

**Audiovisual Service Standards for
Outside Audiovisual Service
Vendors v22.0**

LMG is the Team San Jose preferred av vendor. LMG Show Technology (hereinafter called "LMG") maintains full service, on-site audiovisual rental, staging and production services at the San Jose Convention Center and Cultural Facilities (hereinafter called "SJCC&CF"). SJCC&CF is managed by Team San Jose (hereinafter called "TSJ"). TSJ and LMG recognize that clients may elect to bring in an outside audiovisual vendor (hereinafter called "outside vendor(s)"). These guidelines have been developed to ensure the utmost safety and care for all guests of the SJCC&CF and the SJCC&CF premises, and to uphold a level of service and quality that is necessary to ensure a successful event.

1. All outside vendors planning to do audiovisual work within the SJCC&CF must contact the TSJ Production Manager no less than 45 days prior to load in. TSJ, and the SJCC&CF will advise vendors of the provisions that must be met and will assist in assuring that your function runs smoothly.
2. The SJCC&CF is a full union facility. An exclusive Collective Bargaining Agreement between TSJ and IATSE 134 is currently in place. It is agreed that general carpentry, building, maintenance, loading and unloading of trucks (excluding SJCC). All Theatrical and Convention or Corporate intelligent lighting (including all light board operation), laser projection, audiovisual, video (including all video and projection engineering), cameras, LED panels and walls, electronic computer controlled video cameras and spot lights, and sound equipment (including all sound board operation), which also includes operation of spotlights and rigging in the theatre, civic auditorium, rehearsal hall, convention center, warehouse, motion picture or television locations on TSJ property, will come under the jurisdiction of Local 134.
3. TSJ serves as the exclusive payroll agent for all audiovisual labor provided by IATSE Local 134 Labor utilized in the SJCC&CF.
4. As requested by TSJ only IATSE Local 134 may dispatch audio/visual labor working in the SJCC&CF. Please contact Tim Foster at 408-792-4563 or tfoster@sanjose.org for specific information regarding rates, rules and a labor estimate of cost quote for your event.
5. IATSE 134 has full jurisdiction over any broadcast; simulcast; live streaming; recording by film; audio and/or video tape; compact disk or direct to hard drive/and or servers.
6. All outside vendors planning to do audiovisual work within the SJCC&CF must assume complete responsibility for equipment malfunction, loss, damage or theft. TSJ and LMG accept no responsibility for the outside vendors lost, damaged, malfunctioning or stolen property. All outside vendors planning to do audiovisual work within the SJCC&CF must dress (drape) all screens, carts and stands in accordance with TSJ and LMG's standards.
8. Cable ramps or overhead cable management truss must be used on any and all cabling that crosses any public or service doorways and hallways.
9. Gaff tape must be used to secure cabling that is not placed against any wall. All cable runs should be straight and/or at 90-degree angles. Tape is never to be used on walls, doors, wooden floors, trim, and ceiling surfaces.
10. To maintain the integrity of the in-house audio systems, lighting systems and fiber systems, outside vendors are not permitted to patch into these systems without the approval from TSJ

and assistance of an IATSE 134 technician and/or a TSJ representative on site. LMG may be requested to manage in-house systems by TSJ.

11. Storage space for outside vendors planning to do audiovisual work is the sole responsibility of the outside vendor. Under special circumstances the TSJ may provide space. A rental fee will apply and a cleaning fee if appropriate based on the condition of the space to be billed to the vendor. No outside vendor's equipment, carts, stands, or cases are to be stored in the back service hallways, freight load-in areas, service storage areas, emergency exits, and stairwells at any time.

12. The outside vendor is completely responsible for leaving the SJCC&CF in the condition it was given to them. This includes disposal of all trash, gaffer/duct tape, props, cardboard, plastic, etc. If a dumpster is required, advance notification and approval must be received. Cleaning fees will be assessed should floor, wall, door or ceiling marks require more than traditional cleaning.

13. Edlen Electrical is the SJCC preferred in-house electrical vendor. Electrical requirements must be presented to Edlen Electrical Exhibition Services 14 days prior to the event. Power requirements will be billed by the TSJ to the group's master account at the prevailing rates. For exact electrical fees, please review the [Edlen Electrical Services Order Form].

14. Nailing, screwing or similar actions into staging, ceilings, flooring, doors, podiums and/or walls is strictly prohibited. This is to preserve the integrity of the SJCC&CF property.

15. Rigging requirements must be presented to TSJ Production Manager via teamsanjosereview@stagerigging.com for review, approval and assessment fee estimate 30 days prior to the event.

16. Banner hanging falls under the jurisdiction of Sign, Display and Allied Trades local 510 and should be coordinated with the contractor and the TSJ. TSJ will advise of any fees and regulations.

17. Scissor Lifts, forklifts, boom lifts and/or ladders are not available for use. These are the sole responsibility of the vendor. Any lifts to be used must be hydraulic powered and have the wheels covered. The SJCC&CF does not have space for lift storage and the vendor is responsible for making necessary rental, drop off and pickup of equipment arrangements.

18. Plastic covering must temporarily protect all carpeted areas where road cases with wheels are transported or stationed.

19. All outside vendors planning to do audiovisual work must meet the following dress code to work in the SJCC&CF: Polo shirts, slacks and work appropriate shoes must be worn at all times. No t-shirts, jeans, shorts, muscle shirts are permitted.

20. TSJ will advise all outside audio/visual vendors regarding current TSJ industry safety standards for work in SJCC&CF and safety TSJ policy including but not limited to Personal Protection Equipment required on temporary installation and removal of audio/visual and support equipment.



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21. All outside vendor's empty cases are to be removed from the public area and to be placed in a pre-determined and approved area. If such space is not available, the outside vendor must place all empty cases back in the vendor's truck.

22. Room diagrams with exhibit, audiovisual equipment, and rigging requirements must be presented to TSJ 30 days prior to the event.

Please refer to the San Jose Convention and Cultural Facilities Facility User Guide for Additional Standards and Fees pertaining to Outside Vendors.

Rigging Fees

TSJ will commission a peer review for approval of all av rigging attached to SJCC&CF roof trusses. If additional structural engineering review is required for approval TSJ will commission the review for approval of rigging and load distribution of ceiling attachments to the roof trusses.

\$150.00 Per Load Bearing Point Ceiling Connections Per Show Day

\$75.00 Per Cable Pick Point Ceiling Connections Per Show Day.

Rigging Labor Rates

Please refer to TSJ Production Dept. for all IATSE Contract for labor rates.

Exhibit Hall Sound System Use Fees

Any Combination of Exhibit Halls use of the QSYS Meyer sound system is \$2,000.00 per show day.

There is no charge for wired paging microphone or DJ use of the sound system. IATSE labor is required for operational use beyond a paging mic.

Exhibit Hall Lighting System Use Fees

Any Combination of Exhibit Halls use of the ETC DMX Lighting system is \$2,000.00 per show day.

There is no charge for pre-set touch button lighting 1-4. IATSE labor is required for operational use beyond a touch button use.

Sound System In-House Room Patch Fees

Exhibit Halls, Ballrooms and/or Meeting Rooms use of the QSYS in-house system in SJCC are \$145.00 per space per show day. This will have a Maximum charge of \$1000 per day.

Call for specifications and availability for patch routing in SJCC and the other Cultural Facility venues.

SM Fiber Patch Fees

All Exhibit Halls, Ballrooms and/or Meeting Rooms in the Convention Center are \$145.00 per space per show day. This will have a Maximum charge of \$1000 per day.

Call or email for specifications and availability for patches in the other Cultural Facility venues.

*****Note: All rigging assessments, lighting, sound and fiber patch fees are per show day.*** Please**

contact the TSJ Director of Production for a quotation specific to your event.



ACKNOWLEDGEMENT OF RECEIPT

Addendum A

I, the undersigned, have received a copy of the Audiovisual Service Standards for outside audiovisual service vendors. I have read and understand the information contained therein. I acknowledge that if LMG is not used as the supplier of our audiovisual services, the charges listed in this Audiovisual Service Standards may be billed and will be due in full prior to the start date of my event.

Authorized Signature

Company Name

Street Address

City, State, Zip

Phone Number

Fax Number

Email

Event Name

Program Dates

Contact Name (Please Print)

Title