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Regulations Governing the Installation
of Audiovisual and Scenic Equipment
at Palais des congrès de Montréal

REG: 52-01



Supervision: Production Manager		Page 2 de 7
Regulation: Regulation: Installation of Audiovisual and Scenic Equipment Reference		Reference No RÈG : 52-01
Effective 2004-05-01	Revised: 2015-09-04	Approved: President & CEO and Board of Directors

Table of Contents

1.	Subject	3
2.	Objectives.....	3
3.	Scope	3
4.	General Provisions Regarding the Usage of Premises and Equipment for Audiovisual and Scenic Installations.....	3
5.	Audiovisual and Scenic Installation Plans	4
	5.1 Pre-Validation.....	4
	5.2 Plan Format.....	5
	5.3 Deadlines and Fees	5
	5.4 Required Information for Rigging Plans	5
	5.5 Technical Advice	6
6.	Safety Provisions.....	6
7.	Aerial Performances.....	7
8.	Insurance.....	7

Supervision: Production Manager		Page 3 de 7
Regulation: Regulation: Installation of Audiovisual and Scenic Equipment Reference		Reference No RÈG : 52-01
Effective 2004-05-01	Revised: 2015-09-04	Approved: President & CEO and Board of Directors

1. Subject

These regulations govern the installation of audiovisual and scenic equipment at the Palais des congrès de Montréal (the Palais).

2. Objectives

These regulations are intended to:

- Ensure a safe environment for clients;
- Prevent damage to the building and to equipment during set-up and tear-down of audiovisual and scenic equipment;
- Standardize rigging points for audiovisual and scenic installations.

3. Scope

These regulations on the installation of audiovisual and scenic equipment apply to the clients of the Société du Palais des congrès de Montréal (the Société) as well as the suppliers delivering services at the Palais. They must also be known by the personnel of the Société.

4. General Provisions Regarding the Usage of Premises and Equipment for Audiovisual and Scenic Installations

- 1) All set-ups and tear-downs of audiovisual equipment on Société premises must be conducted under the supervision of a Société representative.
- 2) The installation of equipment, accessories and rigging points on the building structure as well as operation of booms and lifts will be carried out solely by Société technicians or by an authorized Société representative.
- 3) Any load in excess of fifty (50) pounds requires the installation of a rigging point and the use of a lifting device (chain hoist or electric chain hoist {motor}).
- 4) If more than two (2) points are required on one structure and the total weight of the structure exceeds the capacity of one point, the use of an electric chain hoist is mandatory.
- 5) Platform lifts will be operated only by Société technicians or by personnel designated by the Société.

Supervision: Production Manager		Page 4 de 7
Regulation: Regulation: Installation of Audiovisual and Scenic Equipment Reference		Reference No RÈG : 52-01
Effective 2004-05-01	Revised: 2015-09-04	Approved: President & CEO and Board of Directors

- 6) The client or the client's supplier must supply a ground rigger to be located next to the platform lift for the rigging and de-rigging periods of all points.
- 7) The final plans for rigging to the ceiling or to floor structures on all audiovisual and scenic concepts must be submitted to the Production Services Department ten (10) working days before the beginning of set-up. Plans must be approved by the Société's technical advisors. Diagrams must be of professional quality. Installation shall not begin without the Société's approval.
- 8) The client or the client's supplier must satisfactorily complete and submit the Audiovisual Installation – Request form with technical specifications and other pertinent information.
- 9) Any change to the final plans must be approved by the Société. Non-compliance to this requirement may result in the stoppage of installation.
- 10) Any damage to the building caused by the client or the client's supplier during their presence in the facilities will be charged to the client.
- 11) External sound systems are not permitted in the meeting rooms during an event which includes the delivery of a speech. The client or the client's supplier must use the in-house sound system.
- 12) Any installation determined to be non-conformant by the Société may be subject to request for overhaul or dismantlement by a Société representative.
- 13) Any material which does not meet minimum safety standards or which appears to be damaged, rendering it inappropriate for the usage for which it is meant, may be banned by a Société representative.
- 14) Any person who does not respect the requirements set forth in this document, or minimum safety standards or the load capacities of the Palais structure or of rigging accessories may be expelled immediately.
- 15) The Société shall not be held responsible for costs and delays caused by poor design or inadequate materials supplied by the client or the client's supplier.
- 16) All clients and suppliers working on Société premises are bound by these regulations and will consequently be billed for services used.
- 17) Communication with the Société's technical advisors is mandatory in order to obtain all necessary approvals.

5. Audiovisual and Scenic Installation Plans

5.1 Pre-Validation

The Société's technical advisors must provide technical assistance for the production and validation of audiovisual and scenic installation plans.

Supervision: Production Manager		Page 5 de 7
Regulation: Regulation: Installation of Audiovisual and Scenic Equipment Reference		Reference No RÈG : 52-01
Effective 2004-05-01	Revised: 2015-09-04	Approved: President & CEO and Board of Directors

Plan validation is a pre-requisite for all installations. Non-compliance with this regulation could lead to delays with associated costs, and even the stoppage of installation.

After plan submission, the client or his sub-contractor are responsible for communicating with a technical advisor and arranging for a follow-up meeting for plan validation. This must take place before beginning any installation.

5.2 Plan Format

To achieve the greatest degree of compatibility, the client or the client's audiovisual sub-contractor should submit plans in "AutoCAD" format (.dwg, dxf).

Master plans of the Palais will be provided at no charge, upon request.

5.3 Deadlines and Fees

All audiovisual and scenic installation plans must be received 10 business days prior to the event setup date or prior to the date indicated on the Société's service order forms provided for that purpose.

An hourly rate shall apply to validate and modify the plans as per the date indicated on the Société's service order forms provided for that purpose. Technical advisors may be solicited to design and draft plans on the client's behalf, for which an hourly rate will also apply.

The Palais' lifting and hoisting equipment may be reserved subject to supply and availability, at the rates in effect. All equipment reservations require written confirmation.

A Société's representative will be assigned to supervise the setup and takedown of audiovisual and stage equipment, the cost of which shall be incurred by the client at the rates in effect. The Société will assign one representative per event. The supervision process entails regular inspections throughout the course of the various setup and takedown phases. This inspection does not in any way limit the liability of the audiovisual service provider. The Société's technical advisors shall provide cost estimates based on the information received by the client's audiovisual service provider.

Rates are reviewed and published annually via price lists, which may be obtained from the Production Services Department.

5.4 Required Information for Rigging Plans

The following information must be included in (or attached to) all rigging plans:

- **The model and name of manufacturer** of the rigging trusses and all equipment to be rigged; i.e. sound and lighting.



Supervision: Production Manager		Page 6 de 7
Regulation: Regulation: Installation of Audiovisual and Scenic Equipment Reference		Reference No RÈG : 52-01
Effective 2004-05-01	Revised: 2015-09-04	Approved: President & CEO and Board of Directors

- **The room's rigging points** to be used (reflective ceiling), and their calculated weights. On the plan, indicate: the positions of the trusses, motors and chain hoists.
- **The total weight** of the rigged structure. * If the weight is not evenly distributed along the structure, this information must be indicated.
- **The place** where the cables reach the floor (Cable Pick). Their types and quantities must be included.

5.5 Technical Advice

- The Société's technical advisors will supply any additional information, as needed.

6. Safety Provisions

- 1) Walking on beams or ventilation ducts is prohibited.
- 2) Walking on lighting trusses or any other structure is prohibited without a lifeline and a safety harness with lanyard, all which must conform to CSST standards and regulations.
- 3) Sprinkler lines, fluorescent light structures, footbridge guardrails and any other element deemed non-secure by the Société may not be used as anchor or breast line points.
- 4) All rigging accessories and devices must have manufacturer's labels indicating maximum working load or breaking point. If this information is not marked, the Société reserves the right to require the supplier to obtain the manufacturer's specifications.
- 5) The Société may require that free-standing structures are secured.
- 6) The materials used must be adapted to the purposes for which they are intended. They must also be assembled according to the manufacturer's standards.
- 7) All materials must have a safety factor of 5: 1 (except for ropes which require a safety factor of 10: 1).
- 8) Sling and wire-rope assemblies may never exceed an angle of 90° where they join.
- 9) Steel cables resting on a steel beam must have their entire contact surface protected by burlap of a minimum thickness of 3/8 inch (furnished by the client's supplier). Chains are prohibited around steel beams.
- 10) Quick links for rigging are prohibited.
- 11) Malleable wire-rope clips for connecting cables are prohibited in rigging.
- 12) Assemblies of the various components for rigging or those to be rigged must be assembled according to manufacturer's specifications.
- 13) All equipment rigged with C-clamps or hooks must be equipped with steel safety cables and



Supervision: Production Manager		Page 7 de 7
Regulation: Regulation: Installation of Audiovisual and Scenic Equipment Reference		Reference No RÈG : 52-01
Effective 2004-05-01	Revised: 2015-09-04	Approved: President & CEO and Board of Directors

attached to the equipment's support structure:

- Steel safety cables must be able to hold the weight of the equipment, in the event of a fall;
 - This requirement also applies to any accessory added to equipment, barn doors, colour changers, etc. In these instances, the safety cord must be fastened to the equipment's support structure.
- 14) Pipes serving as "light" rigging must be of sufficient length, with ceiling attachments a minimum of 30 cm (1 foot) from each end of the pipe.
 - 15) Every assembly must be verified a second time before hoisting, ideally by a third person.
 - 16) If a breast line is applied to a piece of equipment, the person in charge of tearing it down must be informed.
 - 17) The client is responsible for supplying all rigging accessories.
 - 18) All suppliers must be familiar with the Act Respecting Occupational Health and Safety (R.S.Q., c. S-2.1), and conform to it at all times.
 - 19) The movement of loads above the public or artists is prohibited except with previously-installed equipment meeting BGV-C1 and VPLT-SR2.0-C1 standards.

7. Aerial Performances

- For all **rigging** requests of an aerial artist performance, a site visit is mandatory for the client's rigger (a minimum of 15 working days) before the presentation. A scale plan of the installations and precise description of the performance are required.
- Rigging must be **performed** by the artist's rigger, who must also provide all necessary rigging materials. Supervision by the Société remains mandatory.

8. Insurance

Before all installation may begin, all suppliers rendering audiovisual services at an event held at the Palais must send the Société a proof of liability insurance of at least \$5 million (\$5,000,000) naming the Société as an additional insured.