



boise | centre
Audio Visual Policies

Boise Centre has a full service in-house Audio Visual Department. Our A/V Department can meet a variety of needs from the basic meeting room requests to complex services for large multi-media shows. For price quotes and detailed information reflecting your specific event needs, or to meet with our A/V Staff, please contact your Event Manager.

1. If you choose not to use Boise Centre's Audio Visual services, strict guidelines must be adhered to by you or third party contractor (referred to herein as "External Service Provider"). Please contact a Boise Centre Event Manager at least 30 business days prior to your event.
2. Boise Centre will charge an External Service Provider fee per day to the client or contract signee. A Boise Centre representative will be on site for the duration of your event, including load-in and load-out, to ensure all guidelines are met.
3. ALL External Service Provider's audio/visual production companies, promoters and subcontractors must have on file with Boise Centre, a current CERTIFICATE OF INSURANCE with a minimum of \$1,000,000.00 liability.
4. External Service Providers are NOT permitted to hang any equipment from any structural elements of the facility. All rigging equipment, such as steel cable, span sets, shackles, chain motors, etc., will be provided by Boise Centre. Boise Centre will provide certified riggers for rigging and inspection. Charges at prevailing market rates will be applied.
5. All staff of an External Service Provider must be professionally attired, including name tags for identification.
6. Fog machine, smoke effects or laser light shows will not be permitted without the express written approval by Boise Centre. The use of pyrotechnics is PROHIBITED.
7. All power requirements will be provided at the prevailing rates. Contact your Event Manager for information.
8. Storage space for audio visual equipment will be the sole responsibility of the client.
9. Under no circumstances will Boise Centre be liable for lost, damaged, stolen or misused equipment.
10. Utilization of the Boise Centre's house sound system is charged a flat fee per day, per room, and requires seven business days advanced notice. Speak with your Event Manager for specific pricing.
11. Use of scissor lifts or fork lifts will be provided at prevailing rates and operated by Boise Centre staff.
12. Boise Centre strongly recommends all audio and visual cables be flown from the ceiling whenever possible.
13. Applicable audio-visual is subject to 22% service charge. Applicable state sales tax will apply.
14. Boise Centre loading dock is for LOADING/UNLOADING ONLY, parking is not allowed.

**THANK YOU FOR CHOOSING BOISE CENTRE
WE APPRECIATE YOUR BUSINESS**