

PROPOSAL: NBER Research and Innovation in Agriculture Meeting

Event Number: 83910-1

Created by: Shedonna Young

Created on: 05/08/2019

Send to: Rob Shannon

Event Date: 05/17/2019

Labor			
Menu	Qty	Price	Total
7:00am / 8th Floor Knight Conference Center / Technical Operations			
C- A/V Labor			
AV Labor			
Lead Technician per hour (minimum 4 hours) (10 hours)	1	\$90.00	\$900.00
Labor Time 7:00am-5:00pm			
Setup and Strike Fee	1	\$250.00	\$250.00

Setup			
Menu	Qty	Price	Total
7:00am / 8th Floor Knight Conference Center / Technical Operations			
8th Floor Tier 1 Package - \$500.00			
Menu Package Price	1	\$500.00	\$500.00
AV Items			
Podium and Mic - Pkg	1		
Audio cart - Pkg	1		
2 Powered Speakers on Stands - Pkg	1		
2 Wireless Lavalier Microphones - Pkg	1		
2 Wireless Handheld Microphones - Pkg	1		
Monitors (3) 84" 16:9 HD Wall Mounted: Room 802, 806, 807 - Pkg	1		
Production Laptop - Pkg	1		
Background Music - Pkg	1		



Setup			
Menu	Qty	Price	Total
7:00am / 8th Floor Knight Conference Center / Technical Operations 8th Floor Tier 1 Package - \$500.00			
Specifications: Slideshows Please set all slideshows to 16:9 widescreen. Slideshows without embedded audio or video work best on our computers. Final slides with embedded media are due 5 business days before your event to properly test. Final slides without embedded media are due 4 business days before your event. Please email to avsales@newseum.org.	1		
Specifications: Videos We accept most video formats but recommend 16:9 HD 1080i M4V h.264. Final videos are due 5 business days before your event. Please Dropbox to avsales@newseum.org.	1		
7:00am / 8th Floor Knight Conference Center / Technical Operations Ala Cart AV Items and Equipment			
AV Items			
Monitor 80" 16:9 HD LCD on Mobile Stand	2	\$650.00	\$1,300.00

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AV Cost Estimate Totals:

CHARGES			
	Charges	DC Sales Tax	Total
AV Equipment	\$1,800.00	\$108.00	\$1,908.00
AV Labor	\$1,150.00	\$0.00	\$1,150.00
Totals	\$2,950.00	\$108.00	\$3,058.00

Audio Visual Guidelines and Policies

All requests for AV services must be submitted to the Technical Operations Specialist, during normal business hours, no later than 5 business days prior to the event.

Extraordinary last minute requests for equipment will be honored, solely, at the discretion of the Technical Operations team.

While the Newseum does allow clients to contract separately with outside AV vendors, a Newseum AV technician is required to be on-site throughout the duration of load-in and the event.

If an outside AV vendor is contracted, all information related to AV support for an event must be submitted to the Technical Operations Specialist office no later than 5 business days prior to the event. This includes load-in and load-out scheduled, production schedules, power requirements, and any room layout or CAD drawings. Outside AV companies are not permitted to use Newseum equipment.

Once an event has begun, no changes will be made to the AV components of an event. The AV technicians will not accept last minute videos, DVDs, etc.

All files for printing must be received no later than 5 business days in advance.

All speaker presentation files must be received in advance no later than 72 hours prior to the event.

All files must be submitted during normal business hours. In rare instances, onsite powerpoints will be accepted, but no later than four hours prior to the start of the presentation's session. Optimal presentation of provided media is not guaranteed if received less than 24 hours prior to the events. If your event has multiple PPT presentations, you will be required to create a master deck in 16:9 ratio. All PPTs are required to be in 16:9 presentation ratio.

In-room testing of presentation materials can be accommodate, upon request, based upon the Newseum's event calendar and technician availability. There may be costs associated with having technicians available.

Any event over 4 hours the AV Tech will need to have an hour break. If that isn't possible lunch will need to be provided.

Ample time is needed to do a run through of for your event to have the best presentation. If there is no rehearsal the night before, we ask that you meet with you AV Tech at least 30 minutes prior to your event.

Notes:

AV SUPPORT CONTACT: Rob Shannon

CLIENT SIGNATURE APPROVAL:



DATE:

5-8-19

TO APPROVE THIS AV PROPOSAL, PLEASE SIGN ABOVE AND EMAIL TO: avsales@newseum.org