# SPRING MEDIA WALK-THROUGH

4.6.16

## REPUBLICAN NATIONAL CONVENTION

JULY 18-21

# @GOPconvention

Cover Image:
Photograph from the 1936 Republican National Convention in Cleveland, OH

Electronic Guide: http://convention.gop/SMWT-Guide

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## APRIL 6, 2016

Welcome to Cleveland!

Preparations for the 2016 Republican National Convention are well underway and we look forward to sharing our progress with you at the Spring Media Walk-Through.

Plans for a successful convention are coming together all across the board – from finalizing lodging and transportation plans for our anticipated 50,000 guests, to preparing for the upcoming build-out of the Quicken Loans Arena and FirstMerit Convention Center of Cleveland.

We also have great partners who are eager to work hand-in-hand with our convention staff, local elected leaders and Cleveland business owners, to ensure the upcoming convention is a success for the city of Cleveland and the Republican Party.

It's been a privilege to engage with the Cleveland community over the past year to collaborate on events and projects that honor the city's rich history and diversity.

We recently commemorated Martin Luther King, Jr. Day by volunteering at Front Steps, a Cleveland-based organization dedicated to ending homelessness in Cuyahoga County and providing those in need with permanent housing and tools for self-sufficiency. We also celebrated Black History Month by honoring Judge Sara Harper, a trailblazer in the Cleveland African American community, and partnering with her to support the Sara J. Harper Children's Library and Adult Learning Center.

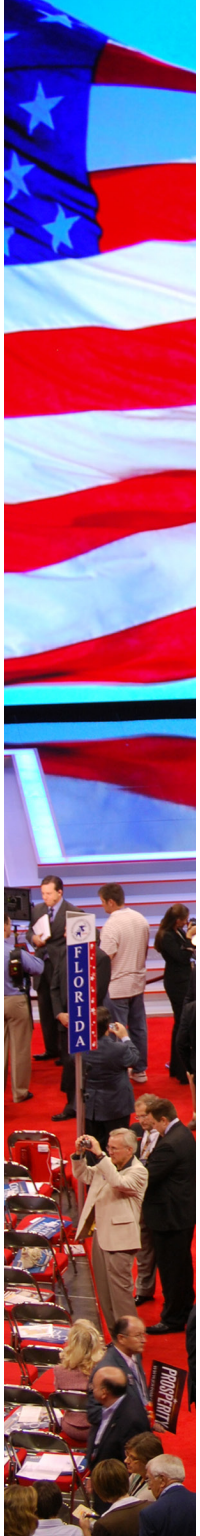
Through these partnerships, Cleveland's strong tradition of public service has been abundantly evident. I'm confident that you too will see that same community-driven spirit during your time here this week.

During your visit for the Spring Media Walk-Through, you'll tour the Quicken Loans Arena and the FirstMerit Convention Center of Cleveland, which will house the Media Center and media workspace for the convention. We look forward to bringing you up to speed on the significant progress we've made since our Fall Media Walk-Through and sharing our objectives for the final 100 days leading up to the convention.

Enjoy your time in Cleveland – the Rock and Roll Capital of the World. We look forward to seeing you again in 100 days at the 2016 Republican National Convention.

Steve King, Wisconsin
Chairman, Committee on Arrangements
2016 Republican National Convention






## APRIL 6, 2016

We are almost 100 days from nominating the next President of the United States, and we couldn't be more excited to host this historic event in the great state of Ohio.

This July, tens of thousands of delegates, members of the media, and visitors will arrive in Cleveland for the 2016 Republican National Convention.

This world class event will have a significant, direct impact on Cleveland's economy, and will leave behind lasting investments in the Cleveland community. Our partners, along with the city of Cleveland and Cuyahoga County, are investing in infrastructure that will benefit the Cleveland community for years. More announcements will be coming soon, but many of these investments include technology boosts for the FirstMerit Convention Center of Cleveland, Quicken Loans Arena, and the surrounding community.

This is a historic city with a storied past. Ohio has been the home of eight presidents. William Henry Harrison, Grant, Hayes, Garfield, Benjamin Harrison, McKinley, Taft, and Harding are the great Ohioans who represented this great state as president. Ohio has also hosted three past conventions, two of which were in Cleveland. The city was selected in 1924 after President Coolidge personally endorsed the city and it was the first convention to host female delegates. The 1936 convention unified the party and the city eight years into the Great Depression.

The convention will also be one of the largest media events in the world – second only in size to the upcoming Rio Olympic Games. It will provide years of exposure for Cleveland and a chance to build a positive, lasting impression with convention-goers, guests, media, and millions of viewers at home.

The 2016 Republican National Convention is an unmatched opportunity to highlight the Republican Party's positive agenda for our nation's future and showcase all that Cleveland has to offer. On behalf of Chairman Reince Priebus and the 168 members of the Republican National Committee, I welcome you back to Cleveland and invite you to join us in covering the 2016 Republican National Convention.

Jeff Larson
Chief Executive Officer
2016 Republican National Convention

SPRING MEDIA WALK-THROUGH

# AGENDA

**2016 REPUBLICAN NATIONAL CONVENTION**

QUICKEN LOANS ARENA & FIRSTMERIT CONVENTION CENTER OF CLEVELAND

## WEDNESDAY, APRIL 6, 2016

**1:30 PM – 3:00 PM** REGISTRATION

Quicken Loans Arena, Arcade Entrance

★ ★ ★

**3:00 PM – 4:00 PM** BRIEFING AND Q&A

Quicken Loans Arena, Arena Floor

★ ★ ★

**4:00 PM** SELF-GUIDED TOUR

Quicken Loans Arena

★ ★ ★

**4:45 PM** SHUTTLE SERVICE TO FIRSTMERIT CLEVELAND CONVENTION CENTER BEGINS

★ ★ ★

**5:00 PM** SELF-GUIDED TOUR

FirstMerit Convention Center of Cleveland

★ ★ ★

**5:30 PM – 6:00 PM** Q&A

FirstMerit Convention Center of Cleveland, Rooms 25 A, B & C

★ ★ ★

**6:00 PM – 8:00 PM** MEDIA WALK-THROUGH RECEPTION

Global Center for Health Innovation

### OFFICIAL VENDOR APPOINTMENTS

Meetings with Freeman and AT&T will take place April 5-7th by appointment only.
Please contact each vendor directly for more information:
Freeman: Paola Martinez – Paola.Martinez@Freemanxp.com
AT&T: Mary Perkowski – MaryP@att.com



# CONVENTION MEDIA CONTACTS

**Below you will find the convention media contacts for planning coverage of the 2016 Republican National Convention. Additional Committee on Arrangements (COA) staff contact information is located on page 26.**

## MEDIA OPERATIONS DEPARTMENT

The Media Operations Department fulfills all operational and logistical needs of media covering the convention. Media Operations works closely with the four Congressional Press Galleries and members of the Network Pool on issuance of credentials and allocation of workspace. In addition, Media Operations manages camera placement and cabling, assists in radio frequency coordination, and satisfies any and all technical concerns involved in broadcasting the event to a public audience.

**JULIE SHUGAR** DIRECTOR OF MEDIA OPERATIONS

**216-263-2110** | jshugar@gopconvention2016.com

## COMMUNICATIONS DEPARTMENT

The Communications Department works to create and facilitate an environment that amplifies the message of the convention, by building and managing the surrogate operation across all traditional and digital channels. Communications responds to media inquiries, issues news releases, conducts media outreach, and will work with the RNC and nominee's press staff before and during the event.

**KIRSTEN KUKOWSKI** DIRECTOR OF COMMUNICATIONS

**216-556-3893** | kk@gopconvention2016.com

## DIGITAL DEPARTMENT

The Digital Department works with digital and tech firms to help create the best online experience for the convention. In addition, Digital, in partnership with the Communications team, works to set up the infrastructure needed to create and produce digital content across digital channels. It also manages the convention social media channels and convention website. This is the first time in the history of the Republican National Convention that digital has its own department.

**SAMANTHA OSBORNE** DIRECTOR OF DIGITAL OPERATIONS

**216-263-2127** | digitaldept@gopconvention2016.com

# 2016 REPUBLICAN NATIONAL CONVENTION
## IMPORTANT DATES & DEADLINES

| | |
|---|---|
| APRIL 1 | Congressional Press Galleries Credential Request Deadline |
| APRIL 6 | Radio Broadcast Booth Security/Damage Deposit Deadline |
| APRIL 6 | Broadcast Suite Security/Damage Deposit Deadline |
| APRIL 6 | Radio Broadcast Booths/Broadcast Suites/Stand-Up Positions 50% of Payment (Freeman) Deadline |
| APRIL 15 | Special Press Application Deadline |
| APRIL 22 | Radio Frequency (RF) Requests (ElectionWireless2017) Deadline |
| APRIL 22 | Media Row Application (Congressional Galleries) Deadline |
| APRIL 22 | Media Row Coverage Outline Deadline |
| MAY 9 | Cabling Request & Payment (Freeman) Deadline |
| MAY 15 | Parking Space Request Deadline |
| MAY 15 | Radio Broadcast Booths/Broadcast Suites/Stand-Up Positions Final Payment (Freeman) Deadline |
| MAY 15 | All Signage Submissions Deadline |
| MAY 15 | External Security Company Notification Deadline |
| JUNE 1 | Parking Space Payment Deadline |
| JUNE 1 | Flyaway Request Deadline |
| JUNE 9 | Reserved Press Filing Center Workspace Request Deadline |
| JUNE 9 | Radio Broadcast Seats Payment Deadline |
| JUNE 9 | Press Stand Constructed Seats Payment Deadline |
| JUNE 9 | Power, Furniture, & Buildout Payment (Freeman) Deadline |
| JUNE 10 | AT&T Convention Rate & Order Guarantee Deadline |
| JUNE 10 | CATV Request (AT&T) Deadline |
| JUNE 10 | Outdoor Stand-Up Position Request Deadline |
| JUNE 23 | Media Access to the Convention Center |
| JUNE 23 | Freeman Begins Accepting Shipments to the Convention Center |
| JUNE 25 | Media Access to the Q (subject to change pending NBA playoff schedule) |
| JUNE 25 | Freeman Begins Accepting Shipments to the Q |
| JULY 5 | Arena Floor Cabling Deadline |
| JULY 8 | Limited Media Shuttle Service between the Q & Convention Center Begins |
| JULY 13 | Deadline for Receiving Shipments at the Q & Convention Center |

*"Convention Center" refers to the FirstMerit Convention Center of Cleveland*
*"Q" refers to the Quicken Loans Arena*



# 2016 REPUBLICAN NATIONAL CONVENTION
## MEDIA ORGANIZATION PAYMENT INFORMATION

### Media Parking Spaces
June 1 - $150 per space (covers days of convention)
Please contact the office under which you have been credentialed – see Congressional Press Galleries (page 7) or Special Press Office (page 9).

### Hotel Reservations
Information will be forthcoming. Please see page 22 for additional details.

### Freeman Cable Routes / Cabling Installations Payment Deadline
May 9 – Payment for all Cabling Orders
Cabling questions can be directed to Scot.Miller@Freemanco.com.

### Freeman Power, Furniture, and Space Buildout Payment Deadline
June 9 – for detailed pricing information please refer to the Freeman Rate Guide.
Questions can be directed to Jena.Harrington@Freemanco.com.

### Everstream Fiber Connectivity (Media Complex)
Please contact BrettLindsay@Everstream.net for further information.

### Telecommunications
June 10 - AT&T Rates will be Subject to Availability & Expedited Fees
Please refer to the AT&T Rate Guide for detailed pricing:
https://att.box.com/ATT2016RNCrateguide

### Anchor Booths, Broadcast Suites & Stand-Up Positions
April 6th – 50% Deposit (Non-Refundable)
May 15th – Final Full Payment

Please include event name, company name, & specific space identification with payment.
Send to: The Freeman Company, Attention: Jena Harrington, Exhibitor Service Supervisor
1000 Elmwood Park Boulevard, New Orleans, Louisiana 70123

### Broadcast Suites & Radio Booth Damage Deposits
April 6th – $5,000 per Broadcast Suite and $1,000 per Radio Booth Deposits

Please include event name, company name, & specific space identification with payment.
Send to: Cavaliers Operations Co., LLC
Attention: Jason Hillman, Vice President, General Counsel
One Center Court, Cleveland, Ohio 44115

### Constructed Press Stand Seating & Radio Broadcast Seats
June 9th – $150.00 Full Payment

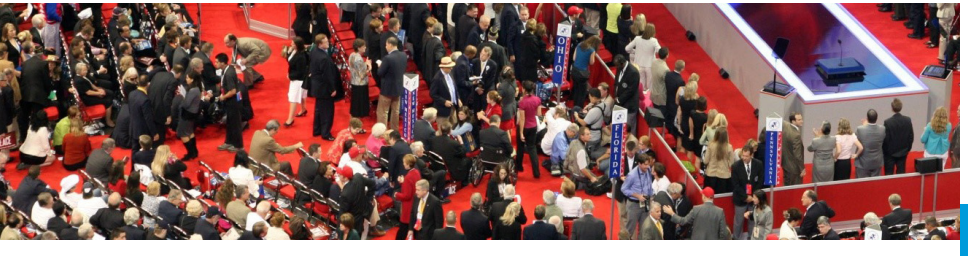
Please include the event name and company name with the payment.
Send to: The Freeman Company, Attention: Jena Harrington, Exhibitor Service Supervisor
1000 Elmwood Park Boulevard, New Orleans, Louisiana 70123

### Press Filing Center (for Reserved Spaces)
June 9th – $100.00 Full Payment

Please include the event name and company name with the payment.
Send to: The Freeman Company, Attention: Jena Harrington, Exhibitor Service Supervisor
1000 Elmwood Park Boulevard, New Orleans, Louisiana 70123

### Special Press Constructed Seats
Please contact specialpress@gopconvention2016.com for further details.

# CONGRESSIONAL PRESS GALLERIES



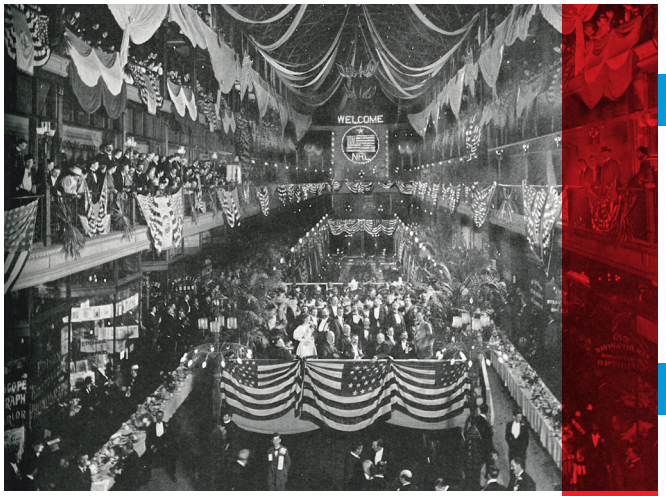
Since 1912, The Committee on Arrangements (COA) has delegated the responsibility of handling and approving media applications for credentials and workspace to the four Congressional Press Galleries.

Each Congressional Gallery is governed by an elected committee of journalists from the membership of that Gallery.

The COA allocates credentials, workspace areas, media seating, camera positions, broadcast suites, and stand-up areas to the Galleries in bulk numbers. The Galleries make the individual assignments.

Under this system, the Press Photographers Gallery assigns positions at areas designated for still photographers, and the Radio/TV Gallery assigns specific broadcast suites, stand-up positions, radio broadcast seats, and Media Row positions. The House Press and Periodical Galleries assign constructed work stations and press seats.

COA






## GALLERY OFFICES

Each Gallery will be assigned office space for the distribution of convention media credentials. The Galleries will notify media outlets of the specific location of these offices as well as the dates and hours when credentials will be issued. No credentials will be mailed.

## GALLERY CONSTITUENCIES

Media attending the convention should direct all questions concerning credentials and workspace assignments to the appropriate Gallery.

HOUSE RADIO/TV GALLERY: The Radio/TV Gallery represents all radio and television news organizations and programs including online news sites with original audio and video.

### OLGA RAMIREZ KORNACKI – DIRECTOR

U.S. Capitol, H-320, Washington, DC 20515
(202) 225-5215 / www.radiotv.house.gov
rtvconventions2016@mail.house.gov

HOUSE PRESS GALLERY: The Press Gallery represents all daily publications: newspapers (foreign and domestic); newswire services, and online news publications.

### ANNIE TIN – DIRECTOR

U.S. Capitol, H-315, Washington, DC 20515
(202) 225-3945 / https://pressgallery.house.gov
DailyPress2016@mail.house.gov

HOUSE PERIODICAL PRESS GALLERY: The Periodical Press Gallery represents all periodical publications (magazines, newsletters, non-daily newspapers, online publications, etc.).

### ROB ZATKOWSKI – DIRECTOR

U.S. Capitol, H-304, Washington, DC 20515
(202) 225-2941 / https://periodical.house.gov
PPG2016@mail.house.gov

SENATE PRESS PHOTOGRAPHERS GALLERY: The Press Photographers Gallery represents all photographers representing qualified publications and news services who plan to cover the convention.

### JEFF KENT – DIRECTOR

U.S. Capitol, S-317, Washington, DC 20515
(202) 224-6548 / www.pressphotographers.senate.gov
Press_photo@saa.senate.gov

# COA SPECIAL PRESS OFFICE

The Special Press Office represents organizations and individuals whose operations fall outside the criteria for approval under one of the four Congressional Press Galleries. This can include college media, independent bloggers, freelance writers, freelance photographers, digital media outlets, and broadcast production personnel.

The COA handles credentialing and workspace assignments for those accredited as Special Press.

The Press Filing Center is made available to Special Press as workspace. Reserved seating in the Press Filing Center is available for $100. Please see page 6 for payment details.

A limited number of constructed workstations with seats and electrical power will be provided for Special Press. Telephone and computer lines may be ordered for installation at specific seats. The cost for a constructed workstation is $150. Please see page 6 for payment details.

The application process for Special Press is available at:

**convention.gop/special-press-application**

The deadline to submit Special Press requests is April 15th.

Should requests be approved under Special Press, the COA will coordinate workspace, hotel requests, ADA requirements, and parking space requests.

Questions can be directed to:


ANASTASIA HARDIN

Media Operations Manager – Special Press

specialpress@gopconvention2016.com

(216) 263-2188


COA

# TV NETWORK POOL

The five major broadcast networks – ABC, CBS, CNN, FOX and NBC – make up the Network Pool. CBS has drawn the assignment of providing personnel for the Network Pool staff. This staff functions apart from CBS's own convention operations and will serve the needs of all Network Pool members and subscribers.

Inquiries about subscribing to the Pool should be made to

**Fred Schneider, fms@cbsnews.com**

Inquiries about Pool production should be made to the Pool Producer,

**Sharon Hoffman at Hoffmans@cbsnews.com.**

# MEDIA WORKSPACE

Workspace for media outlets attending the 2016 Republican National Convention is located in "The Q" (Quicken Loans Arena) and the FirstMerit Convention Center of Cleveland. Detailed pricing information can be found in the Freeman and AT&T rate guides. Additional pricing and payment information is located on page 6. See pages 28-36 for building layouts and individual workspace assignments.

"THE Q":

*n.*

A nickname given to Quicken Loans Arena by native Clevelanders.

# THE QUICKEN LOANS ARENA

## PRESS SEATING

Writing Press Stands will be located on each side of the podium on Level 2 of the Quicken Loans Arena. The House Press Gallery and House Periodical Press Gallery will assign constructed work stations with seats and electrical power within the Press Stands.

Seating for outlets credentialed through the Special Press Office will be located throughout the Quicken Loans Arena, and will be assigned by the COA.

Telephone and computer lines may be ordered through AT&T at specific seat locations. The payment of $150 per constructed workstation is due to Freeman by June 9th. Please refer to page 6 for additional payment details.

## ANCHOR BOOTHS & BROADCAST SUITES

Broadcast suites have been assigned and will be located among the suites on Levels 1, 3, and 4. Approximate measurements have been provided on page 12. Signage rules and regulations are listed on page 21. See page 6 for payment details. The suites allocated to broadcasters are for news purposes only.

## STAND-UP BROADCAST POSITIONS

Stand-up broadcast positions have been assigned on Levels 1, 3, and 5 of the Quicken Loans Arena. Please see diagrams on pages 29-36. Approximate position measurements can be found on page 12. See page 6 for payment details. The stand-up positions allocated to broadcasters will be for news purposes only.

Stand-up broadcast positions will also be available in Media Row (page 14) and in outdoor locations (page 15).

## RADIO BROADCAST BOOTHS

On Level 6 of the Quicken Loans Arena, six booths have been assigned to radio groups through the authority of the House Radio/TV Gallery. See page 6 for payment details.

Additional workspace for radio organizations will be available in the FirstMerit Convention Center of Cleveland (see page 13) and broadcasting space will be available in Media Row (see page 14).

## RADIO BROADCAST SEATS

The House Radio/TV Gallery has assigned radio broadcast seats on Level 6 for radio correspondents planning live coverage of the convention. These constructed seats will require a $150 fee due to Freeman by June 9th. See page 6 for additional payment details.

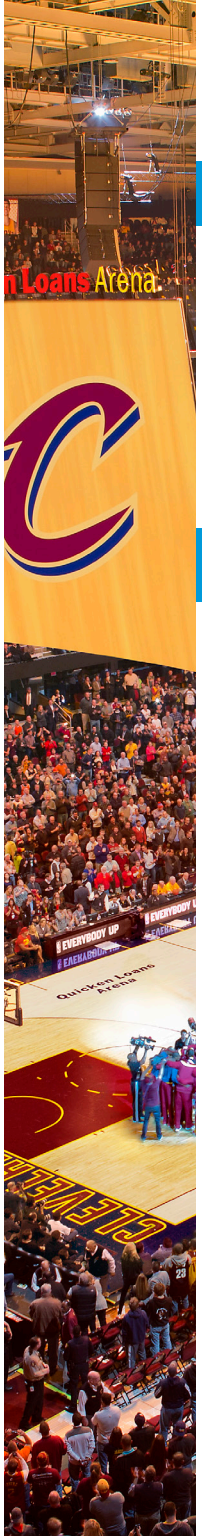
## STILL PHOTOGRAPHER POSITIONS

A limited number of fixed photography positions for credentialed photographers will be provided in the Quicken Loans Arena on the center camera stand, the two side camera platforms located on each side of the podium, and in Sections 101 & 118. Photography credentials will also give bearers roaming privileges in certain areas of the Quicken Loans Arena. The Press Photographers Gallery manages credentialing and access to these positions.

## DIGITAL DARKROOM

The digital darkroom will be located on Level 1 of the Quicken Loans Arena. This space will allow accredited news outlets the opportunity to edit and transmit photographs from within the Quicken Loans Arena. The Press Photographers Gallery will assign all camera positions and digital darkroom space.






# STAND-UP BROADCAST POSITIONS AND BROADCAST SUITES

*Approximate measurements

| Stand-Up Positions | Measurements | Location |
|---|---|---|
| 1001-1010 | 6' x 12' | Level 1 - Northside |
| 1012L - 1019L | 5' x 15' | Level 1 - Southside |
| 1020U - 1027U | 5' x 15' | Level 1 - Southside |
| 3370 - 3374 | 5'6" x 10' | Level 3 |
| 5520 - 5523 | 5'10" x 9'10" | Level 5 |
| 5560 - 5564 | 5' x 9'9" | Level 5 |

| Anchor Booths & Broadcast Suites | Measurements | Location |
|---|---|---|
| 1050, 1051 | 20' x 30' Footprint | Level 1 |
| 3323 | Front: 21' 6"<br>Length: 13'<br>Back: 28' 6" | Level 3 |
| 3328 | Front: 27' 4"<br>Length: 15' 6"<br>Back: 34' 3" | Level 3 |
| 3345 | Front: 26' 4"<br>Length: 15' 6"<br>Back: 34' 3" | Level 3 |
| 4206, 4207, 4208, 4209, 4210, 4211, 4212, 4213, 4214, 4215 | Front: 14'<br>Length: 24' 4"<br>Back: 17' 8" | Level 4 |
| 4216 | Front: 13'<br>Length: 27'<br>Back: 14' | Level 4 |
| 4217, 4218 | Front: 14'6"<br>Length: 27'<br>Back: 11'6" | Level 4 |
| 4219 | Front: 13'<br>Length: 27'<br>Back: 14' | Level 4 |
| 4220, 4221, 4222, 4223, 4224, 4225, 4226, 4227, 4256, 4257, 4258, 4259, 4260, 4261, 4262, 4263 | Front: 14'<br>Length: 24' 4"<br>Back: 17' 8" | Level 4 |

### Broadcast Suites & Stand-Up Position Pricing

Please see page 6 with details on payment to Freeman.

# FIRSTMERIT CONVENTION CENTER OF CLEVELAND

## MEDIA CENTER COMPLEX

The Media Center will be located in Room 3, Concourse Level of the FirstMerit Convention Center of Cleveland. This area serves as the focal point for contact between the COA and the media.

The Media Center makes available news releases, speech texts, biographies, and other background materials; program schedules, and a calendar of other events at the convention and around Cleveland.

This facility will include the following key operations to serve the media:

### PRESS CONFERENCE AND BRIEFING ROOM

This facility, which opens the week prior to the convention, will be the scene of both English and Spanish briefings and press conferences throughout the convention.

### ASSIGNED MEDIA WORKSPACE

Workspace for organizations accredited through the Congressional Press Galleries or the Special Press Office will be located in the Convention Center.

Media outlets that requested workspace by the February 1st deadline should refer to the diagrams on pages 33-36 for specific space assignments. Media outlets that did not request workspace, including those credentialed through the Special Press Office, will have access to the Press Filing Center.

Workspace requests after the February 1st deadline can still be submitted. While no guarantees on space can be given, we will make every effort to accommodate requests.

### PRESS FILING CENTER

The Press Filing Center serves the needs of media individuals and organizations that do not have assigned workspace in the convention complex. Electrical outlets, work stations, and hookups for laptop and other portable computers will be available. Reserved seating will be available for $100. Payment is due to Freeman by June 9th. Please refer to page 6 additional payment information.

### NEWSPAPER & PERIODICAL DELIVERY SERVICES:

The COA will offer newspaper distribution services free of charge to all media workspaces in the FirstMerit Convention Center through National News. Please submit publication requests before convention week at **http://www.nationalnews.com/2016-rnc-order-form/**

If you have any questions regarding the process, please contact Joe Skinker, **(703) 409-1776**, or Dave Gasperetti, **(202) 243-8342**, at National News.

# GATEWAY EAST GARAGE

### MEDIA ROW

Media Row will serve as the central location for all COA surrogate activity for the 2016 Republican National Convention. The COA Communications Department will continuously work to pair news outlets and their interview requests with GOP surrogates such as governors, members of Congress, party leaders, delegates, and other guests. Space in Media Row will be open to talk and news radio, social media content creators, livestreams, TV stand-ups, and live broadcasts.

Media Row will be located in the Gateway East Garage on Level 2. An initial layout of the space has been provided on page 32.

To apply for space on Media Row, please submit information to both contacts listed below:

**Space and Credentials:** Please provide the space request, initial buildout ideas, and indicate if you intend on bringing wireless broadcasting equipment into Media Row by April 22nd.

House Radio / TV Gallery
Kinsey Harvey, Media Logistics Coordinator
Kinsey.Harvey@mail.house.gov
(202) 225-5214

**Concept Plans:** Send concept plans to the COA Communications Department at press@gopconvention2016.com by April 22nd.

### BOOTH OPTIONS

When submitting a request with the House Radio/TV Gallery please indicate which standard booth size works best for your operation.

**8' x 6' - 8' x 10' - 16' x 12'**

### BOOTH INFRASTRUCTURE SERVICES

Freeman, the General Services Contractor for the convention, will provide a host of services such as: cabling, power, furniture, and more. For additional details please see page 16.

AT&T, the telecommunications provider for the convention, has detailed phone and internet services in the AT&T Rate Guide:

**https://att.box.com/ATT2016RNCrateguide**

### RADIO FREQUENCY (RF) COORDINATION

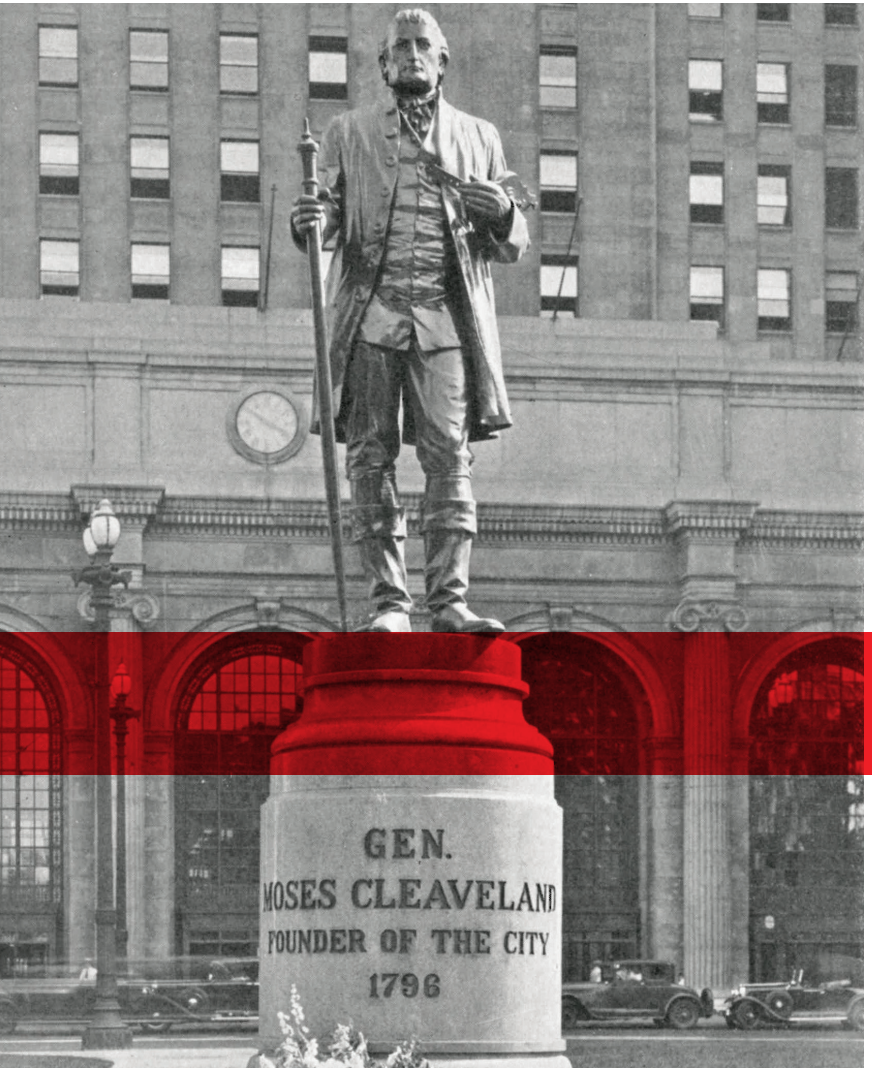
Please notify the House Radio/TV Gallery before April 22nd if there is a possibility you will bring any transmitting devices to the convention. Please see additional information on page 19.

### BRANDING/SIGNAGE:

Please submit signage renderings before May 15th to **media-ops@gopconvention2016.com** for approval.

# OUTDOOR STAND-UP POSITIONS

Limited outdoor stand-up positions will be available near the convention complex. If interested in broadcasting from a specific outdoor location, please email a detailed request to **alandi@gopconvention2016.com** before June 10th.






# GENERAL SERVICES CONTRACTOR

Freeman has been selected as the General Services Contractor for the 2016 Republican National Convention. The company has served in this role every four years since and including the 1984 Republican National Convention in Dallas, Texas.

Services and equipment available from Freeman include furniture, drywall construction, room dividers, pipe and drape, material handling, general labor, signage, electrical distribution, cabling, and aerial rigging. Freeman has a long history of using recycled materials and will continue its environmentally friendly business practices at the convention.

Freeman will modify the suites to be used by the affiliate and independent broadcasters as well as construct all camera stands and stand-up broadcast platforms. Freeman will also handle space layouts and marking of areas for setup.

## SPECIFIC INQUIRIES CAN BE DIRECTED TO:

JENA HARRINGTON
Freeman Company
Exhibitor Services Supervisor
1000 Elmwood Park Boulevard, New Orleans, Louisiana 70123
Phone: (504) 731-1231 Fax: (469) 621-5912
Email: Jena.Harrington@Freemanco.com

The following functions will also be handled by Freeman or a subsidiary or subcontractor thereof:

## ELECTRICAL DISTRIBUTION

Freeman will have exclusive responsibility for electrical distribution within the entire convention complex. Power charges to the media will be based upon actual consumption at established consumption rates, plus charges for power distribution from central access points within the media work areas. Pricing for electrical services will be available in the Freeman Rate Guide.

Electrical questions should be directed to Sydney Smith at **Sydney.Smith@Freemanco.com** or **(702) 241-3108**.

## CABLE ROUTES/CABLE INSTALLATION

Freeman will work in conjunction with the COA to identify all approved cable routes in and between the Quicken Loans Arena, the FirstMerit Convention Center of Cleveland, and other approved media workspace locations. Freeman will manage and provide services and labor as needed to install and remove temporary media cable in public areas as required. All media cable must follow the approved routes.

Cabling questions should be directed to Scot Miller at **Scot.Miller@Freemanco.com** or **(908) 907-5873**.

## MOVE-IN

All unloading and other move-in operations including freight handling will be coordinated and supervised by Freeman.

To schedule a move in, contact Joe Camet at **Joe.Camet@Freemanco.com** or **(504) 731-1246**.

## SHIPPING AND RECEIVING

Freeman will receive shipments at the Quicken Loans Arena beginning June 25th and at the FirstMerit Convention Center of Cleveland beginning June 23rd. Shipments arriving before these dates may be refused by the respective facilities. Any charges incurred for early freight accepted by the facility will be the responsibility of the media organization. Shipments must be received by July 13th to avoid delays in having materials delivered to designated areas.

Items should be shipped to:

Quicken Loans Arena
Company Name/ Area#
Republican National Convention
C/O Freeman
Quicken Loans Arena
One Center Court
Cleveland, Ohio 44115

FirstMerit Convention Center of Cleveland
Company Name/Area #
Republican National Convention
C/O Freeman
FirstMerit Convention Center of Cleveland
1139 W. 3rd Street
Cleveland, Ohio 44113

# TECHNICAL INFORMATION

## VENUE ACCESS DATES

Unlimited access for media organizations to their assigned media work areas is currently scheduled to begin on June 23rd for the FirstMerit Convention Center of Cleveland. Access to the Quicken Loans Arena is tentatively set for June 25th - subject to change pending the NBA playoff schedule.

An earlier scheduled move-in may be available upon request to the Director of Media Operations, Julie Shugar.

## TELECOMMUNICATIONS / AT&T

AT&T will provide a voice and data communications infrastructure in various locations around the convention complex. An AT&T Service Center at the convention will accommodate changes and provide repair services.

Information on convention-related telecommunications services is available from the following:

Toll Free Number: 866-595-0762 (866-595-0-RNC)
Email: **RNC2016@rdsmail.ims.att.com**
Ordering Portal URL: http://att.com/rnc2016
Rate Guide URL: http://att.box.com/ATT2016RNCrateguide

AT&T Deadlines:
June 10: AT&T rates will be subject to availability and expedited fees
June 10: CATV Request Deadline

## EVERSTREAM

Direct fiber connectivity between the Quicken Loans Arena and the FirstMerit Convention Center of Cleveland will be provided by Everstream. To request fiber, contact Brett Lindsay at **BrettLindsay@Everstream.net**.

## CONVENTION BROADCAST

The COA will once again provide an RNC branded live broadcast HD switched feed. This feed will be available before each session begins and will end shortly after each session ends. The feed will include two channels of full convention audio in stereo, one mono channel of crowd, one channel of Spanish translation and Closed Captioning.

The number of cameras and the camera plot is still being developed but you can expect two head-on cameras, wide shots of the hall and close-ups of delegates and delegations.

For more information, contact Anthony Landi, Media Operations Technical Manager, at **alandi@gopconvention2016.com**.

## IN-HOUSE TV SIGNAL SYSTEM

AT&T and their new acquisition, DIRECTV,w will be providing the RNC in-house HDTV system carrying live convention coverage. Coverage will include the RNC feed, the press conference room, national news channels, and local Cleveland stations. DIRECTV will be offering the RNC in-house HD broadcast satellite system free-of-charge. A free splitter will be provided as well.

Stations included in the DIRECTV lineup will be as follows:

- ABC (WEWS)
- CBS (WOIO)
- FOX (WJW)
- NBC (WKYC)
- PBS NewsHour (WVIZ)
- Fox News
- CNN
- MSNBC
- Telemundo
- Univision
- Fox Business
- CNBC
- Bloomberg TV
- BET
- TV1
- C-Span
- C-Span 2
- Network Pool
- Republican National Convention Program
- Republican National Convention with Open Captioning
- Republican National Convention/Spanish Translation
- Republican National Convention/Press Conference Room

Requests must be made by June 10th to AT&T. Contact information is on page 18.

## RADIO FREQUENCY (RF) COORDINATION

All transmitting equipment (including television, radio, communication, data transmission and reception, and wireless microphones) must have their associated frequencies cleared and approved by the Republican National Convention Frequency Coordination Committee, ElectionWireless2017. Check points will be set up at all entrances for compliance. Operation of all wireless equipment will be monitored and the rules of operation strictly enforced during the convention. This includes the use of any and all equipment that emits radio frequency during operation. Mobile phones are allowed to be used without registration or approval.

The application form to apply for frequency use should be completed by all organizations wishing to use the listed devices at the convention. Outlets can request frequency application forms by emailing Louis Libin at: **louis@broadcastingalliance.org**.

The frequency application form is due by April 22nd.

Just prior to the convention, the Enforcement Subcommittee of ElectionWireless2017 will schedule a series of RF tests called "Test Events." These tests will ensure that all wireless transmitters will operate correctly and without interference, regardless of the volume of radio frequencies used throughout the convention. The Enforcement Committee will organize the tests from a central location. In addition, each individual venue within the convention complex will be tested. During these tests, every transmitter scheduled to be used in the venues will be powered on in a pre-determined order. The two test events will be the Friday and Sunday just prior to the start of the convention.



# LIGHTING

The following guidelines will govern the use of lights within broadcast suites and stand-up positions:

## BROADCAST SUITES

- Lighting for constructed broadcast locations (300, 328 & 345) cannot exceed seven feet (7') maximum height, including fixtures, at the front of the space.
- No lighting or lighting structure can impede the sight line of the podium from three rows behind the constructed broadcast locations (300, 328 & 345).
- Lighting for anchor booths on Level 1 cannot shine back on seated convention guests.
- Truss or any other lighting equipment cannot extend above the ceiling of the broadcast location.

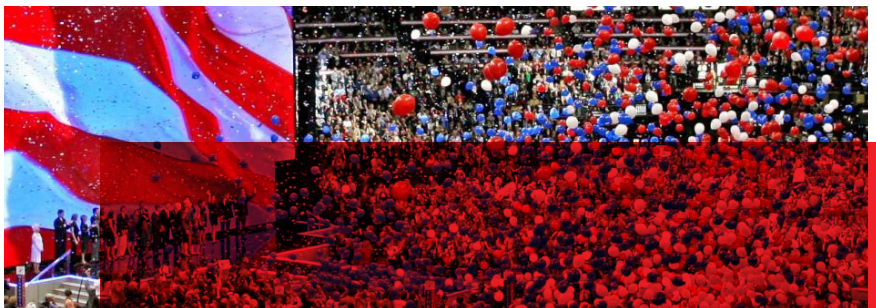
## STAND-UP POSITIONS

- Lighting for stand-up positions on Levels 3 & 5 must be positioned from the back of the stand-up location and placed no more than five feet (5') off the back wall. The maximum height is seven feet (7'). Lights cannot be placed at the front of stand-up positions.
- Lighting for stand-up positions on Level 1 must be positioned on a light tree stand a minimum of eight feet (8') from the front of the platform. The maximum height is eight feet (8'). Lights cannot be placed at the front of stand-up positions.
- No gear will be allowed in the stand-up position walk-way.

## OVERALL

- Lights should be able to focus to minimize adverse effects on convention activities, convention guests and adjacent broadcast locations.
- The position and stability of light stands should be secured with weights or sandbags.
- Lights cannot extend beyond the confines of the broadcast suite or stand-up position.
- Booms and T-stands must be secured with safety latches and sandbags or weights at the base.
- No lighting will be permitted to extend out to areas where instruments are hanging above seated convention attendees.

Lights will be strictly prohibited on the convention floor.



# SIGNAGE

The following guidelines and restrictions will apply to media signage throughout the 2016 Republican National Convention complex. All signage artwork must be approved by the COA prior to installation, and will be installed by Freeman, the General Services Contractor for the convention.

No signage will be permitted within, upon, or around stand-up positions. No signage will be allowed on the exterior of buildings in the convention complex.

All media organizations planning to install signage, must submit a rendering by email to **media-ops@gopconvention2016.com** before May 15th. Requests must include a rendering with dimensions of the signage and booth/suite if applicable.

## THE QUICKEN LOANS ARENA

**SKY BOX SIGNAGE**

### Single Suites

Signage below the railing may be up to thirty inches high by ten feet long by three inches deep (30" x10' x3" OD).

All signage is subject to the following restrictions:

- No signage is permitted above the railing in the suites.
- No signage above the suites.
- Maximum weight may not exceed 300 lbs.
- Signs may not inhibit sight lines of any seats or adjacent suites.
- Signs may not extend beyond assigned suite/booth dimensions.
- Signs may not interfere with the proper installation of authorized signage in adjacent suites/booths.
- All signage must be back-lit with no flashing elements.
- Hanging banners are not permitted.

### Multiple Suites

Organizations assigned two suites must follow the same guidelines as those listed above for the single suites, with the following exceptions:

- Signage below the railing may be up to thirty inches high by twenty feet long by three inches deep (30" x 20' x 3" OD).
- Signs must be sectional with segments no longer than ten feet (10') OD.
- Maximum weight may not exceed 600 lbs.
- If suite is located in a corner section, all signage must be affixed to the walls of each unit.



## GATEWAY EAST GARAGE

**MEDIA ROW**

Space concept plans are due April 22nd with official signage requests due by May 15th.

## FIRSTMERIT CONVENTION CENTER OF CLEVELAND

The COA will provide standard directional signage within the common areas of the FirstMerit Convention Center of Cleveland, including hallways, public catering areas, and other spaces open to all credentialed visitors. There will be no media signage allowed on, within, or around these locations. Signage within assigned workspace must not interfere with adjacent workspace or Convention Center common areas.

# CONVENTION WEEK LOGISITCS

## HOUSING

The COA has reserved more than 16,000 rooms in 120 Cleveland area hotels for the convention. Hotel assignments will begin late spring and will be announced on a rolling schedule. The hotel assignment will be sent to your designated contact and includes a link to efficiently submit information for individuals requesting a hotel room.

Hotel assignments and hotel room confirmations will be sent from the following email address: gopconvention2016@onpeak.com. Please add this email address to your list of approved senders to ensure you receive information regarding your hotel reservation.

### Important Notes When Booking Hotel Rooms:

- A name and valid credit card is required for each room.
- A $200 deposit per room will be applied by the hotel.
- A five (5) night minimum stay is required, Sunday, July 17th – Thursday, July 22nd, 2016 – no exceptions.
- Cancellation policies will be included in your confirmation email.
- Extended stays pre- and post-convention dates may be requested, based upon the hotel's availability.

Hotel inquiries may be directed to: **mediahotels@gopconvention2016.com**

Hotel rooms will only be allocated to credentialed and approved media.

## TRANSPORTATION AND PARKING

Transportation Management Services (TMS) is the official transportation services provider for the 2016 Republican National Convention. TMS will manage a fleet of over 300 modern, air-conditioned buses during convention week to provide greater accessibility for media members and convention attendees.

Taking only a few minutes, a shuttle system will be provided to the media between the Quicken Loans Arena and the FirstMerit Convention Center of Cleveland. Limited shuttle service will be available from July 8-17th. Continuous shuttle service will be provided from July 18-21st.

Additional information on transportation options will be provided at a later date.

### PARKING

Parking is permitted both before and after the convention in areas surrounding the convention complex. Standard, pre-established rates will apply during this time. The COA will provide media with a list of these options at a later date.

During the convention, a limited number of media parking spaces are available for a one-time fee of $150 per space. Spaces will be allocated in parking garages near the Quicken Loans Arena and the FirstMerit Convention Center.

To reserve a parking space, please contact the office you've been credentialed under – one of the four Congressional Press Galleries (page 7) or the Special Press Office (page 9).

## ADA ACCOMODATIONS

The COA will accommodate requests in compliance with the Americans with Disabilities Act (ADA) and is committed to providing the resources to ensure a convention that is accessible to all guests.

To make your requests, please contact: Andy King, ADA Coordinator, at **aking@gopconvention2016.com** or **(216) 263-2140**.

## HOSPITALITY

All inquiries regarding catering, florists, or business services should be directed to Kasey Packer, Event Coordinator, at **kpacker@gopconvention2016.com** or **(216) 571-8649**.

Below are the catering contacts at the Quicken Loans Arena and the FirstMerit Convention Center of Cleveland.

Quicken Loans Arena
Aramark
David Segen
Assistant General Manager
Segen-David@aramark.com

FirstMerit Convention Center of Cleveland
Levy
Jenna Ricupero
Director of Catering Sales
jricupero@Levyrestaurants.com

A full list of approved catering and floral vendors will be made available at a later date.



# CONVENTION SECURITY

ALL CREDENTIALED MEDIA PERSONNEL WANTING ACCESS TO ANY OF THE RNC SECURE VENUES WILL NEED TO OBTAIN A USSS CREDENTIAL. DETAILS ON THIS PROCESS WILL BE PROVIDED AT A LATER DATE.

## PRIVATE SECURITY FIRMS

Arrangements and contracts for private security will be the sole responsibility of each individual media organization. A list of private security companies are provided below and are licensed by the state of Ohio. If you wish to contract with a company that is not included, please contact the COA for approval and credentialing. Media organizations must notify the COA Security Department of any security companies or individuals hired to work within the convention complex no later than May 15th.

Specific inquiries can be directed to:

Committee on Arrangements Security Department
**COAsecurity@gopconvention2016.com**

**Private Security Firms List:**

ATLANTIS SECURITY
Tom Lekan
Phone: (440) 223-5730
tlekan@atlantissecurity.com
www.atlantissecurity.com

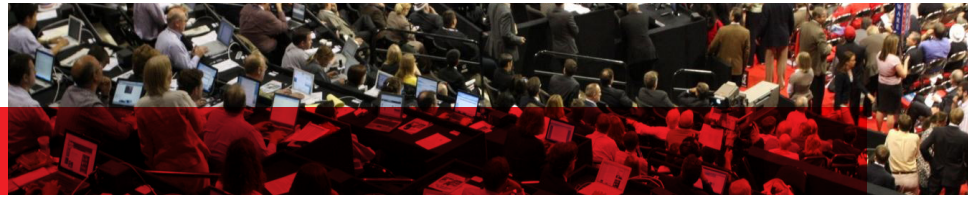
SECURITAS USA
David Kennemuth
Phone: (216) 533-2025
Cell: (216) 577-8205
David.Kennemuth@securitasinc.com
www.securitasinc.com

TENABLE PROTECTIVE SERVICES
Ryan Fioritto
Direct: (216) 426-7340
Main: (216) 361-0002
rfioritto@tenable.net
www.tenable.net

GANT & ASSOCIATES
Harry Gant
Cell: (216) 854-0165
hpgant@aol.com

ALLIEDBARTON SECURITY SERVICES
For temporary services please contact:
Phone: (866) 825-5433
temp.service@alliedbarton.com
www.alliedbarton.com

ARMADA
Jeff Podracky
Phone: (614) 431-9701
Fax: (614) 431-9706
jpodracky@armadausa.com
www.armadausa.com



## PROHIBITED ITEMS

Prohibited items within the Quicken Loans Arena and the FirstMerit Convention Center of Cleveland include, but are not limited to the following:

- Weapons
- Replicas of Weapons
- Firearms
- Knives (regardless of size)
- Explosives
- Fireworks
- Baseballs
- Umbrellas
- Poles and sticks; selfie sticks
- Laser lights and laser pointers
- Coolers
- Strollers
- Inflatable Items (balloons, etc.)
- Whole fruit
- Alcoholic Beverages (if not directed supplied by approved convention caterers)
- Containers of any type (bottles, cans, spray containers, etc.)
- Aerosols
- Mace/Pepper spray
- Sharp and/or pointed objects; razor blades, scissors, knitting needles, etc.
- Screw drivers
- Leatherman or similar tools
- Voice enhancement devices
- Drones
- Wi-Fi Disrupters
- Whistles or drums, unless authorized by convention officials
- Foghorns
- Banners
- Signs, or placards of any kind
- Flashlights, unless authorized by the Committee on Arrangements Event Production or Security Divisions
- No unopened envelopes or packages will be permitted inside the 2016 Republican National Convention perimeter. All items must be opened and available for inspection/screening.

Questions regarding these regulations should be directed to the Committee on Arrangements Security Division.



## ADDITIONAL CONVENTION CONTACTS

### Committee on Arrangements

JULIE SHUGAR
Director of Media Operations
jshugar@gopconvention2016.com

ANTHONY LANDI
Media Operations Technical Manager
alandi@gopconvention2016.com

LISA THOMAS
Media Operations Manager – Galleries & Credentials
lthomas@gopconvention2016.com

ANASTASIA HARDIN
Media Operations Manager – Special Press
ahardin@gopconvention2016.com

SEAN FINZER
Media Operations Coordinator
sfinzer@gopconvention2016.com

KASEY PACKER
Operations Event Coordinator
kpacker@gopconvention2016.com

COA SECURITY DEPARTMENT
COAsecurity@gopconvention2016.com

KIRSTEN KUKOWSKI
Director of Communications
kk@gopconvention2016.com

SAMANTHA OSBORNE
Director of Digital Operations
digitaldept@gopconvention2016.com

LYNDSAY KEITH
Deputy Communications Director
lkeith@gopconvention2016.com

COURTNEY JOHNSON
Deputy Communications Director for Press Logistics
cjohnson@gopconvention2016.com

ALEE LOCKMAN
Director of Regional Media
alockman@gopconvention2016.com

PAM STEVENS
Director of Media Affairs
pstevens@gopconvention2016.com

DAVID O'NEIL
Deputy Press Secretary
doneil@gopconvention2016.com

JUSTIN GIORGIO
Press Assistant
jgiorgio@gopconvention2016.com

COA MEDIA HOTEL CONTACT
mediahotels@gopconvention2016.com

### Congressional Press Galleries

HOUSE RADIO/TV GALLERY
Olga Ramirez Kornacki, Director
(202) 225-5215
http://radiotv.house.gov
rtvconventions2016@mail.house.gov

HOUSE PRESS GALLERY
Annie Tin, Director
(202) 225-3945
http://pressgallery.house.gov
DailyPress2016@mail.house.gov

HOUSE PERIODICAL PRESS GALLERY
Rob Zatkowski – Director
(202) 225-2941
https://periodical.house.gov/
PPG2016@mail.house.gov

SENATE PRESS PHOTOGRAPHERS GALLERY
Jeff Kent - Director
(202) 224-6548
Press_photo@saa.senate.gov
www.pressphotographers.senate.gov

### Official Vendors

GENERAL SERVICES CONTRACTOR
Jena Harrington
Freeman Company
(504) 731-1231
Jena.Harrington@Freemanco.com

TELECOMMUNICATIONS
AT&T
(866) 595-0RNC
RNC2016@rdsmail.ims.att.com

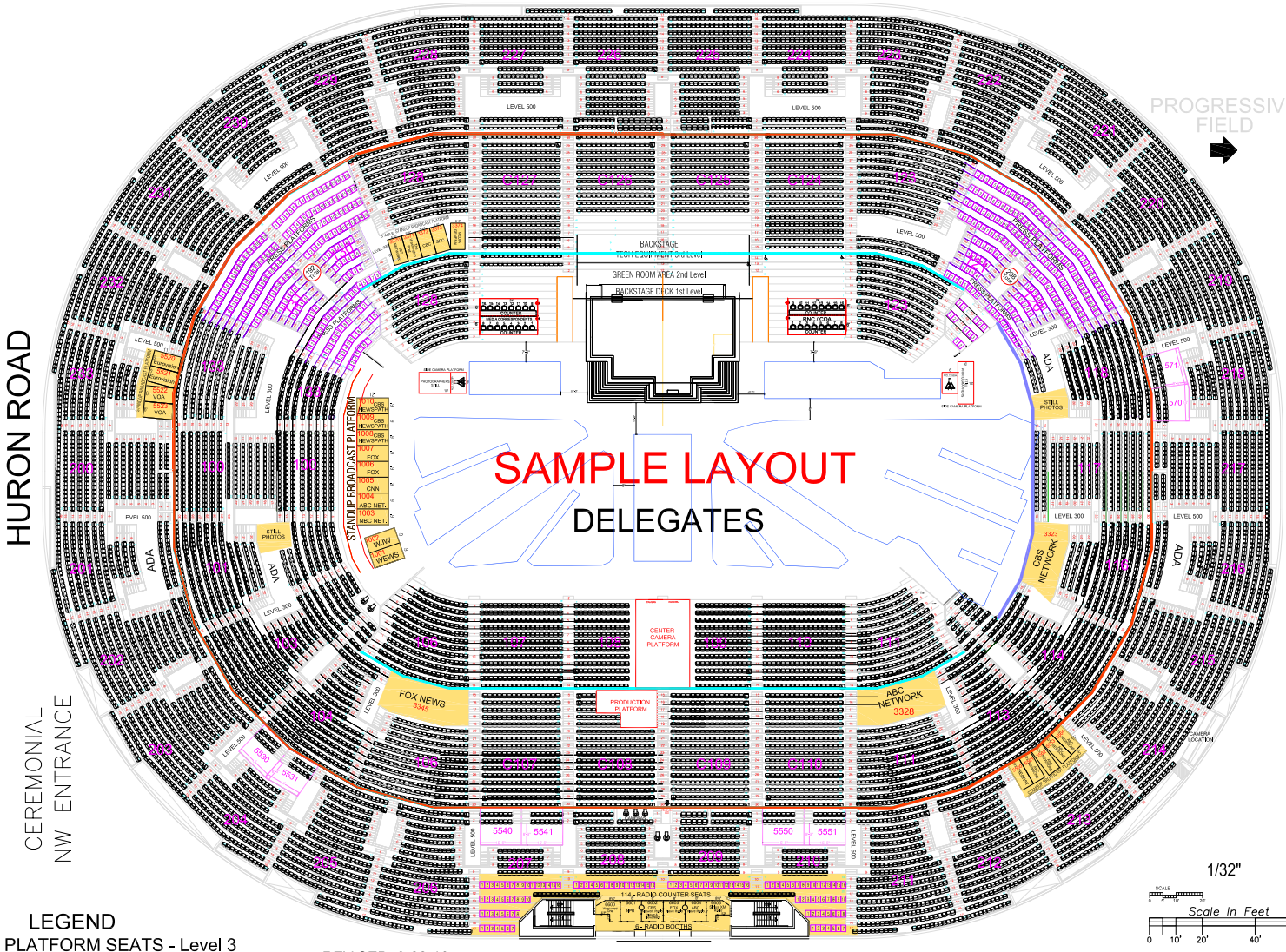
FIBER CONNECTIVITY
Brett Lindsay
Everstream
BrettLindsay@Everstream.net

### Network Pool

SHARON HOFFMAN
Network Pool Producer
HoffmanS@cbsnews.com

CLEVELAND
OHIO
Republican Nation
Convention 2016
FirstEnergy Stadium
The Rock and Roll
Hall of Fame
W 3rd Street
Cleveland Memorial Shore Way
City Hall
Lakeside Ave
W. 9th Street
Ontario Street
FirstMerit
Convention
Center of
Cleveland
Global
Center for
Health
Innovation
Public
Auditorium
E 9th Street
St Clair Ave
Rockwell Ave
Public
Square
Superior Ave
Tower City
RTA
W Huron Rd
Euclid Ave
E 4th St
Prospect Ave E
Quicken
Loans
Arena
Gateway
East
Garage
Gateway
Plaza
Progressive
Field
Cuyahoga River
Carnegie Ave

EAST GARAGE




## LEGEND

350 PRESS PLATFORM SEATS - Level 3
114 RADIO COUNTER SEATS - Level 6
6 RADIO BOOTHS - Level 6
9 STAND-UP BROADCAST PLATFORMS - Level 5
5 STAND-UP BROADCAST PLATFORMS - Level 3
26 STAND-UP BROADCAST PLATFORMS - Level 1

Level 3 Balcony above Level 200 Suites
Level 3 Balcony above North Retractable Seats
Level 5 Balcony above Level 400 Suites

REVISED: 3-22-16

MW

# REPUBLICAN NATIONAL CONVENTION
## JULY 18 - 21, 2016
### CLEVELAND QUICKEN ARENA
### MASTER SEATING CHART

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1/32"

Scale In Feet
0 10' 20' 40' 60'

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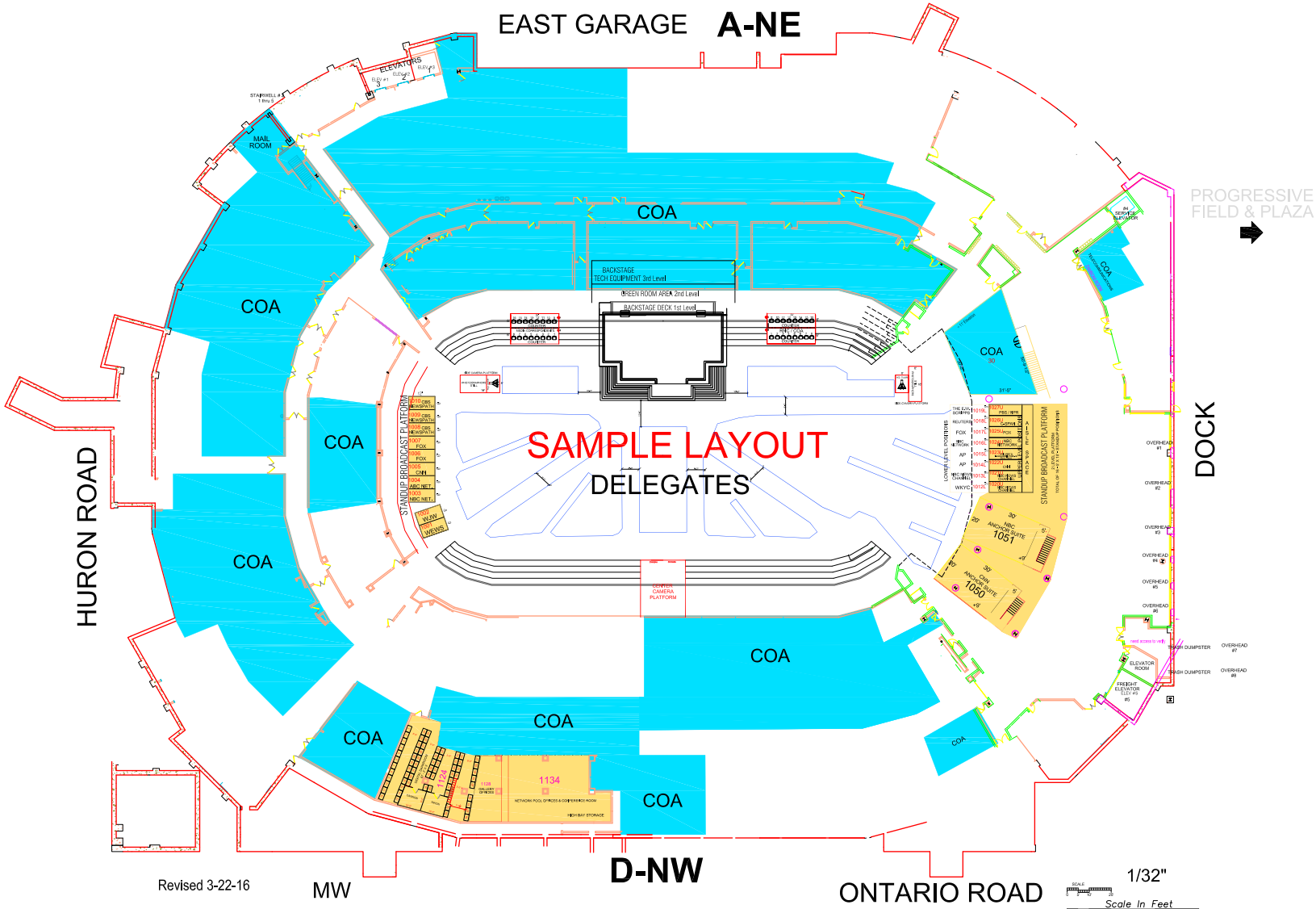
FREEMAN




REPUBLICAN NATIONAL CONVENTION
JULY 18 - 21, 2016
CLEVELAND QUICKEN ARENA
EVENT LEVEL 1

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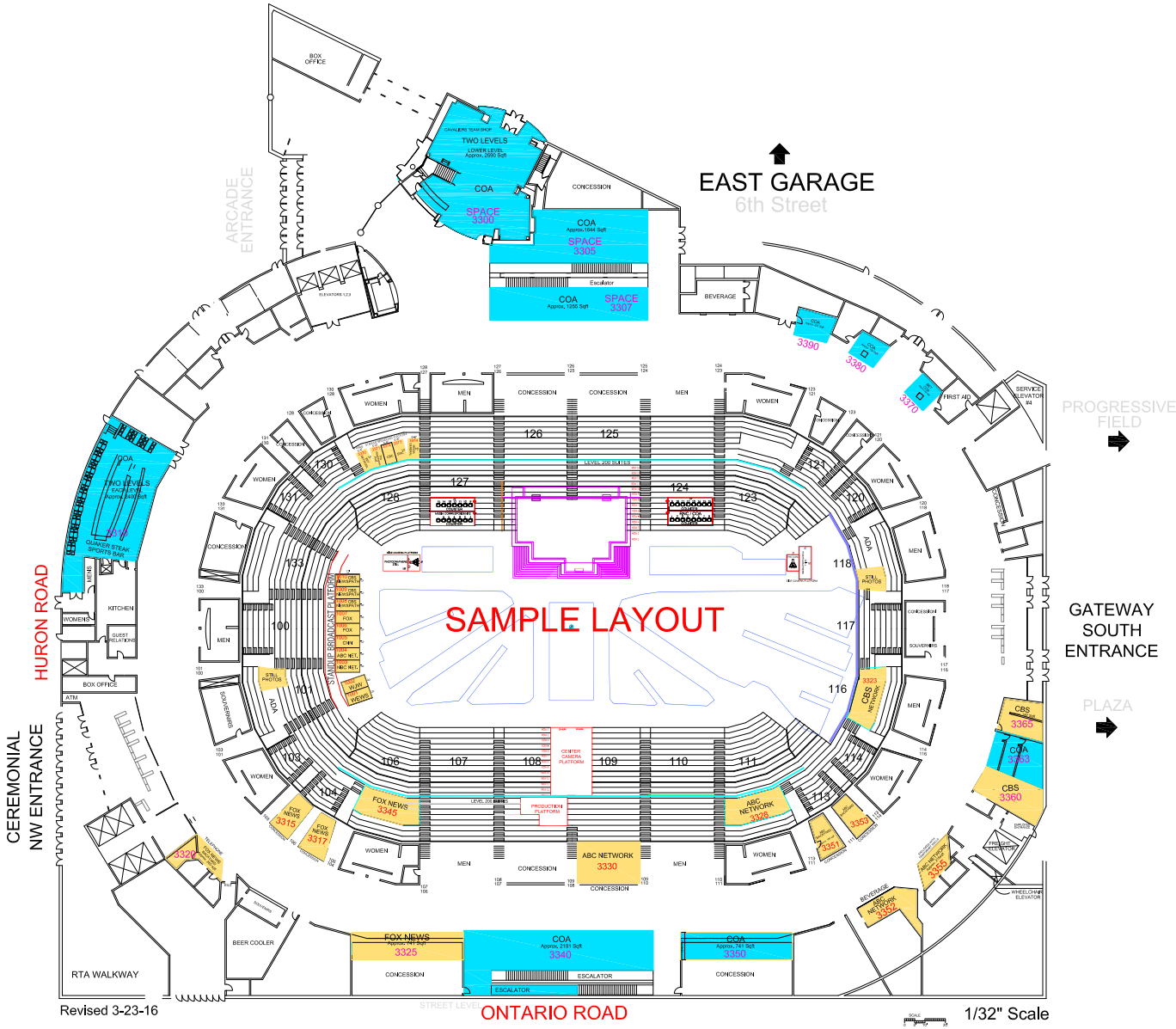


1/32" Scale

Scale In Feet

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REPUBLICAN NATIONAL CONVENTION
JULY 18 - 21, 2016
CLEVELAND QUICKEN ARENA - LEVEL 3

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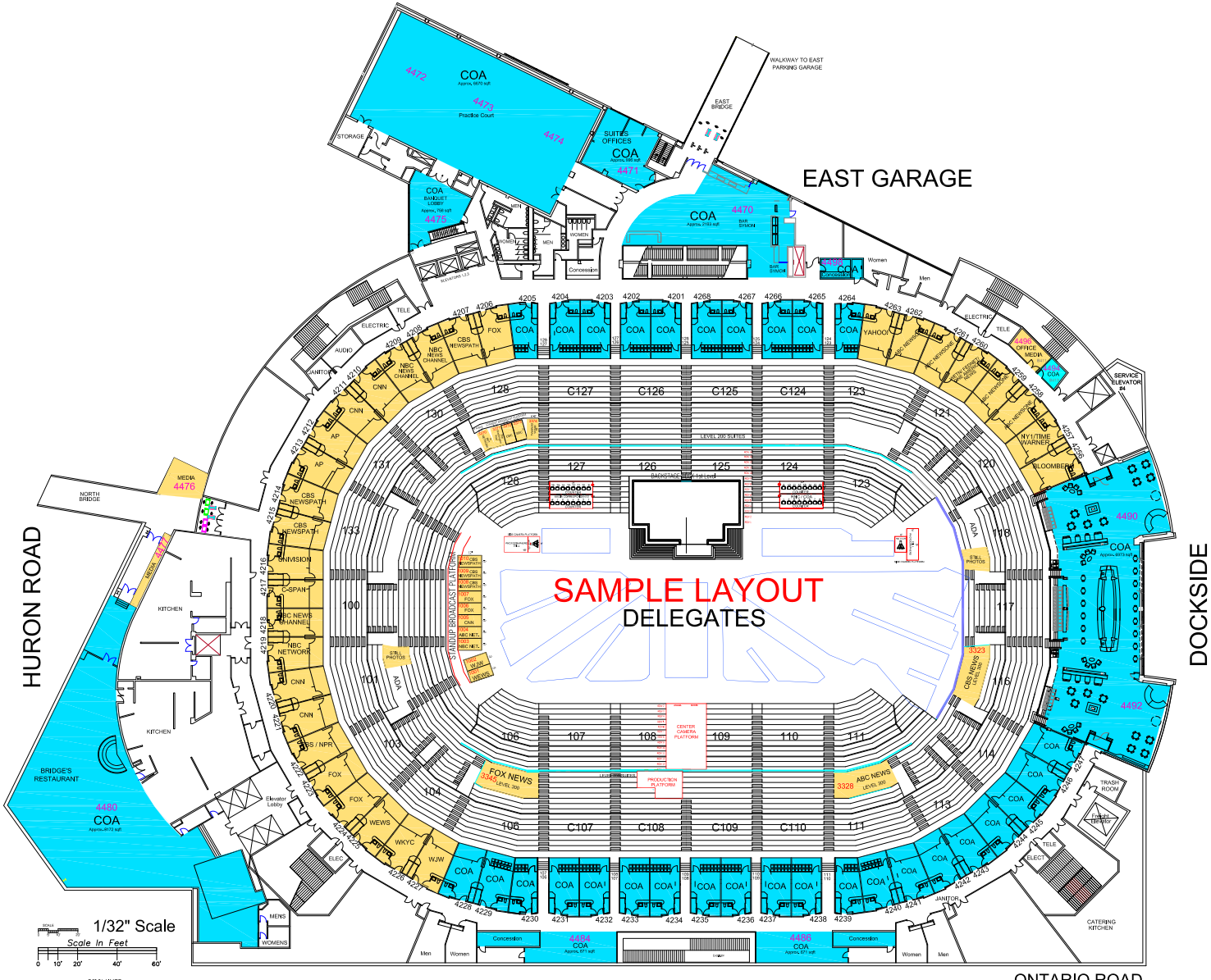
MEDIA SPACE

COA

Level 3 Balcony above Level 200 Suites

Level 3 Balcony above North Retractable Seats

Level 5 Balcony above Level 400 Suites

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REPUBLICAN NATIONAL CONVENTION
JULY 18 - 21, 2016
CLEVELAND QUICKEN ARENA
LEVEL 4

Level 3 Balcony above Level 200 Suites
Level 3 Balcony above North Retractable Seats
Level 5 Balcony above Level 400 Suites

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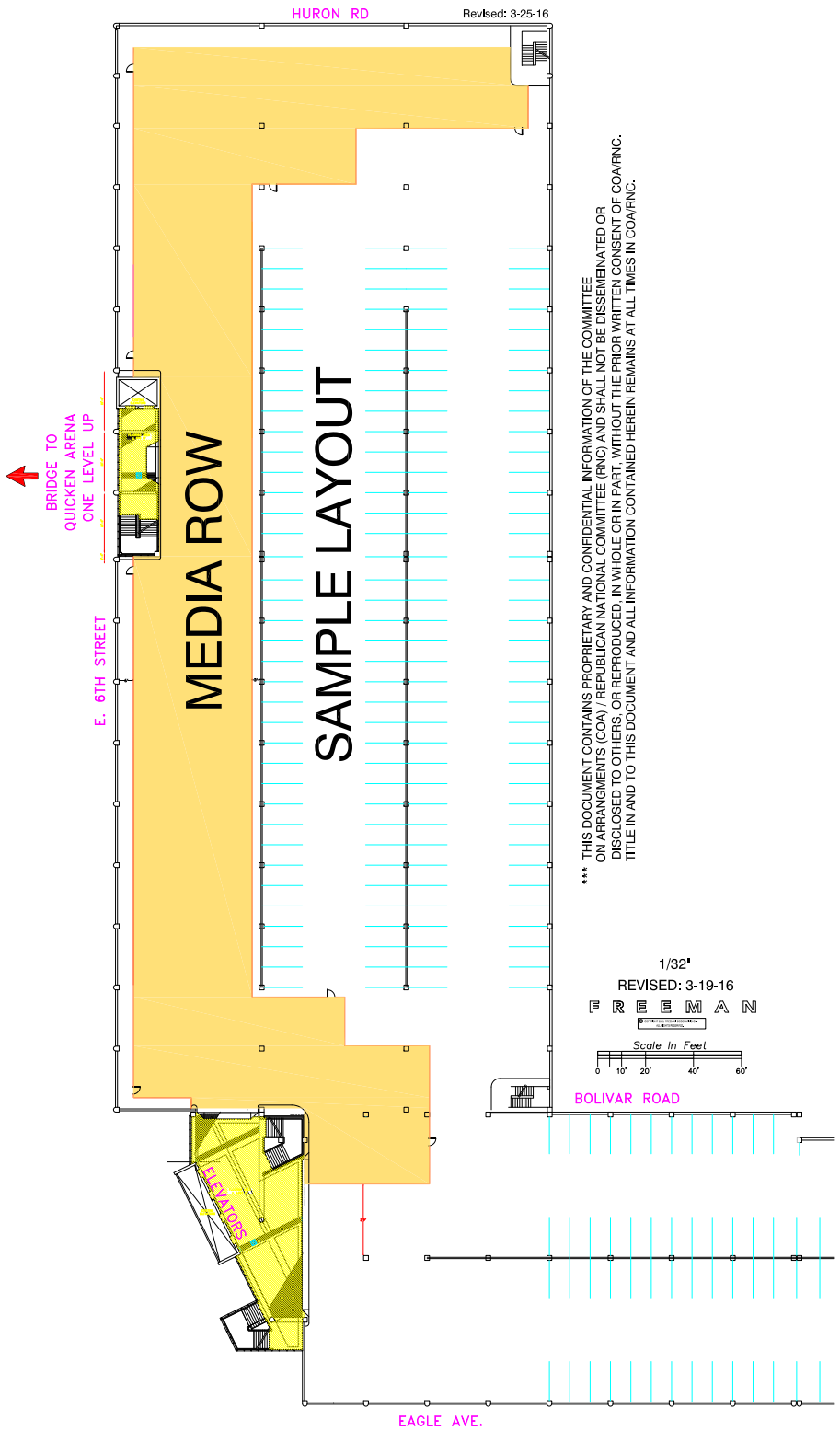
REPUBLICAN NATIONAL CONVENTION
JULY 18 - 21, 2016
CLEVELAND GATEWAY EAST GARAGE
LEVEL 2

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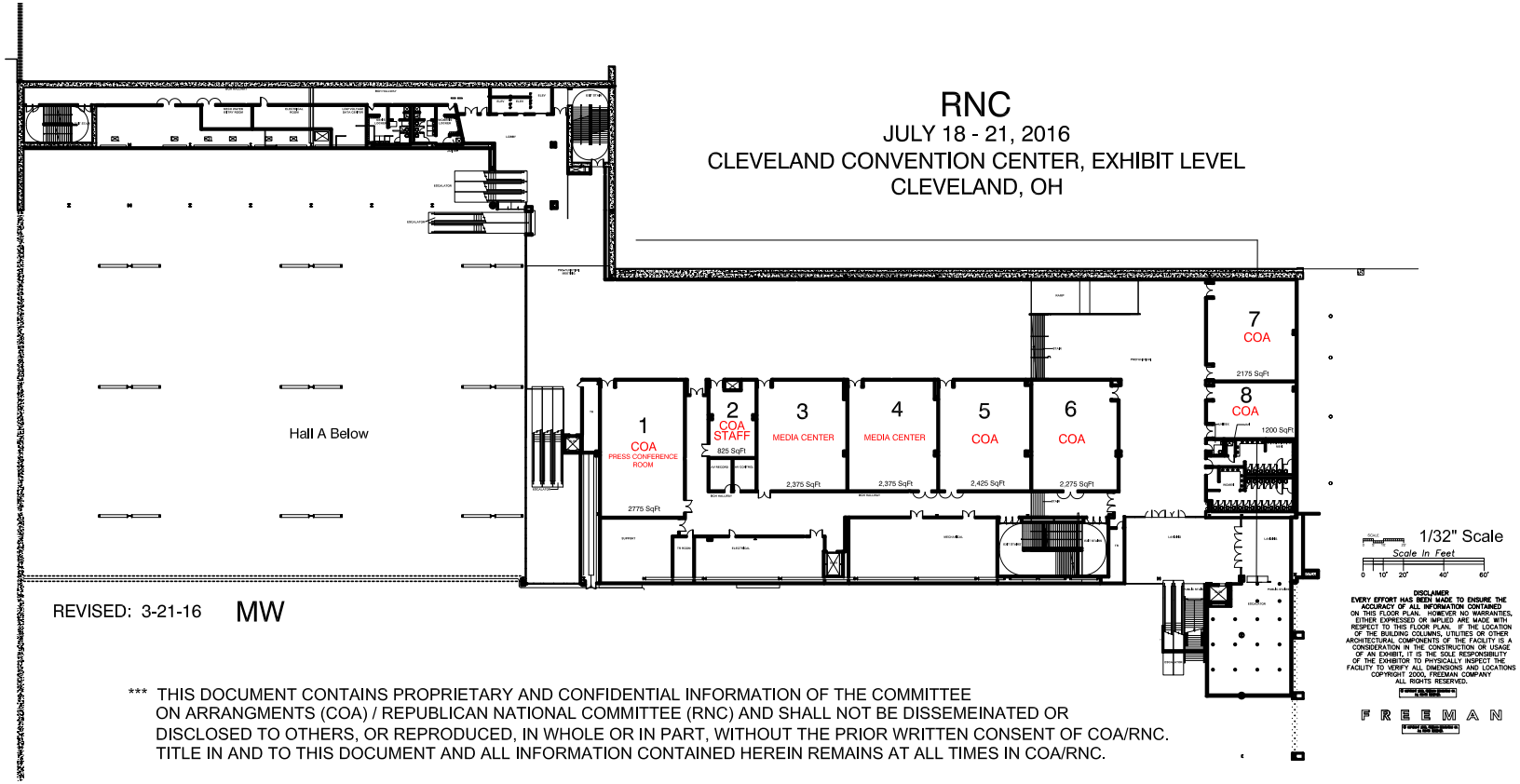
# Cleveland Convention Center – Facility Overview

# RNC

JULY 18 - 21, 2016

CLEVELAND CONVENTION CENTER, EXHIBIT LEVEL

CLEVELAND, OH




REVISED: 3-21-16 MW

1/32" Scale

Scale In Feet

0 10' 20' 40' 60'

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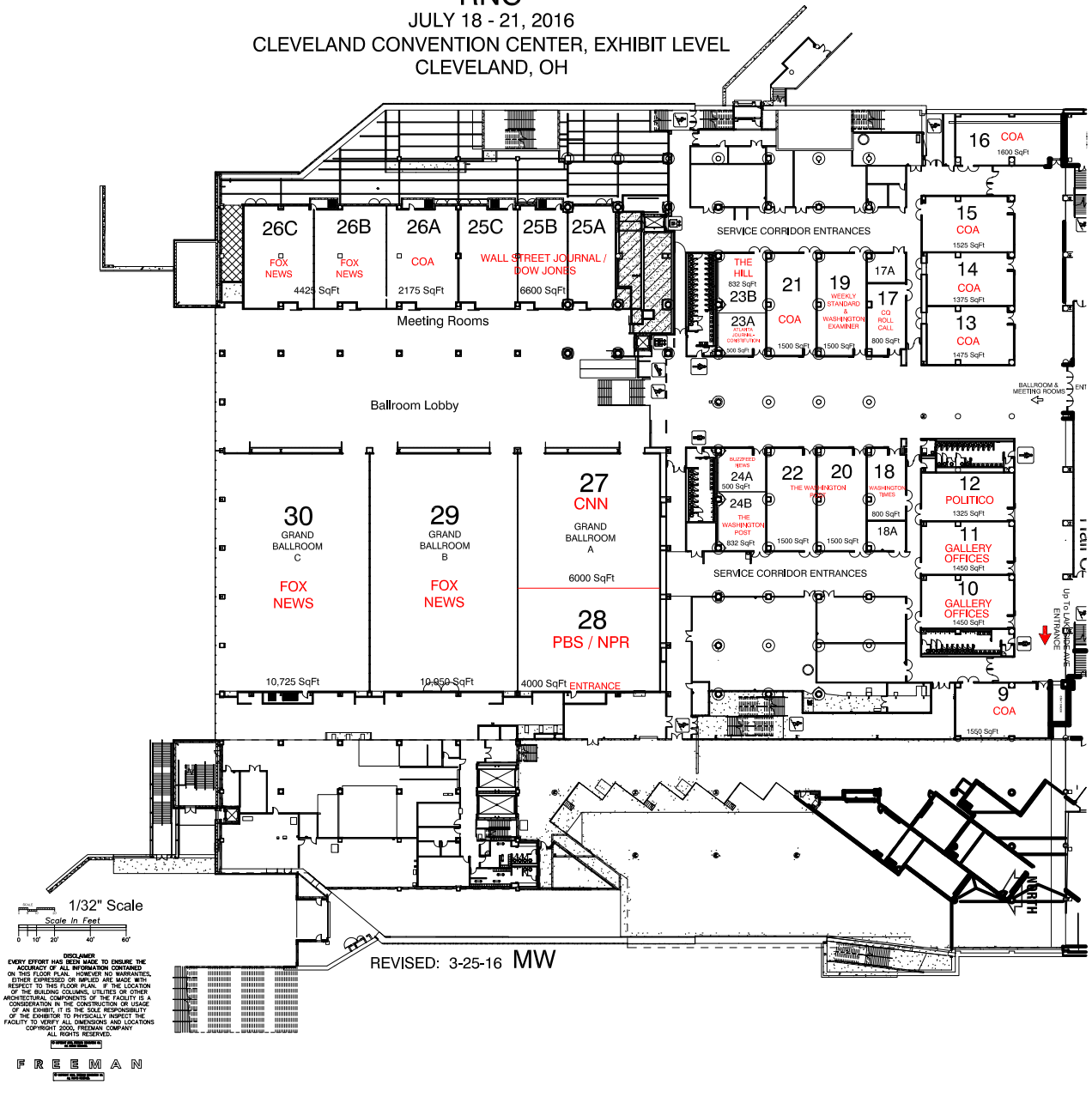


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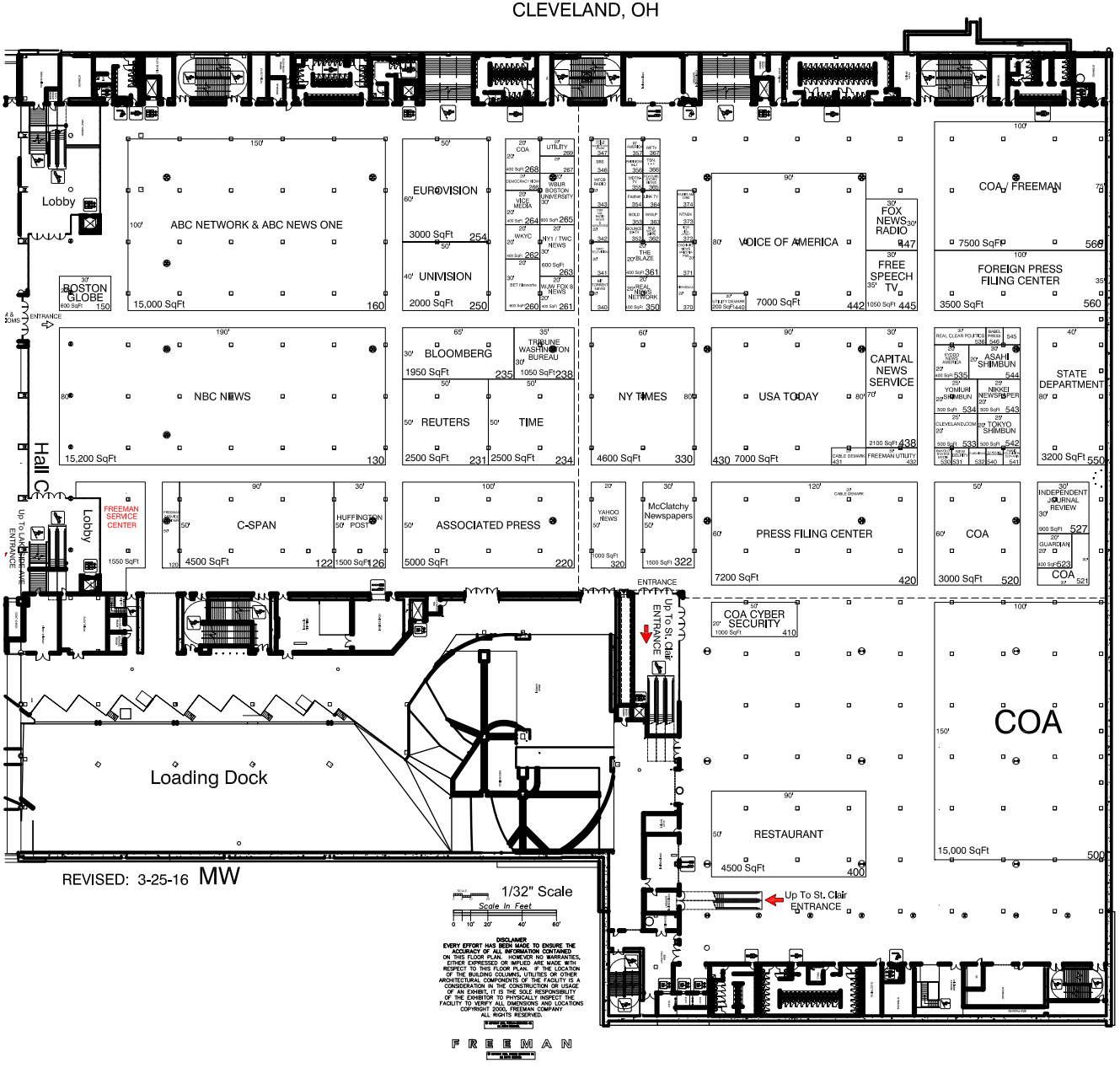


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# NOTES

## NOTES



## NOTES

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Cleveland Clinic

WEATHERHEAD SCHOOL OF MANAGEMENT
CASE WESTERN RESERVE UNIVERSITY

DHG HEALTHCARE
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