

# Electrical & Rigging for Stage Productions & Meeting Rooms

## Order Form

Town and Country Resort & Convention Center

COMPANY NAME: \_\_\_\_\_

ROOM NAME: \_\_\_\_\_

INSTALL DATE & TIME: \_\_\_\_\_

ON SITE CONTACT: \_\_\_\_\_

REMOVE DATE & TIME: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

### EQUIPMENT RENTALS

*For Exhibit/Tradeshow Booth electrical needs please call Trade Show Electrical (TSE) at 619.498-6347*

ELECTRICAL SERVICE	Total
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120V		
5 Amp (not to exceed usage of 500 watts)	\$25.00	
10 Amp (not to exceed usage of 1000 watts)	\$50.00	
15 Amp (not to exceed usage of 1500 watts)	\$75.00	
20 Amp (not to exceed usage of 2000 watts)	\$100.00	

208V Single Phase		
30 Amp	\$250.00	
60 Amp	\$500.00	
100 Amp	\$750.00	
200 Amp	\$1,000.00	

208V Three Phase		
30 Amp	\$500.00	
60 Amp	\$750.00	
100 Amp	\$1,000.00	
200 Amp	\$1,500.00	

ELECTRICAL DISTRIBUTION	Total
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25' Extension Cord	\$12.00	
Multi-outlet Power Strip	\$5.00	
12/5 Hubbell Twist-Lock Cable 25'	\$15.00	
12/5 Hubbell Twist-Lock Edison Doghouse	\$20.00	
12/5 Hubbell Twist-Lock Edison Scatter	\$20.00	
2/0 Cam-Lok 5 wire (set of 5 cables) 25'	\$37.50	
2/0 Cam-Lok 5 wire (set of 5 cables) 50'	\$75.00	
2/0 Cam-Lok 5 wire (set of 5 cables) 100'	\$150.00	
150 Amp 12/5 Distro Panel <small>8 x 20A, 3 Phase, 208V, Hubbell Twist</small>	\$150.00	

RIGGING SERVICES	Total
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High Steel Rigging Point	\$75.00	
Cable Pick Point	\$50.00	
Airwall Hanger	\$25.00	
1/2 Ton Chain Fall	\$75.00	
1/2 Ton CM Lodestar Chain Motor	\$100.00	
1 Ton CM Lodestar Chain Motor	\$125.00	
12" Box Truss	\$10/ft.	
24" Box Truss	\$10/ft.	
Genie Supertower <small>ST-25 25', 650LBS. Capacity</small>	\$150.00	
Scissor Lift (Mandatory for Riggers) Days _____ x <small>MSI owned scissor lifts are for use by MSI riggers only. Production Company must supply lifts for their own use.</small>	\$250.00	

A CAD, Vectorworks, or PDF rigging drawing must be included with this order form. Please contact us via email or phone to request specific room diagrams.

### LABOR RATES

*Minimum 2 Riggers at 4 hours each on all calls.*

*Minimum 1 Electrician at 4 hours on all calls.*

Monday-Friday, 8am-5pm	\$70hr.	
Monday-Friday, 5pm-12am and Weekends	\$105hr.	
Monday-Friday, 12am-8am and Weekends 5pm-8am	\$105hr.	
Holidays ( <i>New Year's Day, Memorial Day, Labor Day, Thanksgiving Day, Christmas Day</i> )	\$140hr.	



### PAYMENT INFORMATION

Name of Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

#### PAYMENT INFORMATION

Check Enclosed (Payable to MSI)  
 VISA  Mastercard  American Express  Discover  
 Cardholder's Name: \_\_\_\_\_  
 Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 CVV2 #: \_\_\_\_\_ (3 digits on back of visa/mc - 4 digits on front of AMEX)  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. SUBTOTAL OF CHARGES	\$ _____
<i>(All equipment priced at weekly rate)</i>	
2. CALCULATE SALES TAX	
MULTIPLY LINE 1 x 7.75%:	\$ _____
3. LABOR	\$ _____
<b>TOTAL CHARGES:</b>	<b>\$ _____</b>

**ALL CHARGES ARE PAYABLE IN ADVANCE**

Cancellation Policy

Cancellation of equipment and services must be received 72 hours prior to delivery date to avoid a one day minimum charge.

**Please email, mail or fax this form to:**  
**Meeting Services, Inc.**  
 500 Hotel Circle North  
 San Diego, CA 92108  
 TEL 619.291.8770 • FAX 619.574.6712 • tcoffice@msiprod.com

# Rigging Services

## Facility Policies and Procedures

### Town and Country Resort & Convention Center

#### RIGGING REGULATIONS

***In an effort to insure safety and to maintain the aesthetic and structural integrity of our ceilings, the following policies and regulations regarding rigging apply. The policies and procedures set forth in this document are meant as guidelines for appropriate rigging within the facilities at the Town & Country Hotel, and may not be all inclusive:***

- \* Meeting Services, Inc. (MSI) is the exclusive rigger for the Town and Country Hotel & Convention Center.
- \* All equipment above the truss including (but not limited to) span sets, shackles, and steel cable used to create rigging points, motors, and airwall hangers must be supplied and installed by MSI.
- \* Rigging from any lighting fixture, plumbing pipe, sprinkler fixture, air duct, or electrical conduit is prohibited.
- \* Additional equipment/weight cannot be added to a previously flown rig without MSI riggers present.
- \* Any flown truss or rigging element that will be accessed by a wire rope ladder must have proper vertical and horizontal fall protection. All climbers are required to wear a full body harness and be attached to fall protection devices at all times. Any person operating a boom lift is required to wear a full body harness that must be securely fastened to the lift.
- \* Cable runs of more than four cables that span 10' or longer must be supported by an airwall hanger, motor cable pick, or truss bridge.
- \* Any alterations to the facility (i.e., installation of eye bolts, anchors, etc.) must be approved in advance by MSI.
- \* The rental of scissor or boom lifts must be arranged in advance. You may arrange this through an outside vendor if desired; however, uninterrupted use of the lift(s) must be provided for MSI riggers during their work periods. Any work stoppage due to the unavailability of lifts for the rigger's use will be charged at the appropriate hourly rate, including any overtime incurred.
- \* All rigging calls must include as a minimum one up and one ground rigger. MSI retains the right to determine if additional riggers are required for any labor call.
- \* Rigging calls on load-in are not complete until all elements have been flown to final trim height and all motor control elements have been disconnected.
- \* Rigging calls on strike are not complete until all rigging elements have been removed from flown structures and have been returned to their designated rigging boxes/cases; i.e., all work controlled by the rigging crew must be completed prior to their release from the work call.
- \* A detailed rigging plot must be submitted to MSI no later than 10 days prior to the load-in date. The rigging plot must include each rigging point with its load factor and function, and include cable picks, signs, etc. The plot may be mailed or submitted electronically in an editable Vectorworks (.mcd) or CAD (.dxf, .dwg) format. Venue drawings are available by request. MSI can assist in creating your drawing for a nominal fee. Please contact Jim Roth, Director of Audio Visual and Production Services, at 619.247-3045, or via email at jroth@msiprod.com.

#### ELECTRICAL REGULATIONS

- \* Meeting Services, Inc. (MSI) is the exclusive electrical service provider for stage productions and meeting rooms for the Town and Country Hotel & Convention Center.
- \* All electrical needs, except in cases where Global Experience Specialists (GES) has been hired as the show "General Contractor", will be provided and billed by MSI. GES, through their subsidiary Trade Show Electrical (TSE), has the right to provide and bill for exhibitor power only.
- \* MSI has the exclusive right to connect and disconnect electrical devices to single and three phase 208v electrical panels and cables when electrical services are contracted for stage production and meeting room use.
- \* All electrical equipment used must meet applicable National Electrical Codes, City of San Diego, and State of California requirements for electrical devices.
- \* All electrical fixtures and fittings must be UL listed and so marked. Use of open clip sockets, latex or lamp cord wire, or unapproved duplex or triplex attachment plugs in exhibits is prohibited.
- \* All electrical cables must be of 3-wire construction with ground pin intact.
- \* MSI reserves the right to refuse electrical service to any client whose equipment is deemed unsafe by MSI personnel.
- \* All materials and equipment furnished by MSI for electrical service shall remain under the control of MSI and shall be removed by MSI personnel only at the conclusion of the contracted period.
- \* Requests for special voltage and/or other special electrical requirements must be received by MSI 15 days prior to the first use date.

