



RIGGING GUIDELINES @ THE GRBCC



WELCOME TO THE GRBCC

Let Staging Solutions @ GRB be the first to welcome you to one of the finest convention facilities in the world – Houston’s George R. Brown Convention Center! Our goal is to provide the best possible experience to clients; thank you for partnering with us.

We respectfully request that every Licensee read the following guidelines and procedures thoroughly – and supply copies to exhibitors, contractors, and employees – before signing the Convention and Entertainment Facilities License Agreement, so the details are clear before the dotted lines are signed.

We prefer to eliminate problems before they arise: If there are any questions concerning this document, please contact us at **GRBrigging@stagingsolutions.com**.

One last thing: Please be aware that all items to be suspended from, attached to, or adhered to the facility must be approved by GRB management in advance.



RIGGING GUIDELINES & PROCEDURES

What goes up must come down: Collect all wires, ropes, etc. from the facility. All items must be completely removed before the end of the License Period.

The GRB is a busy place. In order to serve all clients, we require written notice on all rigging orders 21 days in advance. Staging Solutions @ GRB (SSGRB) reserves the right to deny on-site orders.

All items over 250 lbs. that are attaching to the facility must be installed by SSGRB personnel.

Safety First: SSGRB will supply all motors to ensure safety and proper certifications.

Submit all plots electronically to GRBrigging@stagingsolutions.com in ONLY THESE file formats: DXF, DWG, VWX or MCD. We cannot use PDFs so please don't send them. To ensure proper fit, intended trim heights, weight loads per point and show floor plan of basic elements such as stage, seats, exhibit booths, etc. must be included.

Avoid rush charges! Submit rigging plots to SSGRB as early as possible, and FOR SURE 21 days prior to installation. Plots received within 21 days of installation may incur rush charges.

Avoid cancellation fees! Cancellations must be requested in writing prior to the 72 hours preceding scheduled work. Cancellations requested within 72 hours of scheduled work are not eligible for refund.

Change your mind? That's OK! However, any changes to the approved design upon which SSGRB estimated the budget may result in additional costs.

Rigging in the finished-ceiling areas of the Exhibit Halls require special arrangements. Please contact SSGRB with specifics of your request.

Thank you for protecting the floors: When rigging in the General Assembly Theatre and the George Bush Ballroom, facility-provided masonite must be used under the lifts at all times.

Thank you for protecting the paint: All beam structures or other painted structures are to be covered with a protective material before wire, cable, etc. is attached to ensure no damage occurs to painted surfaces.



A lift is needed for all rigging calls. The Licensee may provide a lift(s) for facility contracted labor or Licensee provided labor.

Don't have a lift? SSGRB will provide lift/s on site for an additional charge.

Safety first: All lifting equipment and overhead material used (including truss) must conform to all applicable safety standards and are subject to inspection, approval, and possible replacement by Rigging Services, which could incur additional costs.

RIGGING GUIDELINES & PROCEDURES

Special aerial lift equipment may be required to complete installations safely and may not be available without an advance 14-day notice. Price quotes for aerial lift equipment will be included in SSGRB quotes when their use is required for installation.

SSGRB makes every effort to identify accurately the labor and equipment necessary to fulfill orders during the estimation process. However, there are variables in every equation: Additional charges may apply if circumstances require additional time, personnel, or equipment to complete the scope of work. Additional charges, if any, will be identified when the client is on site and payment will be required prior to additional services being rendered.

SSGRB determines Rigging Crew size based on complexity, scope of work, and available time to complete installation or removal. Rigging Labor rates apply to all installed signage, banners, clings, and approved adhesive vinyl throughout the entire facility.

All hours scheduled on a holiday will be billed at double time (New Year's Eve, New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, and Christmas Day).

Rates are subject to change without notice.



BANNER HANGING GUIDELINES & PROCEDURES

Signage is important: All Licensees are invited to use promotional signs, aisle signs, directional signs, etc., hung or attached to the Facility in the exhibit halls. SSGRB approves the suspension of or attachment of signage to the Facility structure based upon the stipulations and guidelines stated below:

The Licensee of the Facility is ultimately responsible for any damage, injury, etc. occurring out of or because of the hanging or attachment to the Facility by any exhibitor, contractor, subcontractor, representative, agent, etc. during the Licensee Period.

Safety First: Signage may NOT be attached to or suspended from the following structural elements AT ANY TIME: Electrical lighting conduits, utility pipes, air ducts, or sprinkler systems.

Just to clarify: Soft material articles require no framing masking and no rigid support system. These items include, but are not limited to: Banners, Drapes, and Screen Masking. Signage – word displays, pictures, graphics, etc. – is defined as rigid or hard material with a frame and/or support system.

All materials used must comply with local Fire Regulations.

Avoid additional charges! Banners printed by an outside source must be delivered a minimum of 24 hours in advance of event load in. Delivery within 24 hours of event load in may incur additional charges.

Don't have an outside source for hanging banners? Don't worry! SSGRB offers banner printing and rigging services. Please see the Price Summary for rates.

Want to hang your banner outside? SSGRB offers Exterior Banner Hanging! Please see the Facility Policies and Show Management Rules to check feasibility.

Please see the following page for a banner hanging summary table.





BANNER HANGING SUMMARY

Material	Definition	Who Can Hang
Banner, Drape or Screen Masking	Soft material articles with no framing or rigid support system. Total weight is 250 lbs. or less. Materials used must meet fire code regulations.	Licensee's decorating service contractor or another Licensee-designated and Facility-approved company.
Signage that is 250 lbs. or less (excluding electrical)	Rigid or hard material with frame and/or support system. Purpose is to display words, pictures, graphics, etc., not to include projected images.	Licensee's decorating service contractor or another Licensee-designated and Facility-approved company.
Equipment Support System	Facility structure utilized to support lighting, sound, winch motors, screens, scenery, backdrops, etc.	SSGRB shall have the right to exclusively provide all hoists, steel, control systems, and rigging labor. Everything below the Point may be handled by Licensee's designated company, but all labor, locations, weight, etc. must be approved by SSGRB .
Exhibit Support System	Structures, cable, lines, etc. utilized to guide and support any part of an exhibit booth or stage setting.	

EXTERIOR BANNER HANGING GUIDELINES

The following guidelines provide best results for Banners; please read them carefully, and refer any questions to SSGRB:

- Banners must be made of lightweight, water-resistant material, preferably a 70% blow-thru material such as Textilene.
- Where a banner is made exclusively of vinyl, wind pockets must be built into the banners to allow wind to flow through easily.
- All edges of banners should have flat felled seams, i.e., the edges should be folded over, glued, and double stitched.
- Banners must have grommets horizontally along the top and bottom at a minimum of 18 inches apart.
- Mesh banners must be reinforced with webbing in the folds before grommets are affixed.
- All corners must be reinforced with webbing before the grommets are affixed as the corners handle most of the stress.
- In the event of a severe weather notice, banners may have to be removed.
- All banners must be at least 8' off the ground.

Final approval of public space banner locations must be approved by GRB, and may be contingent on contracted space, other in-house events, attendance, and Fire Marshal approval.

GRB management reserves the right to refuse permission, remove, delay or terminate any rigging or hanging for safety reasons or to prevent damage to the Facility.

SSGRB must approve all requests, and all requests must comply with the physical and structural limitations of the facility.

Surveillance equipment cannot be blocked for any reason.

SSGRB will document the operating conditions for each exterior installation and the circumstances that could require the removal of the installation prior to the scheduled end date. For example, severe weather may impact the feasibility and completion of the installation and removal schedule, which could result in additional costs or inability to complete the project safely. Licensee is responsible for all costs associated with planning, production, installation, and removal of exterior installations.

