



Los Angeles Convention Center

## AUDIO AND VIDEO SERVICE INFORMATION

Effective January 1, 2010

The Los Angeles Convention Center (LACC) offers a wide array of professional audio/video services. The following information details the policies and procedures associated with the respective service.

Clients, and/or their designated Show Manager/Conference Planner, must work with their LACC assigned Event Manager to establish technical needs and equipment placement for audio/video services for their event. Room diagrams depicting accurate equipment locations, the specific service being ordered, and the date and time service is to be installed, should be provided at least 21 days prior to the first show day. The LACC Event Manager can provide base drawings upon request.

A 20% discount rate is available for services ordered a minimum of twenty-one (21) days prior to the first show day. For all ordering and payment information, contact Exhibitor Services at (213) 741-1151, Extension 5470 and/or refer to the Audio Visual Price List.

### **MEETING ROOMS SERVICES**

1. Each meeting room is equipped with a previously installed voice quality sound system. One complimentary lectern with wired microphone is available for each meeting room upon request.
2. The Audio system in each meeting room has the capability of using three microphones without a mixer. The use of more than three microphones per room will require the installation of a mixer. A mixer is also required for any audio playback device such as: compact disk, computer, TV, radio, etc.
3. Only LOW LEVEL background music is allowed to be played back into the LACC sound system. An external (supplemental) sound system must be installed in meeting rooms that require high level audio, music, singing and loud motivational speaking.
4. The LACC provides professional A/V service; however this service is not exclusive. Clients may use A/V contractors to provide stand alone A/V systems. Non-LACC audio equipment may not be patched into the LACC sound system.
5. LACC can provide record feeds to a recordist. Individual record feeds can be sent to each room or to a selected centralized recording location. A record feed consists of a 600 ohm balanced line level signal terminated with a female XLR connector. There is a daily rental rate and there may be a labor charge associated with this service. The recordist must provide male XLR connectors to connect their recording equipment.
6. The fees listed on the Audio Visual Price List include labor and are based on LACC receiving orders and complete information "in advance" to allow for early installation of service. A/V systems are installed, tested and "set" according to the information received. Any request for changing a room set once installed is subject to additional labor charges required to accomplish the change. Changes include: relocation of equipment, adding/removing equipment, etc. Service ordered the same day that installation is required is also subject to additional labor charges. Credits or refunds will not be given for services or equipment once installation has been completed.
7. LACC A/V installation teams normally complete installations and end their shift at 3:00 PM. Clients anticipating changes and/or the submittal of additional orders beyond 3:00 PM may desire to hire LACC A/V tech's on stand-by to address last minutes needs as they arise. Arrangements for stand-by labor should be made 48 hours in advance.

## **HALL SERVICES**

1. A complimentary paging system is available upon request. The microphone must be located in a standard designated show office location. Installation of the microphone in a non-standard location will require additional labor charges.
2. The South and West Halls are equipped with a voice quality delayed sound system. This system is comprised of a set of front fill speakers and ceiling speakers. Please contact Technical Services Section for additional details and pricing information.
3. Requests for service to non-standard locations, and/or requests to modify, add to, or adjust services that have already been installed and "set" will require additional labor charges. Services ordered on the same day that installation is required is also subject to additional labor charges. Credits or refunds will not be given for services or equipment once installation has been completed. Please refer to the Audio Visual Price List for associated labor rates.

**For information on audio and video services, please contact Technical Services at (213) 741-1151, Ext. 5050.  
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