



The following policies apply to all outside AV/production companies requesting rigging services at The Roosevelt Hotel, New Orleans. Royal Productions is the exclusive rigging provider. Please read all policies carefully and return this completed form with your rigging plot.

1 RIGGING PERSONNEL & EQUIPMENT

All rigging shall be performed by Royal Productions. All chain motors, truss, span sets, steel, and hardware must be provided by Royal Productions. Only Royal Productions employees are permitted in the Royal Productions scissor lift, which is provided solely for the purpose of rigging.

2 SCISSOR LIFT

A scissor lift is provided to enable rigging and will be charged at **\$1,100.00** for both the show installation and dismantle.

3 LOAD RATINGS

All hang points in the **Roosevelt Ballroom** are rated at **1,000 lbs.** All hang points in the **Crescent City Ballroom** are rated at **500 lbs.** Chain motors will be used for all equipment in excess of 75 lbs.

4 RIGGING PLOT SUBMISSION

Please attach a rigging plot along with any specific installation instructions, diagrams, weight, and scheduling with your order **14 days prior to the event** to confirm your rigging order.

5 RIGGING REVIEW FEE

A fee of **\$258.00** will be charged each time a rigging review is needed — regardless of what AV setup the outside AV vendor ultimately decides on. A new review is required for any new setups or changes to an already-approved setup. **No rigging will be installed without a completed rigging review** due to the safety involved with overhead equipment. Reviews take approximately **5–10 business days**.

6 PROHIBITED RIGGING POINTS

Hanging from air wall tracks or lighting tracks is not permitted.

7 RIGGER REQUIREMENTS

All rigging requires a minimum of **2 riggers at 10-hour minimums** for both installation and dismantlement. Additional riggers should be added for expedited work. Your AV sales representative will confirm order accuracy after receiving your rigging order form and plot.

8 LATE SUBMISSIONS & CANCELLATIONS

Orders and rigging plots not received 14 days prior to setup will be assessed a **30% late fee**. Cancellations must be received **48 hours prior to setup**, or no refund will be allowed.

AGREEMENT & SIGNATURE

By signing below, you acknowledge that you have read and agree to all rigging policies above. Your signature confirms that a rigging plot and required documentation will be submitted to Royal Productions at least 14 days prior to your event setup date.

COMPANY NAME

SIGNED BY

PRINT NAME

DATE

Thank you — Roosevelt Hotel Audio Visual · Questions? Contact your Royal Productions AV Sales Representative.