



The Orange County Convention Center (OCCC) is the exclusive rigging service provider for exhibitors. For the OCCC to provide the best possible service to our clients, the following rigging guidelines are applicable to all show managers, service contractors, exhibitors and exhibitor appointed contractors (EACs).

1. The OCCC is the exclusive provider of rigging services.
2. All rigging must conform to Show Management rules, regulations, and facility limitations.
3. The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building, walls, or decorative surfaces is not permitted.
4. All equipment, signs, products, etc. must be designed to suspend safely. Signs must be accompanied by a structural engineer's seal of approval. (See **Fig. 1a** & **Fig. 1b** to view examples)
5. When designing, constructing or purchasing such items, it is strongly encouraged to only use rated rigging hardware. All hardware is required to be rated with a Working Load Limit (WLL).
6. Rigging plots, drawings, blueprints and engineer's certifications must be submitted to the OCCC Rigging Division a **MINIMUM of THREE WEEKS in ADVANCE** of the first show move-in day.
7. Plots, diagrams, and drawings (related to rigging) must include the location of hanging items within the exhibitor's booth lines, oriented relative to surrounding booths using aisles and booth numbers, as well as the dimensions, weight, and desired trim height (the distance from the floor to the top of the suspended items).
8. All suspended items/signage with electrical components (for illumination, rotation, etc.) must have rigging attachments backed up with steel cables. Rotating signs will be lifted on motorized chain hoists.
9. All assembly of equipment, signs, products, etc., is the responsibility of the exhibitor or exhibitor appointed contractor. OCCC Rigging will request assembly instructions **ONLY** for purposes of assessing structural integrity of the item(s) to be suspended.
10. Any equipment, signs, products, etc. are subject to on-site inspection for final approval. Anything deemed unsafe for overhead suspension by the OCCC's Rigging Services Division will not be allowed.
11. A credit card must be placed on file with the Method of Payment form for any additional charges that may arise during installation.
12. The OCCC does not accept purchase orders.
13. The OCCC's Rigging Division does not set specific appointments for load-in and strike. While exhibitors' scheduling requests are considered, the actual timing of rigging services during event move-in and move-out may vary. Services are provided on a "first-come, first-served" basis on-site and are scheduled to maximize the Rigging Division's efficiency while minimizing costs for exhibitors.
14. All orders for rigging will be handled in the order in which paperwork is signed off at the OCCC Exhibitor Services desk and/or at the discretion of the OCCC Rigging Division.

- In some cases, exhibitors can order a Dedicated Rigging Team to **SET A DEFINITIVE DATE AND TIME** for load-in and/or load-out. For a Dedicated Rigging Team, exhibitors will be charged a minimum of 4 hours for load-in and 4 hours for load-out, based on the number of riggers required and utilized.

To assist with any questions or concerns regarding aerial rigging at the OCCC, the Center's Rigging Division can be reached by phone, at (407) 685-5555, or fax at (407) 685-5974.

The OCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.

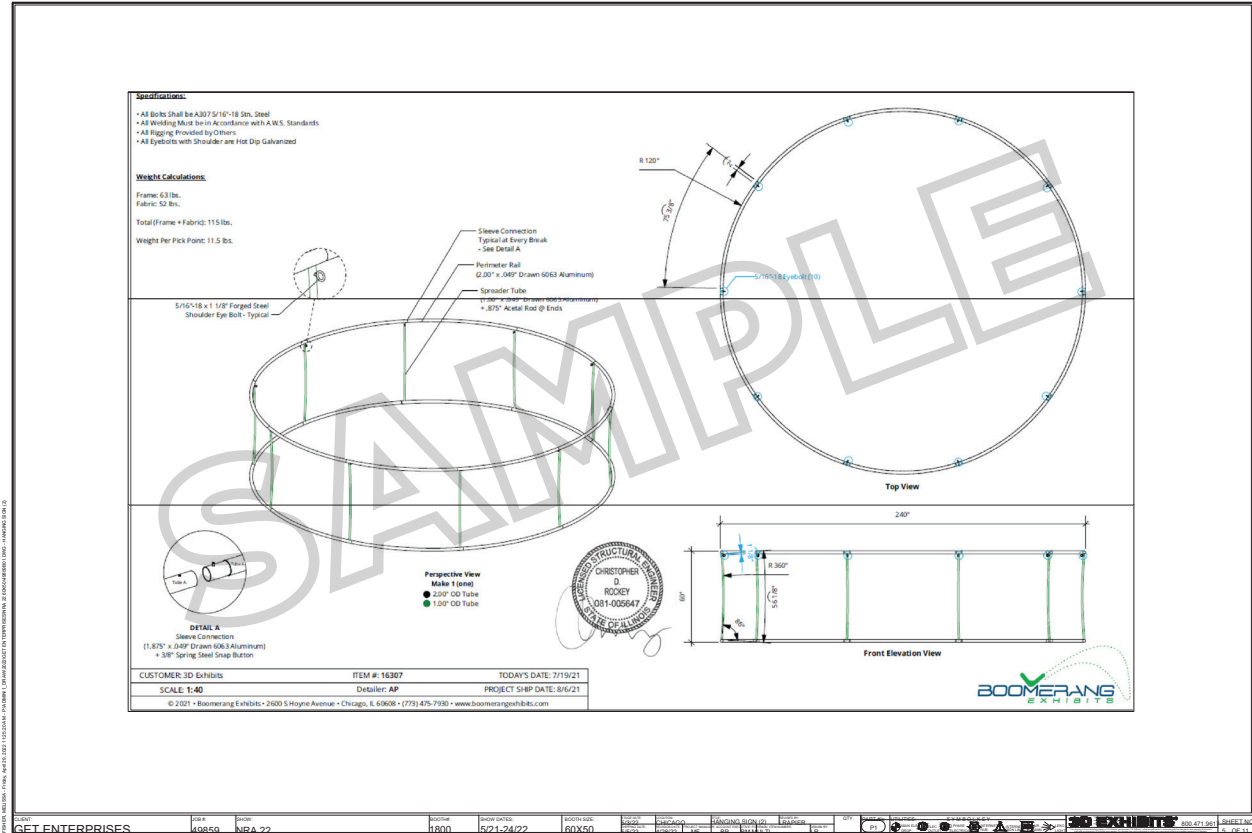


Fig. 1a

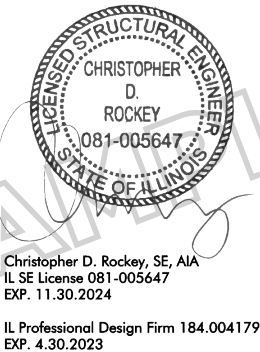


Fig. 1b Structural engineer's seal of approval.