

RIGGING & OVERHEAD SAFETY POLICY – FREDERICTON CONVENTION CENTRE

The following policies and procedures are in effect at the FCC, in order to ensure that all rigging in the facility is conducted safely and with due care for the building infrastructure.

Encore is the Exclusive Supplier of Rigging Services for FCC. As such all rigging in the building will be managed by Encore, according to the following procedures. All related costs are listed below.

1. Encore can provide, upon request, AutoCAD and PDF scale drawing of all riggable ceilings in the facility. These drawings will show the location and rating of all rigging points, and other relevant ceiling details. These drawings are provided electronically at no charge.
2. Hanging will be permitted only from approved, rated rigging points. Charges for use of rigging points are shown below.
3. For any events for which rigging is required, a rigging plan must be submitted to Encore for approval. This plan must be in an approved printed or electronic format, must be to scale, must show all equipment being hung, and must show the weight load for each rigging point being used. It must show all required rigging points, including cable pics. Charges for plan approval are shown below.

This plan must be submitted and approved no later than 14 days in advance of the 'loading day' of the event. In the event that the customer cannot provide a rigging plan, Encore is able to produce one. In such cases, there is a consultation process required, so 21 days notice is requested. Charges for plan production are shown below.

4. Encore must perform all work required to attach and de-attach equipment to the rigging points. No other supplier may do so. Upon approval of the rigging plan and a production schedule, Encore will provide a cost quotation for the labour required to do so. This labour will be charged on an hourly basis, with a 4-hour minimum charge. The number of riggers and hours will be based on the work to be done. Hourly rates for riggers are shown below.
5. Encore reserves the right to disqualify from use any equipment, which in their opinion, does not meet appropriate safety standards. In this event, they may be able to provide alternate equipment, and will do so upon request, as quickly as possible.
6. All equipment attached to a rigging point must also be secured by means of a steel safety cable. All equipment attached to truss, pipe, lighting fixture, or hung in any other manner must also be secured by means of a steel safety cable.
7. All suppliers hanging equipment from the ceiling must provide FCC with a Certificate of Liability Insurance showing proof of coverage in the amount of \$5,000,000 per occurrence, and specifically holding harmless FCC. This must be provided no later than 14 days in advance of the load-in day of the event.
8. Encore can provide a full range of rigging components, truss, and lighting equipment, and will provide a cost quotation upon request.

Rates for rigging services and equipment are as follows:

Rigging services

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| • Approval of rigging plan | \$250.00 |
| • Production of rigging plan - basic | \$300.00 |
| • Production of rigging plan – advanced | \$100.00/hour |
| • Rigging points – for each point used | \$150.00 |
| • Rigger – hourly rate | |
| Regular rate (4 hour minimum) Mon -Fri, 06:00-17:00 | \$75.00 |
| Overtime rate (4 hour minimum) Mon-Fri, 17:00-24:00 | \$112.50 |
| Saturday & Sunday, 06:00-17:00 Doubletime rate (4 hour minimum) | \$150.00 |
| All days, 24:00-06:00 Statutory Holidays | |