



Technical Specifications – Conference Hall

Cox Business Convention Center's Conference Hall is located on the first level of the southeast side of the facility. This space features an open floorplan that can be divided into up to six breakout rooms with a prefunction area, loaded with exhibitor booths, or even set with a stage for a banquet or lecture. The space opens up into both the Grand Gallery and the Main Gallery, allowing ease of wayfinding for your attendees.

Room Capacities

Room capacities listed herein are estimates based upon the space being set with no other equipment. Capacities will vary depending upon actual event set-up needs and fire code requirements. Please check with the Event Manager for questions regarding fire code requirements.

Entire		Half	
Theatre seating	1,200	Theatre seating	600
Banquet seating	800	Banquet seating	400
Classroom seating	350	Classroom seating	150
10' x 10' booths	80	10' x 10' booths	35
A		B, C, or D	
Theatre seating	400	Theatre seating	300
Banquet seating	200	Banquet seating	100
Classroom seating	70	Classroom seating	50
10' x 10' booths	20	10' x 10' booths	15

Dimensions

At 20,000 square feet in total, the Conference Hall is approximately 200' by 100' with a 10'6" tall ceiling around the outer perimeter and 13' in the inner breakout areas. Conference Hall A runs 100' wide and 66' long, Conference Hall B North and B South each run 42'6" by 32', Conference Hall C North and C South are each 40' x 32', and Conference Hall D North and D South are each 42' x 32'. The outer hallway which creates a horseshoe around Conference Halls B, C, and D is about 17' wide throughout.

Loading & Unloading

Trucks, trailers, and vehicles can unload at the West Loading Dock located at the corner of 7th Street and Houston Street, depending on availability. Please check with the Event Manager for West Loading Dock availability. If the West Loading Dock is unavailable, the Event Manager will work with the event to determine the most accessible entrance for loading and unloading. No loading or unloading is allowed through glass entrance doors at any time.

Electrical Power

There are four 60 amp (120/208V, 3 phase) Hubbell pin and sleeve in the Conference Hall. Each of these circuits can support a house distro box with ten 20 amp outlets. There are standard 20 amp Edison connections distributed throughout the floor of the Conference Hall, with 14 of these in A, 10 in B, 6 in C, and 6 in D. No interior wall outlets are available inside of the breakout spaces. Please coordinate with the Event Manager on any electrical needs.

Lighting Systems

The Conference Hall features a nine zone lighting system which is controlled by panels throughout the individual rooms of the Conference Hall. The lighting itself is adjustable separately for each breakout space and features both dual-level fluorescents and incandescents. For additional lighting needs in the Conference Hall, consult with the Technical Services Manager.





Audio Systems

The house audio system in the Conference Hall is designed around a 32 channel 8 bus Behringer X32 digital console which allows for individual mixes in the separate breakout spaces. Each room's audio source can be combined and sent into other rooms and portable audio mixers are also available to add multiple inputs for breakout rooms if needed. For addition audio requests or an inventory list of rentable audio equipment, consult with the Technical Services Manager.

Rigging

Due to limitations of the Conference Hall ceiling, absolutely no rigging of any kind is allowed in the space. Please consult with the Technical Services Manager for questions about accommodating needs without the use of rigging.

Technical Labor

All stagehand labor for Cox Business Convention Center is contracted through either the International Alliance of Theatrical Stage Employees (IATSE) Local 354 or ASM Tulsa Technical Services. All third party labor brought into the facility by outside contractors for these purposes MUST be employed by the contracted company and identified per the Contractor Identification policy, or arranged through IATSE Local 354. Absolutely NO other labor companies may be used at any time, including temporary staffing services. Additional fees may apply to events not in compliance with this policy. For scheduling of stagehands, consult your Event Manager no later than ten business days prior to load in.

For further questions about the technical offerings of the Conference Hall, please contact the Technical Services Manager at (918) 894-4334.