



Audio Visual Services Guidelines

Boise Centre has an in-house audio-visual team ready to assist you with a wide range of audio visual equipment, event production and customized lighting and event design services. Our expert audio-visual team can meet a variety of needs from the basic meeting room requests to complex services for large multimedia shows. For price quotes and detailed information reflecting your specific event needs, or to meet with our audio visual 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 an event manager at least thirty (30) business days before your scheduled event for further coordination.
2. A daily External Service Provider fee will be charged to the User 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 the 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 of Boise Centre. The use of pyrotechnics is limited to approved cold-spark machines. Other requests regarding pyrotechnics must be sent to the event manager a minimum of 120 days prior to the event.
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 User.
9. All Boise Centre produced event recordings (audio and/or video) will be retained for no longer than one (1) full year from the day the recording took place, unless explicitly requested and agreed upon in writing by both the User and Boise Centre management. Additional fees may apply.

10. Under no circumstances will Boise Centre be liable for lost, damaged, stolen, or misused equipment.
11. Utilization of the Boise Centre's house sound system is charged a flat fee per day, per room, and requires seven business days' advance notice. Speak with your event manager for specific pricing.
12. Use of scissor lifts or forklifts will be provided at prevailing rates and operated by Boise Centre staff.
13. Boise Centre strongly recommends all audio and visual cables be flown from the ceiling whenever possible.
14. Applicable audio visual is subject to 22% service charge. Applicable Idaho State sales tax will apply.
15. Boise Centre's loading dock is for loading and unloading only. Parking is not allowed unless User receives prior approval from the Centre.
16. Sound levels in the ballrooms shall not exceed 98dba.