Pre-Show Standards

- A scaled rigging plot must be submitted in .dwg, .vwx, or .dxf format and approved by the Regional PSAV Rigging Supervisor 21 days prior to load in. Events scheduled and not approved prior to 21 days' notice will incur a $250 late fee. The PSAV rigging advance link can be found here: [www.psa.com/riggingform](http://www.psa.com/riggingform).
- All electrical request and a tentative load in/setup and load out timelines are due 21 days prior to load in. Requests received with less than 21 days' notice will incur additional charges.
- A charge of $260 per event will be assessed for a comprehensive safety review by our Rigging Coordinator. This review will verify point load calculations, staffing needs, equipment needs and CAD support to provide feedback on the initial rigging plot. Additional CAD assistance is available if needed and can be provided for an additional charge.
- Rigging plots must contain instrument count and weight loads of all flown equipment in addition to a reflective ceiling plan with hang-points. Rigging will not occur without an approved rigging plot. The Arizona Biltmore PSAV Sales Team will give you our CAD file as your design template.
- All drawings must be received via email in a .dwg, .vwx or .dxf format.

Rigging Equipment Guidelines

- PSAV Presentation Services shall be the sole provider of all chain hoists, rigging hardware, and associated labor at this location. All connections to the ceiling or supporting structure of the hotel must be made by PSAV.
- A scissor lift is required for all rigging calls at this property. PSAV has lifts onsite and available for rent. All lifts used in this location must have protective wheel covers and must be in good condition. Operators must present documentation verifying that they are trained in scissors lift operations. Construction or outdoor lifts will not be allowed.
- All equipment and materials flown must pass ANSI guidelines and be approved by PSAV.
- A steel safety backup is required on each individual item suspended with a nylon sling.
- All nuts and bolts used overhead must be rated and all wire rope clips and overhead hardware (eyebolts etc.) must be forged, unless approved by PSAV.

Ballroom Standards

- All Ballrooms are equipped with permanent rigging points with various load ratings. Please refer to the facility CAD files for exact locations of the rigging points. There is NO RIGGING OTHER THAN TO THE PERMANENTLY INSTALLED RIGGING POINTS.
- All connections to the ceiling or supporting structure of the property must be made by PSAV.
- Flown equipment may only be moved by a PSAV rigger. Adjustments to any flown equipment will only be done under the supervision of PSAV.
- Additional weight cannot be applied to flown equipment after PSAV riggers leave the room.
- Under no circumstances may a person be suspended, walk or climb upon any point or supporting structure attached to the ceiling.

PSAOnsite Practices

- Late schedule changes or changes to the previously approved and submitted CAD Plot will result in additional charges.
- PSAV will make all connections to the ceiling and assist your staff in attaching those connections to your equipment. Please contact our offices for clarification of what services and equipment we offer to assist you in a safe and cost effective event.
- PSAV will not “dead hang” items over 100 lbs or 10’ in length with a scissor lift. Chain hoists or crank towers must be used.
- Cable bridge truss is required when cable bundles exceed four (4) Socot or other similar multi-cable.
Rigging Equipment & Labor

- Your Rigging plan must be certified and approved no less than 21 days prior to load in of equipment in order to qualify for the Advance Show Rates. A scaled rigging plot must be submitted, including instrument count and weight loads in sufficient time to allow for review and adjustments. We strongly suggest that rigging plots be submitted 30 days prior to your load in to meet this deadline. If your rigging plan is NOT certified and approved 21 days prior to load in, an additional rush charge for the safety CAD review will be applied.

Rigging Motor and Point Charge
- Daily Rate: $220 each/day (includes .5 ton hoist)

Scissor Lift
- Daily Rate = $375
- Weekly Rate = $1125

Rigging Labor Rates (For Load In and Load Out)
- Riggers - Two Riggers required, 1 up and 1 down
- $115 per hour, per rigger, All rigging calls are based on a (5) or (10) hour minimum rate

Production Liaison – Five-Hour minimum required
- PSAV Audio Visual Technician must be present as a liaison during load in/setup and load out of all equipment
- $100 per hour, Five-hour minimum required

Labor / Overtime Conditions
- Monday - Friday, 7AM – 10PM = Straight Time
- Monday - Friday, 10:01PM – 11:59PM = Overtime
- Monday - Friday, 12AM – 6:59AM = Double Time
- Saturday - Sunday, 7AM – 10PM = Overtime
- Saturday - Sunday, 10:01PM – 6:59AM = Double Time
- Holidays**, All Day = Double Time

- All rigging crews will consist of a minimum of two (2) riggers. The number of riggers and equipment required for your event will be determined by PSAV.
- Five (5) hour or ten (10) hour minimums will apply to all calls, per Rigger. Time beyond 10 hours will be billed in full hour increments. Riggers must have a meal break every five (5) hours.
- Scissors lift rental pricing is subject to availability and must be confirmed 14 days prior to your event.
- All changes in labor calls must be made with the onsite PSAV Presentation Services Management team, in writing. Onsite rigging staff cannot change call times.
- The Frank Lloyd Wright Ballroom can be connected via DMX Patch. Cost is $205++/day/patch, $125++/day/house light remote
- The McArthur Ballroom and Arizona Biltmore Ballroom does not have light remotes or patch.
- 23% Event Technology Support and Taxes will apply to all Rigging & Power Services.

Rigging Instructions

Step #1
- For up-to-date CAD backgrounds of our facilities, please e-mail your request to your PSAV sales rep:
  - Saul Losolla- Director of Sales slosolla@psav.com
  - Kyle Brandstatter- Sr. Sales Mgr kbrandstatter@psav.com
  - Cody Scott- Sales Mgr cscott@psav.com
  - Amy Johnson- Sales Mgr amy.johnson@psav.com

Step #2
- To schedule Rigging Services please fill out the PSAV Rigging Form and upload your CAD Rigging plot. The form can be found at:
  - http://www.psv.com/rippingform/

Step #3
- The PSAV Rigging Supervisor will review and approve plot or contact Production Company if changes are needed. The on-site PSAV team will forward a rigging estimate for your review and signature along with verification of your proposed rigging plot.

Pricing Valid until December 31, 2019
Visit us at http://partner.psv.com/arizonabiltmore to learn more about PSAV at The Arizona Biltmore
POWER DISTRIBUTION

ELECTRICAL SERVICES

- **Power Drop Single Phase 20Amp** $145
- **Power Drop Three Phase 60Amp** $485
- **Power Drop Three Phase 100Amp** $815
- **Power Drop Three Phase 200Amp** $1620
- **Power Drop Three Phase 400Amp** $3225

- Five (5) hour minimum required for all Electrician labor to tie in/out and meter @ $105 per hour.
- For feeder cable, CamLock tails and bare wire applications there are additional charges with prior PSAV approval.
- PSAV will not load or allow a service to be loaded beyond 80% of the rated capacity of the service.
- Power Distribution services and equipment are billed on a per-day basis.
- All power distribution PSAV uses will be UL/ETL listed and will meet or exceed all state and local requirements for safe electrical distribution.
- Event Technology Support and Taxes will apply to all Power Distribution Services.

PRODUCTION RULES

*The Arizona Biltmore and PSAV are committed to ensuring a successful and cooperative relationship with outside audio-visual and production companies who utilize the hotel facilities. To this end, we have outlined below a list of general house policies and rules regarding productions at the Arizona Biltmore.*

- Requests for dock/loading area access and truck schedules are to be submitted to hotel conference services manager no later than fourteen (14) days prior to dock needs. Please reconfirm times with the conference services manager or PSAV sales manager 48 hours prior to dock arrival. Requests not received fourteen (14) days prior to need, cannot be guaranteed.
- Parking vehicles is allowed in designated areas only. **The dock/loading areas are for loading and un-loading only.** All trucks must be moved to a designated parking lot immediately after un-loading is completed. Production staff or local crew must park in designated self-parking garages. **Please see your hotel convention services manager for greater details or questions.**
- 5’ of empty space must be maintained between all wall surfaces and equipment, cases, props, set pieces and related materials.
- A full 18” clearance between ceilings and pipe and drape hardware or Scenic Elements must be maintained to prevent potential ceiling damage.
- Scaffold must have scaffold jack feet attached. Bare piping is not permitted on carpeted or tiled surfaces. Piping or scaffold pieces must have at least 0.5” thick wood supports between it and any carpeted surfaces.
- Outside production/audio-visual companies are responsible for the removal of any trash or production materials related to their shows from the property at their expense or a cleaning fee will be charged to the master account.
- Nothing is allowed to be affixed to Biltmore Podiums without prior approval by PSAV.
- Water based fog machines or hazers are allowed, but with prior hotel approval only. Request for use of fog or haze must be made with the hotel conference services manager seven (7) days prior to use. A hotel security guard must be present for fire watch during the times of fog or haze and charges will apply at the prevailing hourly rate.
- By Arizona State Law, no smoking is allowed inside the Arizona Biltmore including Ballrooms, Foyer areas or meeting room areas.