

GRB Rigging Approval Form

All rigging and/or hanging requests are only authorized for installation if this form has been countersigned and drawings have been approved by the George R. Brown Convention Center and Staging Solutions at GRB. The original copy of this form is to be forwarded to Staging Solutions at GRB along with drawings by those intending to suspend systems. Services Requested on this form are for the single event listed. We can provide a secure direct upload link as needed if the packet is too large to send via email.

"The Client" will be identified by the company named in the signature section below.

Event Information

Name of event:	Date of the event:
Contact Name:	Phone:
Client (Company):	Fax:
Address:	Zip:
City:	State:
Authorized Person:	Email:
Name of GRB Event Manager:	

Rigging Information

	Date:	Start Time:	End Time:
Installation			
Removal			
Description and dimensions of material and /or equipment to be rigged (see Terms & Conditions for drawings required)			
Rigging Location:			
Total Weight:	No. of Hanging points:	Max Weight of each hanging point:	

Third Party Authorization Form

For use by Licensee Appointed Contractor:

We understand and agree that we, the Licensee of the George R. Brown Convention Center, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms & Conditions section of this third-party agreement. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the Licensees' company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party.

<input type="checkbox"/>	All Services	<input type="checkbox"/>	Structural Rigging
<input type="checkbox"/>	Exclusive House Services	<input type="checkbox"/>	Banner and Sign Hanging
<input type="checkbox"/>	Onsite Equipment Additions	<input type="checkbox"/>	Lift Rentals
<input type="checkbox"/>	Technical/Supplemental Labor	<input type="checkbox"/>	Other

Your signature below denotes acceptance of all terms and conditions included in this document and attachments.

Licensee Company Name:
Licensee Representative Name:
Licensee Company Name:
Rigging Location:
Third Party Billing Address:
City, State, Zip Code:
Phone:
Fax:
Email:
Licensee Signature:

Liability Waiver, Release & Covenant not to sue

For purposes of this contract, “Staging Solutions” means Staging Solutions, Inc., and Staging Solutions at GRB, and their employees, directors, officers, agents and assigns, affiliated companies, related entities including but not limited to any subcontractors Staging Solutions may appoint.

Staging Solutions In consideration of Staging Solutions permitting my involvement in the below-described activity (hereinafter referred to as “Activity”), the undersigned:

1. HEREBY AGREES that prior to participating in the Activity, he or she will inspect the facilities and equipment to be used, and if he or she believes anything is unsafe, he or she will immediately advise Staging Solutions of such condition(s) and refuse to participate. Further, the undersigned agrees that he or she knows how to safely operate and/or use any equipment, and acknowledges that Staging Solutions has no responsibility for training and/or instructing the undersigned on the use and/or operation of equipment.

PROVIDES NO WARRANTIES, EXPRESS OR IMPLIED, AS TO THE CONDITION OF ANY EQUIPMENT INVOLVED IN THE ACTIVITY.

2. HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE Staging Solutions, Show Management, and if applicable, owners and lessors of the premises, all of which are hereinafter referred to as “releasees” from all liability to the undersigned, his or her employer, his or her personal representatives, assigns, heirs, and next of kin for any and all damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releasees or otherwise while the undersigned is participating in the Activity.
3. HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage, or cost (including attorneys’ fees) they may incur due to the undersigned’s participation in the Activity and WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.
4. HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE DUE TO THE NEGLIGENCE OF RELEASEES OR OTHERWISE WHILE ENGAGED IN THE ACTIVITY.
5. THE UNDERSIGNED further expressly acknowledges and fully understands that the Activity involves specific risks of serious injury, including permanent disability and death, and severe social and economic losses which might result not only from the undersigned’s own actions, inactions or negligence, but the actions, inactions or negligence of others, or the condition of the premises or of any equipment used. Further, that there may be other risks not known to us or not reasonably foreseeable at this time. THE UNDERSIGNED further expressly agrees that the foregoing release, waiver, and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the Province or State in which the Activity is conducted and

that if any portion thereof is held invalid, it is agreed that the balance shall continue in full legal force and effect. THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

(Activity) Operation of Man-Lift, Scissor Lift or Boom Lift

Please describe in detail:	
Name:	Employer:
Signed individually and as Agent of the Employer:	
Date:	

The Client shall provide and maintain in full force and effect, for the duration of the Term and any Renewal Term, at least the following insurance and limits of liability:

- | | |
|--|---|
| a. <u>Commercial General Liability</u> | Combined single limit of \$1,000,000 per occurrence, subject to a general aggregate of \$2,000,000 |
| b. <u>Automobile Liability Insurance</u> | \$1,000,000 combined single limit including Owned, Hired, and Non-Owned and Auto Coverage |
| c. <u>Workers' Compensation</u> | In the minimum amount required by the applicable Workers' Compensation statute. In the absence of the Workers' Compensation insurance in Texas, evidence of an alternative employee benefit program must be provided, as well as proof that the Party has legally non-subscribed to the applicable Workers' Compensation Act. |
| d. <u>Employer's Liability</u> | Bodily Injury by accident \$1,000,000 (each accident); Bodily Injury by disease \$1,000,000 (policy limit); and Bodily Injury by disease \$1,000,000 (each employee) |

A certificate of insurance shall be furnished to the SSGRB at least 10 business days before the commencement of the project and must include the SSGRB as additional insureds by the names listed in Exhibit A, except those for Workers' Compensation. Each policy must include an endorsement to the effect that issuer waives any claim or right in nature of subrogation to recover against the other party by the names listed on this agreement.

Exhibit A

Liability Requirements	
General Aggregate Limit	\$ 2,000,000
Products Completed Operations Limit	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
Damage to Rented Premises	\$100,000
Owned/Hired/Non-Owned Automobile-CSL	\$1,000,000
Statutory Workers' Compensation including Employer's Liability Insurance	
<p>In the minimum amount required by the applicable Workers' Compensation statute. In the absence of Workers Compensation insurance in Texas, evidence of an alternative employee benefit program must be provided, as well as proof that the Party has legally non-subscribed to the applicable Workers Compensation Act.</p>	
On-Site Property	
<p>Staging Solutions Inc. is not responsible for damage or theft of any equipment on site.</p>	
Description of Operations Locations Vehicles Special Provisions	
<p>The General Liability policy includes a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder when required by written contract.</p> <p>The General Liability policy includes a blanket automatic waiver of subrogation endorsement that provides this feature when required by written contract.</p>	
Certificate Holders	Please send certificate of insurance to:
Staging Solutions, Inc., including all its subsidiaries 2014 Lou Ellen Ln. Houston, TX 77018	
A certificate of insurance shall be furnished to the other party at least 10 business days before the commencement of the project.	

I have reviewed the rigging requirements for the above event. Based on the information provided to me, the rigging meets the building guidelines set forth by the architect. The Client hereby certifies and guarantees that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely, and has been constructed to meet all applicable regulations and safety measures. All weights and measurements are accurate at this time of submittal and any changes to equipment and/or placement will be reflected in a revised drawing.

Authorized Client Signature

Date

Staging Solutions has reviewed the attached rigging requirements for the above event. Based on the information provided to Staging Solutions by the Client, the rigging meets the building guidelines set forth by the architect.

Staging Solutions at GRB Audio Visual

Date



RIGGING OVERVIEW @ SSGRB



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WELCOME TO THE GEORGE R. BROWN

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 your name is on the dotted line.

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 attached 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 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: Include any and all intended trim heights, weight loads per point and show floor plan of basic elements such as stage, seats, exhibit booths, etc.

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.

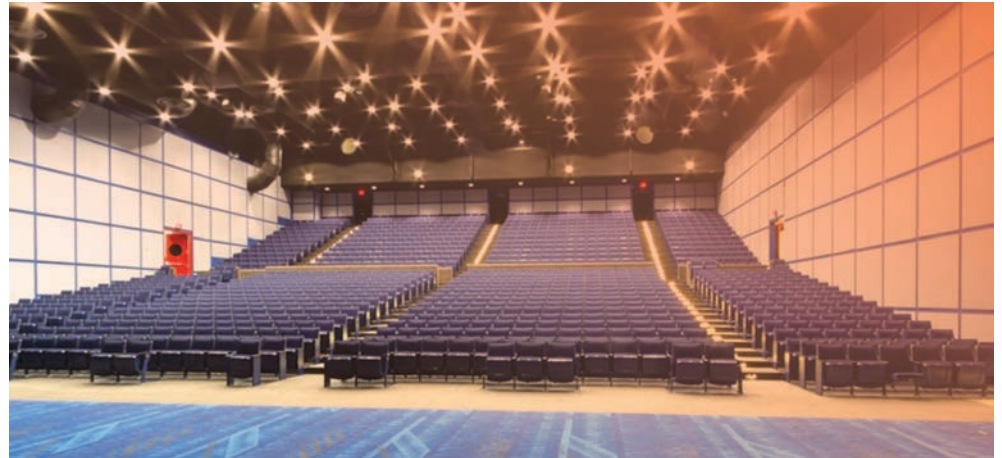
Avoid cancellation fees! Cancellations must be requested in writing prior to 72 hours preceding scheduled work. Cancellations requested within 72 hours of scheduled work are not eligible for refund.

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: While using a lift 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 can provide lift(s) on site for an additional charge.

RIGGING GUIDELINES & PROCEDURES

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.

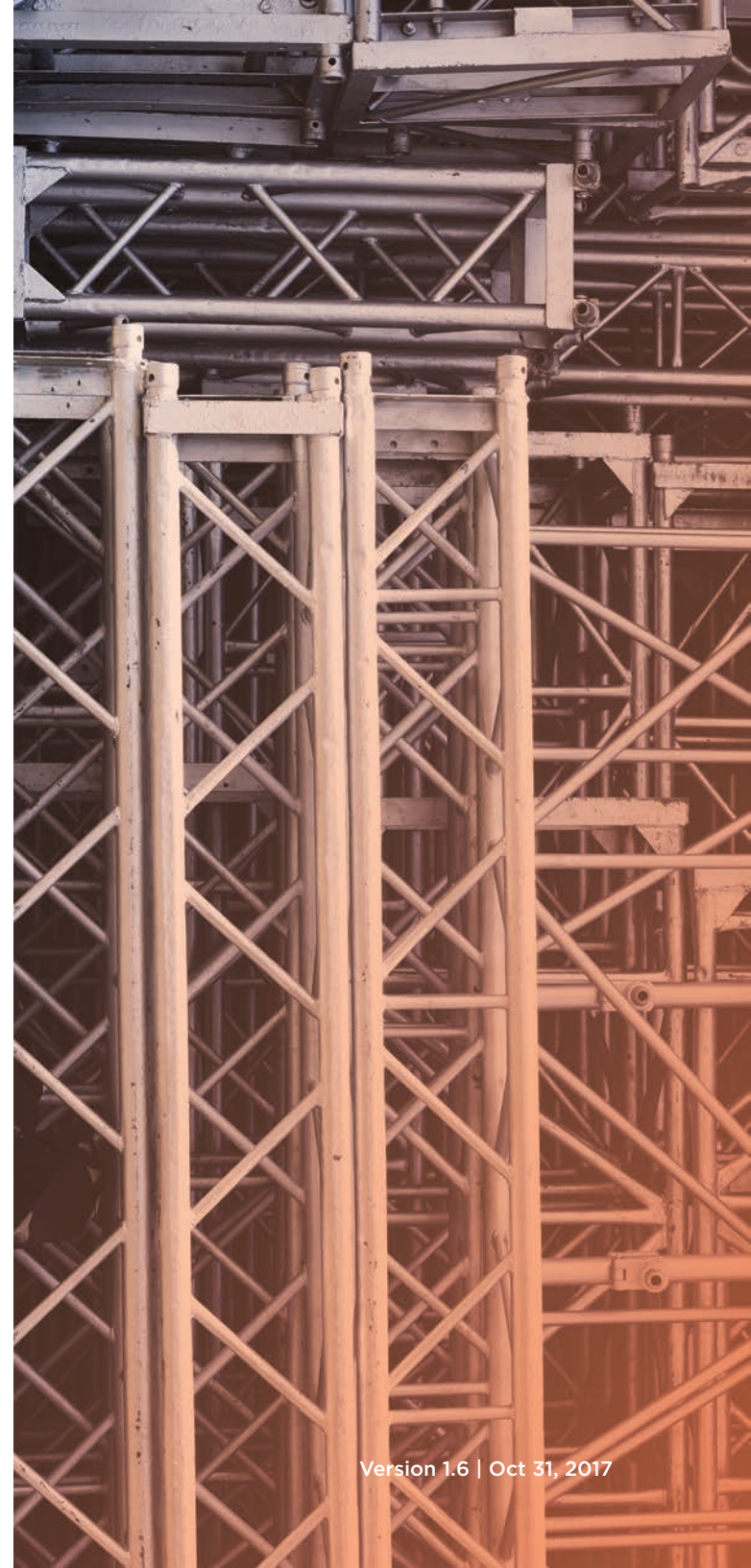
Special aerial lift equipment may be required to complete installations safely and may not be available without advance 14-day notice. Price quotes for aerial lift equipment will be included in SSGRB quotes when their use is required for installation.

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 rendering additional services.

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. 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	Approved Installer
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 provide all hoists, steel, control systems, and rigging labor.
Exhibit Support System	Structures, cable, lines, etc. utilized to guide and support any part of an exhibit booth or stage setting.	Everything below the Point may be handled by Licensee's designated company, but all labor, locations, weight, etc. must be approved by SSGRB .

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 maximum 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.



RIGGING PRICING SUMMARY

Listed below are standard rates for rigging services. SSGRB is happy to provide an elevated level of service. Please contact an SSGRB representative to discuss package pricing of services and equipment.

Rig Plot Services

Rigging plots should be submitted to SSGRB as early as possible, but must be received 21 days prior to installation to avoid rush charges.

For orders received 21 days in advance, our standard plot review and approval fee is \$150.

SSGRB also offers rigging design services, lighting and audio design services as well as production rigging services. An experienced production rigger with thorough knowledge of the GRB rigging capabilities can be coordinated and hired through SSGRB.

Structural Rigging Fees

Point charge for load-bearing or bridled attachments over 250 lbs. is \$100.

Half-ton motor charge is \$110 and One-ton motor charge is \$175.

32' Scissor lift is \$375 per day or \$950 per week.

Structural Rigging Labor Fees

SSGRB will provide a detailed proposal based on your overall rigging needs. Labor rates are as follows:

- Head Rigger (required for a call of 6 or more riggers) - \$110/hr
- Rigger - \$90/hr
- Stagehand for Masonite (for carpeted areas) - \$70/hr

Rules for Overtime and Double-time

Monday - Saturday: 11:00 PM - 7:00 AM - 2x Rate

Monday - Friday: 7:00 AM - 5:00 PM - Base Rate

Monday - Friday: 5:00 PM - 11:00 PM - 1.5x Rate

Saturday: 7:00 AM - 11:00 PM - 1.5x Rate

Sunday & Holidays: 2x Rate

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).

Banner Hanging Fee

For banners and signs less than 250lbs, there is a \$150 hanging fee for the first banner and \$75 hanging fee for up to five additional banners. Please contact a SSGRB representative for package pricing when hanging more than 6 banners. Rates reflected are Monday - Friday 7:00 AM - 5:00 PM base rate. Rules for overtime and double-time fees would apply.

House Lighting Modifications

All Exhibit Halls are illuminated using mercury vapor lighting fixtures. Upon request, SSGRB can disable these lights for an additional fee. Only lighting fixtures over your booth may be disabled. The pricing for this service is on a per-fixture basis. To ensure that we meet your production timeline, please provide SSGRB a Production Schedule with Dates and Times of requested personnel and services.



RIGGING & LABOR RATES

Material	Pricing
Point Charge - Under 250 lbs.	\$50.00/day
Point Charge - Over 250 lbs.	\$100.00/day
Motor Rental - Half-ton	\$110.00/day
Motor Rental - One-ton	\$175.00/day
32' Scissor Lift - Day Rental	\$375.00/day
32' Scissor Lift - Weekly Rental	\$950.00/week
40' Articulating Boom Lift for GA Theater	\$625.00/day
60' Articulating Boom Lift	\$950.00/day

Position	Pricing
Head Rigger	\$110.00/hour
Rigger	\$90.00/hour
Contracted & Union Stagehand(s) / General Technician(s)	\$70.00/hour

***See Page 4-5 for Rigging Guidelines and Regulations.**