

Audio Visual and Technology Guide



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Boise Centre Mission Statement

As Idaho's premier event venue,
our mission is to WOW our guests
with unforgettable experiences.
Our team of passionate, creative professionals
are devoted to excellence in food, service,
amenities and venue management.

Table of Contents

- 4 Welcome to Boise Centre
- 4 Audio Visual Services
- 4 Audio Visual Policies
- 5 Background Music / Television
- 5 Cables
- 5 Deliveries
- 6 Digital Signage
- 6 Drones
- 6 Fog / Smoke / Laser Lights
- 7 Internet Access – Wi-Fi
- 7 Internet Access – Wired
- 7 Internet Wi-Fi Network Telecommunication
- 7 Lighting
- 7 Loading Facilities / Load In & Load Out
- 8 Power
- 8 Rigging
- 8 Sound System
- 9 Telephone Service
- 9 Video Display / Projection
- 9 Video Conference



boise | centre

Audio Visual and Technology Guide

Welcome to Boise Centre

Thank you for selecting Boise Centre for your upcoming event. We look forward to working with you to make your event successful in every way. Boise Centre will bring our team of experts together to help you create a memorable event that wows your guests!

Audio Visual Services

Boise Centre has a full service in-house audio-visual department. We offer concert quality sound, full lighting design, and video packages to meet any budget and show demand. 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.

We offer concert quality sound, full lighting design, and video packages to meet any budget and show demand.

Audio Visual Policies

1. If you choose not to use Boise Centre's audio visual services, strict guidelines must be adhered to by you and/or the 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 of \$650 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 Providers, audio/visual production companies, promoters and subcontractors must have a current CERTIFICATE OF INSURANCE with a minimum of \$2,000,000.00 liability on file with Boise Centre.
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 machines, smoke effects and 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 or External Service Provider.



boise | centre

Audio Visual and Technology Guide

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. Audio visual equipment is subject to a 22% service charge. Applicable current state sales tax will apply.
14. Boise Centre loading dock is for LOADING/UNLOADING ONLY, parking is not allowed.

Background Music / Television

Boise Centre features a limited number of DIRECTV receivers for background music and video channels. The music channels can be played into any room at no charge. Video channels, or RF signals, can be patched into any room for a fee. Please speak with an Event Manager regarding pricing.

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Cables

All electrical or audio-visual cables must be secured with approved gaffers tape to conform to safety standards. Matting or cable ramps may be required.

Audio visual contractors who provide or install their own cables, matting, and cable ramps will be inspected by Boise Centre staff to ensure the installation follows all safety standards.

Deliveries

Boise Centre cannot accept freight shipments more than 72 hours before the event. Event management will be responsible for consignment of all freight shipments.

All shipments must be clearly marked with the following information on each package:

Boise Centre West

250 S 9th Street
Boise, Idaho 83702
Event/Show Name
Booth Number and Name
Event Date/s

Boise Centre East

195 S Capitol Boulevard
Boise, Idaho 83702
Event/Show Name
Booth Number and Name
Event Date/s

Digital Signage

Boise Centre offers an in-house network of digital signs to provide timely, relevant information to our guests and attendees. Daily event agendas are displayed throughout the facility and at each room entrance. We encourage you to consider digital signage as an extension of your marketing efforts to generate interest in keynote sessions, events, special topics and vendor rooms. Best of all, digital signage offers an environmentally friendly alternative to printing additional signs and banners. We are happy to provide several options to event planners interested in learning more about the digital options for branding and custom content.

Boise Centre's digital signage inventory includes room entry signs displaying event descriptions and/or times, multiple 55" and 90" displays located throughout the facility for wayfinding or client-provided content, and portable displays for custom content.

Boise Centre is also proud to offer a unique LED Wall in the Main Lobby. This 5'5" by 15' custom display is curved to fit the shape of our lobby wall for maximum viewing. From simple signage to high definition custom graphics, Boise Centre can display a range of content to fit your specific event needs.

For detailed specifications of our in-house digital signage, please visit boisecentre.com/digital-signage for more information.

Drones

Boise Centre supports the use of cutting-edge technology, such as aerial drones, at events held within the Centre. Approved use of this technology is limited within the "four walls" of the facility. Operation of aerial drones outside of the building requires appropriate authorization from the Federal Aviation Administration (FAA).

Aerial drones are defined as any remote-controlled, unmanned aircraft device under the operation of one or multiple persons. Aerial drones can be units that take video footage, take static images or provide some type of service.

Use and operation of aerial drones in Boise Centre is subject to the advance review and approval of Boise Centre, or designated governing body.

Full terms and conditions of Boise Centre's drone policy can be found by visiting boisecentre.com/drone-policy

Fog / Smoke / Laser Lights

Fog machines, smoke effects and laser light shows will not be permitted without the express written approval by Boise Centre, and additional fees may apply. The use of pyrotechnics is strictly PROHIBITED.

With prior written approval, the use of fog and haze machines for lighting and theatrical effects is permitted only within Boise Centre West's Grand Ballroom (100) and Boise Centre East's Ballroom (400), provided that the fog/haze fluid used in those machines is water-based.

Please visit boisecentre.com/haze-and-fog for a copy of Boise Centre's Fog and Haze Policy.

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boise | centre

Audio Visual and Technology Guide

Internet Access – Wi-Fi

Wireless Access / Wi-Fi

- Boise Centre offers a complimentary shared Wi-Fi network. Simply connect to 'BoiseCentre' in your list of available networks.
- Dedicated Wi-Fi bandwidth is available in 10Mbps increments up to 250Mbps (or available capacity).
- Secure your dedicated Wi-Fi with customized SSID and Password.
- Daily pricing.
- Dynamic addresses (DHCP) are available for 'plug and play' simplicity.

Internet Access – Wired

Wired Access

- Dedicated Internet bandwidth is available from 10Mbps up to 250Mbps (or available capacity).
- Daily pricing.
- Dynamic addresses (DHCP) are available for 'plug and play' simplicity.

Internet Wi-Fi Network Telecommunication

Boise Centre offers both hard-wired and wireless Internet throughout the facility. Contact your Event Manager for more information.

Lighting

Each meeting room has a wall control panel that features multiple lighting presets that can be programmed to accommodate most meeting applications. Each breakout room (Note: except for room 440) offers dimmable LED and fluorescent lighting. Our ballrooms offer florescent and dimmable LED lights as well as a complete stage-lighting system controlled by programmable light board. Boise Centre can design a lighting show tailored to your needs using the latest in lighting technology.

Loading Facilities / Load In & Load Out

Exhibitor and freight entry to Boise Centre West is via the main loading dock on 9th Street. (See **DELIVERIES** for address information.) Boise Centre West's loading area consists of three loading bays with dock levelers, and a drive-in access ramp. The Grand Ballroom has a 12' wide, 16' high overhead door for drive-in access.

The loading and unloading lane on 9th Street is available for use, but extreme caution must be taken because of oncoming traffic. Please speak with your event manager at least 30 days prior to your event if you will need additional lane closures.

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boise | centre

Audio Visual and Technology Guide

Exhibitor and freight entry to Boise Centre East is via the loading dock off Capitol Blvd. (See **DELIVERIES** for address information.) The Boise Centre East loading area consists of two loading bays with one freight elevator servicing the 4th floor meeting and ballroom spaces.

The Boise Centre East freight elevator limits and dimensions are listed below:

- Weight Limit: 7,000 Lbs.
- Door Dimensions: Height= 8', Width= 6'
- Inside Elevator Car Dimensions: Height= 8', Width= 7' 9", Depth= 9' 4"

Due to commitments to other events and building requirements, all bays and load-in areas may not be available at all times. Therefore, it is important to coordinate your event dock needs with your event manager.

Vehicles cannot park in the loading area at any time. The loading dock is available for unloading and loading only, vehicles must be removed immediately when loading or unloading is complete. For ingress/egress staffing requirements, please consult with your event manager. Your event may require security to manage dock activity.

Power

Boise Centre is the exclusive provider of all electrical services.

We offer a variety of power options including 110v wall and floor outlets, 208v 50amp power drops and wall outlets, and 200amp 3 phase Cam Lok connections in select locations.

Please speak with an Event Manager regarding specific power requirements for large production or concert power.

Rigging

Due to the unique architectural design features of the facility, Boise Centre has designated Production Services International (PSI) as the official rigging contractor for production.

Sound System

Boise Centre features a state-of-the-art audio infrastructure offering the latest in audio digital signal processing and control interfacing. This robust system offers total flexibility for your meeting and convention needs. The meeting rooms and ballroom/exhibit hall systems provide distinct and ample audio levels for most events. Boise Centre also offers a variety of sound-reinforcement packages from portable systems to full concert production.

Boise Centre offers full audio signal patching throughout the facility for recording or production. Clients, or their contractors, are not allowed to attach any systems, microphones, speakers, instruments or cabling to the facility without prior authorization.

Boise Centre offers a unique paging/announcement system allowing clients to access from one to all rooms.

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Audio Visual and Technology Guide

Telephone Service

Boise Centre offers analog telephone in limited locations throughout the facility for voice, fax, credit card, long distance, speakerphone and conference call hosting. Please speak to an event manager about those locations.

Video Display / Projection

Boise Centre can tailor your display/projection needs with a wide variety of flat panel monitors and projection/screen packages. Boise Centre offers display options from a PowerPoint presentation for 10 to a multimedia presentation for a crowd of 3,000.

Video Conference

Boise Centre has a built-in, state-of-the-art video conferencing system included in our Executive Boardroom (200). This can allow you to easily connect face-to-face with multiple locations and stream to other rooms within Boise Centre. Ask your event manager for details.

Boise Centre offers display options from a PowerPoint presentation for 10 to a multimedia presentation for a crowd of 3,000.

Thank You for Choosing Boise Centre.

We look forward to working with you to deliver an unforgettable WOW experience.



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Audio Visual and Technology Guide



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