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## **“FREDERICTON CONVENTION CENTRE” RIGGING & OVERHEAD SAFETY SERVICES**

The following policies and procedures are in effect at the Fredericton Convention Centre, in order to ensure that all rigging activity in the facility is conducted safely and with due care for the building infrastructure. Our primary concern at all times is the safety of our guests and employees.

Freeman Audio Visual Canada is the Exclusive Supplier of Rigging Services at the Fredericton Convention Centre. As such all rigging in the building will be managed and provided by Freeman Audio Visual Canada, according to the following procedures. All related costs are listed below.

The term “Rigging”, as it applies to this document, refers to the suspension of any objects from the building infrastructure, including designated rigging points, ceilings, and walls. Such items typically include truss, lighting, drapery, décor, and banners.

1. Freeman Audio Visual Canada can provide, upon request, 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.
2. Hanging will be permitted only from approved, rated rigging points. Charges for use of rigging points are shown below. Additional charges applied for custom rig points.
3. For any events for which rigging is required, a rigging plan must be submitted to Freeman Audio Visual Canada 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 for approval no later than 14 days in advance of the load-in day of the event. In the event that the customer cannot provide a rigging plan, Freeman Audio Visual Canada is able to produce one. In such cases, a consultation process is required, so 21 days notice is requested. Charges for plan production are shown below.***

4. Freeman Audio Visual Canada 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.

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- 7.** All suppliers hanging equipment from the ceiling must provide the Fredericton Convention Centre with a Certificate of Liability Insurance showing proof of coverage in the amount of \$5,000,000 per occurrence, and specifically holding harmless the Fredericton Convention Centre. This must be provided no later than 14 days in advance of the load-in day of the event.
- 8.** Freeman Audio Visual Canada can provide a full range of rigging components, truss, and lighting equipment, and will provide a cost quotation upon request.
- 9.** Scissor lift(s) may be required for certain rigging calls.