

AUDIO VISUAL PRODUCTION SERVICE STANDARDS

Outlined below are Audio Visual Production Service Standards for clients and guests (“Client”) of the Gas South Convention Center (“GSCC”) when a third-party audio visual supplier (“Outside AV”) is engaged to provide services. This document, along with GSCC policies and guidelines, is focused strictly on customer service, the safety of our guests, and the protection of property.

Technical Supervision

1. When Outside AV is engaged for events in the Grand Ballroom or Exhibit Halls, Client is required to purchase the services of a Load In/Out Supervisor from the preferred, in-house audio visual company, ON Site, for each load-in and load-out day. This is not an additional working technician to the event, but a point of contact and liaison to answer questions, act as a resource regarding GSCC and its technical capabilities, ensure that the venue’s assets are protected and cared for, and to see that equipment is properly installed both in terms of safety as well as aesthetics. Prevailing labor rates will apply for this service (currently \$90/hour, with a five-hour minimum).

Load In/Out Supervisor	(minimum 1, 5 hour minimum call)	
	7am – 5pm Weekdays	\$ 90.00 per tech/per hour
	5pm – 11pm Weekdays	\$135.00 per tech/per hour
	7am – 11pm Weekends	\$135.00 per tech/per hour
	11pm – 7am Daily, Holidays	\$180.00 per tech/per hour

2. All equipment cases must be maintained a minimum of six inches (6”) away from walls at all times. No equipment or cases shall remain in the “back of house” areas at any time. Storage space for a third-party audio visual suppliers will be the sole responsibility of the third-party supplier. GSCC will make every effort to secure space once notification is given but is under no obligation to provide such space. If meeting/banquet space is required, all applicable rental charges will apply due to the loss or displacement of future business opportunities. Space being “held” and/or reserved for the Group’s meetings must be utilized for meetings and offices. It may not be utilized as storage for third-party suppliers.
3. To preserve the integrity of the facility, all cabling or other potential trip hazards shall be properly secured with gaff or other approved non-residue AV tape. Cable ramps are required if doorways cannot be avoided. It is strictly prohibited to nail, screw, or tape to any wall surfaces without approval from GSCC Event Services. When hanging equipment from ceilings or walls, it is mandatory that a Certified Rigger be hired and utilized; GSCC has an exclusive rigging agreement with ON Site.

Rigging Policies

1. ON Site is the only company authorized to provide overhead rigging hardware (including rigging steel, spansets, shackles, etc.), chain hoists (electric or manual), and labor at Gas South Convention Center.
2. All requirements for overhead rigging must be submitted to ON Site in writing no less than 21 days prior to event load-in. All rigging orders have a minimum of one lead rigging technician and one assist rigging technician at the prevailing published rate. Ceiling Access Points are charged to offset the costs of ongoing inspections and maintenance, ensure structural stability, and includes hardware from steel to motor. Orders cancelled or reduced less than 72 hours prior to event load-in will be billed at the original scheduled times. Current rates are as follows; *please contact your ON Site representative for Show Rate pricing:*

Rigging Plot Approvals	Advance Rate	\$150
	Standard Rate	\$250
Lead Rigging Technician	(minimum 1, 5 hour minimum call)	
	7am – 5pm Weekdays	\$125.00 per tech/per hour
	5pm – 11pm Weekdays	\$187.50 per tech/per hour
	7am – 11pm Weekends	\$187.50 per tech/per hour
	11pm – 7am Daily, Holidays	\$250.00 per tech/per hour
Rigging Technician	(minimum 1, 5 hour minimum call)	
	7am – 5pm Weekdays	\$105.00 per tech/per hour
	5pm – 11pm Weekdays	\$157.50 per tech/per hour
	7am – 11pm Weekends	\$157.50 per tech/per hour
	11pm – 7am Daily, Holidays	\$210.00 per tech/per hour

A one hour unpaid meal break is required after 5 hours of work; if not provided, premium labor rate will apply until break requirement is met. There is a 2 hour minimum call back after the meal break.

All Rigger daily rates are 8hrs. Anything over 8hrs OT Rate of 1.5x will apply up to 12hrs. Anything over 12hrs DT Rate of 2.0x will apply. Applicable premium rates noted above will still apply.

Ceiling Access Points	Over 100 lbs. (hoist required)	\$ 75 / \$95 per point, per day
	20-100 lbs. ('cable pick')	\$ 50 / \$75 per point, per day
Chain Hoists	½ ton	\$ 120 / \$150 per day
	1 ton	\$ 160 / \$200 per day
	8ch controller / distro	\$ 80 / \$100 per day
	Cable/Supply Package	\$ \$150 / \$180 per day

3. All required lifts used for rigging purposes must be exclusively provided by GSCC.
4. All rigging must be drawn to scale on provided rigging shell CAD floor plan/diagram, clearly showing all load calculations for any equipment to be rigged in the ceiling areas. File format deliverables; VWX and DWG. If Vectorworks files are provided, please accompany with a PDF as reference only. (PDF and JPEG files will not be accepted as rigging plot submissions.)
5. Rigging orders received less than 7 days prior to load-in will be subject to a 50% rush order fee, applied to equipment rental and labor charges, and are subject to approval based on availability.
6. Banners, aisle signs, special decorations or lightweight rigging other than audio visual equipment require a Low-Steel rigger from Tech Services. See the GSCC Tech Services rate sheet for more information. All other rigging for load-bearing items will be subject to this policy, at the discretion of GSCC management staff.
7. All hardware fees are subject to appropriate service charge and sales tax.

Audio/Lighting Systems and Power Policies

1. To maintain the integrity of our in-house systems, outside companies are not permitted to operate the installed audio systems. The systems may be utilized by hiring an on-site technician who will be solely responsible for patching/setting/control of the in-house systems. The following patch fees will apply:

Grand Ballroom	audio patch	\$100 per day / per section
All other rooms	audio patch	\$ 65 per day

2. GSCC reserves the right to limit sound levels in order to provide a safe and favorable environment for all guests, and to preserve the integrity of the installed systems. DJs or other live music to be amplified require an external sound system and are not to be patched through the house speech reinforcement systems.
3. For wireless microphone use, ON Site will reserve frequencies for use to eliminate crossover. Contact the representative for additional information.
4. The Exhibit Hall house lighting is a state-of-the-art LED configurable grid. Individual instruments can be turned on or off or controlled to any dimming level for a customized experience. An ON Site technician is required for configuration and control during an event. Prevailing labor rates will apply for this service (currently \$90/hour, with a five-hour minimum).
5. Production electric requirements can be coordinated through the ON Site representative. Power is priced and invoiced through the GSCC.
6. Any additional equipment or cabling for supplemental needs are available from ON Site and are subject to appropriate service charge and sales tax.