

Palmer House Rigging Quick Sheet



GUIDELINES

- **Carpet Protection** is not required to be used before lifts or road cases enter the room.
- **Late or On-Site Changes to the stamped rigging drawing will cause delays.** Nothing will be flown that has not been through proper load calculation and advance procedures.
- **No gear may be added or removed from a flown rig** without approval from Encore Rigging.
- Only Encore authorized Riggers may **operate any rigging equipment.**
- **No substitutions** will be allowed for rigging hardware designed for specific gear.
- Encore Riggers are responsible for the **safety of the entire rig** including anything that attaches to the architecture of the building.
- **The Rigging Services form must be submitted online** along with a scaled rigging plot 21 days prior to load in. Events scheduled with less than 21 days' notice will incur additional charges.
- **A charge applies per event for a comprehensive safety review** by our Rigging Supervisor. This review will verify point load calculations, staffing needs, equipment needs and CAD support to provide feedback on the initial rigging plot.
- **There is NO RIGGING OTHER THAN TO THE PERMANENTLY INSTALLED RIGGING POINTS.**



Guidelines Exclusive to Grand Ballroom

CEILING HEIGHTS

To Ceiling: 29'

POINTS

Only certified hang points on the permanent point grid may be used.

CABLES

All cable must go on a truss cable bridge or be ran through the ceiling.
No cable in, on, or taped to the floor in public areas.

MOTORS & TRUSS

Encore will be responsible for all flown motors.

Trim heights are possible based on room measurements and Encore safety standards.

SCISSOR LIFTS

Anyone operating a lift must be a certified operator. Encore does not provide harnesses.

PRODUCTION POWER

Encore does not provide production power. Power should be arranged through the hotel's Events Electric department. Encore will arrange rigging power with the hotel in advance.

RIGGING LABOR

All rigging crews will consist of a minimum of two riggers. The number of riggers and equipment required for your event will be determined by Encore at an eight-hour minimum call.

RIGGING INSTRUCTIONS

Step 1

To schedule Rigging Services and to receive updated CAD drawings of our facilities, please visit: <https://encoreglobal.com/rigging-prtal/>. By submitting your rigging request electronically, it will go directly into our nationwide rigging system, ensuring a prompt response and follow-up tracking.

Step 2

If you have additional questions, please contact your Encore representative:

Hilton Chicago Representative

Andrew Cortina | Sales Director
andrew.cortina@encoreglobal.com
708-655-2097

Step 3

After submitting your rigging request, you will be assigned a rigging coordinator. The Encore Rigging Coordinator will review and forward your request to the Encore on-site team. The on-site Encore team will forward a rigging estimate for your review and signature along with verification of your proposed rigging plot.