

# FREEMAN

## AUDIO VISUAL OPERATIONS STANDARD

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### SAFELOCK STANDS & AV CARTS



#### Setup

- **All stands and carts must be skirted if they will be in public view – no exceptions.**
- **Proper length skirts with compatible (“female”) Velcro must be used. Tape is never acceptable in order to attach a screen skirt with incompatible (“male”) Velcro to a stand or cart.**
- **In cases when a gap between ends of the skirt is unavoidable, the gap must be positioned where it will be noticed by the fewest people – most often facing toward the presenter/stage, the back of an exhibit booth, or a wall.**
- **If a media player (e.g. DVD player, etc.) is placed on the middle level of an AV cart, the front of the player should be positioned towards the skirt gap for easy access by an operator or client.**
- **Excess cables/coils must be placed neatly under the stand or on the lowest level of the cart, hidden from view by the skirt.**
- **Cables to be plugged into equipment must be fed through the provided access holes in the table surface or neatly fed between table surface edge and skirt.**

#### Transport of Large Equipment

- **AV carts must never be used to transport unprotected large equipment such as a TV/monitor long distances (e.g. from a storeroom to an exhibit booth or meeting room).**
  - To deliver a TV/monitor setup to a long-distance location, it must be delivered in its original case to its destination. Once at or near the delivery location, the TV/monitor may be uncased and placed on the AV cart.
  - Carts loaded with a TV/monitor may only be moved a short distance and must be *pulled* – carts that are pushed are more susceptible to tipping.
  - For dismantle, the TV/monitor case must be pushed to back to the delivery site. Only after the TV/monitor is cased may the cart and case be pushed back to the storeroom.