

## INSPIRE Event Technologies at The Broadmoor

*Rigging Policy – 2026 Edition*

This addendum outlines the rigging policy for all rigging services provided by **INSPIRE Event Technologies** (“INSPIRE”) at **The Broadmoor Hotel**. As the exclusive in-house rigging contractor for The Broadmoor, INSPIRE is required to approve all rigging designs and provide all rigging labor, chain hoists, and rigging equipment for your event. Our primary responsibility is to ensure the safety of guests, staff, and property, as well as to enforce all safety standards in compliance with or exceeding **OSHA** regulations.

The following guidelines have been established to ensure a safe and seamless rigging process whenever the ceiling or supported structures of the facility are utilized.

### 1. Event Planning

- **Rigging Plot Submission:**
  - All rigging designs and plots must be submitted to and approved by INSPIRE prior to any installation. Preliminary drafts are required no later than **21 days prior to load-in**, with final rigging plots and production schedules due **no later than 14 days prior to the event**.
  - All final rigging plots must include:
    - A complete list of all flown equipment.
    - A reflective ceiling plan indicating accurate hang points and corresponding weights.
  - If any equipment exceeds the approved weight or deviates from the submitted design, INSPIRE reserves the right to recalculate rigging requirements and may charge additional fees for the necessary adjustments or equipment. INSPIRE also retains the right to decline hanging any elements that do not meet venue safety standards.
- **Design Services:**
  - If a client is unable to provide a compliant, scaled rigging plot or submits a design that does not align with Broadmoor rigging regulations, they must either:
    - Modify the design to comply with venue safety and technical standards, or
    - Engage INSPIRE to design the rigging plot at a rate of **\$200 per hour**.
  - All drawings must be submitted via email in both **.DWG or .VWX** format and **.PDF** format.
- **Approval and Payment Deadline:**
  - All rigging plots and rigging-related orders must be submitted, approved, and paid in full no later than **14 days before load-in**. Failure to meet this deadline will incur late processing fees as follows:
    - **15% late fee** for orders submitted, approved, and signed between **7 and 14 days** prior to load-in.
    - **25% late fee** for orders submitted, approved, and signed **less than 7 days** prior to load-in.
  - **INSPIRE reserves the right to cancel rigging services at its discretion if submission or approval is delayed and insufficient time remains to safely execute the rigging design.**

### 2. Rigging Services

- **Exclusive Rigging Provider:**
  - All objects flown from any structural point must be rigged by **INSPIRE riggers**. This may require the use of truss and chain hoists.
  - **Single-hung fixtures and banners:** While they may not always require a rigging call, they must still be hung exclusively by INSPIRE. Each case will be reviewed individually by The Broadmoor and INSPIRE.
- **Safety Inspections:**
  - INSPIRE will inspect all flown equipment to ensure compliance with weight limits and safety guidelines. INSPIRE reserves the right to refuse the use of any equipment deemed unsafe.
- **Rigging Labor and Materials:**
  - INSPIRE will provide all required rigging materials, including but not limited to:
    - Chain hoists, truss, steel, span sets, shackles, and additional rigging equipment.
  - INSPIRE will supply all labor for rigging services. Each rigging call requires a minimum crew of **three (3) riggers**. Please refer to our **Labor Policy** for information on staffing requirements, rates, and scheduling procedures.
- **Exclusive Installation:**
  - All installations involving equipment attached to the ceiling or supported structures of the facility **must be performed by INSPIRE riggers**.



**3. On-Site Practices**

- **Safety Clearances:**
  - No equipment may be trimmed within **16 inches** of any sprinkler head or within **8 inches** of any part of the ceiling.
  - Once INSPIRE riggers complete the setup, no additional weight may be added to flown equipment, and equipment may only be moved by INSPIRE personnel.
- **Dynamic Elements:**
  - Any dynamic (moving) elements must be equipped with an **arrester device** for safety.
- **Weight Restrictions:**
  - INSPIRE will not “dead hang” any item weighing **over 50 pounds** or exceeding **10 feet in length** using a scissor lift. Such items must be hung using chain hoists.
- **Prohibited Actions:**
  - Under no circumstances may a person be suspended, walk, or climb on any point or structure attached to the ceiling.

**4. Rigging Equipment Standards**

- **Scissor Lift Requirements:**
  - An **INSPIRE scissor lift** is required for all rigging calls and may only be operated by an **INSPIRE employee**.
  - Outside vendors providing lifts for non-rigging purposes must meet the following conditions:
    - Lifts must have **non-marking tires** and be in good working order.
    - All lifts must be **pre-approved by INSPIRE** prior to load-in.
- **Safety Requirements:**
  - A **steel safety cable** is required for each item suspended from the ceiling, truss, or supported structure.
  - All electrical cables and connections must:
    - Be **UL-rated** for the appropriate amperage capacity.
    - Conform to all applicable local electrical codes.
  - All materials used must be **non-flammable** and meet local **Fire Marshal regulations**.

**5. Compliance and Liability**

- INSPIRE reserves the right to ensure full compliance with all rigging guidelines and venue regulations.
- Any violations of safety standards, failure to adhere to deadlines, or attempts to bypass INSPIRE personnel for rigging services will result in immediate cancellation of rigging permissions.

**Acknowledgment of Rigging Policy**

Please sign below to acknowledge and accept the Rigging Policy. Return this signed document to an INSPIRE representative no later than **21 days prior** to your event.

**Agreed and Accepted:** \_\_\_\_\_

*Signature*

**Authorized Group Representative:** \_\_\_\_\_

*Name, Company*

**Date:** \_\_\_\_\_

*MM/DD/YYYY*

**Agreed and Accepted:** \_\_\_\_\_

*Signature*

**Authorized Vendor Representative (if applicable):** \_\_\_\_\_

*Name, Company*

**Date:** \_\_\_\_\_

*MM/DD/YYYY*

For questions or further clarification, please contact your INSPIRE Account Manager. We look forward to ensuring the success of your event!

