

# AT YOUR SERVICE...

EXCELLENCE AS STANDARD



## Exhibition Rigging Guidance Document

These guidance notes set out what information we need from you and what your responsibilities are as the contractor. An Exhibition Rigging Request (ERR) document details all of the information we require from you and a bespoke quote will be sent to you based on this.

Following on from the information recorded in the Exhibition Rigging Request form, we also will require the following to allow us to properly quote for the job and to ensure accuracy from the beginning.

- All information for the item should be submitted at least 14 days before the first build day. Anything received after this will be subject to a late submission surcharge as noted in the ERR and in some cases may not be possible.
- An accurate plan of the suspended item with accurate dimension from edge of stand and orientation within the hall has to be provided. All other details relating to the item should be filled in in the corresponding ERR form.
- All items to be lifted should have relevant engineering and planning paperwork with regards to the integrity and safety of the lifted structure.
- The ACC Liverpool does not permit the use of complex structures. This is defined as an item that is connected to both the roof and the stand below. Items need to be fully flown or fully floor mounted.
- All items other than 2D PVC type banners will be flown with specific motor hoists and truss depending on the specific weight loading and type of item. This will be decided between the production and rigging manager. In some cases the rigging manager may need to get in contact with you directly to discuss the specific rigging requirements.
- Where possible everything will be pre rigged prior to your arrival on site. This is dependent on access to the hall before the start of the event tenancy. Under no circumstances will stand contractors be allowed access to the hall before the tenancy of the specific event.



## Exhibition Rigging Guidelines Document

### On-site

- All PPE has to be worn in accordance with what has been set by the event H&S team and/or with the venue H&S representative.
- Please let the production manager know of your ETA on site and a rough indication of how long your stand/item will take to build - this should be provided on the ERR form. A team of riggers will work around all contractors requiring rigging. Please be patient as you wait for your item to be flown.
- Any alterations required from the information that is supplied in the pre planning process may incur a charge as appropriate. If the flown items differ dramatically we reserve the right to not fly the item or charge for additional equipment if necessary. The production manager and rigging supervisor on site will make this decision final.

### On-site – breakdown

- Once breakdown commences the riggers will work around the space to lower all items suspended above your stands. As with the build, please be patient whilst the riggers move around the space dropping all the items in.
- If access machines are needed to lower your suspended item, no work can take place until the correct PPE is worn within the stand area. The production manager, rigging supervisor and H&S representative, will monitor this.
- No items can be left on site unless prior agreement has been set with the production manager and event manager. Any items left must be labeled correctly for courier collection and left in the correct area of the loading bay – all items are left at your own risk and ACC Liverpool will accept no responsibility for damaged or lost items.