



# RIGGING ORDER FORM

**Hawaii Stage & Lighting Rentals, Inc.**  
822 Mapunapuna Street  
Honolulu, Hawaii 96819



Phone 808-831-0333 • Fax 808-831-0342 • e-mail histglit@aloha.net/Jason@hslr.com

<b>Name of Event / Show</b>		<b>Payment Information Company Name</b>		
<b>Booth Exhibitors Name</b>		<b>Address</b>		
<b>Booth Number</b>	<b>Show Dates</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Load In Date and Time</b>	<b>Load Out Date and Time</b>	<b>Contact</b>		<b>Office Phone</b>
<b>On Site Contact</b>	<b>Mobile Phone</b>	<b>Mobile Phone</b>		<b>E-Mail</b>
				<b>Office Fax</b>
				<b>Date Submitted</b>

**PAYMENT BY CASH, MONEYORDER, COMPANY CHECK OR CREDIT CARD IS U.S. DOLLARS MUST ACCOMPANY THIS ORDER  
MAKE CHECKS PAYABLE TO: HAWAII STAGE & LIGHTING RENTALS, INC.**

Cash   
  Money Order   
  Company Check   
  Credit Card & Type   
  VISA   
  MC   
  AMEX

<b>Credit Card Number</b>	<b>Expiration Date</b>	<b>Please Print Name</b>	<b>Authorized Signature</b>

Description	Price
Rigging plans must be submitted 21 days before load in for approval. Plan approval is based on 65.00 per hour with a minimum of 4 hours. If approval study is longer than 4 hours and/or drafting (CAD) is required, rate is 65.00 per hour for time after the 4 hour minimum	\$260.00
<b>Rigging plans submitted less than 21 days before load in will be charged at 100.00 per hour (minimum of 400.00)</b>	<b>\$400.00</b>
<b>Minimum of 2 riggers required, 1 Head or high and 1 assistant or low rigger</b> Head or high rigger (rate per hour minimum 4 hours)	\$75.00 per hour
Rigging assistant or low rigger (rate per hour minimum 4 hours)	\$70.00 per hour
Point charge for existing locations, non-existing locations, from truss or other structures	\$75.00

Beam height in Kamehameha Exhibition Hall at the Hawaii Convention Center is approximately 32' from the floor, highest trim height is 29'. Please forward any printed (PDF Files) information of the exhibit material to be rigged, including weight and booth layout. We will provide you with the Exhibition Hall or Ballroom with rigging points in VectorWorks or DWG format at your request. After receiving your information we will send a proposal for your acceptance.

### LABOR RULES

All Riggers working off the floor shall work with no less than one additional Rigger.  
 Meal breaks between 3 and 6 hours  
 Minimum call is a 4 hour Minimum, 2 hour call back after break (lunch, dinner, etc)  
 Minimum 4 hour call back if break is longer than 3 hours  
 First 8 hours (except Holidays) is at straight time (ST)  
 Overtime (OT) after 8 hours is 1.5 x Rate  
**Saturdays and Sundays are OT at 1.5 x Rate**  
 Double time (DT) for all work 12 Midnight to 8am  
 Turnaround time is 8 hours. If less than 8 hours, crew remains on prevailing rate until given 8 hours off.  
 Holidays are Double Time (DT) and are observed on the day designated by the Federal or State government.  
 New Years Eve (starts @ 6:00 pm on 12/31), New Years Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day.

# Hawaii Stage and Lighting Rentals Inc. (HSLR)

## BASIC RIGGING POLICIES

1. HSLR is the exclusive designated rigging contractor for the HCC.
2. HSLR will provide a rate sheet for all labor and equipment.
3. All rigging over 50 lbs or utilizing HCC's existing rigging points must be done by HSLR.
4. Any rigging using HCC's existing points but under 50 lbs may be installed by the decorator, service contractor or their agent only with the permission of HSLR.
5. Tradeshow rigging such as aisle signs, etc. up to 7 lbs per linear foot and not to exceed 50lbs in total weight may be hung by the decorator, service contractor or their agent without the permission of HSLR or AEG providing the necessary hardware, cable and installation procedures are followed and HCC's existing points are not used.
6. For all other rigging, a detailed rigging plot must be presented to HSLR 21 days prior to the move-in for HSLR's approval, equipment estimate and labor estimate.
7. Any event not providing HSLR with a detailed plot will be subject to all necessary charges incurred by HSLR to produce such an adequate detailed plot and its subsequent estimate.
8. HSLR must certify all equipment used for safety. This includes any equipment provided by the client, their Production Company or vendors. HSLR requires that all chain motors used in the Hawaii Convention Center are to be provided by HSLR.
9. HSLR will be required to remove any equipment and/or rigging design deemed unsafe or otherwise at risk.
10. All HCC point load ratings are designated by the HCC's structural engineer by design. These values may not be changed by anyone but the HCC's hired structural engineer.
11. HSLR is responsible for the maintenance of all of the HCC's points and must use their discretion in allowing any rigging application from those points with safety being the first consideration.
12. HSLR maintains all documentation of HCC's rigging points and will make that documentation available to any of AEG's clients as a courtesy.
13. HSLR will provide general liability insurance to cover the client, the State of Hawaii, AEG & HCC and as part of that coverage. HSLR may require sub-contractors, vendors and production companies to provide similar coverage and indemnification.
14. No hanging of items from any electrical fixtures, raceways, water, gas, air, fire protection, communication lines, piping support and hangers.
15. All State of Hawaii fire retardant regulations apply to all hanging items.