



### **Outside Audio/Visual (A/V) Company Policy**

To ensure a smooth event experience and maintain safety and facility standards, clients wishing to use an outside A/V company must follow the guidelines below.

#### **1. Approval Required**

All outside A/V companies must be approved in writing by the Sales Department before contracting services. Please provide the vendor's name, experience and reference for review if requested.

Please note: Choosing to hire an outside A/V company will incur an *Outside A/V Fee*, charged per room, per day.

#### **2. Technical Details & Power Requirements**

Clients must submit a full list of equipment and technical needs (models, audio setup, video resolutions, etc.).

Outside A/V companies must meet TRCC's technical and safety standards.

- Custom Power: All custom power setups must be coordinated directly through TRCC.
- Rigging: If any aspect of the setup requires rigging, a load-in day must be booked in advance to allow for safe and proper installation.

#### **3. Contracts & Responsibilities**

Clients must have a written agreement with their A/V provider outlining:

- Scope of Services: Equipment, setup, operation, and teardown.
- Timelines: Load-in, setup, rehearsals, and removal.
- Specifications: Equipment and requirements that meet TRCC standards.

Clients are responsible for ensuring their vendor complies with all facility policies and timelines.

#### **4. Coordination & Logistics**

- Designate a single point of contact for all A/V coordination.
- Ensure your A/V company brings all necessary supplies (adapters, cable covers, extension cords, etc.).
- TRCC staff may not be able to assist with outside A/V equipment during your event.
- Any facility services required (e.g., forklift, man lift, or special power access) will be billed to the client.
- Plan adequate teardown time; all equipment must be removed unless prior arrangements are made.

#### **5. Supervision & Liability**

Clients are responsible for supervising their A/V team and ensuring compliance with TRCC standards. Any damages to the facility caused by outside vendors will be billed to the client.

#### **Compliance**

Failure to follow these guidelines may result in additional fees, service delays, or restrictions on future outside A/V usage.

These requirements help ensure a professional, safe, and efficient experience for all events at TRCC.

— *Three Rivers Convention Center*