



A – Z Production Guide – 2013

The Events DC Audio Visual Production Department (AVP) welcomes you to the Walter E. Washington Convention Center. The Washington Convention and Sports Authority (WCSA) established the Audio Visual Production Department (202-249-3779) to assist in the coordination of all audio-visual, presentation, production and related technical systems utilized to support meeting and convention activities. It is our desire to partner with you and your organization to produce a successful conference, meeting, and/or special event for your attendees. We have developed the following guide in an effort to facilitate your use of the facility and should answer many of your basic questions concerning audiovisual applications in the building.

AV Service Provider

Projection Presentation Technology (202-249-3700) is the Walter E. Washington Convention Center's in-house production and audiovisual provider. Projection is a nationwide audiovisual and computer rental company serving the meeting and convention industry for over three decades. Specializing in audiovisual equipment rentals, sound production, computer technology, production staging and design, video production and data/video image projection, Projection has both the talented personnel and state-of-the-art equipment to meet any event's most demanding application. With offices in 18 cities and operating as the audio-visual provider in 15 convention centers across the country, Projection is well positioned to be the provider of choice for all of your meeting and convention audiovisual and production needs.

At the Walter E. Washington Convention Center, Projection has teamed with GLP, Inc. to offer a range of production services. GLP specializes in theatrical lighting production and also provides rigging services, lighting equipment and pre-production services including computerized design layouts for conventions, trade shows, television, film, custom exhibits and special events. So, whatever your audiovisual or production needs are, the team brings together the most knowledgeable and proficient experts to provide you with the highest quality service. Seamless, efficient, user-friendly, responsive to your budget and creative, Projection and GLP can provide for all of your audiovisual, sound, staging and production needs at the Walter E. Washington Convention Center.

Infrastructure Services

A. Digital Signage

The Oculus Digital Signage Network (DSN) is a state-of-the-art full motion digital signage network. The DSN facilitates the implementation of interactive media campaigns for organizations. This is an excellent opportunity for clients and exhibitors to showcase their products and services. The network consists of more than 143 eye-catching, high-definition, LCD flat panel displays strategically installed in highly visible locations throughout the Walter E. Washington Convention Center. Digital Conventions Inc. serves as WCSA's exclusive DSN Operator. They can be reached at 202-249-3900. Digital Conventions operates the Oculus Digital Signage Network, and can assist you with content development, video production and media. Digital Conventions Inc. also sells local and national advertising on the "house" displays.

B. Assisted Listening System (ALS) Headsets

In compliance with the Federal ADA guidelines, a high-end assisted listening system is available throughout the facility. The Walter E. Washington Convention Center provides ALS headsets for use throughout the Center's meeting rooms and ballrooms. Induction Loops (used in conjunction with hearing aids) are also available. The Assisted Listening System will not work in areas outside of the meeting rooms/ballrooms, or where the presenter is not using the in-house audio system. Licensee must provide assistive listening services either by utilizing their own portable system, or by providing the appropriate signal to WCSA's permanent assistive listening system. Connections to the WCSA system shall be billed by Projection (202-249-3700) at prevailing audio patch fee rates.

C. Audio/Video Systems

The Walter E. Washington Convention Center is proud to feature a state-of-the-art audio infrastructure. Featuring the latest in audio digital signal processing and control interfacing, this robust system offers total flexibility for your meeting and convention needs. The meeting room, Ballroom, and Exhibit Hall systems provide distinct and ample audio levels for any type of event. Furthermore, Projection is able to supplement sound requirements with a variety of full-range portable systems.

The audio infrastructure is matched by a video interface, which allows signal routing to any location throughout the facility.

D. AV Policy

Projection is designated as the official contractor authorized to provide audio and visual services utilizing the permanent audio and video infrastructure of the Walter E. Washington Convention Center.

Projection will provide all equipment and labor necessary to install and operate any audio, video or data systems that interface with the Walter E. Washington Convention Center infrastructure and all labor and equipment necessary to operate the building's permanent AV systems. Clients or their contractors are not allowed to attach any systems, microphones, speakers, instruments or cabling that interfaces directly with the infrastructure of the building.

E. AV Procedures

The following items are standard operating procedures at the Walter E. Washington Convention Center.

- ❖ One wired lectern microphone in each meeting room is provided free of charge. Lectern microphones in Exhibit Halls, common areas or areas utilizing/requiring external sound systems are excluded, published labor charges are applicable.
- ❖ Projection will place mixers in any meeting room with two or more microphones. Mixers will be charged at the prevailing rate. Audiovisual technicians will be placed in any meeting rooms with a microphone complement exceeding four mixer inputs. A technician will also be assigned to all Ballroom events with multiple microphones. The technician will be billed at the following rates:

Monday – Friday, 6:00 AM – 6:00 PM	\$65.00/hour
Monday – Friday, 6:00 PM – Midnight	\$97.50/hour
Saturday and Sunday 6:00 AM – 6:00 PM	\$97.50/hour
All other times	\$130.00/hour

Production Specialists will be quoted upon request.

- ❖ All labor quotations are estimates only. Labor will be billed at the conclusion of the event based upon actual hours worked.

F. Outside Media Outlets

The entire staff of the Walter E. Washington Convention Center is here to work with you and assist in producing a successful event. If you anticipate media coverage of your event, please contact WCSA's Audio Visual Production Department (AVP). All requests for media connections should be directed to 202-249-3779 as early as possible. The AVP will serve as liaison to WCSA's service partners who will bill directly for their services.

G. Audio Recording

The Walter E. Washington Convention Center has a number of conveniently located patch bays to assist recording companies to capture your sessions. Should your audio recording company desire to record multiple sessions from central locations, Projection will provide technical assistance to assist these companies to interface with the house patch bays. A four-hour minimum technical assistance fee of \$75.00/hour straight time will be charged for assistance during the initial set-up. Overtime charges will be applied where applicable.

The Projection technician provides assistance for interfacing the recording company's lines with the house system. Any assistance required beyond the four-hour call will be charged at the prevailing hourly labor rate. Projection must be contacted at least 48 hours prior to the start of the event to receive the Pre-Show rate. In addition, the client and/or contractor must comply with the guidelines contained in the Procedures for Audio Recording Company guide.

Patch Fees are charged according to the following schedule:

Pre-Show Request Rate:

1 – 5	Rooms at \$30.00 per day per room
6 – 10	Rooms at \$25.00 per day per room
11 or more	Rooms at \$20.00 per day per room

On-Site Request Rate:

1 – 5	Rooms at \$60.00 per day per room
6 – 10	Rooms at \$50.00 per day per room
11 or more	Rooms at \$40.00 per day per room

H. Procedures for Audio Recording Companies

The Washington Convention Center's Audio System has four locations where you can access audio feeds from meeting rooms:

Location 1:	Rooms 101 thru 103
Location 2:	All 200 numbered meeting rooms
Location 3:	Rooms 301 thru 306
Location 4:	Rooms 140 thru 160

At these four locations, Projection will provide a **Male XLR** connector with a **Balanced Line Level** signal for each room you are recording.

Please keep in mind the following:

- ❖ The three Ballrooms and the five Exhibit Halls are *not* accessible from a central location. You will need to get your feeds directly from within those rooms.
- ❖ You may need to bring your own special adaptors to go from our XLR-Male feed into your particular equipment.
- ❖ AC power will be available. You will need the necessary cords and power strips to distribute it to your equipment
- ❖ You will be located in a non-secure public area and will need to secure your equipment on a daily basis.
 - ❖ We strongly suggest that you bring your own mixers to place in line to adjust signal levels coming to you. The in-house infrastructure does not have the ability to adjust your levels independent of the actual room levels.
 - ❖ If an outside audiovisual company is using external public address systems in the meeting rooms that you desire to record, you must get your feed directly from them.

I. Background Music

The Center's audiovisual system has four background music (BGM) busses; each BGM can deliver a unique style of music. Background music can be presented at any speaker throughout the facility. Background music is available at no cost to the Licensee. AVP (202-249-3779) will contact the customer on-site to review the music selection/choice. AVP is responsible for completing the audio patch from the AV NOC to the designated area. The client may be charged for AVP's labor.

Projection Presentation may charge for amplification equipment required to facilitate background music playback. AVP in conjunction with Projection Presentation will adjust sound levels to ensure noise bleed does not occur.

The Comcast cable music channels listed below are not available as they have a service rating of TV-MA or higher and may contain objectionable content:

- 405 Rap (TV-MA)
- 415 Metal (TV-MA)
- 416 Alternative (TV-MA)
- 417 Classic Alternative (TV-MA)
- 418 Adult Alternative (TV-MA)

J. Electricity

You or your organization is responsible for ordering all electrical services required to support the audiovisual services Projection Presentation provides. Generally there are additional electrical charges required for the ballroom, exhibit halls, common areas, registration areas and special set-ups inside of meeting rooms. Any external lighting or sound systems will also require electrical support. Your Projection or GLP representative will supply a list of power requirements well in advance. The additional services are available at the prevailing rates. You or your organization must provide the power requirements to Hi-Tech, the in-house electricity vendor, prior to your event. Hi-Tech will provide you with a quote for your power requirements and payment arrangements. Hi-Tech can be reached at 202-249-3600.

K. Feeds

The Walter E. Washington Convention Center has a state-of-the-art signal distribution system. Contact WCSA's Audio Visual Production Department (202-249-3779) to coordinate and manage these installations. If your signal distribution requires the temporary placement of your satellite or microwave dish on the building's roof, please refer to the Satellite/Microwave Roof Installation requirements on page 11.

Higher resolution signals, such as signals required for broadcast quality television, HDTV and digital applications may be routed through the building via fiber optics and Cat 5 connections. Please contact AVP for further information.

Cable Television feeds are also available throughout the building. The cable television provider for the building is Comcast Cable. Please contact Smart City Washington (202-249-3800) for the complete cable channel listing and to order available service levels (Basic; HDTV; On Demand and DVR).

Flat panel displays and LCD projectors are available for rental from Projection Presentation (202-249-3700) at the prevailing equipment rate.

L. Lighting

The Walter E. Washington Convention Center provides wall-mounted lighting controls in all meeting rooms and the ballrooms. Each room has a wall control panel that features four lighting presets that have been programmed to accommodate most meeting applications.

Custom programming, which includes changing the intensity of a group of lights or taking a group of lights off-line, is available, upon request to tailor room lighting to your specific needs. Technical assistance will be provided to program room lighting at a rate of \$75.00 per hour straight time with a four-hour minimum. Overtime charges are applicable.

Wireless remotes to operate the room lighting controls in many of the meeting rooms are available upon request. Please contact Projection at 202-249-3700 upon your arrival to sign out and receive instructions on the operation of the room lighting remote controls.

M. Paging Microphone

Paging microphones are located in Show Management Offices A, B, C, D and E are provided free of charge. These microphones broadcast to their respective Exhibition Halls and adjacent common areas.

Paging microphones requested in any other location in the building will be charged as follows:

- ❖ **Wired Paging Microphone:** \$200 Show Rate (The use of a wired paging microphone may not be available in all areas of the building)
- ❖ **Wireless Paging Microphone:** \$400 Show Rate

N. Using Paging Microphone in Show Office

1. Press and **HOLD** the microphone switch
 2. Speak when **GREEN** light is lit.
 3. **RELEASE** switch when done.
- ❖ The Exhibit Halls are large and reverberant – **Remember to speak slowly and clearly**
 - ❖ The green light will stay on for a maximum of 30 seconds. For longer announcements, repeat procedure.
 - ❖ Buttons 1,2,3,4 can be individually reconfigured to suit your particular needs. If your zone requirements differ from those above, contact Projection at extension 3700.

O. Patch Fees

Patch fees are charged when presenters require an audio connection from a video playback device, DVD, CD ROM, and/or computer sound to the house audio system. A request for this service received at least 24 hours before the event will be billed to your

organization by Projection at a rate of \$75.00 per patch, per room, per day. Last minute, on-site requests will be billed at a rate of \$125.00 per patch, per room, per day

P. Rigging

Due to the unique architectural design features of the building, the Walter E. Washington Convention Center has designated GLP, Inc. as the building's official rigging contractor for production. GLP must be used for all overhead rigging of pieces exceeding two hundred pounds or pieces or sets that require complex bridling. In addition, GLP is the only source allowed to rig any materials from the ceiling of the Ballroom. The Walter E. Washington Convention Center's designated rigging contractor is not required for the rigging of lightweight loads such as banners or signs that weigh less than two hundred pounds. The official general contractor may hang these items provided that the official show general contractor uses only trained workers certified to install these items.

For further information please contact GLP at 202-391-4400.

Q. SOP for Guest A/V Companies

- ❖ All cables must be taped. Tape may adhere only to carpet. Only gaffers tape or clear poly tape may be utilized
- ❖ Cables may not cross public entrances. Cables ¼ inch or larger must be flown or run adjacent to the perimeter baseboards and may not cross aisles or public walkways.
- ❖ Screens shall not block emergency exits.
- ❖ Equipment, stands, carts or microphones shall not impede free access (ingress or egress) through doors or aisles.
- ❖ Equipment carts shall enter meeting rooms through the service corridor doors. Equipments carts shall not utilize the public (main) doors of a meeting room.
- ❖ Equipment carts and cases are not permitted on the public passenger elevators. Equipments carts and cases shall only utilize the service elevators.
- ❖ Do not plug-in to meeting room audio or video wall plates/jacks.
- ❖ Do not change existing room set configurations. Contact the WCSA Event Manager to request any changes to an existing Event set; this includes moving/removing chairs and tables to add your equipment.
- ❖ Do not use an existing table as a tech table unless it was ordered for that purpose.
- ❖ All equipment, tables, cases, cables, etc., shall maintain no less than a six (6) inch separation from the Ballroom wooden walls.
- ❖ All road cases and equipment shall be stored in your assigned event space. Service corridors are not leased space and shall not be utilized for AV equipment storage.
- ❖ You are responsible for the safety and security of your equipment.

- ❖ All AV personnel shall wear an official event badge or obtain a WCSA temporary labor badge. The temporary labor desk is located at the 9th&L Street entrance. A valid picture ID is required to obtain a badge; badges are issued daily.
- ❖ If assigned, contact the Event's General Contractor to determine exact move-in time and dock space assignment.
- ❖ Projection Presentation is available to assist you in any way. Contact Projection Presentation (202-249-3700) to adjust room lighting, assist with a requirement or answer any questions.

Contact the Events DC Audio Visual Production Department (202-249-3779) if you have any questions regarding these procedures.

S. Attachments

Broadcast Media Access Services

Events DC has established the Audio Visual Production Department (AVP) to assist in the coordination of all audio-visual, presentation, production and related technical systems utilized to support meeting and convention activities. All requests for media connections should be directed to the Events DC Audio Visual Production Department (AVP) at (202) 249-3779. The AVP will serve as liaison to WCSA service partners who will bill directly for their services.

The following information will be required for each Media Access Request:

- Who is the client (Fox News; CSPAN; etc?)
- Who will be the on-site contact, cell phone number, email address?
- What signal path will be utilized to transmit audiovisual content?
- What is the connection type (BNC/XLR; SDI; SC or ST)?
- Who is providing the fiber transmission gear if required?
- What type of fiber transmission gear will be utilized if required?
- What event/activity is being covered?
- What is the Truck call time (if applicable)?
- What street parking is required (if applicable)?
- What loading dock access is required (if applicable)?
- What is the Camera crew call time (if applicable)?
- What is the start time of that event?
- What is the end time of that event?
- Where is the event/activity located within the venue?
- How many feeds are required?

Broadcast Media or Video Production customers have three (3) options to access the WEWCC for Broadcast transmissions.

1. Video Circuit (TV1, VYVX, AVOC etc)

Customers can bring in 3rd party audio/video circuits through their current provider or directly through the local Verizon Office at 301-989-4703. All 3rd party circuits shall be ordered by the customer. These circuits must be delivered to the 801 Mt Vernon Place NW DMARC located on Concourse B at the Walter E. Washington Convention Center. The customer will lease a Dark Fiber Extension from Smart City to extend the provisioned circuit from the DMARC to the Telco closet location closest to the customer's location.

***It is the responsibility of the customer to provide ample coax or fiber tie lines to run to their final location.**

It is the customer's responsibility to provide Smart City and AVP with the following:

- ✓ Carrier Information, Point of Contact, Order Number
- ✓ Circuit Installation Date
- ✓ Circuit ID#

2. Satellite Truck Connections

The primary media access panel is installed at 9th and L Streets. A secondary connection is available at 9th and M Streets.

There are a total of three (3) locations for truck parking.

1. Northeast side of 9th Street at L Street in the 1st three (3) pairs of numbered metered spaces identified (09-11-01NW; -03NW; -05NW; -07NW; -09NW; -11NW).
2. Northeast side of M Street at 9th Street.
3. WCSA can also accommodate some trucks on the loading docks of Halls DE depending on what sky shot/look angle they require. The AVP Liaison in conjunction with the client will determine if this is feasible and coordinate dock access as required.

It is the customer's responsibility to obtain proper parking authorization from DDOT, Traffic Operations Administration at 202-673-6813. The AVP Liaison will provide additional information regarding parking operations as required.

Each location can accommodate the following connections:

Video Tie Line = BNC feed-thru, female 75-ohm

Audio Tie Line = XLR-M and XLR-F, balanced line-level

Single-mode Fiber = SC/APC

Multi-mode Fiber = ST

All pathways from the media access points are established over fiber optic cable and terminated at an IDF Closet (serving meeting rooms and public space), IDF Column (serving the exhibit halls), or wall jack (various locations). The service is provided by Smart City Washington. A path is established with one strand of fiber

either single-mode or multi-mode depending on what type of signal or equipment requirement the customer has. Orders for this service must be placed with Smart City Washington.

Additional Parking Operations Information

- Customers must submit their invoice in person at the Public Space Management Office located at 1100 4th Street, SW; Washington, DC 20002; on the Second Floor. Customers should submit parking requests at least 10 days in advance whenever possible.

It is the responsibility of the customer to provide and run their cabling from their truck to the media panel or infrastructure connection point.

The AVP Liaison will ensure the Center's safety and cabling guidelines are followed:

- Cables may not cross public entrances. Cables ¼ inch or larger must be flown or run adjacent to the perimeter baseboards and may not cross aisles or public walkways.
- All cables must be taped. Tape may adhere only to carpet. Only gaffers tape or clear poly tape may be utilized.

3. Satellite/Microwave Dish Roof Installation Requirements

All satellite and microwave dish roof installations must be coordinated with the WCSA AVP. For safety and security purposes, all laborers requesting access to the roofs of the Washington Convention Center must obtain a roof access pass from AVP. Laborers must present valid photo identification (Drivers License preferred) to receive an access pass.

To ensure the most convenient installation access, please contact WCSA AVP at 202-249-3779 to obtain a pass. Office hours are 8:30 am – 5:30 pm M-F. Access passes are good for one-day only. Photo identification will be retained until passes are returned at the completion of work. Access Passes are non-transferable and subject to revocation at any time. Any person(s) found upon the roof without a valid access pass are subject to trespass and criminal prosecution.

- Smoking and the use of any type of wheeled cart on the roof is strictly prohibited.
- OSHA Guidelines MUST be followed including tie off within 6 ft of roof edge

All antennas must be placed on designated roof pad locations and must display an identification tag, indicating name of booth, booth number and a contact phone number for the Customer & Installer.

All antennas must be placed on ¾" carpeted plywood or roof pad. Antennas must use non penetrative roof mount system that can resist 90 miles per hour winds. No equipment may be mechanically attached to any portion of the facilities roofing system or existing hardware, such as cap flashing, screws, nuts, bolts, etc.

To protect the membrane roof, carpet or roof pad must be used in any area where a portion of the installation may come in contact with the roof, roof flashing, exterior structure or columns. All protection materials and cabling must be removed and disposed of after the conclusion of the show or you will be billed for removal.

Several contractors can extend an antenna feed via cabling to a booth location. 2 and ½ inch weather head conduit drops are provided to extend cabling into the exhibit halls for cable drops. The AVP liaison will determine the correct contractor to extend cabling and provide the client with their contact information.

Coaxial cable may be distributed from antennas to various booth locations. Category Five cabling must use weather heads to access the exhibit halls for distribution and may be distributed to one booth location.

Installation Management/Coordination

Your AVP Liaison will remain in contact with you until you depart.

- ✓ The AVP will track the orders status and installation schedule(s) with the appropriate service partner(s).
- ✓ Establish a timeline to test installations to ensure broadcast quality transmissions.
- ✓ Monitor all installations as required and inform all parties of room changes and or changeover schedules that will require relocation or additional security concerns for their equipment.

Equipment Removal

All equipment (fiber transmission gear, satellites; cables, etc.) must be removed when the transmission is complete. AVP will ensure the installation site within the facility is clean and clear and returned to its pre-event state.

The removal of equipment in the public areas (lobbies, meeting room corridors) must be treated as a priority.

❖ Attachments

USING THE ASSISTIVE LISTENING SYSTEM (ALS) HEADSETS

The Walter E. Washington Convention Center maintains ALS Headsets for use in its meeting rooms and ballrooms. Induction Loops are available for use with t-coil equipped hearing aids.

When utilizing the system, please keep in mind the following:

- The headsets receive their audio signal from an infrared transmitter located in each room. Your headset receives the audio for the room you are in as you move about the facility.
- Wear the headset below your chin, with the letters facing front.
- A small wheel on the bottom turns the headset on and controls the volume. To conserve battery life, turn volume control off when not in use.
- Effective reception depends on your headset's location in relation to the wall-mounted transmitter. The transmitter is the small black box mounted just below the ceiling on the meeting room walls, usually above the entrance door at the rear of the room. You will hear a hissing sound if you are out of range of the transmitter. If that's the case, position yourself closer to the transmitter.
- You may wear the headset on the back of your neck instead of below your chin if it improves reception.
- If using an Induction Loop (Neck Loop), place it around your neck and plug it into the small jack on the bottom of your headset. Use the volume control to adjust level.
- It is suggested that you trade in your headset each day to insure that you have a fully charged battery.
- Finally, our Assisted Listening System will *not* work in areas outside of the meeting rooms, or where the presenter is not using the in-house audio system. In these instances, a separate system will be provided for your use.

Please contact your Show Manager if you have any questions or encounter any problems.