



Rigging guidelines

1. It is your responsibility to ensure that you have read and understood any/all Organisers rules and regulations covering this show/event. If written permission is required for rigging, a copy of the authorisation should be included with your order.
2. Remember it is your responsibility to submit suitable Risk Assessments and Method Statements to the organiser covering all your intended works prior to build up.
3. **If you require any rigging services outside the usual hours of 0800 to 1800 you must request this with the rigging department with reasonable notice, and additional costs may be incurred.**
4. All orders must be received and processed within the time frame agreed with each event. Late orders are subjected to a late order surcharge of 20%.
5. Please provide full details of your intended method of attachment to static rigging wires or lifting tackle.
6. Please note that we do not provide or construct any frames for shaped banners.
7. Banners will be rigged at the shows pre-determined height (as designated by the Organisers) or at 8m to the top unless otherwise stipulated. Banner height/location changes will be subject to an onsite surcharge.
8. If you are supplying your own Manual/ Electrical Chain hoists (Hang/Remove fee), the chain needs to be a minimum of 10m in length, and onsite surcharges may apply should this not be adhered to.
9. Please note this quotation is based on the information provided by you and we have based the proposed rigging requirements on this information. Should your structure deviate in weight or dimensions on arrival to the venue or if the venues structural engineer seeks further information to gain approval, extra costs/delays may be incurred to rectify this situation. This quotation is not a guarantee that Excel's rigging team will suspend your structure or carry out such rigging works as referred to in the Excel Venue Services Code of Practice.



Notes

The venue reserves the right to:

- Restrict or refuse proposals that exceed the loading limitations of the exhibition hall.
- Inspect all rigging, working methods and equipment to ensure compliance.
- Prohibit the use of non-compliant equipment and working methods.
- Prohibit items to be flown.
- Reposition or remove any items that may cause a hazard, or obscure venue signage.

Checklist

All orders must be accompanied by:

- ☐ A fully completed 'Hoist & Fix form', page 7 of this document.
- ☐ Fully dimensioned plans, see page 5 for an example of the drawing we require.
- ☐ The total weight to be suspended.
- ☐ Precise weight loadings for each individual suspension point.
- ☐ Specification of the materials used.
- ☐ Details of connection points.
- ☐ Orientation of the suspended item within the stand.

Information should also be provided on any moving loads, flying performers or anything else out of the ordinary.

Fixing to the venue's structure

- All fixings/attachments to the venue exhibition hall ceiling will be made by Excel's rigging team and or appointed rigging service supplier.
- Under no circumstances may any unauthorised person enter the venue's roof to attach fixings.

Safety precautions

- Areas for rigging operations are to be clearly defined and access to such areas shall be restricted to competent personnel involved in the operation. Clear communication between persons working at height and ground crew is to be maintained.
- Where possible, all personnel should be excluded from areas where overhead rigging or lifting operations are taking place.
- Appropriate PPE must always be worn where required.



Standard banners

- A standard banner is a straight, flexible banner, normally made from PVC/vinyl.
- Banners shall be fit for suspension. Suppliers shall be responsible for the integrity of banners and their suspension fittings. Screw-in eyes are not acceptable, and the venue reserves the right to refuse to allow the suspension of any banners where the suspension fitting supplied is inadequate.
- Any drop-weighting applied to the bottom of banners must be within a sealed pocket enclosed by one of the following methods: stitching, vinyl welding, cable ties fixed taut through eyelets or fixed with heavy-duty stapling and large head screws and washers. The weight must not be allowed to move around within the pocket.

Modular structures & banners

- Modular structures include standard truss systems and modular banners.
- Modular structures must be assembled and used according to the manufacturer's specifications, with braces correctly aligned and connectors correctly fitted.
- When theatrical aluminium trusses are used as the suspended structure, the overall load shall not exceed the manufacturer's recommendations. Theatrical aluminium trusses must be assembled in the correct manner. Loading details need to be indicated on the plan. Lighting, Sound and AV equipment attached to the theatrical aluminium truss must be via standard theatrical/industry overlocking clamps. A secondary safety chain between attached equipment is not necessary unless there are multiple show moves.
- Lighting, Sound and Audio-Visual equipment must be attached to truss by standard industry overlocking clamps.
- Textile fabric infills must comply with BS 476-Part 7 (Class 1) and be thoroughly porous so as not to inhibit the effectiveness of any fire protection system within the hall. Fabric must not inhibit the effectiveness of the venue's permanent emergency lighting or heating/ventilating plant.

Custom structures

- Custom structures include items that have been constructed from non-modular materials, e.g., wooden structures and exhibits.
- Such items are classed as 'complex' and the complex structure procedure set out in the Stand Plans section must be followed for them to be rigged.

- Bolts must be used on all joints and connections. Screws are not acceptable for joining members together.
- Rated, closed lifting eyes only are to be used; they must be integrated into the design and suitably bolted through the structure.
- Lifting points should be clearly marked.
- All equipment must only be used within its designed capacity and within its Working Load Limit (WLL). A factor of safety, of at least 1.5, should be calculated within the design of all components used as part of the lifting process.
- Materials used in construction must comply with the guidance in the 'Construction Materials' section of the Stand Construction section.
- All connections between static rigging wires and the stand construction need to be suitable and sufficient.

Banner rigging

For all PVC/FABRIC BANNERS. PVC banners should be produced with a 75mm pocket at the top and bottom.

- B01 - Up to 2500mm wide (includes 2 x wires).
- B02 - From 2551mm – up to 6000mm wide (includes 3 x wires).
- **B03 – Lightweight unusual/shaped banners – i.e., Cubes/Cylinders up to 2m max. Total banner weight cannot exceed 60kg (includes 4 x wires).**

Third-party rigging (client's own hoist and fix)

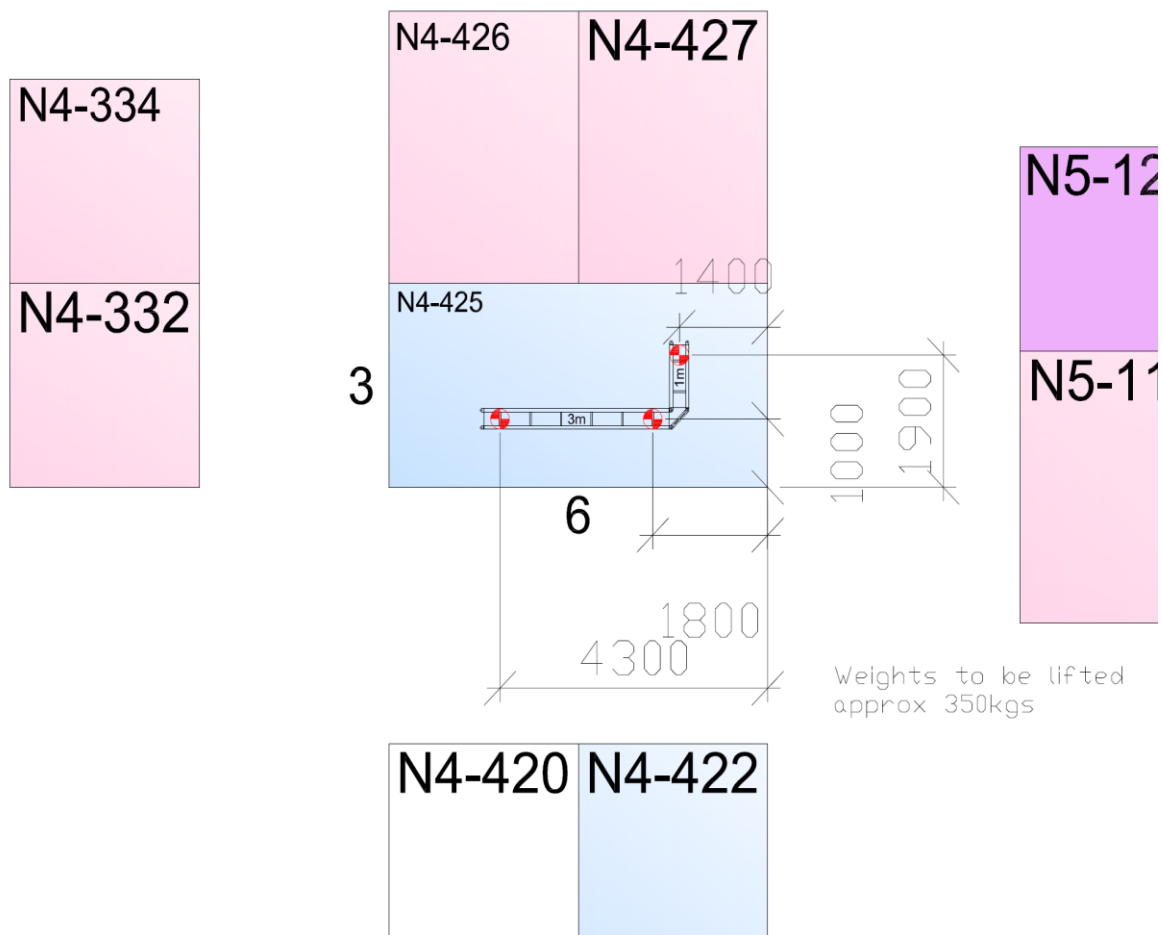
Contractors are permitted to make secondary fixings to rigging points supplied by the venue providing that:

- The arrangement is agreed prior to attachments being made.
- Application is made to the venue at least 28 days prior to the first day of tenancy by means of the Hoist & Fix/Third-party Rigging form.
- The name of the person who will be on-site and who is competent to carry out the fixings is provided on the form.
- Installation and dismantling, including the fixing and removal of suspension wires, takes place within the official tenancy period.
- Suitable safety arrangements are made for overhead working, which do not conflict or present a hazard to ground level work.
- Suspended systems are installed prior to the commencement of stand building wherever possible.

- A report from a structural engineer is supplied for structures which are to be rigged (if appropriate), in accordance with the complex structure procedure detailed in the Stand Plans section.
- A completed 'On-Site Third-Party Rigging/Hoist & Fix Sign-Off' form (page 7) is submitted by a competent person, prior to the items being flown, as certification of integrity for the attachment of items which are to be rigged.

FOR ILLUSTRATION/REFERENCE ONLY

SAMPLE RIGGING PLAN DETAILING – DIMENSIONS, WEIGHTS AND STAND ORIENTATION WITHIN THE EXHIBITION.





Banners to be delivered to the rigging department prior to first day of tenancy.

Excel Rigging Services cannot be held responsible for your banners whatsoever if they are not collected during show breakdown tenancy, see point (i) as per Excel's technical regulations clause 4.

Banners will be held for a period of 10 working days only for collection by the third party. After this time any remaining banners will be disposed of without warning.

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Orders and payment

Please complete the [Excel London Rigging Order Confirmation](#) with the correct company information as these are the details that will appear on the invoice (this cannot be changed later).

We would remind you that full payment is required with your order. Please note we cannot accept orders if any of the above information is not supplied.