



Policies and Procedures

Department: Exhibitor Services	Issued By: Exhibitor Services
Topic: Audiovisual Electrical Services	Procedure Number:
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Policy:

- For the ease of audiovisual (AV) setup, each meeting room, ballroom, and/or grouping of rooms, may utilize (2) 20-amp wall outlets. This power is only for AV equipment such as; projectors, speakers, mixers, microphones, tech tables etc. All AV power that exceeds the (2) 20-amps or that requires CCC labor or equipment is chargeable. at standard rates.

Procedures:

- AV companies may use up to two complimentary wall outlets in each room, or group of rooms, provided the equipment's power requirements only utilize (2) 20-amps of power. Combination rooms are considered a group of rooms. thus Meeting Room 301- 303 receives two AV outlets total just as Meeting Room 301, 302, and 303 would each receive two outlets if the walls were in place.
 - AV companies must run power from the wall outlets to their desired location using their own labor and equipment.
 - All AV companies are responsible for the proper dressing of cables to eliminate safety concerns and all installation is subject to convention center inspection. In the case of circuit overload, the lessee will be assessed a \$75.00 labor charge for each reset and may be required to order additional power if circuit overload continues.
- All AV power, including complimentary power, must be recorded by Exhibitor Services. Lessee must submit all AV power needs with other event utility needs and floor plans, following applicable deadlines.
- If the Lessee subleases the space to an ICW (in conjunction with), the two complimentary 20amp circuits are not applicable.