PRODUCTION COMPANY GUIDELINES

In order for ICC Sydney to provide you with the highest quality service, we kindly request the following information within the specified timeframes below.

If information is not provided within these timeframes, it may result in service delivery delays or, in certain circumstances, we may be unable to meet your needs due to resourcing constraints. Additional charges may apply for late additions or changes.

20 BUSINESS DAYS PRIOR TO EVENT BUILD DATE

Production Schedule

1. Build and bump out schedules.

2. Contractor intended arrival and departure times.

3. Delivery/pick up time, contact person, loading dock arrival details.

Note: It is a requirement that all deliveries/pick-ups have a loading dock booking in advance of arrival. ICC Sydney contractor inductions are required to be completed by any contractors conducting works or accessing back of house areas.

Technical specifications

1. An inventory of all AV equipment required for the event, along with an inventory of all equipment that may have been approved by the Director of AV Services as suitable for supply by the Production Company, within the terms indicated in ICC Sydney's AV Policy.

2. Lighting plot, including channel assignments and locations of all lighting fixtures and dimmers.

3. An equipment patching schematic, if a specific method of equipment patching is required.

4. Power supply requirements for all audio, lighting, vision and set elements, including the location and type of power, the type of termination or connector required and any specific times that the ICC Sydney electrician will be required to make the connections.

Floor plans

1. Floor plans (VWX file type) indicating the position and dimensions of ALL items located within a room or foyer space (both ground support and flown/rigged). This should include set pieces, screen positions (with projection distances), drapes, PA systems, camera positions etc. and the style of room setup e.g., theatre, banquet etc. ICC Sydney blocks must be used when creating plans using ICC Sydney furniture, to ensure correct dimensions.

2. Floor plans must be supplied to indicate changes in the room layout and any resets/turnarounds complete with show dates for reference on each plan.

3. Cross sectional drawings are required when the production specification includes set design or specific trim heights.

4. Rigging plans indicating distances, dimensions and weight loading information. Plans referenced to ICC Sydney rigging points are preferred and all plans should include a centre-line reference.

5. When submitting updated floorplans, changes to the original plan must be flagged.

Note: All floor plans must be submitted for ICC Sydney operational review. Upon review, any comments and/or suggestions will need to be addressed as required.

Other Supporting Documentation

Depending on the complexity of your event, additional supporting documents may be requested, including band plots, permit forms or additional schematics.

10 BUSINESS DAYS PRIOR TO EVENT

Invoice for estimated costs to be raised by ICC Sydney, based on the information provided, for pre-payment prior to your tenancy. If you have specific payment restrictions, please raise this with your AV Project Manager.

5 BUSINESS DAYS PRIOR TO EVENT

1. Full payment of estimated costs.

2. Final changes to existing crew call times.

Note: If the final cost exceeds estimates, costs payable will be invoiced at the conclusion of the event. For any substantial changes over $10,000 a revised invoice will be raised pre-event.

POST EVENT

Any changes to requirements made during your event will be reflected in the final statement. If the final cost is less than the estimated, the difference will be settled as part of the final statement and refunded no later than 10 business days after providing the statement.

NOTE

It is a contractual requirement, as outlined in the Hiring Agreement that ICC Sydney supplies all AV equipment for events held within the venue, unless unable to do so. The agreement relates to all parties, including the client, their event management company, event producer, PCO, staging or AV rental companies, entertainment (bands) and other third-party suppliers.

A client may be able to provide their own technical producer or specialised operators, however ICC Sydney requires the inclusion of at least one of its system technicians within each discipline, as applicable. The final number of ICC Sydney technicians will be negotiated during pre-event meetings with the AV Project Manager and will depend on the level of production provided.

To uphold our venue standards and ensure successful event delivery, all external operators must be knowledgeable, qualified, and accountable for the equipment they handle and the tasks they perform.

External contractors/operators must adhere to the venue standards of conduct, as outlined in the ICC Sydney Event Guidelines. They must follow requests or instructions given to them by ICC Sydney staff and comply with any reasonable decision made by ICC Sydney management of acceptable sound level limits within the venue.

ICC Sydney reserves the right to remove any contracted personnel from the building if in violation of the conditions stated above.

AV services are provided in accordance with applicable workplace laws, regulations and enterprise bargaining agreements (EBA), which include mandatory rest breaks and minimum time between shifts for AV personnel. Clients must provide a detailed runsheet outlining event timings to enable appropriate crewing and compliance with these requirements, and event schedules must allow for crew meal breaks. Multi-day events must also allow for a minimum 10-hour break between shifts. Where activity is requested during scheduled break periods, including impromptu rehearsals, the AV team will work with the client to adjust timing or resourcing to maintain compliance, noting that late changes to resourcing may incur additional cost. These requirements cannot be waived and must be accommodated within the event schedule.