



**RFID Access Control Tech Rider:
Technology and Infrastructure Requirements**

1. Power:

- *At each box office location:*
 - Two (2) standard reliable 15amp / 120v circuits.
 - For Events using printers, (1) circuit for every four (4) registers; preferably, the circuit should be centrally located in the box office.
- *At each scanning / entry location:*
 - One (1) standard reliable 15amp / 120v circuit
 - Additional circuits may be required depending on the number of scanning lanes and portals.

2. Networking / Internet:

- *At each box office location:*
 - One (1) unrestricted hardline internet connection w/ DHCP at every box office / customer service location.
 - One (1) dedicated wireless network with a SSID and password to be provided by Eventbrite.
- *At each scanning / entry location:*
 - One (1) unrestricted hardline internet connection with DHCP at every scanning / check-in location (for every 10 portals, if applicable).
 - One (1) dedicated wireless network with a SSID and password to be provided by Eventbrite.
- *Speed Requirements:*
 - Wireless: a minimum speed of four (4) mbps up/down per access point (node).
 - Hardline: a minimum speed of four (4) mbps up/down per hardline drop.

3. Portal Mounting Fixtures:

- Our portals are designed to attach to steady, flat-footed bike rack, but can also be connected to other mounting fixtures, as long as the connection point has a maximum width of 2".
- *If bike rack is used:*
 - One (1) piece of bike rack is required for mounting each portal.
 - Additional bike rack will be needed to create scanning lines and manage foot traffic.
 - Total number of bike rack needed will be mutually agreed upon prior to the event.
- *If bike rack is not used:*
 - Another type of mounting fixture may be utilized (such as a table or a booth), as long as that object is sturdy and entirely stationary.
 - One (1) mounting fixture is required for mounting each portal.
 - Additional structure will be needed to create scanning lines and manage foot traffic.
 - Details of mounting fixture and structure will be mutually agreed upon prior to the event.

4. Cable Ramps (for Bike Rack):

- Standard 36" cable ramps are required for every scanning location using bike rack as the mounting fixture. The typical scanning lane is designed to be 3' wide.
- *If bike rack is used:*
 - One (1) cable ramp is required for each scanning lane.
 - Two (2) additional cable ramps are required at each individual scanning location.
 - The total number of cable ramps needed will be mutually agreed upon prior to the event.
- *If bike rack is not used:*
 - All cords, plugs, and potential tripping hazards connected to Eventbrite equipment must safely secured, tied down, and tucked away from event attendees and staff.

5. Tent / Cover for Scanning Lanes At Outdoor Events (if applicable):

- Proper tent coverage is strongly recommended for all outdoor box office and scanning check-in points and staffing.
- Tent coverage will ensure the protection/functionality of equipment and the protection of personnel managing these scanning checkpoints. Without tenting, scanning operations may be jeopardized.



6. Golf Carts / On-Site Transportation (if applicable):

- The exclusive use of at least one (1) golf cart will be needed for set up, breakdown, and issue resolution of an event with one box office and one main scanning location. If an event has additional box offices, scanning, or customer service locations, additional golf carts will be needed.
- The total number of golf carts needed will depend on the number of Eventbrite staff, total number of scanning locations, and distance between locations.
- Typically, one (1) designated utility cart is preferred for every two (2) Eventbrite staff members on-site. Or, for every 3-4 additional scan points, a golf cart will be needed.

7. Office Storage:

- A dedicated, lockable office inside the venue that can be used to house all Eventbrite equipment and function as Eventbrite's HQ.
- Additional lockable storage space is required depending on the number and locations of equipment at the event.
- Office must be accessible and powered twelve (12) hours prior to Eventbrite's arrival onsite.
- Office must have two (2) standard 15amp / 120v circuits and a dedicated wireless network. See above for specific internet requirements.

8. Radios:

- Eventbrite should have a dedicated repeater radio channel and ability to directly communicate with the event management team, dispatch, electrical team, IT / networking team, and security.
 - One (1) radio with one (1) earpiece and/or shoulder mic per Field Services staff.
 - One (1) multi-charger with additional batteries.

9. Staffing:

- Eventbrite recommends that each portal / scanning lane have one (1) individual for monitoring incoming attendees. This ensures attendees are properly scanning their RFID credentials as they enter through the gate.

10. Event Contact List & Credentials:

- Organizer should provide a list of all pertinent and applicable contacts listed by name, phone and email.
- Organizer should also provide a manual that includes:
 - General safety information
 - Weather, medical, and emergency evacuation information
- Credentials and parking passes for all Eventbrite staff.
 - All access credentials and parking passes for all Eventbrite staff will be needed for deployment and problem solving throughout the duration of the event. Access is required in all areas with Eventbrite equipment (including back of house) in order to service all locations.
 - Catering will be provided for each Eventbrite staff member working onsite.