

Walter E Washington Convention Center Technical Guide of Rigging, Labor, and Regulations

Rigging Guidelines and Regulations

STATEMENT

These Rigging Guidelines and Regulations are to define the rigging and hanging standard for all events including Exhibition, Industrial, Theatrical, and Special Events at the Walter E Washington Convention Center.

The Walter E. Washington Convention Center Authority reserves the right to change, modify, revise, or add to these guidelines without notice.

DEFINITIONS

- A. Walter E Washington Convention Center Authority (hereinafter referred to as Events DC), which is the management of the Walter E Washington Convention Center. (WEWCC)
- B. G.L.P., Inc. (hereinafter referred to as GLP) is the exclusive provider of rigging services for all events at WEWCC

RIGGING GUIDELINES

These guidelines govern the attaching of any hardware to, and from the Walter E Washington Convention Center building structures including: beams, bar joists, truss panels, and ceilings. Examples of such hardware includes: rigging motors, trussing, lighting, audio, video walls, projectors, laser systems, satellite up/down link cable, control snakes, signs over two hundred (200) pounds, and any other equipment needed to be suspended from the structure of the Center.

These guidelines are mandatory and must be adhered to without exception.

1. Events DC is the exclusive provider of Rigging Services through our rigging contractor GLP.
2. Events DC reserves the right to refuse services where equipment does not meet the safety standards and requirements established by these guidelines and regulations.
3. Events DC rigging contractors' riggers only (GLP) will make all attachments to the building structure of the Center.
4. No attached equipment shall be moved without (GLP) riggers present.

5. There will be no rigging from conduit, sprinkler pipes, gas pipes, drywall, fascia, lighting fixtures, raceways, buss ducts, all thread, air ducts, speaker systems, air wall tracks, ceiling tiles, and any other non-load bearing structures.
6. Proposed rigging requirements and plot diagrams should be submitted for approval a minimum of twenty-one (21) days in advance of event. Failure to do so may result in possible delay in work and/or cancellation of rigging projects. Events DC may prohibit the installation of any items not in compliance with the required plan review.

Proposed plans and/or diagrams must include the following information:

- a. accurately scaled plan
- b. maximum weight load in pounds per point including motor & chain
- c. all items to be flown and quantities on each truss system, i.e. speakers, lighting units, AV, scenic, signs, special effects, automated units, etc.
- d. all trim heights above the floor of all flown items
- e. company, project name or exhibit, designer or draftsman
- f. complete contact information of the submitter.

These plans should be submitted to Events DC and GLP, its rigging services provider.

7. All rigging must conform to show management's rules and regulations, as well as Events DC requirements. No hanging item may exceed show height limitations – high and low.
8. A secondary or redundant steel 'safety' is required on each individual item suspended from the building structure. All nylon or polyester slings (spansets) must be backed up with steel safety at each point.
9. GLP Steel wire rope only will be used to attach any items to building structure. Spansets will not be allowed but will be allowed to wrap truss and other items if backed up with steel.
10. All equipment, sign products, must be designed to suspend safely. Care must be taken to use only rated rigging hardware when designing, constructing, or purchasing such items.
11. All equipment and materials flown must be clearly marked with 'WLL' (working load limit) and meet the standards and requirements established by these rules and regulations. Hardware not acceptable in a weight bearing capacity includes: carabiners (exception – locking forged steel rated carabiners), open-weave straps, quick links, dog clips, french clip, snap clips, foreign untested micropress, shackles which do not meet strength requirements for federal specifications – RR-C-271.
12. All materials must be non-flammable and must conform to the fire regulations of Washington, DC. Certificates may be asked for under some applications.
13. All flown support structures, trussing, equipment, and hardware are required to pass overhead lifting requirements established by Events DC rigging contractor and rigging services provider. Contact 202 249 3607 or 202 391-4400 for additional information regarding the capabilities of any equipment that you're considering bringing to the Center. Final decisions about the safety limits of any item will reside solely with the Events DC Rigging Services provider's safety representative.

14. Items which are 'dead hung' are limited to two hundred (200) pounds in total weight. In the case of items over 200 pounds, Events DC rigging contractor and rigging provider must be involved regarding any attachments to the building structure.
15. Events DC Rigging Contractor is not required for rigging of 'lightweight' loads such as signs, banners, logos, drape, etc. The official show contractor may hang these items provided that the show contractor uses only trained workers certified to rig, and familiar with the Center's Section #5's regulation on where to rig, with an understanding of the building rigging parameters.
16. In compliance with established Events DC rigging attachment standards, a representative of Events DC rigging services provider (GLP) will have final approval of all truss, hardware, and flown equipment or objects utilized in the Center.
17. For larger rigging projects, a site survey is strongly encouraged. Please contact GLP the rigging contractor to schedule a walk-through. For appointment, call 202 249 3607 or 202 391-4400
18. Rigging must not disturb, remove, or damage the fire-retardant material applied to building structure. Beams may be wrapped with burlap or carpet and 3/8-inch steel only where permanently installed hang points do not exist. This rigging application can only be at a structural panel point. Fire retardant may be chipped away from the permanently installed hang points for access.
19. At the discretion of Events DC rigging contractors, the event management may be required to produce tags, labels, and/or support documents verifying that specific inspections and certification have been performed in accordance with the standards set forth by the American National Standards Institute (ANSI), the American Society of Mechanical Engineers (ASME), and Occupational Health and Safety Association (OSHA). All pertinent information must be on hand and available upon request to GLP riggers.
20. Only employees of official show contractor, Events DC, and GLP rigging contractor will be allowed to operate boom lifts within the Center. At all times personnel must wear harness and attached lanyard to lift.
21. Events DC prohibits any lifts that operate on diesel fuel, but does allow propane, gas, or electric. Only electric lifts are allowed in the halls when the public is present.
22. Once building structure is deemed at maximum weight capacity for items flown, no additional weight can be put on support structure or truss. (no climbing personnel or equipment).
23. Any load with a chain motor or other lifting device shall be considered a dynamic load. All loads of his type must hang straight – no load should be hung at an angle. If hang point does not exist where hang point is required, a spanner beam or truss will be installed to provide desired hang points. Bridles are not allowed in many areas in the Center (see rigging info section).
24. For all equipment not supplied by Events DC, rigging service provider (GLP). Exhibitor or Show Management must provide Events DC with current certificate of liability insurance naming Events DC, and GLP, additionally insured. This policy shall be not less than one \$1,000,000.00 each occurrence.
25. No personnel will be allowed on truss or any flown structure without a fall arrester device.

26. All Rigging hardware, equipment, or show related items must be removed from the hang points at the end of event. GLP will assess a labor charge for all work to remove such items.
27. The removing of ceiling tile is strictly prohibited.
28. Only GLP Rigging steel is permitted to be attached the building structure (see rate sheet for steel attachment cost.)
29. Only GLP chain motors and GLP truss are permitted to be attached to the building structure at all times

For further assistance, please contact Rigging Services Dept (GLP) at 202 249-3607 (voice), 202 249 3606 (fax), or 202 391 4400 (cell).

ADDITIONAL RIGGING INFORMATION AND REGULATIONS

1. All Pipe and Drape having a height over 18 feet must be secured from the ceiling and have adequate weight on the bases of uprights to prevent falling over.
2. All Truss Towers/Lighting Trees which have a height of 15 feet and above must be secured from the ceiling, and have adequate sand bags on the base to prevent falling over.
3. Ground Supported Set Structures with a height of 15 feet and above, standing on two bases or less must be secured from the ceiling.
4. All Ceiling Attachments in the Ballroom, regardless of the weight, must be handled by GLP Riggers.
5. Only Propane, Dual Fuel, and Electric Boom Lifts and Fork Lifts are allowed in the Walter E. Washington Convention Center. Diesel Lifts are not allowed at any time.
6. Super Towers (ST25) and Super Lifts are permitted, but must be secured from ceiling if used at maximum height.
7. Non-Loadbearing truss that is under capacity for weight hanging from it may be refused to be installed by Exclusive Rigging Service Provider.
8. Outdoor Banners and Interior banners can be installed by General Service Provider with the use of Trained Carpenter Riggers. Please see Event Planning Guide Section 9 A-F for further information.
- 9 All attachments to roof structure can only be executed by GLP Exclusive Rigging Service Provider.
10. All temporary cable that runs in ceiling or across beams can only be handled by GLP Exclusive Rigging Service Provider.

11. Temporary Satellite Antenna Dish installation placed on roof or Attached to building structure can only be handled by GLP Riggers.
12. Hanging in the Salons: Only GLP Riggers are allowed to rig from ceiling points in the Salon area and Only GLP 1/2 Ton Hoists (ProStars) and Truss are allowed to be attached to ceiling points.
13. Hanging from Ballroom Pre-Function Pipes: All Lighting, Audio, and Video must be installed by GLP. No Chain Motors are permitted to be hung from these pipes.
14. Hanging from L St. Bridge Pipes: Only GLP Riggers are allowed to install Lighting, Audio, and Video on these pipes; 1/2 ton ProStar chain hoists are allowed to hang loads only up to 200 lbs. per point.
15. Hanging from South Building Tractel System: Only GLP Riggers are allowed to install rigging hardware and 1/2 ton GLP Chain Hoists in the Tractel System. The System load not to exceed 1000 lbs. per track.
16. Only GLP Riggers and Hi-Tech Electricians are allowed to install equipment on the front roof overhang.
17. Only GLP Riggers are permitted to cover the L St. ceiling glass for Blackout purposes.
18. Only GLP Employees (stagehands) will be allowed to handle, install, and dismantle any equipment (audio, lighting, video, scenic) that attaches and hangs from the building structure.

RIGGING GENERAL INFORMATION AND PARAMETERS

HALLS A, B, and C

There are permanently installed pad eye hang points throughout Halls A, B, and C. Hang points are spaced on a grid of approximately 10' east to west, and 15' north to south except as noted (refer to CAD for specifics).

Hang points on main steel truss panel points are designed to carry twenty-five (2500) pounds vertical service load each. Beam hang points not located at the panel points are designed to carry two thousand (2000) pounds vertical service load each. Each 90'x90' column bay has approximately 46 points and is designed to carry 32,000 pounds of vertical load. However, if every point is loaded, the maximum load per point would be reduced to seven hundred (700) pounds verified load. Conversely, a maximum of 16 points could be loaded with two thousand (2000) pounds vertical load each.

'Street Steel': The column bays under L & M Streets (Hall B – B20-27, 270'x90'), (Hall A – A13-20, 270'x90') hang points are spaced in a 16'x15' grid and designed for two thousand (2000) pounds vertical load each (refer to CAD for specifics). Total load

per 90'x90' bay is 50,000 pounds. The maximum bridle angle shall not exceed 45° from vertical, for any service load from pad eyes or beam.

Pad eye points take 5/8" shackles and 3/4" shackles. Both can be used. In the areas where there are no pad eyes, the beams can be wrapped with burlap and 5' steel. Others will take burlap and 10' steel.

There are various steel heights in Hall A, B, and C. They are as follows: street steel 32'10", low steel 29'10", high steel 38'11", raceways 30'10". Low steel running north to south are 27' at top of column to 29'10" in center.

Columns C1-8 area 270'x90' has limited point pad eyes. Beam clamps must be used where possible.

HALLS D & E

There are permanently installed hang points in Halls D & E located at each panel point and spaced on a 10' north to south x 15' east to west grid inside the columns (approximately 172' between columns, east to west). Each hang point in this grid is designed to carry up to twenty-five hundred (2500) pounds vertical load with a maximum truss beam total load limited to eighty-five hundred (8500) Pounds. Thus three points per truss beam can be loaded to the maximum 2500 pounds each on every beam. Four points per truss beam can be loaded to (2000) pounds each or all eleven points can be loaded to 700 pounds each.

Due to the truss beam design and horizontal supports, hang points in Halls D&E will take vertical loads only. No bridling allowed from one truss beam to another. If a hang point is required between truss beams, a spanner beam or truss must be installed. Acceptable spanners are heavy-duty 12"x12"x10' Thomas or Tomcat truss, rated at 1500 pounds vertical load or 3"x 5"x1/4" thick by 12' long steel square tube rated at 1000 pounds vertical load. Bridling is allowed on truss beams – not to exceed 30° from vertical. Rigging may only be attached to permanently installed hang points, wrapping beam allowed only if in the area of the panel point steel. Acceptable procedure when wrapping beams – burlap or carpet and steel. No spansets allowed to building structure.

Halls D& E has curved truss beams leaving us with various hang point heights along the main truss beam. These heights are - going west to east:

- | | |
|-----------|------------|
| 1. 40'1" | 7. 51'11" |
| 2. 43'4" | 8. 52'7" |
| 3. 45'10" | 9. 52'9" |
| 4. 48'0" | 10. 52'6" |
| 5. 49'7" | 11. 51'11" |
| 6. 51'0" | |

Main beams running north to south over columns D2, 4, 6, 8, and E2, 4, 6, is 51'0". High steel along the same truss beams is also curved. Those heights vary from its low – 52'7" - to east column high – 64'5".

Hall D has low truss beam section between columns D7-D9 and D8-D10. The hang point grid is the same, but the heights vary. Those heights are as follows:

- | | |
|----------|-----------|
| 1. 34'2" | 7. 45'7" |
| 2. 37'0" | 8. 46'2" |
| 3. 39'6" | 9. 46'4" |
| 4. 41'9" | 10. 46'2" |
| 5. 43'3" | 11. 45'6" |
| 6. 44'7" | |

High steel along these same truss beams varies from 45'4" at its long, to 56'5" at its high.

Hall E has two low sections as well. One is west of columns E3-E7. This area is approximately 240'x75' with truss beams on 30' centers running north to south. Truss beams have permanent hang points that are every 5' and each located at each panel point on the beam. These hang points are limited to 1000 pounds vertical load and maximum of 4000 pounds per truss beam. This section also has bar joist spaced on 5' centers running east to west, and has maximum vertical load capacity of 300 pounds per bar joist. At no time is bridling allowed on bar joist. The truss beam height is 32'7". The bar joist height is 36'8" and high steel of these beams is 38'5".

Beware of area between E1-E3 – false ceiling fascia obstructs the beams and should be viewed as unusable (call rigging contractor for more info).

The other low section is on the north end of Hall E. It is approximately 240'x60' with truss beams on 30' centers running east to west. The height is 27'6" low, and 37'7" high. This section has permanent hang points on the upper steel only, on a grid of 10' north to south x 15' east to west. These hang points are designed for 2000-pound vertical load, and are at a height of 36'0".

MEETING ROOMS

There are permanently installed hang points in selected meeting rooms as follows: 140A, 143, 144, 145, 146, 147,150, 151, 152, 201, 202B, 204, 206, 207, 208, and 209. Rigging may only be attached to the permanently installed hang points. Each hang point is designed to carry up to one thousand (1000) pounds vertical load, and decreases as more points are loaded on the room grid. The height of these hang points varies from

17' to 22', depending on the room. Hang points are spaced on a grid of approximately 10'x15'. This also may vary from room to room (refer to CAD of points). Removing ceiling tiles for any reason is strictly prohibited.

BALLROOM

There are permanently installed hang points in Ballrooms A, B, and C., spaced on a grid of approximately 10' east to west x 15' north to south. Each hang point is designed to carry up to one thousand (1000) pounds vertical load with a maximum of 12,600 pounds per 45'x90' section bay. Bridling is allowed up to 45° from vertical and not to exceed fourteen hundred (1400) pound vertical load. Spanner beams or truss can be used between two points giving a maximum two thousand (2000) pound east to west and one thousand (1000) pounds north to south. There are also six rows of high steel points – one by each arch curvature going north to south. These points will take a maximum load of one thousand (1000) pounds vertical load. These points cannot be bridled. Because of the curvature, the hang points vary in height. The heights, north to south, are: 43'5", 43'9", 45'8", 47'4", 47'11", 47'11", 47'4", 45'8", 43'9", 43'5". **Absolutely no hanging will be permitted on white lattice ceiling tiles, wood panels, or balcony glass.**

GRAND LOBBY

The Grand Lobby rigging consists of tractel track which are spaced 12' and 18' apart. The maximum capacity is 1000 pounds vertical service load each. Hanging from the tractel tracks will require the use of a trolley with special anchor device that clamps to the track. Bridling is not allowed from these tracks and only one point per track at any one time. The height of these ceiling tracks from the Grand Lobby floor level is 95'8", and 35'3" from the Ballroom pre-function level. The length of tractel tracks varies. For accurate length refer to rigging CAD.

EAST AND WEST SALONS

The East and West Salons rigging consist of permanently installed load bearing hang points. These points are located behind hatch doors and are on a 30'x30' grid. Inside the hatch doors there is a forged steel eye bolt with a 5/8 shackle. Each rigging point is designed to carry up to seven hundred Fifty (750) pounds of vertical load. Bridling is not allowed from these points. The height of these points from the salon floor is 24'-3".

But beware of various ceiling heights in this area, it can be tricky please refer to East and West Salon drawings for height difference.

Also in the Salons there are various non -load bearing points. These points are for banners, signs, fabric and foam core weight décor. These points shall not exceed 15 pounds of load.

Exhibit Hall Summary of rules and Jurisdiction

Established divisions of Labor – In the District of Columbia there are prevailing customary divisions of work established by collective bargaining between labor unions and employers, and by past practice. These divisions of work include, but are not limited to, the installation and dismantling of exhibits and displays, material handling and drayage, and the installation and operation of theatrical lighting systems, audio systems, and video.

Contractors are expected to maintain harmonious jobsite relations, and honor the divisions of labor as established by collective bargaining units and by local precedent and past practice.

WEWCC Recognition Clause: The Walter E Washington Convention Center Authority recognizes that the following Unions have negotiated collective bargaining agreements to provide convention, trade show, and theatrical production labor services in the WEWCC and honor the division of labor as established by local precedents and past practice.

Labor Organizations – The following labor organizations provide skilled labor services for conventions, trade shows, and theatrical events under collective bargaining agreements:

Carpenters – Members of the Metropolitan Washington Regional Council of Carpenters Local 491 provide exhibit and décor installation services. These services include the setup and dismantling of all components of a prefabricated exhibit or display. The workforce of Local 491 is trained and certified to the national training standards set by the United Brotherhood of Carpenters for exhibit workers. Convention and Exhibit décor, light sign rigging, and operation of power tools and power machinery.

Full-time employees of an exhibiting company may set up their product without the use of Carpenter labor. This includes the unpacking and placement of merchandise or product and the tuning or calibrating of equipment.

Teamsters – Members of the International Brotherhood of Teamsters Local Union 639 provide material handling services. These services include the unloading and loading of vehicles, the operation of all material handling equipment (dollies, forklifts, pallet jacks, etc.) and the handling of all empty containers. The collective bargaining agreement allows an exhibitor to hand-carry one package in one trip to and from the exhibit, without the use of dollies, hand trucks, or other

mechanical equipment. The hand-carry entrance for the Washington Convention Center is located on 9th Street, NW at the corner of Mt Vernon Place.

Stagehands – Members of the International Alliance of Theatrical Stage Employees Local 22 provide theatrical production services. These services include the unloading, installation, operation, dismantling, and loading of all electromechanical and theatrical rigging, as well as theatrical lighting, staging, sound systems, and video. Local 22 has designated GLP, Inc. as the IATSE labor broker for the Walter E Washington Convention Center.

Exhibit Hall Summary of Rules and Jurisdiction

- A. Truss structures for lighting or electrical must be assembled and Provided by GLP Labor.
- B. Truss Structures that are for and/or part of the exhibit only shall be constructed by carpenters.
- C. All motorized rigging points will be assessed a hardware fee per point.
- D. Only GLP lifts can be used for the purpose of installing and dismantling rigging and lighting in the exhibit halls.
- E. All labor called to an exhibit booth at a scheduled time will be billed to that booth from the start time until release regardless of whether exhibition equipment shows or not. (Note: it is the exhibitor's responsibility to have the equipment in the booth at the time of the call).
- F. Any theatrical lighting in exhibit booths, flown or ground supported, that is not part of the booth structure must be installed by GLP
- G. Hi-Tech Electricians are required to install and cable pre-lay on the exhibit floor before the carpet goes down
- H. All Signage in the exhibit hall will be assembled and hung, up to 200 lbs., by the carpenters. All signage over 200 lbs. must use chain motors and be hung by GLP riggers.
- I. Only GLP chain motors will be allowed to be used in the exhibit hall (only exceptions are specialty motors [hi-speed or variable, rotating] and only with written permission.).
- J. Only GLP Truss will be allowed to be used in the exhibit hall (only exceptions are custom built booth designed truss)
- K. Only Teamster labor moves freight in and out of exhibit hall.

L. All Décor, carpet, pipe and drape, booth assemble, and I+D work will be done by the carpenters only.

M. Only GLP labor is allowed to run multimedia cable from roof to exhibit booths.

Hand carry rules

The entrance at the southwest corner of 9th Street and Mt Vernon Place has been designated as the hand-carry entrance. Exhibitors may use this entrance to transport materials they can carry in one trip to their booths.

Examples of acceptable hand-carry materials include boxes, suitcases, or fiberboard shipping cartons, portable displays on wheels, and small luggage racks.

The following items are not considered hand-carry items: two-wheel dolly loads, hotel bellman's carts, boxes or crates requiring more than one person to carry.

Other entrances for hand-carry may be designated based on the event location, and other events in the building.

If your event has not secured the appropriate labor, our production department can assist you.

Production labor, General sessions and Breakout rooms

The recognized labor for all Productions, and General Session, work throughout the convention center is IATSE Local 22.

Services include the unloading, installation, operation, dismantling, and loading of all theatrical rigging, lighting, audio, staging, and video systems.

Installation, Operation, and Dismantle of all theatrical type equipment including:

- A. Scenery for all theatrical events
- B. Stage sets for General Sessions when sets are not part of the decorator domain
- C. Lighting equipment and Electrical effects
- D. Audio equipment and Communications Systems
- E. All theatrical rigging including chain motors, trusses, and exhibit signs on motors *****
- F. All portable theatrical exhibit lighting hanging on truss, building steel, or mounted to exhibit structures.
- G. The operating of boom lifts and forklifts for areas within Local 22 jurisdiction.
- H. The loading and unloading of all theatrical and audio-visual equipment.
- I. All audio-visual type equipment in general session area, breakout rooms, and exhibit area.**
- J. Video Camera Operators.**

Audio Visual labor in the Breakout Rooms

Breakout rooms are any rooms that are used for separate business or informational sessions with a convention or conference they have no theatrical lighting, audio or Hi-end video needs. These Sessions may have audio and projection that are non-theatrical in nature. In these areas the contracted AV company can supply the labor of his choice for AV, but must use Local 22 Stagehands for any lighting or electrical needs required. All breakouts that have production elements included such as Theatrical sets, Theatrical audio systems, Lighting systems, and Video Systems will use the Union as set forth in the division of labor, and past practice will dictate.

Cable runs and Entrance and exit obstructions

The WEWCC does not allow the obstructing of any entrances or exits at any time. There must be a clear path at all doors not impaired by cable, crates, lighting, audio, tables, lifts, stages, and screens.

Your Event manager and AV Production manager can further assist you in addressing these issues before the room is set.

For all other AV Infrastructure questions please refer to the A-Z Production Guide

In-House AV and Production Services

At the Walter E Washington Convention Center, Projection has launched a joint effort with GLP, Inc (GLP), collectively called TEAMPRO. GLP specializes in theatrical lighting production. GLP also provides a broad range of rigging services, lighting equipment, and pre-production services including computerized design layouts for conventions, trade shows, television, film, custom exhibits, and special events. Whatever your audio-visual or production needs may be, Projection and GLP, the TEAMPRO group brings together the most knowledgeable and proficient experts to provide you with the highest quality service - seamless, efficient, user-friendly, creative, and responsive to your budget. TEAMPRO becomes your one-stop shop for all of your audio-visual, sound staging, and production needs at the Walter E Washington Convention Center.

Right of entry Permits.

All general service contractors, exhibitor-appointed contractors, audio-visual and production contractors performing services in the Center are required to file annually for a right of entry permit which obligates them to comply with the Center's rules and regulations, including compliance with the safety and substance abuse program. This program includes random substance testing under controlled conditions. This form is available through the Operations Department. All contractors **must** fill out permit form before entry.

Insurance Requirements for Contractors

All contractors must submit a Certificate of Insurance that complies with our insurance requirements at least twenty-one (21) days prior to the first move-in day. Insurance coverage must be in effect during all dates specified in the license (move-in, show days, and move-out). A sample certificate of insurance can be found in the appendix. Below is a summary of minimum coverage required:

Comprehensive General Liability as follows with the following limits:

Commercial General Liability

General aggregate	
\$2,000,000	
Products-completed operations aggregate	
\$2,000,000	
Personal and advertising injury	
\$1,000,000	
Each occurrence	
\$1,000,000	
Fire damage (any one fire)	\$1,000,000
Medical (any one person)	\$ 10,000

Automobile Liability

Combined single limit
\$1,000,000

Workers' Compensation and Employer's Liability

Each Accident	\$
100,000	
Disease – policy limit	\$
100,000	
Disease – each employee	\$
100,000	

Additional Insured's – You must list Walter E Washington Convention Center Authority, the Walter E Washington Convention Center Authority Board of Directors, officers, employees, and DC government as additional insured under your coverage.

No move-in may begin until we have received a valid Certificate of Insurance.

Contractor and Show Labor Badging

Contractor and 'show labor' must wear Walter E Washington Convention Center official identification badges, and must check-in at the designated 'show labor' entrance to report for daily work assignments.

Daily temporary ID badges are issued to all persons causally referred to work at the Center (less than 500 hours per year).

In addition to the Walter E Washington Convention Center official ID badge, all contractors must issue an official daily ID badge to each worker. This badge allows access to the contractor's jobsite ONLY in the Center. Contractor badges may not cover or obscure the Walter E Washington Convention Center ID badge. All ID badges must be worn above the hip, and be visible and legible at all times.

Loading Docks and Access Procedures

Trucks must enter the loading docks from M Street driving eastbound. The entrance to the Hall ABC docks is near the 7th Street corner of M Street. Access to the Hall DE loading docks is near the 9th Street corner of M Street.

The transportation services department manages the operation of the loading dock, and schedules officers at the entrances. Following are general procedures:

- General service contractors must assign personnel at the loading dock entrance(s) on M Street to provide direction to traffic moving to and from the exhibit hall(s) they are servicing.
- All trucks must enter the docks from the west at 9th and M Streets.
- Traffic for Halls A, B, or C may be temporarily directed to wait on the M Street south side curb lane until that traffic can be directed to the Halls A, B, or C docks.
- Traffic for Halls D and E should wait on northbound 9th Street until they can be directed to the Halls D and E docks.
- All trucks must exit the Center on westbound M Street to 9th Street (turn right from the docks).
- Your contractor is required to hire Metropolitan Police Department (MPD) to facilitate their traffic flow when heavy traffic is expected on M Street.
- There is limited space for truck staging on the loading dock ramps. Your contractor must constantly monitor that trucks staged for Hall ABC bays do not extend beyond the entrance to the Center staff parking area; trucks staged for Hall DE bays must not extend beyond the crossover ramp near the house docks.
- Standard loading dock access hours for the loading docks are 7am – 7pm daily. Hours may be adjusted based on your contractor's receiving schedule.
- Your event manager must be notified of all freight delivery schedules and will coordinate with the transportation services department.
- Please inform us if your loading dock hours change. Changes made within 48 hours may result in additional labor charges if we are unable to accommodate the additional hours with scheduled staff.

All of our Production Managers are here to serve you. If you have any questions or need additional information, do not hesitate to ask.

Contacts

Gary Pair

General Manager
202 249-3607-Office, 202 391-4400-cell

Paul Self	Exhibit Rigging Manager 202 249-3613-Office, 703 731-4607-cell
Alicenn Pair Williams	Operations Manager 202 249-3608-Office, 703 786-9752-cell
Gary Pair Jr	Labor Operations Manager 202 249-3621-Office, 703 929-6771

Rigging Drawings

Are also down loadable by going to www.glpproductions.com

IMPORTANT FACILITY INFORMATION

- A. All Pipe and Drape constructed more than 18 feet high must be secured to the building by the exclusive Rigging Provider. All other Pipe and Drape must have adequate base weight and/or sandbags on bases.
- B. All Truss Towers above 15 feet must be secured to the building by the exclusive Rigging Provider. All other Truss Towers must have adequate base weight and/or sandbags on bases.
- C. All Light Trees constructed more than 15 feet high must be secured to the building by the exclusive Rigging Provider. All other Light Trees must have adequate base weight and/or sandbags on bases.
- D. Ground supported scenic structure above 20 feet must be secured by our exclusive Rigging Provider to the building.
- E. All Attachments in the Ballroom, regardless of weight, will only be executed by GLP WEWCC Exclusive Rigging Providers.
- F. All Super Towers (ST25) that are 'maxed out' to height and capacity must be secured to the building by the exclusive Rigging Provider.
- G. Non-Loadbearing truss, under capacity for weight hanging from it, will not be permitted at any time, and will be replaced by in-house Rigging Provider at client's expense.
- H. No persons, other than WEWCC employees, are permitted on the roof at any time, and only Exclusive Rigging Provider is allowed on the roof to place Satellite Antennae, and run cable drops.
- I. Only WEWCC Exclusive Rigging Providers are permitted to access and attach loads to fixed points in salon areas.
- J. Decorator Labor is permitted to hang lightweight Banners and Signs from walkways, bridges, and L Street Bridge pipes.
- K. Decorator Labor is permitted to install all outdoor lightweight Banners from existing cable wire areas only.
- L. Ballroom Pre-Function light pipes can only be used by the exclusive Rigging Provider, and at no time shall these pipes carry a load in excess of 300 pounds.

M. Only WEWCC Exclusive Rigging Provider is permitted to attach loads to ceiling Tractel Systems throughout the building.

N. Equipment installed from awning roof on Mount Vernon must be installed by WEWCC Exclusive Rigging Provider.

O. The covering of L Street Bridge Glass is prohibited at all times unless special request is made and reviewed by Engineering and Rigging Department, and all material and labor must be provided by Exclusive Rigging Provider (GLP) at Client's expense.

P. All General Contractors, at conclusion of Exhibit Hall dismantle, will be responsible for the removal of all debris from sign hangs and banner installations, including wire, string, paper, balloons, and trash. The leaving of such materials can cause accidents, and will be removed at General Contractor and/or Show Management expense.

Q. All outside vendors and sub rentals are subject to ROE rules, and are at no time allowed to enter and perform services without the express permission of WEWCC.

FREQUENTLY ASKED QUESTIONS

1. Can a client do their own rigging?

NO – Only GLP, the exclusive provider of rigging services, can make attachments to the Building structure.

2. Can a client's official show contractor rig "Lightweight Loads"?

YES – Lightweight loads such as signs, banners, logos, drape, and other décor items under 200 pounds may be rigged by official show contractor, except in the Ballroom where all items must be rigged by our Exclusive rigging contractor.

3. Can a client use their own chain hoist and rigging hardware?

NO – Only GLP Hoist and rigging hardware is permitted to be attached to the Building structure. Rigging hardware is permitted under motor as long as it meets Exclusive Rigging Contractors safety standards.

4. Can the client use their own set installed hoist not attached to the building?

YES – chain hoists that are inverted or hung from scenic truss that are already attached to the building by GLP can be provided by client, as long as they pass inspection by Exclusive Rigging Provider GLP and Installed by GLP Riggers.

5. Can the client supply their own Truss

NO – Only GLP Truss and Hardware is permitted to be attached to the Building structure. (Only exception is custom built or traveling road show pre-rig truss).

6. Where can we get Rigging and Steel drawings of Building?

Rigging and Steel drawings are available by going to www.glpproductions.com. There you will be able to download all rig-able areas within the Convention Center in a .dwg and .pdf format.

7. Can a client supply their own Lifts?

NO Only GLP lifts are permitted to be used for all rigging projects within the Walter E. Washington Convention Center.

8. Who does the Labor?

GLP, as the exclusive rigging contractor, is responsible for all items that attach to the building structure - including lighting, audio, video, and scenic items on truss, pipes, or dead hung from beams of the Convention Center. GLP Labor crews will unload, install and dismantle these items.

9. How many Riggers make up a Team?

Three (3) – 2 up, 1 down

10. Are there rigging points in the meeting rooms?

YES – there are permanently installed hang points in select meeting rooms. Please see rigging guidelines, meeting room section for list of rig-able meeting rooms.

11. How do we Order Rigging & Production Services?

Contact Gary Pair, General Manager of Production Rigging Department – 202 249-3607. Or Alicenn Pair Operation Manager at 202 249-3608 or Paul Self for Exhibit Rigging at 202 249-3613. We highly encourage a site visit and meeting to go over your plans and rigging needs. You can also download our rigging contract order form at www.eventsdcc.com or www.glpproductions.com. Fill out and e-mail back to gary@glpproductions.com.