



A-Z Production Guide – June 2006

Projection Presentation Technology (Projection) welcomes you to the Washington Convention Center. We will 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.

About Us

Projection Presentation Technology (202-249-3700) is the Washington Convention Center's in-house audiovisual and production services 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 the state-of-the-art equipment to meet even the most demanding applications. With offices in 19 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 Washington Convention Center, Projection has launched a joint effort with GLP Inc. (GLP), collectively called TEAMPRO. GLP specializes in theatrical lighting production. GLP also provides a broad range of 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, Projection and GLP, the TEAMPRO 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, TEAMPRO becomes your one-stop shop for all of your audiovisual, sound, staging and production needs at the Washington Convention Center.

Apart from working with Projection under the TEAMPRO banner, GLP and its owner, Gary Pair, are involved in a range of additional activities at the Washington Convention Center. These activities are described later in this document.

Infrastructure Services

A. Advertising Billboards

You may display sponsor names, logos or other visual communications on the building's activity video monitors. The monitors are located conveniently throughout the building. This is an excellent opportunity for clients and exhibitors to showcase their products and services. We can import .JPEG, bitmap and Photoshop files, and either layer text on top or run as is. We can also import certain video files such as AVI and mpeg, up to 10 Megs. For information about compatibility with other formats and file sizes, please call WCCA's Production

Manager at 202-249-3173. This service is priced at \$500 for the first day and \$200 for each succeeding day of billboard service.

B. Assisted Listening System (ALS) Headsets

In compliance with the Federal ADA guidelines, a high-end assisted listening system is available. The Washington Convention Center provides ALS headsets for use in the entire 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 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 WCCA's permanent assistive listening system. Connections to the WCCA system shall be billed at prevailing audio patch fee rates.

C. Audio/Video Systems

The Washington Convention Center is proud to feature a state-of-the-art, five million dollar audio infrastructure. Featuring IED's latest audio processing and Crestron control interface, 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, we are 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. An MATV distribution network provides in-house cable service and is available for client's special needs.

D. AV Policy

Projection has been designated as the official contractor authorized to provide audio and video services utilizing the permanent audio and video infrastructure of the 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 Washington Convention Center infrastructure and all labor and equipment necessary to operate the building's permanent control 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 Washington Convention Center:

- ★ One wired microphone (lectern, table top or aisle) in each meeting room is provided free of charge. Lectern microphones in Exhibit Halls, common areas or areas requiring external sound systems are excluded.
- ★ 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 microphones. 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	\$60.00/hour
Monday – Friday, 6:00 PM – Midnight	\$90.00/hour
Saturday and Sunday 6:00 AM – 6:00 PM	\$90.00/hour
All other times	\$120.00/hour
Production Specialists	Quoted upon request

- ★ A Network Operations Center (NOC) engineer will be assigned to each group utilizing the Washington Convention Center. This engineer will be billed to the group at a flat rate of \$75.00 per hour. This engineer will monitor all of the buildings internal, state-of-the-art, audio, video and lighting systems. The NOC engineer(s) will be available to assist the client with other services that require to support of or interface with the building's infrastructure. The engineer's billing will commence with the beginning of your first meeting or event and continue until the conclusion of the conference or event.
- ★ 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 Washington Convention Center is here to work with you to assist in producing a successful event. If you anticipate media coverage of your event, please contact WCCA's Production Manager at 202-249-3173 as early as possible. We will assist you in coordinating the media visits with all applicable Center departments.

G. Audio Recording

The 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 their 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. MATV Television

An MATV system is available for playback of sponsor videos and other recorded materials. Nine pairs of 32" televisions are placed strategically throughout the common areas of the building. Each pair currently broadcast building activity on one unit in a billboard format, with the other unit displaying a broadcast channel. Closed circuit playback of sponsor videos and other recorded materials is priced at \$500 for the first day and \$200 for each succeeding day. A Technical Assistance Fee will be charged for set-up and dismantle of this service. This fee will be based upon a four-hour minimum call at \$75.00 per hour with additional time, if necessary, charged at \$75.00 per hour straight time with overtimes charges where applicable.

I. Electricity

You or your organization would be responsible for ordering electrical services required to support the audiovisual services we provide. Generally there are additional electrical services 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 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.

J. Feeds

The Washington Convention Center has an internal signal distribution system. Signals run through the building to video display units will be distributed via the copper lines. Charges for a single point-to-single point service will be \$500.00 for the first day and \$200.00 for each successive day. A Technical Assistance Fee will be charged for set-up and dismantle of this service. This fee will be based upon a four-hour minimum call at \$75.00 per hour with additional time, if necessary, charged at \$75.00 per hour. Overtime charges will be applied where applicable. If the signal is to be distributed to multiple locations, an additional \$250 per day, per location will be charged. If your signal distribution requires the temporary placement of your antenna on the building, please refer to the Roof Placement guide for instructions.

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

Cable Television feeds are also available throughout the building. The cable television provider for the building is Comcast Cable. The channels available to you are listed on the MATV Cable guide. Other channels are available upon request, if they are provided on the Comcast standard cable package. Charges for cable drops are as follows:

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- ★ \$500.00 per drop for the run of the show. Equipment rental, if necessary, at the prevailing equipment rate
 - ★ A Technical Assistance Fee will be charged for set-up and dismantle of the cable runs and support equipment rented from Projection. The fee will be based upon a four-hour minimum call at \$75.00 per hour with additional time, if necessary, charged at \$75.00 per hour.

K. Lighting

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

Custom light 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 meeting room lighting remote controls.

L. Paging Microphone

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

M. 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 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.

N. Rigging

Due to the unique architectural design features of the building, the Washington Convention Center has designated TEAMPRO/ GLP 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, TEAMPRO/GLP is the only source allowed to rig any materials from the ceiling of the Ballroom. The 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 show contractor may hang these items provided that the official show contractor uses only trained workers certified to install the items.

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

O. Using the Assisted Listening System (ALS) Headsets

The Washington Convention Center provides ALS Headsets for use in all meeting rooms and ballrooms. Induction Loops, for users with hearing aids, are also available.

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

- ★ The headsets receive their audio signal via discrete infrared transmitters located in each room. Therefore, your headset will give you the audio program for *that* particular room, no matter which room you are in.
- ★ 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. *Make sure you are positioned so that there is an unobstructed line-of-sight between the front of your headset and the wall-mounted transmitter.* (The transmitter is the small black box mounted just below the ceiling on the meeting room wall.) You will hear a hissing sound if you are out of range of the transmitter.
- ★ You can wear the headset on the back of your neck instead of below your chin if it improves reception.
- ★ If using an Induction Loop, place it around your neck and plug it into the small jack on the bottom of your headset.
- ★ It is suggested that you trade in your headset each day to insure that you have a fully charged battery.

Assisted Listening Systems 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, the client is responsible for providing a separate assisted listening system.

P. Using Paging Microphone in Showoffice

1. Press and **HOLD** button 1, 2, 3, or 4.
2. Speak when **GREEN** light is lit.
3. **RELEASE** button when done.

- ★ The Exhibit Halls are large and reverberant – **Remember to speak slowly.**

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- ★ The green light will stay on for a maximum of 30 seconds. For longer announcements, repeat procedure.
 - ★ Buttons can be individually reconfigured to suit your particular needs. If your zone requirements differ from those above, contact Projection at extension 3700.
 - ★ **DO NOT** unplug the microphone from the wall. Call Projection to extend the cable if necessary.

Q. 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, we 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.

R. WCC MATV Cable Channel Line-Up

Channel	Network
2	CNN Domestic News Channel
4	MSNBC
6	NBC (WRC-TV, Ch. 4, DC)
8	FOC (WTTG-TV, Ch. 5, DC)
10	Weather Channel
12	ABC (WJAL-TV, Ch. 7, DC)
14	News Channel 8
16	CBS (WUSA-TV, Ch. 9, DC)
18	* CNN Headline News
20	Local Access (DC TV, Ch. 13)
22	ESPN
24	DC City Cable 16
26	CSPAN
28	CSPAN 2
30	** WCC Daily Event Display
32	WCC Daily Events Channel 2
34	WCC (in-house)
36	WCC (in-house)
38	WCC (in-house)
40	Fox News Channel
42	UPN (WDCA-TV, Ch. 20, DC)
44	PBS (WMPT-TV, Ch. 22 Annapolis)
46	WB (WBDC-TV, Ch. 50, DC)
48	PBS (WETA-TV, Ch. 26, DC)
50	CNBC
52	Univision (WMDO-TV, Ch30, DC)
54	BET – Black Entertainment Television
56	USA

* Public Area TVs – lower unit (7am – 7pm)

** Public Area TVs – upper unit (7am – 7pm)

S. SOP for Guests A/V Companies

- ★ All cables must be taped. Tape only to carpet. Do *not* use tape on walls, baseboards or outlets.
- ★ Cables may not cross public entrances.
- ★ Screens must not block emergency exits.
- ★ Equipment, stands, carts or mics may not impede free access through doors or aisles.
- ★ Equipment carts are not permitted through the public entrances of the meeting rooms. Use the service corridor doors.
- ★ Equipment carts and cases are not permitted on the public passenger elevators. Use the service elevators only.
- ★ Do not plug-in to meeting room audio or video wall plate jacks.
- ★ Please do not change room set configurations. Contact the show Event Manager to request any changes to the existing set. This includes moving/ removing chairs and tables to make room for your equipment.
- ★ Do not use an existing table as a tech table unless it has been ordered for that purpose.
- ★ All equipment, tables, cases, cables, etc., must maintain at least a 6 inch separation from the Ballroom wooden walls.
- ★ Please store all road cases and equipment in your assigned space. Service corridors may not be utilized for storage.
- ★ It your responsibility to make sure your equipment is safe and secure.
- ★ The house utilizes Shure wireless microphones that are permanently assigned. (see charts next page). These frequencies may be in use anywhere in the building at any time. Please do not interfere with these frequencies.
- ★ All AV personnel must wear the official event badge or obtain a Washington Convention Center Authority temporary labor badge. The labor entrance and temporary badge distribution desk is located at the 9th & L Street entrance. A valid picture ID is required. You are required to obtain a new temporary badge each day.
- ★ If assigned, please contact the Official Show General Contractor for exact move-in time & dock space allocation.
- ★ TeamPro is available to assist you in any way. Please call us at extension 3700 to adjust room lighting or for any needs or questions you may have.

For any further questions or clarification contact the WCCA's Production Manager at extension 3173.

T. Wireless Microphone Frequencies

The Center utilizes Shure UHF Wireless microphones throughout the facility permanently set to the following frequencies.

UHF Group	Channel	MHz
6	1	783.125
6	2	783.750
6	3	784.750
6	4	785.500
6	5	786.875
6	6	788.750
6	7	789.750
6	8	790.375
6	9	791.625
6	10	793.125
6	11	800.500
6	12	801.000
6	13	801.750
6	14	803.500
6	15	804.125
6	16	805.000
6	17	805.625

The Center also utilizes Shure UC Wireless microphones in the DR. CHARLENE DREW JARVIS BOARD ROOM permanently set to the following frequencies.

UHF Group	Channel	MHz
5	0	805.125
5	6	794.125
5	7	795.250
5	8	796.875
5	9	797.625
5	A	799.250
5	B	800.375
5	C	802.375

Notes:

- ★ To avoid interference please use other frequencies when operating wireless microphones at the Center.
- ★ Please call extension 3700 if necessary.