



Day at the Derby® | Technical & Venue Requirements Rider

Project Parameters: **1200** Attendees | **24** Kiosks

1. Executive Summary & Operational Standards

This rider outlines the technical and operational standards required for reliable system performance and seamless integration within convention and multi-day event environments. Specifications are based on proven deployment practices to ensure smooth program flow and minimize on-site complications. Day at the Derby® collaborates with client and production teams to align layout and activation flow with overall program objectives.

2. Space & Infrastructure Requirements

- **Final Footprint:** All layouts must be approved per the provided floorplan and CAD drawing.
- **Guest Flow:** **30** feet minimum line depth required for kiosk area to ensure guest safety and optimized flow.
- **Surface Integrity:** A flat, stable floor surface is strictly required; equipment cannot be deployed on slanted surfaces, unstable turf, or unlevel ground.
- **Compliance:** Activation footprints must remain compliant with venue fire marshal, ADA, and local safety regulations.

3. Tables, Linen & Furniture

- **Kiosk Tables:** **8** – 2' x 8' skirted banquet tables (kiosks spaced at 30 inches on center).
- **Pre-Function:** **4** – 4' x 8' skirted banquet table(s) for card distribution.
- **Line Control:** Client to provide signage for pre-function card pickup (e.g., "A–D", "E–G") for efficient guest flow.
- **Tech Position:** 1 – 4' x 8' banquet table for tech/control positioned within a clear line of sight of kiosks and video displays.

4. Electrical Distribution & Load Summary

- **Total Aggregate Load:** **3** kiosk circuit(s) + **1** dedicated tech circuit required for the full activation footprint.
- **Kiosk Drops (No Printers):** **3** dedicated 20A circuit(s) required.
- **Kiosk Drops (With Printers):** **4** dedicated 20A circuit(s) required.
- **Tech Position Drop:** 1 Dedicated 20A circuit required strictly for the tech/control position.
- **Distribution Mapping:** Reference the attached **CAD Layout** for specific drop locations and plug placement.
- **Hardware Standards:** 12/3 AWG contractor-grade extension cords required; light-duty or household cords are strictly prohibited.
- **Circuit Isolation:** Power must be dedicated and NOT shared with catering, lighting, or third-party vendors.

5. Audio / Visual & Network Protocols

- **Video Feed:** 2 Dedicated HDMI inputs to the house video switcher (Primary + Backup) at 1080p.
- **Audio:** 1 Dedicated wireless handheld microphone must be provided by the venue/AV partner.
- **Network Security:** System operates on a closed local network; no external Wi-Fi or house internet is required.
- **Production Support:** An AV technician with switcher access is required for the final hour of setup and the full event duration.

6. Staffing & Venue Support

Required Production Contacts: The Client must provide the following authorized contacts upon returning this rider to ensure seamless on-site coordination:

- **Program Manager (Office):**

- Name: _____ Cell: _____

- **On-Site Event Contact:**

- Name: _____ Cell: _____

- **Venue/Hotel Ops Contact:**

- Name: _____ Cell: _____

Staffing Scope: Day at the Derby® provides on-site technical operator(s) and a Master of Ceremonies strictly for the Day at the Derby® portion of the event.

Professional Standards: Staff operates under a "Professional-Neutral" dress code. We are happy to align with specific DMC staffing dress code arrangements if disclosed 10 days prior to load-in.

7. Storage & Environmental Conditions

- **Storage Requirement:** Minimum 5' x 10' secure, monitored storage space provided for road cases and equipment.
- **Overnight Security:** Storage and activation areas must be locked and secured overnight; storage must be monitored when equipment is unattended.
- **Conditions:** Indoor temperature-controlled environment preferred. If outdoor, a covered space is required with no direct sunlight or glare on screens.

8. Branding & Platform Customization

- **Customization Scope:** Options include physical kiosk surrounds, digital overlays, sponsor logo integration, and themed graphics.
- **Deadlines:** Production-ready artwork (.AI, .EPS, .PDF) must be submitted 20 business days prior to the event; late submissions may result in rush fees.

9. Multi-Day Programs & Labor

- **Overnight Reset:** Activation footprint may remain installed between event days where approved; standard overnight reset within the same venue is included.
- **Additional Labor:** Multiple same-day breakdowns, compressed reset windows, or relocation between spaces may require additional labor and associated fees.

10. Administrative & Facility Policies

- **Union & Labor:** All local union jurisdictions, labor rules, and material handling (drayage) requirements must be disclosed prior to the event to avoid load-in bottlenecks.
- **Fees:** Electrical, facility services, union, or labor fees are billed to the client/DMC/party planner.

TECHNICAL ACKNOWLEDGEMENT

By providing the contact information in Section 6, the undersigned acknowledges they have reviewed the technical specifications (including electrical load and CAD placement) and confirmed venue compatibility.

Initials: _____ Date: _____
