

AUDIO/VIDEO CONTRACTOR AND VENDOR GUIDE



INTRODUCTION

Welcome to the Hynes Convention Center (HYNES). The Massachusetts Convention Center Authority (MCCA) has put this guide together as an addendum to the HYNES EVENT PLANNING GUIDE and the HYNES RIGGING RULES AND REGULATIONS in order to assist incoming audio/visual vendors with the special challenges the Hynes poses. Experience has shown that achieving a successful show requires attention to detail and adherence to the guidelines in this document. While this document is primarily focused on the Auditorium, it also includes information on the Ballrooms, Exhibit Halls, Meeting Rooms and other areas.

Electrical, In-house Sound System, Rigging, Telecommunications, Plumbing, Cleaning, Food & Beverage Services, Public Safety and Medical are exclusive services performed by the Hynes. Licensed electricians provide all building power sources and perform all hard-wired installations when required.

The MCCA has contracted a preferred in-house audio/visual provider to make each event as simple and cost-effective as possible. The preferred in-house audio/visual provider maintains a full-time staff and fully stocked office with the latest audio/visual technology available. In addition to the basic audio/visual break-out room equipment, the preferred in-house audio/visual provider provides the following services: full general session production, exhibitor rentals, computer rentals, simultaneous interpretation support, audience response systems, staging, webcast services, and networked speaker ready room to all break-out sessions.

Please contact your Event Services Manager for the preferred in-house audio/visual provider contact information.

HYNES AUDIO SERVICES

The Hynes Convention Center features a state-of-the-art audio control system, allowing paging from anywhere in the building and extensive patching and distribution capabilities. Each meeting area has multiple inputs for microphones and music playback, and audio recording is available either in the room or in our central recording area. Video distribution can be achieved through coax cabling or fiber optic cable. Several twisted pair copper lines are in each meeting

area as well, allowing complete networking capabilities.

The heart of the system is the BSS London series of digital signal processors. They are coupled with Crown amplifiers to provide clean, even coverage in all areas. The system allows complete control of audio routing, combining, and distribution.

MEETING SPACES

Hynes Auditorium

The Hynes Auditorium has over 26,000 square feet of floor space, and can be used for general sessions, exhibit space, or special events. Theater-style seating for over 3000 can be accommodated, and moveable air walls allow the space to be combined with Exhibit Hall C for additional seating. A balcony around three sides of the room provides additional seating for 1200.

The walls in the Auditorium balcony have perforated steel acoustic surfacing which provides a modest amount of acoustic treatment. Ceiling height is 43', and under the balcony it is 20'. Multiple rigging points are available.

Access to audio, video, data, CATV, telephone and power is available through utility floor boxes located on 30 foot x 30 foot centers and along the walls.

Exhibition Halls

The Exhibit Halls combined are 174,980 square feet of space situated on two levels. Level One is 75,900 gross square feet in two combined or independent halls. Level Two is 99,080 gross square feet in three combined or three independent halls.

Hall D can be used for general sessions as well as exhibit space. The ceiling height is 43', with a 20' high ceiling around the perimeter of the room.

Access to audio, video, data, CATV, telephone and power is available through utility floor boxes located on 30 foot x 30 foot centers and along the columns and walls.

Hynes Ballrooms

Our unique Ballroom offers a state-of-the-art sound system and a spectacular triple vaulted ceiling, in an elegant setting. The Ballroom can be opened to a 25,347 square foot space or divided into three (3) separate Ballrooms

Mic, line, and video jacks are available on all walls and in floor boxes throughout the room. Network connectivity is also available throughout the room.

Rigging points are conveniently located in the ceiling. Load in is via a 9x19 foot freight elevator just behind the ballrooms.

Meeting Rooms

Meeting Rooms are available on each level of the facility. These rooms offer the meeting planner a wide range of flexibility in room size. There are a total of (35) rooms available. Rooms 302, 304, and 306 on Level 3 can be combined to form a mini-ballroom.

Electrical, phone and Internet, are available in each room. A built-in sound system is available (except in rooms 301, 303, 305 and 307) if you choose to work with the in-house preferred vendor who has the exclusive contract on the use of the house sound system.

Storage is not permitted in any meeting room without written permission from the Event Services Manager.

Pre-Function Areas

Pre-function spaces are available for event registration, information booths, receptions, cocktail parties, and other traditional activities. All Pre-Function, Lobby, and Registration areas are centrally located, with direct flow into the exhibit halls and meeting rooms. Electric, telephone, and Internet access is available in all registration areas.

Recording Room

A dedicated and comfortable recording room is located on Level 2. When using the in-house sound system all room outputs appear on RCA, XLR, fb", and mini jacks in the recording room. Use of the recording room is exclusive to the preferred in-house audio/visual provider.

Please contact your Event Services Manager for the preferred in-house vendor's contact information.

The Sheraton Boston Hotel

The Sheraton Boston Hotel can be linked to events at the Hynes and vice-versa. The Sheraton is connected to the Hynes through multimode fiber and CAT5 cabling. Contact your Event Services Manager for additional information.

RECOMMENDED PRACTICES AND SOLUTIONS

Aisles should be carpeted to reduce reflected sound off the polished concrete floor.

Properly aimed and configured line array speaker systems are also important. Careful control of the coverage pattern is essential when designing a system for this space. The hypercardioid rear dispersion of a line array can be attenuated with the use of fabric tabs flown behind the array.

GENERAL SESSION — MINIMUM EQUIPMENT REQUIREMENTS

Below is an example of the minimum equipment and soft goods required to provide audio and room treatment for a speech only general session in our Auditorium. Sessions in Hall D or our Ballrooms will be similar depending on the room set up. These are guidelines only, based on approved equipment stored on-site by the MCCA's preferred in-house audio/visual provider and Exclusive Rigging Service Provider (ERSP). [This set-up is Available as a practical turnkey solution at a package price.] If you are planning on hosting concert acts in addition to or in place of a general session then additional treatment and equipment will be required.

Please note that every show is unique so consult closely with your Event Services Manager to assure accuracy and success. Failure to meet minimum requirements as determined by the A/V Engineer will result in notification being sent to the client to inform them in detail of our concerns.

All drapes or soft goods not supplied by the ERSP must be fireproof with current, Boston Fire Department (BFD)-issued fire certificates for each event said drapes or soft goods are utilized within the MCCA Facilities.

All rigging equipment not supplied by the ERSP is subject to safety inspection and approval by the ERSP and/or the MCCA. If any equipment is deemed unsafe, then such equipment will not be rigged until the safety issue is corrected.

Typical Audio Requirements for Speech Only General Session

- Nexo GEO S Speakers Front: 4 Clusters of 7 speakers
- Nexo GEO S Speakers Delay: 4 Clusters of 2 speakers
- Nexo Hypercardioid Subwoofer: 8
- Digital Mixing Console: 1
- Processing: As required

- Amplification: As required
- Cabling: As required
- Truss and Motors: As required

OPERATIONAL GUIDELINES

Rigging Policies

All aerial rigging within the HYNES must be approved by the MCCA.

Please review the HYNES RIGGING RULES AND REGULATIONS for complete information and pricing.

A/V vendors must order rigging services directly through the ERSP. Please contact your Event Services Manager for ERSP contact information.

Equipment Storage

Storage of equipment cases will be the sole responsibility of the A/V vendor. Bone yards are not permitted on the exhibition hall floor without the written permission of your Event Services Manager. Storage in meeting rooms and service corridors is strictly forbidden without the written permission of your Event Services Manager. Storage specifically for A/V equipment and associated dead cases is available in the building on a limited basis.

It is recommended that arrangements for secure accommodations be made for any valuable equipment prior to move-in.

Contracted Personnel

Please reference the HYNES EVENT PLANNING GUIDE for information pertaining to check-in/check-out procedures, lost/missing credentials, identification badges, inspections, conduct of contractor employees, work in harmony agreement, and contractor employee break areas.

Elevators and Escalators

Contractor employees are not permitted to transport equipment or material on escalators at any time. All deliveries should be made using the service elevators located in the service corridors on Levels 0, 1, 2 and 3. Failure to adhere to these regulations will result in the disabling of the passenger elevators and escalators.

Freight Elevators

The MCCA reserves the right to assign elevator operators as it deems necessary. It is understood that when MCCA designated personnel are not assigned to operate freight elevators, contractor personnel will be

designated to operate them and will do so in a manner consistent with posted operating procedures and accepted safety practices. It is also understood that the MCCA retains authority over scheduling and priority for use of freight elevators unless such MCCA is delegated in writing to the General Service Contractor in advance of such use. The MCCA reserves the right to establish and when necessary, revise all policies and procedures governing the use of freight elevators. Contractors shall be held responsible for any damage to the freight elevators as a result of negligent operation, including over-loading and improper procedures.

Emergency Procedures

Please reference the HYNES EVENT PLANNING GUIDE for specific details.

Equipment Layover Requests

The Facilities do not provide or reserve permanent storage areas for contractors. The MCCA reserves the right to approve all proposed layover areas.

Facility Equipment

Contractors may not use, move, rearrange, or compress MCCA Facility equipment including, but not limited to the following: public safety/life safety equipment, such as fire extinguishers, automatic external defibrillators (AEDs), tables, chairs, brooms, risers, staging, ladders, podiums, trash receptacles, and tilt trucks without express written permission from the MCCA. All Facility equipment used without permission will be confiscated or charged for at MCCA standard rental rates.

On-Site Equipment Rental

If a vendor can not meet equipment requirements, they may rent equipment from the on-site preferred vendor. Equipment from outside vendors must be approved by the A/V Coordinator and/or the Audio/Visual Engineer.

Loading Dock

Please refer to the MCCA CONTRACTOR SOP.

Freight and Loading Dock Policy

Please refer to the Contractor section of the HYNES EVENT PLANNING GUIDE for specific details.

Storage of Dead Cases, Freight Containers and Crates

The storage of materials and equipment shall never impede general operating space, workshops, offices,

electrical or telephone closets, payphones, storage rooms, stairwells, security cameras, exit doors, dock levers, AEDs and fire extinguishers. Storage of freight containers will be the sole responsibility of the General Service Contractor and with MCCA approval may use the loading docks. Bone yards are not permitted on the exhibition hall floor without the written permission of your Event Services Manager. Storage in meeting rooms and service corridors is strictly forbidden without the written permission of your Event Services Manager.

Cabling

No cables (telephone, Internet, electrical, audio, video, etc.) should be run in front of any doorway at any

time. If cables must cross a doorway, cables must be flown—cable trays are not an acceptable substitute.

Directions to the HYNES

Please refer to the MCCA's web site (www.massconvention.com) for up-to-date directions.

USEFUL LINKS

Link to HYNES Event Planning Guide:

http://www.massconvention.com/Hynes_eve.tml

BALLROOM



AUDITORIUM



MEETING ROOM

