



SPOKANE  
CONVENTION  
CENTER



# Spokane Convention Center Technical Information Packet

**236 West Spokane Falls Blvd.**

**Spokane, WA 99201**

**(509) 279-7000**

**[www.spokanecenter.com](http://www.spokanecenter.com)**

**[www.spokanepfd.org](http://www.spokanepfd.org)**



## **The Facility**

Spokane Convention Center is the primary convention center in Spokane, Washington, and consists of two interconnected buildings along the south bank of the Spokane River in downtown Spokane. The facility, owned and operated by the Spokane Public Facilities District, is part of a larger campus, historically referred to as Spokane Center, that also contains the adjacent First Interstate Center for the Arts.

## **Mission Statement**

The Spokane Public Facilities District's mission is to operate the finest public assembly facilities and provide the highest quality of Guest Services in a manner that ensures profitable operations and financial sustainability, returns value to the stakeholders, and maximizes economic impact to the Inland Northwest.

# **CONTACT LIST**

## **Spokane Public Facilities District Staff**

### **National Sales Manager**

Kamie Gylling: 509.279.7120 – [kgylling@spokanepfd.org](mailto:kgylling@spokanepfd.org)

### **Director of Sales**

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### **Sr. Event Manager**

Nic Lawrence: 509.279.7105 - [nlawrence@spokanepfd.org](mailto:nlawrence@spokanepfd.org)

### **Technical and Audio-Visual Services**

Ryan Eagon: 509.279.7172 - [reagon@spokanepfd.org](mailto:reagon@spokanepfd.org)

### **System Administrator**

Andrew Bowen: 509.279.7101 – [abowen@spokanepfd.org](mailto:abowen@spokanepfd.org)

### **24 Hour Security**

509.279.7428

## **Building Vendor Contact List**

### **Stagehands / I.A.T.S.E. Local #93**

Pat Devereaux: Call Steward 509.999.5073 - [patdevereaux@aol.com](mailto:patdevereaux@aol.com)

### **Catering, Concessions, & Food Service**

Levy: [www.levyrestaurants.com](http://www.levyrestaurants.com)

Diego Anguiano: Catering Sales Director 509.951.7571 - [DAnguiano@levyrestaurants.com](mailto:DAnguiano@levyrestaurants.com)

### **Box Office / Ticketing**

TicketsWest: 1.800.325.SEAT [www.ticketswest.com](http://www.ticketswest.com)

Denys Hammonds: Box Office Manager: 509.999.6534 - [denys.hammonds@ticketswest.com](mailto:denys.hammonds@ticketswest.com)



# SPOKANE CONVENTION CENTER



## Convention Center East and West Wings

The Spokane Convention Center is a two-wing facility interconnected by a sky bridge walkway; this walkway also passes by an entrance to the Doubletree Hilton Hotel.

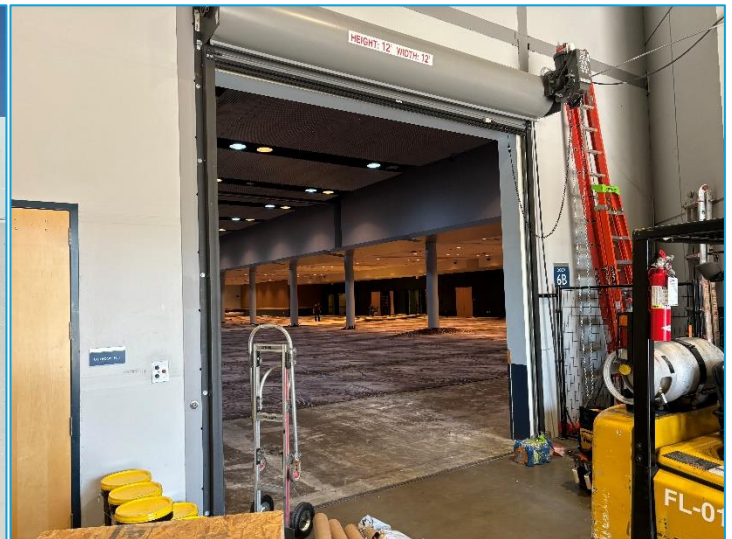
The West Wing has multiple entrances including a main entrance that faces the hotel, a Breezeway entrance on Spokane Falls BLVD that is adjacent to the First Interstate Center for the Arts, several secure staff entrances, and a loading bay located right by our 24-hour security office.

The East wing has an entrance right off the Centennial trail, a Point lobby with a street entrance and fully functional box office, additional secure entrances for staff, and a large back of house loading bay that leads right into our Exhibit Halls.

## Convention Center West Loading Bay

The west wing of the convention center features a 24-hour security post and parking lot with a rollup door conveniently located just outside our 100 Ballrooms for easy load in. The rollup door is 12” by 12” which accommodates most vehicles for easy load in. Directly in front of this door is a second roll up door of the same dimensions for loading into the 100s or back of house access to the lobby for access to our other spaces.

**24 Hour Security Lot Address: 236 W Spokane Falls Boulevard**



## **Convention Center East Loading Bay**

The East Wing features several convenient locations for large to small scale event load ins.

### **Exhibit Hall Load in Options**

The primary load in location is the back of hall loading dock of the exhibit halls. This loading dock has 9 rollup doors for semitrucks that are 10” high and 8” wide, a main roll up door with parking lot access that measures 14” high and 30” wide, and an industrial freight elevator with parking lot access. This back of house area has multiple entrances to each of our exhibit halls, in addition the A wing of our exhibit halls has its own set of roll up doors which measure 20” high and 18.6” wide on the right side and 20” high and 25.4” wide on the left side.



## Exhibit Hall Loading Lot



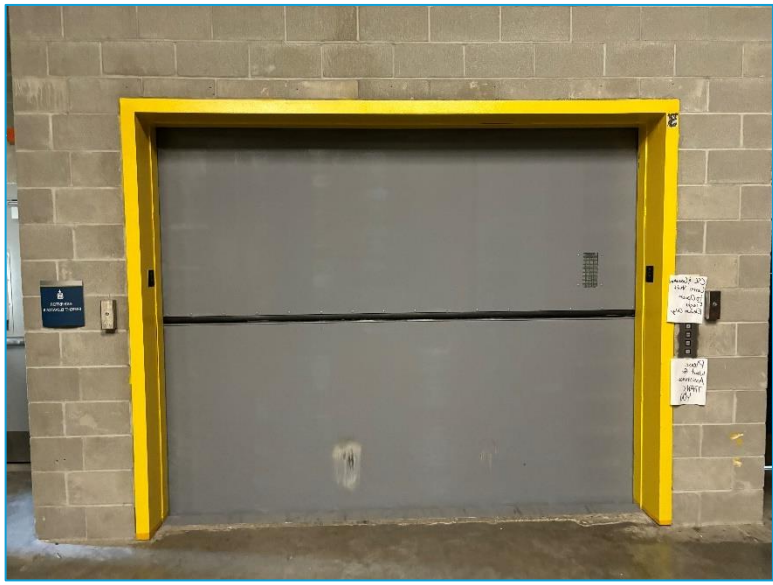
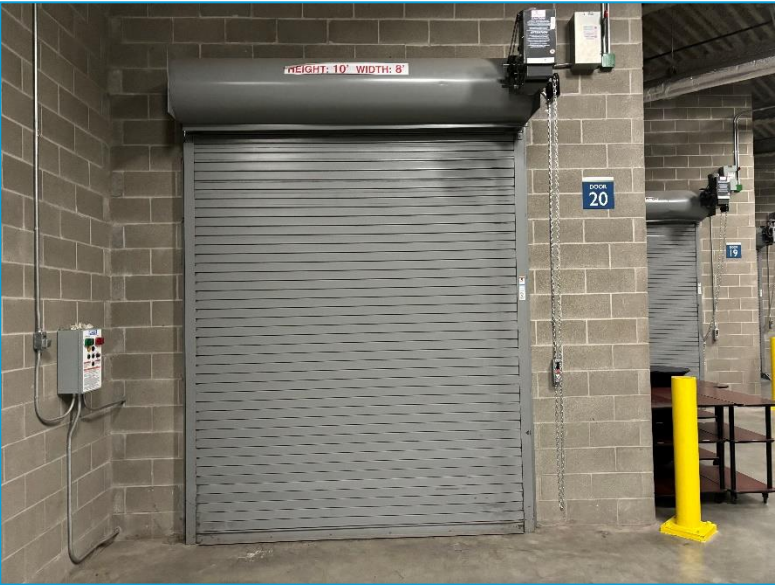
**Loading Bay Parking Lot Address: 401 W Division.**



The loading bay parking lot has some spots that are reserved for certain roles such as catering or security.

Be sure to coordinate with your event manager to ensure that your drivers have the best time possible parking and loading in or out.

**Semi-Truck Loadin (left) Freight Elevator (right)**



**Exhibit Hall A Rollup Doors**



## **300 Ballrooms Entrance and Point Lobby**

One of our popular spaces is the Centennial Ballrooms which feature an entrance right off the trail. In addition there is a double wide door entrance for load in from the parking lot which goes straight into the ballroom lobby.



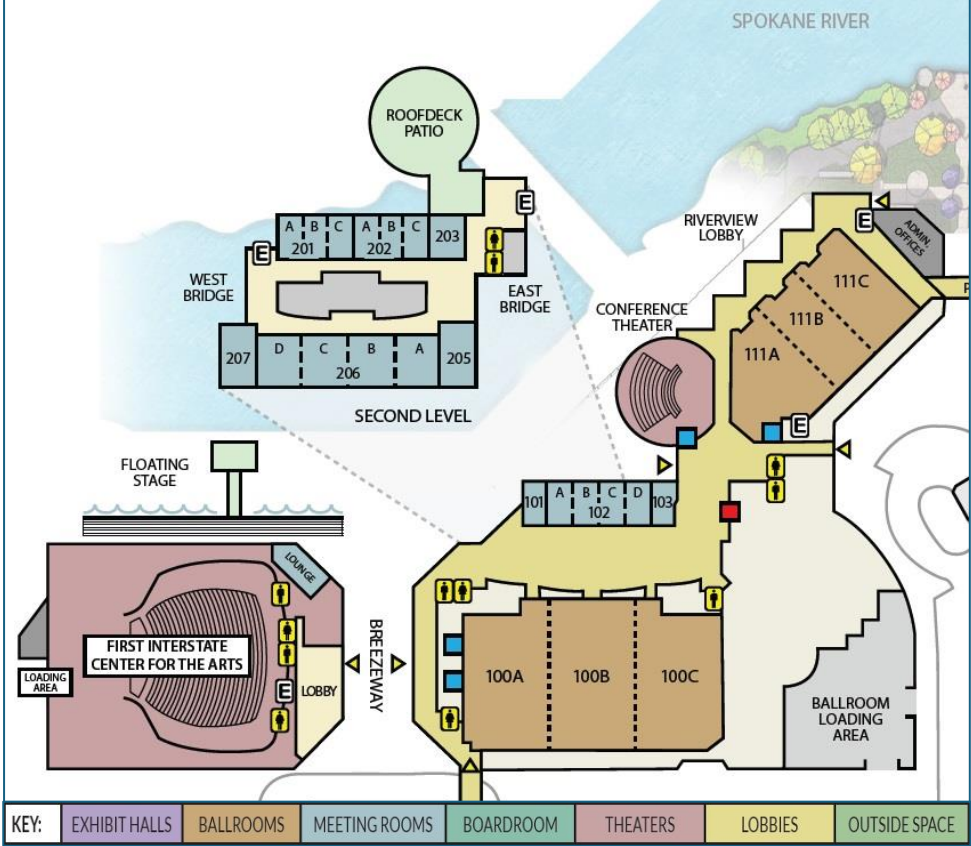
The primary guest entrance for the Exhibit Halls is through the point lobby which is conveniently located on Spokane Falls BLVD near the Doubletree hotel parking lot.



**Point Lobby Address: 202 W. Spokane Falls Boulevard**



# SPOKANE CONVENTION CENTER



## Convention Center West

The West wing has a variety of spaces to fit your event's needs.

### Meeting Rooms

- 101
- 102 A-D
- 103
- 201 A-C
- 202 A-C
- 203
- 205
- 206 A-D
- 207

### Ballrooms

- 100 A-C
- 111 A-C

### Other Spaces

- Conference Theatre
- Roof Deck Patio
- Breezeway Lobby
- Riverview Lobby
- Various Greenrooms

Many of our rooms, such as 100 ABC, are modular in size and can be left open or closed along the dotted lines on the map above with our Air Walls. Below is a picture example.



## Convention Center East

The East wing features some of our largest and most modern spaces to host your events and meetings.

### Meeting Rooms

- 301 Executive Board Room
- 302 A-B
- 303 A-B
- 304 Executive Board Room
- 401 A-C
- 402 A-C

### Ballrooms

- 300 A-D

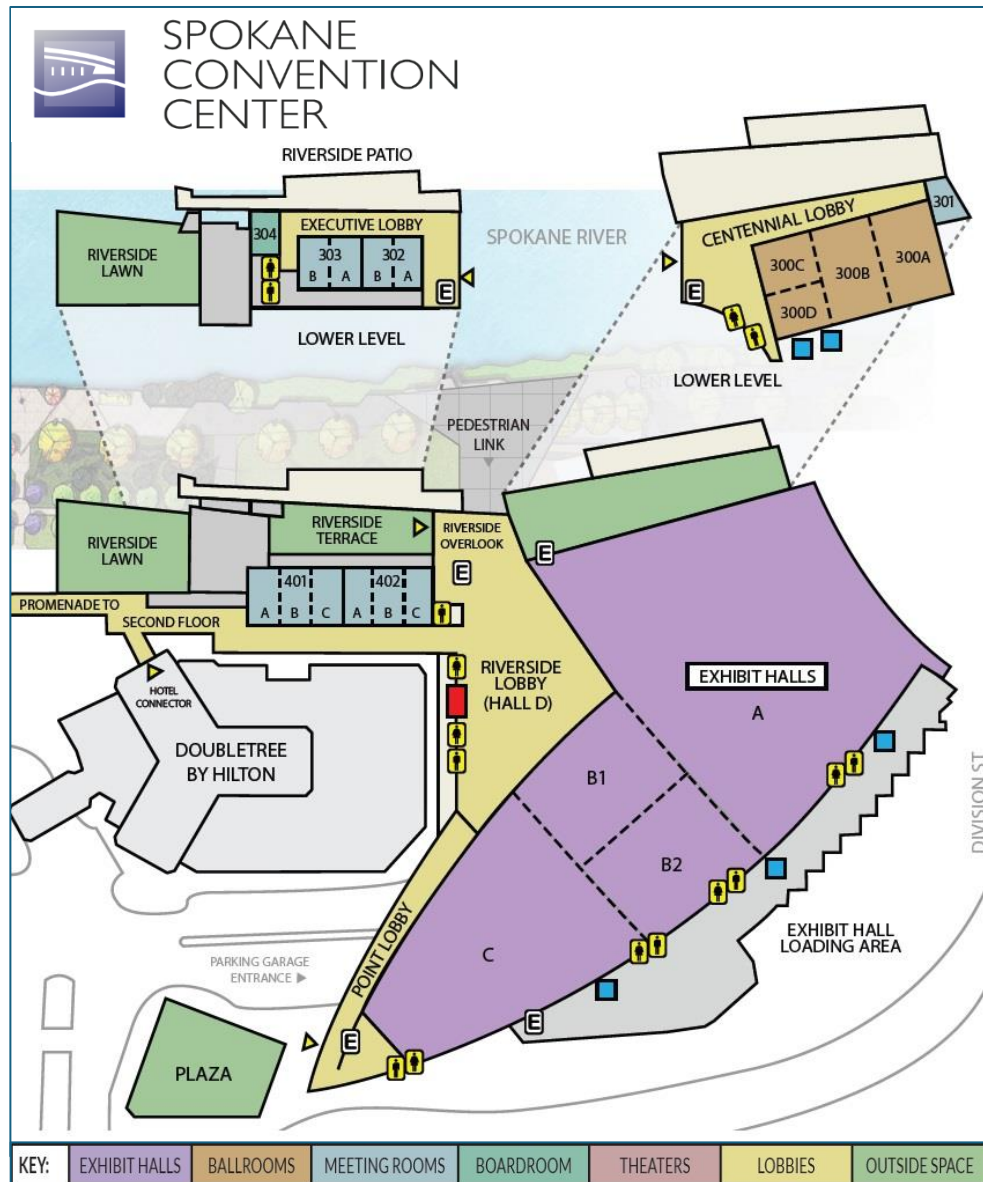
### Exhibit Halls

- Exhibit Hall A-D

### Other Spaces

- Riverside Lobby and Overlook
- Point Lobby
- Centennial Lobby
- Riverside Terrace and Lawn

Various rooms and Event Offices



## BALLROOMS

ROOM NUMBER	SQUARE FOOTAGE	DIMENSIONS	CEILING HEIGHT	BANQUET	THEATER	CLASSROOM	RECEPTION	10X10 BOOTHS
100A	8,094	71 x 114	12 - 24	530	840	456	900	37
100B	9,088	71 x 128	12 - 24	570	900	520	900	43
100C	8,094	71 x 114	12 - 24	530	830	456	900	37
100ABC	25,276	-	12 - 24	1,630	2,525	1,483	2,700	131
111A	4,990	71 x 88	17 - 24	304	450	244	525	20
111B	4,224	48 x 88	17 - 24	296	437	236	475	22
111C	4,224	48 x 88	17 - 24	296	437	236	475	22
111ABC	13,438	-	17 - 24	896	1,320	752	1,475	71
300A	3,865	78 x 48	20	260	374	230	500	16
300B	3,985	78 x 50	20	260	374	230	500	16
300C	2,027	42 x 48	20	130	186	115	250	8
300D	1,939	39 x 48	20	130	186	115	250	8
300ABCD	12,036	78 x 150	20	800	1120	690	1,500	54

### LIGHTING

#### GRAND BALLROOM (100 A, B, C)

- LED down lights
- Secondary lighting is dimmed 150 W incandescent down lights
- Controls allow 'dim' to 'off' positions
- Max. illumination - approx 75 to 80 foot candles

#### JR BALLROOM (111 A, B, C)

- Several lighting arrangements are possible
- Contact your Event Manager for details

#### JR BALLROOM (300 A, B, C, D)

- LED accent lighting (custom color)
- Several lighting arrangements are possible
- Contact your Event Manager for details

### LOADING AND ACCESS

#### GRAND BALLROOM (100 A, B, C)

- Two sets of double doors to each ballroom - 7'0"W x 8'0"H
- Ballroom 100C roll-up door - 12' W x 12' H

#### JR BALLROOM (111 A, B, C)

- One set of double doors to each ballroom - 5'6"W x 6'11"H
- Ballroom 100C roll-up door - 8' W x 12' H

#### JR BALLROOM (300 A, B, C, D)

- One set of doors with service access - 35 1/2"W x 6'11"H
- Double doors access to lobby via turnabout 9'9" wide

## MEETING ROOMS

ROOM NUMBER	SQUARE FOOTAGE	DIMENSIONS	CEILING HEIGHT (FT)	BANQUET	THEATER	CLASSROOM	RECEPTION
101	533	20.5 x 26	12	40	50	32	50
102A	533	20.5 x 26	12	40	50	32	50
102B	533	20.5 x 26	12	40	50	32	50
102C	533	20.5 x 26	12	40	50	32	50
102D	533	20.5 x 26	12	40	50	32	50
103	568	35.5 x 13	10	40	50	32	50
201A	533	20.5 x 26	9.5	40	50	32	50
201B	533	20.5 x 26	9.5	40	50	32	50
201C	533	20.5 x 26	9.5	40	50	32	50
202A	533	20.5 x 26	9.5	40	50	32	50
202B	533	20.5 x 26	9.5	40	50	32	50
202C	533	20.5 x 26	9.5	40	50	32	50
203	741	28.5 x 26	9.5	48	67	40	75
205	1,450	29 x 50	10	80	150	80	160
206A	1,369	37 x 37	10	88	145	80	160
206B	1,369	37 x 37	10	88	145	80	160
206C	1,369	37 x 37	10	88	145	80	160

## MEETING ROOMS

ROOM NUMBER	SQUARE FOOTAGE	DIMENSIONS	CEILING HEIGHT (FT)	BANQUET	THEATER	CLASSROOM	RECEPTION
206D	1,369	37 x 37	10	88	145	80	160
207	1,450	29 x 50	10	80	150	80	160
301	760	-	9.5	48	67	40	75
302A	1,015	24 x 41	14	60	100	60	125
302B	1,016	24 x 41	14	60	100	60	125
303A	1,016	24 x 41	14	60	100	60	125
303B	1,015	24 x 41	14	60	100	60	125
401A	1,005	39 x 24	14	60	100	60	125
401B	1,018	39 x 25	14	60	100	60	125
401C	1,028	39 x 25	14	60	100	60	125
402A	1,028	39 x 25	14	60	100	60	125
402B	1,028	39 x 25	14	60	100	60	125
402C	1,018	39 x 25	14	60	100	60	125

### LIGHTING AND OTHER AMENITIES

#### MEETING ROOMS (101, 102 A-D, 103)

- 4 Banks of 4 Florescent Fixtures
- 3 Banks of 4 Dimmable Cans
- Each Room contains a wet bar with a 4-wire outlet
- Each Room contains audio, floor and wall outlets, phone jacks and audio jack
- North facing rooms with a window wall, curtains for darkening

#### MEETING ROOMS (205 - 207)

- Florescent fixtures with dimming ballasts

#### MEETING ROOMS (201A - 203)

- 4 Banks of 4 Florescent Fixtures
- 3 Banks of 4 Dimmable Cans
- Each Room contains a wet bar with a 4-wire outlet
- Each Room contains audio, floor and wall outlets, phone jacks and audio jack
- North facing rooms with a window wall, curtains for darkening
- Slider (4'11" W x 9' H) opens to deck with rail (5' 6" wide)

#### MEETING ROOMS (302 - 303)

- 2 Banks of 4 dimmable florescent fixtures per room
- 2 Banks of 5 dimmable cans per room
- Each room contains audio, video (HDMI, VGA, coax), RJ45, floor and wall outlets, phone and one wireless microphone
- Each room contains one installed projector and screen
- Wireless assisted hearing device capable
- Secure area option (when used with entire Executive Wing)

#### MEETING ROOMS (401 ABC - 402 ABC)

- 2 Banks of 4 dimmable florescent fixtures per room
- 2 Banks of 5 dimmable cans per room
- Each room contains audio, video (HDMI, VGA, coax), RJ45, floor and wall outlets, phone and one wireless microphone
- Each room contains one installed projector & screen
- Wireless assisted hearing device capable
- North facing rooms with a window wall, curtains for darkening

### LOADING AND ACCESS

ROOM NUMBER	DOOR DIMENSIONS
101 - 102D	6' W x 6' H Double (no post)
103	6' W x 6' H Double (no post)
201A - 203	6' W x 6' H Double (no post)
205 - 207	6' W x 6' H Double (no post)
302 - 303	5'7" W x 8' H Double (post) 5' 9" W x 8'0" H Loading to Service 8'0" W x 8'0" H Roll-up Door to Service
401 - 402	5'7" W x 8' H Double (post) 35" W x 8'0" H Single to Terrace Access to Exhibit Hall Loading

**NOTE:** All access routes/doors are NOT listed above. For specific access routes and door questions please ask your Event Manager or call 509.279.7007 with questions. We are able to accommodate almost all move-in/out requests and thrive on finding solutions for you and your special event requirements.

206C	1,369	37 x 37	10	88	145	80	160
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## BOARDROOM

ROOM NUMBER	SQUARE FOOTAGE	CEILING HEIGHT	RECEPTION (BOARD STYLE)
304	805	-	30

### LIGHTING AND OTHER AMENITIES

- Five banks of 3 dimmable can lights
- Fireplace
- Two LCD monitors
- Contains audio, video (HDMI, VGA), floor, table and wall outlets, and cable outlets
- North facing floor-to-ceiling curtained windows with views of the river
- Seating for 16 at the table, additional pocket seating

### LOADING AND ACCESS

- Single door access to room (2) - 34 1/2"
- Service/loading access via service area double door 72" W (no post)
- Loading via service corridor roll-up door 8' W x 9' H

## THEATERS

ROOM NAME	SQUARE FOOTAGE	DIMENSIONS	CEILING HEIGHT (FT)	BANQUET	THEATER	CLASSROOM	RECEPTION
CONF. THEATER	5,782	-	17 - 24	-	270	-	-

### FIRST INTERSTATE CENTER FOR THE ARTS

AUDITORIUM	-	-	-	-	2,680	-	-
THE LOUNGE	-	136 x 64	15.5	150	200	150	200
LOBBY	-	-	-	-	-	-	700

### LIGHTING

#### CONFERENCE THEATER

- Tiered theater-style seating for 270
- Dimmable lighting
- Stage with screen and projector
- Contains, floor and wall outlets, microphone jacks

#### FIRST INTERSTATE CENTER FOR THE ARTS

- Tiered theater-style seating for 2,680
- Lighting options based on event type and need
- Lobby areas perfect for pre/post-function events

### LOADING AND ACCESS

#### CONFERENCE THEATER

- Double door 35 1/2" W x 6'11" H
- Access via Ballroom loading area - Gate #2 (30' 8")
- Roll-up door #6 (19' W x 20' H)
- Roll-up door #7 (12'2" W x 13'6" H)

#### FIRST INTERSTATE CENTER FOR THE ARTS

- Small access via several convenient doors
- Three truck loading bays with doors (8' W x 10' H)

For more detailed information please visit [firstinterstatecenter.org](http://firstinterstatecenter.org) or call 509.327.7007

## LOBBIES

LOBBY NAME	SQUARE FOOTAGE	CEILING HEIGHT (FT)	RECEPTION
BALLROOM LOBBY	7,000	26	500
CONFERENCE THEATER	4,200	-	300
THE POINT LOBBY	5,800	-	350
RIVERSIDE LOBBY (HALL D)	17,230	22	1400
RIVERSIDE OVERLOOK	2,506	-	-
RIVERVIEW LOBBY	3,850	-	-
CENTENNIAL LOBBY	9,240	-	-

### LIGHTING AND OTHER AMENITIES

The Spokane Convention Center lobbies are great locations for pre/post-function, registration, or breakout events. The lobbies vary in size and location, for specific questions please call 509.279.7007.

BOARDROOM			
ROOM NUMBER	SQUARE FOOTAGE	CEILING HEIGHT	RECEPTION (BOARD STYLE)
304	805	-	30
LIGHTING AND OTHER AMENITIES		LOADING AND ACCESS	

OUTSIDE SPACES			
OUTSIDE SPACE NAME	SQUARE FOOTAGE	ROUNDS	RECEPTION
ROOF DECK	7,173	260	350
RIVERSIDE EVENT LAWN	9,200	520	650
RIVERSIDE TERRACE	8,230	300	450
RIVERSIDE PATIO	3,000	-	200

**GENERAL INFORMATION**

The Spokane Convention Center outside spaces are great locations for a variety of events looking to experience the beauty of nature. Breathtaking views of the river and Riverfront park offer the perfect backdrop for receptions, weddings, parties, and banquets. If you have specific questions please call 509.279.7007.

LOADING AND ACCESS
<p><b>ROOF DECK</b></p> <ul style="list-style-type: none"> <li>• Double door 4'11" W x 6'11" H (two sets)</li> <li>• Additional access via room 203 4'11" W x 8'0" H</li> </ul> <p><b>PLAZA, BREEZEWAY, AND RIVERSIDE PATIO</b></p> <ul style="list-style-type: none"> <li>• All street level, access via turn outs or roundabouts</li> </ul> <p><b>RIVERSIDE TERRACE</b></p> <ul style="list-style-type: none"> <li>• Double door from Riverside Overlook 34 1/2" W each</li> <li>• Single door access from 401/402 35" W</li> <li>• Additional access via Terrace staircase</li> </ul>

**LIGHTING AND OTHER AMENITIES**

The Spokane Convention Center lobbies are great locations for pre/post-function, registration, or breakout events. The lobbies vary in size and location, for specific questions please call 509.279.7007.

## EXHIBIT HALLS

ROOM NUMBER	SQUARE FOOTAGE	DIMENSIONS	CEILING HEIGHT	BANQUET	THEATER	CLASSROOM	RECEPTION	10X10 BOOTHS
HALL A	53,470	210 x 247	30	3,508	4,463	3,000	4,463	283
HALL B	21,790	120 x 180	30	1,430	2,160	1,200	3,063	117
HALL B1	10,539	80 x 116	30	715	1,000	600	1,531	51
HALL B2	11,251	80 x 116	30	715	1,000	600	1,531	51
HALL C	27,510	130 x 210	30	1,817	2,750	1,600	3,894	130
HALL D (RIVERSIDE)	20,000	-	22	800	-	-	2,045	-
HALL ABCD	120,000	-	30	7,709	9,750	5,800	12,556	515

LIGHTING	LOADING AND ACCESS
<p><b>HALLS A, B, C</b></p> <ul style="list-style-type: none"> <li>• NOW LED, dimmable</li> </ul>	<p><b>MAIN EXHIBIT HALL LOADING DOCK</b></p> <ul style="list-style-type: none"> <li>• Entrance off Division Street (gate 6 - 16'6" wide)</li> <li>• 8 bays, 4 with vehicle restraint systems</li> <li>• Each bay has a roll-up door - 8'0" W x 10'0" H (dock height 4'0")</li> <li>• Exit gate (23'0" wide)</li> </ul> <p><b>SMALL TRUCK LOADING DOCK</b></p> <ul style="list-style-type: none"> <li>• Entrance off Spokane Falls Blvd (gate 4 - 22'0" wide opening)</li> <li>• Freight elevator to marshalling area</li> <li>• Exit (23'0" wide opening)</li> <li>• <b>Note:</b> Not all events have access to this loading dock. Please check with your show promoter before entering this area.</li> </ul>

## Tech for your events

The Convention center is staffed by a full-time AV crew, trained to meet the needs of your event. Every room has different features to facilitate a variety of events from small scale meetings to full conventions. Typically, our AV staff is available to assist with the setup, fine tuning, and in room operation of Tech related to Audio, Video, Lighting, and some Networking such as rental Wi-Fi and meetings that feature online calls such as Zoom or Microsoft Teams.

### Audio

Almost every meeting room and ballroom in the building features audio ports for us to patch into our house system. What this means for you is that we can easily take audio from your devices and patch it straight into our overhead speakers for the room to listen to. This is useful for presentations that have audio content or if a speaker is connecting to the event via Zoom or Microsoft Teams.



Several of our rooms have built in wireless microphones and the rooms that don't have these can easily have mics put in with our numerous wireless mic kits. We can accommodate multiple speakers for just about any meeting or event, from a single presenter to a full panel of speakers and audience question mics. We are also fully capable of setting up a "Hybrid Meeting" where a presenter connects remotely and speaks with the people in the room through our microphones and built in speakers.

For our outdoor and lobby spaces we have several “Portable PA” systems that can be setup in a variety of locations for your events. This comes in handy when you want a separate announcement system outside your event spaces or if there is a music performer providing ambiance to the lobby spaces. Additionally, we have a Background Music system that provides curated playlists of music to any space in the building.

## **Lighting**



All our rooms have dynamic lighting that can be adjusted to fit the mood of your event. Our meeting rooms all feature a wall panel which allows for quick selection of lighting presets ranging from dim dinner lighting to a bright presentation setting.

In addition to ceiling fixtures, our Ballrooms all have programmable hanging fixtures for providing stage washes, lighting up single spots with spotlights, projecting gobos (aka a lighting stencil), gel inserts to change the lights color, and create just about any kind of atmosphere your event could need.

## **Video**

Most of our indoor spaces feature modern installed screens and projectors with conveniently located wall plates to connect your devices to. This makes quick video connection from laptops and tablets seamless, in addition we are fully capable of placing portable screens in our ballrooms and TVs on rolling stands in our meeting rooms for additional video needs. Our events are generally run from “All in one” mobile tech racks that all have professional grade Tricaster video switchers which allow us to transition from mobile video sources or outputs.

As an example, let’s say for your event you have two laptops in different positions with their own feeds, multiple cameras with operators or static shots of your presenters, and video content that needs to be played at certain times.

With our adaptable equipment and knowledge, we are fully capable of receiving video content from all these sources and switching between them on the fly using an event script or communicating via our comms system. This gives us the ability to deliver a level of video tech support with near endless possibilities and applications.



To the left is an example of a video wall plate in our meetings rooms with installed screens.

Every meeting room and ballroom comes with plates like this to connect to our projectors, with a few exceptions listed below.

**Rooms without Projectors**

- Exhibit Halls
- 111 Ballrooms
- 200-203 Meeting Rooms
- 100-103 Meeting Rooms

**Help Desk Feature**

Some of our new meeting rooms, such as the 205-207 rooms, have a new function, a Help Desk menu on the touch panels. With this new feature you can select from a list of common AV issues and send a request for assistance directly to the techs on staff that day in real time. Ask your event manager or AV Tech about this feature to learn more.



## Streaming, Virtual Meetings, and Hybrid Capabilities

**Streaming:** We are equipped with several different options to meet your streaming needs. Our personal favorite is utilizing the built-in streaming function of our Tricaster video switchers. The only things required to make this work are the switcher itself, a single cable transmitting audio from a nearby mixer, and some time to configure the stream before the event. This function can stream to multiple locations such as Twitch, Facebook Live, and of course YouTube with high quality video and audio.



In addition to this option our Blackmagic Web Presenter offers similar functionality in a smaller package or if you already have a stream configured from your laptop, we have multiple different means of converting audio and video signals to either receive or be received from a laptop giving us absolute freedom with livestreams.

**An important thing to note:** Regardless of how we stream your content, bandwidth is something to keep in mind. High quality and reliable streaming requires a steady and uninterrupted internet connection, it is worth asking your Event Manager to contact our IT team about your options if you intend to live stream an event.

**Virtual Meetings:** Virtual meetings are as customizable as possible if given enough time to prepare, we are fully capable of any kind of virtual meeting from a single person connecting to a board room via Zoom to a whole round table discussion with conference style table microphones and seamless connection. In addition to this we have a variety of easy to deploy screens and rolling TVs to give a more in person experience to your virtual meetings.

**Hybrid Meetings:** Similar to Virtual Meetings the only limit is how much preparation time we have at our disposal. Thanks to our Shure USB audio adapters, AJA Capture devices, and various other means of converting signals we are able to establish a connection to your remote presenters and ensure that not only can the room hear and see them but vice versa should the need arise.

Be sure to discuss with your AV Tech and Event manager ahead of time about any of these services so we can ensure the highest quality.

## **Convention Center Tech Inventory**

Listed below are the major pieces of gear that we regularly use, in addition to these are numerous cables, adapters, and other pieces of equipment to smooth little complications during events.

### **Tech Racks**

The bulk of our large-scale events are done using our “All in one AV Rolling Racks” which house a video switcher, four wireless microphone receivers, a network switch for managing all the gear in use, and other small pieces of gear to make an event run smoothly.

In addition, each rack has an ETC lighting console and DSAN Perfect Cue presentation clicker that travels with it. We have four such racks and they are capable of being deployed in any space at any time.



## Video Equipment

- **Tricaster** Video Switchers with accompanying control surfaces
- Various **Roland** Video Switchers for smaller scale video needs



- Various signal conversion boxes for ensuring compatibility between any type of content and its displays
- **Muxnet** and **NDI** “Encoders” and “Decoders” for sending any kind of video signal to any kind of display
- **4K NDI PTZ** Cameras with accompanying Tripod Stand



- **Superjoy PTZ** Controllers
- **Black Magic** Video Broadcast Cameras
- **Owl** Hybrid Meeting Cameras



- Large and small **Epson** LCD Projectors



- 8ft X14ft popup projector screens
- 10ft X 16ft popup projector screens
- Various “Classroom style” popup projector screens



## Audio Equipment

- Various wired microphones for any use from a human voice to a live instrument, or the inside of a piano
- Various **QLX** series **Shure** wireless microphones (Installed in some spaces and others comes in kits that can be deployed anywhere)
  - These microphones can be handheld, lectern, lavalier style, or earpieces depending on your needs
- Soundcraft Analog mixers (8 channel and 16 channel)



- Various Yamaha Digital consoles (Channel number varies)
  - Our flagship console is the **Yamaha DM3** which offers us versatile mixing capabilities and top tier sound quality



- Various DI Boxes and Laptop Patches for sending laptop audio into our consoles



- Portable PA Kits for delivering audio in lobby or outdoor spaces
  - These Kits consist of two speakers on adjustable stands routed into an analog console with a travelling wireless mic kit



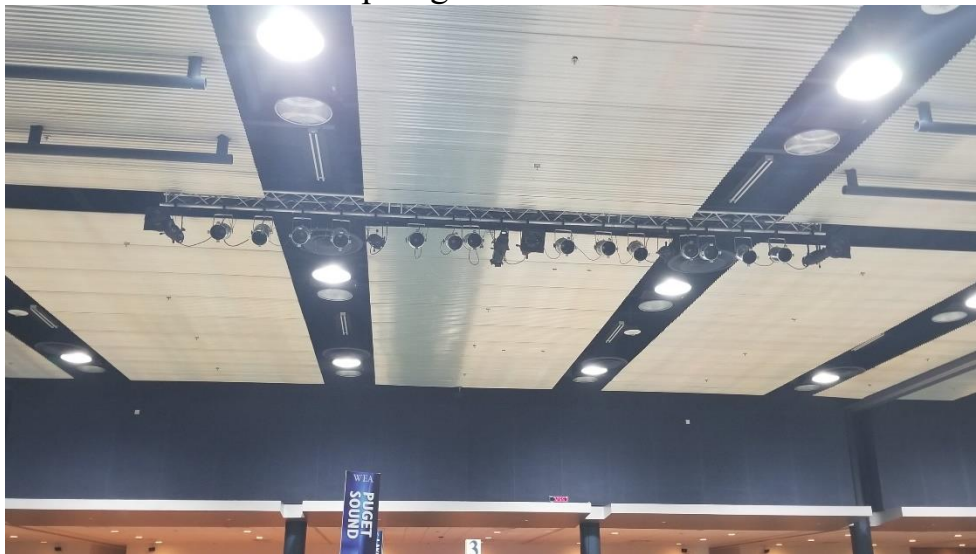
- Comm Systems for low profile in room communications between client and techs

## Lighting Equipment

- **ETC Colorsource Lighting Consoles**
  - These consoles can control both our lighting systems or can be patched into outside AV lighting to offer your in house techs advanced lighting control



- Installed and loose Par Can stage lights
- Installed and loose Leko Spotlights



- Battery powered LED up lights
- Metal Lighting Stencils AKA “Gobos”
  - Typically we can display any GOBO that you bring to an event such as your companies logo or sponsor logos
- Various Smart Moving Lights for larger scale events or more dynamic lighting needs

## Misc Equipment

- **DSAN Perfect Cue** Presentation clickers
- Various USB connected presentation clickers
- **DSAN Speaker Timer** presentation clocks and countdown timers



- Heavy duty laptop stands
- Various height AV Carts
- Small scale portable network switches
- TVs in varying size
  - In addition to rentable tabletop TVs and monitor screens we also offer TVs on rolling stands to serve as additional screen coverage or as a “Confidence Monitor” for presenters to look down at



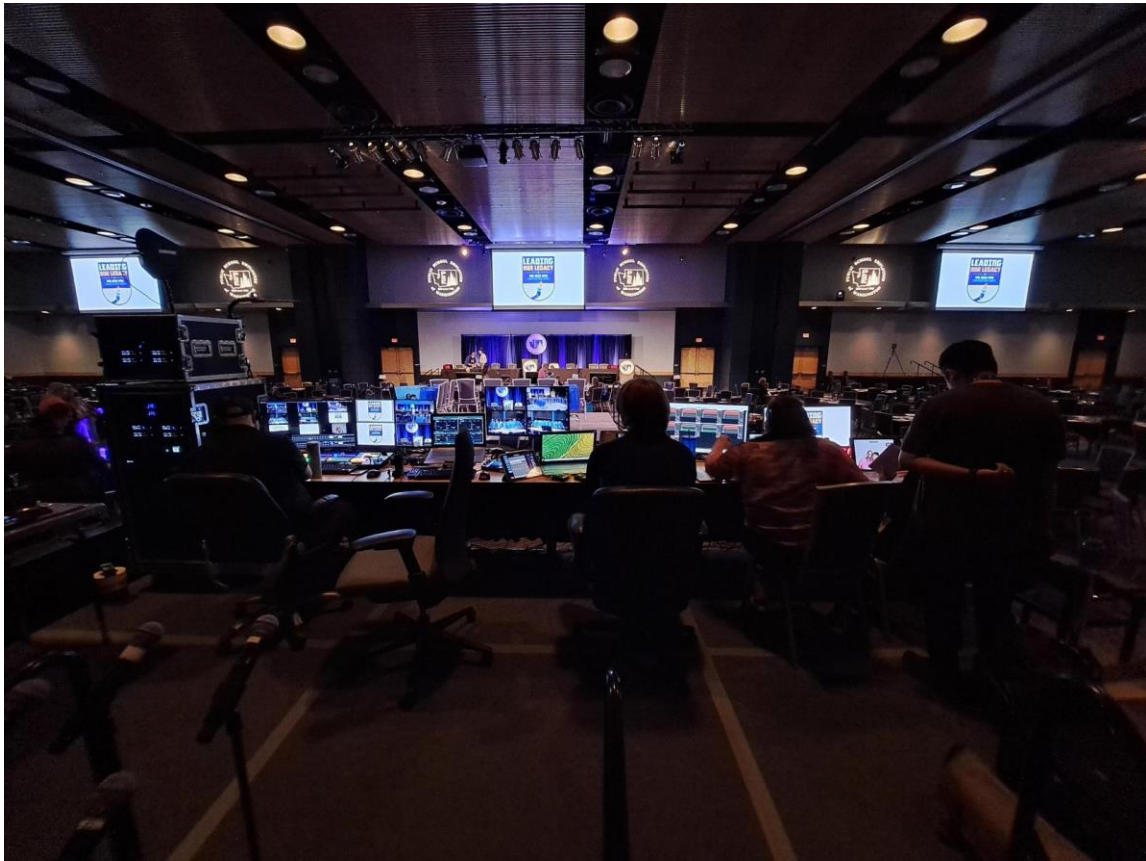
- Gaff Tape, Tech Flex, Cable Ramps and other cable management tools
- Rentable Laptops
- Power strips and extensions to deliver power anywhere it is needed



### **Example Tech Setups**

As you can see we cover a very wide range of AV needs at the convention center, from numerous small meeting rooms to large scale ballrooms and everything in between. Our unofficial department motto has become “*Given enough time and information to prepare we can make anything happen*” and this rings true for every event that we run here. Now enjoy a couple of glamour shots of past tech setups for some of our events.





*a large event utilizing the full range of our expertise in the 100 ballrooms*



*a typical meeting room setup and a closeup view of an "audio cart" in our 200 meeting rooms*



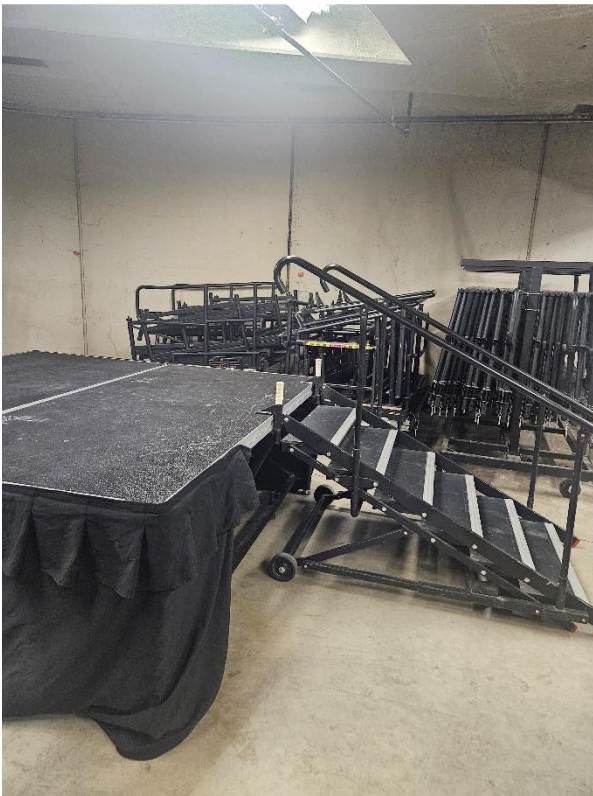
*a profile shot of a camera tech next to a stage lit up with our uplights and stage lights*



## Portable Stages, Lecterns and Riser Decks

The AV department works in tandem with our operations crew to ensure that the surface our guests present from meets their needs.

We have a series of upright and tabletop Lecterns complete with compartments for presentation materials and hidden pathways for covert cable management.



In addition, we have a series of 4ft X 8ft portable stage decks that can be arranged to accommodate just about any stage needs.

Typical setups include small-large stages for presenters and camera platforms in the center of the room. These stages have stairs and wheelchair lifts for varying heights to suit the occasion.

## **A Note on Rigging**

Each of our ballrooms and exhibit halls have steel structures overhead with points that are safe for various tasks for rigging such as hanging lights, decorations, or even screens/PA's from outside AV companies. These rigging points strictly adhere to our safety and weight limit procedures, for additional information on this topic please ask your AV tech or Event Manager or other SPFD point of contact prior to your event.

## **Pyrotechnics Procedures Information**

Washington State law requires that a Washington State Licensed Pyrotechnician be present and supervise any proximate (indoor) displays. We work with a Washington State Licensed Pyrotechnician, who is able to secure the various permits on your behalf. Contact S.P.F.D. Production Manager Erik Young to get this procedure started, 509-869-1892 or [eyoung@spokanepfd.org](mailto:eyoung@spokanepfd.org).

The information below is required prior to applying for the various permits.

You will need to supply a packet of information which describes what effects will take place, where on the stage they take place, and when during the show they take place. The packet must include certification of flame proofing of any softgoods that the pyrotechnics effects may come in contact with, as well as the MSDS sheets for each compound or component used.

The Pyrotechnician, the Promoter, the Spokane Public Facilities District, and The City of Spokane must be listed as a 'named insured' with your insurance company and a copy of that document must be provided with your information packet.

We will provide a separate, lockable area for storing your portable magazine.

This area may also be used to prepare your pyrotechnics effects.

## **Sources for Production Needs**

### **Instrument & Backline Rentals**

Angel Audio: 509.994.9366  
Hoffman Music: 509.444.4140 -  
sales@hoffmanmusic.com

### **Piano Rentals**

Steinway of Spokane: 509.327.4266  
Music City (Yamaha Dealer): 509.838.8312

### **Vehicle Rentals**

Thrifty Car Rentals: 509.924.9111

### **Fire Extinguishers**

General Fire: 509.535.4255 -  
4004 E. Trent, Spokane  
6010 E. Broadway, Spokane

### **Decorators**

LCD Exposition Services: 509.325.9656  
DE Expo & Event Services: 208.765.2595  
Event Rents: 509.535.4030

### **Fire Marshall**

509.625.7058 or 509.625.7000

### **Dry Cleaning**

Clark's Cleaners: 509.624.8975 -  
159 S. Division St. (Personal Needs)  
Tumble Dry Cleaners: 509.808.9759 (Show Needs) -  
920 S. Monroe

### **Lighting & Staging Rentals**

AMP'D Entertainment: 509.838.9861  
Impact Lighting Systems, LLC: 208.660.4473  
V.I.P Production Company: 509.747.4804

### **Pro Audio System Rentals**

AMP'D Entertainment: 509.838.9861  
V.I.P Production Company: 509.747.4804

### **Production Services**

AMP'D Entertainment: 509.838.9861  
Impact Lighting Systems, LLC: 208.660.4473  
V.I.P Production Company: 509.747.4804

### **CO2 & Dry Ice**

OXARC: 509.535.7794  
A-L Compressed Gases: 509.534.1595

### **Costco Wholesale**

509.842.0003  
5601 E. Sprague Ave, Spokane

### **Rigging Supplies**

Broadway Industrial Supply: 800.521.8184 -  
5510 E. Broadway Ave, Spokane  
Fasteners Rigging Shop: 509.535.4212 -  
5220 E. Broadway Ave, Spokane

### **Office Equipment**

Fishers/ABC Office Equipment: 509.922.4600

### **Ambulance/Paramedics**

American Medical Response:  
Tim London: 509.651.0674 - [tim.london@amr.net](mailto:tim.london@amr.net)

### **Furniture Rentals**

Fred's Appliance: 509.328.3824 -  
2525 N. Monroe, Spokane

### **Limousine & Transportation Services**

Ambassador Chauffeured Transportation:  
509.448.0997

### **Lowe's Home Improvement**

5204 E. Sprague Ave. Spokane – 509.533.0066

### **The Home Depot**

5617 E. Sprague Ave, Spokane – 509.534.8588