Audio Visual Services Guide

Boise Centre offers exceptional in-house audio visual services. Our team of audio visual professionals has expertise in producing events.

boise | centre
CONVENTIONS & EVENTS

Audio Visual & Event Production Services

From basic meetings to conventions, tradeshows, and special events with complex multi-media shows, we tailor our services to suit each event's unique needs and goals. We have the knowledge and creativity to transform your event from ordinary to unforgettable.

Exceptional Customer Service

Our Event Managers provide a one-stop-shop and guide you in the planning, equipment, and staffing resources necessary for a convention or an event of any scale.

Supportive Onsite Staff

Last minute adjustments and troubleshooting is what we do. Utilizing two-way radios for continuous communication with key staff, our team is at your service and ready to handle any challenge with a smile.

Skilled Technicians

Rest assured our experienced, creative, and collaborative team of professionals have the know how to transform your ideas and concepts into reality.

Extensive Inventory

Whether you are hosting a conference, gala fundraiser, convention, board meeting, or product launch, we have an extensive inventory of state-of-the-art audio visual equipment curated for our venue to ensure we have the tools to bring your vision to life.

Ready for more info?

Contact your event manager for a price quote, detailed information or to meet with our audio visual staff.

Table of Contents

AV & Event Production Services	3
Gala Packages	4
General Session Packages	5
Breakout & Boardroom Packages	6
AV Package Add-ons	7
Custom Screens & Signage	8
Audio Visual Services Guidelines	9

AV Services Timeline

- 60 days prior to your event, submit a quote request to your Event Manager.
- 30 days prior to your event, finalize audio visual orders.
- 7 days prior to your event, submit/upload all media files and run of show to AV media folders.

Our AV & Event Production Services

Audio

"Testing, one, two, three." We understand the acoustics of our venue and can provide perfect audio solutions for your event needs.

- Expertise in digital and analog audio
- Inventory of both wired and wireless microphones
- Frequency coordination

Lighting

Transform your meeting or special event space with a customized lighting plan to enhance your guest experience. Our skilled technicians seamlessly blend light, color, texture, and movement to create stunning effects suited to your event's unique ambiance.

- Custom programming
- Lighting plans to suit any group's needs
- Décor lighting using moving lights and LEDs

Video Projection

Take your event to the next level with immersive video projection. Captivate your guests with dynamic, high quality video and graphics.

- Audio visual packages to fit any needs
- Flown projectors and screens

Content Administration

Enjoy the convenience of uploading content and digital images to a media platform, ensuring everything is ready for you prior to your arrival and is hassle-free.

- Content uploads managed through OneDrive
- Technicians on-site to assist with editing questions and resizing when needed

Event Design

Do you need assistance making your event theme come alive? We're here to help. Our knowledgeable team will collaborate with you to create an impressive audio visual show to bring your event vision to life.

- Lighting design plan with color, texture, and movement
- Customized stage set design
- Customized graphics and visuals

Gala Packages

The Gala Packages showcase the best of what Boise Centre has to offer. This package guarantees a huge production, with extensive lighting setups and a whole team of AV techs ready to make your event unforgettable. Gala Packages include two screens, two microphones of your choice, all necessary equipment for connections, and basic stage lighting. Can be expanded with additional screens and microphones. These packages are only available in the 100 or 400 ballrooms.

Gala Packages	Screen Size	Customizable Uplight	Moving Lights	Lighting Technician	Audio Equipment
Bronze	Two 8’ Screens	8 Battery Uplights	N/A	N/A	N/A
Silver	Two 16’ Screens	Included	Included	On Show	N/A
Gold	Two 18’ Screens	Lots of Options	Included	On Show	Speakers and Subwoofers
Platinum	Four 16’ Screens	Lots of Options	Included	On Show	Speakers and Subwoofers

**Labor is not calculated in total package cost, and rates vary based on length of time needed. Audio visual is subject to current service charge, and applicable sales tax will apply.*

General Session Packages

One of our most common setups, General Session Packages are designed for a no-frills experience run by two of our experienced AV Technicians, covering video and audio. General Session Packages include two microphones of your choice, all necessary equipment for connections, and basic stage lighting. Can be expanded with an additional screen and microphones.

General Session Packages	Rooms Available			House Lighting Control	Confidence Monitor
Extra-Small	All Rooms	8’	N/A	N/A	N/A
Small	All Rooms	10’	N/A	Included	Included
Medium	Ballrooms 100, 130, 400	12’	Included	Included	Included
Large	Ballrooms 100 or 400	16’	Included	Included	Included
Extra-Large	Ballrooms 100 or 400	18’	Included	Included	Included
3-Screen	Ballrooms 100 or 400	(3) 16’ Screens	Included	Included	Included

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Breakout & Boardroom 200 Packages

For simpler setups, our Breakout Packages come with a screen, podium, and gooseneck microphone, as well as all necessary cables you may need to run your sessions.

An ideal choice for team meetings and brainstorming, the Boardroom 200 Package has everything you need for a scaled-down, Zoom-integrated session.

Breakout Package

- Package prices vary by screen size and amount
    - Rolling monitors (70" or 90")
    - Projectors and screens (8', 10', 12', or 16')
- Packages with multiple screens are also available
- Can be rented for any room

Boardroom 200 Package

- Two 90" Monitors
- Full Zoom Integration
    - Ceiling-mounted cameras and microphone
- Internet Included

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AV Package Add-ons

Add-ons	Room Specific
IMAG (Speaker on Screen)	All Rooms
Small Recording	Breakout Rooms
Recording	Ballrooms
Small Streaming	Breakout Rooms
Large Streaming	Ballrooms
Lobby Announcement Mic Package	Lobbies
Confidence Monitor Package	All Rooms
Decor Expansion	Ballrooms
Decor Lighting Package	Ballrooms
Band Package	All Rooms
Hazer Package	All Rooms
Hazer & Geyser Package	All Rooms
Geyser Package	All Rooms

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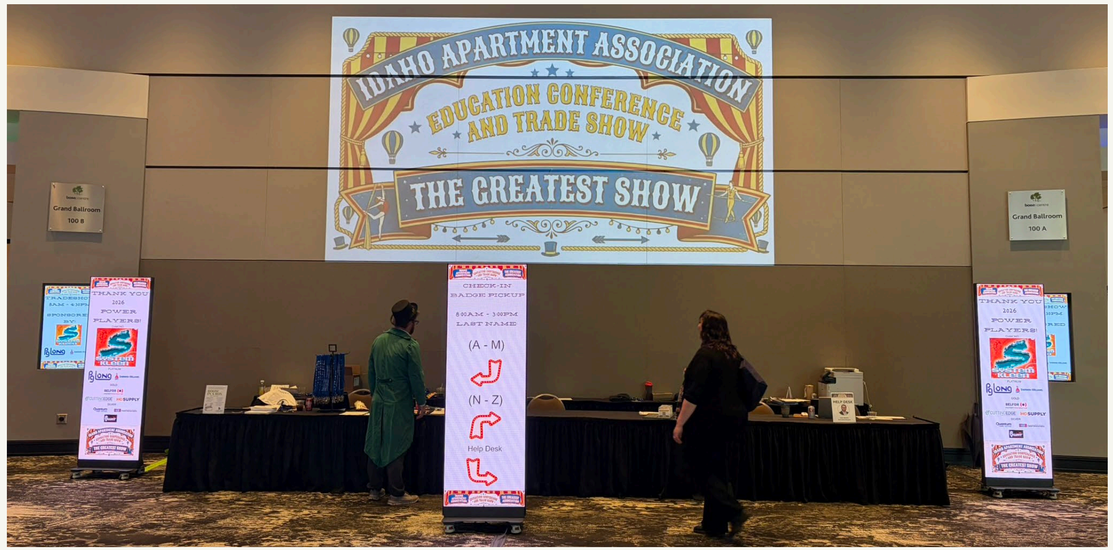
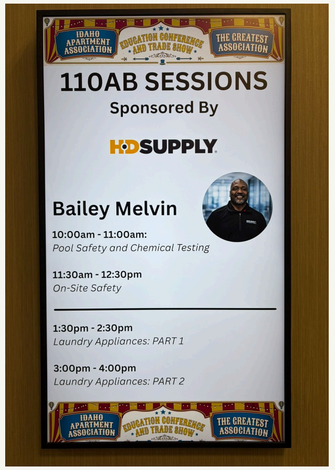


Custom Screens & Signage

Screens and Signage for Custom Directional Signage and Schedules.

All screens can utilize JPG, PNG, and MP4 files.

Screens/Signage	Screen Size	Resolution	Orientation	4K Support	Additional
Mobile LED Pop Up Displays(Single Panel)	Varies	344 x 1032	Portrait	N/A	Can be Combined up to 6 Screens. Can Display Video and Image Files
Curved Wall	16.9	1920 x 1080	Landscape	Supported	
Décor Projector Digital Gobo for Lobby and Escalator:	16.9	1920 x 1080	Landscape	Supported	
LED Walls (Available Upon Request)	Varies			N/A	
Meeting Room Signs					
100ABC & 130SW	46"	1080 x 1920	Portrait	Supported	
110 & 120	43"	1080 x 1920	Portrait	Supported	
400 Main Schedule Reader Board	85"	2160 x 3840 Native 1080 x 1920 Lower	Portrait	N/A	
400 Door Entrance	75"	2160 x 3840 Native 1080 x 1920 Lower	Portrait	N/A	
410ABC & 420AB	43"	1080 x 1920	Portrait	Supported	
430AB & 440SW	17"	1024 x 768	Landscape	N/A	



Audio Visual Services Guidelines

For price quotes and detailed information, or to meet with our audio visual staff, please contact your Event Manager.

Power

- All power requirements will be provided at the prevailing rates. Contact your Event Manager for information.

Event Recordings

- 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.

Service Charge and Tax

- Service charge will be applied at current contracted rates, plus current Idaho state sales tax, to applicable audio visual services. All service charges are also subject to Idaho state sales take.

Sound System

- Boise Centre's sound system is designed for speech amplification but may require supplemental sound equipment depending on your production requirements. Paging microphones and background music are available. It is possible to connect all rooms to provide one combined system. Sound levels in the ballrooms shall not exceed 98dba.

External AV

- If opting out of using the Boise Centre's in-house AV services, an external AV service fee will be applied. The provider of external AV services is also required to attend a meeting with the planner / organizer of the event and Boise Centre AV to discuss policies and procedures, a minimum of 60 days before the event.