

ELECTRONIC SYSTEMS GUIDELINES

Effective 10/04

In order for the Orange County Convention Center (OCCC) to provide the best possible service and consistent products to our clients, the following interface and building systems policies are applicable.

1. OCCC owned systems (lighting, audio, electronic signage, coax, etc.) shall be maintained and operated, exclusively, by OCCC employees.
2. OCCC Technical Services provides all “in house”, audio, lighting, electronic signage, coax, and infrastructure interfaces. Please note that the “user” must supply any required audio/video cables.
3. Line level devices may be interfaced into the house audio system *through the available line level inputs*. Each meeting room is equipped with one line level input (XLR). There is a wall mounted volume control for the *Line Level Input*.
4. Each meeting room is also equipped with three (3) microphone level inputs plus one line level input. If a meeting room requires more audio inputs or if the vendor chooses, appropriate audio mixing consoles can be utilized.
5. When audio input requirements exceed four (4) audio sources (microphones and/or other audio devices), the OCCC *recommends* a technician (provided by the contracted A/V vendor) operates the equipment.
6. To ensure availability of equipment and personnel, all requests for services from the OCCC should be made at least 21 days prior to the event. Requests should be established via the Event Coordination Section (407) 685-9882.
7. Meetings utilizing the in-house audio system may be recorded via the audio recording infrastructure at a central location or a patch panel in individual meeting rooms. Please note that additional Infrastructure use fees apply.
8. **Cable Television / HDTV** is available at the OCCC. Ordering and payment arrangements must be made through the OCCC Service Desk. Viewing equipment (TV) and cable to the “infrastructure tap” are not provided. Signal is provided by Bright House Networks. Customers with an *event contract* may have this service added to the “master invoice”. Please note that available decoder boxes are required for HDTV; the HDTV signal is available in all Exhibit Halls, and most, but not all, meeting rooms and/or, public spaces.

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9. Routing of client audio and/or video signals through OCCC infrastructures is available (via Coax infrastructure or via audio infrastructure, as appropriate). Labor and equipment charges apply.
10. Wall mounted **lighting controls** are available in all meeting rooms. OCCC Technical Services shall provide assistance configuring lighting to accommodate projection screens and general room appearance. When modifications require system programming , labor charges apply. Remote lighting control devices are available in limited sections of the facility. Rates are available upon request by calling (407) 685-9800.
11. **Background music** (satellite service) is available in most areas of the OCCC. Volume levels are controllable in each meeting room. Muzak cannot be provided to any *“Public Ticketed Event”*. “Common”, (public) spaces are exempt and Muzak can be broadcast to these areas without the requirement of a “music license”. *Music supplied by clients* can be broadcast into leased spaces, if the client has the appropriate music license. **Private Events** may receive Muzak in any leased space.

For clarification or assistance with any electronic system needs, please contact OCCC Technical Services or Event Coordination at: (407) 685-9800 or www.occ.net.

Note: “On Site” requests for service may not be fulfilled on the day the service is requested. Please order services in advance. The interface into the systems available in the OCCC’s Chapin Theater are not covered in this document, but that information is available via the Convention Center’s web site - www.occ.net.