

AT YOUR SERVICE...  
EXCELLENCE AS STANDARD

# Exhibition Rigging Guidance

If you are constructing an exhibition stand at ACC Liverpool and require rigging services, this guidance note sets out what information we need from you, our rigging policies and procedures, and what your responsibilities are. Pricing for our services is covered in our rigging services document, and a bespoke quotation will be issued upon request.

## Pre-planning

- Please supply us with a dimensioned plan of your stand, with rigging points clearly marked and including dimensions from the edge of your stand. Details of your stand orientation should also be included, as should details of what you need suspending (e.g. banner, flown structure etc.), desired trim height to the top of the flown item, and the item weight.
- You must provide rated lifting points on any set or signage. Items to be lifted must have relevant engineering and planning paperwork regarding the construction, physical integrity and suitability for suspension, as well as being fit for purpose.
- Information should be sent at a **minimum of 10 working days** before the first build day – any late submissions or orders may incur a surcharge, and in some cases orders may not be able to be facilitated.
- We do not permit the use of complex structures, which we define as a stand item connected to both the stand and our roof. An example of this would be a drop-wire to support a cantilevered stand canopy – canopies should either be fully floor mounted, or fully flown.
- All items other than 2D PVC-type banners will be flown on motor or manual hoists as appropriate to the item. These will be pre-rigged (where ever possible) before your arrival onsite. This is to reduce the use of access machines/working at height during exhibition build-up.
  - If your item is a 2D banner, you must send it to us at least 5 working days in advance, we will hang it during our pre-rig (wherever possible) and have it ready for your arrival onsite.
  - If you request a drop-wire for any other item, you will then be responsible for attaching your items to the drop wire, and removing them at the end of the event. In addition, you will be required to submit a risk assessment /method statement detailing how you will do this, and provide us with a sign-off that you have made the attachment as per your documentation.



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### Onsite – build-up

- Whenever possible, we will mark out your rigging points, and pre-rig your hoists and any other rigging equipment before your arrival onsite.
  - If you require any changes to point positions onsite that deviate from the information you have supplied us in advance, we reserve the right to charge an additional fee for rigging labour.
  - If your flown item differs dramatically to how you have described it to us (in terms of weight and/or style), we reserve the right to refuse its suspension, or apply additional charges for extra equipment where required.
- Please let us know if you have been given an unloading slot by the exhibition organiser, and if possible what time you plan to be onsite at your stand, and ready to fly your items. Where possible, please build your flown items before your flooring.
- Flown structures of any sort should be fitted with fully closed eye lifting rings of a suitable capacity, and should be bolted preferably through the full depth of the structure. **Screw-in eyes are not acceptable**; we reserve the right to refuse the suspension of any item where we deem the suspension fitting, or the items structural integrity is inadequate.
- Please be aware that if we need to use an access machine to make any adjustments to your rigging onsite, no work activity will be permitted on your stand or the surrounding area unless the correct PPE (hard hat, high visibility vest) is worn.

### Onsite – break-down

- We will have riggers onsite from the start of break-down, to lower hoists and associated rigging.
  - If you have supplied a banner to us in advance for rigging above your stand, please be aware that it will not be available to collect until the end of breakdown. You may wish to arrange a courier to collect the banner the following day – please advise us if this is the case, and provide any address labels/protective covering.
    - Please be aware that if we need to use an access machine to remove any of your rigging during breakdown, no work activity will be permitted on your stand or the surrounding area unless the correct PPE (hard hat, high visibility vest) is worn.
    - No suspended items can be left at the venue for later collection unless previously agreed, and are left at your own risk. Any items to be collected via courier should be left in the designated area within our loading bay, and should be fully marked with the courier name, sender identity and end address.

