



**RIGGING RULES AND REGULATIONS**



## INTRODUCTION

The Massachusetts Convention Center Authority (the “MCCA”) is proud of its two convention centers — the Boston Convention & Exhibition Center (“BCEC”) and the John B. Hynes Memorial Convention Center (the “Hynes Center”) — located in the heart of Boston, America’s premier convention destination. Our primary focus is to provide all our customers and guests the best customer service and convention experience possible. This requires that our BCEC be safe, properly maintained, and serviced by highly-qualified trained professionals with detailed knowledge of the BCEC and their many unique attributes.

The MCCA is concerned with the safety and welfare of our customers and guests, as well as the safety and structural integrity of our convention center BCEC. In an effort to address these concerns, we restrict the provision of rigging services in our BCEC.

Through a rigorous screening and procurement process, the MCCA has contracted with a professional rigging firm to be the Exclusive Rigging Service Provider (ERSP) for the BCEC and the Hynes Center, subject to the limitations described in the attached rules and regulations. This includes, among other areas, the approval of all rigging systems and the operation of equipment and provision of services under certain circumstances. We encourage you to read these rules and regulations carefully; if you should have any questions, you should contact your Event Services Manager directly.

It is our goal to provide you, your exhibitors and attendees with the best customer service and convention experience. We are confident the attached rules and regulations facilitate that goal, while ensuring a safe environment for the success of your event.

## MCCA RIGGING RULES AND REGULATIONS

The Massachusetts Convention Center Authority (MCCA) maintains the following rules and regulations that apply to the Boston Convention & Exhibition Center (the “BCEC”) that should be read thoroughly before Licensee signs an Event License Agreement with the MCCA. Licensee should supply a copy of these rules and regulations (or appropriate portions thereof) to exhibitors, contractors, and other employees in conjunction with the event to ensure that all parties are in full compliance. If there are any questions concerning these Rules and Regulations, please contact the BCEC General Manager at 617-954-2000.

## BRIEF OVERVIEW OF RIGGING GUIDELINES AND RESTRICTIONS

The jurisdiction of the MCCA’s Exclusive Rigging Service Provider (the “ERSP”) in the BCEC is briefly summarized as follows:

Location	Jurisdiction	Definition
<b>Exhibit Halls A-C</b>	The ERSP is the exclusive provider of aerial rigging in the exhibit halls, including provision and operation of aerial lifts and ground-supported crank-ups. However, Licensee’s general service contractor may hang aisle signs weighing less than 150 lbs. from the catwalk railings only.	Rigging includes anything attached to the building structure and hanging overhead; for example, overhead objects, signage, truss and lighting.
<b>Lobbies, Registration and Pre-Function Areas</b>	The general service contractor may hang banners and signs <b>only</b> at specified facility rigging points. Locations must be pre-approved by your Event Services Manager prior to rigging. The ERSP is required to hang banners in the North Lobby weighing greater than 150 lbs. The ERSP is also required to hang any trusses, motors, and/or electrical rigging in these areas.	Rigging capacity is limited to 1,500 lbs. per rigging point in the North Lobby and Pre-Function Ballroom. Electrical Rigging includes motors, rotators, and items with lighting.
<b>Grand Ballroom</b>	The ERSP is the exclusive provider of all aerial rigging and operation of ground-supported crank-ups. The ERSP will provide and operate all aerial lifts for the purpose of providing this service. All equipment must be assembled and attached by the ERSP, on the ground and/or in the air. Exhibitors, production companies and decorating companies may provide their own trusses, motors and equipment to be assembled and attached by the ERSP. All equipment is subject to safety inspection and approval of the ERSP on behalf of the MCCA. If the ERSP deems any equipment unsafe, then such equipment will not be rigged until the safety issue is corrected.	This includes, but is not limited to, any and all physical attachments to the facility structure and attachment of items hanging overhead; assembly of truss, inspection and approval of equipment and providing all labor to safely and efficiently rig within these spaces.
<b>Meeting Rooms</b>	Aerial rigging is prohibited in meeting rooms. The ERSP is the exclusive operator of ground-supported crank-ups.	
<b>Exterior Banners</b>	The ERSP is the exclusive provider of all lifts and labor associated with hanging external signs.	Please refer to the detailed guidelines for material and dimension requirements (Section III. E).

## PROVISION OF RIGGING SERVICES

The MCCA has contracted with an exclusive rigging service provider (the “ERSP”) to provide exclusive rigging services at the Facilities, subject to the jurisdiction described in these Rigging Rules and Regulations; this jurisdiction supersedes any existing contracts the Licensee may have with other parties. Among other responsibilities, the ERSP approves the design and equipment for all rigging systems to be used within the BCEC; is the exclusive source for the installation and dismantle of all rigging points (defined below); and in most cases maintains the exclusive right to make necessary attachments to those rigging points. Specifically, the following rigging designations apply in the BCEC:

### BCEC Rigging

The hanging or rigging of signs, displays or banners shall not interfere with the building fire sprinkler system. Rigged items shall not exceed 300 square feet in surface area in a horizontal plane, nor be more than a 15 degree angle from a vertical plan relative to the exhibit hall floor.

All tents, canopies and tarps must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. The original flame-retardant compliance tag must be attached to the tent, canopy or tarp. Additionally, exhibitors must have the manufacturer documentation available for on-site inspection. Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp. The exhibitor is required to have a 10lb. ABC fire extinguisher readily accessible within the exhibit. Individual exhibitor tents, canopies or tarps exceeding 300 square feet (28 square meters) shall be protected by automatic extinguishing systems. A single exhibit or group of exhibits covered by a tent, canopy or tarp that do not require sprinklers shall be separated by a distance not less than 10 feet (3,050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters). Tents exceeding 400 square feet (37 square meters) require a tent permit from the Boston Fire Department.

**Exhibit Halls.** The ERSP is the exclusive provider of all aerial rigging and operation of ground-supported crank-ups within BCEC exhibit halls. This includes, without limitation, all physical attachments (truss, motors, etc.) to the facility structure; all attachment of items hanging overhead; the assembly and

installation of truss; safety inspection and approvals of equipment; and provision of rigging labor for these tasks. The ERSP will provide and operate all aerial lifts for the purpose of providing this service. Licensee’s general service contractor may hang aisle signs that weigh less than 150 lbs. from the exhibit hall catwalk railings only. The ERSP is the exclusive provider of rigging services to exhibitors in the exhibit halls, including hanging of signs, banners, overhead lighting or electrical rigging in the booth space. All equipment must be assembled and attached by the ERSP, on the ground and/or in the air. Exhibitors, production companies and decorating companies may provide their own trusses, motors and equipment to be assembled and attached by the ERSP. All equipment is subject to safety inspection and approval of the ERSP on behalf of the MCCA. If the ERSP deems any equipment unsafe, then such equipment will not be rigged until the safety issue is corrected.

**Grand Ballroom.** The ERSP is the exclusive provider of all aerial rigging and operation of ground-supported crank-ups within the Grand Ballroom, without exception. This includes, without limitation, all physical attachments (truss, motors, etc.) to the facility structure; attachment of any overhead items, including but not limited to, lighting, a/v equipment, etc.; the assembly and installation of truss; safety inspection and approvals of equipment; and provision of rigging labor for these tasks. The ERSP will provide and operate all aerial lifts for the purpose of providing this service. All equipment must be assembled and attached by the ERSP, on the ground and in the air. Exhibitors, production companies and decorating companies may provide their own trusses, motors and equipment to be assembled and attached by the ERSP. All equipment is subject to safety inspection and approval of the ERSP on behalf of the MCCA. If the ERSP deems any equipment unsafe, then such equipment will not be rigged until the safety issue is corrected.

**Lobbies, Registration and Pre-Function Areas.** Under the direction of the MCCA or its designee the ERSP, Licensee’s general service contractor may hang banners and signs only at specified facility rigging points within lobbies and pre-function space, subject to the Guidelines for Banner Hanging (Section III). All content and locations must be pre-approved by your Event Services Manager prior to rigging. Rigging capacity is limited to 1,500 lbs. per point within the North Lobby

and Grand Ballroom Pre-Function Space. The ERSP is required to hang and assemble any trusses, motors, and/or electrical rigging in these areas, as well as items weighing over 150 lbs. The ERSP will inspect and approve all banners/signs/trusses before and after they are hung; any safety concerns must be corrected immediately. Banners/signs incorrectly hung will be removed immediately at the owner's expense. The ERSP will direct bill for all services.

**Meeting Rooms.** Aerial rigging is prohibited in meeting rooms. The ERSP is the exclusive operator of ground-supported crank-ups.

**Exterior Rigging.** The ERSP is the exclusive provider of all lifts and labor associated with hanging external signs. Exterior banners should meet the requirements set forth in Section III.E below.

**Cabling.** No cables (telephone, Internet, electrical, audio, video, etc.) should be run in front of any doorway at any time. If cables must cross a doorway, cables must be flown—cable trays are not an acceptable substitute.

### Drayage

The general service contractor is responsible for providing all drayage (e.g. unloading, loading and delivery of equipment) associated with your event. In the event that there is no general service contractor, or if Licensees or exhibitors wish to make other drayage arrangements, the ERSP may assist with these arrangements upon the written consent of the MCCA. Please contact your Event Services Manager for more details.

## GUIDELINES FOR BANNER HANGING

All banners, whether they are required to be hung by the ERSP, or are approved to be hung by the general service contractor (where allowed), must adhere to the requirements below. All materials associated with the banner must possess a Boston Fire Department (BFD) flame rating certificate and said certificate should be submitted to the ERSP. Delays, additional equipment, and labor charges may be incurred by not having the appropriate materials to hang your banner effectively and safely. All Exhibitor sign hanging may be ordered through the MCCA's Exhibitor Services Department. Orders can be placed online and should follow the instructions and guidelines listed in the Exhibitor Ordering Guide, which is accessible online at [www.massconvention.com](http://www.massconvention.com).

Banners in excess of 6 feet linear should come with a rigid support for best results when hanging. For banners in excess of 20 feet linear, truss may be necessary to allow the banner to hang safely and correctly. The ERSP will notify the owner/hanging party whether truss is required and whether any additional charges may apply.

All banners must include grommets and pole pockets on the top and bottom.

All Licensee banner hanging orders should be placed through the ERSP directly at least 14 days prior to the event move-in date. An order will be considered placed and pricing confirmed when the ERSP issues a Rigging Order Acceptance Sheet. A diagram showing banner dimensions and placement will need to accompany all orders.

Banner hanging placement must be approved by the MCCA. Please contact your Event Services Manager directly.

BCEC exterior banners must meet the following guidelines:

- Approximately two thirds of the area of an exterior banner should consist of mesh.
- Where a banner is made exclusively of vinyl, wind pockets must be built into the banners in order 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 doubled-stitched.
- Mesh banners must be reinforced with webbing in the in the folds before the grommets are affixed.
- All corners must be reinforced with webbing before the grommets are affixed as the corners handle most of the stress.
- Banners must be made of lightweight, water-resistant, material
- In the event of a severe weather notice, banners may have to be removed, or install delayed.
- All banners must be made to the following specifications in order to be hung:
  - Width: 4 ft. – 11 in. (59 inches max)
  - Height/Length: 28 ft. – 6 in.

- Top/Bottom Pipe Pocket (1 ¼” pipe rod):  
5-6 inches depth
- Each of the (10) mount position includes:  
(2) single-sided banners and (1) double-sided banner

## EXHIBIT HALL RIGGING SERVICES — DELIVERY OF SERVICE

The service list below will assist you in ordering rigging services within the Facility. For Licensee, please place your orders for sign-hanging at least 14 days prior to event move-in in order to receive a 50% discount off of the Standard Package rigging solution; otherwise, standard rates apply. For General/Plenary Session labor requests, please contact the ESRP directly to order. Please work directly with your Event Services Manager and the ERSP for all order requests. For exhibitors, the MCCA’s standard exhibitor ordering policy applies. Exhibitors must place rigging orders through the Exhibitor Service Department at least twenty-one (21) days prior to event move-in in order to receive the discount price; otherwise, standard rates apply.

Pre-planning is the key to the smooth, efficient and cost-effective delivery of rigging and lighting services. Diagrams and booth layouts are essential for planning rigging and lighting services. In order to ensure efficient delivery of required services, please submit rigging plots, drawing, blueprints, and/or engineers’ certification with your orders. Diagrams must include the location, dimensions and weight, and the height from the floor to the top of the suspended object. Diagrams must also show booth outline with aisles or neighboring booths marked for reference and orientation.

### Package Rigging Solutions

The MCCA offers package rigging solutions for Exhibitors with basic and straightforward sign hanging needs. To qualify for the packages, Exhibitors should be flexible about days and times of load-in and load-out. Orders for exhibitor package rigging solutions may also be placed on-line at [www.massconvention.com](http://www.massconvention.com).

### Basic Rigging Package

This package includes all lifts, labor, and rigging equipment (cables, pipes, and hardware) necessary to install and take down one sign/banner weighing less than 150 lbs and measuring less than 20’ in length or

diameter. (Signs exceeding 20’ in length or diameter may require additional equipment. See “Custom Rigging and Lighting Solutions” below.) The package service is provided during standard service hours, Monday-Saturday 7:00 a.m. – 12:00 a.m., except holidays. If service is required outside these times, then a Team Overtime Hour must be ordered in addition to the package.

### Electrical Rigging Package

This package includes the Basic Rigging Package plus labor to connect electrical service to an Exhibitor sign/banner. Overhead electrical service for rotator, motor or lighted sign must be ordered separately. Please refer to the “Client Ordering Guide” or the “Exhibitor Ordering Guide” for electrical details.

### Team Overtime Hour

Exhibitors may request rigging service on Sundays, holidays or outside the package service hours (Monday-Saturday 7 a.m. – 12 a.m.). In this case, a Team Overtime Hour must be ordered for each rigging package ordered.

### Custom Rigging and Lighting Solutions

The MCCA, through the ERSP and its preferred in-house audio/visual provider, also offers customized rigging and lighting solutions for exhibitors with more complex or unique requirements. This option is best suited for exhibitors with larger signs, multiple signs, and/or overhead lighting needs. Custom rigging and lighting solutions still require flexibility in load-in and load-out time. If you require a specific load-in or load-out day and/or time, hourly rates may apply (see “Terms and Conditions — Rigging” in the “Exhibitor Ordering Guide”). Custom rigging and lighting solutions may only be ordered with a pre-arranged quote; the Exhibitor Service Department is available to facilitate this process with Exhibitors. The ERSP will issue quotes in an easy-to-order, easy to understand format that will typically include a Basic Rigging Package for labor charges and any additional rigging equipment necessary to achieve the custom solution.

### Rigging Equipment

#### Truss

A truss is an aluminum structure used to create a lower “ceiling” to hang lighting or other suspended items. It is available in 5’, 8’, or 10’ sections that can be attached to create desired lengths or height.

- 5' Section – Silver 12"x12" Box
- 8' Section – Silver 12"x12" Box
- 10' Section – Silver 12"x12" Box
- 5' Section – Black 12"x12" Box
- 8' Section – Black 12"x12" Box
- 10' Section – Black 12"x12" Box
- 5' Section – Silver 20.5"x20.5" Box
- 8' Section – Silver 20.5"x20.5" Box
- 10' Section – Silver 20.5"x20.5" Box

#### Corner Block

A corner block is an aluminum piece that attaches to truss to create a right angle.

- Silver 12"x12" Box
- Black 12"x12" Box
- Silver 20.5"x20.5" Box

#### Base Plate

A base plate is used as a stand for ground-supported truss or poles.

#### Rotator

A rotator is a motor used to rotate a hanging sign.

#### Motor

A motor is a motorized pulley that is rigged to the ceiling and attached to truss to achieve a desired height. Motors are also used to suspend safely those heavier objects that cannot be supported by cables alone. Motors are available in ¼ ton, ½ ton, and 1 ton capacities.

#### Lighting Fixtures

A variety of lighting options is available to brighten exhibit space. While lights cannot be attached directly to the Facility's ceiling, lighting can be suspended above exhibit space by utilizing truss and motors.

- Source 4 Par (575 watt, 750 watt)  
This fixture is best used to create a wash effect or

cover a larger area with light. It is available in 575 watt or 750 watt. Lenses are available in Very Narrow (VNSP), Narrow (NSP), Medium (MFL), Wide (WFL).

- Source 4 Leko (575, 750 watt)  
This fixture is best used to create a spotlight or to highlight specific spaces or objects. It is available in 575 watt or 750 watt. Lenses come in 19, 26, 36, 50 degrees to achieve the desired illumination from the light.
- Par 64 (1000 watt)  
The Par 64 will deliver similar results as the Source 4 Par, but there are no options for additional lenses. They are available in 1,000 watts.

#### Lighting Kits

Lighting kits include a combination of Lekos, Source 4 Pars and Par 64s based on layout and design requirements. Price includes fixtures, fixture accessories and all necessary cables. Dimmer/control and labor are not included and must be ordered separately. Special Orders for larger kits are available upon request.

- Small Lighting Kit (4-6 lights)
- Medium Lighting Kit (7-11 lights)
- Large Lighting Kit (12-15 lights)
- X-Large Lighting Kit (16-20 lights)

#### Dimmer Racks and Lighting Controls

These items are optional with individual fixtures or small lighting kits, but mandatory with larger lighting kits. The dimmer rack is a large "outlet" that all lights plug into to create a central control location. A dimmer rack, depending upon size, can be placed in a booth or attached to the truss and kept in the air. The lighting console/control plugs into the dimmer rack to dim or control individual lights, groups of lights, or all lights at once. Electrical service is not included and must be ordered separately.

- Dimmer Control 1.2 x 4
- Dimmer Control 2.4 x 12

- Dimmer Control 2.4 x 24

### **Rigging Labor and Rental**

If an Exhibitor requires specific load-in/load-out dates and/or times, then a Basic Rigging Package may not be applicable. In this case, a special quote for required crew and lift equipment will be prepared.

All rigging must conform to the rules, regulations, and facility limitations of the MCCA and any show management regulations. Failure by an Exhibitor to submit accurate diagrams prior to load-in may delay set-up, which could result in additional costs to the Exhibitor.

## **GENERAL PROVISIONS**

- 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.
  - At no time will any item be attached to the ceiling grid, ceiling tile or a false ceiling of the Facilities.
  - 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.
  - At no time will electrical lighting conduits, utility pipes or sprinkler systems be used as supports or as a source for attachment.
  - Whatever goes up must come down! No wires, ropes, etc. should be left behind. All items must be completely removed before the end of the final event move-out day.
  - The MCCA, or its designee the ERSP, may refuse permission to hang, stop, terminate or delay the hanging/attachment process if it is concerned for safety reasons or concerned for damage to the Facilities. The MCCA's decision will be final in all cases. The Authority has the ultimate right to assign an on-site supervisor provided by the ERSP, at published rates, at time of rigging to approve any and all rigging.
  - The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces is not permitted.
- All assembly of equipment, signs, products necessary prior to hanging, etc., will be the responsibility of the Exhibitor.
  - All equipment, signs, products, etc. must be designed to suspend safely. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. The MCCA, or its designee the ERSP, may substitute or deny hanging any equipment, signs, or objects it deems to be unsafe for overhead suspension.

## **FREQUENTLY ASKED QUESTIONS – RIGGING**

### **How do I know if I qualify for the Basic Rigging Package Rate?**

Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds, is less than 20' in length or diameter, and does not require electrical rigging, truss, or motors, you will qualify for the Basic Rigging Package. If your sign is motorized or needs electrical rigging (for example a rotating sign or a sign with lights), you qualify for the Electrical Rigging Package.

### **Can I order lighting to be suspended from the ceiling?**

The ERSP can design a custom lighting solution for you to brighten up your booth or illuminate specific objects. While lights cannot be attached to and hung from the Facility's ceilings, using truss and motors we can create a lower "ceiling" for your area from which we can then hang lights. The ERSP will require a diagram showing your booth layout and exactly what you want illuminated in order to provide you with a detailed quote.

### **Do I ship my sign to you to put it together?**

No. Although the ERSP provides labor to hang the sign, your General Service Contractor (GSC) handles all shipments. You may build your sign or hire the GSC to put it together for you. When the sign has arrived at the BCEC and has been assembled, the ERSP will hang it for you. Be sure to bear this in mind when making your time and day requests for sign hanging.

### **Can I request load-in and load-out times?**

Yes, the Rigging Order Form has a space for you to indicate your preferred up and down times. Please note that your preferred timing is not guaranteed; however, the ERSP will do their best to cater to your

requests. If you absolutely need a specific install or load-out time, additional charges will apply. If you do not provide a diagram or layout prior to load-in, then you may experience set-up delays and additional cost.

#### **What type of diagrams should I send?**

The most useful diagrams are on a proportioned grid to show the dimensions of the booth, the exact desired placement of hanging items, and orientation of the other booths around yours. As a general rule, pictures from previous shows and pictures of the sign only are not as helpful as current diagrams of the entire booth space with the placement, height, and weight of the sign(s) or hanging item(s).

#### **As show management, who should I contact to initiate the planning and delivery of rigging services?**

The MCCA strives to provide a “one stop shopping” environment at the BCEC. Every event, large or small, is assigned an Event Services Manager, who is your dedicated planning professional. Your Event Services Manager is always your first point of contact; s/he will ensure, among other things, the smooth, efficient and cost-effective delivery of services associated with your event. To initiate the planning and delivery of rigging services, please contact your Event Services Manager directly.

## EVENT RIGGING APPROVAL FORM

To be returned along with drawings by those intending to suspend systems. All rigging and/or hanging requests are only authorized for installation if this form has been countersigned and drawings have been approved by the MCCA and the ERSP

NAME OF EVENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

CONTRACTOR PHONE NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FAX NO.: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

AUTHORIZED PERSON EMAIL: \_\_\_\_\_

We, the aforementioned contractor, do hereby certify and guarantee 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 SIGNATURE

I have reviewed the attached rigging requirements for the above event. Based on the information provided to me the rigging meets the building guidelines set forth.

\_\_\_\_\_  
ERSP AUTHORIZED SIGNATURE

FOR INTERNAL APPROVAL: THE ERSP ACCOUNT EXECUTIVE EVENT COORDINATOR

\_\_\_\_\_  
APPROVED (initial)

\_\_\_\_\_  
DISAPPROVED (initial)

\_\_\_\_\_  
REASON

PLEASE FORWARD ORIGINAL TO THE ERSP REPRESENTATIVE LISTED ABOVE. SERVICES REQUESTED ON THIS FORM ARE FOR THE SINGLE EVENT LISTED. ONE FORM PER LOCATION MUST BE SUBMITTED.

Form may be downloaded at [www.massconvention.com](http://www.massconvention.com).

Failure to submit in a timely fashion will prevent access to the BCEC.

