

**Guidelines for Audiovisual and Rigging Services
Huntington Convention Center of Cleveland**

WORK RULES AND RATES

This document is to supply reference for audiovisual and rigging services at the Huntington Convention Center of Cleveland (the "Center"). Mills James is the exclusive provider of audio-visual labor services including loading, unloading, set-up and tear down of audio-visual equipment for events held at the Center. Mills James is also the exclusive provider of rigging services including but not limited to sign hanging, lifting services (using ropes, hoists, chains, or mechanical devices, including all necessary labor and Equipment therefor including but not limited to chain motors, rigging points/attachment hardware and aerial lifts.

Mills James appointed Stagehands, Audio, Video, or Lighting Technicians must make up at least 50% (1-1 Match) of the crew engaging in the unloading, set-up, tear down and loading of audio-visual equipment. Audio Visual Equipment is defined as all equipment, cabling and support elements related to event audio, video, lighting, computers, scenic and rigging. Stagehands must also unload/load and set-up/tear down staging owned by any entity other than the General Service Contractor of the Huntington Cleveland Convention Center.

IATSE Local 27 (Stagehands) is the union that has jurisdiction over certain work related to audiovisual and rigging services performed in the Center (Contact Mills James for additional information)

Labor Straight Time Base Rates

- Stagehand/AV General: \$68 per hour
- Steward: \$73 per hour
- Riggers: \$88 per hour

All calls shall be a four (4) hour minimum. All work performed after eight (8) hours in a day or forty (40) hours in a week shall be paid at time and one-half (1 ½) the base rate.

All hours in excess of eight (8) hours on Saturday and Sunday shall be paid at two (2) times the base rate.

For work performed on Sunday, the first eight (8) hours shall be paid at one and one-half (1 ½) times the base rate of pay. All work after (8) hours shall be paid at two (2) times the applicable rate.

All work beginning or performed between the hours of midnight and 6:00AM shall be paid at two (2) times the base rate.

Any labor calls cancelled less than twenty-four (24) hours in advance will be charged in full.

Labor calls between one (1) to five (5) do not require a working steward. Concurrent labor calls of six (6) to twelve (12) Stagehands, inclusive of Riggers, will require a working Steward. Calls of twelve (12) or more Stagehands, inclusive of Riggers, will require a non-working Steward.

If groups of workers are assigned to different locations within the building, additional stewards may be included at the discretion of Mills James.

Audio-visual equipment on trucks shall be unloaded and loaded by Mills James personnel. All labor calls will be adjusted to actual hours worked upon the completion of each call and these actualized calls will appear on the final invoice.

Meals

A one (1) hour meal period must be given no less than three (3) hours or more than six (6) hours after the call begins, or after the last meal period.

If no meal period is granted, the workers shall be paid two (2) times the base rate for each hour worked until a meal period is given or a meal is catered.

In lieu of a one (1) hour meal break, the Employer may grant the workers a one-half (½) hour catered meal break, in which case the workers will suffer no loss of time on the payroll.

If the workers are broken for one (1) hour, they shall receive a three (3) hour minimum call when they return to work. Should they be provided with a catered meal break, there is no minimum call when they return to work.

A meal penalty shall not be required if an employee works six (6) hours without a meal break and is released from duty. If an employee works into the seventh (7th) hour, the meal penalty shall be retroactive to the beginning of the sixth (6th) hour and continue until a meal break is given.

Holidays

The following days shall be recognized under this Agreement as legal holidays: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.

Work performed on any of the above holidays shall be paid at two (2X) times the applicable base rate.

Equipment Rentals

See Mills James for equipment rental rate sheet.

Service Charge

A service charge of twenty (20) percent shall be assessed to all basic equipment rentals for certain set ups that are limited in scope, for set ups more complicated in nature, the twenty (20) percent service charge is replaced by separate labor fees as applicable.

House Sound ("Patch Fees")

Sound patches are performed by Mills James. The fee to patch into the house sound system is as follows:

- Meeting Room: \$45 per show per room
- Ballroom: \$100 per show
- Exhibit Hall(s): \$200 per show

Additional labor may be assessed based upon programming complexity of audio patch request.

Right To Review

Mills James will review your event and may request or require adjustments based on the scope of the show. To ensure the most accurate estimate possible, please submit a detailed event schedule and equipment list. All labor charges will be adjusted and billed to actual event requirements.

RIGGING SERVICES

All rigging services must be performed by Mills James employees and/or IATSE Local 27 riggers at the direction of Mills James. Fees for rigging services shall include but not limited to labor, rigging points and aerial lifts.

Rigging Labor

All rigging crews will consist at a minimum of one (1) down rigger and one (1) up rigger. Additionally, (1) lead rigger may be added as determined by Mills James based upon the size of the call and/or scope of work to be performed. Final rigging crews and equipment will be determined by Mills James.

Theatrical Rigging

All rigging hardware from spanset to point is provided exclusively by Mills James. For additional information, terms, and conditions please see the Mills James *Rigging Request Form* which can be found in the Exhibitor Portal when ordering rigging services.

Show Management Sign/Banner Rigging

With the exception of the "Aisle Sign Package" described below, all signs for Show Management will be considered separate orders. Each order requires its own Rigging Request Form and will be charged for lift fees and materials per the Rigging Request Form. If the signs are less than 75 lbs., they will be charged at the 2-hr. labor minimum per rigger for both Load-In and Out. The "Aisle Sign Package" is defined as all aisle signs plus one (1) additional Show Management sign (under 75 lbs.) which can be bundled as a single order and charged at the 2-hr. labor minimum per rigger for both Load-In and Out. Any sign weighing 75 lbs. or greater will be charged as a Theatrical Rigging Order and a 4-hr. labor minimum per rigger for both Load-In and Out will be applied. For additional information, terms, and conditions please see the Mills James *Rigging Request Form* at <https://www.clevelandconventions.com/planners/planning-resources/>.

Aerial Lifts

Before working in a lift, vendor personnel must present proof of AWP/MEWP certification and wear appropriate safety equipment including a valid fall-arrest harness; (to be supplied by the vendor). Scissor and boom lift rental pricing is subject to availability and should be confirmed no later than fourteen (14) days before load-in. Groups wishing to provide their own lifts must submit a request no later than twenty-one (21) days prior to load-in.

Rigging Plots

Final Rigging plots must be submitted to Mills James for approval no later than 30 days prior to the event. Rigging plots must note all flown equipment with weight and a reflective ceiling plan with hang points. A one-time fee of \$250.00 will be applied for all outside A/V Production Companies

provided CAD drawings for an evaluation and approval process. This fee is good for up to 2 revisions and reviews only. Any additional revision and review to the plot will be subject to a \$150.00 fee per review. This fee does not apply to events produced and designed by Mills James. Drawings received for approval within 30 days prior to show dates are subject to a rush processing fee of an additional \$250.00 on top of the initial \$250.00 CAD Evaluation / Design Fee. No changes and revisions will be permitted within 48 hours of load-in. Please reference facility CAD files for exact locations of rigging points and ratings.

General Guidelines

Exhibit Halls and Ballrooms have permanent approved rigging points. All attachments must take place at these approved permanent rigging points only. Only if Mills James deems necessary, attachment points can be made outside of the permanent approved rigging points in the Exhibit Halls only. Adjustments to any flown equipment may only be done under the supervision of Mills James; additional weight cannot be applied to flown equipment after Mills James riggers leave.

Mills James will not dead hang items over 100 lbs. or 10' feet in length with a scissor lift. A boom lift, rope and pulley system, chain hoists, or crank towers must be used.

A cable bridge is required when cable bundles exceed four (4) Socopex or similar multi-cables.

All flown Equipment is subject to visual inspection by Mills James. Any equipment deemed to be in an unusable condition must be replaced either by Vendor or by Mills James (additional charges may apply).

All floor supported equipment exceeding 12' feet in height is subject to visual inspection by Mills James.

Please see Rigging Request Form for current rates.

Contact Mills James for a comprehensive list of rules and regulations regarding audiovisual and rigging services at the Center.

Final rigging call will be determined by Mills James based on rigging specifications and time allotted.

Mills James at the Huntington Convention Center of Cleveland
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All terms subject to change