



WHISTLER CONFERENCE CENTRE

Rigging & Overhead Safety Procedures and Requirements

The following policies and procedures are in effect at the WHISTLER CONFERENCE CENTRE (WCC) 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 is the Exclusive Supplier of Rigging Services at the WCC. As such, all rigging in the building will be managed and provided by Freeman, 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 object from the building infrastructure, including designated rigging points, ceilings, and walls. Such items typically include truss, lighting, drapery, décor, and banners.

1. Freeman 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. 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 and will be charged by the WCC. Additional charges apply for custom rig points.
3. For any events for which rigging is required, a rigging plan must be submitted to Freeman for approval not later than 21 days in advance. This plan must be in an approved printed or electronic format, be to scale, show all equipment being hung, and show the weight load for each rigging point being used. It will need to show all required rigging points, including cable pics. Charges for plan approval are shown below.

In the event that the customer cannot provide a rigging plan at least 21 days prior to load-in, Freeman will produce one based on the charges listed below. Charges for plan production are shown below.

4. Freeman must perform all work required to attach and detach equipment to the rigging points. No other supplier may do so. Upon approval of the rigging plan and a production schedule, Freeman will provide a cost quotation for the labour required to do so. This labour will be charged on an hourly basis, with a 2-hour minimum charge. The number of riggers and hours will be specified by Freeman, and will be based on the production schedule and the scope of work to be done. Hourly rates for riggers are detailed below.
5. Freeman 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 the WCC with a Certificate of Liability Insurance showing proof of coverage in the amount of \$5,000,000 per occurrence, and specifically holding harmless WCC. This must be provided no later than 14 days in advance of the load-in day of the event.
8. Freeman 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 and must not exceed 4000 lbs, rates shown below.
10. All outside suppliers employees/freelancers must wear steel toed safety boots, safety vests and safety helmets while rigging is taking place in the WCC. No one will be permitted to work if they do not have the proper safety gear. Freeman can supply vests and helmets if needed, for a fee.

Advanced Rates for Rigging Services	
Rigging points – for each point used	\$150
Rigging plan approval	\$250
Rigging plan consultation & creation	\$150
Rigger – hourly rate Regular rate (2 hour minimum) Mon-Fri, 06:00-17:00	\$86
Overtime rate (4 hour minimum) Mon-Fri, 17:00-24:00 Saturday & Sunday, 06:00-24:00	\$129
Double time rate (4 hour minimum) All days, 24:00-06:00 Statutory Holidays	\$172

I have read the Rigging & Overhead Safety Procedures and Requirements document, and agree to adhere to the terms and conditions listed herein.

Signature _____