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 audiovisual 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.

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: $66 per hour
- Steward: $70 per hour
- Riggers: $86 per hour

All calls for labor will have a four (4) – hour minimum: billed 1 Hour increments thereafter. Fractions of an hour constitute a (1) full hour.

All work performed after eight (8) hours in a day or forty (40) hours in a week will be paid at time and one half (1.5X) the base rate.

All work performed on Sunday, the first (8) eight hours shall be paid at one and a half (1.5X) times the base rate.

All hours more than twelve (12) hours Monday-Saturday or eight (8) hours on Sunday shall be paid at two (2) times the base 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 the workers are given their one (1) hour meal break, they shall receive a three (3) hour minimum of work remaining upon return to work.

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

In lieu of a one (1) hour meal break, the Employer may cater a meal, in which case the workers will receive a thirty (30) minute paid meal break.

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 is given.

**Holidays**

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 Fees
Fees shall include $250 per point for up to three (3) event days and shall include motor, span set, shackle, and point fee. Additional days of use shall be charged at a rate of $50 per point per day. All rigging hardware from spanset to point is provided exclusively by Mills James (see "Rigging Request Form").

Aerial Lifts
Before working in a lift, vendor personnel must present proof of AWP/MEWP certification and wear appropriate rigging 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. Drawings received for approval within 30 days prior to show dates are subject to a rush processing fee of $250.00. 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.

Aisle Signs, Exhibitor Signage and Banner Hanging (Under 75 lbs.)
Fee for sign/banner hanging is $500 per sign/banner and includes up to two (2) hang points, aerial lift rental, labor and basic hardware. Based on the requested location of sign/banner and available overhead rigging points, additional fees may apply for truss rental etc.

General Guidelines
Exhibit Halls and Ballrooms have permanent approved rigging points. All attachments must take place at these approved permanent rigging points 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 100lbs. or 10’ feet in length with a scissor lift. 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.

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All terms subject to change