

MIDDLESEX COUNTY COLLEGE

Production Services

48th Commencement Specifications

Location: NJ Convention & Exposition Center (NJCEC)
97 Sunfield Avenue
Raritan Center
Edison NJ 08837

Date of event: May 19, 2015

Move In May 18, 2015 Noon – 8 p.m.
Event May 19, 2015 11 a.m. – 1 p.m.
Move Out May 19, 2015 3:00 p.m. – 11:30 p.m.

The vendor is to provide technicians and equipment to complete all requirements for this commencement. Technicians shall be onsite for the duration of the event. The vendor has access to the site only at times noted above. Vendor shall provide all equipment and ladders for set up and tear down. Proposals shall include transportation of any required material. All set up and tear down labor is to be included in the proposal including regular and any required overtime labor. Vendor shall contact NJCEC for all rigging suspended from the ceiling, panel tie in and costs for any required electrical necessary to run any equipment for setup or use during the event. All such costs shall be in the vendor's proposal. Middlesex County College is not responsible for lodging or meals incurred by the production company.

AUDIO-

The vendor will provide an audio system capable of producing sound coverage for 4,500 attendees in the NJCEC Hall A including a professional stage monitor system, with all necessary power distribution, cabling, stands and speakers. A minimum of one sound engineer will be present during the event. The vendor will work with the band to mic instruments. Vendor will supply prerecorded music, as approved by the College, to play starting at 9:00 a.m. May 19, 2015 up to event start and for one hour after event ending.

Equipment needed:

- 12 Each JBL 4888 Vertec Line Array Speakers
- 4 Each JBL 4880 Sub Woofers
- 2 Each Crown I-Tech Digital Amplifiers
- 1 Each 200' Audio Snake
- 6 Each Senheiser K-Array Delay Speakers
- 1 Each Yamaha M-7 Digital Audio Console
- 1 Each Podium Microphone
- 3 Each Flyware for Sound Systems
- 1 Each Large Venue Cabling Package

LIGHTING-

Stage lighting is to include a stage wash, podium and accent lighting. The production company shall provide the following:

Equipment needed:

- 4 Each 12' x 10' Truss Sections
- 1 Each Chain Motor Distro
- 6 Each Wide Angle Leko Spotlights
- 1 Each Upstage Cabling Package

Downstage Lighting Equipment

- 5 Each 12' x 10' Truss Sections
- 12 Each Wide & Narrow Leko Spotlights
- 1 Each Downstage Cabling Package
- 1 Each Dimmers & Controller
- 1 Each Power Distro

VIDEO-

Vendor must provide projectors, screens, computers and all auxiliary equipment to provide live segments to an audience of 4,500.

All playbacks must be performed via DVD or hard drive with a digital backup. All footage must be able to be displayed in a native 16:9 format.

A minimum of one projectionist and one technical director/switch operator will be present during the event.

Equipment Needed:

- 2 Each 9' x 16' Rear Projection Screens
- 2 Each Floor Mount Kits
- 2 Each 10K Lumen DLP Projectors
- 2 Each Wide Angle Zoom Lenses
- 2 Each 9' x 16' Front Delay Screens
- 2 Each 10K Lumen DLP Projectors
- 2 Each Wide Angle Zoom Lenses
- 2 Each Flyware Package for Projectors
- 1 Each Large Venue Cabling Package
- 1 Each KI-Pro Digital Video Recorder
- 2 Each Panasonic HD-900 Video Cameras
- 2 Each Tripod for Cameras
- 1 Each 44:1 Long Distance Sports Lens

- 2 Each Camera Studio Config. Package
- 2 Each Camera Control Unit w/CCU Cable
- 3 Each Preview/Program Monitors
- 2 Each HD-SDI Distribution Amplifier
- 1 Each Panasonic 400 Video/Graphics Switch
- 1 Each HD-SDI Cabling Package
- 1 Each 4 Station Wireless Intercom
- 2 Each Spider Pod Camera Risers

ELECTRIC-

Contact NJCEC for pricing.

RIGGING-

Contact NJCEC for pricing.

STAGING AND COMMUNICATIONS-

The stage provided by the others.

Drawings of staging will be available prior to the start of the commencement. The College will provide the podium.

EXPERIENCE OF VENDOR-

Vendor shall have experience with Commencement with over 4,000 attendees. Complete production of at least 2 previous conferences of this scope are required. A listing of such conferences and client contact information shall be provided with proposal. Vendor shall have at been in business at least three years.

PAYMENT

Payment will be made after the satisfactory completion of the commencement as per standard College terms and conditions.

NOTE: THIS DOCUMENT IS FOR INFORMATIONAL PURPOSES ONLY. THIS IS NOT AN OFFICIAL BID DOCUMENT.

LIABILITY –

The College will provide security for public areas during the conference. The vendor shall provide, at their cost, insurance to cover any loss, theft or damage of vendor equipment on site during Commencement. The vendor shall indemnify and hold harmless the College and NJCEC from all liability which might ensue from any cause resulting from or connecting with transportation, placement, display or removal of equipment.

COPYRIGHTS –

The College has the exclusive rights to all videos and slides produced from the commencement. The vendor may not, without written approval, make use of any videos, pictures, slides or likenesses for any purpose.

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