

RIGGING (HANGING TRUSS/SIGN)

GENERAL INFORMATION

All rigging of theatrical truss are the responsibility of Star Way Productions, the General Contractor, including supervision, assembly, installation and removal of all hanging truss.

Rigging will be quoted on a one-by-one basis due to the variations in ceiling height of the exhibit halls being used. Please contact Star Way Productions as early as possible for approval, quotation and scheduling at 951-678-2759.

Hanging signs are quoted, based on type of sign and if a lift or hardware is required by Pechanga Audio Visual.

If you wish to be present during installation, it is the responsibility of your company to have a representative available at the time of construction and installation of the equipment.

SHIPPING INFORMATION

Please complete and return the Rigging (Hanging Sign/Truss) Order Form by two weeks. The hanging equipment must arrive at the Pechanga Ballroom no later than one week from the event date, to insure that the equipment is hung prior to show opening. There is no guarantee that your equipment will be hung if it does not arrive at the Ballroom by the deadline date above.

To expedite the hanging of your equipment, please use the special Hanging Sign/Equipment shipping labels in Section 2 (Shipping) in this Exhibitor Services Manual. Mark your Bill of Lading "Hanging Equipment". Prepay all shipments. Collect shipments will not be accepted. See Shipping Information and Shipping Guidelines for more information.

Please call for information on advance shipping for all truss or un-creatable signs or equipment.

By sending us this information and shipping the equipment/sign in advance, you will help assure your equipment is properly assembled and installed.

Remember:

1. Design all hanging equipment/signs to meet Show Management rules and regulations and facility limitations.
2. Make sure all equipment/signs have rigging points. Banners should have grummets or sleeves.
3. The Exhibitor and/or the Display House will be required to sign a statement guaranteeing the stress points are properly engineered for hanging the equipment/sign. However, PR&C/Star Way Productions may refuse to hang any equipment/sign, if it appears, in our opinion, to be unsafe.
4. If the equipment/sign requires assembly, please complete the Installation and Dismantling Order Form.
5. If the equipment/sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical service on the Electrical Service Order Form.
6. All equipment and sign rigging must be supplied by or approved by Star Way Productions.

RIGGING (HANGING TRUSS/SIGN/OTHER) ORDER FORM

Pechanga Resort & Casino Conference Center

DATE OF EVENT: _____

Deadline: _____

RETURN TO: Pechanga Resort & Casino Audio Visual Dept.
45000 Pechanga Parkway, Temecula, CA 92592

Phone (951) 770-8654 • Fax (951) 770-8542

YOUR COMPANY NAME _____

EMAIL ADDRESS _____

BOOTH NUMBER _____

AUTHORIZED CONTACT SIGNATURE _____

AUTHORIZED CONTACT - PLEASE PRINT _____

DATE _____

X

Invoicing for sign hanging will be done from actual time and materials used. A Credit Card Authorization on file is required before work can be performed. General information about rates and shipping instructions are detailed on the Rigging (Hanging Truss/Sign) Information Form.

TYPE OF TRUSS OR SIGN (select one sign type per order)	LOCATION OF TRUSS OR SIGN
<input type="checkbox"/> Structural <input type="checkbox"/> Wood <input type="checkbox"/> System <input type="checkbox"/> Metal <input type="checkbox"/> Other _____ # of structural pick points: _____ Load @ each point: _____ lbs. <input type="checkbox"/> Theatrical Truss Manufacturer _____ <input type="checkbox"/> Tri - size _____" x _____" <input type="checkbox"/> box - size _____" x _____" # Structural pick points: _____ Load @ each point: _____ lbs. <input type="checkbox"/> Other _____ # Structural pick points: _____ Load @ each point: _____ lbs. <p style="text-align: center;">DIMENSION & WEIGHT OF TRUSS/SIGN</p> Height _____ Width _____ Depth _____ Weight _____ lbs. <small>NOTE: Over 200 lbs. Will require motorized hoist.</small> <p>SHAPE OF TRUSS/SIGN</p> <input type="checkbox"/> Square <input type="checkbox"/> Rectangle <input type="checkbox"/> Triangle <input type="checkbox"/> Circle <input type="checkbox"/> Other _____ NUMBER OF FEET FROM FLOOR TO TOP OF TRUSS/SIGN: _____ feet	<p>Using the diagram below to represent your booth space. Indicate how far in from each boundary you would like your truss/sign placed. Please fill in the booth numbers of all neighboring booths.</p> <div style="text-align: center;"> </div>

<p>A crew consists of two riggers for aerial work. Additional ground personnel available upon request. The minimum charge for labor is four hours for load in and four hours for load out. Rigging material needed to hang signs will be priced as needed. Labor and equipment thereafter is charged in 1/2 hour increments. Orders cancelled without 24-hour notice will be charged a 2-hour cancellation fee for crew and equipment. All rates subject to change if necessitated by increased labor and material costs. NOTE: Equipment/Signs weighing over 200 lbs. require at least one motorized or manual hoist installed by Star Way Productions Electrical.</p>	<p>Is your truss/sign electrical? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, order requirements on Electrical Service Order Form & note "For Hanging Sign".</p> <p>Does your truss/sign require assembly? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, Star Way will assemble your truss/sign prior to hanging. See Rigging (Hanging Sign/Truss) Information.</p> <p>Assembly and hanging instructions attached to this order and included with sign? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, specify location of prints: _____</p>
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Rigging Installation and Dismantle Rates

Aerial lift: (operated by rigger)	\$100.00 for first 4 hours, 25.00 per hour there after	\$ 100.00 (min)
Head Rigger: Straight Time/Man-Hour	Between 8:00 a.m. and 5:00 p.m. Weekdays \$87.50/hr (4 hr minimum), \$50.00 per hour after 4 hours up to 8 hours	\$ 350.00 (min)
Additional Rigger: Overtime/Man-Hour	Between 8:00 a.m. and 5:00 p.m. Weekdays: 50.00 per hr. (4 hr. min.) Before 8:00 a.m. and after 5:00 p.m. Weekdays, all day Saturday, Sundays and Holidays. 8-12 hrs= O.T., 12 hrs + = Db1 pay	\$ 200.00 (min) \$ 75.00/hr. O.T. \$ 100.00/hr. Db1
Pick Points:	See * below, minimum of \$40.00 per point, no charge for cable picks!	

COST CALCULATION SECTION

	# of Workers	Hours per Worker	Total Worker Hours	Rate	Total
Head Rigger 4 hr "In"	1	4	4	\$350.00 minimum	\$350.00
Head Rigger 4 hr "Out"	1	4	4	\$350.00 minimum	\$350.00
Head Rigger Additional					
Additional Rigger(s) "In"					
Additional Rigger(s) "Out"					
* Hang Point Cost: \$40.00 per point (no charge for cable pick points!) A hang point is a wire rope attached to steel structure (beams). Spanner trusses for points between steel structure (beams) \$100.00 ea. Per truss. Any truss supplied by client must have certified spec's available to Star Way.				Total Labor Ordered	
				Total Aerial Ordered	
				Total Payment Enclosed	

ELECTRICAL SERVICE FORM INSTRUCTIONS AND CONDITIONS

EXHIBITOR GUIDELINES

- 1) Pechanga Resort & Casino Conference Center is not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection you should install a surge protector/over-under voltage protector on your computer(s) and/or other equipment you deem necessary. Pechanga Resort & Casino personnel should make installations and connections to all electrical service. Pechanga Resort & Casino will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or any damage or injury to any person, caused by the installation, connection or plugging into any electrical outlet by persons other than Pechanga Resort & Casino personnel.
- 2) Twenty-four (24) hour service to any outlet will be at double the listed price. Dedicated power is also double the listed price, and can only be guaranteed before show opening with advance arrangements for date needed.
- 3) Locations of electrical outlets for in-line and peninsular spaces will vary in the Grand Ballroom. See floor plan for electrical outlets marked by blue dots. Heavy electrical usage in the Grand Ballroom (over 20 Amps) will require an overhead drop. In the Slot Pavilion, perimeter booths will have power outlets located behind the exhibit back wall. Center Island and peninsular exhibits in the Slot Pavilion will receive power via a ceiling drop. Please provide a completed Location Grid (see Section 5) to specify power location.
- 4) To prevent overloading of circuits, exhibitors cannot add wattage except as ordered.
- 5) All outlets for lighting provided by Pechanga Resort & Casino, column and/or wall outlets are not a part of exhibitor booth space. A separate outlet must be ordered for each piece of equipment to be connected.
- 6) All wiring, motors, electrical installations, etc. must be approved. Exhibitor's equipment should be properly tagged and wired with full information as to current, voltage, phase, cycle, horsepower, etc. and ready for connection.
- 7) You should read this form, as well as all Exhibitor Services Manual information thoroughly to be informed of facility rules, show rules and for other valuable guidelines.

FACILITIES EXCLUSIVE RESPONSIBILITIES/LABOR NEEDS

The following items require electrical labor, which may be ordered by completing the "Labor Request" section of the "Electrical Services Form":

- 1) Additional power drops from overhead are chargeable on a time and material basis.
- 2) Special handling of electrical signs or apparatus, hook-up of electrical equipment, and repairs or installation of electrical will be done on a time and material basis.
- 3) All outlets over 15 amps and with a voltage over 120 volts require electrical labor. This includes a one (1) hour minimum to inspect exhibits that are pre-wired to plug into our system.
- 4) Pechanga Resort & Casino will be responsible for the following:
 - a) All under carpet distribution of electrical wiring.
 - b) All distribution overhead of electrical wiring, including coaxial cable, fiber optics and the distribution of same from product to booth and from booth to booth.
 - c) All motor and equipment hook-ups requiring hard wire connections.
 - d) Installation and/or repair of electrical fixtures.
 - e) Installation of electrical motors and apparatus to be energized.
 - f) Motorized hoists, truss and lighting installation.

ELECTRICAL CODE

- 1) Electrical requirements for an exhibit at the Pechanga Resort & Casino Conference Center are for the safety of all exhibitors and are based on national and city electrical codes and ordinances.
- 2) Local ordinances prohibit more than 2000 watts/20 amps per lighting circuit and only one connection for power and motor outlets.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved. In the interest of public safety, exhibits in the Pechanga Resort & Casino Conference Center may be inspected to determine if any violations exist. If they are found, qualified personnel are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be energized. If an exhibitor is not informed or does not understand basic safety standards, a qualified person should be consulted before exhibit is sent to the Pechanga Resort & Casino Conference Center. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All extension cords that run under the carpet must be provided and installed by Pechanga Resort & Casino personnel.
- All extension cords taped to the top of any carpet or flooring within booth space or meeting space must be supplied and installed by Pechanga Resort & Casino.
- All wiring utilized for booth work must have a 3-wire grounded cord with a minimum of a #14 gauge.
- Spotlights or floodlights are a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire fixtures is prohibited.
- Zip cords or 2-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.

