

Conference and AV Hire Guide 2005



Projection
Video and Sound
Computers
Plasma Screens
Lighting
Stage Sets

first | media
solutions

Overview

First Media's conference team work with YOU in developing your conference, this ensures that a First Media conference is not only professional, but also delivers exactly what you want.

Every event is a unique activity, and you need to know that things will go to plan. We offer a complete conferencing solution that includes sourcing venues, issuing invitations, collating responses, presentation designs, stage sets and graphics, registration and conference promotional goods. Add to that the latest AV equipment, superb technical support and conference feedback reports, and you have a service that is difficult to match.

Presentations

Not that many years ago, people were delivering presentations on OHPs, which, even in the hands of an experienced speaker, were pretty dull and uninspiring.

Things have moved on dramatically, and First Media can provide you with the very latest applications for your electronic presentations, ensuring that your message is delivered in a dynamic and professional manner. This may include:

- Embedded video
- Animation
- Automated launching of additional software



It's important to stress that the package we put together for you will be flexible, innovative, easy-to-use, and, most importantly, designed to meet your company's specific needs.

Online booking system

Our online booking system allows you collect registrations from delegates over the web. The information collated is stored in databases for use in producing other conference materials



Conference packs

How many conferences have you attended where you had nothing to write on, no pen to write with, and no lasting reminder of the event? We offer a range of customised pads, pens and folders that can act as a lasting reminder to your customers.



Venue sourcing

We know a great deal about creating the best environment for learning and communications, recognising that every organisation's training and conference needs are different.

Partnerships have been built with major conference venues enabling us to provide you with a comprehensive proposal whether it's a conference centre, hotel or a meeting room in an unusual venue.

Our portfolio

We have a wide range of clients all of whom enjoy excellent levels of customer service. Individually tailored packages are available for every size of company.



wilkin chapman

Accountants

Kits

AV Equipment

Carefully engineered lighting, sound effects and video images can make a huge difference, and First Media can supply the very latest in audio visual technology. However, simply having the technology is not enough. Our creative team of technicians will ensure that your presentations have plenty of VA VA VOOM!

Stage Sets

Presenting your company's image on a stage can be a daunting and challenging task. Whether it's a one-off event, or a year-long roadshow, our in-house team can provide you with high quality, bespoke stage design and manufacturing solutions.



Role play kit

- Sony PD150 camera
- Professional tripod
- Microphone
- Monitor
- Digital tapes
- Setup and tutorial

From **£375** per day

Editing kit

- Laptop
- Editing software
- 2x mini powered speakers
- External storage device
- Setup and tutorial

From **£400** per day

Presentation starter kit

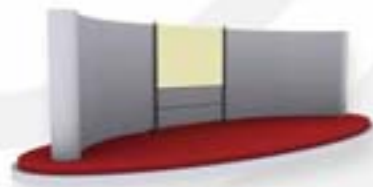
Laptop
VHS or DVD player
Desktop projector
2x mini powered speakers
Tripod screen
Associated cables
Setup and dismantle

From **£450** per day

Presentation intermediate kit

Laptop
VHS or DVD player
Desktop projector
4x speakers
Fast fold screen and base
2x popup backdrops 3x3
Lecturn
Associated cables
Setup and dismantle

From **£850** per day



Conference starter kit

Laptop
VHS or DVD player
Conference projector
4x speakers
Audio mixing desk
Lapel and roving radio microphones
Fast fold screen and base
2x popup backdrops 3x3
Associated cables
Setup and dismantle

From **£1500** per day

Conference intermediate kit

Laptop
VHS or DVD player
1x Conference projectors
4x speakers
Audio mixing desk
Lapel and roving radio microphones
1x Fast fold screen and base
2x popup backdrops 3x3
Lecturn
Associated cables
Floor and spot lights
Lighting desk
Vision mixer
On-site technician
Setup and dismantle

From **£2500** per day

Video and editing

First Media provides a full service, from planning and scripting, through to filming, editing and duplication. We will work with you to identify the aims of your video production.

Using this information we can advise on the style, length and content of your video, and help you choose the most suitable finished format. We specialise in creating video packages which play from a CD-ROM or via the internet, which can include a wealth of extra information as well as video

Conference and Events Video Production

Working with a wide range of conferences, seminars and events, we can create videos which capture the content and atmosphere of your event or conference.

We offer a wide range of services to help conference organisers, which include:

Highlights videos

Capture the atmosphere of your event, conference or exhibition. Include interviews with organisers, exhibitors and delegates. Create a record of your hard work.



Presentation packages

Video of presentations creates an excellent 'knowledge base' which can be used either edited or in full to create training and educational materials.

Big screen relay

Add impact to large conferences by relaying the video live to big screens in the auditorium.



Conference on the internet

Allow delegates to join the conference online - either watching live or after the event.



Promotional Videos

Video can form an integral part of marketing and promotional campaigns. Corporate promotional videos may be used to:

- Demonstrate products and services visually.
- Use customer testimonials and case studies to add credibility and trust.
- Create short, fast-moving introductory videos which can be used at conferences, on exhibition stands and in reception areas.

Promotional videos vary in length from short 'stings' designed to capture the imagination, through to documentary style informative productions.

First Media are able to create a package designed to meet all of your requirements.



Auto-cue Facilities



FA Premier League Stageset



Boardroom



Installations



Plasma Presentations



Multimedia Workshops

Video and Projection

So much of what companies do can be summarised in one word: communication. Whether it's a presentation to a prospective client or a staff training session, the key to success is effective communication.

The use of audio visual equipment can significantly enhance the quality of presentations, and at First Media we offer a comprehensive range of AV equipment for sale or hire.

But we don't just sell boxes. We are also able to supply expert technicians to set up, configure, train and support all the equipment we supply.

What's more, we make it our business to keep abreast of the latest industry advances in AV equipment, so you can be confident that your presentation will stand out from the crowd.

Desktop projectors

	day	week
Up to 1000 Lumens	75	225
Up to 2000 Lumens	150	450
Up to 3000 Lumens	300	900

Conference projectors

Up to 3000 Lumens	300	900
Up to 5000 Lumens	495	1485
Short throw lenses	100	300

Screens

Road Warrior tripod screen	10	30
Tripod Screen	20	60
8ft with front and rear projection surfaces	35	105
Base for above screen	10	30
Various sizes of rigid screens from	15	45

Switchers / distribution amps

Smartfade	195	585
Distribution Amp	35	105
Switcher and Scaler	75	225

VHS

	day	week
VHS domestic	15	45
SVHS/VHS professional	20	60
Combined TV / VHS player	40	120

DVD

Portable DVD player	10	30
Mini DVD player with monitor	15	45
Mult-disc DVD player	30	90

DVCam

DV Cam player/recorder	55	165
------------------------	----	-----

Cameras

Mini DV Camcorder	20	60
Sony PD150	80	240
Sony 370P	150	450
Digital still cameras from	25	75

Tripods

Lightweight	10	30
Professional	20	60

Vision Mixer

4 channel mixer	195	585
-----------------	-----	-----



Computers, Audio and Stage Sets

Our AV service will certainly cover all your needs, and includes:

- Multimedia Projectors
- Plasma Screens
- Monitors
- Video & TV
- Digital & Video Cameras
- Computers & Peripherals
- Overhead Projectors
- Slide Projectors
- PA Equipment
- Microphones
- Screens
- Stage Sets
- Lecterns
- Lighting & Effects
- Display Panels

Computers

Systems

	day	week
Desktop / Tower PC from	100	300
Laptops from	120	360
Printers from	30	90
Scan convertor	10	30
Wireless mouse	10	30
Presenter mouse	20	60
Wireless Keyboard	10	30

Plasma screens

42" Plasma	150	450
50" Plasma	200	600
60" Plasma	400	1200

Monitors

15" Flat screen LCD	30	90
17" Flat screen LCD	45	135
19" Flat screen LCD	60	180
15" / 17" CRT monitor	25	75

Audio

Microphones

Lectern / Desktop	30	90
Roving	50	150
Lapel	50	150

Speakers

	day	week
Mini powered	35	105
Powered	50	150
Non powered	45	135
Speaker stands	10	30

Desks

Powered Audio Mixer	70	210
Non powered mixer	65	195
Amplifier	30	90

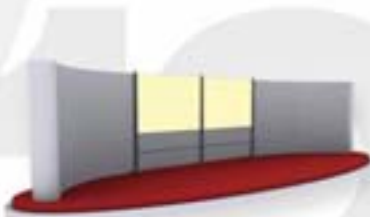
Stage sets

Lighting

Floor cans	10	30
Spots	5	15
Dimmer pack	15	45
Control desk	75	225
Lighting stands	6	18

Staging

3 x 5 pop-up unit	100	300
3 x 3 pop-up unit	60	180
3 x 2 pop-up unit	40	120
3 x 1 pop-up unit	20	60
Fabric panels	10	30
Lecturn	30	90
Staging per sq. mtr	20	60



Top ten tips

First Media provides a comprehensive event and conference management service for national and international locations.

1 Plan well in advance - venues for 200+ delegates are often booked up to a year in advance and some speakers will have very full diaries. For smaller events, allow at least four months - and ensure budgets are established

2 If possible, hire a professional conference organiser for major events - particularly to handle the resource-intensive 'back office' elements such as liaison with delegates and speakers, accommodation booking, the preparation of conference packs,

3 Book the venue and key speakers first - without them you have no event.

4 Include interactive sessions, such as workshops or question and answer panels, when designing the programme. No-one likes to be 'talked at' all day.

5 Plant the first question as delegates are often shy of being the first to put up their hand.

6 Market the event widely, distributing leaflets and using websites, email lists and professional groups to help spread information about the event. Keep a database to help manage the delegate list and to handle cold

7 Keep the branding of the event consistent with established corporate branding.

8 Ensure lunch offers options for delegates with different dietary requirements.

9 Include speakers' biographies, copies of slides, a list of delegates attending the event, an evaluation form and contact information in delegates' packs. Slides can be omitted if they are made available on your website instead.

10 Post event - collate feedback from the evaluation forms and disseminate. Put learning materials on the website or produce a post-conference publication to send to delegates.

First Media Solutions Ltd
Tattershall Way
Fairfield Industrial Estate
Louth
Lincolnshire
LN11 0YZ
United Kingdom

Tel. 01507 610043
Fax. 01507 610089

email | info@firstmedia.co.uk
web | firstmedia.co.uk

VAT

All prices shown are in UK sterling and are subject to value added tax (VAT) at 17.5% as required by UK law.

Equipment Insurance

First Media provides equipment insurance charged at 12% of the gross hire rate. Clients are very welcome to provide their own insurance. A letter confirming cover will be required prior to commencement of the hire. All insurance claims are subject to an excess of £500.00.

Terms and Conditions

All hires are subject to our terms and conditions of business, which are available upon request.

first | solutions
group