

Technical Rider & Schedule

The Backstage Policies and the User Agreement clearly states; clients are responsible to submit in writing, technical riders, equipment rental requests, shop order requests for lighting, sound and rigging, environmental requests, and technical schedules to Production 3 weeks in advance of your event.

A manifest of names should be submitted one week prior to load in. The user has the right to add 10 names once the manifest has been submitted. To add over 10 names must result in the deletion of the same number from the original manifest.

User Agreement clearly states; a 5% rent surcharge will be levied if the user does not give ACPA Production an accurate written schedule of its planned facility activities within seven calendar days of the first schedule day of use for each Event. The User changes the schedule with less than 24 hours notice, ACPA has the right to charge the User reasonable cost that are incurred.

A Production Manager is assigned to each individual Hall. It is the Users responsibility to contact the appropriate Production Manager to talk about the Users needs and pass on the written information to that Production Manager. Discussing original User needs with the Scheduling and Client Services Manager before or during the Users booking, does not allow the User to bypass Production.