



AV INFORMATION

The HUB has a large collection of audio-visual equipment, event furnishings, and staffing services to enhance meetings and events held in the HUB. Detailed information, additional items and price estimates can be found on the HUB A/V Rate sheets. Some equipment requires HUB personnel to operate, which entails additional charges. Our team may need to adjust requested equipment based upon availability, but we will work with each client to ensure that they have a successful event experience.

AUDIO

- House PA: Built-in system available in major spaces and meeting rooms (see chart room sizes) . For speaking, short videos, and light pre-recorded background music.
- Advanced PA**: Available in major spaces (see chart for room sizes). Suitable for speech reinforcement, panel discussions, pre-recorded background music, and videos
- Performance PA**: Available in major spaces (see chart for room sizes). Suitable for concerts and bands.
- Microphones: Both wired and wireless microphones are available for use with HUB sound systems only.



LIGHTING

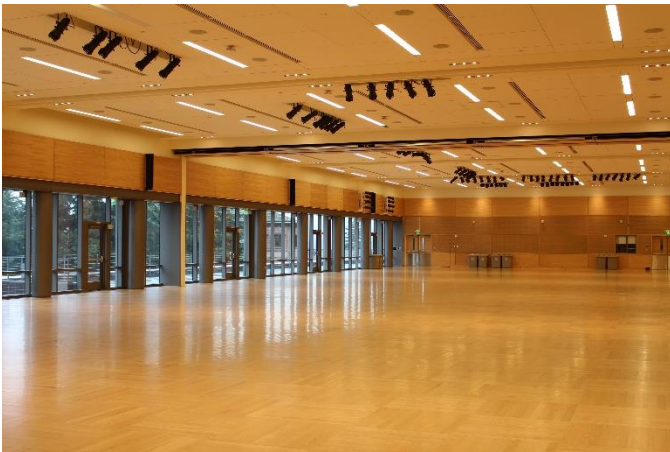
- House Lighting: The basic lighting pre-programmed in the room.
- Advanced Lighting Package: Available in major spaces (see chart for room sizes) . Includes all pre-set house lighting plus one custom look.
- Performance Lighting Package**: Available in major spaces (see chart for room sizes). Includes all pre-set lighting plus up to four custom looks.

ROOM SIZES

Small Meeting Rooms	238, 307
Medium Meeting Rooms	106, 214, 337, 340
Large Meeting Rooms	145, 250, 332, 334
Major Event Spaces	Lyceum, North Ballroom, South Ballroom, Both Ballrooms

PROJECTION

- Ballroom & Lyceum Projection: Supports HDMI.
- Meeting Room Projection: 4K laser projectors that support HDMI.
- LCD TV: On cart with HDMI, and composite video connection. Does not include other accessories.
- Image Magnification** (IMAG): Available in Ballrooms only. Magnification only; recording services are not available. Audio out available for live streaming upon request. Additional equipment may be needed for this service.



POWER

- Power Planning: Includes diagramming, planning, and setup. Available in meeting rooms and major spaces.
- Electrical Closet Access: Access to power closets for extra electrical power in the Ballrooms and Lyceum.
- Power Distribution: Available in major spaces (see chart at end for room sizes) for large scale events requiring large amounts of power. Most commonly used with career fairs and gaming/hackathon events.

PERSONNEL

- Event Representative: Required for all events that take place in major spaces (see chart for room sizes), or as assigned. They act as a HUB main point of contact during your event.
- Lighting Technician: Required for performance lighting package or as assigned.
- Sound Operator: Required for any advanced and performance PA packages, or as assigned.
- Event Staff: General event staff as assigned.

VIDEO

- Built-in video-conferencing system with cameras and ceiling microphones available in meeting rooms (except 106)
- Image Magnification (IMAG) Cameras available for use in North Ballroom, South Ballroom, or Both Ballrooms as a video-conferencing / live streaming tool. This must be arranged in advance.
- No live-streaming or video-conferencing equipment is available in the Lyceum.

MISCELLANEOUS

- Stage Sections: 6'x8' sections available in 2' or 2'8" high. Vinyl or carpeted surface.
- Pipe/Drape - Black: Frame with black hanging fabric to create backdrop, divider, etc. Width: 6' to 10' Height: 7' to 12'
- Table Skirts: Purple table skirts. Not available for use with refreshment tables.
- Easel: Three-tiered tripod easel used to display signage.
- Clip Stand: Adjustable-height clip used to display signage.
- Telephone: Standard desk phone with single active line. Polycom phones are not available.
- Coat rack: Each coat rack has seventy-five non-removable hangers. 60"h x 25"w x 75"l
- Flags: U.S. and Washington State flags available upon request.

ADDITIONAL NOTES

> **Technical Support:** The HUB does not provide IT services for client provided laptops, software, equipment, or any other presentation materials.

> **Adapters:** Standard adapters are available in all medium and large medium rooms, attached to lecterns. Additional standard adapters are available at the Information Desk for small meeting rooms, major spaces, and as needed within HUB event spaces on a first come, first served basis.

** **Requires Personnel**