AUDIO/VIDEO CONTRACTOR/VENDOR GUIDE

MCCA
Massachusetts Convention Center Authority

Introduction

Welcome to the Boston Convention & Exhibition Center (BCEC). The Massachusetts Convention Center Authority (MCCA) has put this guide together as an addendum to the BCEC EVENT PLANNING GUIDE and the BCEC RIGGING RULES AND REGULATIONS in order to assist incoming audio/visual vendors with the special challenges the BCEC 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 Exhibition Halls, it also includes information on the Grand Ballroom, the North Lobby, the Meeting Rooms and other areas.

The BCEC opened in 2004 and features:

- 516,000 square feet of contiguous exhibition space, easily divided into 10 different configurations
- 160,000 square feet of meeting room space
- A 40,020 square foot, column-free Grand Ballroom
- More than 300,000 square feet of registration and function space
- 62-covered loading bays
- Five elephant doors with full access to the exhibition hall floor
- 9 foot x 21 foot freight elevator adjacent to the loading dock
- Wi-Fi enabled Internet access and cell phone coverage throughout the building

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

Acoustic Properties and Characteristics

Exhibition Halls

Most General Sessions are held in one of the three Exhibition Halls referenced (north to south) as: Hall A, Hall B and Hall C. Air walls are used to divide or configure the halls to suit the event. Hall B can also be further divided by an air wall into B1 and/or B2. Glass skybridges span the exhibit floor for easy point-to-point movement.

Ceiling heights range from 96 feet in Hall A to 80 feet in Hall C with surfaces comprised of polished concrete, metal and glass. Some areas in Hall A have perforated steel acoustic surfacing which provides a modest amount of acoustic treatment.

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

The RT60 (RT60 is a measurement of how long it would take a sound to decay 60dB in a large room) for the Exhibition Halls is just over 9 seconds making it a challenging space to provide intelligible sound reinforcement.

The Grand Ballroom

The Grand Ballroom is just over 40,000 square feet with a vaulted slotted wood ceiling. The room can be divided into two spaces of equal size with an air wall. The rear (south) wall is also a wood surface and is constructed with an irregular pattern to act as a geometric diffuser/re-director. Rigging points (every 15 feet except down the center and supporting 1500 lbs. per point) are conveniently located in the ceiling. Load in is via a 9 foot x 21 foot freight elevator just north of the loading dock.

Meeting Rooms

The BCEC has 80 carpeted meeting rooms. The majority of rooms have a ceiling height of 16' 6". The meeting rooms on Level 2 West known as "mini-Grand Ballrooms" (Rooms 210 A, B and C) have a ceiling height of 19' 0". Storage is not permitted in any meeting room without written permission from the Event Services Manager.

North Lobby

Occasionally used for musical acts, interactive displays etc. The North Lobby surfaces are polished terrazzo and glass. There are rigging points every 15 feet but very limited access to power.

North Exterior Areas

Occasionally used for public speeches and photo ops. There are no rigging points and limited power.

The Westin Waterfront Hotel

The Westin Waterfront Hotel can be linked to events at the BCEC and vice-versa. The Westin is connected to the BCEC through conduit with RG6, Multimode Fiber, Single Mode Fiber and CAT5 (for phone). Contact your Event Services Manager for additional information.

Recommended Practices and Solutions

The use of heavy (22 oz.) Encore or velour type drape is strongly recommended to reduce spurious reverb and flutter echo and should be considered mandatory when doing audio in any of the exhibition halls and for blackout. Heavy drape should be used on the south wall, clearstory windows, as sound baffles and as a perimeter on the floor. 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 Hall C. Sessions in Hall A or B 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.

Room Treatment

- Hall C South Window, 60 foot Blacks: Qty. 340 feet
- Clearstories, 10 foot Blacks: Qty. 640 feet
- 240 foot Sound Baffle, 40 foot Drape: Qty. 260 feet
- Motors: Qty. 9
- Truss: Qty. 240 feet
- 180' Sound Baffle, 40 foot Drape: Qty. 200 feet
- Motors: Qty. 7
- Truss: Qty. 180 feet
- Optional Blackout/Large Windows, 60 foot Blacks: Qty. 340 feet
- 16 foot Perimeter Pipe and Drape, 10 feet x 16 feet: Qty.1600 feet (+/-)
- Fabric Tabs behind Speakers: Qty. As Needed

Note: Treating the clearstories and south window or any of the large windows is primarily for blackout purposes and has the added benefit of dampening the room acoustics depending on the stage layout.

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 BCEC must be approved by the MCCA.

Please review the BCEC 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.

Audio/Visual and House Sound Services

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.

Recording Room

A dedicated and comfortable recording room is located on the Level 0 West just off the loading dock area. When using the in-house Media Matrix sound system all room outputs appear on RCA and XLR 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

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.

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

Contracted Personnel

Please reference the BCEC 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 BCEC 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 BCEC 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.

Up Link Capabilities

Media Bays are located across from the loading dock on the west side of the building across from docks 1 through 8. Satellite trucks can park with a clear shot to the southwest.

Bays are provisioned with phone, data on CAT6/RJ45, multimode fiber/SC, video coax/BNC, audio/XLR and power:

- (3) 30 amp/120V Edison
- (3) 60 amp/208V 1-phase Cam-Lok panel mount
- 100 amp/208V 3-phase Cam-Lok pigtails

A Verizon Broadcast Video Service/TV 1 Circuit is permanently installed in the demarc.

A VideoLink ReadyCam permanently set up near the Exhibition Halls.

http://www.videolink.tv/index.cfm/page/ReadyCam-/pid/10279

AV Move-In and Move-Out Procedures

AV Operations and Procedures

The Licensee's General Service Contractor (GSC) must work in harmony with the Licensee's designated AV company. GSCs are authorized to unload AV equipment from the loading dock to an AV designated central location. From there, the AV company employees are solely responsible to distribute AV equipment from said central location, to anywhere within the MCCA facilities (Hynes/BCEC). At the end of the event, the AV company will then return AV equipment to the designated central location and it will be the responsibility of the GSC to load out all AV equipment from said location.

Directions to the BCEC

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

Exhibit Hall Floor Plan

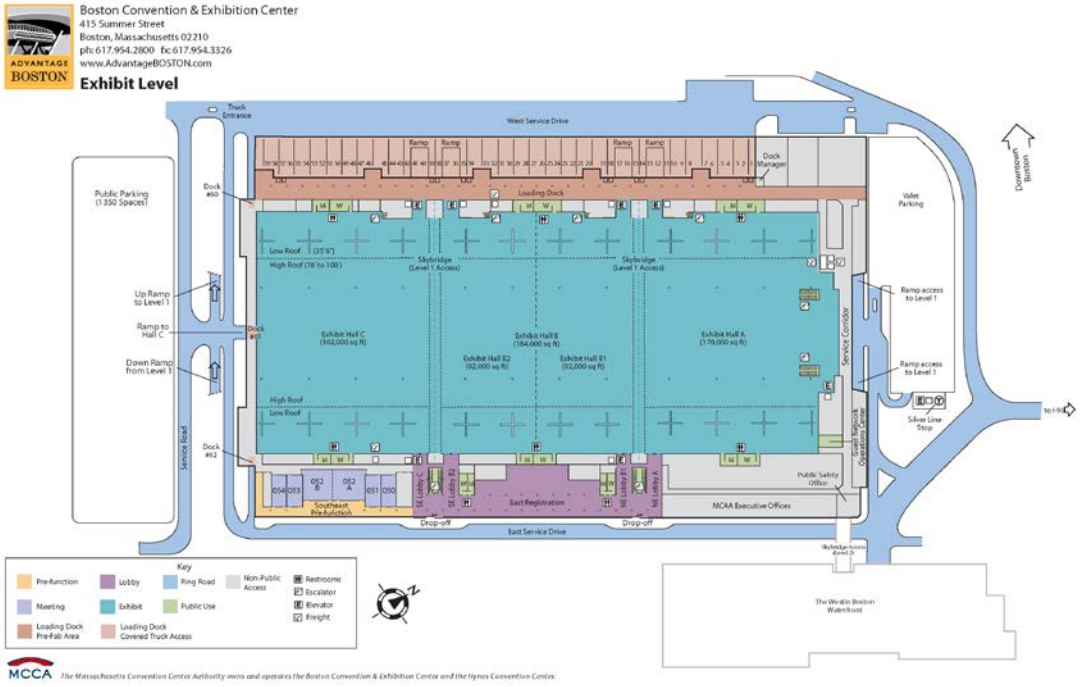
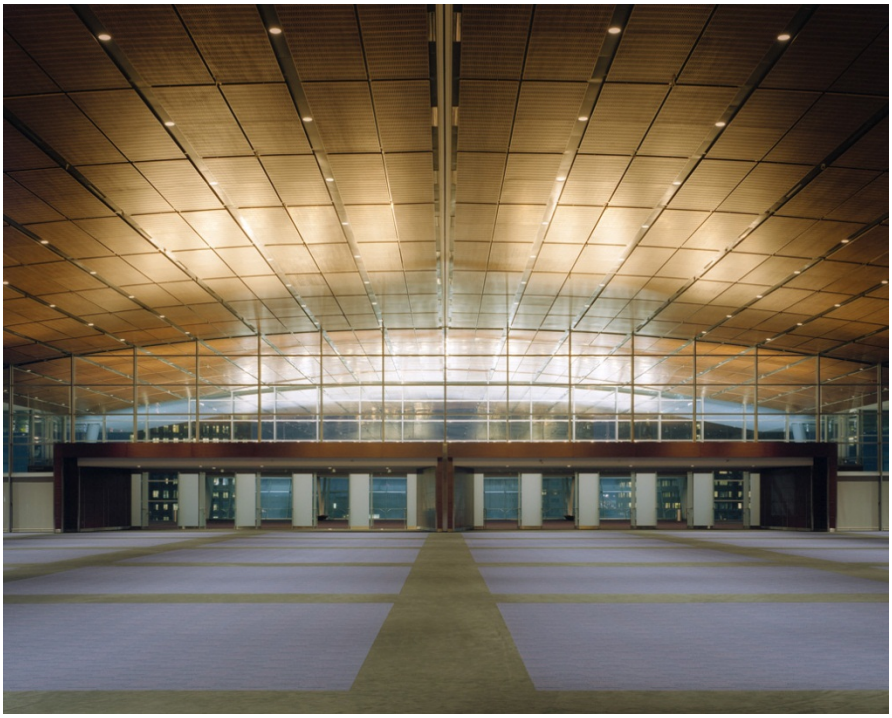


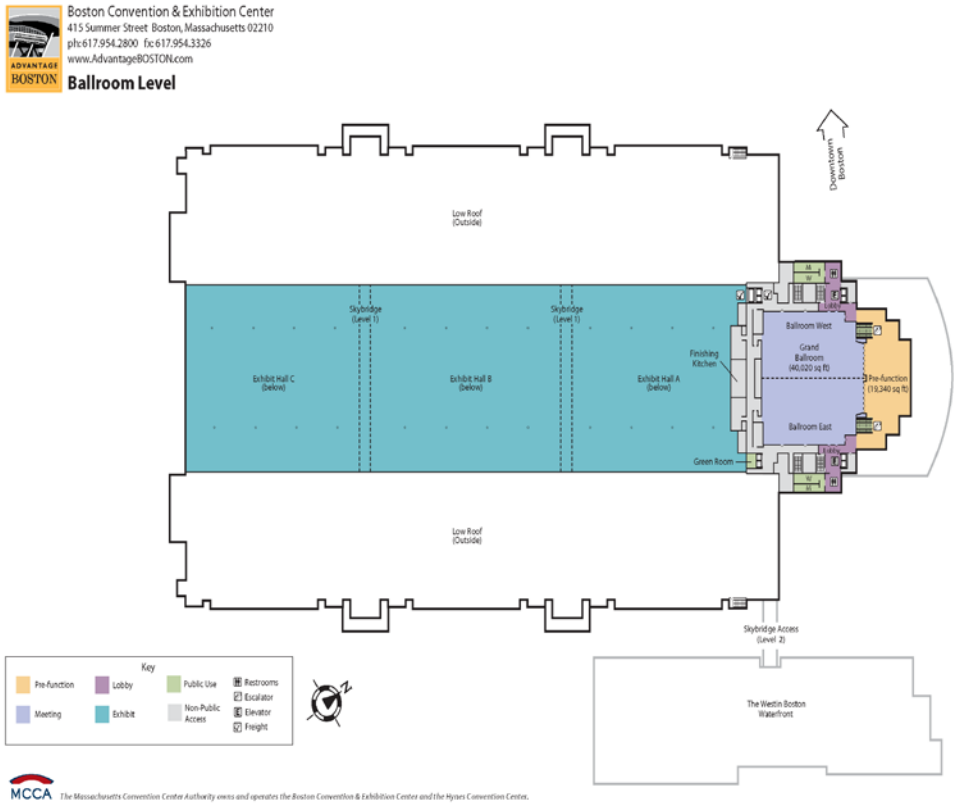
Exhibit Halls

This is the view looking south from Hall A through B1 and B2 all the way to the concrete and glass south wall of Hall C. All air walls are open. Note the tall glass above the skybridges separating Hall A from Hall B and Hall B from Hall C.

Grand Ballroom Looking North towards the Pre-Function Area

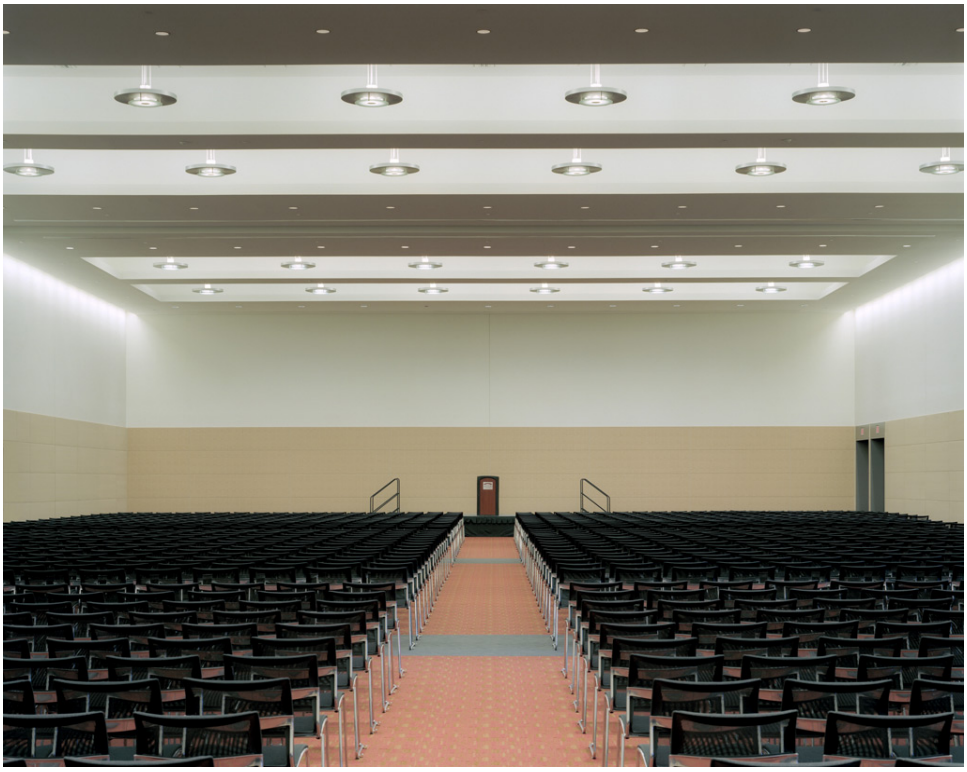


Grand Ballroom Level 3



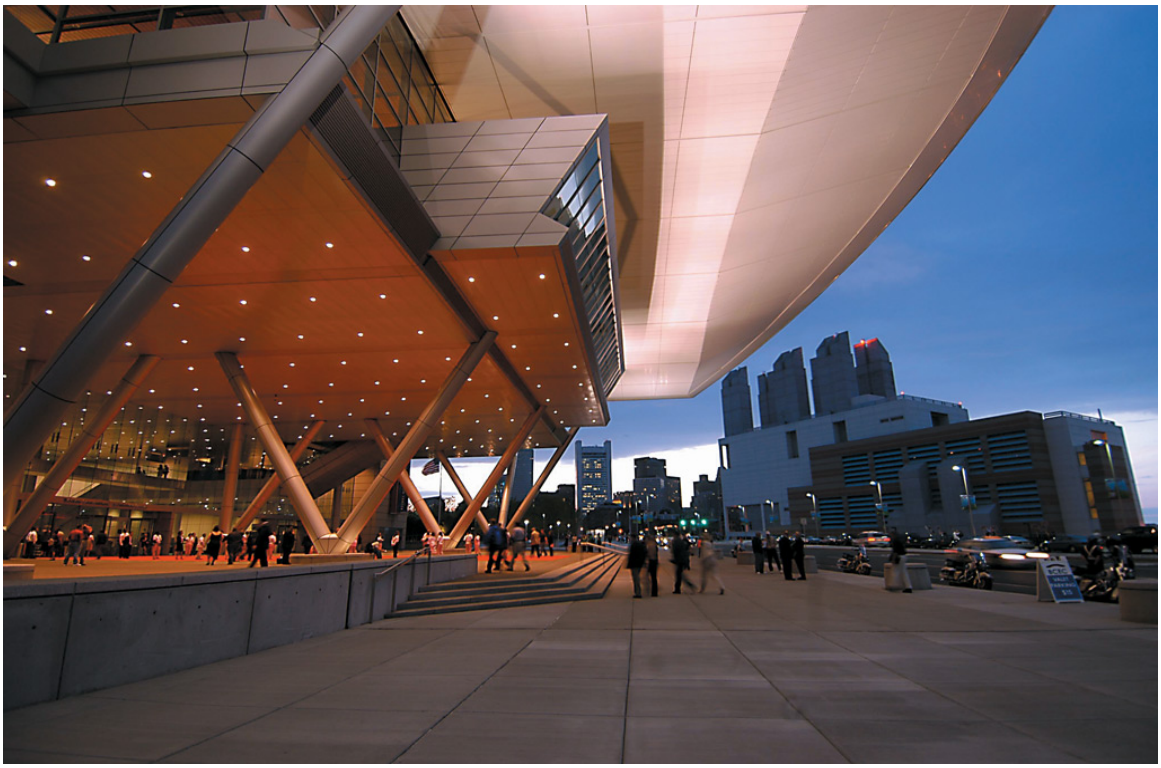
A Typical Meeting Room

Large Meeting Room



North Lobby

North Exterior

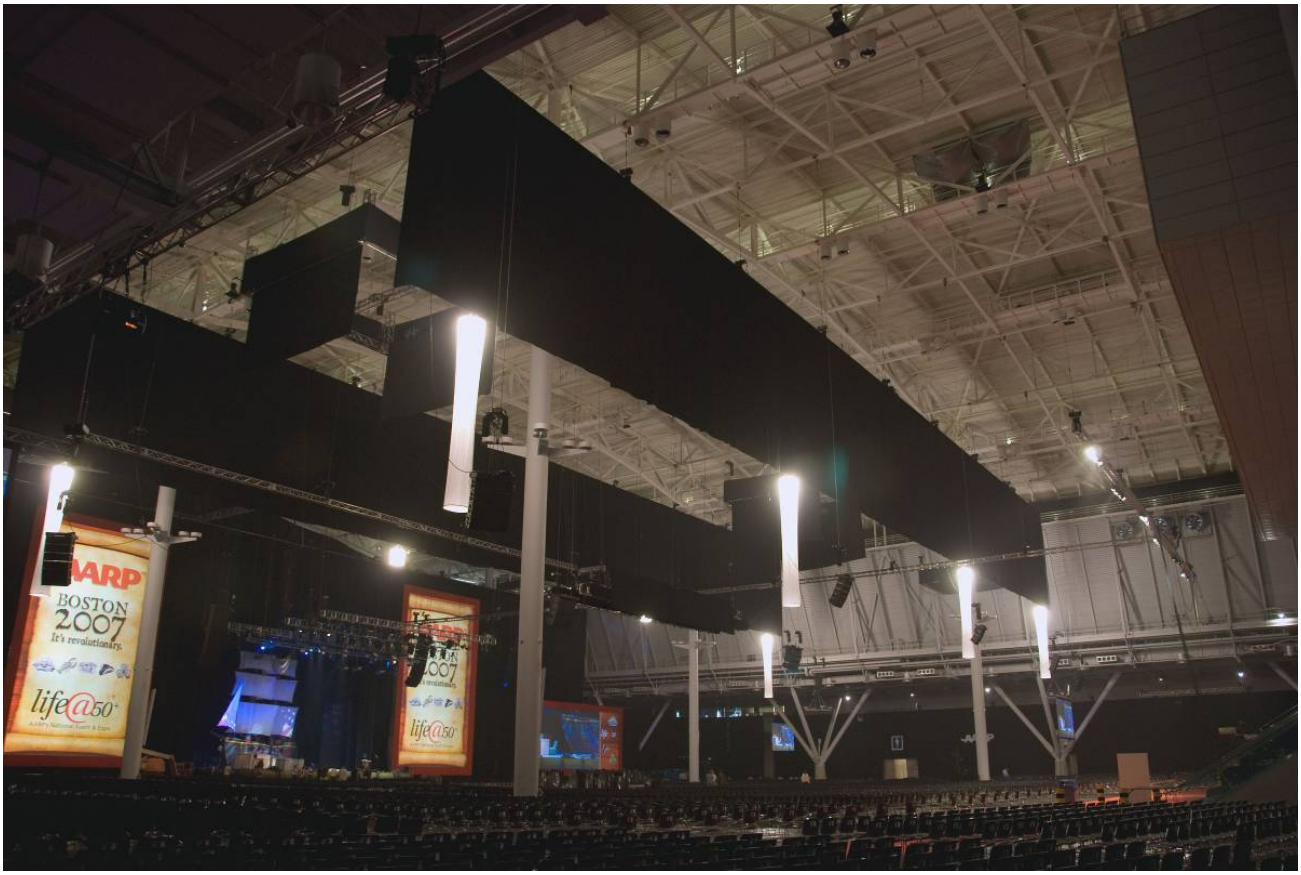


Hall A Looking South and Fully Draped for General Session with Concert Acts

Here we see Hall A set up in a north south configuration and properly treated with heavy velour drape

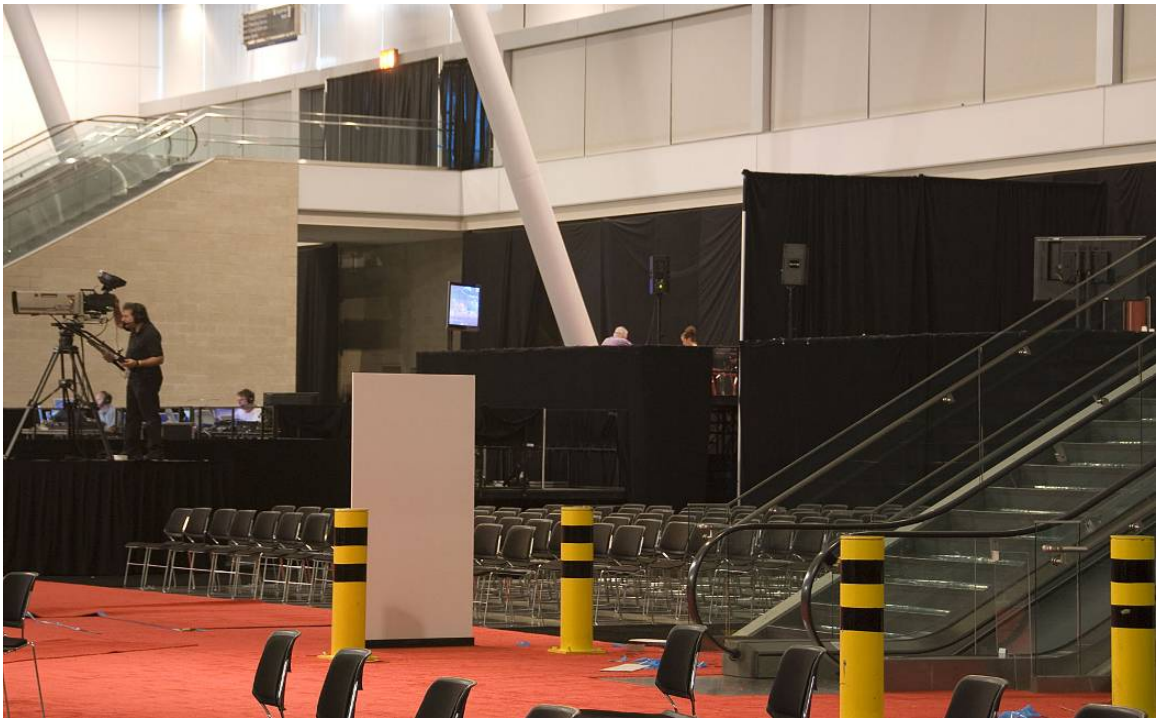
- 180 foot x 40 foot baffles
- 16 foot perimeter pipe and drape
- Stage and wings
- Clearstories
- All Aisles carpeted

In this scenario the RT60 has been reduced from around 9 seconds to a much more manageable 3 to 4 seconds.



Hall A North

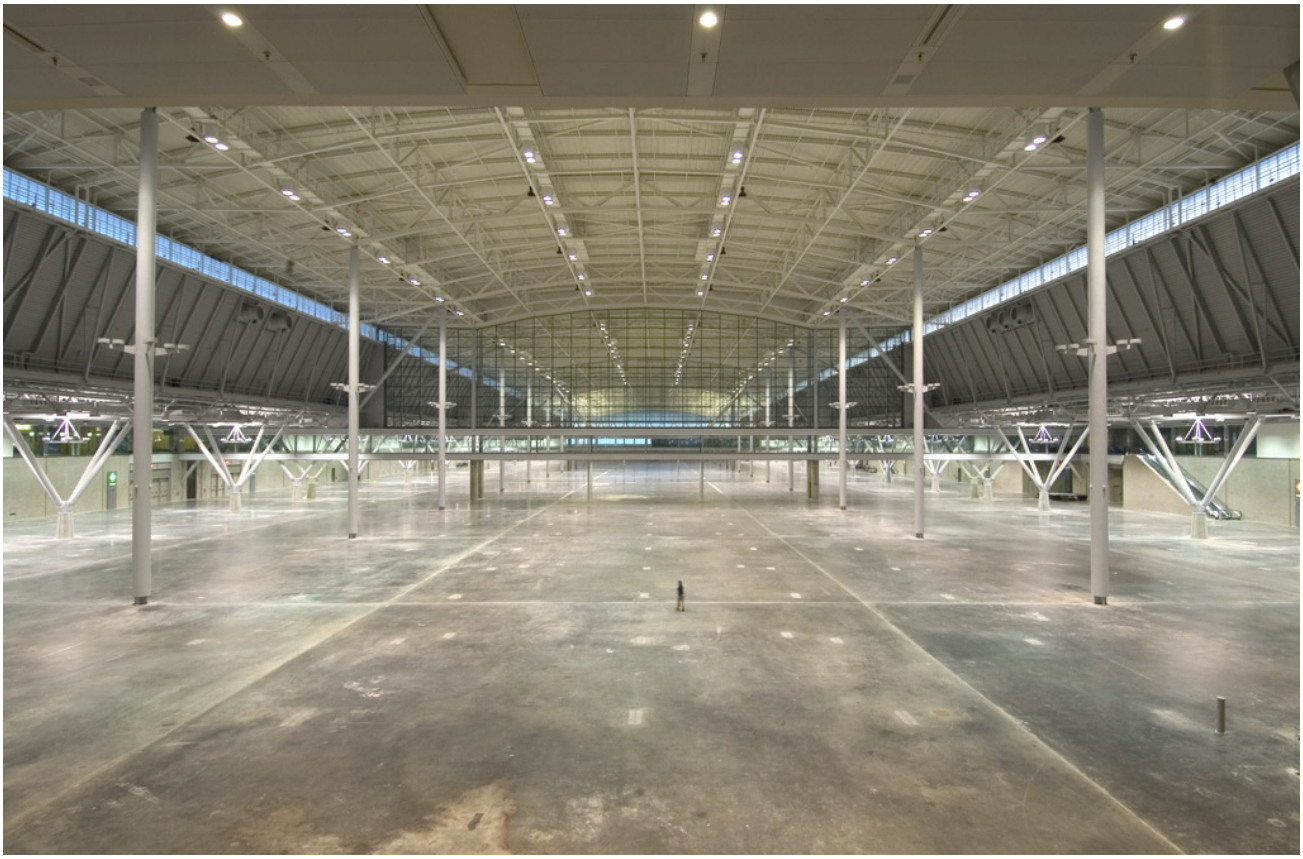
The back of Hall A — notice the use of aisle carpets to eliminate reflections off the polished concrete floor as well as the velour perimeter drape.



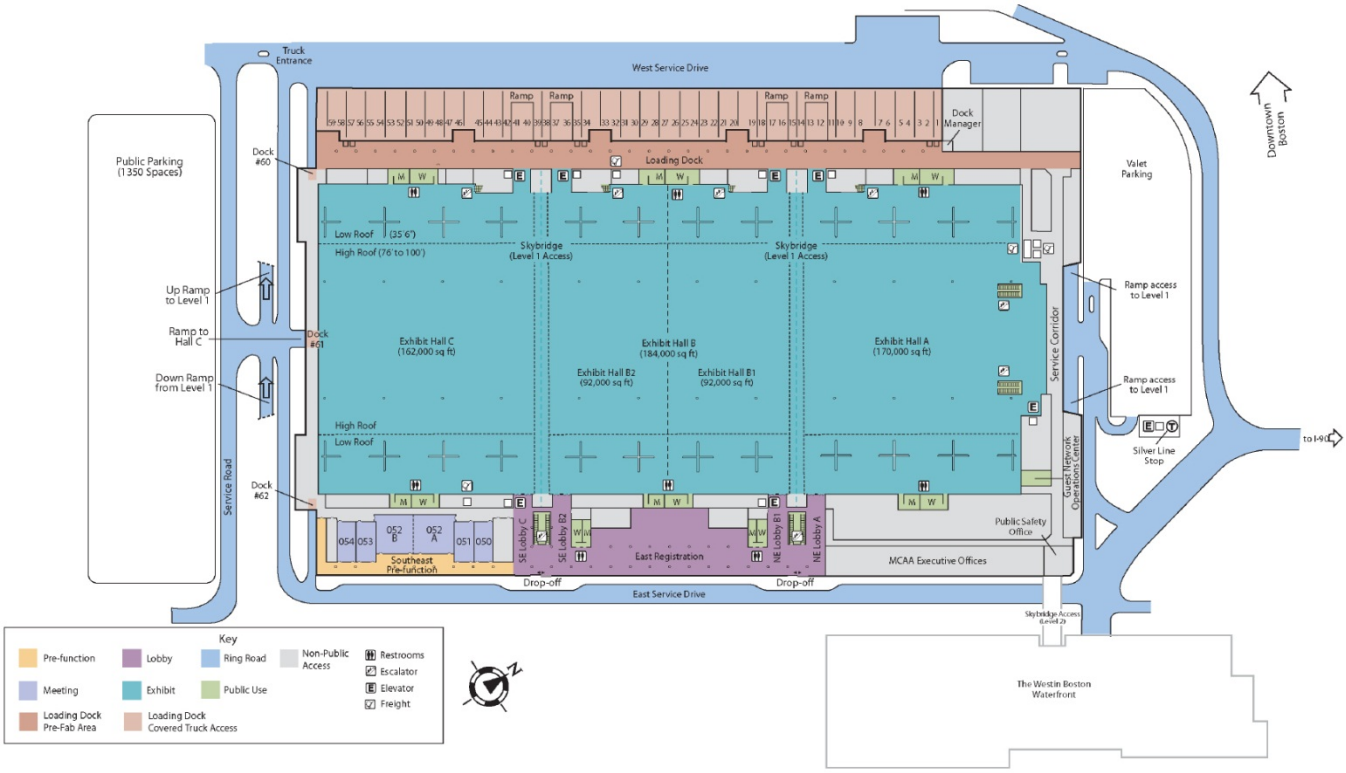
South Window Hall C

Here we see the back of Hall C. Hall C is often used for General Sessions.

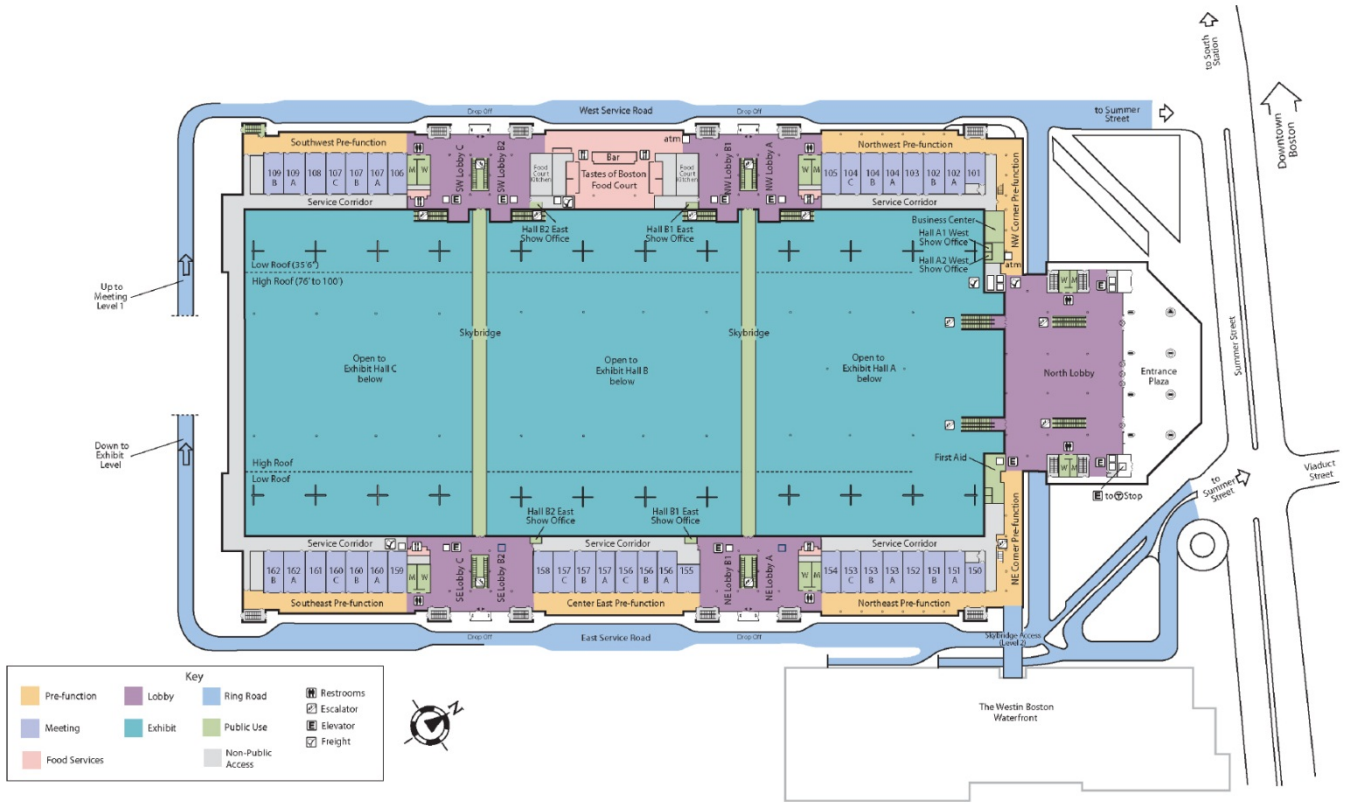
Exhibition Hall



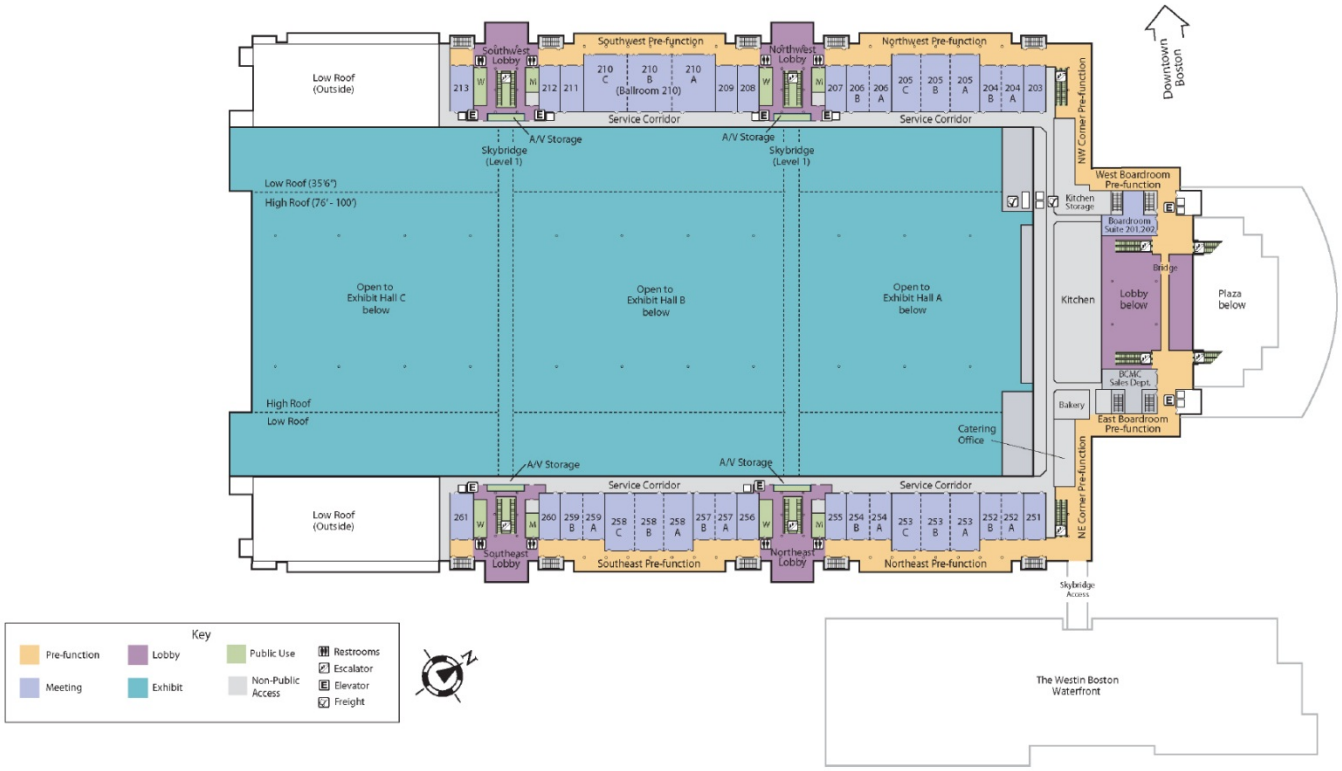
Appendix A. BCEC Floor Plan: Exhibit Level



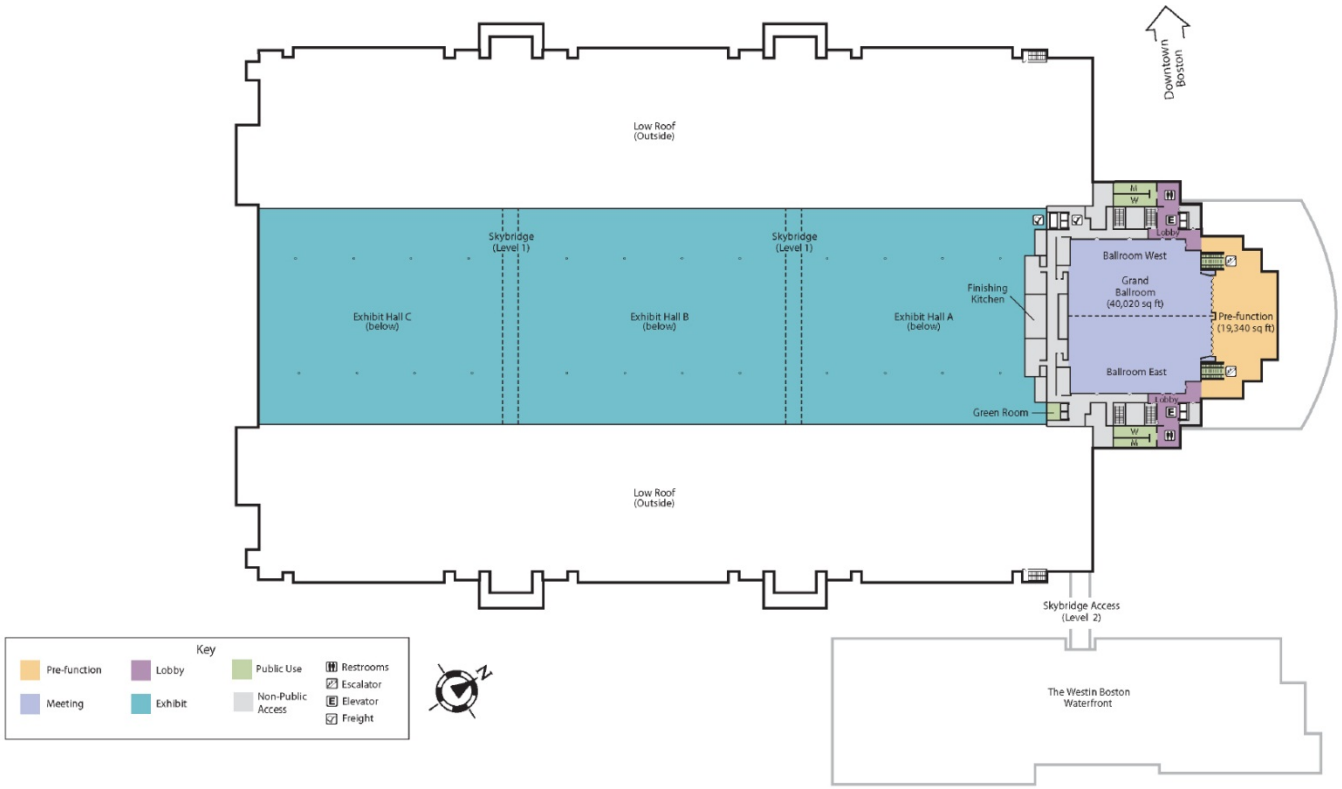
Appendix A. BCEC Floor Plan: Meeting Level 1



BCEC Floor Plan: Meeting Level 2



BCEC Floor Plan: Ballroom Level



Appendix B. Wireless Frequencies, Boston, MA 02210

local television channels (50 mile radius)			
call letters	city, state	channel	distance
SAFETY	BOSTON, MA	14	1 mile
SAFETY	BOSTON, MA	16	1 mile
WMFP	LAWRENCE, MA	18 digital	9 miles
WGBH	BOSTON, MA	19 digital	10 miles
WCVB	BOSTON, MA	20 digital	10 miles
WSBE	PROVIDENCE, RI	21 digital (602 to 608 MHz)	35 miles
WLWC	NEW BEDFORD, MA	22 digital (518 to 524 MHz)	39 miles
WUTF	MARLBOROUGH, MA	27 digital (524 to 530 MHz)	23 miles
WUNI	WORCESTER, MA	29 digital (560 to 566 MHz)	34 miles
WBZ	BOSTON, MA	30 digital (566 to 572 MHz)	10 miles
WFXT	BOSTON, MA	31 digital (572 to 578 MHz)	9 miles
WBPX	BOSTON, MA	32 digital (578 to 584 MHz)	9 miles
WZMY	DERRY, NH	35 digital (596 to 602 MHz)	32 miles
WSBK	BOSTON, MA	39 digital (620 to 626 MHz)	10 miles
WLVI	CAMBRIDGE, MA	41 digital (632 to 638 MHz)	9 miles
WHDH	BOSTON, MA	42 digital (638 to 644 MHz)	9 miles
WGBX	BOSTON, MA	43 digital (644 to 650 MHz)	10 miles
WYDN	WORCESTER, MA	47 digital (668 to 674 MHz)	10 miles
WLNE	NEW BEDFORD, MA	49 digital (680 to 686 MHz)	35 miles
WJAR	PROVIDENCE, RI	51 digital (692 to 698 MHz)	35 miles