



Palais
des congrès
de Montréal

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

REG.: 52-01

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Effective : 2004-05-01	Revised: 2025-05-06	Reference : REG: 52-01

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1. Subject

This regulation governs the installation of audiovisual and scenic equipment at the Palais des congrès de Montréal.

2. Objectives

This regulation is intended to:

- Ensure a safe environment for users, clients, suppliers, subcontractors and their staff, as well as for the Société and its staff.
- Prevent damage to the building and equipment during occupation of the premises, including during set-up and tear-down of audiovisual and scenic equipment.
- Standardize the installation of rigging points for audiovisual and scenic installations.

3. Scope

This regulation governing the installation of audiovisual and scenic equipment applies to clients, suppliers and subcontractors as well as to all staff working at the Palais. Société staff must also be aware of its provisions.

4. Definitions

- 1) **Société:** designates the Société du Palais des congrès de Montréal.
- 2) **Palais:** designates the Société's establishment, located at 159, rue Saint-Antoine Ouest, in Montréal, in which events are held (e.g., fairs, exhibitions, congresses, galas and conferences).
- 3) **Authorized representative:** designates any person or entity mandated by the Société to act on its behalf, designated in writing by the Société from time to time.
- 4) **Client:** designates any person or entity that rents spaces or solicits the services offered by the Société in relation to events (e.g., fairs, exhibitions, congresses, galas and conferences).
- 5) **Supplier:** designates any person or entity whose services are retained by a Client in order to offer them goods or services (equipment, technology, logistics, etc.).

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5. General provisions regarding the use of equipment for audiovisual and scenic installations

- 1) All set-ups and tear-downs of audiovisual and scenic equipment on Société premises must be conducted under the supervision of an authorized representative of the Société. Regular inspections are conducted by the Société or its authorized representative. Supervision refers to an inspection of the installations at regular intervals at different stages of the set-up and tear-down.
- 2) Supervision of the set-up and tear-down is conducted by the Société or its authorized representative, at the client's expense, according to the rates in effect. Cost estimates are prepared by the Société's authorized representative on the basis of the information received from the client or through their audiovisual supplier. Price lists—reviewed annually—are available upon request.
- 3) Any supervision or inspection under this regulation does not release or limit in any way the responsibility of the client (and their suppliers) regarding the use of the premises, equipment and installations or the application of this regulation.
- 4) Any installation on the Palais structure (e.g., equipment, decor, curtains, accessories, posters, rigging points) and use of lifting devices will be executed solely by the Société's technicians or by an authorized representative of the Société.
- 5) Any load exceeding 50 pounds requires the installation of a rigging point and the use of a lifting device (chain hoist or electric chain hoist [motor]).
- 6) If more than two points are required on a given structure and the total weight of the structure exceeds the capacity of one point, the use of electric chain hoists (motors) is mandatory.
- 7) Platform lifts may only be operated by Société technicians or by one of its authorized representatives.
- 8) The client (or their supplier) must supply a ground rigger for each platform lift for the entire rigging and de-rigging period.
- 9) The client will be billed for any damage to the building caused by the client (or their supplier) during their presence on the premises.
- 10) Any installation found to be non-compliant by the Société or its authorized representative may be subject to request for overhaul or dismantlement by the Société or its authorized representative, at the client's expense.

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- 11) Any equipment that does not meet the minimum safety standards or that appears to be damaged (that could render it unsuitable for its intended use) could be prohibited for use by the Société or its authorized representative.
- 12) Any person who does not respect the requirements set out in this document, the basic safety rules or the Palais' structural capacity and rigging accessories could be expelled immediately.
- 13) The Société shall not be held responsible for costs and delays caused by poor design or by inadequate equipment provided by the client or their supplier.
- 14) All clients and suppliers working on Société premises are bound by the provisions of this regulation and must pay fees for the services used.
- 15) Communication with the Société's authorized representative is required to obtain all necessary approvals.
- 16) At all times, in the application of this regulation, the client and their suppliers must comply with all of the provisions under the law as well as regulations regarding fire safety and prevention applicable to the spaces used, and respect the Société's *Rules And Requirements For Event Installations*. The Société reserves the right to remove non-compliant elements and to bill the client for corrective measures.

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6. Audiovisual and scenic equipment installation plans

6.1 Prior validation and technical advice

- 1) Rigging plans for the ceiling and floor structures (including configuration of the room) must be submitted to the Société at least 15 days prior to the beginning of set-up. These plans must be approved by the Société or its authorized representative. Diagrams must be of professional quality.
- 2) If the client does not provide rigging plans for the ceiling and floor structures as required within the specified timeframe, the Société will produce the plans or have them produced—at the client's expense—at the rate in effect at the time of receipt of the plans by the authorized representative.
- 3) The Société or its authorized representative provides technical assistance for validating the audiovisual and scenic equipment installation plans.
- 4) Validation of the installation plans is a prerequisite for any installation. No installation can begin without the approval of the Société or its authorized representative. Non-compliance of this provision could incur additional delays with costs, or even suspension of installations.
- 5) Any change to the final version of the plans must be approved by the Société or its authorized representative. Non-compliance with this provision could lead to suspension of installations.
- 6) An hourly fee is payable by the client for validation and modifications of the installation plans at the rate in effect at the time of receipt of the plans by the authorized representative.
- 7) Plan design and production services are also offered—upon request—by the Société or its authorized representative, at additional cost, at the rate in effect at the time of the request.

6.2 Plan format

To ensure maximum compatibility, the client (or their supplier) shall submit plans in AutoCAD format (DWG or DXF files)

The Palais' master plans are available free of charge on its website or upon request.

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6.3 Required information for the rigging, audiovisual and scenic plans

The following information must be included in (or attached to) all rigging plans provided by the client (or their supplier):

- The **technical and scenic elements on the floor** (including room configuration) and the **distances** (in order to ensure evacuation standards are respected)
- The **model** and **name of the manufacturer** of the rigging trusses and all the equipment to be rigged (e.g., sound and lighting)
- The **room's rigging points** that will be used (reflective ceiling), and the calculated load applied to each rigging point
- The **position** of the trusses, motors and chain hoists
- The **total weight** of the rigged structure (specify if the weight is not *evenly distributed* along the structure)
- The **place** where the cables reach (cable pick) the floor, as well as **type and quantity**

7. Safety measures

- 1) It is prohibited to walk on the beams and ventilation ducts.
- 2) It is prohibited to walk on the lighting trusses or any other structure without a previously installed lifeline and the use of a safety harness with lanyard, all of which must comply with the standards and regulations in effect of the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST).
- 3) It is prohibited to use sprinkler pipes, fluorescent light structures, footbridge guard rails or any other element deemed unsafe by the Société as rigging points or breast lines.
- 4) All rigging accessories and devices must have manufacturer's labels indicating maximum working load or breaking load. If this information is not indicated, the Société reserves the right to require the client or their supplier to provide this information.
- 5) The Société may require securing of LED panel installations and free-standing structures.
- 6) The equipment used must be adapted to the purposes for which it is intended. It must also be assembled according to the manufacturer's standards.
- 7) All equipment must have a safety factor of 5:1, with the exception of ropes, which require a safety factor of 10:1.

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- 8) Sling and steel cable assemblies must never exceed a 90-degree angle where they join.
- 9) Steel cables resting on a steel beam must have their entire contact surface protected with burlap of a minimum thickness of 3/8 inches (provided by the client's supplier). Chains are not permitted around steel beams.
- 10) Quick links are prohibited for rigging.
- 11) Malleable clamps for connecting cables are prohibited for rigging.
- 12) The various components for rigging or to be rigged must be assembled according to the manufacturer's standards.
- 13) All equipment rigged with a C-clamp or hook must be equipped with a steel safety cable and attached to the equipment's support structure:
 - The steel safety cable must be able to hold the weight of the equipment should the equipment fall.
 - This requirement also applies to all accessories added to equipment, to barn doors, etc. In these instances, the security cable must be attached to the equipment's support structure.
- 14) Pipes used as "light" rigging attached to the ceiling must have a minimum of 30 cm (1 foot) from each end of the pipe.
- 15) All assemblies must be verified a second time before hoisting, ideally by a third person.
- 16) If a breast line is applied to a device, the person in charge of tearing it down must be informed.
- 17) All rigging accessories must be supplied by the client (or their supplier).
- 18) All suppliers must be familiar with the *Act respecting occupational health and safety* (R.S.Q, c. S-2.1) and respect its provisions at all times.
- 19) The movement of loads is prohibited above the public or artists.

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8. Aerial performances

- 1) For all rigging requests in preparation for an aerial performance, a site visit by the client's rigger is mandatory (at least 15 working days prior to the performance). A scale plan of the installations is required as well as a precise description of the performance.
- 2) The rigging must be done by the artist's rigger, who will also supply the necessary equipment for the rigging. Supervision by the Société is required, without limiting the responsibility of the client, their supplier and the artist. Supervision by the Société does not constitute validation, which is the client's responsibility.
- 3) All associated fees are assumed by the client.

9. Sound system

- 1) No secondary audio system is permitted during events with speeches. The in-house sound system must be used.
- 2) The frequency of wireless microphones must be provided before the start of the event to prevent frequency collision and disruption of other events or activities at the Palais.

10. Noise management

- 1) Limiting noise: during set-up and tear-down of audiovisual and scenic equipment, the client and their supplier must limit noise to avoid disrupting other events or activities at the Palais.
- 2) Sound tests: sound tests must be planned at predetermined times, in consultation with Société management, so as not to interfere with other events or activities at the Palais.
- 3) The Société reserves the right at any time to limit the sound volume of an event to ensure coexistence with other events or activities at the Palais.

11. Insurance

All audiovisual providers who execute a mandate at the Palais must provide the Palais—before the start of their service delivery—with proof of general civil liability insurance of at least \$5 million (\$5,000,000), naming the Société as an additional insured and stipulating that the insurance policy cannot be modified or cancelled without providing the Société with 30-days' notice.