feet above the floor.
- Only a PSAV rigger may move flown equipment.
- Additional weight cannot be applied to flown equipment after PSAV riggers leave the room.
- Under no circumstances may a person be suspended, walk or climb upon any point or supporting structure attached to the ceiling.
- Cables and other elements cannot block doorways. Cable bridges, floor conduit tunnels or doorway channel surrounds must always be used.
- Surface shields / carpet protection (Polytak) is required in the ballroom spaces for both load-in and load-out, as well as all carpeted AV storage rooms. It can be provided by PSAV or may be brought in by the production company. The cost for Polytek is \$500 per roll. **All Polytak must be removed and disposed of by the production company's personnel before the end of the event, if not an additional fee of \$500 will be charged.**

PSAV On-site Practices

- PSAV will decide the number of riggers required for your event.
- PSAV will make all connections to the ceiling and assist your staff in attaching those connections to your truss and equipment.
- Late schedule changes or changes to the previously approved and submitted CAD Plot can result in additional charges at the Standard/Onsite rate.
- Please contact our offices for clarification of what services and equipment we offer to assist you in a safe and cost-effective event.
- PSAV will not "dead hang" items over 100lbs or 10' in length with a scissor lift. Chain hoists or crank towers must be used.



- Cable bridge truss is required when cable bundles exceed four (4) Socapex Cables or other similar multi-cable.
- Banners 25 pounds or greater or more than 10' in length may require a chain motor and truss, determined at PSAV's discretion.

Rigging Equipment Guidelines

- All truss (including ground supported truss), chain motors, and rigging hardware must be supplied by PSAV.
- A scissor lift is required for all rigging calls at the hotel. PSAV has lifts on site and available for rental. All lifts used in the hotel must have white, non-marking tires and be in good repair. Construction or outdoor lifts will not be allowed in the hotel.
- All equipment and materials flown must pass ANSI guidelines and be approved by the PSAV Rigging Department
- Any dynamic (moving) 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 PSAV.
- **Genie Lifts** — Genie Tower or crank-up type lifts can be used; however, the following guidelines must be met:
 - A rigging advance submitted on the show
 - Documentation that the towers have been serviced in the last 12 months
 - Stated WLL (working load limits) on the units by the manufacturer
 - Load calculations done to ensure the towers are not being overloaded
 - Proper ballast weight applied to base of tower based on overhead load
 - Nothing added to the truss after load calculations have been completed without approval by the onsite Rigging Supervisor
 - A PSAV rigger must be scheduled and in the room during load-in and load-out of the Genie Towers

Rigging Rates & Fees

- All rigging pricing is per day, unless specifically noted as weekly. Current ETS Service Charge and Tax will also be included in the final rigging quote (pricing subject to change).
- **Advance Rate** = certified and approved rigging plan no less than 21 days prior to load in of equipment. A "Schedule Rigging Services" form must be submitted with a scaled plot, including instrumentation count and weight loads in sufficient time for review and adjustments. We strongly suggest this form be submitted 21 days prior to your load-in to meet this deadline.
- **Standard/On-Site Rate** = certified and approved rigging plan received and approved less than 21 days prior to load-in of equipment. A "Schedule Rigging Services" form must be submitted with a scaled plot, including instrumentation count and weight loads in sufficient time for review and adjustments.



Safety/CAD Review Fees

- Advance rate –Safety/CAD review fee = \$275.00 for the first two reviews (\$285.00 for each additional review prior to 21 days)
- Standard/On-Site Rate – Safety/CAD review fee = \$520.00 for the first two (2) reviews (\$500.00 for each additional review less than 21 days)

Rigging Point Package, Motorized

- Advance rate = \$193 each/day
- Standard rate = \$221 each/day

Rigging Point Package, Non-motorized

- Advance rate = \$71 each/day
- Standard/On-Site rate = \$85 each/day

Truss Daily Rental Rate — labor to layout, build, and strike is not included

- 12" x 12" Black Box Truss = \$7.50/linear foot
- 1' x 1' x 1' Corner Block = \$50 each
- Base Plates upright 30"x30" - \$50 each

Contact PSAV for pricing on other truss types.

Banner Hanging (less than 25lbs or less than 10' in length) labor not included ++

- All signs, banner, and decorations must be hung by PSAV whether in the ballroom, Exhibition Hall, and Atriums. Banner placement inside or outside of ballrooms and/or meeting rooms, must be approved in advanced through Conference Services.
- More than three Banners or Signs being hung will be priced based on five-hour minimum labor requirements. (Contact PSAV for estimated costs)



- Banners or Signs weighing over 25 pounds, or 10' in length may require a Chain Motor and truss, determined at PSAV's discretion.

Scissor Lift Daily Rental

- Standard/On-Site rate = \$380

Scissor Lift Weekly Rental

- Contact PSAV for pricing

Rigging Labor Rate**

A minimum of Two Rigging Technician are required at each rigging call.

Labor will be billed in, 5 hour, or 10 hour minimum required per person per call, time beyond 10 hours billed in full hour increments.

- Standard rate = \$115 per hour*

Truss Tech Labor Rates**

A minimum of Two Truss Techs are required at each call to layout & build, or strike & stack truss.

Labor will be billed 5 hour or 10 hour minimums per person per call, time beyond 10 hours will be billed in full hour increments.

- Standard rate = \$100 per hour*

Overtime Conditions**

Monday - Saturday, 6am. - Midnight = Straight Time

Monday - Saturday, Midnight – 6am = Double Time

Saturday, 6am - Midnight = Time and 1/2

Sunday, All Day = Double Time

Holidays = Double Time

*** Holidays = New Year's Day, Martin Luther King Day, Presidents Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, & Christmas Day.*



All changes in labor calls must be made with the PSAV Rigging Supervisor, the on-site rigging staff cannot authorize call time changes.

Services cancelled / changed with less than 72 hours' notice will be billed at Standard/On-Site rates.

Services scheduled/certified/approved less than 21 days prior to load-in will be billed at Standard/On-Site rates.

[Room Diagrams – CAD Files \(DWG & VWX\)](#)

Follow the links below to download the file of meeting space diagrams. During your event's design phase, please contact PSAV regarding specific rigging requirements for your event.

**pdf file is made available for pre-planning only*

To Order Service:

You must complete the following online order for rigging services to officially begin your rigging request:

[PRESS TO ORDER RIGGING SERVICES AND TRUSS](#)

Should you have any challenges with the link above, please copy and paste the following into you

browser: <http://psav.com/RiggingForm>