

Rigging Frequently Asked Questions for Exhibitors

Do you have a Rigging section on your website? <http://www.occc.net/exhibitor>

When do I owe my first payment? An Aerial Rigging Labor Deposit is required. The Incentive rate of (\$554) placed 21 days or more from the first day the show moves into the building or Base rate of (\$806) placed after the 21 day deadline.

When do I get my final invoice? Exhibitor Services will send an invoice within one week after the last day of the show.

Will it cost more to place a rigging services order on-site? The OCCC has three tiers of pricing: "Incentive Rates" are orders placed 21 days prior to move in dates; "Base Rates" are orders placed prior to move-in dates, but less than 21 days prior; and on-site orders are those placed during move-in dates. Onsite orders placed will be put on the Will Call List and may not be hung until the next day.

When I am ready for a Rigging Team, what should I do? Once your Sign is assembled, you or your designee on the CC Authorization, will need to go to the OCCC Service Desk to sign off on your rigging order. The Service Desk then contacts the Rigging Coordinator for the show. The Rigging Coordinator will send you the next available crew. Each time you need a Rigging Team at your booth, please return to the OCCC Service Desk.

What is the protocol when I need to have my order done at a specific time? If you are not flexible and need to book a specific date and time, you will need to order a dedicated rigging team. Please reach out to Exhibitor Services as soon as possible to make arrangements ahead of time.

What does a Dedicated Rigging Team cost and include? A dedicated team is three riggers that are booked in advance for your specific time frame. Exhibitors will be billed a minimum of 4 hours per man and then in half-hour increments until the work is complete.

What are the cost difference between a Will Call Team and a Dedicated Team? A will call team is billed as time served. A dedicated team requires a deposit of (\$1,108) at the Incentive rate and the base rate of (\$1,612), which is a 4-hour team minimum. Beyond the 4-hour minimum charges, additional time will be billed for each half hour of work.

What is the minimum number of Riggers scheduled per crew? The OCCC operates in three-man teams for both the lift teams and crews that use the fall protection system to walk the structural steel. Each team consists of two up riggers and one ground rigger.

Will I be charged if I cancel my rigging services? There is a \$35 Admin Fee associated with any order canceled before work begins.

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Will I be charged overtime rate? The overtime rate starts after 8 hours of continuous work per booth space or on County holidays. The rate is time and a half the rate that your deposit is locked in at (Incentive or Base).

How late are the riggers available for services? OCCC riggers will be on-site during the same hours as the service desk unless prior arrangements have been made.

How much will the rigging services cost me? This will vary based on the scope of work, a Rigging Coordinator will be happy to discuss the details and give advice on how to mitigate costs and provide estimate based on the details you provide.

Do you assemble\disassemble signs? All assembly of equipment, signs, products, etc., is the responsibility of the exhibitor or exhibitor-appointed contractor.

Where do I ship my sign to? Refer to your exhibitor manual or ask your show management for proper drayage instructions. Freight deliveries, including UPS, FedEx, RPS, GPS, etc., will not be accepted by the OCCC. OCCC Rigging will not take possession of any non OCCC equipment.

What is the maximum height for rigging? The OCCC Rigging Department does not put height restrictions on any signage. The show management for each event will determine how high an exhibitor will be permitted to hang their equipment. This information can typically be found in the Exhibitor Packet provided by Show Management.

Can I contract my own riggers? No. OCCC Rigging is the exclusive provider of rigging services for the aerial attachment of any equipment to the venue. OCCC Rigging does not provide services for ground supported structures.

Who is responsible for making attachments of hanging elements to truss? Should you require anything to be attached to truss (signs, AV equipment, scenic elements, etc.), it would need to be done by your EAC or GSC. Any Rigging hardware needed for the attachment to the truss will need to be provided by your EAC or GSC and must be approved for overhead rigging. OCCC Rigging will make a final inspection of the attachments to make sure everything is safe before raising truss to final trim. If you have any questions or need assistance please contact the OCCC Rigging Coordinator assigned to the event.

Is OCCC the exclusive provider of Truss and Motors? No. However, all equipment must be in good working condition with proper and updated certification or it will not be approved for use. OCCC is the exclusive Aerial Rigging Services Provider.

Does OCCC provide truss ground-supported structures? No. You will need to contract your own labor and equipment for any approved ground-supported structures.

Where can I get the load limits for the exhibit halls? Please request this information by contacting our Rigging Coordinators at 407-685-5555 or email us at rigging@occc.net

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Where can I get a Reflective Ceiling Plan or CAD files for the exhibit halls? Please request this information by contacting our Rigging Coordinators at 407-685-5555 or email us at rigging@occc.net

Who do I send the rigging plots, drawings, blueprints or engineers certification to? Rigging plots, drawings, blueprints or engineers certification (when requested) must be submitted to the OCCC Rigging Coordinator for the show a minimum of three weeks in advance of the first move-in day for your show. They must include the location, dimensions, the height above the floor to the top, and the weight of the suspended item. They must also show booth outline with aisles marked for reference.

When do I need a structural engineer's approval? All equipment, signs, products, etc. must be engineered to be suspended safely. In some cases, signs that have hidden attachments or noticeable wear may require a structural engineer's seal of approval. A Rigging Coordinator will request an engineered seal of approval if the equipment does not meet industry standards. If you are not sure, please contact us at rigging@occc.net.

What is approved hardware? Any hardware that will be suspended overhead will require a working load limit rating. The Working Load Limit is the maximum load which should ever be applied to a product, even when the product is new and when the load is uniformly applied.

What are some things I can do to make sure my order is expedited? Good communication with your event assigned Rigging Coordinator in advance of the event is crucial for the success of your installation. Additionally, please be sure your EAC or GSC has your sign onsite, ready and assembled prior to the rigging teams' arrival and only using approved hardware with visible tags indicating their working load limits. Finally, please note that OCCC Rigging does not assemble signs.

Who can do the lighting focus on my truss? OCCC Rigging does not handle any audio visual equipment. Please contact the events service contractor for any approved vendor for any AV needs. OCCC does not provide lifts for AV work or any other work not related to actual rigging. AV vendors must supply/rent their own lifts.

Can I use my own lighting on your steel grid or catwalks? Only OCCC Par Cans may be attached to OCCC steel or catwalks. OCCC Par Cans must be installed by OCCC personnel.

How much surface area does a par can light cover? The PAR64 is an ideal unit for display and stage lighting. Its long barrel design reduces light glare/spill while maintaining a theatrical appearance. PAR64 lamps allow this unit to throw up to 50 ft. with spot angles as low as 12° and flood angles as much as 72°. Accepts PAR64 lamps up to 1000-watts. OCCC Par cans are not color adjustable and only create a yellow light. OCCC Par Cans must be installed by OCCC personnel. Please note that any item attached to the building must be done by OCCC Rigging.

When is a Truss Protector needed? Truss Protectors needed on house rented truss and when Altman clamps are used. Truss Protectors must be supplied by your AV Contractor.

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Is OCCC the exclusive lift providers for any exhibitors? OCCC rigging does not provide boom/scissor lifts for anything outside of the installation or removal of rigging attachments to the OCCC structure.

Can I operate OCCC Motors? OCCC equipment can only be operated by OCCC personnel.

How do I order rigging power? Through Exhibitor Services. <http://www.occc.net/exhibitor>

How do I order an overhead par can lights? Through Exhibitor Services. <http://www.occc.net/exhibitor>

How late can exhibitor/client's labor stay in the building? The official move-in hours can be found in your Exhibitor Packet. Any after-hours work must be approved by show management and on-site security the day it will be needed.