

The Rosen Shingle Creek Overhead Rigging Guidelines

The ceilings in the Gatlin, Sebastian and Panzacola Ballrooms have access to steel supports throughout each ballroom. Rigging can be done at any point in the ballrooms. NPS, Inc. has sole/exclusive authorization to handle rigging. NPS will confirm all rigging techniques with both the client and the production company. Contact NPS at www.rigginginfo.com or by calling 888-4RIGGERS.

PRE-SHOW STEPS

- * A "Schedule Rigging Services" online form must be submitted along with a scaled rigging plot 20 days prior to load in.
- * If the form and the plot are received less than 20 days prior to load in, double time rates will be charged.
- * Rigging plots must contain all flown equipment in addition to a reflective ceiling plan with hang-points. Please use NPS' CAD file (available for download on the website) 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 the NPS staff ETCP Certified riggers will be happy to assist you create a compliant plot.

RATES

TIME OF DAY	RIGGING LABOR	DAYS
8 a.m.- 5 p.m.	\$85.00 per hr.	Monday - Friday
5 p.m. – 12 midnight	\$127.50 per hr.	Monday - Friday
8 a.m. – 12 midnight	\$127.50 per hr.	Saturday
8 a.m. - 12 midnight	\$170.00 per hr.	Sunday
12 midnight - 8 a.m.	\$170.00 per hr.	Monday - Sunday

The following federal Holidays are billed at double time:

Christmas, Veteran's Day, Thanksgiving Day, Independence Day, President's Day, New Years Day, Memorial Day, Martin Luther King Day, Presidential Election Day, and Labor Day.

- * IATSE Industrial Contract work rules apply.
- * All calls consist of a minimum of Two riggers per call.
- * Time and a half rates will apply after eight (8) hours and double time rates will apply after sixteen (16) hours.
- * Short turnaround rates will apply if there is less than eight (8) hours off between calls.
- * 4 hour minimum calls apply.
- * A 15 Minute break is required every two hours.
- * A Meal break is required every 5 hours.
- * Services that are cancelled with less than 72 hours notice will be billed at published rates.
- * Services that are scheduled with less than 20 days notice will be billed at double time rates.
- * A 30' scissors lift is necessary for rigging at the hotel. NPS can provide lifts for \$250 per day or \$550 per week.
- * A \$250 advanced fee is required.

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POINT CHARGES

The hotel is equipped with a permanent rigging point system. This system was designed & installed in order to expedite the rigging process for events while insuring compliance with OSHA codes. The following charge will apply for use of the rigging points installed at the hotel:

Points over 100lbs	\$250 each per week	NPS Prostar Hoist Package
Points between 25lbs - 100lbs	\$50 each per week	
Points under 25lbs	No Charge	

POLY-TAK

The hotel requires that PolyTak (or equivalent) carpet protection film is in place prior to load in or load out of production equipment. PolyTak can be supplied by the hotel either for retail purchase or installed. Please contact your Rosen Shingle Creek Convention Services Manager for details.

BALLROOM STANDARDS

- * All rigging attachments are made directly to the bottom chord of the roof joists by use of a standard 3/8" by 5' wire rope sling. Please see the CAD files for joist ratings.
- * Cables cannot be run above the decorative ceiling grid. The use of truss cable bridges is required.
- * No rigging is allowed from the air-wall tracks.
- * All connections to the ceiling or supporting structure of the Hotel must be made by NPS Inc.
- * Flown equipment may only be moved by an NPS Inc. rigger.
- * Additional weight cannot be applied on flown equipment after NPS Inc. riggers leave the room, unless approved by NPS Inc.
- * Any rigging modifications, additions, deletions done in ballroom without the supervision of NPS Inc. riggers will be subject to fines or possible show shut down until such changes may be approved by NPS Inc. at the expense of the group or production company responsible.
- * Under no circumstances may a person be suspended, walk or climb upon any point or supporting structure attached to the ceiling.

RIGGING EQUIPMENT GUIDELINES

- * A scissors lift with a minimum deck height of 31' is required for all rigging calls at the hotel. NPS 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 American Test and Standards Measurement guidelines and be approved. Hardware not acceptable in a weight bearing capacity includes: carabiners (excluding Omega brand or other overhead approved locking steel "D" shape 1/2" or 7/16" carabiners), open weave straps, quick links, dog clips, French clips, snap clips, brass fittings, triangular truss with continuous cords or triangular truss with cords in diameter less than 7/16". Structural documents will be required for custom trussing and or custom hardware. The NPS Inc. rigger(s) will have final approval of any hardware utilized in the Hotel.
- * Any articulating/ dynamic (i.e. moving) show or performance elements require an arrester device.

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- * A steel "safety" is required on each individual item suspended from the ceiling or any supporting structure or trusses that have been suspended from the ceiling and includes that have been suspended utilizing a polyester roundslings or other synthetic sling.
- * All nuts and bolts used overhead must be rated and all wire rope clips and over-head hardware (eyebolts etc.) must be forged, unless approved by the Rigging Supervisor.

NPS INC. ON-SITE PRACTICES

- * All rigging calls shall consist of one Rigging Supervisor and one Rigging Assistant. If there is a need for additional riggers, NPS Inc. will fulfill any and all needs. Any calls extending past four hours will be billed hourly per the rate card. The number of Rigging Assistants required will be decided by NPS Inc. based on the size and production schedule of the event.
- * NPS Inc. staff will make all connections to the ceiling and assist your staff in attaching those connections to your truss and equipment. Please contact the NPS offices for clarification of what services and equipment they have to offer to assist you in a safe and cost effective event.
- * NPS will not "dead hang" items over 100lbs or 10' in length with a scissors lift. Chain hoists or crank towers must be used.

CAD FILES

CAD drawings of the Ballrooms are available on the NPS website.