



Phoenix Convention Center



Rigging Rules and Regulations

In an effort to effectively ensure safety and maintain the aesthetic and structural integrity of the facility, the following policies regarding rigging apply. The policies, rules, and regulations set forth in this document may not be all inclusive and may be subject to change at the sole discretion of AV Concepts and the Phoenix Convention Center.

Phoenix Convention Center Rigging Policy

- AV Concepts Inc. is the exclusive rigging contractor for the Phoenix Convention Center (“motors up” facility).
- All rigging labor, chain hoists, and rigging hardware (motor up) will be provided by AV Concepts and quoted at prevailing rates.
- All rigging diagrams must be approved by AV Concepts prior to load-in. Acceptable file formats: DWG or VWX. PDFs may be included for reference but must be accompanied by a DWG or VWX file.
- Rigging plots with load factors, equipment counts, and equipment positions (to include cable picks) must be submitted electronically via our web portal at www.phoenixconventionav.com/rigging no later than three weeks prior to scheduled move-in.
- All diagrams must include point load calculations in order to be considered for approval.
- In order to ensure proper staffing and equipment availability, requests for rigging services received within 21 days and up to the three business days prior to a scheduled load-in may incur additional fees.
- Requests for rigging services received within three business days will incur additional fees or may be denied.
- The number of riggers required on a call will be determined by AV Concepts based on motor count, scope, and a client provided production schedule for the event.
- Requests to fly “non-standard” items due to physical characteristics, weight, rigging apparatus or lack thereof, etc. must receive written permission/approval from AV Concepts and the Phoenix Convention Center.
- Exceedingly large rigs that support abnormal loads, or non-uniform distribution of weight or hardware, may require (at the exhibitor’s expense) plans that have been approved and stamped by a licensed engineer selected by the Phoenix Convention Center. Approved plans must be on file no later than three business days in advance of load-in.
- Once approved, any diagram that is altered must be re-submitted for approval and stamped accordingly.

AV Concepts On-Site Practices

- Rigging from any lighting fixtures, plumbing or sprinkler fixtures, electrical conduit, air ducts or any support mechanism is strictly prohibited.
- “Dead Hangs” must fall within prescribed weight and dimension limits. Items at or above 100lbs and/or over 10’ in length/diameter must be approved prior to any direct attachment to the building.
- Cable runs that consist of three or more socapex runs and are ten feet or more away from the rig must use a cable bridge and/or motors.
- Additional weight cannot be applied to flown equipment after AV Concepts’ riggers leave the call.
- Written permission from the Phoenix Convention Center must be obtained before any person may be suspended walk/climb upon any point or supporting structure attached to the building via rigging points. All such activities must be in accordance with OSHA regulations.
- Motor controllers may only be operated by an AV Concepts supplied rigger (riggers shall remain on the call until all flown equipment is finalized at trim height).
- Any weight exceeding the pre-approved limits is subject to removal at exhibitor’s/production company’s expense.
- Air wall hangers must be provided by the Phoenix Convention Center or AV Concepts (see below for guidelines and restrictions).
- Floor supported structures over 20’ high must be tethered and meet all safety guidelines as outlined by the facility.

Rigging Equipment Guidelines

- AVC chain motors will maintain a certificate of unit test based on the manufactures guidelines and ASME’s standard for overhead hoist, ASME B30.16d-1997.
- All lifts must be in good working order and adhere to facility/industry guidelines for indoor use. Certified operators are required where applicable.
- All lifts used on carpeted surfaces require the use of 6-mil visqueen. No wrapping tires or “diapers” for the body of the lift will be allowed.
- All equipment and materials flown must pass ANSI guidelines and be approved.
- A steel “safety” is required on each individual item suspended with a nylon sling. GACflex slings are exempt.
- All nuts and bolts used overhead must be rated and all overhead hardware (eyebolt, etc.) must be forged unless approved by AV Concepts.

Banners & Signage

- All signs, banners, and decorations flown in ballrooms, exhibition halls, lobbies, atriums or on external building structures must be inspected by an AV Concepts rigging supervisor. Inspection fees may apply.
- Banner placement inside or outside of ballrooms and or meeting rooms must be approved in advance through the Phoenix Convention Center.

- Signs may not obstruct sprinkler heads and must have a clearance of no less than 18 inches.
- All signs must meet Fire Marshal guidelines.
- An appropriate scissor or boom lift is required to hang all banners, signs, truss etc.
- Refer to the PCC's Facility Guidelines for more information.

West Ballroom

Beams

- Load limits are 5000lbs, 2000lbs and 300lbs per point. See CAD drawing for specifics.
- When wrapping beams a protective wrap must be used to protect the beams painted surface along with providing protection for wire rope.

Air wall tracks

- Rigging from air wall tacks shall be with approved air wall hangers only. Load tested and certified hangers manufactured specifically for the Phoenix Convention Center must be used.
- Load limit from air wall tracks is 200lbs per point. Minimum distance between points is 4 feet. Vertical "dead hangs" only, **NO SIDE LOADS ALLOWED**. Airwall track hangers may not be used to support people or live loads such as motors, pulleys, traveler tracks, etc.

North Ballroom

Beams

- Load limit 2500 lbs/point (vertical load only, no bridling allowed).
- Rigging shall only be attached to rigging points. Fire insulation is not to be removed.

Air wall tracks

- Rigging from air wall tacks shall be with approved hangers only. Load tested and certified hangers manufactured specifically for air wall tracks at the Phoenix Convention Center
- Load limit from air wall tracks is 200lbs per point. Minimum distance between points is 4 feet. Vertical "dead hangs" only, **NO SIDE LOAD ALLOWED**. Air wall track hangers cannot be used to support people or live loads such as motors, pulleys, traveler tracks, etc.

South Ballroom

Beams

- Please contact AV Concepts for all rigging in the South Ballroom

Ballroom Manual Rigging System

- There is no fly gallery
- Using the house fly-system requires the use of an AV Concepts provided flyman and weight loader.

- Maximum weight to be installed in an arbor is 2000lbs. Use of “trailers”, sandbags and substitution of steel weights for other material is not permitted.
- Maximum load per cable is 750lbs.
- Point loads on battens (such as trusses) are to be attached only at lift line attachment points and the load at any one point is not to exceed 750lbs.
- Nothing is to be hung from the leg or side curtain tracks. All items hung on these line sets are to be attached only to the batten and only in a manner so as not to bend or damage the tracks.
- An AV Concepts provided flyman is to load, unload, or work only one line set at a time.
- Spreader plates are to be installed every 12 weights. All unused spreader plates are to be placed under the hold down plate at the top of the counterweight stack.
- All line sets are to be secured during loading and unloading.
- Unbalanced loads are not permitted except during loading or unloading.
- Stored weights are not to be stacked more than 6 inches high and under no circumstances to be stacked higher than the kick board.
- All rigging loads and connections shall be subject to the approval of AV Concepts.
- Any changes to the rigging system or loose equipment shall be restored at the end of the event following load-out. Any remaining tape, tie line, trim marks, or spike marks on the stage deck, battens, or control lines shall be removed during restore.

Exhibit Halls A-E

Beams

- Load limit is 2500lbs per point.
- When wrapping beams a protective wrap must be used to protect the beams painted surface along with providing protection for wire rope.

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Exhibit Halls 1-6

Beams

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Exhibit Halls F&G

Beams

- Main E-W Trusses
 - Lower chord w/in 6” of panel pt. – 250lbs. (increase to 300lbs if adjacent panel pts. are not loaded).
 - Lower chord between panel pts. – 125lbs. (subtract from panel point capacity).
 - **Maximum load** on a single E-W truss not to exceed **6000lbs.**
 - N-S Bridging Members
 - **40lbs. maximum** (subtract load from connecting panel point capacity).
- When wrapping beams a protective wrap must be used to protect the beams painted surface along with providing protection for wire rope.

Air wall tracks

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- Load limit from air wall tracks is 200lbs per point. Minimum distance between points is 4 feet. Vertical “dead hangs” only, **NO SIDE LOADS ALLOWED**. Air wall track hangers cannot be used to support people or live loads such as motors, pulleys, traveler tracks, etc.