
IAVM Glossary of Terms

2nd edition
(Updated March
2011 with new
name)



PREFACE

IAVM Glossary, 2011 edition

Association name update to (International Association of Venue Managers, formerly International Association of Venue Managers) updated 2011

The 2009-2010 Product Development Committee (PDC) and the 2008-2009 International Press and Publications Committee (IPPC) are excited to offer you the next edition of the *IAVM Glossary*.

This voluminous project began with an extensive collaborative review by the IPPC, led by Larry Perkins, CFE. The 2009 edition was finalized by Bill Bavirsha and the glossary review committee of the PDC to transition into the next phase of updates and additions. The PDC will solicit further review and additions from around the world and venue sectors for another subsequent release in 2010.

Completely new to the 2009 edition is the chapter on environmental sustainability and green terms. The Sustainability Committee, led by Rip Rippetoe, CFE, compiled and created terms with assistance from IAVM Sustainability and Education intern, Kayla McKinley who also organized and edited the final document.

The first edition was the result of several years' effort from 1989-1993 by Professional Development Committee members, IAVM staff and other members across the organization. Key volunteers recognized for the efforts of the first edition include: Dennis Finrock, H. Chris Sorensen, Roy Saunders, CFE, Dick Walsh, and Thomas Parkinson, CFE.

The *Glossary* was developed for the purpose of providing a comprehensive reference of industry terms for both new and experienced managers of public assembly facilities. Definitions of terms were written to describe how the terms are actually used in the industry rather than to prescribe usage.

As with the initial *Glossary*, it is the hope of the committees that the *Glossary* will be a living document, subject to continuous revision and expansion. The next version of the *Glossary* will be shared with the venue sectors and regions outside of North America for more substantial review and updating and ultimately be available in a *Wiki* format for easy review, comments and updating. Until then, please use the form at the end to submit recommendations for improvement to the IAVM office.

This publication is designed to provide accurate and authoritative information in regard to the subject matter covered. It is sold with the understanding that neither the author nor the publisher is engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional person should be sought.

-From a Declaration of Principles jointly adopted by a Committee of the American Bar Association and a Committee of Publishers.

SOURCES

Following is the list of sources used to create the 1993 Glossary of Terms. Many of the organizations have changed and may have updated the definitions included in the first effort.

- BOMI *Systems Maintenance Administrator Course, Vol 3.*, Building Owners and Managers Institute, Arnold, MD, 1987. Reprinted with the permission of the publisher.
- CLC Convention Liaison Council *Glossary*.
Reprinted with the permission of the Convention Liaison Council, 1575 Eye St., NW, Ste. 1190, Washington DC 20005.
[CLC is now the Convention Industry Council (CIC). www.conventionindustry.org]
- CM Cleaning Management Institute.
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- DAC *Dictionary of Architecture & Construction*.
Reprinted by permission of McGraw-Hill, Inc. C. Harris. *Dictionary of Architecture & Construction*. Copyright 1988.
- DP *Dimensions of Parking, 2nd Ed.*, Urban Land Institute, Washington, DC, 1983.
Reprinted with the permission of the publisher.
- EA *Encyclopedia of Architecture, Design, Engineering & Construction*.
Reprinted with the permission of John Wiley & Sons, Inc. Copyright, 1991, John Wiley & Sons, Inc.
- FR *Federal Register*, Vol. 35, No. 144, Americans With Disabilities Act Accessibility Guidelines for Buildings and Facilities, July 26, 1991.
- HMFR *Hazardous Materials for First Responders*. International Fire Training Association.
Reprinted with the permission of the publisher.
- IAEM *Exhibit Industry Glossary of Terms*. International Association of Exposition Managers. Reprinted with the permission of the publisher.
[IAEM is now the International Association of Exhibitions and Events (IAEE). www.iaee.com]

- LV *Landscape Vocabulary*. Warner L. Marsh. Miramar Publishing Co., Los Angeles, CA, 1964.
- NEC *National Electric Code, 1991*.
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National Electrical Code and *NEC* are registered trademarks of the National Fire Protection Association, Inc., Quincy, MA 12269.
- UBC *Uniform Building Code, 1991*.
Reprinted from the 1991 edition of the *Uniform Building Code*, Copyright 1991, with permission of the publishers, the International Conference of Building Officials.
- UFC *Uniform Fire Code, 1991*.
Reprinted from the 1991 edition of the *Uniform Fire Code*, Copyright 1991, with permission of the publishers, the International Conference of Building Officials and the Western Fire Chiefs Association.
- ULI *Convention Centers, Stadiums and Arenas*. David G. Petersen. Urban Land Institute, Washington, DC, 1989.
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1. GENERAL INDUSTRY TERMS

AD VALOREM TAX - Tax applied to an item according to the value of an item.

AMPHITHEATER - Outdoor facility with a flat performance area surrounded by rising rows of seats or a grassy slope allowing the audience to view the performance. The seating area is usually a semi-circular shape or adapted to the surrounding landscape.

ARENA - Facility type featuring a large flat main floor surrounded by fixed seats in a sloping oval or modified oval shape, much steeper than the typical theater. Some are arranged in two or more tiers. Sight lines are nearly always designed for events the size of a hockey floor, circus, ice show, or basketball court. (adapted from ULI)

AUDITORIUM - Room for gathering an audience for speeches, concerts etc. Often used to name entire facilities, though properly applied only to the seated portion of the facility in which the audience is assembled. Typically a building named in this way will be an arena or theater class building.

BED TAX - See TRANSIENT OCCUPANCY TAX.

CARNIVAL - Mobile enterprise principally devoted to offering amusement or entertainment to the public in, upon or by means of portable amusement rides or devices or temporary structures in any number or combination, whether with other structures or forms of public attraction. (UFC)

COLISEUM - Large facility designed for sporting events, shows, exhibitions, etc.. Typically a building named in this way will be an arena- or stadium-class building.

CONFERENCE CENTER - Facility similar in nature to a convention center but with emphasis on meetings and educational functions with little or no dedicated exhibit space. Often these facilities have sleeping rooms or are directly connected to a hotel.

CONSUMER SHOW - See PUBLIC SHOW.

CONVENTION - Assemblage of delegates, representatives and members of an organization convened for a common purpose. (CLC)

CONVENTION CENTER - Facility that combines an exhibition space with a substantial number of smaller meeting spaces. The purpose of these buildings is to host trade shows, public shows, conventions, large food functions and other functions related to the convention industry. (adapted from ULI)

CO-PROMOTION - Joint participation in the costs and profit from an event.

DARK DAYS - Common term for days in which there is no activity in the theater or arena.

EVENT DAY - Use of all or part of a facility by one client or tenant for all or part of one day for the audience of the event: multiple presentations of the same program on the same day are counted as one event day.

EXCLUSIVE CONCESSIONAIRE - See EXCLUSIVE CONTRACTOR.

EXCLUSIVE CONTRACTOR - Entity to which exclusive rights to provide a service within a

facility are given in return for an agreed compensation.

EXHIBITION - Event at which products and services are displayed. (IAEM)

EXHIBITION HALL - Large room of contiguous flat floor space designed primarily for the presentation of exhibits associated with public or trade shows. (adapted from ULI)

EXHIBITION OCCUPANCY - Total square feet of space used for exhibits times the number of use days divided by the total exhibit space in the building multiplied by 365. Expressed as a percentage. (adapted from ULI)

EXPOSITION - Event at which products or services are exhibited. (IAEM)

FAIR - Enterprise principally devoted to the exhibition of products of agriculture or industry. Typically, fairs also provide entertainment activities such as rides, games and food concessions.

GRANDSTANDS - Tiered or stepped seating facilities wherein an area of more than 3 square feet is provided per person. (UFC)

HOTEL/MOTEL TAX - See TRANSIENT OCCUPANCY TAX.

MANAGEMENT FEE - Type of payment involving a fixed fee or some percentage of gross income. This type of fee is often associated with a service managed on behalf of a facility by a private entity like a food and beverage or telephone company.

MEETING OCCUPANCY - Total use days of meeting rooms divided by TOTAL MEETING ROOM DAYS expressed as a percentage.

MERCHANDISE MART - Facility containing showrooms and offices with a modest amount of permanent space. Outside the United States, world trade centers showcase the exports of countries in buildings similar to merchandise marts. (ULI)

MISSION STATEMENT - Brief statement of the purpose for which an organization was created and its philosophy of operation.

MULTIPURPOSE CENTER - Facility that either (1) is equipped in such a way as to allow multiple types of usage (e.g., equipped with telescoping seats, adaptable floor rakes or slopes, etc.) or (2) combines many single-purpose buildings under one operation.

OCCUPANCY RATE - Measurement of building use, usually expressed as an annual percentage rate comparing potential facility capacity to actual usage. See EXHIBITION OCCUPANCY, MEETING OCCUPANCY.

PERCENT OF THE GROSS - Type of payment involving a fixed percent of the gross income for that service. This type of agreement is often used by facilities as the rental.

PERCENT OF THE NET - Type of payment involving a fixed percent of the net income after costs of providing that service. This type of payment is often used in services provided by exclusive contractors within a facility.

POWER OF ATTORNEY - Legal status which allows another person to act on your behalf in your absence. This term may also refer to the document which grants that status.

PRIVATIZATION - General term that refers to the operation of publicly owned buildings by private management firms. This privatization may be accomplished through a management fee contract, lease agreement or purchase.

PRODUCER - Person or organization which has provided the money necessary to produce a show. This term is particularly applied to a Broadway show or legitimate theater event.

PROMOTER - Person(s) or company(s) carrying full responsibility for costs and receiving all profit from an event.

PUBLIC SHOW - One where general public is invited to attend and an admission fee is usually charged. (IAEM)

REGIONAL SHOW - Show targeted to attendees from a specific geographical area. (IAEM)

REVIEWING STANDS - Elevated platforms accommodating not more than 50 persons. Seating facilities, if provided, are normally in the nature of loose chairs. Reviewing stands accommodating more than 50 persons shall be regulated as grandstands. (UFC)

ROOM TAX - See TRANSIENT OCCUPANCY TAX.

SHED - See AMPHITHEATER.

SPONSOR - Person(s) or company(s) underwriting all or part of the costs of an event. Sponsors may or may not participate in any of the profit from the event.

STADIUM - Facility usually designed for baseball or football as a primary function. May be domed or open-air. Sometimes difficult to distinguish from a large arena. (Adapted from ULI)

THEATER - Facility with fixed seats usually on a sloped floor with site lines focused on a permanent stage. Typically a STAGE BOX is located behind the PROSCENIUM which contains the performance area and the FLY LOFT. (adapted from ULI)

TOT - See TRANSIENT OCCUPANCY TAX.

TOTAL MEETING ROOM DAYS - Total number of meeting rooms in a facility multiplied by the number of opportunities to lease the space. Commonly 365 days is used as the multiplier.

TOTAL ROOM DAY INVENTORY - Total number of leasable square feet within a facility multiplied by the number of days in the year.

TRADE CENTER - Special purpose office building oriented toward a specific group of users. Typically, wholesalers in a specific industry (e.g., furniture, apparel) have showrooms to exhibit products to buyers.

TRADE FAIR - Broadly, international term for an exposition. (IAEM)

TRADE SHOW - Exposition held for members of a common or related industry. Not open to the general public. (IAEM)

TRANSIENT OCCUPANCY TAX - Tax placed on hotel/motel room rentals. Generally all or part of revenues thus generated is used in financing the operation of convention facilities. Also called Bed Tax, Room Tax, Hotel Tax.

USE DAY - Term used as a base unit in calculating occupancies. Various facilities have developed different definitions; one of the most common is use of all or part of a facility by one client or tenant for all or part of one day for any purpose; includes event, move-in, move-out and hiatus days.

VENUE - Specific site, room, building, or facility where large events occur.

2. ACCOUNTING & FINANCE

ACCOUNT - Formal record of transactions of a particular type expressed in money or other unit of measurement and maintained in a ledger.

ACCOUNTING - the art of tabulating financial numbers to determine how much money someone earned and spent during a given period.

ACCOUNT PAYABLE - Liability or debt to a supplier for the purchase of goods and/or services in the regular course of business that has not been paid.

ACCOUNT RECEIVABLE - Claim against a customer for goods or services sold in the regular course of business that has not been paid for. A/R arises out of the business practice of extending credit to customers.

ACCRUAL BASIS - The accounting method whereby revenues are measured and recorded as earned, while expenses are recorded as incurred whether or not payment has been received for such revenues or made for such expenses.

ACTIVITY BASED COSTING (ABC) - ABC is a cost accounting methodology that can define processes, identify the cost drivers of those processes, determine the unit costs of products and services, and create reports on components that can be used to generate activity- or performance-based budgets.

ACTUAL COSTS - Costs determined on the basis of historical data and not upon estimated increases in costs or averages.

ADVANCE REFUNDING BONDS - Bonds issued to refinance an outstanding bond issue before the outstanding bonds become due or callable. Proceeds of the advance refunding bonds are deposited in escrow with a fiduciary, invested in U.S. Treasury Bonds or other authorized securities and used to redeem the underlying bonds at their maturity or call date, to pay interest on the bonds being refunded.

AMORTIZATION -The process used to allocate, to the accounting periods benefited, the cost of an intangible asset, a bond premium, or periodic payment of a mortgage or other debt.

AMORTIZATION SCHEDULE - Schedule of debt service payments separating the portions of payments attributable to principal and interest.

A/P - See ACCOUNTS PAYABLE.

A/R - See ACCOUNTS RECEIVABLE.

ARBITRAGE - Classically, the simultaneous purchase and sale of the same or an equivalent security in order to profit from price discrepancies. In government finance, the most common occurrence of arbitrage involves the investment of the proceeds from the sale of tax-exempt securities in a taxable money market instrument that yields a higher rate, resulting in interest revenue in excess of interest costs.

ASSET - Any owned physical object (tangible) or right (intangible) having a money value such as cash, notes receivable, inventory, equipment,

good will, etc.

AUDITING - The examination of transactions and systems that underlie an organization's financial statements with the goal of reporting thereon; including the systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management's assertions in the financial statements. The auditor obtains this evidential matter through inspection, observation, inquiries and confirmations with third parties. Statements under audit are presented in accordance with the generally accepted accounting procedures (GAAP).

AUDIT TRAIL - Document trail that indicates that a transaction did take place, e.g., vouchers, receipt slips.

AVERAGE COSTS - Costs computed by dividing the total cost in a category by some denominator, such as number of use days or patrons.

BALANCE SCORECARDS - A new approach to strategic management was developed in the early 1990's by Drs. Robert Kaplan (Harvard Business School) and David Norton. The balanced scorecard is a management system (not only a measurement system) that enables organizations to clarify their vision and strategy and translate them into action. It provides feedback around both the internal business processes and external outcomes in order to continuously improve strategic performance and results.

BALANCE SHEET - Statement of financial position of any economic unit, disclosing as to a given point in time its assets, its liabilities and the equity of owners. The traditional, most followed form of the balance sheet is the account form, with assets on the left and liabilities and owners equity on the right.

BASIS POINT - Equal to 1/100 of one percent. This is completely different from percentage. If interest rates rise from 7% to 7.75%, the difference is referred to as an increase of 75 basis points or 10.7%.

BENCHMARKING - Benchmarking is the process of analyzing statistical data to compare companies against one another or against industry standards.

BREAK-EVEN ANALYSIS - Process of analyzing fixed and variable costs against income to determine the sales volume at which an activity will reach its break-even point.

BREAK-EVEN POINT - Point of activity (sales volume) where total revenues and total expenses are equal, at neither a profit nor a loss.

BUDGET - Plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing these. Generally speaking, there are two main types of budgets: 1) capital budget directed toward proposed expenditures for project activities and 2) operating budget, directed toward planning and controlling program activities.

BUDGET TO ACTUAL COMPARISON - Comparison of the actual financial performance of a business or program over a period of time (usually monthly and YTD) compared to the budget.

BUSINESS PLAN - Overall description of a business, sometimes called a feasibility study, which outlines the mission, potential market, potential clients, management personnel, marketing plans, yearly budget and long-term goals and budgets of a business. Usually a

business plan is used in obtaining start-up funding for a business. It also defines ongoing goals and permits evaluation of performance against a standard.

CAPITAL EXPENDITURES - Amounts spent for real estate, equipment, furniture and fixtures, and certain major repairs. These funds are not usually included in operating expenses, but are shown as separate section of the financial statements.

CAPITAL IMPROVEMENTS - See CAPITAL EXPENDITURES.

CASH BASIS - An accounting approach where revenue is recorded when cash is received (no matter when "earned"), and expenses are recognized when paid (no matter when "incurred").

CASH FLOW STATEMENT - One of the basic financial statements required as part of a complete set of financial statements prepared in conformity with generally accepted accounting principles. It categorizes net cash provided or used during a period as operating, investing and financing activities, and reconciles beginning and ending cash and cash equivalents.

CHART OF ACCOUNTS - List of accounts for the business often used to categorize all financial activities; along with their associated identification codes (account numbers).

CONSIGNMENT - To place inventory (such as tickets or merchandise) in the custody of another party, to act as a sales agent, without requiring them to purchase it.

COSTS - Resources that are sacrificed or forgone to achieve a specific objective.

COST ACCOUNTING - Method of accounting which emphasizes the determination and the control of cost, particularly the costs of production and the final product. It deals with actual costs to be reported on financial statements. One of the principal functions is to assemble and interpret cost data, both actual and prospective, for the use of management in controlling current operations and in planning for the future.

COST ALLOCATION - Distribution of the cost of a good or service over a number of cost centers, the purpose being to identify the cost incurred by each cost center in the production of that good or service.

COST OBJECTIVE - Any activity for which a separate measurement of costs is desired.

COST OF GOODS SOLD - An account on the income statement that indicates the cost of the inventory sold during the period.

DAY'S RECEIVABLES - Number of days of sales that are tied up in accounts receivable

DEBT FINANCING - Raising of funds through the issuance of interest-bearing instruments such as bonds, certificates of participation, etc.

DEBT SERVICE - Payments on bonds, loans, notes or capital lease obligations. Includes interest, principal reductions, sinking funds or other payments necessary to maintain the debt.

DEBT STRUCTURE - Repayment structure of a debt including interest rate, repayment period and related features.

DEPRECIATION - The process used to allocate the cost (decrease in value of an asset) of a long-lived property to the accounting periods benefited.

DIRECT COSTS - Costs that can be traced to a specific service or product.

DIRECT LABOR - Wages of all labor which are identified with a specific event activity.

DISCOUNT RATE - Interest rate used to adjust a series of future payments to reflect the time value of money and to bring value of future payment to present value.

DOUBLE-ENTRY SYSTEM - Method of recording financial transactions in which each transaction is entered in two or more accounts and involves two-way, self-balancing posting. Total debits must equal total credits.

EBIT - Earnings before interest and taxes.

EBITDA - Earnings before interest, taxes, depreciation, and amortization.

ECONOMIC IMPACT STUDY - The economic impact of a facility in a community can be determined by calculating the total direct spending and indirect spending. Direct spending can be defined as money initially spent for the event (tickets) as a result of attendance at the event (parking, restaurant, hotel fees). Indirect spending is the dollar amount of direct spending which is respent in the local economy. Economic Impact Multipliers will vary from region to region and state to state.

EFFECTIVE INTEREST RATE - Rate of earning on a bond investment, based on the actual price paid for the bond, the maturity date and the length of time between interest dates. This effective rate is different from the nominal interest rate and is also known as yield rate.

ENCUMBRANCE - Amounts dedicated to payment for goods and services not yet received, used in budget checking, but for which there will be an obligation to pay in the future. Though not a true account payable, encumbrances represent funds that will be spent and should be considered in analyzing a financial position. A soft encumbrance is a requisition for goods or services. A hard encumbrance is when a purchase order is generated to commitment the organization to the obligations.

ENDOWMENT FUND - Fund created from single or multiple gifts or grants, the intent of which is to provide money for dedicated purposes out of the interest earned from the principal.

ENTERPRISE FUND - Governmental operation that is funded and operated in a manner similar to private business enterprises. The intent is providing goods and services that are financed primarily or solely by user charges.

EQUITY FINANCING - Raising of funds through using the value of the property (equity) as security against debt or by offering a share of the eventual profit of the venture.

FICA - Federal Insurance Contributions Act (also known as social security and Medicare); establishes a tax that employers must withhold and match for government-based retiree benefit.

FISCAL YEAR - A one-year accounting period that does not correspond to a calendar year.

FEASIBILITY STUDY - The analysis to of a problem or issue determine if it can be solved effectively. The operational (will it work?), economical (costs and benefits) and technical (can it be built?) aspects are part of the study. Results of the study determine whether the solution should be implemented.

FIXED COSTS - Costs that do not change with variations in the level of production or services. In general, the cost of heat, light, maintenance, insurance, rent and administration are regarded as fixed cost within a relevant range of activities within a given time period.

FUND ACCOUNTING - In order to prepare public sector financial statements that comply with generally accepted accounting principles (GAAP), agencies must be familiar with two key concepts: 1) fund accounting and 2) the basis of accounting and measurement focus used by funds. According to the National Council on Governmental Accounting Statement No. 1 (NCGAS 1), entitled Governmental Accounting and Financial Reporting Principles, a fund is defined as: "...a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations."

GAAP - See GENERALLY ACCEPTED ACCOUNTING PRACTICES.

GENERAL LEDGER - Book or record organized by account lines that contains all balances of asset, liability, equity, revenue and expense lines of the chart of accounts.

GENERAL OBLIGATION BONDS - Bonds sold by a public agency to finance public improvements and which guarantee the full faith and credit of the agency regarding repayment.

GENERALLY ACCEPTED ACCOUNTING PRACTICES (GAAP) - Standard accounting practices adopted by the American Institute of Certified Public Accountants by which individual accounting records are judged to be acceptable.

HURDLE RATE - The required rate of return in a discounted cash flow analysis, above which an investment makes sense and below which it does not. This is based on the firm's cost of capital or weighted average cost of capital, plus or minus a risk premium to reflect the project's specific risk characteristics.

INCOME STATEMENT - Statement of revenues and expenses for a given period of time.

INDIRECT COSTS - Costs that are impossible or impractical to trace to a specific product or service. Sometimes referred to as OVERHEAD.

INDIRECT LABOR - All wages not identifiable with a specific activity related directly to producing a product or service.

ISSUE PAPER - Tool often used in problem solving, in which a single significant issue or problem is identified and analyzed; possible solutions are evaluated; and action (or non-action) is recommended.

INTERNAL RATE OF RETURN (IRR) - This calculation is designed to provide an investor with the effective annual return from a given investment. The initial cash investment is analyzed in comparison with the net present value of cash returns.

JOURNAL - Daily record of all financial activities of a business. These entries are placed in chronological order and not categorized according to account. A journal may be general in nature or limited in scope to a particular group of activities such as a Sales Journal or Payroll Journal.

JOURNAL ENTRY - Single entry in the journal for a single transaction.

LIABILITY - Debts or other obligations owed by one entity to another, payable in money, goods, or services.

LICENSING - Business arrangement in which one entity with proprietary rights over certain real property (arena, convention center, etc.) or intellectual property (technology, trademarks, etc.) grants permission to some other entity or individual to make use of that real or intellectual property, usually in return for specified royalties or other payment.

LINE ITEM BUDGETING - Budgeting method that puts primary emphasis on objects of expenditure for control purposes, such as salaries, travel, services, equipment, etc., rather than on efficiency and efficacy of work programs. Line item budgeting is traditional while program and/or performance budgeting is more "updated."

MIXED COSTS - Indirect costs having both elements of overhead: fixed and variable.

OPENING BANK - Cash placed in a cash drawer at the beginning of sales to allow the making of change for patrons.

OVERHEAD - Elements of cost necessary in the production of a good or service which are not directly traceable to the product or service. Usually these costs relate to objects of expenditure that do not become an integral part of the finished product or service such as rent, heat, light, supplies, management and supervision.

OVERHEAD RATE - Rate (usually expressed as a percentage) used to allocate overhead costs to product or services.

OWNERS' EQUITY - The residual of assets minus liabilities, representing the collective interest or position of the entity's owners.

P&L STATEMENT - See PROFIT & LOSS STATEMENT.

PREPAID EXPENSES - Expenses that have been paid before the corresponding service or right is actually used.

PROFIT & LOSS STATEMENT - Summary of all revenues and costs associated with showing the net profit or loss for an entity, department, event, or other business unit.

PROGRAM (accounting) - Discrete portion of an entity's total financial activities, often identified by a numerical code, in which the account lines from the chart of accounts are used to form an income statement of its own.

PUBLIC BUDGETING - Budget that simultaneously records policy decision outcomes, cites policy priorities as well as program objectives, and delineates government's total service efforts.

RELEVANT RANGE - Band of activity (volume) in which a specific form of budget revenue

and expense relationships will be valid. Fixed cost is fixed only in relation to a given relevant range and a given time. Fixed cost levels may apply to a relevant range of labor hours per year, but may differ year to year because of changes in items such as salary levels. Changes in activity will affect total variable costs but not total fixed costs.

REVENUE - Income received from sales of a product or service or from other sources. Increase in owner's equity resulting from operations.

SETTLEMENT - Detailed itemization of ticket sales, production expenses, building rent, box office costs and all other event-related expenses.

SPECIAL REVENUE FUND - Specific revenue source that is legally restricted to expenditure for specified purposes.

STATEMENT OF CASH FLOWS – See CASH FLOW STATEMENT.

TRADE RECEIVABLES – Amounts due from customers from credits sales of products or services. Note that Trade Receivables are unrelated to ticket trades.

TRIAL BALANCE - List of the balances of the accounts in a ledger kept by double entry with the debit and credit balances shown in separate columns, the purpose being to determine the equality of posted debits and credits and to establish a basic summary for financial statements.

UNIFORM SYSTEM OF ACCOUNTS FOR RESTAURANTS - System of accounting developed by the National Restaurant Association which outlines a method of accounting for food service operations and gives operators a common language to use in their accounting statements.

UNEARNED REVENUE – Payments received for good or services which have not yet been provided.

VARIABLE COSTS - Costs that vary in direct proportion to the volume of sales.

VARIANCE - Amount actual revenues and expenditures vary from the budgeted amount. Usually this is expressed in dollars and a percentage. Variances may be either favorable or unfavorable.

VARIANCE ANALYSIS - Analysis and explanation of the variances disclosed in the budget-to-actual comparison.

WEIGHTED AVERAGE COST OF CAPITAL (WACC) - An average representing the expected return on all of a company's sources of capital. Each source of capital, such as stocks, bonds, and other debt, is weighted in the calculation according to its importance in the company's capital structure.

WORK FLOW – Workflow Management consists of the automation and coordinates activities of business procedures or "workflows" of both automated and non-automated tasks during which documents, information or tasks are passed from one participant to another in a way that is governed by rules, processes or procedures.

YTD - Year to date.

ZERO-BASED BUDGETING - Process requiring that operations organize current and proposed activities into decision packages and rank them according to their importance relative to all other decision packages. All proposed budget items will be derived from a zero base and not assumed to be a predetermined increment of previous budget periods.

3. ADVERTISING & MARKETING

ACROSS THE BOARD - Broadcast program aired seven days a week at the same time. Loosely applied to any program broadcast at the same time five or more days a week.

ADI - See AREA OF DOMINANT INFLUENCE.

ADVERTISING - Any paid form of non-personal presentation of ideas, goods or services by an identified sponsor.

ADVERTISING QUADRANGLE - Concept that permits the placement of advertising within a framework of marketing and communications. The elements included are (1) product (event), (2) buyer (patron), (3) seller (promoter) and (4) the distribution channel (box office or facility).

ADVERTISING SPECIALTIES - Promotional items, ranging from key rings to expensive pens with a firm's name and/or advertising message.

ADVERTISING SUPPLEMENT - Special section of a newspaper which is paid for by general or special interest advertising and is dedicated to a single topic or event.

AFFILIATE - Broadcast station belonging to or carrying the programming of a specific network.

AGENT - One who represents or handles business contracts for artists, actors, musicians or writers.

AREA OF DOMINANT INFLUENCE - Geographical measure of how many potential audience members can be reached through major local broadcast outlets.

BACK-LIT PANELS - Three dimensional panels in which lights are placed behind a transparent image, often used as a medium for advertising.

BF - See BOLDFACE.

BLEED - Printing to the very edge of the page, leaving no margin.

BOILER ROOM - See PHONE ROOM.

BOLDFACE - Type style that presents a typeface with characters that are thicker and more prominent than the basic typeface.

BURNED IN COPY - Characters that appear to be burned in on top of graphics.

CAMERA READY - Artwork or advertising copy ready for the camera, that is, ready for the printer to prepare printing plates directly from the artwork.

COLUMN INCH - Unit of publication space one column wide and one inch deep; basis for advertising rates, e.g., \$75 per column inch for one-time insertion. Width of columns varies among publication and sections of a publication.

COMBINATION RATE - Special rate for advertising in two or more publications under the same ownership.

COPY - Broadly, all elements, both verbal and visual, which will be included in the finished advertisement. However, copy is often used to refer to written text only.

COST PER THOUSAND - Measurement of the effectiveness of the dollars spent on an advertising medium or placement based upon the dollars spent per one thousand persons seeing a message.

DIRECT MAIL - Form of promotion in which material is mailed directly to a potential buyer.

EM SPACE - Space within a typographical layout equivalent to the width of the letter M.

EN SPACE - Space within a typographical layout equivalent to the width of the letter N.

FEATURE PIECE - Published article with strong human interest appeal but with limited or no "hard news" value. Often used to promote an event without paying for advertising space.

FONT - All characters (letters, numbers and symbols) in one size and style of a font family.

FONT FAMILY - The complete set of variations of a particular typeface, e.g., *Helvetica*, *Helvetica Bold*, *Helvetica Italic*, *Helvetica Bold Italic*.

FOUR COLOR AD - Advertisement that is printed in the three primary colors plus black. Through half-tone separations, the original full color photo is broken into the four colors, which, when printed, recreate the original color image.

GLOSSY - Common term for black and white photographs, reproduced on high gloss paper.

LETTERPRESS - Printing process which involves the direct contact of paper to metal type.

LINE ART - Artwork composed of solid lines only with no tone or shading.

MAKE GOOD - Repeating an advertisement without charge, or refunding space or time charges as compensation for an advertisement omitted or containing a significant error.

MARKETING - Process of planning and executing conception, pricing, promotion and distribution of ideas, goods and services in order to create exchanges that satisfy individual and organizational objectives.

MARKET MIX - Set of controllable variables that must be managed to satisfy the target market and achieve organizational objectives. The variables include merchandising, pricing, distribution, advertising and promotion.

MARKET PROFILE - Facts about the prospects or an analysis by age, sex, income, possessions, etc., of people who constitute the market for a product or service. May also be used in describing organizations that may constitute the market for a facility.

MAT. - See MATRIX.

MATRIX - Somewhat obsolete term for a paper mat into which a printed image has been impressed and which is used in the printing process.

MATTE FINISH - Lusterless surface.

MEDIA - Methods through which a message is communicated to the public. Types of media

include *print* (newspapers, direct mail, yellow pages), *broadcast* (radio, TV, cable), *position* (billboards, bus benches) and *point of purchase* (marquees, signage, etc.).

MEDIA KIT - Information packet available from an advertising medium that provides advertisers with technical specifications, deadlines, prices, etc.

MEDIUM - Any vehicle used to convey an advertising message such as television, magazines or direct mail. The singular of media.

MERCHANDISING - Any activity that stimulates trade interest in moving a product or service to the prospect. Also refers to the sales of merchandise related to a performing act, e.g., T-shirts, programs, etc.

OFFSET - Printing from a photomechanical plate or paper mat.

ONE-TIME RATE - Rate paid by an advertiser who does not use enough space or time to earn volume discounts.

OPEN RATE - Advertising rate subject to discounts for volume or frequency.

PASTE-UP - Mounted assembly of graphics prior to reproduction.

PHONE ROOM - Term used to describe a TELEMARKETING effort in the sales of an event.

POINT SIZE - Measurement of the size of the letters as printed. 72 points equals one inch in height.

PRESS KIT - Materials, usually contained in a folder, in which news releases, product announcements and other materials intended for the media are distributed.

PRESS RELEASE - Description of a newsworthy occurrence written in journalistic style and mailed to news media. A press release is usually intended to promote an event or further the reputation of a facility.

PRICING - Amount at which a thing is valued, bought or sold (the act of settling an amount).

PROMOTION - Marketing activities, other than personal selling, advertising and publicity, that stimulate consumer purchasing and seller effectiveness. Not to be confused with the promoter or his activities in producing an event.

PROOF - Any preliminary reproduction by photography, typesetting or lithography, provided by processor for approval prior to finished product.

PSA - See PUBLIC SERVICE ANNOUNCEMENT.

PUBLIC RELATIONS - Activities which seek to promote better understanding, attention, and support from people whose opinions are important to the facility or organization.

PUBLIC SERVICE ANNOUNCEMENT - Form of television or radio advertisement that is intended to fulfill the obligation of the broadcaster to serve the interest of the public.

QUANTITY DISCOUNT - Discount given to the purchaser as a result of the larger quantity or frequency of purchasing.

RATE CARD - Card or folder issued by an advertising medium listing rates for time or space.

RATINGS - Estimate of the audience watching or listening to a television or radio program. Derived from samples of the potential audience in given area, ratings are expressed as a number per thousand or as a percentage of the total audience possible.

RATINGS SWEEP - Period of time when ratings organizations sample the public viewing and listening habits. Sweeps occur about once per quarter and generally last about two weeks. During this time TV and radio broadcasters will attempt to put their most interesting and popular programming on the air.

READER BOARD - Electronic sign which carries messages for the direction of an audience or promotion of a product(s).

ROP - See RUN OF PAPER.

ROS - See RUN OF STATION.

RUN OF PAPER - Advertising agreement which allows the publisher to decide where in the paper the advertisement will be printed.

RUN OF STATION - Advertising agreement which allows the station to pick at which time the spots will be aired.

SANS-SERIF - Typeface without serifs, or small strokes at the ends of characters. Sans serif font families include *Helvetica*, *Avant Garde*, and *Univers*.

SERIF - Small finishing strokes at the ends of letters which do not form a part of the letter itself.

SPACE CLOSING DATE - Deadline for receiving space reservations for advertising.

SPOT - In television and radio , a commercial announcement. Normal lengths for these are 10, 15, 20, 30, 45 and 60 seconds.

STORYBOARD - Series of sketches, with accompanying copy, providing in parallel sequence the video and audio portions of a TV program or commercial. A "layout" for television.

SWEEP(S) - See RATINGS SWEEP.

TEAR SHEET - Page containing an advertisement clipped from a publication and sent to the purchaser of the ad to confirm its publication.

TELEMARKETING - Organized use of telephone in sales efforts to mass audience.

TRIM SIZE - Overall measurements of a publication in its finished form.

TYPEFACE - One style within a font family. For example, *Helvetica Bold Italic* is a typeface.

VOLUME DISCOUNT - See QUANTITY DISCOUNT.

4. AUDIO/VISUAL

ABSORPTION - Ability of a material to absorb sound energy and reduce sound intensity.

ABSORPTION COEFFICIENT - Efficiency of a material to absorb sound at a particular frequency (which relates to sound wave length and material thickness). An absorption coefficient of 1.00 indicates total absorption, while a coefficient of 0.00 indicates total reflection.

AC HUM - Humming sound heard in an audio system, usually the result of a GROUND LOOP which is being amplified by the system.

ACOUSTIC - Related to pressure changes or propagating mechanical waves in air or any other sound transmission medium that comprises sound in its conventional form, as humans hear it.

ACOUSTICS - Study of the performance of sound energy. Also the way in which sound energy performs in a given space.

ACOUSTIC Baffle - Absorptive board or sound barricade that can be placed around or between acoustic sources to provide sound isolation or deadening and reduce acoustic leakage between multiple microphones, such as in a recording studio or live musical performance stage setup.

ACOUSTICIAN - Specialist in the behavior and control of audio energy within an environment.

ACTIVE CROSSOVER - An electronic device which filters and selectively amplifies frequencies, separating the frequencies into sections or bands, and routing them to outputs designed to drive power amplifiers and in turn, speakers. The frequencies filtered depend on the electrical value of the component parts in the circuits of the device, but not on the source or load impedances connected to the device, except in the case where the crossover is actually a passive crossover designed for insertion in the medium-level signal lines of an audio system rather than in speaker lines.

AMBIENCE - Distinctive acoustical characteristic of a room or acoustic space due to the many sound reflections in the space. For example, rooms that are said to be acoustically "dead" lack ambience.

AMBIENT LIGHT - Uncontrolled and unintended illumination. (IAEM)

AMORPHIC LENS - Special lens for projectors used to eliminate distortion in abnormally wide throws. (IAEM)

AMPLIFICATION - Increase in signal quantity of either amplitude or power level.

AMPLIFIER - Device which increases the voltage and/or power level of signals fed through it.

AMPLITUDE - Extreme range of a fluctuating quantity, as an alternating current, swing of a pendulum, etc., generally measured from the average or mean to the extreme. Also used to make reference to the overall volume of a signal.

ANIMATION - Movement of either light or mechanical action. (IAEM)

ARC LIGHT - Illumination produced by a carbon electrode gap employed in slide projection and silk screen production. (IAEM)

ASPECT RATIO - Ratio of image width to height. (CLC)

ATTENUATE - To reduce. In audio parlance, to reduce the level of an electrical signal as with a volume control, pot (potentiometer), fader or pad.

AUDIO FREQUENCY - Any frequency which humans hear, typically between a lower limit of about 12 hertz and an upper limit of about 20,000 hertz. This range of audio frequencies is also known as the "audio spectrum."

A/V CONTRACTOR - Supplier of audio/visual equipment.

AXIS - Imaginary center point. Looking down the center of a horn places the viewer "on axis" to the horn, while moving to the side so that the horn throat is not visible places the viewer "off axis."

BACK-LIGHT - Light source which illuminates any transparent or translucent material from behind. (IAEM)

BAFFLE - Partition to control light, air, sound, or traffic flow. (IAEM)

BAND - Portion of the audio frequency spectrum in the same way that green is a portion of the visible frequency spectrum. The audio frequency spectrum covers a range of over 10 octaves. The visible light frequency spectrum covers a range of less than 1 octave.

BAND PASS - Set of two filters that attenuate frequencies beyond the frequency limits of a given band of frequencies. The telephone, for example, is a band pass filter that eliminates low frequencies below about 300 hertz and high frequencies above about 5,000 hertz, causing the characteristic telephone sound most people are familiar with.

BEADED SCREEN - See GLASS-BEADED SCREEN.

BIPOLAR MICROPHONE - see FIGURE EIGHT MICROPHONE.

BLACK-LIGHT - Ultra-violet lighting that causes fluorescent and phosphorescent paints to glow. (IAEM)

BLOCK-OUT - Usually refers to painting out portions of photo, negative on screen. (IAEM)

BLOW-UP - Enlargement of a two dimensional item by photography. (IAEM)

BOOM ARM - Attachment placed on a standard straight microphone stand which extends the reach of the stand to the side. Often used to place a microphone in front of a singer seated at a piano.

BOOM MICROPHONE - Microphone placed on a boom arm stand to allow it to be placed in front of the sound source when the stand itself cannot, as with a singer seated at a piano.

BORDER CHASER - Border of lights placed around a sign or other object whose lights can be turned on and off in a sequence that make them appear to chase around the border.

BRIDGE - Device allowing multiple outputs from the same input. Most often used to allow electronic media to take a feed of the program for use in broadcast programming.

BUS - Like a bus that may carry many passengers, an audio bus is a wire or circuit that may carry more than one audio signal at a time. Also often spelled BUSS.

CAPACITOR - Electronic circuit component part designed to store electricity.

CARDIOID - Pronounced "car-dee-oid." In terms of microphones, refers to a microphone with a POLAR PATTERN that is heart-shaped. Cardioid microphones decrease gradually in sensitivity as they are rotated away from the source of sound they are aimed at. Cardioids perform best if their off-axis frequency response is similar to their on-axis response.

CENTER FREQUENCY - Particular frequency at which the most boost or cut is available in a peak-dip type equalizer such as a graphic type, or a notch filter or parametric type.

CHANNEL - Individual signal path through a system which has more than one such path.

CLIPPING - Distortion of audio signals caused by input signal peaks or voltage amplitudes which cause a circuit to attempt to exceed its own maximum voltage capabilities.

COAXIAL CABLE - Cable made with one conductor surrounding another at the center. Both conductors share the same axis. This cable is most often used in the transmission of video signals. There can be more than two conductors run in coaxial layers.

CODEC - Device for coding and decoding compressed video signals used in phone or satellite transmission of video signals.

COMPRESSOR (audio) - Audio amplifier whose output amplification rate of change is less than its input signal amplitude rate of change. Compressors are used to reduce the dynamic range of program signal either to make everything sound louder, or to automatically control sudden large changes in signal amplitude as in the case of recording vocalists. Compressors sometimes include circuits that allow the user to adjust the time it takes to start compressing (attack), to ease up on the compression (release), and also the input and output gain. See also LIMITER.

CROSSTALK - Leakage between audio signal carrying channels, typically heard as bleed-over between left and right stereo speakers, or as leakage of high-frequency sound between busses or circuits in audio mixers, microphone cable snakes and multiple circuit audio signal wiring.

CUE CHANNEL - Portion of the audio signal-carrying channels in a system that is used to allow musicians to hear other performers or portions of the ensemble sound in order to match pitch or tempo. The term CUE is also used to describe the circuits within an audio mixer unit or an audio system designed to provide this reference.

CUTOFF FREQUENCY - Point (in hertz) at which an audio system can no longer produce full-power output, and where the actual output power falls to half the midband power or 3 decibels below the reference full-power output at midband (-3 dB point). All audio systems are limited to a band of frequencies in which they can do useful work. The frequencies are defined as the corner frequencies of a filter.

DA - See DISTRIBUTION AMPLIFIER

DAT - See DIGITAL DELAY LINE.

DATA PROJECTION - Interfacing of a computer with video projection in order to project a large-format image of the computer data. These projections often require special projectors or interface devices.

DDL - See DIGITAL DELAY LINE.

dB - See DECIBEL

DECAY - Fading away of a musical note after its onset or attack. In acoustics, the time it takes for echoes and reverberation to fade away.

DECIBEL - A comparison of two similar values, like apples vs. apples, oranges vs. oranges or volts vs. volts. The amount of power increase required for us to hear a twice-as-loud increase is +10 dB. The amount of power decrease it takes for us to hear a half-as loud decrease is -10 dB. Thus to produce sound twice as loud as that produced by a 100-watt amplifier would require a 1,000-watt amplifier.

DIGITAL AUDIO TAPE - One of the newest technologies in audio recording. The audio image is recorded in digital format on audio tape. This process allows for the clarity of a compact disc while allowing recording on audio tape media.

DIGITAL DELAY LINE - Electronic device used to delay signals in a distributed system so that the sound heard at the rear of a room appears to have no echoes or distortion due to sound arriving from distant points.

DIFFRACTION - Phenomenon of sound waves bending around objects which are small compared to the length of the waves (see WAVELENGTH). Objects such as posts tend not to affect bass sounds but will shadow higher pitches (frequencies) to the extent that listeners will not hear tweeters that are not visible from their listening position.

DIRECTIVITY - Measure of the output of loudspeakers or horns based on the included angle within which the sound pressure level drops no more than 6 dB (one-quarter power).

DISSOLVE - Replacement of one image by another by slowing fading out the first and fading in the other.

DISTORTION - Alteration in the shape, voltage, phase, timing relationships and frequency response of an audio signal caused either intentionally or unintentionally by circuitry that is driven to overload, or by poorly designed audio components such as microphones, mixers, effects, crossovers, amplifiers or speakers which do not accurately reproduce signals fed through them.

DISTRIBUTED SOUND - Sound system in which the speakers are placed throughout the room. The sound originating at a stage is reproduced at various locations in the room, usually overhead, allowing the volume to be more uniform.

DISTRIBUTION AMPLIFIER - Amplifier which increases the amplitude of a signal in a line in order to distribute it to multiple points of use.

DOWNLINK - (noun) Receiving dish for satellite signals. (verb) To receive a satellite signal

DRIVER - Another name for loudspeaker; the word "driver" is used by non-engineers to designate a compression driver like those used to drive horns for acoustic amplification and directional control of sound.

DRY - Audio signal or sound without reverberation. An audio signal or sound with reverb is called "wet."

DYNAMIC RANGE - Difference, in decibels, between the loudest and the quietest passages in a musical or audio program. Also, the difference between the maximum signal level that can be produced under nominal operating distortion levels by an electronic circuit, and that circuit's obnoxious noise level (called the "noise floor").

EASEL - Stand or frame for displaying objects. (IAEM)

ECHO - Any or all audibly discrete delayed sound images. In contrast, reverberation produces a wash of sound, with no discrete echoes.

ECHO BUSS - Typically dedicated audio channel within an audio mixing console, through which is routed signals intended to be sent or received to or from an echo or reverberation device such as an echo chamber.

EFFECTS - Effects devices can be broadly classified as anything that changes the sound of signals passing through them.

EFFICIENCY - Generally, efficiency is the ratio of input and output. Efficiency is usually expressed in percent. Thus a loudspeaker which produces 8 acoustic watts when fed 100 electrical watts is 8% efficient; this would represent quite a high efficiency for a cone type loudspeaker. Typical hi-fi speakers and studio monitors range between 0.01 percent and 2 percent efficiency in their ability to convert electrical watts to acoustical watts. Power amplifiers give typically 50 to 98 percent efficiency, converting 60 hertz A.C. line power into audio frequency A.C. power.

ELECTRONIC CROSSOVER - see ACTIVE CROSSOVER.

EQ - See EQUALIZATION

EQUALIZATION - The intentional alteration of levels of portions of the audio frequency spectrum to fit the requirements of frequency response defined by a listener. Traditionally, the term equalization was used to describe the replacement (always a boost) of energy lost as a result of long telephone line runs of wire, but today the term is used to describe any change in frequency response or spectral balance done intentionally by using any device which includes circuits that can produce these changes.

EQUALIZER - Electronic circuit or device that selectively increases or decreases gain as a function of frequency. An equalizer may boost or cut only, or may do both. It may be a fixed circuit such as the equalizer in a phonograph preamp that restores the frequency response of a phono cartridge's output to flat from the record's normal non-flat output, or the equalizer may be a sophisticated self-contained device that allows user adjustment of frequency selection or continuous frequency tuning, bandwidth or Q and amount of boost or cut (parametric equalizer).

FADE - Progressive lessening or dimming of an image from the screen.

FADER - Electronic component such as a potentiometer, or a circuit such as a voltage-controlled amplifier, that varies the amplitude of all the audio signals passing through it. Faders can be physically linked to the user's control by straight line knobs as with linear faders, rotary knobs such as those on trim and monitor controls or by means of computer and digital-to-analog converters that supply the necessary control voltage to operate the volt-

age-controlled amplifier circuit comprising a VCA fader.

"FAST FOLD" SCREEN - Brand name for a large screen with a frame which folds down into a small case for storage. The legs of this screen are attached at the sides of the screen, or the screen may be flown from above.

FEEDBACK - Portion of a signal which is fed into the audio signal chain or signal-carrying circuits, either in-phase or out-of-phase with the main portion of the signal, causing a reduction or increase of signal level in the system or circuits. In acoustic situations with microphones and speakers near each other, in-phase or "positive" feedback causes the familiar howling sometimes heard when too much system gain leads to recirculating sound build-up between mic and speaker. In electronic situations such as amplifiers, out-of-phase or "negative" feedback is put to use in the amplifier's circuits to reduce distortion and lower output impedances.

FIGURE EIGHT MICROPHONE - Microphone which has a sensitivity pattern shaped in a figure eight when seen from above.

FILTER - Circuit that selectively attenuates portions of the audio frequency spectrum. A filter is the opposite of the traditional equalizer, which selectively boosts, but for the purposes of modern convenient control of sound on mixers and equalizer units, the circuits of tone-altering controls usually incorporate the dual abilities to equalize and filter by simply rotating a knob one way or another.

FLAT FREQUENCY RESPONSE - Common term used to denote circuits, devices or audio systems that pass signals of different frequencies with equal amplitude over some range of frequencies (typically 20 hertz to 20kHz for the audible range).

FLIP CHART - Large pad of paper placed on an easel and used by a speaker for illustrative purposes. (CLC)

FLOATING - Circuit which passes signals without reference to a ground.

FOLDBACK - See CUE CHANNEL.

FP -see FRONT PROJECTION.

FP SCREEN - see FRONT PROJECTION SCREEN.

FREQUENCY - Spacing in time of events. In audio signals, frequency refers to the cyclic repeat of vibrations. In wire, the vibrations are electrical variations. In air, the vibrations are changes in air pressure. The ear hears air pressure variations with frequencies between about 12 times per second and 20,000 times per second of 12 Hz (hertz) and 20 kHz (kilohertz).

FREQUENCY RESPONSE - Measurement of how a device being measured responds to test signals of constant amplitude without regard to frequency, over a particular measurement range of frequencies. An electrical device whose specifications say it is "flat from 20 Hz to 20 kHz," will not cause any amplitude deviation in signals fed through it over that frequency range, as a result of changing the frequency of the test signal.

FRONT PROJECTION SCREEN - Screen used for front projection. The screen is generally opaque and reflects the image back the audience for viewing.

FRONT PROJECTION - Projection of an image onto the front surface of a light reflecting screen from a projector placed within or behind the audience.

FUNDAMENTAL - Any pure tone. The pitch remaining when all harmonics (overtones) are removed from a basic frequency or musical tone, producing a pure tone. An amplifier or audio circuit that can pass a pure tone without adding any harmonics of its own is said to have low harmonic distortion. Musical instruments usually produce tones rich in harmonics, giving each its particular sound or "timbre." Small loudspeakers will be heard to reproduce bass instruments even while producing little or no fundamental pitch because the ear and brain reconstruct the sound of the instrument based on prior knowledge of its timbre.

GAIN - Increase. Amplifiers produce gain by increasing voltage and/or current. Horns produce acoustical gain by concentrating the sound of loudspeakers to narrower angles and frequency ranges. Gain is specified in decibels (dB).

GLASS-BEAD SCREEN - Screen whose surface is covered with tiny glass beads which reflect a bright image back toward the audience, but have a narrow viewing angle.

GROUND LOOP - Electrical circuit where two or more paths to ground (true 0 volts) have different voltages as a result of current flow through wiring or chassis elements. The minute voltages on some ground legs may find their way into equipment input circuits and be amplified, causing hum, buzzing or in the worst case, inaudible high frequency oscillations, sometimes at high power levels, that can ultimately cause destruction of tweeter voice coils or even burn out amplifiers.

HARMONIC DISTORTION - Distortion which is harmonically related to the fundamental signal fed through an audio circuit or system. Harmonic distortion is characterized by a harsh sound that ranges from a slight edge on some of the high-frequency components of a musical program, to the fuzz associated with electric guitar effects pedals.

HEADROOM - Reserve voltage or power level in an audio device or system. The difference in levels between the normal or "nominal" operating levels and the peak clean (undistorted) available levels. (See also NOMINAL OPERATING LEVEL.)

HERTZ - Replaces the formerly used "cycles per second" or "cps." Named after Heinrich Hertz, the term applies to any regular, cyclic vibration or event. The term hertz always involves time (seconds) no matter what the period between repetitions of the event of interest; for example, a tone vibrating 1,000 times every second is said to be at a frequency of 1,000 hertz or 1 kilohertz (kHz). The earth spinning once around every day (86,400 seconds) rotates at a frequency of 11.6 microhertz.

HIGH-LEVEL CROSSOVER - See PASSIVE CROSSOVER.

HISS - Unwanted random noise associated with audio tape, unmodulated record grooves and noisy amplifiers and other audio circuitry. In circuitry, hiss is caused by the thermal activity of the molecules in the materials of which that electronic component parts are made.

HOLOGRAM - Photographic effect using lasers to obtain a three dimensional image on a flat surface. (IAEM)

Hz - See HERTZ.

I-MAG - See IMAGE MAGNIFICATION.

IMAGE MAGNIFICATION - Use of video camera and projection to show realtime images of a conference program or speaker in addition to video playback from tape.

IMPEDANCE - Total amount of opposition to the flow of alternating currents in an electrical circuit which may comprise resistance, capacitance, inductance or reactance.

IMPEDANCE MATCHING - Use of inputs and outputs whose impedance is equal, taking into account the effects of total circuit reactance on signals passing from output to input in order to produce minimum phase shift, optimum frequency response and optimum power transfer characteristics in the circuit.

INDUCTANCE - Term used to describe the electrical property of an inductor. A mechanical analogy of an inductor is an electrical spring; the inductor can store electrical energy fed into it and return it directly back into the circuit. The inductor tends to block the flow of AC currents depending on their frequency and to pass DC currents.

INFRASONIC - Sound at frequencies generally considered too low to be heard (sounds in the range of 1 hertz to 15 hertz). Infrasonic sound can be felt if its power level is sufficiently high and can cause nervousness and/or fatigue and disorientation in people exposed to it.

INPUT LEVEL - Level in units such as dB, volts or watts that a particular piece of electronic equipment receives at its input. Input levels are alternately described as nominal (the normal operating level) or maximum (the level above which distortion occurs).

INTERACTIVE VIDEO - Video programming which allows the viewer to be involved in an active way with the information to be presented.

INTERNEGATIVE - Film negative of motion picture made from original raw negative to facilitate making of positive copies in quantity. (IAEM)

JAN - Joint Army-Navy specification. Pertains to the stringent government specifications used for electronic components of specified quality or survivability or of tightly maintained quality control, and often means these parts will last longer, withstand higher temperatures, voltages, currents, etc., than their consumer counterparts.

kHz - See KILOHERTZ

KILOHERTZ - One thousand cycles per second; replaces the obsolete term kc (kilocycles). Abbreviated kHz.

LAVALIERE MICROPHONE - Portable microphone that hooks around the neck. Also known as a necklace, lapel or pendent microphone. (CLC)

LCD - See LIQUID CRYSTAL DISPLAY.

LEAKAGE - The unwanted pickup of stray sound from sources other than the intended source feeding a specific microphone channel.

LECTERN MICROPHONE - Microphone mounted on a lectern. (CLC)

LED - A solid-state diode rectifier whose atomic properties cause it to emit light when electric current is passed through it. Current LED technology allows the emission of light from infrared through green frequencies, and visible light LEDs are available in colors from deep red to green.

LENTICULAR SCREEN - See SILVER LENTICULAR SCREEN.

LEVEL - Amount of power present at some point in an audio system. Specifically, the term level refers to the power magnitude in either electrical watts or acoustic watts but is often incorrectly used to denote voltage. See POWER.

LIGHT EMITTING DIODE - See LED.

LIMITER - Audio amplifier whose output amplification rate of change is less than its input signal amplitude rate of change. While compressors are used to reduce the dynamic range of program signal either to make everything sound louder, or to automatically control sudden large changes in signal amplitude such as in the case of recording vocalists, limiters are used to prevent dynamic transient signal peaks from exceeding a pre-set amplitude. Limiters are usually required when broadcast signals are fed to telephone lines and are useful to prevent power amplifier clipping and overdriving in large sound systems. Limiters sometimes include circuits that allow the user to adjust the time it takes to start reducing the signal amplitude (attack) to ease up on the compression (release), and also the input and output gain. See COMPRESSOR.

LINE LEVEL - Average (power) level at which signal is output from devices like MIXERS, CASSETTE DECKS and other devices which process sound. Technically this corresponds to -30 dBm (one microwatt) to +30 dBm (one watt).

LIQUID CRYSTAL DISPLAY - Display composed of mobile crystals in liquid suspension which align themselves and polarize light in response to a small electric change. The crystals are manufactured in pockets within the display which correspond to areas of dark on light background.

LOUDNESS - Sound volume as it is detected by the average human ear. Hearing is non-flat, and this non-flatness varies with changes in absolute SPL (Sound Pressure Level).

LOUDSPEAKER - Device for making audible sound waves, typically, an electro-acoustic transducer that converts alternating current electrical oscillations fed to it into acoustic oscillations (sound). The term "driver" is often used to denote individual loudspeakers within a speaker system, while the term "speaker" is often used to refer to the entire system comprising driver(s), enclosure and crossover.

MASKING - Sound applied to an environment to provide privacy in open areas. The term "masking" refers to the so-called "cocktail-party effect" where certain conversations are hard to pick out because similar sounds mask them. The ear-brain can be fooled into not hearing certain sounds if other sounds at lower volume but sufficient complexity are simultaneously present. Pink noise is most often used to cause intentional masking; its spectrum is shaped or filtered and fed to loudspeakers hidden above an acoustical tile ceiling.

MATTE SCREEN - Screen having a flat or matte white finish which does not reflect as effectively as a glass-bead screen, but can be viewed from virtually all front angles.

MIC. - See MICROPHONE.

MIC LEVEL - Average (power) level at which a signal is output from a microphone. Technically this corresponds to -90 dBm (one picowatt) to -30 dBm (one microwatt).

MIC MOUSE - Foam pad placed around a microphone which permits the placement of the mic on the floor of a stage or other area to pick up sound at the floor level.

MICROPHONE - Electro-acoustic transducer which produces alternating current electrical signals proportional to sound signals to which it is exposed. Microphones are usually grouped into categories according to their directional sensitivity characteristics, their means of producing electrical signals, or the type of sound field they respond to, i.e., some microphones respond to changes in air particle density (pressure microphones) and some to air particle motion (velocity microphones). Combinations of pressure, velocity or phase sensitivity can be employed in the design of microphones to yield nearly any desired pickup pattern.

M I D I - See MUSICAL INSTRUMENT DIGITAL INTERFACE.

MIXER - Control board through which the volume of audio signals may be controlled, signals can be routed to various processors, or separate signals can be mixed into a single output.

MONAURAL - Having one ear. Monaural headsets (with a single earpiece) are typically used by telephone operators, stage managers and disco operators.

MONITOR - Video or audio device used to maintain a reference on the sound or video that is being sent out to the audience. Audio feeds given to performers are also referred to as monitors but do not necessarily represent the sound sent to the audience. See CUE CHANNEL.

MONITOR CHANNEL -See CUE CHANNEL.

MONO - See MONOPHONIC

MONOPHONIC - Sound from one source, such as a single loudspeaker or earphone. In most concert performances this is the type of sound provided to the audience. Often referred to as PA or PUBLIC ADDRESS.

MOTORBOATING - Undesirable oscillation in an amplifying system or transducer, usually of a pulse type, occurring at a low audio frequency.

MULTI-CHANNEL TAPE - Tape having more than one channel on which to record.

MULTI-IMAGE SLIDE PRESENTATION - Presentation using many slide projectors on one screen. The projectors are arranged so that, by fading from one projector to another, the program is presented. Often this is done on a screen that is wider than one slide image, in which case the images are registered together so as to allow one image to have a panoramic wide view. Most commonly these presentations are produced with a minimum of three projectors.

MULTI-MEDIA PRESENTATION - Presentation of a program using more than one media, e.g., a combination of live action, slide projection, and 16 mm film.

MUSICAL INSTRUMENT DIGITAL INTERFACE - Device used to connect the output of a musical instrument directly into a computer, sound system or lighting system, allowing greater flexibility of a system.

NOISE - Any unstructured and generally unwanted signal in an audio or video signal. Hum, buzz, hiss, crosstalk and rumble are typically classed as noise. In audio the following are significant types of NOISE:

Random noise, noise consisting of random-frequencies with random time and amplitude characteristics.

White noise, random noise whose various frequency components all share the same energy density characteristics, producing the same voltage at any particular discrete frequency over a period of time, thus causing a frequency response trend that rises the same number of decibels as the percentage of frequency increase. The 10 dB per decade of frequency (ten times power for ten times frequency) or 3 dB per octave of frequency (doubling of power for a doubling of frequency) is indicative of how many more discrete frequencies are crammed together in the same percentage of bandwidth spacing as frequency rises.

Pink noise, filtered white noise that exhibits a constant power in any band of frequencies of the same span percentage. For example, the octave between 20 and 40 hertz contains only 20 hertz, while the octave between 2000 and 4000 hertz contains 2000 hertz. These two bands exhibit the same pink noise power, while the 2000-4000 hertz band would exhibit 100 times as much power if it were simply unfiltered white noise. Pink noise is used extensively as an audio measurement signal source because of its uniform power-per-bandwidth characteristic, and it has been suggested that music source material, averaged over a long time period, is roughly equivalent to pink noise in spectral energy distribution.

NOISE FLOOR - Intrinsic noise of an electronic device or system. The noise that remains in the absence of signal.

NOMINAL OPERATING LEVEL - Design target signal level of audio circuits.

OCTAVE - Doubling or halving of frequency. The numerical interval, for example, between 440 Hz and 880 Hz or 220 Hz is an octave.

OMNI-DIRECTIONAL - All directions. Omni-directional LOUDSPEAKERS direct sound equally at all angles. Omni-directional MICROPHONES have equal sensitivity to sound coming from any angle.

OSCILLATION - Moving back and forth in the same path. May also refer to electric voltages that move back and forth through a zero voltage reference.

OSCILLATOR - Device that oscillates. Sound is the oscillation of air caused by a mechanical oscillation such as that from a moving piano string or drum head. An electronic oscillator is a device containing circuits designed to produce electrical oscillations that are maintained, usually at a constant amplitude, and may have other specific characteristics that suit them for use as circuit test signals.

OSCILLOSCOPE - Electronic test instrument which produces a visible image of electrical signals such as oscillations or waveforms on a viewing screen.

OVERHEAD PROJECTOR - Projector which has a lighted surface on which transparencies, usually of letter paper size may be placed, the lens system is placed above this and produces an image on a screen.

PA - See PUBLIC ADDRESS SOUND.

PAN - To move the audio image between two or more apparent sources, such as between left and right channels in stereo sound.

PAN POT - Two-circuit volume control used to place the auditory image of a sound from a mixer channel between the left and right speakers.

PASSIVE CROSSOVER - Electrical device composed of coils of wire (inductors) and electrical capacitors, that separates audio frequency bands by filtering action and routes them to different places (such as a woofer and tweeter). The frequency of the crossover's action is determined by the value of the electronic components inside, and by the loudspeaker driver's impedance in ohms, which implies that replacing a 16-ohm driver in a particular system with an 8-ohm driver will change the crossover frequency; in such a case, the frequency will rise an octave and the shape of the crossover frequency response slopes will be distorted.

PATCH BAY - See PATCH PANEL.

PATCH PANEL - Plug and jack assembly permitting routing of audio or video signals through their respective systems or the patching of lighting circuits in a building to the dimmers in the system.

PHANTOM POWER - Method of providing power to a microphone through the microphone cord that may otherwise need a battery in a power supply case.

PINK NOISE - See NOISE.

POINT SOURCE - Sound originating from a single source, or as if from a single source, and filling an entire space. This type of sound system is most often seen in a concert configuration, where the stage and sound system is at one end of the room and no additional sources of sound are used.

POLAR PATTERN - Performance of a speaker or sensitivity of a microphone as if seen on a circular graph with the device being in the center and the pattern representing the distance from the device at which equal performance can be obtained around a circle.

POLAR RESPONSE - See POLAR PATTERN.

POWER - Power is the conversion of energy to work. The unit of power is the WATT (W).

POWER BANDWIDTH - Frequency range over which a power amplifier can produce at least half power (-3dB). This important specification is the actual indication of an amplifier's true power output capability, since many amplifiers are capable of much higher power outputs if frequency extremes such as those produced by music are ignored.

POWER RESPONSE - Measure of a loudspeaker's output with reference to its electrical input. Power response includes the total sound energy radiated into the acoustic space around the loudspeaker rather than just on-axis. Flat power response would indicate that a loudspeaker is radiating equal energy into all angles at all frequencies.

PRESS BRIDGE - See BRIDGE.

PROGRAM (audio) - Sequence of signals transmitted for entertainment audio or computer control information.

PUBLIC ADDRESS SYSTEM - Sound system (particularly the loudspeakers and amplifiers that drive them) intended to provide sound to the audience, as opposed to the artists performing.

REACTANCE - Electrical characteristic of inductors and of capacitors, opposing the flow of A.C. electricity. Reactance is measured in ohms and may be negative producing what is called an "imaginary" part of an impedance. Loudspeakers, for example, can be highly reactive and, under certain circumstances with certain signals, can feed 50 amperes or more back into the power amplifier driving them.

REAL TIME ANALIZER - Device used in acoustic studies to analyze sound energies in a room as they occur and print them out for later study.

REAR PROJECTION SCREEN - Screen used in rear projection which is translucent to images being projected from the rear and can be viewed from the front.

RECEIVER - See TUNER.

RP - See REAR SCREEN PROJECTION.

RP SCREEN - See REAR PROJECTION SCREEN.

REAR SCREEN PROJECTION - Projection of an image onto the rear of a translucent screen from a projector placed behind the screen.

REFLECTION - Sound or light energy which returns from a surface when struck. The amount and angle of reflection depends on the type and size of the reflecting surface and the frequency (wavelength) of the energy.

RESISTANCE - Extent to which an electrical conductor impedes a flow of current.

RESISTOR - Electrical component made to resist current flow.

RESONANCE - Natural vibration or oscillation of mechanical or electrical systems at specific frequencies that depend on qualities such as mass and springiness (mechanical systems) or capacitance and inductance (electrical systems) in response to an outside source.

REVERB - See REVERBERATION.

REVERBERATION - Sound which appears to echo and re-echo in weaker and weaker levels.

REVERBERATION TIME - Time it takes for all reflected sounds in a space to decay 60 dB after the exciting sound source is turned off.

RMS - Value for watts in complex signals, such as music, derived by dividing voltage by the load impedance to describe the amount of energy.

ROOT MEAN SQUARED - See RMS.

ROPE AND PULLEY SCREEN - Large format screen which is rolled around a tubular core around which ropes are wound in such a way as to roll and unroll the screen by operating the ropes.

RT₆₀ - See REVERBERATION TIME.

SENSITIVITY - For MIXERS and AMPLIFIERS the amount of input required to drive the circuit to its rated output.

For LOUDSPEAKERS the sound pressure produced by a given input voltage or power.

For MICROPHONES the amount of electrical output produced by incident sound at a given sound pressure.

SHOTGUN MICROPHONE - Unidirectional microphone that has a very narrow angle of sensitivity and can be used to collect sound from a distance because surrounding sounds are not heard.

SILVER LENTICULAR SCREEN - Screen finish with a characteristic silver-colored finish which has brighter reflective characteristics than a matte screen but with a wider viewing angle than a beaded screen.

SOUND CHECK - Verification, often by the performer, that the sound system to be used for the performance is functioning satisfactorily. Usually this one of the final steps of the move-in.

SOUND MIX - Procedure of combining independently recorded narration, music and/or sound effect onto single master tape or film, while at the same time establishing tone, volume and balance between elements.

SOUND PRESSURE LEVEL - Measurement of the actual pressure exerted by a sound, as opposed to a relative comparison like DECIBEL.

SOUND REINFORCEMENT - Use of electronic and electric equipment to amplify the natural sound produced by a performer or speaker.

SPL - See SOUND PRESSURE LEVEL.

STANDING MICROPHONE - MICROPHONE attached to an adjustable stand on the floor. (CLC)

STEREO - Sound that seems to be three dimensional to the listener. This is achieved by reproducing slightly different sounds in two separated speakers. Stereo recordings are generated by a minimum of two MICROPHONES.

SUBWOOFER - Loudspeaker system designed to produce or reproduce only low frequency sounds, typically below 150 hertz.

SUPERSONIC - Faster than the speed of sound (approximately 344 meters or 1130 feet per second at sea level).

TABLE MICROPHONE - MICROPHONE on a short stand placed on a table for seated speakers. (CLC)

TELCO PATCH - Device which allows the patching of program signal into or receives program material from telephone lines.

TIMBRE - Characteristic sound. Timbre is formed and affected by the ratios of harmonics to their fundamental, allowing for the difference heard in the same pitch played on different instruments.

TRANSDUCER - Device which converts one form of energy directly into another form of energy. Loudspeakers, microphones and motors are transducers which convert motion into

electricity or vice versa. Light-emitting diodes and solar cells are transducers that convert electricity to light or vice versa, etc.

TRANSFORMER - Device used to isolate or to raise or lower an A.C. voltage from its input to its output. A typical transformer may consist of two separate coils of wire wound on a magnetic steel core. When an A.C. current passes through the input coil (primary) it produces an alternative magnetic field in the core, which in turn produces current flow in the output coil (secondary). By winding a greater number of coil turns for the secondary winding, the input voltage is raised at the output; by using fewer secondary turns, the output voltage is lowered. An isolation transformer uses the same number of turns for primary and secondary, maintaining the same input voltage at the output while severing the electrical connection of the two coil windings.

TRANSIENT - Momentary amplitude peak in program source. A pop from a switch or scratched record may form signal transients. Musical transients occur as a result of such things as percussion instruments, piano and guitar. Normal musical transients may have amplitude peaks as high as 40 dB above the average program levels, requiring headroom in the circuits and equipment used to reproduce them.

TRANSIENT RESPONSE - Response of audio equipment to sudden large changes in signal amplitude, such as those produced by musical transients.

TRIPOD SCREEN - Screen (usually not larger than 10-12 feet) whose base is a three-legged stand with folding legs.

TUNE THE HOUSE - Procedure using an equalizer and sound source through which the sound of a system is adapted to the particular characteristics of a performance space. In the permanently installed system, the equalization is usually set permanently and not changed. In touring systems, the system will be equalized to fit each venue.

TUNER - Radio, usually AM/FM type, for receiving off-the-air signals for use within the in house system.

TWEETER - LOUDSPEAKER designed to reproduce high frequencies only. Tweeters are typically used at frequencies beyond the center of the audio spectrum which, if placed on a logarithmic scale like a piano keyboard, would be about 630 Hz.

ULTRAVIOLET LAMP - Source of ultraviolet light used with phosphorescent and fluorescent paints.

UNBALANCED - Wiring consisting of two conductors, usually one inside the other with the outer conductor shielding the inner conductor. The outer shield is connected to ground or chassis and the inner conductor carries the signal. Virtually all hi-fi signal wiring is of the unbalanced type, as is wiring inside TV sets, audio mixers and other audio equipment. See FLOATING.

UNITY GAIN - No gain or loss. A device with unity gain would produce the same voltage at its output as the voltage applied at its input.

UPLINK - Satellite dish which sends signal up to a satellite for redistribution back down to the earth, usually at multiple sites.

VCR - See VIDEO CASSETTE RECORDER.

VEGA MIC - Brand name which has been genericized to mean wireless MIC.

VIDEO CASSETTE RECORDER - Device used for recording video onto and playing back from video cassettes. Most commonly used for playback only.

VIDEO ENHANCEMENT - See IMAGE MAGNIFICATION.

VIDEO FORMAT - Type and size of the recording format in which a video presentation is recorded or played back. These include VHS (the most common), Beta, U-Matic, 1 in., 3/4 in. and 1/2 in.

VIDEO MAGNIFICATION - See IMAGE MAGNIFICATION.

VIDEOWALL - Array of video screens in a rectangular fashion on which images may be displayed individually on each screen or portions of the same image may be displayed in an enlarged format involving the whole or part of the array.

VOICE OVER - Announcement or other narrative copy which is "voiced" over the top of video or musical programming.

VOICING - Equalization of sounds produced by a system such as a piano or a loudspeaker so that the audio spectrum is produced evenly with all notes or frequencies at the same volume.

VOLUME - Popular term used to denote sound intensity level.

vu - Unit of volume in which the standard volume meter is calibrated. A change in volume of one vu is the equivalent to a change of one decibel for a sine wave when measured across a 600 ohm resistance.

vu METER - Special voltmeter calibrated in units called volume units (vu). It is used to give a visual indication for a change in volume of complex waveforms, such as the human voice or music. The meter is usually found on audio equipment manufactured both for commercial and consumer products.

WAVEFORM - Shape of the wave produced by a sound. Such shapes depend on the content of harmonics of the sound, and can be viewed on an oscilloscope fed by a microphone or other sound signal source.

WAVELENGTH - Length of waves (from crest through trough to crest) produced by propagating sound, light or electromagnetic radiation. All radiation produces waves.

WET - Addition of reverberation to audio program source material makes the sound "wet" when compared to "dry" sounds with no reverberation. See DRY.

WHITE NOISE - See NOISE.

WOOFER - Loudspeaker designed to reproduce low-frequency sound only. Some woofers are called full-range loudspeakers and are used alone, e.g., ceiling speakers. Woofers in systems are usually used below about 3000 Hz.

XFMR - Abbreviation for "transformer."

XL CONNECTOR - See X L R CONNECTOR.

XLR CONNECTOR - Typically, a three-pin plug or receptacle with a metal shell used for microphone cables and line level signal-carrying cabling.

5. BOOKING, SCHEDULING & RENTAL CONTRACTS

ADDENDUM - Document following the main body of a contract which modifies or expands on the terms in the document to suit individual situations.

ADVANCE DEPOSIT - Payment often required by the artist of a promoter or venue in advance of performance.

AGAINST A PERCENTAGE - Form of payment agreement in which a minimum payment for rent or a percentage of the gross (whichever is greater) is to be paid.

AGENT (talent) - One who represents or handles business contracts for artists, actors, musicians or writers.

AGREEMENT - Concord of understanding and intention between two or more parties, with respect to the effect upon their relative rights and duties, of certain past or future facts or performances. A contract is an agreement, but all agreements are not contracts.

AMENDMENT - Modification or alteration to the original agreement which has the effect of the original as long as agreed to by both parties to the contract.

AVAILABLE DATES - A list of dates of space available in a facility over a specific date range.

AVAILABLES - See AVAILABLE DATES.

AVAILS - See AVAILABLE DATES.

BLOCK BOOKING - Practice of booking events in a series of venues by the same promoter or packaging multiple performers into an "all or nothing" combination of performance dates. This practice is prohibited in some areas.

BOILER PLATE - Term used to describe portions of a contract that are standardized regardless of the client or tenant. These sections often contain the rules for the use of the facility.

BOOKING - The engagement and contracting of an act or attraction by the facility on a specific date and time for an agreed amount of money. The term is used most often in the context of booking concert and performance events.

BREACH - Failure on the part of one of the parties to an agreement or contract to perform according to the contract.

BREAKING THE JUMP - Booking a performance at a venue that is located between two distantly separated venues.

BUYING A SHOW - Act of committing on a firm basis to promote a performance or artist. Buying a show commits the buyer to pay the costs of the performance.

CALENDAR TRANSFER DATE - In convention facilities, the date a set period from the present on which the control of the booking of the facility transfers from an outside entity (such as convention bureau) to the management of the facility.

CANCELLATION CLAUSE - Definite and specific language that spells out how the parties are

obligated in the event of a cancellation by either party.

CAP - Maximum or ceiling on costs or payments which will not be exceeded.

CEILING - Maximum rental to be paid by a user of a facility. Often applied when a percentage of the gross revenues is a part of the rental agreement.

CERTIFICATE OF INSURANCE - Document which serves as evidence of the financial capability of an indemnitor who has executed an agreement in favor of an organization. (IAEM)

CHALLENGE - A method by which an event promoter may ask for a date held by another promoter.

COMPETITIVE EXCLUSION - See EVENT PROTECTION.

COMPUTERIZED RESERVATION SYSTEM - A system of tracking event reservations in which a computer and a data base replace the function of a physical book. Often this allows more users access to the information or additional information to be tracked by the machine than can be maintained manually.

CONDITIONS - Qualifications or restrictions placed upon the use of a property in connection with a lessee's tenancy.

CONFIRMATION DATE - See DROP DEAD DATE.

CONFIRMED BOOKING - The acknowledgement by an agency or promoter that a hold date for a specific event will, beyond a reasonable doubt, take place. At this point a contract is negotiated/issued for this date.

CONSIDERATION - The deposit or payment that is made by the event promoter to the facility, usually along with the signed license agreement.

CONTRACT - A written agreement between two or more parties in which it is agreed that one party will perform a desired work or provide a service for which the other will pay some form of compensation.

CONTRACTED - When the facility and the user have signed a formal agreement to hold an event in a designated area on specific dates and after a binding consideration (DEPOSIT) has been made to the facility.

DAMAGE DEPOSIT - Deposit required of a lessee against any damage that may occur during the course of his tenancy.

DECISION DATE - See DROP DEAD DATE.

DEFINITE BOOKING - See CONFIRMED BOOKING.

DEPOSIT - Money required in advance of the use of space or prior to provision of services.

DOUBLE BOOKING - Committing the same space at the same time to two users.

DROP DEAD DATE - Date defined by the facility after which the hold on a date expires or drops dead and becomes available for other users.

ENROUTE DATE - See ROUTING DATE.

EVENT PROTECTION - The practice of preventing events that would compete for the same audience from booking dates too close together.

EXCLUSIVITY CONTRACT - Contract which grants exclusive use of the facility or prevents the use of the facility by others for events which compete for the same audience. See EVENT PROTECTION.

EXPIRATION DATE - See DROP DEAD DATE.

FIRM BOOKING - See CONFIRMED BOOKING.

FIRST RIGHT OF REFUSAL - The right of the holder of a tentative reservation to either refuse to move to a confirmed status or to release the date in question. This right is particularly of interest when another user challenges the date.

FORCE MAJEURE - Title of a standard clause in contracts exempting the parties for nonfulfillment of their obligations as a result of conditions beyond their control, such as earthquakes, floods or war. (IAEM)

FOUR WALL RENTAL - Rental agreement that provides only the four walls of the building and sufficient heat and light to make the event practical. No ancillary services are provided by facility staff.

FRONT ACT - Performers booked to perform before, or in front of, the main act in a concert or performance.

FRONT MONEY - Money required in advance of an event which may be used to pay for services anticipated or used as a deposit.

FULL FACILITY BOOKING - Reservation of all space available within a facility.

FULL-SERVICE FACILITY - Any facility that provides all ancillary services to a lessee/promoter such as box office, technical, security, decorating, advertising, catering, transportation, special rentals, etc.

GROSS - Total revenue before expenses.

GROSS POTENTIAL - Largest possible gross for a given event.

GUARANTEE - Payment for services or rental which is to be paid without regard to GROSS. Also called a MINIMUM.

HOLD - See HOLD DATE.

HOLD DATE - A date or group of dates held for the use of a client or tenant on a tentative basis. A hold date may have an expiration time after which there is no reservation.

HOLD EXPIRATION DATE - See DROP DEAD DATE.

HOLD HARMLESS CLAUSE - See INDEMNITY CLAUSE.

HOLD-RELEASE - A hold with a specified date for release if no further contact is made to

confirm.

INDEMNITY CLAUSE - Specific language holding the facility, its manager, employees, agents and guests harmless from legal action caused by the negligence of the user. (Also referred to as the "hold harmless" clause.) (IAEM)

INSURANCE CLAUSE - Clause in most facility rental contracts requiring the lessee to obtain appropriate levels of insurance against hazards that may occur during the term of the lease. The clause may specify the exact limits of liability required by the facility and require that a Certificate of Insurance be submitted to the facility prior to the event. Specific wording of any requirement for making the facility or its governing authority an "additionally insured" party should be included.

JUMP DATE - See BREAK THE JUMP.

LEAD ACT - See FRONT ACT.

LEASE - Agreement under which the owner of property permits someone else to use it for an agreed upon compensation. (SA)

LESSEE - Party to which a lease is made.

LESSOR - Party granting a lease.

LICENSE - Written approval to do a lawful thing, such as have access to a defined space. A license does not grant possession of the space. A Licensee is not a tenant unless exclusive possession is granted.

LICENSED - See CONTRACTED.

MAKING THE NUT - Earning enough money to cover the daily operating costs.

MANAGER - Person or company who manages the business of a performer, including payrolls, choice of agent and contract provisions.

MANUAL RESERVATION SYSTEM - A system of tracking events in a physical calendar or book by writing reservations by hand.

MINIMUM - Guaranteed minimum payment to be made for the use of a facility , usually applied to agreements where a percentage of gross receipts is a part of the rent.

MINIMUM AND A PERCENTAGE - Combination of a MINIMUM RENT and a PERCENTAGE OF THE GROSS.

MINIMUM OR A PERCENTAGE - Payment agreement in which a GUARANTEE or a PERCENTAGE OF THE GROSS is to be paid, whichever is greater.

MUSIC LICENSING - Control of the performance of musical compositions by the composers and authors through granting of a license to perform. Controlled by the copyright laws.

NET - Remaining monies after all expenses have been paid.

NUT - Daily operating expenses of a show.

OFF THE TOP - Monies paid out to the performers or others from the GROSS prior to deducting expenses and sharing the NET profit.

OPENING ACT - Performer who opens the event. The first performer to go on stage in a multi-performer event. Also see FRONT ACT.

PAYMENT SCHEDULE - Precise schedule of when payments are due and when they will be made (e.g., contract deposit, percentage balance due, labor costs, etc.)

PENCIL-IN - Term used to indicate a temporary hold on a booking. See HOLD DATE.

PERCENTAGE OF THE GROSS - Form of payment in which an agreed upon percent of the gross income for an event is the fee for the performance.

PERMIT - Written acknowledgment of consent to do some lawful thing without command.

PREEMPTED - See PREEMPTION.

PREEMPTION - When a tentative date held is removed by larger or longer run piece of business.

PRIORITY POLICY - A policy adopted by a facility to define event types to be booked and which will be given preference over others. These priorities are derived from the purpose for which the facility is built, the physical qualities of the building, and the mission statement of its governing body.

RENTAL AGREEMENT - Alternative term for lease or contract.

RENTAL APPLICATION - A questionnaire used to determine if the organization or person who wishes to book a facility has the authority and financial ability to successfully produce the event and pay any resulting debt from it.

RENTAL CAP - See CEILING.

RIDER - Addition to an agreement similar to an addendum. Usually refers to the descriptions of technical and dressing room needs of a performer.

ROUTING DATE - Booking a performance based on the route the event will be traveling between other performances.

ROYALTY - Money due to the composer, author, creator, director or other originator of artistic works as compensation for the license to use that work.

SCHEDULING - The actual reservation process of the facility's time in a way that provides the best possible mix of events.

SEASON - A series of events, often by a single group (orchestra, drama group, baseball club, etc.) which recurs on an annual basis much like the seasons of the year.

SECOND HOLD - An event that is in a second position on the calendar for a given date or time

SECURITY DEPOSIT - See DAMAGE DEPOSIT.

SERIES - A grouping of events over a period of time that are promoted as a group. Ticketing is sold for all events, often at a discount, or for portions of the series period.

SHOW CLASSIFICATION - Distinguishing events according to the type of audience, style of music or other identifying traits. Often used in providing EVENT PROTECTION.

STRAIGHT PERCENTAGE - Form of payment agreement in which a strict percentage of the GROSS or NET is to be paid.

TECH RIDER - See RIDER.

TENANT - One who has the temporary use and occupation of real property owned by another, the duration and terms of the tenancy usually being set forth in an agreement called a lease.

TENTATIVE HOLD - See HOLD DATE.

TERM - Period of time which is granted for the lessee to occupy the premises.

WARM-UP ACT - Performers hired to go on before the main act and establish a "warm" audience.

6. BOX OFFICE

ADVANCE SALE REPORT - Report monitoring ticket sales prior to the start of a particular event.

ALLOCATION - Release of a limited number of tickets to a ticket network or other ticket sales organization.

ANNIE OAKLEY - Free ticket.

AUDIT STUB - Small section(s) on a ticket, perforated to be torn, used by the box office to account for price discounts or distribution of tickets.

B-SEATS - See RELOCATION SEATS.

BEEF SEATS - See RELOCATION SEATS.

BIRDS - Tickets.

BLANK SET - See BLANK TICKET SET.

BLANK STOCK - See TICKET STOCK.

BLANK TICKET SET - Complete set of tickets for the venue that does not identify an event or price.

BLOCK SALES - See GROUP SALES.

BLOCK SEATING - Sale of tickets in groups, usually close together, and generally to corporate, organizational or institutional buyers.

BONDED PAPER (ticketing) - Special paper for ticket printing that has unique design or coloring used to make counterfeiting of tickets more difficult.

BONDED PRINTER - Printing company that certifies it is insured against permitting theft of special designs, ticket stock, or sample tickets.

BOX OFFICE AUDIT - Formal financial accounting of the status of the sale and distribution of tickets for a particular event. The audit attempts to reconcile unsold tickets and tickets sold to actual payments received.

BOX OFFICE MANUAL - Manual describing the box office procedures and practices, detailing operation of equipment, including computer ticket sales, emergency responses, etc.

BOX OFFICE STATEMENT - Itemized accounting for all tickets and monies for a specific performance.

CAPACITY - Total number of seats available for sale in a venue for a given type of event.

CHARGE LINE SALES - Sales of tickets by telephone, usually with payment required by credit card.

CIRCLED PUNCHES - Sold tickets which were originally punched as comps and then

returned to the inventory.

CLEAN - A sold-out house or performance

CLOCK - To manually overstamp a ticket with a discount price.

COMPS - Abbreviation for complimentary. A ticket that is given without charge to its recipient.

COMPUTER TICKETS - Tickets printed through use of a computer ticket system. All tickets are available at all sales locations simultaneously. Tickets are printed at the time of purchase. Unsold tickets are not printed but are maintained in computer memory.

CONSIGNMENT TICKETS - See PRODUCER PULLS.

CORNERED - Tickets with the corners cut off for identification.

COUPON - Printed form issued by the show or box office which may be turned in for special considerations, such as a discounted price for ticket.

CUFFED - Given a comp ticket.

CURTAIN (box office) - See CURTAIN TIME.

CURTAIN TIME - Time at which the performance begins.

CUSTOMER CONVENIENCE FEE - Extra cost added to the price of an admission to a show to cover multiple ticket outlets. Funds derived from this fee are often used to fund the costs of operation of the computer ticket system. Convenience fees often are not collected with tickets are purchased directly at the venue box office.

CUTS - Discounts or tickets which have been discounted.

DAILY WRAP SHEET - Summary of the daily ticket sales from box office operations.

DARK - See DARK DAYS.

DEADWOOD - Unsold tickets that remain in inventory.

DISCOUNT - Reduction in sales price of tickets, based on either a percentage or set dollar amount, for a particular group such as students or senior citizens.

DISLOCATION SEATS - See RELOCATION SEATS.

DRESSING THE HOUSE - When a show is expected not to sell well, the sales of seats are distributed throughout the theater to give the appearance of a larger crowd.

DROPS - Ticket stubs that have been torn at the door and deposited (dropped) in a locked canister. See STUBS.

DUCAT - Ticket.

DUMPING - To make available for sale tickets or reservations unclaimed by a certain hour or day.

DUPES - Duplicate tickets.

EVENT GUIDE - Detailed information concerning a particular event provided to ticket personnel.

FESTIVAL SEATING - Form of general admission accommodation in which the area directly in front of the stage or platform is without benches, seats, or similar facilities. Attendees are expected to stand but are not restrained by construction features from approaching the stage. (NFPA)

GA SEATING - See GENERAL ADMISSION.

GENERAL ADMISSION - All seats are available on a first-come, first-served basis. Opposite of RESERVED SEATING.

GRASS SEATS - Those seats which are allocated in an outside area that has no fixed seats, but is covered only in grass.

GRIND HOUSE - Continuous performance, usually a movie theater.

GROUP SALES - Tickets ordered by a group, usually meeting a minimum order quantity and sold at a discount. Seats may not necessarily be grouped together.

HARDSTOCK - See HARD TICKETS.

HARD TICKETS - Set of preprinted, numbered tickets. Often printed without date, price or location to be filled in manually at time of sale, in case of computer malfunction.

HARDWOOD - See HARD TICKETS.

HOLDS - Tickets set aside and/or withheld from public sale. Lease contract may specify number of promotor holds or company holds.

HOUSE COUNT - Actual number of people in the audience during an event. May distinguish number of paying attendees (paid count) from total attendees (gate count or total count).

HOUSE SEATS - Seats held for use by staff members or at the discretion of manager/director. May be sold just before curtain time.

INSIDE CHARGES - Amount charged to facility for services provided by computerized ticketing company.

KILLS - Seats designated as "not for sale" due to obstructed view, etc.

LAP SEAT - Ticket for which patrons pay a discounted rate for a child who will not occupy a seat but will remain in an adult's lap.

LAP TICKET - Ticket issued for a lap seat.

LOGE - Forward section of a theater mezzanine.

MAP - See SEATING CHART.

MANIFEST - Printed inventory list provided by the ticket printer verifying the number of tickets printed and the price breakdown of the tickets.

MEZZANINE - Lowest balcony of a theater or the front rows of a single balcony.

MISFIRES - Misprinted computer tickets.

MOP - Method of payment.

NO SHOWS - Unpaid reservations, not picked up.

OBSTRUCTED VIEW - Seating location from which a portion of the stage or performance area is not visible to a patron.

ON THE ARM - Comp tickets.

ON THE CUFF - Comp tickets.

ON THE FLOOR - See ORCHESTRA SEATS.

ORCHESTRA SEATS - Seating on the main floor of the theater (where the orchestra is usually located).

OUTLETS - See TICKET OUTLETS.

OVERNIGHTS - Discrepancies that appear "overnight" in readings taken at turnstiles. Usually an indication that the turnstile was not locked and allowed entry or other activity between readings.

OVERPRINT - Printing of unique coloring or design on tickets to distinguish tickets or prevent unauthorized duplication.

PAGED TICKET - Tickets printed without seating designations which are to be filled in at the time of sale.

PAPER THE HOUSE - Practice of filling the seating area or a house by issuing free (complimentary) tickets. Most often this is done when the sales are lower than expected.

PARTIAL VIEW - See OBSTRUCTED VIEW.

PERFORMANCE REPORT - Summary report of ticket sales for an event categorized by ticket prices and/or other criteria.

PG - See PROJECTED GROSS.

PLANTS - See KILLS.

PRESS SEATS - Seats set aside for news media to cover an event.

PRICE CATEGORIES - Ticket prices by section, level or area.

PRODUCER PULLS - Tickets removed by the producer or promoter, which no longer are a part of the box office inventory or its financial responsibility.

PROJECTED GROSS - Projected ticket revenues from a particular performance or series.

PULLS - Tickets removed from sale for various reasons.

PUNCH CARD - Ticket listing a series of dates and/or events which is punched in such a manner to show that it was in fact presented for admission.

PUNCHES - COMP tickets with holes punched for identification.

RACK TICKETS - Hard tickets kept in a set of racks in the box office. Also used as a synonym for HARD TICKETS as opposed to a computerized inventory of tickets that are printed on an as-sold basis.

RECONCILIATION - Periodic or final audit reports reconciling the cash and performance reports over a period of time.

REFUND POLICY - Statement providing allowable reasons for refunding cash paid for tickets.

REHASH (box office) - Resale of tickets already sold.

RELOCATION SEATS - Seating locations used to relocate patrons whose seats turn out to be unacceptable, usually due to restricted view.

REMOTE OUTLET - Sales site for tickets that is physically separated from the main box office. In most cases a remote outlet is part of a computerized ticket sales system.

RESERVED PERFORMANCE - General admission tickets sold in advance.

RESERVED SEATING - All seats sold on a section, row and seat basis.

ROC - Record of charge.

ROLL TICKETS - Continuous strip of numbered tickets held together by a perforation used for general admission onsite sales. The number is used to verify the number of tickets sold.

RUNNING TIME - Length of performance.

RUSH SEATS - Seating placed on sale just prior to the beginning of the performance (usually half hour) at a discounted rate. This practice is often used to attract students, seniors or other desirable attendees.

RUSH TICKETS - Tickets which are sold to rush seats.

SCALING - Breaking the ticket prices of the event into several categories under the premise that more expensive seats have a better view.

SCALPING - Reselling a ticket to an event at a higher price than the printed face value of the ticket. Illegal in many localities.

SEATING CHART - A graphic representation of the seating area used by the box office to depict seating locations and prices to customers.

SEATING PLAN - See SEATING CHART.

SEASON TICKET - See SERIES TICKET.

SERIES TICKET - Ticket or tickets for admittance to a predetermined group of events, usually sold at a savings to the patron and for one seat location.

SERVICE CHARGE - See CUSTOMER CONVENIENCE FEE.

SETTLEMENT - Detailed itemization of ticket sales, production expenses, building rent, box office costs and all other event-related expenses. Used to settle with the promotor and performers in closing out the event.

SIGN OUT TICKETS - See PRODUCER PULLS.

SINGLE - Individual ticket for a specific event.

SRO - See STANDING ROOM ONLY.

STANDING ROOM - Area(s) where SRO ticket holders are permitted to view the performance.

STANDING ROOM ONLY - Admissions sold on the basis of standing through the performance. This practice is prohibited in many jurisdictions.

STRIP TICKETS - Perforated sheet of tickets for a seat at a series or a season of events.

STUB - Torn portion of a ticket retained by the doorman or ticket seller.

STUB COUNTER - Mechanical counter used to quickly count stubs or tickets.

SUBSCRIPTION - One form of season or series ticket sales in which the patron becomes a subscriber through a signed order for tickets. Subscription lists often become a client list from which regular revenues can be derived and predicted.

TELEPHONE SALES - See CHARGE LINE SALES.

TICKET- Printed voucher allowing access and evidencing right to occupy a seat or to attend an event at a facility.

TICKET CONSIGNMENT - Tickets placed for sale outside the primary box office system.

TICKET COUNTER - See STUB COUNTER.

TICKET NETWORK - Network of computerized ticket outlets.

TICKET OUTLET - Site, other than the originating box office, from which tickets may be purchased. Both regular and computerized tickets may be sold at outlets; hard tickets may be sold on consignment basis.

TICKET PRINTER - Device used to print tickets at computerized sales point upon demand.

TICKET STOCK - In computerized operations, the stock onto which the ticket printer will print the seat number and other ticket information.

TICKOMETER - Brand name device for the counting of tickets and stubs.

TURNSTILE COUNT - Number shown on counting device on the turnstile; the number increases by one each time the style has been turned.

TURNSTILE READING - Report of the counts taken by subtracting the opening reading of a turnstile from the closing reading. Often used to verify the counts from the ticket drop and sales reports.

TWOFERS (box office) - Tickets sold on a two for one basis. Often this is done through use of a coupon.

UNCALLED FORS - Reservations not picked up by patrons.

UNSELLS - Tickets returned to the computer for resale.

WALK-UPS - Ticket sales at show time.

WHEELCHAIR SEATS - Space provided for patrons in wheelchairs. Special seating may also be available for patrons with mobility impairment who do not use wheelchairs.

WHEELCHAIR SPACE - See WHEELCHAIR SEAT.

WILL CALL - Practice of allowing tickets to be set aside and reserved by name for pick up at a designated site.

WILL CALL WINDOW - Window dedicated to allowing patrons to pick up their will call tickets.

7. COMPUTERIZATION

12-HOUR CLOCK - Clock that keeps time from midnight to noon and then noon to midnight, thus counting 12 hours consecutively before starting over.

24-HOUR CLOCK - Clock that keeps time from midnight to midnight, thus counting 24 hours consecutively before starting over.

ACCESS METHOD - Method used to read a record from, or to write a record into, a file. Access can be sequential (records are processed one after another in the order in which they appear in the file), it can be random (the individual records can be processed in any order), or it can be dynamic (records can be processed sequentially or randomly, depending on the specific request).

ALPHANUMERIC - Pertaining to the letters, A through Z, numbers 0-9, and special symbols, S,#,@,., or _.

AMERICAN STANDARD CODE FOR INFORMATION INTERCHANGE

- Standard computer character set used to achieve compatibility between differing computer devices.

ASCENDING SEQUENCE - Arrangement of data in order from the lowest value to the highest value, according to the rules for comparing data.

ASCII - Pronounced ask-ee, see AMERICAN STANDARD CODE FOR INFORMATION INTERCHANGE.

BACK UP - (verb) To make a copy of data and store separately from the original or active data. (noun) The copy of an active set of data that can be used in the event of a failure of the storage media or the original.

BAD BLOCK - Portion of a disk where a block of information has been corrupted or damaged.

BAUD RATE - Rate at which data is transmitted through a modem or data line.

BETA SITE - Following the initial programming of a new application, the placement of the program at a site where it will receive heavy use to reveal any defects that may have occurred.

BIT - Smallest unit of information in any computer program or operation. Corresponds to a binary operation.

BLACKBERRY - in 1999, the BlackBerry was the first wireless device that synchronized with the company mail system so that users did not require a different e-mail address when traveling. Initially set up for Microsoft Exchange, Domino and GroupWise synchronization were later added.

BLOCK - Group of records that are recorded or processed as a unit.

BLOG - (2) (WeBLOG) A Web site that contains dated text entries in reverse chronological order (most recent first) about a particular topic.

BOOT - See BOOT-UP.

BOOT-UP - Initial processes taking place within the computer when power is turned on. A "warm" boot is reinitialization of the computer while the power remains on.

BREADCRUMB TRAIL - On a Web site, a breadcrumb trail is a navigation tool that allows a user to see where the current page is in relation to the Web site's hierarchy. The term breadcrumb trail comes from the story of Hansel and Gretel, who left a trail of breadcrumbs as they walked through the forest so they could trace their way back home.

BUFFER - Temporary memory storage allotment used to hold information in cases where there is a difference in speed between components of a system.

BUG - Mistake in software or malfunction in hardware.

BYTE - Group of eight bits that represents a number, character, symbol or function. Equivalent to the storage space needed for one character.

C/D ROM - See COMPACT DISC ROM.

CHARACTER - Any letter, number, or other symbol in the data character set that is part of the organization, control, or representation of data.

CLEAN LINE - Power provided to a computer free of fluctuations or noise.

CLIENT/SERVER NETWORK - See FILE SERVER.

COLD BOOT - System restart by turning system's power off, then on.

COMMAND BOX - Same as COMMAND LINE except it is restricted to less than a full line in size.

COMMAND LINE - Blank line on a display where commands, option numbers, or selections can be entered.

COMPACT DISC ROM - Data storage system using the compact disc and laser reader to store large amounts of information in a read only memory.

COMPATIBILITY - Ability of one computer to run programs and operating systems written for another computer. The ability of one device to communicate with another device or software program.

COMPUTER GRAPHICS - Computer programs that can draw images or the images created by the programs.

COMPUTER LANGUAGE - Set of instructions for manipulating the operations of a computer, not truly a language in the human sense. There are many languages, each suited for particular applications. Among the most common are BASIC, C, COBOL, FORTRAN and LISP.

COOKIE - Data sent to your computer by a Web server that records your actions on a certain Web site. When you visit the site after being sent the cookie, the site will load certain pages according to the information stored in the cookie.

CENTRAL PROCESSING UNIT - Internal switchboard in a microcomputer controlling the routing and processing of input and instructions.

CODEC - (1) (enCOder/DECoder) A hardware circuit that performs analog-to-digital conversion (ADC) and digital-to-analog (DAC) conversion.

(2) (enCOder/DECoder or COmpressor/DECompressor) Software or hardware that compresses and decompresses audio and video data streams.

CPU - See CENTRAL PROCESSING UNIT

CYBERTERRORISM - According to the U.S. Federal Bureau of Investigation, cyberterrorism is any "premeditated, politically motivated attack against information, computer systems, computer programs, and data which results in violence against non-combatant targets by sub-national groups or clandestine agents."

DAEMON - Pronounced "**dee**-mun" as in the word "demon," it is a Unix program that executes in the background ready to perform an operation when required. Functioning like an extension to the operating system, a daemon is usually an unattended process that is initiated at startup.

Daisy Chain - Connected in series, one after the other. Transmitted signals go to the first device, then to the second and so on.

DAISY WHEEL PRINTER - Type of printer that makes an image by striking letters against a ribbon. The letters are placed at the edges of a wheel that appears much like a daisy. This printer provides an image much like a typewriter.

DATA - Any information entered into or used by the computer.

DATA BASE - All the combined data you have entered or that has been gathered by your applications program.

DATA BASE PROGRAM - Program whose major function is to allow the collection and organization of data into groups of files that can be used in the form of reports.

DATA SET - Subset of a data base; a portion of the data base that is related in its nature.

DEBUGGING - Process of finding and correcting errors in software or malfunctions in hardware.

DESCENDING SEQUENCE - Arrangement of data in order from the highest value to the lowest value according to the rules for comparing data.

DEVICE ADDRESS - Unique identifier for each device so it is recognized by the system.

DIGITIZE - Convert an image from hard copy to a digital representation which can be manipulated by electronic means. Sound also can be converted from an analog to a digital format.

DISC - See DISK.

DISK - Circular magnetic disk used to store data or programs permanently.

DISKETTE - Small "floppy" disks, usually either 5 1/4 inch or 3 1/2 inch in diameter.

DISK OPERATING SYSTEM - System of instructions that forms the basic program for most microcomputers. DOS manages the resources of the computer, such as CPU, disk and

printer, and includes an interpreter, a compiler and a number of other software features. Other programs, e.g., data bases, spreadsheets and word processors, operate within the base instructions included in DOS. MS-DOS or PC-DOS refers to the standard operating system used in IBM-compatible computers.

DOS - See DISK OPERATING SYSTEM.

DOT MATRIX PRINTER - Printer that produces lettering and other images through the use of an array of dots. The grouping of portions of the dots forms the image of the letters or characters.

EBOOK - An electronic (usually hand-held) reading device that allows a person to view digitally stored reading materials.

ELECTRONIC MAIL - Transfer of information from one user to another through electronic communications without the use of paper.

ENVIRONMENT - Hardware and operating systems in which an application is designed to operate.

EMOTICON - A text-based expression of emotion created from ASCII characters that mimics a facial expression when viewed with your head tilted to the left. Here are some examples:

:-) Smiling
:-(Frowning
;-) Winking
:_(Crying

EMULATE - Ability of hardware or software to reproduce the features and standards of another product. For instance, an off-brand printer might emulate or reproduce the technical features of an HP Laserjet printer. Emulation software may act as a translator to allow a computer to gain compatibility with a different hardware or software standard.

EMULATOR - Program capable of duplicating the function of one device within another.

ERP - The acronym of Enterprise Resource Planning. ERP utilizes ERP software applications to improve the performance of organizations' resource planning, management control and operational control. ERP software is multi-module application software that integrates activities across functional departments, from product planning, parts purchasing, inventory control, product distribution, to order tracking. ERP software may include application modules for the finance, accounting and human resources aspects of a business.

FILE - Collection of information stored as a unit under one name, the file name.

FILE SERVER - Personal computer in a network which is dedicated to the file storage and service of all users of a network. In a PEER-TO-PEER NETWORK, all PCs in the network are file servers. In a CLIENT/SERVER NETWORK, the server is set aside from the other users.

FIRMWARE - Programming instructions installed in the computer's read only memory which cannot be modified by the user.

FLOPPY - See FLOPPY DISK

FLOPPY DISK - A disk made of a magnetic film which literally is floppy and is enclosed in a jacket which gives it needed stiffness for storage. See DISK.

FONT - Assortment of type or characters of one size or style.

FREEWARE - Software that is distributed without charge and which may be redistributed without charge by its users.

FORWARD COMPATIBLE - Refers to hardware or software that is compatible with succeeding versions of the product. Also called "upward compatible."

FTP - Stands for "File Transfer Protocol." It is a common method of transferring files via the Internet from one computer to another.

GRANDFATHER/FATHER/SON - System of data storage in which three copies of an active data base are stored. Each is recorded over every third time a back-up copy is made. Thus there are three generations of data the oldest of which is two "generations" older than the most current.

HARD DISK - Data storage device which makes use of one or more nonflexible disks, instead of a floppy disk, to store information. Usually these devices are installed within the computer, but they can be housed externally.

HARDWARE - Physical components or devices that comprise a computer system.

HARDWARE PLATFORM - See PLATFORM.

HEAD CRASH - Physical contact between a hard drive's read/write head and the disk resulting in damage to the surface of the disk and /or to the head.

ICON - On screen image representing a function, program file or document which makes identifying these items possible without reading. Originally popularized by Apple Computers.

IMAGE - Electronic representation of an original document recorded by a scanning device.

INK JET PRINTER - Printer that uses a set of small jets arranged in a matrix to spray ink on to paper. The resulting image has high resolution and better quality than dot matrix printers.

INPUT - Data supplied to the computer as information that is processed to form output or to be stored for later use.

INPUT/OUTPUT SYSTEM - Channels and interfaces through which the CPU communicates to various peripheral devices.

I/O SYSTEM - See INPUT/OUTPUT SYSTEM.

JPEG - (Joint Photographic Experts Group) An ISO/ITU standard for compressing still images. Pronounced "jay-peg," the JPEG format is very popular due to its variable compression range.

JOB NAME - Name of the job as identified to the system.

K - See KILOBYTE.

KB - See KILOBYTE.

KILOBYTE - Abbreviation for a unit of capacity. A kilobyte is equivalent to 1024 bytes of information. Conventionally rounded off to 1000.

LAN - See LOCAL AREA NETWORK.

LAPTOP COMPUTER - Computer that is much the same size as a small portable typewriter. Can literally be used on your lap. Has rechargeable batteries as well as the ability to use 120 volt power.

LASER DISC - Disc-shaped storage medium that has an enormous capacity for holding text, audio information, images, full motion video. Can be randomly accessed on a disc player, allowing interactive computer presentations.

LASER PRINTER - Printer making use of modern copier technology to create an image with high resolution and print quality.

LOCAL AREA NETWORK - A method of connecting multiple personal and other computers within a limited area into a network which allows for sharing of information, functions and peripherals.

MAGNETIC DISK - See DISK.

MAINFRAME - Large computer having the ability to handle many users simultaneously.

MAMA - Marshal the resources, Allocate them, Monitor, and Adjust as needed.

MIDRANGE-COMPUTER - Medium-sized computer with the same basic capabilities as a mainframe at a lower cost and with lesser storage capacity.

MILITARY TIME - See 24-HOUR CLOCK.

MODEM - Device that allows information to be exchanged between computers using telephone lines. The term is derived from MOdulator/DEModulator.

MOTHERBOARD - Also called the "system board," it is the main printed circuit board in an electronic device, which contains sockets that accept additional boards. In a desktop computer, the motherboard contains the CPU, chipset, PCI bus slots, AGP slot, memory sockets and controller circuits for the keyboard, mouse, disks and printer.

MOUSE - Palm-sized input device which controls an on-screen pointer and has switches which will execute the commands indicated by the pointer.

MPEG - (**M**oving **P**ictures **E**xperts **G**roup) An ISO/ITU standard for compressing digital video. Pronounced "**em**-peg," it is the universal standard for digital terrestrial, cable and satellite TV, DVDs and digital video recorders (DVRs).

NOTEBOOK COMPUTER - Small personal computer that has the dimensions of an 8.5 x 11 sheet of paper. Has most of the capabilities of a laptop.

NUMERIC FIELD - Area that is reserved for a particular unit of information and that can contain only the digits 0-9.

OFFLINE - Pertaining to the operation of a functional unit that is not under the continual control of the system.

ONLINE - Pertaining to the operation of a functional unit that is under the continual control of the system.

OPEN SOURCE Refers to software that is distributed with its source code so that end user organizations and vendors can modify it for their own purposes. Most open source licenses allow the software to be redistributed without restriction under the same terms of the license.

OPERATING SYSTEM - Master control program that gives instructions to the computer to execute programs, manage data, and control resources such as printers and disk and tape drives.

PALMTOP COMPUTER - Small calculator-sized computer that can contain several software programs, but is limited in memory capacity.

PARALLEL PORT - Connection point to a computer which supports the high speed flow of data along parallel lines to peripheral devices.

PC - See PERSONAL COMPUTER

PEER-TO-PEER NETWORK - See FILE SERVER.

PERSONAL COMPUTER - Generally refers to desktop models of microcomputers.

PERIPHERAL - Any input, output or auxiliary storage device that is connected to and controlled by the CPU. Includes printers, monitors, modems, mice, etc.

PLATFORM - Comprehensive hardware standard to which many applications are designed. The two dominant platforms for personal computers are IBM PC-compatible and Macintosh.

PLOTTER - Output device using pens which converts data into linear graphic form.

POINT-OF-SALE SOFTWARE - Programming which transforms a personal computer into a cash register or vice versa. Used for invoicing and inventory-tracking in retail systems.

POWER CLEANSER - Device installed at the source of power for a computer which "cleans" the power of fluctuations, particularly surges in voltage, which can damage the system.

PRINTER - Output device using ribbon, cartridge or ink spray which converts data into printed or graphic form.

PROGRAM - Set of instructions that tell the computer what operations to perform to accomplish a desired result.

QUEUE - Group of items awaiting computer processing.

RAM - See RANDOM ACCESS MEMORY.

RANDOM ACCESS MEMORY - Portion of memory that can be written in, read from, erased and accessed randomly. RAM is the part of memory accessible to the user, where program

statements and data are stored temporarily during program execution. Information contained in RAM is lost when the power is switched off.

READ ONLY MEMORY - Portion of memory where instructions are stored permanently. It can only be read from and cannot be altered by the user. It is not lost when the power is turned off.

REBOOT - To shut down a computer and have it run through its boot-up procedures.

RECOVERY - Process of rebuilding databases after a system failure.

ROM - See READ ONLY MEMORY.

SCANNER - Device which digitizes an image, such as a picture, and stores it so that it can be used in other documents or pictures.

SCSI - See SMALL COMPUTER SYSTEM INTERFACE.

SCUZZY - See SMALL COMPUTER SYSTEM INTERFACE.

SERIAL PORT - Connecting point to a computer which allows transmissions in serial form, that is, data is transmitted one bit at a time over the same transmission path. Serial transmission of data is slower than parallel transmission.

SMALL COMPUTER SYSTEM INTERFACE - Pronounced "scuzzy," standard for interfacing peripherals into a PC or small computer.

SOFTWARE - Set of instructions that causes the computer to perform certain tasks in a certain order to obtain specific results; includes programs, procedures and computer language.

SPOCK - is a relatively new combination search engine and social networking service. It's optimized to allow you to find people on the Web. If you're looking for your high-school sweetheart, or an attorney who works at a particular company, you can use Spock to find those people.

STORAGE CAPACITY - Number of data segments that can be stored in memory or auxiliary storage. Usually defined in bytes.

SURFING - Examining online material, such as databases, news clips and forums to find some item of interest. It implies quickly moving from one item to another.

SURGE PROTECTOR - See POWER CLEANSER.

SYSTEM ARCHITECTURE - Design of the various hardware elements of a system and how they fit together. May also refer to the main type of computer being used.

SYSTEM SECURITY - System function that restricts the use of files, libraries, folders, and devices to certain users.

TAPE BACKUP UNIT - See TAPE DRIVE.

TAPE DRIVE - Data storage device which uses a magnetic tape to store information rather than a disk. Generally used to record the information on a hard drive at high speeds.

TAPE VOLUME - Single reel of magnetic tape.

TERMINAL - Input device at which data may be input or output. A dumb terminal contains no computer of its own but acts as the access to the main computer.

T1 - This is a data transfer system that transfers digital signals at 1.544 megabits per second.

T3 - What about T2, you ask? For some reason, there just is no such thing. (There was probably some legal dispute about it involving the name of a popular Arnold Schwarzenegger movie). If a T1 connection just isn't going to cut it for you, a T3 should do the trick. However, if you thought a T3 was 3 times faster than a T1 connection, you're slightly off. A T3 line actually 30 times faster, supporting data transfer rates of 44.736 megabits per second.

TEST LIBRARY - User-defined library used for debugging operations that does not contain objects needed for normal processing.

THERMAL PRINTER - Nonimpact printer which produces an image through an array of heated styluses which move over a paper treated to react to heat by darkening.

TRANSPORTABLE - Computer that can be readily transported from location to location. Requires a source of 120 volt power and weighs 20 to 30 pounds.

UNINTERRUPTIBLE POWER SOURCE - Device using battery back-up to prevent the interruption of the power supply to a computer.

UPS - See UNINTERRUPTIBLE POWER SOURCE.

UTILITY PROGRAM - Program providing ways in which the operation of a computer can be made more efficient. Often including data recovery, disk maintenance and other useful corrective programs.

URL (Uniform Resource Locator) - The address that defines the route to a file on an Internet server (Web server, FTP server, mail server, etc.). URLs are typed into a Web browser to access Web pages and files.

VARY OFF - To make a device, controller, line, or network interface unavailable for its normal, intended use.

VARY ON - To make a device, controller, line, or network interface available for its normal, intended use.

VDT - See VIDEO DISPLAY TERMINAL.

VIDEO DISPLAY TERMINAL - Older term for a video screen showing data.

VIRTUAL MEMORY - Method of exceeding the limitations of the RAM in a computer by using a part of the hard disk as an extension of the RAM.

VIRUS (computer) - Program designed to attach itself to other programs and sabotage the host machine or its data by carrying out unwanted **instructions**.

VoIP (Voice Over IP) A digital telephone service that uses the public Internet as well as private backbones instead of the traditional telephone network.

VPN - A VPN refers to a network that is connected to the Internet, but uses encryption to scramble all the data sent through the Internet so the entire network is "virtually" private.

WAN – See Wide Area Network

WARM BOOT - Restarting the computer after it is already running, usually by pushing a restart button or striking a particular combination of keys from the keyboard.

WEB BROWSER - The program that serves as your front end to the Web on the Internet. In order to view a site, you type its address (URL) into the browser's Location field.

Wide Area Network - (Wide Area Network) A long-distance communications network that covers a wide geographic area, such as a state or country.

Wikipedia (pronounced wiːkiˈpiːdiə/ or wikiːpiˈdiə/) is a multilingual, web-based, free content encyclopedia project. The name Wikipedia is a combination of the words *wiki* (a type of collaborative website) and *encyclopedia*. Wikipedia's articles provide links to guide the user to related pages with additional information. Wikipedia is written collaboratively by volunteers from all around the world.

WINDOWS - IBM & PC program designed to bring some of the features of the Macintosh graphic users interfaces.

WORK STATION - A high-performance, single-user computer typically used for graphics, CAD, software development and scientific applications.

WRITE OPERATION - An output operation that sends a processed record to an output device or output file.

8. CONSTRUCTION

AS-BUILT DRAWINGS - Record set of the blueprints of the building kept by the contractor during construction and marked with details not originally shown or changes made in the field during the construction process. These prints are provided to the owner following the completion of the project. Also known as "redlined drawings."

ATRIUM - Courtyard space within a building or between buildings, usually of multiple stories.

BENEFICIAL OCCUPANCY - Situation in which the owner takes occupancy of a part of the facility prior to the substantial completion of the building.

BID SECURITY - Forfeitable deposit made by bidders to demonstrate that they are serious about performing the work at the bid price. Bid security can take the form of a bid bond, cashier's check, letter of credit, money order, certified check or bank draft, according to the owner's preference or stipulations.

BID SOLICITATION - Traditional process by which the contractor(s) is chosen to perform all or part of a project. Final construction documents are provided, estimates are prepared by the bidders, sealed or unsealed bids are received and evaluated by the owner, and the work is awarded to the lowest bona fide and responsive bidder.

BIDDING REQUIREMENTS - Portion of the final construction documents that includes the invitation for bids (notifying contractors of the opportunity to bid), the instructions to bidders, the bid form, and bid security requirements.

BLUE LINE DRAWINGS - Drawings, commonly known as "blueprints," which provide pictorial rather than written descriptions of a project.

BLUEPRINTS - See BLUE LINE DRAWINGS.

BUILDING ENVELOPE - See ENVELOPE.

BY OTHERS - Work to be performed by other than the general contractor. Similar to N I C.

CADD - Computer-aided design and drafting.

CALL-OUT - Notation on drawings or exhibits of special significance, i.e., finish, edge, color, detail or features.

CERTIFICATE OF OCCUPANCY - Certificate issued by the AHJ certifying the building is complete and is fit for occupancy.

CHANGE ORDER - Formal change made to the final construction documents. Change orders may affect the final cost of the project up or down or not at all, or it may change the length of the construction time.

CO - See CERTIFICATE OF OCCUPANCY or CHANGE ORDER.

CONSTRUCTION DOCUMENTS - See FINAL CONSTRUCTION DOCUMENTS.

CONSTRUCTION MANAGEMENT - A form of relationship between the owner and manager in which, in return for a set fee, a person or firm negotiates or bids with all contractors, subcontractors, and suppliers on the owner's behalf. The owner still signs all contracts and pays all the bills directly.

CONTRACT ADMINISTRATION - Professional services associated with job-site observation during construction.

CONTRACT CONDITIONS - Part of the construction documents that outlines the responsibilities, duties, and rights of the owner, contractor, and architect in relation to the project.

CONTRACT FORMS - Part of the construction documents which contains the legal and technical information necessary to describe the relationship between the major parties (owner, architect, contractor) during the project. These include the agreement, the performance bond, the payment bond, and required certificates.

COST PLUS - See COST PLUS A FEE.

COST PLUS A FEE - Agreement under which the contractor provides labor rates for workers and buys materials at cost. The contractor is then compensated for these cost plus either a flat fee or a percentage mark-up.

CPM - See CRITICAL PATH METHOD.

CRITICAL PATH METHOD - System of project planning, scheduling and control which combines all relevant information into a single master plan, permitting the establishment of the optimum sequence and duration of operations; the interrelation of all the efforts required to complete a construction project are shown; an indication is given of the efforts which are critical to timely completion of the project. (DAC)

CROSS-SECTION - See SECTION.

DD PHASE - See DESIGN/DEVELOPMENT.

DEAD LOAD - Fixed weight of a structure or piece of equipment.

DESIGN/BUILD SYSTEM - System in which a single entity is responsible for both the design and construction of a facility, often involving the fast-track methods of construction; also referred to as "design/construct." This process often includes a fixed cost to the owner.

DESIGN COMPETITION - Method of choosing an architect involving presentation of various designs from different architects.

DESIGN/DEVELOPMENT PHASE - Preparation of drawings and documents describing the size and character of the entire project in sufficient detail to firmly establish the probable construction costs.

DETAILS - Large-scale drawings, either plans or sections, showing the exact relationship and connections between different building components and materials. (EA)

DRAWINGS - Part of the construction documents that provides pictorial rather than written descriptions of the project in sufficient detail to meet the owner's needs and sufficiently clear as to be used by the contractor, subcontractors, and all workers to successfully complete the

project.

EIS - See ENVIRONMENTAL IMP. STATEMENT.

ELEVATIONS - Working drawings used to show vertical information about wall surfaces, i.e., finishes, painting patterns, location of openings, and attachments.

ENVELOPE - Total building area space.

ENVIRONMENTAL IMPACT STATEMENT - Study required in the development of major facilities which details the anticipated environmental consequences of the development and any steps necessary to make those impacts acceptable.

F F & E - See FURNITURE, FIXTURES AND EQUIPMENT.

FAST-TRACK DESIGN - Process wherein the working drawings of various parts of the project are let out for bid to construct while other portions are still being designed. Construction may begin on various elements before all elements of design are complete.

FINAL ACCEPTANCE - Owner's acceptance of a project from the contractor upon certification by the architect that it is complete and in accordance with the contract requirements; final acceptance is confirmed by the making of final payment unless otherwise stipulated at the time of making such payment. (DAC)

FINAL COMPLETION - Completion of work and all contract requirements by the contractor.

FINAL CONSTRUCTION DOCUMENTS - Drawings and documents detailed enough to prescribe fully the work to be done. The material workmanship, finishes, and equipment required for the architectural, structural, mechanical, and electrical systems and the necessary bidding information. (ULI)

FLOOR LOAD - Live load for which a floor of a building has been designed and which may be applied safely; usually expressed as a uniformly distributed load, except where there are concentrations of heavy machinery. (DAC)

FOOTPRINT - Literally the shape of a building as if it were a footprint on the ground.

FURNITURE, FIXTURES AND EQUIPMENT - Portion of the total project that could not be considered a part of the construction, but which will be needed to make the facility functional.

GENERAL CONTRACTOR - Prime contractor who is responsible for most of the work at the construction site, including that performed by subcontractors. (DAC)

GMP - See GUARANTEED MAXIMUM PRICE.

GUARANTEED MAXIMUM PRICE - Blend of a lump-sum general contract and a construction-management contract in which the cost of the project is guaranteed not to exceed a determined number, but the owner may choose to manage portions of the project negotiation to bring about a cost lower than the GMP.

INSPECTION LIST - See PUNCH LIST.

LCC - See LIFE CYCLE COSTING.

LIFE CYCLE COSTING - Process of making an economic assessment of an item, area, system or facility by considering all significant costs of ownership over an economic life. Most useful in evaluating alternative products or designs.

LIQUIDATED DAMAGES - Sum specified in a contract whereby damages in the event of breach are to be determined. In a construction contract, liquidated damages usually are specified as a fixed sum per day for failure to complete the work within a specified time. If set at a level consistent with a reasonable forecast of actual harm to the owner, liquidated damage clauses will be imposed by law. If the amount prescribed for liquidated damages is unreasonably high, the provision may be judged to be an illegal "penalty" by the courts and held invalid; in such case, damages will be determined pursuant to otherwise applicable rules of law. (DAC)

LIVE LOAD - Moving or movable external load on a structure; includes the weight of furnishings of a building, of the people, of the equipment, etc., but does not include wind load. (DAC)

LUMP-SUM CONTRACT - Contractor is hired to do the project for a previously agreed-upon amount of money. (ULI)

NAAB - See NATIONAL ARCHITECTURAL ACCREDITING BOARD.

NATIONAL ARCHITECTURAL ACCREDITING BOARD - Group charged with reviewing and accrediting architectural programs throughout the U.S. (EA)

NIC - See NOT IN CONTRACT.

NOT IN CONTRACT - Notation signifying that a particular portion of a project is not included within the scope of the contractor's bid.

NOTES (architectural) - Text information that further describes the graphic information on the drawings. (EA)

NOTICE TO PROCEED - Formal notice given by the owner to proceed with the actual construction process. This notice acknowledges that the contractor has satisfied the owner's requirements as to insurance, bonding, experience, etc.

OWNER'S REPRESENTATIVE - Person or firm hired by the owner, usually in the design/build type of construction process, to advise the owner as to the quality, cost and timeliness of the work being done by design/build team.

PEER REVIEW - Process in which design and plans are submitted to review by outside architects/engineers for comment and evaluation.

PLAN VIEW - Drawing of a site, building, facility, room or group of rooms as if seen from above.

PLANS - See DRAWINGS.

PROGRAMMING - That part of the design process where the quantitative and qualitative requirements of a design project are defined and documented. (EA)

PROGRESS PAYMENT - Partial payment made during progress of work for work completed and/or materials suitably stored. (DAC)

PROJECT MANAGER - Person or firm hired by the owner to advise the owner through the entire construction process. Duties may include the evaluation and selection of site, architect and contractor, supervision of the construction process and negotiation of costs and conditions.

PROJECT MANUAL - Combined bidding requirements, contract forms, contract conditions, and specifications. Note these do not include drawings.

PROPOSAL REQUEST - Request from the architect to the general contractor for pricing and other information on a change to the original scope of the project.

PUBLIC ART - Art placed in public places, including exterior courtyards, lobbies, hallways, and other areas where the public may easily view works of art as a secondary part of their activities. Often required of new construction.

PUNCH-LIST - List of items of work to be completed by the contractor before final acceptance by the owner. The list(s) may come from several sources, e.g., the owner, architect, building inspector, and can include finishes, operational dysfunctions, unfinished work, etc.

REQUEST FOR PROPOSALS - Process by which an outline of required services is responded to by vendors.

REQUEST FOR QUALIFICATIONS - Similar to the RFP, a request for professional services (e.g. architects) which requests the submittal of prior work done by the proposer of a similar nature.

RFP - See REQUEST FOR PROPOSAL.

RFQ - See REQUEST FOR QUALIFICATIONS.

SCHEDULES - Lists used to indicate the variety of types, styles, materials, and finishes associated with building components such as doors and windows, lighting fixtures, electrical panel circuiting, etc.

SCHEMATIC DESIGN - The conversion of the programming into building sketches and other documents to fit the building into the site, organize spaces, establish proportions and select materials.

SCHEMATIC DRAWINGS - Drawings which show the relationships of components within a piece of machinery or the way in which various parts of a complicated system operate together.

SCOPE OF WORK - Determination of what is and what is not included within the budget or bid price based upon the bid documents or RFP.

SECTION - Drawing of a site, building, facility, room group of rooms, or a detail item as if sliced vertically and seen across the exposed side.

SHOP DRAWINGS - Drawings, diagrams, illustrations, schedules, performance charts, brochures and other data prepared by the contractor, or any subcontractor, manufacturer, supplier, or distributor which illustrate how specific portions of the work shall be fabricated and/or installed. (DAC)

SNOW LOAD - Live load from weight of snow on a roof; included in design calculations.

SOLE SOURCE - Vendor who is the only provider of a service or product.

SPECIFICATIONS - Part of construction documents that gives written qualitative and technical descriptions of particular items within the project.

SUB - See SUBCONTRACTOR.

SUBCONTRACTOR - Person or organization having a direct contract with the prime contractor to perform a portion of the work. (DAC)

SUBMITTALS - Similar to shop drawings, these forms are submitted to the architect by the contractor for approval prior to work proceeding.

SUBSTANTIAL COMPLETION - Point in construction at which the building is completed to the extent that it can be used or occupied for its designed function. At this point usually only minor punch-list items are unfinished.

TCO - See TEMPORARY CERTIFICATE OF OCCUPANCY.

TEMPORARY CERTIFICATE OF OCCUPANCY - Certificate issued by the AHJ which will allow occupancy of a building while certain non-critical items are corrected according to instruction from the code authority.

TENANT IMPROVEMENTS - Improvements made to a leased space to accommodate the needs of a tenant. The costs of these improvements are specified and limited in the lease agreement.

TIME AND MATERIALS BASIS - Method of billing for work done similar to cost plus but without any extra fee or mark-up.

T&M - See TIME AND MATERIALS BASIS.

VALUE ADDED ITEM - Item added into the project following the bid process which improves the value of the project, but was not a part of the original construction documents. Because the owner would have paid for the item if it had been included in the construction documentation.

VALUE ENGINEERING - Process of evaluating construction costs, lifetime operational costs, benefits to the owner, and other factors to gain the best overall value for the construction dollar. Focusing on the basic functions of a project and identifying ways to achieve those functions through alternative "low-cost, high-revenue" options.

WIND LOAD - Live load due to effects of the force of wind exerted against a building.

WORKING DRAWINGS - See DRAWINGS.

9. CROWD MANAGEMENT

AFTER SHOW PASS - Pass which allows access to a hospitality area, generally for an event that follows a concert performance. At a convention or meeting event, the pass usually provides access to a specific area or allows someone to remain in an area after other attendees have had to leave.

ARREST - To seize or take into custody by authority of the law.

BACKSTAGE PASS - Identification allowing access to backstage areas during performances or move-in and move-out.

BARRICADE - Removeable structure or line of structures designed to obstruct and direct movement of a crowd.

BASE - See COMMUNICATION CENTER.

BLOW-OFF (crowd control) - Common term for the period of time immediately following an event when the audience leaves the facility.

BUILDING SECURITY - Security that is directed toward the protection of the physical facility, often used solely to maintain a watch over the building regardless of whether there is an event or not.

COMMAND POST - See COMMUNICATIONS CENTER.

COMMUNICATIONS CENTER - Central place from which all security, crowd management and emergency operations can be monitored and controlled.

CREW PASS - See TOUR PASS.

CROWD CONTROL - General term for the combined services involved in manage the direction and demeanor of an audience.

CROWD MANAGEMENT PLAN - Overall plan of duties, placement and function which details the work of ushers, ticket takers, peer-group security, medical teams and facility management in relation to a specific event.

DOOR GUARD - Person who is stationed at a door to prevent use of the door for anything other than emergency access or egress.

EMERGENCY MEDICAL SERVICE - Immediate and temporary care of sick or injured personnel until recovery or arrival at a medical facility for treatment.

EMERGENCY MEDICAL TECHNICIAN - Person trained in and authorized to provide basic first aid and basic life support.

EMERGENCY RESPONSE MANAGEMENT TEAM - Core of individuals trained to deal with emergency situations. The team may vary according to the nature of the situation, but will usually include a manager from the facility. Additionally it may include security staff, medical assistance personnel, engineering and maintenance staff, outside emergency personnel (police, fire, etc.) and any other personnel needed to control the situation and reduce further damage.

EMERGENCY RESPONSE PROCEDURES - Plan to best utilize the staff, equipment and physical attributes of the building in responding to or controlling emergency situations.

EMERGENCY SITUATION - Incident, situation or occurrence that could result, or has resulted in, the injury of employees, patrons, clients or visitors to a facility or damage to the facility itself.

EMT - See EMERGENCY MEDICAL TECHNICIAN.

ERM TEAM - See EMERGENCY RESPONSE MANAGEMENT TEAM.

EVACUATION - Removal of all personnel from an area or facility in a safe, orderly manner.

EVACUATION PLAN - Rehearsed outline of duties and responsibilities of staff used when an emergency calls for egress from a facility in an orderly, fast and safe manner.

EVENT PERIMETER - See TICKET CONTROL LINE.

EVENT SECURITY - Security that is dedicated to the event and would not otherwise be in the facility.

HOSPITALITY PASS - See AFTER SHOW PASS.

INCIDENT REPORT - Documentation of what occurred during a situation and what steps were taken in response. Usually a preprinted form.

LATECOMER SEATING - Allowing late arriving patrons to be seated after the performance has begun. In many houses this is not allowed until intermission.

MOAT - See STAGE MOAT.

OFF-DUTY OFFICERS - Sworn officers of the law (police, sheriff's deputies, etc.) who are working as security during hours when they are not scheduled for their regular work.

PARAMEDIC - Person trained in advanced life support, who is usually authorized by governmental code to act under a physician's remote direction at the scene of a medical emergency.

PAT DOWN SEARCH - Method of searching a patron by touching or patting the clothing to find concealed items. This method is generally illegal unless there is probable cause for the search.

PEER-GROUP SECURITY - Personnel made up generally of peers to the younger audience, who have no arrest authority, but assist in the management of the crowd. The designation "t-shirt" is derived from the fact that they are often given a t-shirt to wear as a "uniform."

PERIMETER SECURITY - Those persons involved in maintaining the event perimeter, allowing only authorized entry.

REGISTERED NURSE - Person trained to higher levels of skill than an EMT or paramedic. The RN's scope of practice, however, is usually limited to basic first aid unless standing orders from a physician have been issued to exceed that level of care.

ROVER - Crowd control staff member whose duty it is to rove through the event area, maintaining a presence, controlling potential incidents and assisting the patrons of an event.

SEARCH - Examination of a person's body or personal items in an attempt to discover stolen property or illegal or prohibited substances.

SECURITY PLAN - See CROWD MANAGEMENT PLAN.

STAGE MOAT - The space between the stage front and the stage barricade often used as a security position to prevent audience from getting to the stage.

SWORN OFFICER - Law enforcement personnel who have taken the oath of office and who have full arrest authority. To be distinguished from private security personnel, who have no arrest authority.

TICKET CONTROL LINE - "Edge" of an event inside of which a patron must have a valid ticket, badge or credential.

TICKET TAKER - A person at the entrance to an event who takes the ticket from a patron or verifies the credentials of a visitor.

T-SHIRT SECURITY - See PEER GROUP SECURITY.

TOUR PASS, CREW PASS - Identification, usually a laminated card, which identifies the touring show personnel.

TURNSTILE - Device that can keep the flow of an entering crowd at a controllable level, count the number of patrons passing through, and discourage or prevent unauthorized entry. Usually in the form of a rotating set of arms, permitting only one patron per arm, they can be either permanent or portable.

USHER - A person whose duty it is to direct patrons within the building by showing them to their seat or to other areas of the building.

10. ELECTRICAL

120/208 - The most common type of power in the United States. Through a combination of the wires coming into the main power distribution, either 110 volt or 208 volt power can be delivered to the device being powered.

277/480 - Similar to 120/208, a combination of wires provides either 277 or 480 volt power. This voltage is frequently used for fluorescent and other high-level lighting fixtures in U.S. buildings.

AC - See ALTERNATING CURRENT.

ALTERNATING CURRENT - Electric current which reverses its direction of flow 120 times per second, making 60 complete cycles per second. This contrasts with direct current (DC), which flows in one direction only.

AMP - See AMPERE.

AMPACITY - Current in amperes which a conductor can carry continuously under the conditions of use without exceeding its temperature rating. (NEC)

AMPERE - A measurement of electric current flow. Watts divided by volts equals amps. Wires are rated by the amount of amperage they can carry before resistance causes overheating.

ATTACHMENT PLUG - Device which, by insertion in a receptacle, establishes connection between the conductors of the attached flexible cord and the conductors connected permanently to the receptacle. (NEC)

BONDING - Permanent joining of metallic parts to form an electrically conductive path which will assure electrical continuity and the capacity to conduct safely any current likely to be imposed. (NEC)

BRANCH CIRCUIT - Circuit conductors between the final overcurrent device protecting the circuit and the outlets.

CABLE - Factor assembly of two or more conductors having an overall covering. (NEC)

CAP - See ATTACHMENT PLUG.

CIRCUIT BREAKER - A device placed in an electrical circuit designed to open the circuit, stopping the flow of electricity, at a predetermined amount of current flow. A breaker can be reset and need not be replaced when tripped.

CONDUCTOR

BARE - Conductor having no covering or electrical insulation whatsoever.

COVERED - Conductor encased within material of composition or thickness that is not recognized by [the National Electrical] Code as electrical insulation.

INSULATED - Conductor encased within material of composition and thickness that is recognized by [the National Electrical] Code as electrical insulation. (NEC)

CONTINUOUS LOAD - Load where the maximum current is expected to continue for three hours or more. (NEC)

CORD CAP - See ATTACHMENT PLUG.

DC - See DIRECT CURRENT.

DEAD FRONT - Without live parts exposed to a person on the operating side of the equipment. (NEC)

DEMAND FACTOR - Ratio of the maximum demand of a system, or part of a system to the total connected load of a system or part of the system under consideration. (NEC)

DEVICE - Unit of an electrical system which is intended to carry current but not to utilize electric energy. (NEC)

DIRECT CURRENT - Electric current which flows only in one direction and does not reverse direction or alternate. DC current can be obtained from batteries or from a process called rectification from AC current.

DISCONNECT - A switch to which temporary loads may be attached.

DUTY

CONTINUOUS DUTY - Operation at a substantially constant load for an indefinitely long time.

INTERMITTENT DUTY - Operation for alternate intervals of (1) load and no load; or (2) load and rest; or (3) load, no load and rest.

PERIODIC DUTY - Intermittent operation in which the load conditions are regularly recurrent.

SHORT-TIME DUTY - Operation at a substantially constant load for a short and definitely specified duty.

VARYING DUTY - Operation at loads for two intervals of time, both of which may be subject to wide variation. (NEC)

EDISON PLUG - See PARALLEL BLADE.

ELECTROMAGNET - A magnet formed by the presence of electrical current in a coil of wire. A loudspeaker's voice coil is an electromagnet which alternately attracts and repels the permanent magnet in which it is situated, in response to the alternating electrical input from a power amplifier.

EXTENSION CORD, PORTABLE FLEXIBLE CORD - Flexible cord of any length which has one male connector on one end and one or more female connectors on the other, and no built-in over-current protection. (UFC)

FIVE-WIRE SERVICE - Service of five individual wires, including all three phases of the power supply, the neutral or equipment ground and the identified earth ground.

FLEXIBLE CORD - Multiconductor flexible sheathed cable which is used for extension cords, as the connection means for appliances, and for permanent use by connecting pieces of equipment or devices to each other or to the premises wiring system where flexibility or portability is required. (UFC)

FOUR-WIRE SERVICE - Service of four individual wires, including all three phases of the power supply and the identified earth ground. This service is most often used for electrical motors.

FUSE - A device designed to allow only up to a predetermined amount of current to flow through a circuit. When that limit is exceeded, the fuse will blow and stop the flow of current. When blown, a fuse must be replaced.

GFCI - See GROUND FAULT CIRCUIT INTERRUPTER.

GROUND - In electronic equipment, ground is the zero voltage reference point in the circuitry. Ground is referred to as earth because true ground on power lines is provided by a heavy electrical conductor such as a copper bar driven into the earth to make an electrical return path.

GROUNDING - Connected to earth or to some conductor that is intentionally grounded. (NEC)

GROUND-FAULT CIRCUIT INTERRUPTER, GFCI - A device intended for the protection of personnel that functions to de-energize a circuit or portion thereof within an established period of time when a current to ground exceeds some predetermined value that is less than that required to operate the overcurrent protection device of the supply circuit. (NEC)

GROUND-FAULT PROTECTION OF EQUIPMENT - System intended to provide protection from damaging line-to-ground fault currents by operating to cause a disconnecting means to open all ungrounded conductors of the faulted circuit. The protection is provided at current levels less than those required to protect conductors from damage through the operation of a supply circuit overcurrent protection. (NEC)

HOUSEHOLD POWER - Voltage found in most household wall receptacles. In the U.S. this is 120 volts. Also see ONE TEN/SIXTY.

KILOWATT, KW - 1000 watts.

KILOWATT HOUR - Basic billing unit of most electrical utilities. It represents the use of 1000 watts of power for one hour.

KW - See KILOWATT.

LAND LINE - See LAND POWER.

LAND POWER - Power provided from the facility to touring buses or other equipment that can make use of house power.

MALE CONNECTOR - See ATTACHMENT PLUG.

NOMINAL VOLTAGE - Nominal value assigned to a circuit or system for the purpose of conveniently designating its voltage class (as 120/240, 480Y/277, 600, etc.) (NEC)

NUISANCE TRIPPING - Tripping of a GFCI-protected circuit without actually having a

ground fault or overcurrent situation.

OHM - The electric resistance between two points of a conductor.

OHM'S LAW - A principle of electric circuits which states that a steady current through a circuit is directly proportional to the applied electromotive force. The formula $I=E/R$, where I is current (in amperes); E is electromotive force (in volts); and R is resistance (in ohms).

ONE TEN/SIXTY - Common term describing normally available current in North American Continent. One hundred ten volt/sixty cycle is the full expression. Many European and South American countries use 220 volt, 50 cycle power only.

OVERCURRENT - Current in excess of the rated current of equipment or the ampacity of a conductor. It may result from overload, short circuit, or ground fault. (NEC)

OVERCURRENT PROTECTION - Device such as a fuse or circuit breaker designed to interrupt the flow of electrical current when too much current is flowing through the circuit being protected.

OVERLOAD - The condition in which equipment is stressed beyond its normal operating limits. For sound equipment, overload may take the form of clipping in circuits, overheating of amplifiers, burning of loudspeaker voice coils, or loss of circuit integrity or breakdown. Overload may also be thought of as system operation at levels higher than the levels at which operation is linear, the overload condition producing non-linear circuit or system behavior, such as distortion.

Operation of equipment in excess of normal, full-load rating, or of a conductor in excess of rated ampacity which, when it persists for a sufficient length of time, would cause damage or dangerous overheating. A fault, such as a short circuit or ground fault, is not an overload. (NEC)

PADDLE - See STAGE PLUG.

PANELBOARD - Single panel, or group of panel units designed for assembly in the form of a single panel, with automatic overcurrent protection devices and with or without switches for the control of light, heat or other power circuits, and designed to be placed in a cabinet or cutout box placed in or against a wall or partition and accessible only from the front. (UFC)

PARALLEL BLADE - The most common type of electrical plug in the U.S., consisting of two parallel blades of brass, which carry the current, and a round or U-shaped rod, which is the ground connection.

PIN CONNECTOR - Male or female devices used as electrical connections on the stage. Male pin connectors have two or three cylindrical pegs of brass which fit into corresponding tubes in the female connectors. The three-pin units are grounded.

PLENUM - Compartment or chamber to which one or more air ducts are connected and which forms part of the air distribution system. (NEC)

PLUG CAP - See ATTACHMENT PLUG.

POLE - See STAGE RECEPTACLE.

POWER TAP - Device with a flexible cord not longer than six feet that has a male connector

on one end of the cord and a housing containing built-in overcurrent protection and one or more receptacles on the other. (UFC)

QUAD BOX - Four electrical outlets in one box. Generally quad boxes are placed on a 'snake' multi-cable and laid along the back wall of booths.

QUALIFIED PERSON - One familiar with the construction and operation of the equipment and the hazards involved. (NEC)

RACEWAY - Enclosed channel designed expressly for holding wires, cables, or busbars, with additional functions permitted in the National Electrical Code. (NEC)

RECEPTACLE - A contact device installed at the outlet for the connection of a single attachment plug. (NEC)

SERVICE - Conductors and equipment for delivering energy from the electricity supply system to the wiring system of the premises served. (NEC)

SERVICE DROP - Overhead service conductors from the last pole or other aerial support to and including the splices, if any, connecting to the service-entrance conductors at the building or other structure. (NEC)

SPECIAL PERMISSION - Written consent of the authority having jurisdiction. (NEC)

STAGE PLUG, PADDLE - Rectangular-shaped male connector used on the stage for electrical connections. This device is not grounded as it has only two conductors.

STAGE RECEPTACLE, POLE - Rectangular female connector used on the stage for electrical connections. This device is not grounded.

TEMPORARY WIRING - Wiring installed in approved manner for a specific period when approved by the authority enforcing the electrical code. (UFC)

THERMAL PROTECTOR - Protective device for assembly as an integral part of a motor or motor-compressor and which, when properly applied, protects the motor against dangerous overheating due to overload and failure to start. (NEC)

THREE WIRE - Term describing electrical cable with one continuous identified ground wire in addition to two which carry current.

TWIST LOCK - Type of electrical plugs which are connected by twisting together as opposed to standard male and female plugs.

VOLT - A measure of electromotive force; in effect, the "pressure" exerted in an electric circuit by electricity.

VOLTAGE TO GROUND - For grounded circuits, the voltage between the given conductor and that point of conductor of the circuit that is grounded. For ungrounded circuits, the greatest voltage between the given conductor and any other conductor of the circuit. (NEC)

WATER-PIPE GROUND - Grounding scheme used by traveling shows involving temporarily bonding a conductor to the cold water pipes of a building to ensure separation from the house grounding system, which may carry unwanted signals. Most often this ground is used for the sound system.

WATT - A measure of the power in an electrical circuit when a pressure of one volt causes a current of one ampere. Can be loosely interpreted to mean the amount of work done by the device.

11. EXHIBITIONS

ADVANCE ORDER - An order for show services sent to the service contractor or vendor before move-in. (IAE)

AFFIXED MERCHANDISE - Client's product fastened to display. (IAE)

AGENT - Any bona fide representative with proper credentials from party represented. (IAE)

AIR FREIGHT - Materials shipped via airplane. (IAE)

AIR WAYBILL - A bill of lading which covers both domestic and international flights transporting goods to a specified destination. Technically, it is a non-negotiable instrument of air transport which serves as a receipt for the shipper, indicating that the carrier has accepted the goods listed therein and obligates itself to carry the consignment to the airport of destination according to specified conditions. (IAE)

AISLE - Area for audience traffic movement. (IAE)

AISLE CARPET - Carpeting laid in the aisles. (IAE)

AISLE SIGNS - Signs, usually suspended, indicating aisle numbers or letters. (IAE)

ARCH - A display ceiling which spans two points. (IAE)

ASH STANDS - Stands which hold ashtrays. (IAE)

ASSEMBLY - The process of erecting display component parts into a complete exhibit. (IAE)

AT-SITE - Location of exhibit or project. (IAE)

ATTENDANCE - Number of people at show or exhibit. (IAE)

ATTENDEE - One who attends an exposition. May also be a "delegate" or "visitor." (IAE)

BABY SPOTS - Small spotlights in a BOOTH. Usually 150 watts. (IAE)

BACKLOADER - Truck which loads from back opening door. (IAE)

BACKWALL - Panel arrangement at rear of booth area. (IAE)

BACKWALL EXHIBIT - An exhibit which is back to back with another exhibit or against a building wall. (IAE)

BANJO (FABRIC) - Type of lightweight cloth used for backdrops. (IAE)

BANNER - A suspended decorative or communicative panel, usually a temporary cloth or paper structure. (IAE)

BARTER - Trade in which merchandise is exchanged directly for other merchandise without use of money. Barter is an important means of trade with countries using currency that is not readily convertible. (IAE)

BASE - Steel floor support piece for upright post. (IAE)

BILL OF LADING - A document that establishes the terms of a contract between a shipper and a transportation company under which freight is to be moved between specified points for a specified charge. Usually prepared by the shipper on forms issued by the carrier, it serves as a document of title, a contract of carriage, and a receipt of goods. (IAE)

B/L - See BILL OF LADING.

BLANKET WRAP - Non-crated freight shipped via van line covered with protective blankets or padding. (IAE)

BONEYARD - A contractor's warehouse or other area where empty crates are stored during exposition. This area may be located within the exposition hall in an unused portion of the floor. (IAE)

BOOTH - One or more standard units of exhibit space. (IAE)

BOOTH AREA - The amount of floor space occupied by exhibitor. (IAE)

BOOTH NUMBER - Number designated by show management for each exhibitor's space. (IAE)

BOOTH PERSONNEL - Staff assigned to represent exhibitor in assigned space. (IAE)

BREAK TERMINAL - Location at which common carriers separate consolidated freight. (IAE)

BROCHURE RACK - See LITERATURE RACK.

BULK CARRIER - A bulk carrier is a vessel engaged in the carriage of such bulk commodities as petroleum, grain, or ores which are not packaged, bundled, bottled or otherwise packed. (IAE)

CANVAS - Material used for outdoor banners. (IAE)

CARPENTER - Labor to perform display uncrating, installation, dismantling, rekrating. (IAE)

CARPET TAPE - Tape formulated to adhere edge of carpet to floor or to repair carpet tears. (IAE)

CARRIER - Transportation contractor moving freight (van line, common carrier, rail car, airplane). (IAE)

CARTAGE - (1) Fee charged for transporting freight between destinations. (2) Short distance hauling of exhibit properties. (IAE)

CEILING DECOR - Suspended decorations to enhance appearance of hall. (IAE)

CEM - See CERTIFIED EXPOSITION MANAGER.

CERTIFICATE OF INSPECTION - A document certifying that merchandise (such as perishable goods) was in good condition immediately prior to its shipment. (IAE)

CERTIFIED EXHIBIT SPECIALIST (CES) - An exhibit industry professional as officially designated by the International Exhibitors Association. (IAE)

CERTIFIED EXPOSITION MANAGER (CEM) - An exposition management professional as officially designated by the National Association of Exposition Managers. (IAE)

CES - See CERTIFIED EXHIBIT SPECIALIST.

CHEVRON (CLOTH) - Type of cloth used for backdrops.

CLAMP-ON FIXTURE - Electrical fixture with c-clamp device for attaching to display. (IAE)

COMMON CARRIER - An individual, partnership, or corporation which transports persons or goods for compensation. For exhibit materials, usually accepts only crated or cased goods and consolidates freight of more than one customer into one shipment headed for a particular location. (IAE)

CONGRESS - European term for association.

CONSIGNEE - Person to whom goods are shipped. (IAE)

CONSIGNMENT - Delivery of merchandise from an exporter (the consignor) to an agent (the consignee) under agreement that the agent sell the merchandise for the account of the exporter. The consignor retains title to the goods until the consignee has sold them. The consignee sells the goods for commission and remits the net proceeds to the consignor. (IAE)

CONTRACTOR - An individual providing services to a trade show and/or its exhibitors. May be "official" (show management-appointed) or "independent" (exhibitor-appointed). (IAE)

CORNER BOOTH - An exhibit space with exposure on at least two aisles. (IAE)

CORPORATE EXHIBIT - An institutional exhibit telling the story of the company without overtly marketing their products or service. (IAE)

COSTUMER - Hat and coat rack. (IAE)

COUNT - (1) Total number of attendees for a given period; (2) Total number of exhibitors for a given period. (IAE)

CRATE STORAGE AREA - Space designated for the temporary storage of empty crating materials from the exhibit floor. The crates will be returned to the booths following the show.

CRATING LIST - Names the contents of what is enclosed inside a crate, i.e., exhibit pieces, carpet, etc. (IAE)

CROSS-AISLE - An aisle at a right angle to a main aisle. (IAE)

CUSTOM EXHIBIT - An exhibit which is a unique solution to the specific requirements of the user. (IAE)

CUSTOMS - The authorities designated to collect duties levied by a country on imports and exports. The term also applies to the procedure involved in such collection. (IAE)

CWT - Hundred Weight. A weight measurement for exhibit freight. Usually 100 pounds. (IAE)

DECORATOR - An individual or company providing installation and dismantle and booth and hall dressing services for a trade show and/or its exhibitors. Decorator services may be provided by carpenters, sign painters or others depending upon union jurisdiction. Term applies to both contractor and skilled craftsman. (IAE)

DECORATOR IN - Time and date when the decorator may begin his move in for an exhibition.

DECORATOR OUT - Time and date when the decorator will be finished with operations in the exhibit space. Generally this corresponds to the completion of the lease of the space.

DELEGATE - See ATTENDEE.

DEMONSTRATORS - Persons hired to illustrate or explain products. (IAE)

DISMANTLE - To take to pieces or apart. Teardown of exhibit. (IAE)

DISPLAY BUILDER - Company which fabricates displays. (IAE)

DISPLAY RULES & REGULATIONS - A set of specifications for exhibit construction endorsed by major exhibit industry associations. Also the set of rules to an exposition used by management. (IAE)

DOCK - A place where freight is loaded onto and taken from vessels or vehicles. (IAE)

DOUBLE BACKWALL - Booth layout system in which two backwalls are set between back-to-back booths. This system allows for architectural elements, such as columns, or can be used to allow services to be placed between the booths without interfering with the booth space.

DOUBLE-DECKER - Two-storied exhibit. Also called MULTIPLE-STORY EXHIBIT.

DRAYAGE - Delivery of exhibit materials to assigned space, removing empty crates, returning crates at end of show for recrating and delivering materials for carrier loading. (IAE)

DRAYAGE CONTRACTOR - Company responsible for handling exhibit properties. (IAE)

DUMP - See BONEYARD.

DUPLEX OUTLET - Double electrical outlet. (IAE)

ELECTRICAL CONTRACTOR - Company contracted by show management to provide electrical services to exhibitors. (IAE)

EMPTY STICKER - Tag indicating a crate may be moved into storage. The sticker identifies the exhibitor and the return location for the crate.

EXCLUSIVE - Any agreement which limits the provision of services to a single vendor in an exposition or in a facility. (IAE)

EXCLUSIVE CONTRACTOR - Contractor appointed by show or building management as the sole agent to provide services. (IAE)

EXHIBIT - A display used to convey a message. A specific tool of the communications medium of exhibiting. (IAE)

EXHIBIT DIRECTORY - Program book for attendees listing exhibitors and exhibit booth locations. (IAE)

EXHIBIT MANAGER - One who is in charge of a company's exhibit program. (IAE)

EXHIBITION - Event at which products and services are displayed. (IAE)

EXHIBITOR - One who displays in an exposition. (IAE)

EXHIBITOR-APPOINTED CONTRACTORS - Service organizations appointed by the exhibitor. See I & D. (IAE)

EXHIBITOR IN - Time and date when exhibitors will begin to work within the individual booths. May not be the same time as DECORATOR-IN.

EXHIBITOR OUT - Time and date when the last of the exhibitors is scheduled to leave, having completed packing their exhibits. May not be the same time as DECORATOR-OUT.

EXHIBITS MANAGER - See FLOOR MANAGER.

EXPOSITION MANAGER - The organizer and operator of an exposition. (IAE)

EXPOSITION RULES - The regulations prepared by exposition management for a given event. (IAE)

FIELD SERVICES - Handling installation and dismantling, including freight, drayage, carpentry, electrical, plumbing, iron workers, riggers and maintenance. (IAE)

FLOOR MANAGER - Individual representing show management who is responsible for the exhibition area. (IAE)

FLOOR MARKING - Method of marking booth space. (IAE)

FLOOR PLAN - A map showing layout of exhibit spaces. (IAE)

FREIGHT - Exhibit properties, products and other materials shipped for an exhibit. (IAE)

FRONTAGES - Refers to dimension across the front of an exhibit. For example, a 30 foot x 10 foot exhibit has 30 feet of front space and 10 feet of depth. (IAE)

FRONT SPACE - See FRONTAGES.

GARMENT RACK - Frame which holds apparel. (IAE)

GROSS SQUARE FEET - Total space available in exhibit hall. (IAE)

HOSPITALITY FUNCTION - An event in the U.S. usually separate from the exhibit, in which refreshments are served and exhibitor personnel and visitors socialize.

I&D - Installation and dismantle of an exhibit (set-up/tear down). Generally an exhibitor-appointed contractor. I & D is also the name of a company specializing in installing and dismantling exhibits.

INSIDE BOOTH - Exhibit space with exhibit booths on either side and back. (IAE)

INSTALLATION - Setting up exhibit material to prescribed set-up instructions and drawings. (IAE)

INSTALLATION AND DISMANTLE - Also referred to as I&D. The set-up and tear down of exhibits. (IAE)

INSTALLATION CONTRACTOR - May be either "official" (as designated by exposition management) or "independent" (hired directly by exhibitor). Has control over labor pool, or has access to labor pool. Responsible for supervision and coordination of installation and dismantle labor. (IAE)

ISLAND DISPLAY - One which is exposed on all sides to an aisle in a show. (IAE)

ISLAND EXHIBIT - A unit with aisles on four sides. (IAE)

ISLAND UNIT - A display that may be viewed from four sides. (IAE)

JOB FOREMAN - One who is in charge of specific projects. (IAE)

LABOR - For shows, refers to contracted workers who perform services. (IAE)

LABOR CALL - Method of securing union employees. (IAE)

LITERATURE RACK - Devices used to hold literature or brochures. (IAE)

LIT RACK - See LITERATURE RACK.

LOADING DOCK, DOCK - Area on premises where goods are received. (IAE)

M.A. FORM - Special form of invoice required for shipment to Canada. (IAE)

MARKING THE FLOOR - Marking the location of the booths and aisles in a show prior to setting the booths.

MODELS - Term falling into disuse. A person stationed in an exhibit to demonstrate a product, provide attraction to booth or greet visitors. (IAE) See DEMONSTRATORS.

MOVE-IN - Date set for installation. (IAE)

MOVE-OUT - Date set for dismantling. (IAE)

MULTIPLE-STORY EXHIBIT - See DOUBLE-DECKER.

NET SQUARE FOOTAGE - The amount of space occupied by exhibits in a facility, not including aisles, columns, registration areas, etc. (IAE)

NMFC - National Motor Freight Classifications.

OFFICIAL CONTRACTORS - Service organizations appointed by exposition management. Also GENERAL CONTRACTORS. (IAE)

ON-SITE ORDER - Floor order placed at show site. (IAE)

OUTSIDE EXHIBIT - Booth located outdoors. (IAE)

PENINSULA - An exhibit or area with aisles on three sides. (IAE)

PENINSULA DISPLAY - An exhibit exposed to an AISLE on three sides. (IAE)

PERIMETER BOOTH - Exhibit space located on an outside wall. (IAE)

PERMANENT EXHIBIT - A product display held on a long-term basis, i.e., mart exhibit, museum exhibit, office exhibit, etc. (IAE)

PIPE & DRAPE - Pipe material with fabric draped from it to make up side rails and backwall of a trade show. (IAE)

POST - Metal upright used to support drapes. (IAE)

POSTER BOARD - An art board usually used for printing and/or presentations. (IAE)

RAIL - A low divider between exhibits. (IAE)

RELEASE FORMS - Form provided by management to permit removal of goods from exhibition. (IAE)

RENTAL BOOTH - Complete booth package offered to exhibitors on a rental basis. (IAE)

S.A. - See SOCIETE ANONYME.

SERVICE CONTRACTOR - See DECORATOR.

SHELL SCHEME - A standard exhibit shell which is widely used throughout the world, except U.S. (IAE)

SHOW DECORATOR - Company or individual responsible for hall draping, aisle carpeting and signage. Also performs same service to individual exhibitors. (IAE) Sometimes referred to as the general contractor.

SHOW OFFICE - Management office at exhibition. (IAE)

SIDE RAIL - See RAIL.

SMOKERS - See ASH STANDS.

SOCIETE ANONYME - French expression meaning a corporation.

STANCHIONS - Upright posts used to support signage; also support ropes which prevent entry. (IAE)

STAND - European term for booth. (IAE)

STATIC DISPLAY - Placing of vehicles on the exhibit floor for view without operation. Vehicles are brought to their display location with the motor running but then disabled according to code requirements while the event is open.

STATIC VEHICULAR DISPLAY - See STATIC DISPLAY.

STRETCHER - General term for crossmember mounted between upright poles in a pipe and drape booth. These normally carry the drape to form the booth.

STRIKE (exhibits) - Dismantle Exhibits.

TABLE TOP DISPLAY - Exhibit designed for use on top of a table. (IAE)

TELESCOPE POLE - See STRETCHER.

VISITOR - See ATTENDEE.

12. FOOD & BEVERAGE

+ + - See PLUS PLUS.

4-TO-1 - Measure of size for hot dogs. Four dogs equals one pound.

10-to-1 - Measure of size for hot dogs. Ten dogs equals one pound.

BAG-IN-THE-BOX - Liquid products vended by use of a plastic bag held inside a cardboard box. this method can be used for soda syrups, wine or other liquids.

BANQUET - Formal, often ceremonial dinner for a select group of people. (CLC)

BELLY-UP SERVICE - Type of concession stand service where customers approach the counter perpendicular to it and generally are served and pay at that point. Customers may form lines at each point of sale or gang around the counter and be served in a more random fashion.

BIG THREE - Combination of novelties, cotton candy and popcorn sales -- often packaged together for the touring show to operate and realize the net profit.

BLOW-OFF (food & beverage) - In concessions sales, period of time at end of show or event.

BREAK-DOWN STATION - Area out of the sight of the attendees where soiled dishes and other items from the tables may be broken down before being sent to the kitchen for cleaning. Often the same area as the prep area.

BUFFET - Assortment of foods, offered on a table, self-served. (CLC)

CAFETERIA LINE SERVICE - All menu items are available on a straightline counter presentation, with a cashier or cashiers at the end of the line. See SCRAMBLE CAFETERIA SERVICE.

CALL BRAND - Brand of liquor, distinguished from HOUSE BRAND, selected by a customer according to personal preference. (CLC)

CASH BANK - In concessions sales, the beginning change fund collected from the cash room to start concession sales at a particular location.

CASH BAR - Type of bar service where guests pay for drinks individually. See HOSTED BAR. (CLC)

CATERER - Another term for food service vendor. Often used to apply to vendors who specialize in banquets and themed parties.

CHECK AVERAGE - Average spending by patrons at a food facility. Arrived at by dividing the sales by the number of transactions or guest checks.

COLD PLATE - Transportable box through which coils pass and into which ice is loaded. Beverages needing to be served cold are passed through the coils before serving.

CONCESSION STAND - Fast-food type of food service placed permanently in a facility.

CONCESSION STAND SHEET - Form used to record number of food items sold and amount of cash income at each sales location.

CORKAGE FEE - Charge placed on beer, liquor, and wine brought into the facility but purchased elsewhere. The charge sometimes includes glassware, ice, and mixers.

COVER - Table setting for one person. (CLC)

COVERS - Actual number of meals served at a food function. (CLC)

CUP COUNT - Method of controlling inventory at concession stands or other areas vending drinks by the cup. By counting the start and finish count of cups, the number of drinks issued can be calculated and compared to sales count. See REHASH.

DARK SHOWS (concessions) - Events that take place under low light, limiting vendor sales.

ENERGY BREAK - Refreshment break where nutritious foods and beverages are served; break may include exercise activity. (CLC)

FAMILY STYLE - Platters and bowls of food are on the table from which guests help themselves. (CLC)

FLATWARE - Eating utensils such as knives, forks, etc. Includes serving equipment as well as what is provided at the individual place settings.

FOOD-BORNE ILLNESS - Illness which is carried by contaminated food or beverages. Can be caused from contamination from toxicants and infections, such as chemicals, bacteria, viruses or parasites.

FOOD COURT - Type of food service facility where individual food operators or food counters surround an open space containing a shared dining room.

FREE POUR - Alcoholic drinks poured by hand without the use of shot glass or other measuring method. (CLC)

FRENCH SERVICE - Each food item is served by waiter from platter to individual. (CLC)

FULL PRODUCT LINE - Concession customers queue up behind other patrons and select any product from the menu.

FUN FOOD - Portion of concession menu containing novelties such as cotton candy and ice cream.

GRATUITY - See SERVICE CHARGE.

GUARANTEE - Number of servings to be paid for, whether or not they are actually consumed; usually required forty-eight hours in advance. (CLC)

HALF-BARREL - Draft beer container used at concession stands; contains 1,984 ounces.

HAWKER - Salesperson who carries concession products and makes change in audience areas.

HEAD COUNT - Actual number of people attending a function. (CLC)

HOLLOW WARE - Items of service such as soup tureens, sugar bowls, etc., made from stainless steel or silver-plated metal.

HOSTED BAR - Bar service provided at no cost to the guests. Cost of the drinks is borne by the organizer or host for the event.

HOUSE BRAND - Medium or lower priced brand of liquor as distinguished from CALL BRAND. (CLC)

IMPULSE BUY - Purchases made by a consumer that are not preplanned and are made at the place of purchase.

INCLUSIVE - Rates which include gratuities. (CLC)

LOAD - Full tray of concession items picked up by vendor or hawker at vending room.

MENU MIX - Range of food products sold at a concession stand.

MERCHANDISE - Generalized term to mean NON-FOOD CONCESSIONS or NOVELTIES.

MINIMUM - Smallest number of covers and/or beverages for a function; surcharge may apply if minimums not reached. (CLC)

NO-HOST BAR - See CASH BAR.

NON-FOOD CONCESSIONS - See NOVELTIES.

NOVELTIES - Items for sale such as t-shirts, records, souvenirs and convenience items that are not considered food and are often treated separately in contractual agreements.

OPEN BAR - See HOSTED BAR.

OVER-SET - Number of places set over the guarantee. (CLC)

PAPER GOODS - Items made of paper or plastic used in lower cost service, includes napkins, cups plates etc.

PC's (food & beverage) - See PRODUCT COSTS.

PER CAPITA INCOME - Average per person spending at an event or meeting. Arrived at by dividing gross sales by attendance.

PER CAPS - See PER CAPITA INCOME

PER PERSON - Food and/or beverage purchased according to the number of persons expected to attend. (CLC)

PLATED BUFFET - Assortments of food on a buffet table selected and served by a waiter.(CLC)

PLATE WARMERS - Cabinets in which plates for hot menu items may be prewarmed in order to lengthen the time the meal will stay warm.

PLATING - See PLATING-UP.

PLATING-UP - Putting the food upon the plates in mass fashion prior to service.

PLUS-PLUS - Addition of taxes and gratuities to a price when not included. (CLC)

POST-MIX - Soft drink syrup which must be mixed with carbonated water at point of dispensing.

POUR - Term used to refer to an exclusive beverage agreement within a building where only products from one producer are sold.

PRECISION POURERS - Device applied to the top of liquor bottles which limits the amount of liquor poured to a specified amount per tip of the bottle.

PREMIUM BRAND - See CALL BRAND.

PRE-MIX - Soft drinks in bulk packaging (generally five gallons) which are mixed with carbonated water and are ready for consumption when delivered by bottler or wholesaler.

PREP AREA - Space for preparation of food, not visible to meeting participants. (CLC)

PRE-SET (food & beverage) - Placement of food on banquet tables prior to the seating of guests.

PRODUCT COSTS - Cost of the product sold. Usually expressed as a percentage of total revenues.

PURVEYOR PROVIDED - Designation seen in kitchen or concession area plans that the equipment so designated will be provided by the vendor or purveyor of the product to be sold, e.g., coffee pots, soda fountain heads.

RECEPTION - Stand-up social function with food and beverages.

REFRESH - Cleaning room after or before meetings, refilling water pitchers, changing glassware, and other general housekeeping.

REFRESHMENT BREAK - Time between sessions where coffee and/or other refreshments are served. (CLC)

REHASH (food & beverage) - Refilling of a previously sold cup in order to defeat the CUP COUNT.

RE THERMALIZATION - Process of reheating main course or other dishes that have been frozen.

ROLL-IN MEAL - Light buffet meal on a cart. (CLC)

ROUNDS OF ___ - Round tables for meal service set with the number of place settings shown in the blank.

SALMONELLA - Food-borne infection caused by *Salmonella typhi* bacteria; the source of Salmonella contamination is usually the intestinal tract of humans or animals.

SAMPLING - Practice of giving samples of product by vendors on the exhibit floor.

SCRAMBLE CAFETERIA SERVICE - Straightline cafeteria counter is broken up into discrete stations, each serving a distinctive menu. Patrons line up at the station(s) serving the item(s) they desire. Cashiers are stationed at the exit from the servery to collect for purchases.

SERVERY - That area of a cafeteria where the food and beverage products are presented and guests are served.

SERVICE CHARGE - Charge for the services of waiters/waitresses, housemen, technicians, and other food function personnel. (CLC)

SHIRTS - Refers to T-shirts, but is sometimes used to mean NOVELTIES.

SHOT - Single measurement of liquor, usually an ounce. (CLC)

SMALLWARES - Equipment used in the kitchen; generally hand tools, storage bins and similar items. The term is sometimes used to refer to all equipment not included in the general contractor's work in the kitchen area and may thus also include the flatware, china and hollowware.

SPEEDLINE SERVICE - Separate lines form to the concession stand for a single product or group of related products.

SPONSORED BAR - See HOSTED BAR.

T&T - Tax and tip. (CLC)

TABLE D'HOTE - Full-course meal at a fixed price.

TIP - See SERVICE CHARGE.

TRAY JACK - Stand upon which the waitstaff may place a tray of food prior to serving or as a temporary workstand during a meal.

TRAY STAND - See TRAY JACK.

VENDOR - See HAWKER.

WALK-UP SERVICE - See FULL PRODUCT LINE.

WATER STATIONS - Tables with pitchers of water and glasses for self service. (CLC)

WELL BRAND LIQUORS - Those brands of liquor that are poured by a bartender when the customer does not specify or "call" a brand name.

YIELD - Number of servings obtained from any given unit.

13. GROUNDS, LANDSCAPE & PARKING

ABOVE GRADE - Elevated parking structures with one or more levels above street level or surface. (DP)

ACCESS - Street system providing access to a parking facility, sometimes involving several streets, particularly if one way. (DP)

ACTIVE LAYER - Surface layer of soil which changes in volume, shrinks or expands as it dries or becomes wet, or thaws and freezes. Foundation footings, fence posts, water and drainage conduits, etc., should be below this soil. (LV)

AERATION - Mixing of air with water or soil to improve the environment of plants and other organisms. The process of punching small diameter shallow holes in a lawn to allow air into the soil.

ALLIGATORING - Characteristic cracking pattern in asphalt which looks somewhat like an alligator's skin. This form of cracking indicates a subsurface weakening of the pavement.

ASPHALT - Mixture of bitumens or petroleum by-products with small rock and sand which is used as a paving material.

AT GRADE - Parking facility built only at street or surface level. (DP)

ATTENDANT PARKING - Any facility which relies on attendants (or valets), rather than the customer to park and unpark vehicles. (DP)

AUTOMATIC CONTROLS - Equipment such as ticket dispensers, card readers and parking gates used in an automated parking system.

BACK-IN STALLS - Parking spaces into which the vehicle is backed from the driving aisle. (DP)

BAY - Parking facility unit that has two rows of parking stalls and a central aisle. (DP)

BEDDING PLANTS - Certain free flowering or foliage plants which are planted in geometrical beds for temporary seasonal effects. (LV)

BELOW GRADE FACILITY - Parking facility constructed underground or below the surface grade. (DP)

BERM - Ridge of earth used to control the flow of surface runoff or to mask the view of certain areas.

BUMPER - Wheel stop placed at the front of the parking stall to keep the vehicle from striking walls or extending beyond the specified parking area. (DP)

CADASTRAL MAP - Map indicating legal boundaries and ownership of real property. (LV)

CAMPUS - Grounds of a school or college; grounds of a public building or group of buildings, or of an industrial park.

CASH DRAWER - Removable, lockable cash box located in each manned cashier terminal for the storage of coins and bills. (DP)

CHANNELIZATION - Construction of islands or barriers, usually on roadways, to assist in control of traffic flow patterns. (DP)

COMPACT CAR - Small car, usually less than 15 feet in overall length and 72 inches in width. (DP)

COMPACTION - Preparation of the ground beneath a pavement surface in which the earth is compacted to create a firm base on which to lay the asphalt or other surfacing.

CONTOUR BASIN - Shallow, level basin constructed of earth on a sloping site, for irrigation or to catch the runoff from rainfall. (LV)

CONTRACT PARKING - Long-term or specified-term parking arranged in advance, usually on a fixed fee basis. (DP)

COST PER SQUARE FOOT - Cost of a facility divided by the number of square feet in the facility. (DP)

COST PER STALL - Cost of a facility divided by the number of parking stalls. (DP)

CROSSOVER - Area between levels in a parking structure where motorists can change direction or proceed to an exit. (DP)

CURB - Low structure or barrier used to define the edge of a roadway, walk or other area. (LV)

CUT AND FILL - Term used for grading operations which change the natural relief of the earth's surface to more useful forms. (LV)

DECIDUOUS - Plants which normally shed their leaves at a certain season. (LV)

DESIGN HOUR VOLUME - Volume of traffic selected as the basis for design criteria of a facility. (adapted from DP)

DHV - See DESIGN HOUR VOLUME.

DIFFERENTIAL COUNTER - Counting system, usually activated by loops or treadles, to determine movements into and out of a parking facility and the number of parking spaces thus available. (DP)

DISCHARGE TIME - Time required to empty a parking facility of parked cars. (DP)

DRAINAGE SYSTEM - System of channels and conduits by which water is removed from an area. Systems may natural or artificial. (LV)

DRY WALL - Wall of stone or rubble laid without mortar. (LV)

EASEMENT - Right-of-way for public or quasi public use. Easements are used for public utilities, bridle paths, parkways, floodways and other purposes. (LV)

EVERGREEN - Retaining foliage throughout the year. Term applies to conifers and broadleaf plants which have this characteristic. (LV)

FLAT RATE FEE - Set amount charged for parking for a specific period of time such as an hour, day or a month. (DP)

FLOOD LIGHTING - Artificial lighting of a vertical or horizontal area with lights placed at a distance and so arranged that light intensity is uniform over the area and shadows are minimized. (LV)

FOG COAT - Coating placed on asphalt at the time of initial laying which protects the surface from penetration by moisture.

GATE ARM - Wooded or metal barrier arm extending outward from a gate cabinet controlling entry or exit from parking areas. (DP)

GEOMETRICS - Design criteria applied to laying out a roadway or parking facility and which control the operation of vehicles. (DP)

GRADIENT - Angle of the incline from the horizontal. Gradients are expressed as a ratio or as a percentage. (LV)

GRADING - Earthwork which changes the levels of the surface of the ground. (LV)

GROSS AREA - Entire area of a building, usually measured in square feet or square meters. (DP)

GROUND WATER - Water which saturates the soil below the water table. (LV)

HARDINESS - Adaptation of a plant or other organism to the rigors of a climate, particularly to the occurrence of freezing, although conditions of moisture, extreme heat, etc., may also affect the ability of a plant or organism to survive. (LV)

HERRINGBONE - Pattern for the layout of parking spaces with alternate rows set at oblique angles to one another. (DP)

HUMUS - Decomposed or partially decomposed organic matter in the soil. (LV)

ICE CONTROL - Measures to control snow and ice in parking facilities, often accomplished by plowing, applying salt or chemicals or heating exposed surfaces. (DP)

IN-AND-OUT PARKING PRIVILEGES - Parking, usually on a rental basis, in which the vehicle can be taken in and out during the day without added cost. (DP)

INVENTORY SPACES - Total number of parking spaces available in a facility or in a parking system. (DP)

ISLAND - Raised area in a roadway, driveway or parking facility, used to control or direct traffic flow. (DP)

KERB - See CURB.

LANAI - Hawaiian name for a roofed, open-sided structure similar to a porch. Term sometimes applied to a garden-like open area surrounded on all four sides by building.

LANDSCAPE ARCHITECT - Practitioner of the science and art of designing and developing landscapes and gardens. (LV)

LANE CONTROL SIGNAL - Illuminated signal lights positioned over exit lanes to indicate when the lane is open (green) or closed (red) to traffic. (DP)

LAWN - Expanse of closely clipped turf. (LV)

LOADING ZONE - Specially marked area for the short-term use of delivery vehicles. (DP)

MANDATORY PARKING REQUIREMENTS - Number of off-street parking stalls required by code authorities for any type of development. Usually proscribed by stall per square foot or stall per number of seats within the facility.

MARSHALLING AREA - Area set aside for the arranging of buses or trucks prior to the beginning of operations.

METERED PARKING - Parking controlled as to time and fee by meters or numbers at each space. See SLOT BOXES. (DP)

MOWING STRIP - Curb placed at the edge of a flower bed or garden area as it meets a lawn. So named because it facilitates mowing of the grass and discourages the growth of grass within the garden area.

NATIONAL PARKING ASSOCIATION - Professional association representing the parking industry.

NPA - See NATIONAL PARKING ASSOCIATION.

OCCUPANCY RATE (parking) - Rate at which a given parking facility or system is occupied on an hourly, daily, seasonal or annual basis. (DP)

OFF-STREET PARKING - Provision of parking facilities away from curbside or at the road edge.

PARALLEL PARKING SPACES - Spaces designed parallel to the curb of a street, a lot or a parking structure wall. (DP)

PARKERS - See VALETS.

PARKING ANGLE - Angle at which the parking stall extends from the edge of the parking bay, usually ranging from 50 to 90 degrees.

PARKING FEE - Amount charged for parking a vehicle. The fee is often determined by length of stay and/or the area in which the vehicle is parked. (DP)

PARKING LOT - Open flat expanse of surfaced land set aside for parking.

PARKING SPACE - See PARKING STALL.

PARKING SPACE LOCATOR - Signs or other means of helping motorists locate their vehicles when they return to a parking facility. (DP)

PARKING STALL - Allocated space for one passenger vehicle. Approximately 170 square feet is required for an average vehicular stall.

PARKING STRUCTURE - Multi-level building set aside for parking.

PARKING TAX - Tax imposed on parking charges usually by the local government. (DP)

PARKING TICKET - Ticket issued by a ticket dispenser or a parking attendant at an entry lane, identifying the time and date (minute, hour, month and year), lane number and parking area and (ticket) transaction number in printed numeric and/or magnetically encoded format. (DP)

PATRON CHARACTERISTICS - Average actions of those using a parking facility or system and generally relating to length of stay or hours of arrival/departure. (DP)

PAVEMENT - Any hard surfacing material on a roadway or other area. Rock concrete and asphalt are paving materials in common use. (LV)

QUEUE AREA - See RESERVOIR SPACE.

RECIRCULATION - Reentry of drivers into the interior flow pattern of a parking facility to search for vacant spaces. (DP)

RESERVOIR SPACE - Storage capacity within a parking facility for vehicles entering or exiting (also called queue area). (DP)

RUMBLE BAR - Raised series of bumps or bars running perpendicular to the flow of traffic which creates a rumbling tire noise when a vehicle runs over it. Often used as a warning to slow or of road edges.

RUNNING TIME - Length of time a vehicle remains in motion within a parking facility. (DP)

SEARCH PATTERN - Flow pattern through a parking facility of vehicles in search of available parking spaces. (DP)

SEARCH TIME - Period of time required to find an available space. (DP)

SELF PARKING FACILITY - One in which cars are parked by the driver rather than by attendants or mechanical systems. (DP)

SERVICE TRAFFIC - Traffic required to provide necessary services to a given area such as emergency equipment, utility vehicles and delivery vehicles. (DP)

SHORT TERM PARKING - Parking for a short period of time, usually less than four hours. (DP)

SHUTTLE BUS - Local bus used to transport passengers between parking facilities or other terminals and major generators. In convention facilities these buses are often running between the hotels servicing the event and the convention facility. (adapted from DP)

SLOT BOXES - Boxes with slots numbered to correspond to parking spaces, for the payment of parking fees; also called slot meter boxes. (DP)

SLOT METER BOXES - See SLOT BOXES.

SLURRY COAT - Mixture of heavy oils and sand which is applied to the surface of asphalt which will reveal the wearing surface and act as a restorative. This process can often be used instead of replacement of the asphalt.

SPACE COUNT - Total number of spaces in a facility or system. (DP)

SPACE COUNTING DEVICE - See DIFFERENTIAL COUNTER.

SPEED BUMP/DIP - Raised or depressed area in the pavement running perpendicular to the direction of travel which forces vehicular traffic to slow down.

STALL - Area, usually marked with distinguishing lines, in which one vehicle is to be parked; a parking space. (DP)

STRIPING PATTERN - Markings made on the pavement of parking areas to indicate stalls and traffic flow patterns.

SWEEPER - Device for cleaning parking areas, often powered by gasoline or electric motor. (DP)

TANDEM PARKING - Form of attendant parking in which vehicles are placed without traffic lanes, allowing greater density.

TICKET DISPENSER - See TICKET SPITTER.

TICKET SPITTER - Device which issues a timed and dated ticket to an entering vehicle for the purpose of determining charges upon exiting.

TICKET VALIDATION - Procedure by which merchants or service providers encourage customer purchases by minimizing the patron's cost of parking. (DP)

TIRE BUSTER - Device placed at the pavement level to prevent reentry at exiting lanes. The device is typically a set of teeth which puncture the tires of vehicles traveling in the wrong direction.

TRANSACTION RECEIPT - Receipt issued to a patron at the time of payment, designating the transaction, date and amount of fee paid. (DP)

TRANSIENT PARKERS - Short-term parkers who pay for each use of parking space, as opposed to long-term (contract) users. (DP)

TURNOVER - Number of vehicles using a given parking space or facility in each day. (DP)

UNSATISFIED DEMAND - Number of vehicles that cannot be accommodated in a parking facility or system. (DP)

VALET - Attendant who parks cars at a valet parking facility.

VALET PARKING - Attendant parking usually provided as a service to patrons of commercial establishments. (DP)

VEHICLE DETECTOR - Device used to count vehicles entering and leaving a facility. (DP)

WALKING DISTANCE - Approximate distance patrons will walk between a parking facility and traffic generators. (DP)

WEARING SURFACE - Topmost layer of any pavement. (DP)

WHEEL LOAD - Added load in a parking structure created by the parked vehicle (LIVE LOAD). (DP)

WHEEL STOP - Bumper or block placed at the head of a parking stall to restrain the vehicle from moving forward. (DP)

14. HOUSEKEEPING

ANTIMICROBIAL - Substance that inhibits or destroys bacteria, fungi, viruses or other organisms that cause disease. (CM)

AUTOMATIC SCRUBBER - Also called an autoscrubber. Floor cleaning machine that dispenses cleaning solution onto a floor, scrubs the floor with pads or brushes, and vacuums up the soiled solution, often with a squeegee device. (CM)

BACTERIOSTAT - Chemical that prevents the growth and multiplication of bacteria, but does not kill them. (CM)

BIODEGRADABLE - Usually refers to the ability of a substance to be broken down by bacteria into simpler substances, typically those occurring in nature, that do not harm the environment. (CM)

BONNET CLEANING - Carpet cleaning method in which a circular "bonnet" pad, with an absorbent face sprayed with a cleaning chemical is spun along the carpet surface beneath a floor machine, absorbing soil from the carpet pile. (CM)

BUFFING - Polishing a floor finish with a floor pad or brush. (CM)

CHELATING AGENT - Chemical that inactivates metal ions, often used to soften water. (CM)

COMPACTOR - Large bin equipped with a device that will crush trash or garbage to reduce its volume and thus storage.

CORPORATE SET - Term used to describe a custodial closet that is organized in a standard manner. Items and their location in a corporate set closet are the same from closet to closet throughout a facility. (CM)

CUSTODIAL CLOSET - Storage area for cleaning tools, chemicals and machines used on a daily or weekly basis. (CM)

DAMP MOP - Floor mopping with a mop that is wrung out tightly in a mild detergent solution. (CM)

DETERGENT - Term usually referring to any cleaning agent other than soap. Detergents include surfactants and may contain a variety of other ingredients such as builders, corrosion inhibitors, suds control agents, enzymes, coloring agents and fragrances. (CM)

DISINFECTANT - Chemical used to kill disease-causing bacteria and/or viruses on various surfaces. The number of germs killed depends upon the type and strength of the disinfectant being used. (CM)

DROP-OFF BIN - Large trash container, usually 30 cubic yards or more, which is dropped off of the back of a transport truck for later pick-up.

DRY COMPOUND EXTRACTIONS - Carpet cleaning method in which a powder or cellulose-like material containing cleaning chemicals is worked into a carpet, allowed to absorb soil and dry, and then vacuumed up. (CM)

EXTRACTION - Method of carpet cleaning in which a cleaning solution is injected into the carpet and the soiled solution is quickly vacuumed back into the extraction machine. (CM)

FILTRATION SOILING - Soiling of carpet under doors and around baseboards caused by the carpet pile's filtration of dust or other air pollutants where airflow is concentrated. (CM)

FLOOR MACHINE - Common machine used in cleaning usually powered through an electric cord, that spins a circular, disc-shaped attachment--usually a pad, brush, bonnet--on the top surface of a floor or carpet. When a brush or pad is attached to a floor machine, it can be used to scrub, strip or buff a floor. When a yarn-like bonnet is attached, it can be used for carpet care. (CM)

FLOOR PAD - Disc-shaped pad made from natural or synthetic materials, held together with a bonding agent and containing an abrasive. Attached to floor machine or scrubber to perform a variety of tasks, from polishing and buffing to scrubbing and stripping. Color code usually indicates pad's degree of abrasiveness. from white, (least abrasive, for polishing) to black (most abrasive, for stripping). (CM)

FTE - See FULL-TIME EQUIVALENT.

FULL-TIME EQUIVALENT - Unit of labor equivalent to one full-time worker, used when describing staffing levels. (CM)

HUGE HAUL - Brand name for a DROP-OFF BIN.

MATERIAL SAFETY DATA SHEET - Document that chemical manufacturers supply with their products to describe the chemical's general properties, its hazards and how to safely use, handle and store it. (CM)

MSDS - See MATERIAL SAFETY DATA SHEET.

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION - Federal agency that enforces numerous workplace safety regulations, such as those governing the wearing of protective clothing or exposure to hazardous chemicals. (CM)

OPTICAL BRIGHTENER - Chemical that creates a visual whitening or brightening effect in a carpet or fabric through fluorescent, that is, the conversion of ultraviolet light into visible blue light. Optical brighteners are ingredients in some carpet cleaning chemicals. (CM)

OSHA - See OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION.

PHOSPHATE - Widely used type of compound used to enhance the cleaning performance of detergents. (CM)

PILE - Surface yarns of a carpet that are visible and exposed to wear, secured on top of the carpet backing. (CM)

SEALER - Chemical applied to a floor to penetrate its pores and provide initial protection prior to applying a finish. (CM)

SPRAY BUFFING - Method used to restore the shine to a finished floor and remove scuff marks, in which a chemical is sprayed onto the floor and then buffed with a floor machine or high-speed buffer. (CM)

TASK FREQUENCY SPECIFICATIONS - Basic management tool used by cleaning managers to identify what cleaning tasks are to be performed in a facility and the frequency with which each is to be performed. Used by managers to establish a regular cleaning maintenance program or to specify terms of a contract between in-house management and an outside cleaning firm. (CM)

TRAFFIC AREAS - Sections of a carpet or floor receiving the most use and wear, usually requiring the most frequent cleaning. (CM)

TRAFFIC LANES - See TRAFFIC AREAS.

WALK-OFF MAT - Mats placed in front of or directly after entrances to allow patrons to "walk off" outside dirt or snow and ice.

WET MOPPING - Mopping with a liberal amount of cleaning chemicals, used in disinfecting, through cleaning and scrubbing and stripping. Requires removal of excess solution. (CM)

15. HVAC-HEATING, VENTILATION & AIR CONDITIONING

ACID WASH - Use of an acid chemical to clean scale, rust, etc., from HVAC equipment.

ACTUATOR - Device which moves or stops the operation of the conditioning equipment in response to changes in branch line pressure of a controller, e.g., damper actuator or valve actuator.

AIR BALANCING - Adjusting the air flows, temperatures, water flows and equipment operation to match the design values. (BOMI)

AMBIENT TEMPERATURE - Temperature of air or fluid which surrounds objects on all sides.

ATMOSPHERIC PRESSURE - Pressure exerted upon the earth by gases in the air. Measured in pounds per square inch (14.7 psi @ sea level).

BALANCING A SYSTEM - See AIR BALANCING.

BLEEDOFF - Removal of concentrated solids from a cooling tower by mechanical methods.

BLOWDOWN - Removal of water from a boiler to prevent the buildup of dissolved solids in the remaining fluid.

BLOWDOWN VALVE - Manually operated valve whose function is to quickly reduce a tank to atmospheric pressure. (HMFR)

BRANCH LINES - Air lines in a pneumatic control system in which a varying air pressure is maintained by the action of controllers to position valves, dampers or similar devices.

BRITISH THERMAL UNIT - Amount of heat required to raise the temperature of one pound of water one degree Fahrenheit.

BTU - See BRITISH THERMAL UNIT.

BUTTERFLY VALVE - Consists of a disc which rotates on an axis within a cylindrical housing in a valve body.

BY-PASS - Secondary path for the flow of heating or cooling water in the HVAC loop that allows the total flow and system friction to remain relatively constant, even though the flow across the heat exchange coil is reduced.

CALIBRATION POINT - Set point at which control is calibrated. Normal calibration: 8 psig in the branch line when ambient temperature equals set point.

CCM - See CUBIC CENTIMETERS PER MINUTE.

CENTRAL SYSTEM - System in which conditioned air is moved from a central plant through a ducting system to all or most parts of a building.

CFM - See CUBIC FEET PER MINUTE.

CHEMICAL BIOCIDES - Water treatment designed to kill microbiological organisms in a water system.

CHEMICAL CORROSION INHIBITORS - Chemical compounds which inhibit corrosion by forming a protective film over the surface of a metal or by neutralizing the corrosive elements.

CHEMICAL TREATMENT PROGRAM - Plan for the systematic application of water treatment chemicals to the HVAC system to control corrosion, microbial growth, scale and other efficiency inhibitors.

CHILLER - Mechanical device which compresses a low pressure, low temperature vapor into a high pressure, high temperature liquid which in turn is processed by the cooling system to produce a supply of chilled water used for cooling within a room or TANK.

CHROMATES - Chemical compounds added to closed loop systems to protect metal from corrosion. In many states the use of chromates is prohibited.

CLOSED LOOP - See CLOSED RECIRCULATING LOOP.

CLOSED RECIRCULATING SYSTEM - System in which the water used to transfer heat or cold from the source is circulated back again after its use in a continuous loop.

COMPRESSOR - Term often used to mean the refrigeration system used to produce an ice sheet for an ice event. See CHILLER.

CONTROLLERS - Devices which measure changes or receive change signals in temperature, pressure and moisture content and which motivate actuators to make adjustments to counteract the change.

CONVERTER - Device used to transmit heat from steam to water or from water to water where the heated water is used as the heating medium.

COOLING TOWER - Component of the HVAC system where the heat taken in from the spaces being cooled is released into the outside atmosphere.

COOL STORAGE - See THERMAL STORAGE.

CORROSION - Destruction of metal due to the reaction of the metal with its environment (air, water, other metals). (BOMI)

CUBIC CENTIMETERS PER MINUTE - Air quantity in cubic centimeters per minute.

CUBIC FEET PER MINUTE - Air quantity in cubic feet per minute. (1 cubic foot = 1,728 cubic inches)

DEHUMIDIFICATION - Removal of water vapor from a volume of air.

DEW POINT - Temperature at which the moisture in a given mixture of water vapor and air will condense into dew. This temperature will vary according to the RH in the mixture.

DIFFUSER - Device placed at the outlet of an air supply duct designed to cause the rapid mixing of the air in the room with that being introduced from the duct.

DIRECT EXPANSION COIL - Coil that evaporates the refrigerant inside the tubes.

DOMESTIC WATER - Water used for cooking, rest room, etc. Not used in the HVAC system.

DRY BULB TEMPERATURE - Air temperature as indicated by an ordinary thermometer.

ECONOMIZER - Component of automatic controls for an HVAC system whose function is to reduce the consumption of energy wherever possible.

ENTRAINMENT - When air is forced by a fan to move in a "beam," the surrounding air is induced into movement along the same path.

EROSION - Destruction of metal by the velocity of a fluid in a line and the presence of sediment in the fluid. (BOMI)

EXHAUST FAN - Fan used to remove air from a space or to create negative pressure in an area.

FAN-COIL UNIT - Compact combination heating, air conditioning and ventilating perimeter room unit. Normally consists of supply fan, filters and heating-cooling coils.

FEET PER MINUTE - Air velocity in feet per minute.

FILTRATION - Removal of contamination from the air within the building such as dust, dirt, pollen, lint, smoke, cooking odors, and odors of occupancy. (BOMI)

FIRE DAMPER - Device placed in an air duct where it penetrates a fire wall, floor or other fire zone barrier which will close the duct in the event of a fire, usually through the use of a fusible link.

FLASH CORROSION - High rate of corrosion which occurs immediately after a system is started without proper pretreatment. (BOMI)

FOUR-PIPE FAN-COIL SYSTEM - System in which individual fan-coil units (air handlers) are provided for each space but hot and cold water is pumped to the units from a central heating and cooling plant. Hot and cold water are looped and thus require one pair each (to and from the central plant).

FPM - See FEET PER MINUTE.

GALLONS PER MINUTE - Water flow in gallons per minute.

GALVANIC CORROSION - Corrosion that occurs at the place where two different metals are in contact.

GLYCOL LOOP - Circulating water in an HVAC system that has a glycol solution added to prevent freezing.

GPM - See GALLONS PER MINUTE.

GREASE TRAP - Chamber placed in the waste water drainage flow which is large enough to slow the flow and to allow the grease traveling with the water to cool and solidify while the water is passed through to the point of disposal.

HARDNESS - Measure of the calcium and magnesium content in water. (BOMI)

HEAT EXCHANGER - Coil, similar to a car's radiator in design, through which heated or cooled water is circulated, and across which air is forced, resulting in temperature-controlled air supplies.

HUMIDIFICATION - Adding of water vapor to a volume of air.

IAQ - See INDOOR AIR QUALITY.

INDOOR AIR QUALITY - Quality of the air within a closed space, such as an office building.

INSERTION THERMOSTAT - Controllers with extended elements which can be inserted into a duct or other enclosure in which temperature is to be maintained.

INTELLIGENT BUILDING - Building whose design includes control of HVAC, lighting, communications and other systems under one centralized control system.

LOW LIMIT - Control used to keep temperature, pressure or relative humidity in a duct above the minimum value or to prevent the circulation of air until the condition is at or above the selected minimum level.

MAINS - In pneumatic control systems, mains are air lines carrying air at a constant supply pressure, usually 15 to 25 psig.

METAL PASSIVATION - Chemical treatment process which places a coating on a metal surface to minimize or prevent corrosion. (BOMI)

MOTORIZED DAMPER - Consists of a damper to which a pneumatic actuator is connected. It is possible to mount the actuator so that the damper is either normally open or normally closed.

MOTORIZED VALVE - Pneumatic valve consisting of the actuator and the valve body.

NIGHT SETBACK - Lowering of the temperature set point during the night hours followed by restoration of the normal daytime set point. Carried out either manually or automatically.

NC - See NORMALLY CLOSED.

NO - See NORMALLY OPEN.

NORMALLY CLOSED - Controlled device that moves toward the closed position as the branch line pressure decreases is *normally closed*.

NORMALLY OPEN - Controlled device that moves toward the open position as the branch line pressure decreases is *normally open*.

PE RELAY - See PNEUMATIC-ELECTRIC RELAY.

pH - Measure of the acid/alkaline nature of a solution. A pH of 1 is highly acid. A pH of 14 is highly alkaline.

PNEUMATIC ACTUATOR - Actuator operated by air pressure. Standard pneumatic actuator moves toward the advanced position as the branch line pressure increases and toward the retarded position as the branch line pressure decreases.

PNEUMATIC-ELECTRIC RELAY - Air actuated device used to make or break electrical contacts in connection with the operation of the control system.

PRESSURE DROP - Amount of pressure lost between any two points in a system.

PSIG- Measure of air pressure in inches of mercury. Standard is usually referenced to pressure at sea level. However, some devices can be set to reference a specific altitude.

PSYCHROMETRIC CHART - Graphic representation of the properties of an air/water-vapor mixtures. Through its use measurements such as dew point and relative humidity can be calculated without using long formulas.

RADIANT HEATER - Device which provides heat to a room through heated elements (like a stove top).

RADIANT PANEL - Panel of tubes placed in the ceiling of a room through which cooled water is circulated. Heat in the room is absorbed by the liquid through radiation and is carried away.

REFRIGERANT - Any compressible gas which requires large quantities of heat in changing state from a liquid. Common refrigerants are CFC's (also known as Freons) and ammonia.

REHEAT SYSTEM - System in which the total design air required by the building to handle maximum cooling loads is provided at a single temperature and variations in individual spaces are offset by reheating the air supplied to each zone.

RELATIVE HUMIDITY - Measure of the amount of water vapor held in a volume of air in relation to the maximum amount it can hold at a given temperature.

RESTRICTOR - In pneumatic control systems, this device is used to maintain a constant supply pressure to transmitters.

RETURN AIR - Air returning from a controlled space, often used to measure the temperature of the space.

RH - See RELATIVE HUMIDITY.

RUPTURE DISK - Safety device which fails at a predetermined pressure and thus protects a pressure vessel from being overpressured. (HMFR)

SANITARY DRAINAGE SYSTEM - Piping system that collects the effluent from water closets, urinals, bathtubs, lavatories, sinks, floor drains and drains from apparatus and moves it to a point of disposal from the building. (BOMI)

SCALE - Buildup of crystalline deposits within the pipes of a system, due to the mineral content of the solution, which reduces the system's ability to efficiently transfer heat.

SENSOR - See TRANSMITTER.

SET POINT - Temperature, relative humidity or pressure which is desired to be maintained and at which the controller is set.

SICK BUILDING SYNDROME - Condition in which the presence of odors, bacteria or other irritants causes the inhabitants to develop illnesses.

STATIC PRESSURE - Outward push of the air against the walls of a duct.

SUPPLY AIR - Conditioned air supplied to a space through the ducting system.

THERMAL STORAGE - Use of technologies that allow the storage of a source of cool water or ice prepared during off-peak energy demand time to reduce the need for energy at high demand times.

TRANSMITTER - Transmitter/sensor which measures air or fluid filled temperatures and transmits a 3-15 psi signal to a controlling and indicating device.

UNITARY SYSTEM - System in which the work of controlling the interior environment is accomplished by individual units without the use of a centralized air ducting system.

UNIT VENTILATOR - Self-contained unit which provides heating, cooling and ventilation while providing the introduction of up to 100% outside air. A typical unit consists of a supply fan, heating coil, and/or cooling coil, filters and an outside and return air damper.

VACUUM PRESSURE - Pressure below atmospheric pressure.

VARIABLE AIR VOLUME SYSTEM - System in which a constant volume of conditioned air is provided from central air handling equipment, and variation in individual space loads is accomplished by reducing the volume of air provided to that space.

VAV - See VARIABLE AIR VOLUME SYSTEM.

VENTILATION - Introduction of outside air for the purpose of freshening the air within the building or the elimination of used, stale or undesirable odors from a building.

WATER SOFTENER - Device using the principle of ion exchange to convert scale forming salts into water soluble, non-scale-forming salts. Soft water is of most use in high temperature applications such as boilers and dishwashers.

WET BULB TEMPERATURE - Air temperature indicated by a thermometer with a wet wick. As the moisture from the wick evaporates, the reading will be slightly cooler than the dry bulb reading in the same area.

ZONE CONTROL - Area being controlled which is divided into two or more zones, each having its own individual thermostat.

ZONE OF COMFORT - Theoretical range of temperatures around a central set point in which it is acceptable for the temperature to vary without actuating the HVAC system in that space.

16. INDUSTRY ASSOCIATIONS & GOVERNMENT AGENCIES

- ACEEE**: American Council for an Energy Efficient Economy
- ACME** - Association for Convention Marketing Executives
- ACOM** - Association for Convention Operations Management
- AEA** - Actors Equity Association
- AFL** – Australian Football League
- AFM** - American Federation of Musicians
- AIPC** – Association Internationale des Palais de Congrès
- AIVFC** - Association Internationale Des Villes Francophones De Congress
- ALSD** – Association of Luxury Suite Directors
- AN** – Arena Network
- ATBCB** - Architectural and Transportation Barriers Compliance Board
- APAP** - Association of Performing Arts Presenters
- APECC** – Asia Pacific Exhibition and Convention Council
- APEX** – Accepted Practices Exchange, part of the Convention Industry Council
- APPA** - Association of Physical Plant Administrators of Universities & Colleges
- ASAE** - American Society of Association Executives
- ASCAP** - American Society of Authors, Composers and Publishers
- ASIS** – American Society for Industrial Security, now known as ASIS International
- BMI** - Broadcast Music Incorporated
- BOMI** - Box Office Management International
- BOMI** - Building Owners and Managers Institute
- CAEM** - Canadian Association of Exposition Managers
- CEIR** – Center for Exhibition Industry Research
- CIC** – Convention Industry Council
- CIC** – Concert Industry Consortium
- CLC (association)** - Convention Liaison Council

CMA - Country Music Association

COTE: American Institute of Architects (AIA)/Committee on the Environment

CPA - The Concert Promoters Association

DHS - Department of Homeland Security

DMAI - Destination Marketing Association International

EAA - European Arenas Association

EAVM - European Academy for Venue Management

EDAC - Exhibit and Display Association of Canada

EDPA - Exhibit Designers and Producers Association

EITF - Exhibition Industry Task Force

EFCT - European Federation of Conference Towns

ESCA - Exposition Service Contractors Association

ESTA - Entertainment Services and Technology Association

EVC - Exposition Validation Council

EVVC - European Association of Event Centers

FEDAPT - Foundation for the Extension and Development of the American Professional Theatre

FEMA - Federal Emergency Management Agency

HSMIAI - Foundation of Hotel Sales and Marketing Association International

HCEA - Health Care Exhibitors Association

IAVM - International Association of Venue Managers (formerly - International Association of Assembly Managers)

IAAPA - International Association of Amusement Parks and Attractions

IACC - International Association of Conference Centers

IAEE - International Association of Exhibitions and Events

IAFE - International Association of Fairs and Expositions

IAMC - Institute of Association Management Companies

IAPCO - International Association of Professional Congress Organizers

ICCA - International Congress and Convention Association

ICMA - International City Managers Association

ICPA - Insurance Conference Planners Association

IEA - International Exhibitors Association

IFEA - International Festivals & Events Association

IFMA - International Facility Management Association

INTIX - International Ticketing Association

ISES - International Special Events Society

ISPA - International Society for the Performing Arts

LHAT - The League of Historic American Theatres

MLB - Major League Baseball

MLS - Major League Soccer

MPI - Meeting Planners International

NAA - National Arenas Association

NAC - National Association of Concessionaires

NACA - National Association for Campus Activities

NACDA - National Association of Collegiate Directors of Athletics

NACPA - North American Concert Promoters Association

NAPAMA - National Association of Performing Arts Managers & Agents

NARIP - National Association of Record Industry Professionals

NASCAR - National Association for Stock Car Auto Racing

NBA - National Basketball Association

NCAA - National Collegiate Athletic Association

NFL - National Football League

NHL - National Hockey League

NFPA - National Fire Protection Association

NLC - National League of Cities

NPA - National Parking Association

NRA - National Restaurant Association

NTA - National Tour Association

OABA - Outdoor Amusement Business Association

VMS - Venue Management School (formerly - Public Assembly Facility Management School
- PAFMS)

PCMA - Professional Convention Management Association

PMI - Project Management Institute

PRCA - Professional Rodeo Cowboys Association

RCMA - Religious Conference Managers Association

RVIA - Recreation Vehicle Industry Association

SCMP - Society of Corporate Meeting Professionals

SGMP - Society of Government Meeting Planners

SMA - Stadium Managers Association

TEAM Coalition - Techniques for Effective Alcohol Management

TTGAC - Travel and Tourism Government Affairs Council

UFI - The Global Association of the Exhibition Industry

UIA - Union of International Associations

UN - United Nations

UNEP - United Nations Environment Programme

USGBC - U.S. Green Building Council

USBCSD - U.S. Business Council for Sustainable Development

USITT - United States Institute for Theater Technology.

USTDC - U.S. Travel Data Center

USTTA - U.S. Travel and Tourism Administration

VMA - Venue Management Association

WMA - Western Music Association

WBCSD: World Business Council for Sustainable Development

17. LABOR

AFFIRMATIVE ACTION - Action taken to correct a previous racial or social imbalance in the make-up of a work force within a single employer.

AFFIRMATIVE ORDER - Order from a labor relations board ordering those found guilty of unfair labor practices to take actions to restore conditions to those which existed before the unfair practices.

AFL-CIO - American Federation of Labor-Congress of Industrial Organizations. The labor organization which is an association of national and international craft and industrial unions within the United States.

AGENCY SHOP - Labor agreement which requires all workers to pay the union a fee equal to dues regardless of membership or non-membership.

ANNUAL IMPROVEMENT FACTOR - Annual wage increase which has been fixed in advance.

ANTICERTIFICATION STRIKE - Strike by one union to force an employer to stop recognizing another union as agent for the employees represented. This is an unfair labor practice which can be enjoined by the courts.

ANTITRUST LAWS - Laws which protect trade, commerce and business from unlawful collusion and monopoly. Some of these federal and state laws can be invoked in labor relations.

ARBITRATION - Use of a third party to resolve differences between two parties who disagree. The parties at odds agree to accept the decision and subsequent awards made by the arbitrator.

AT-WILL EMPLOYMENT - Indicates that the employee works at the will of the employer and can be terminated at any time without recourse to appeal.

AUTHORIZATION CARD - Signature card which authorizes the union to represent an employee in collective bargaining.

BA - See BUSINESS AGENT.

BACK WAGES - Wages determined to be owed to an employee as a result of unpaid minimum or overtime wages earned.

BARGAINING AGENT - Union recognized by the employers or designated by a government agency to act as the exclusive representative of employees in a bargaining unit.

BARGAINING UNIT - Group of employees designated by a government agency or accepted by the employer as constituting an appropriate unit for representation by a union.

BOOTLEG CONTRACT - Contract which is contrary to the Taft-Hartley Act in whole or part.

BOOTLEG WAGES - Wages above those at the prevailing rate or the union scale which an employer may pay in a tight labor market to hold or attract employees. May also refer to wages at rate below the prevailing or union rate which an employee may accept in order to obtain employment.

BUSINESS AGENT - Representative of a union whose primary duty is to handle the business of the union, including resolving grievances, negotiating contracts, directing organization of non-represented units, and general business affairs. Most unions make this a paid position.

CANADIAN LABOR CONGRESS - See CLC.

CARD CHECK - Verification of authorization cards against the employment records to show that a majority of employees in the potential unit have given authorization.

CASUAL WORKERS - Employees not holding regular positions and working only as opportunity opens within a bargaining unit. These employees may be released or furloughed when there is no work for them to perform.

CERTIFICATION - Process by which a union gains recognition as the official representative of the employees. Also the declaration by a labor board to that effect.

CHECK-OFF - Mechanism by which a union may receive the dues of its members through payroll deductions against the employee's wages.

CHILD LABOR PROVISIONS - Those portions of the law which deal with the use of children in employment. Federal standards establish the minimum age at which a child may perform work, limit the hours in which they may work and prohibit the use of child labor in dangerous occupations.

CLC (labor) - Canadian Labor Congress. The association of national and international unions operating within Canada.

CLOSED SHOP - Shop in which both employer and union require that only union members be hired.

COALITION BARGAINING - Joint bargaining effort on the part of several unions who deal with the same employer.

COERCION - Economic or other pressure exerted by an employer or union to either discourage or compel union membership respectively.

COLLECTIVE AGREEMENT - Written agreement between an employer and a union specifying the terms and conditions of employment for workers covered by the contract, the status of the union, and the procedure for settling disputes arising during the contract term. Also known as labor agreement, union contract.

COLLECTIVE BARGAINING - Process of negotiation between an employer or employers and an employee organization, union or unions to reach agreement on the terms and conditions of employment for a specified period.

CONCERTED ACTIVITIES - Actions by employees to organize a union, collectively bargain, or answer other mutual concerns over employment. Such activities are protected by law.

CONTRACT-BAR RULES - Rules which can be applied to prevent a representation election sought by a competing or rival union.

COORDINATED BARGAINING - See COALITION BARGAINING.

CRAFTS - Work classifications recognized to require a common set of specialized set of skills or associated with a specific type of work.

CRAFT UNION - Union made up of persons engaged in a specific type of work or with common special skills.

DEAUTHORIZATION ELECTION - Election held to deny the union the authority to bargain on behalf of the employees to bind them to a union-shop agreement.

DOUBLE BREASTED EMPLOYER - Employer which operates on both a union and non-union basis.

DOUBLETIME - Premium pay which is double the base rate of hourly wage.

EMPLOYEE BENEFITS - See FRINGE BENEFITS.

EMPLOYEE ELECTION - Election to certify or decertify a union as the agent for a group of employees.

EMPLOYER-FURNISHED FACILITIES - Board, lodging or other facilities provided by the employer for the employee's benefit. The reasonable cost of these may be considered a part of wages.

EMPLOYER UNIT - Unit bargaining for all production and maintenance employees working for a single employer.

EQUAL PAY PROVISIONS - Prohibitions by law against differentials in pay based upon sex, on jobs that require equal skill, effort, and responsibility and which are performed under the same working conditions.

ESCALATOR CLAUSE - Clause requiring an adjustment according to changes in the cost of living, usually based upon the Consumer Price Index. This is distinct from an annual improvement factor which is fixed and not variable according to the CPI.

EXEMPT EMPLOYEE - Employees to which either the minimum wage or overtime pay regulations or both do not apply. These employees are usually classified as executive, administrative, professional or outside sales personnel.

FAIR LABOR STANDARDS ACT - In the United States, the law that governs minimum wages, overtime pay, record keeping and child labor.

FEATHERBEDDING - Practice of requiring the employment of more employees than the actual amount of work requires.

FLSA - See FAIR LABOR STANDARDS ACT.

FORCED CALL - Provision in labor agreements that requires an employer to provide a minimum of time between work days (usually 8 hours) or pay a premium wage to the employee, often continued until released for that time.

FREE RIDERS - Term applied by some to persons within the bargaining unit who receive the benefits of union representation without paying dues and fees to the union.

FRINGE BENEFITS - Term used to describe the benefits given to employees outside of direct wages, e.g., vacation, sick pay, holidays, insurance, pensions. This term is not considered to include required programs such as worker's compensation, FICA or unemployment insurance.

FRINGES - See FRINGE BENEFITS

GOLDEN TIME - Informal term for those hours worked which, by contract, combine high premium pay with other premiums. Often used to indicate the highest rate payable under an agreement.

GOOD FAITH BARGAINING - Bargaining which requires that the employer(s) and union(s) meet with the intent of reaching a satisfactory contract. Good faith does not require that either side agree to a proposal or make concessions, only that they meet with the intent of reaching an agreement.

GRIEVANCE - Complaint filed through a process described in a contract that a term or terms of the collective bargaining agreement have been violated.

HIRING HALL - Place where workers are recruited and from which they are dispatched to work assignments. This is more of a process than a location in many cases. Most often it is used by unions which supply labor to many employers whose requirements vary from day to day.

HOURLY RATE - Regular rate of pay for an employee paid by the hour.

HOURS WORKED - Includes all time that the employee must be on duty, or on the employer's premises or at any other prescribed place of work.

HOUSE MINIMUM - Union requirements as to the minimum number of personnel required to operate or perform.

INDEPENDENT UNION - Local labor organization that is not connected to a parent national or international union.

INFORMATION PICKET LINE - Picket line established to inform the public of conditions within a place of employment. An informational picket line can be one that does not involve a strike.

JUDICIAL REVIEW - Ability of the court to review a decision of a labor board and either enforce or set aside the ruling.

JURISDICTION - Geographical area, employer or craft or job classification over which a union claims the right to organize employees without competition. Also the specific tasks which a union claims its members have exclusive authority to perform.

JURISDICTIONAL DISPUTE - Difference between two or more unions as to which is to represent a group of employees or as to whose members should perform a particular task.

LABOR CONTRACT - Contract between an employer and a union which represents the employees as to wages, hours and conditions.

LABOR RELATIONS BOARD - Board set up by law to maintain the provisions of labor laws as to unfair practices, to certify unions to represent employee groups and to adjudicate

complaints of unfair labor practices.

LAYOFF - Dropping of employees from employment with the intent of rehire at a later date when the employee is needed again.

LOCAL - Quasi-independent group of employees holding a charter from a parent national or international labor organization.

LOCKOUT - Practice of an employer in closing down operations in order to pressure employees into agreeing to the terms presented by the employer.

LODGE - See LOCAL.

MANAGEMENT RIGHTS CLAUSE - Clause in a labor contract which reserves agreed upon rights to management and specifies that the use of these rights is not subject to grievance procedures.

MEAL PENALTY - Penalty imposed by contract when employees are forced to work beyond a specified number of continuous hours without time off to eat. A form of premium pay.

MEDIATION - Use of a service or third party who will act as an equal friend to both parties in a dispute. Mediators can originate proposals that have not been brought to the dispute by either party.

MEDIATION SERVICE - In the U.S., federal agency which functions under the Taft-Hartley Act in mediating labor disputes. The full name of the organization is the Federal Mediation and Conciliation Service.

MEMORANDUM OF UNDERSTANDING - Informal agreement whose purpose is to outline terms and conditions of work without entering into a formal contract. In some states, for example, governmental agencies are not allowed to enter into contracts with labor groups, but a memorandum can serve to describe the terms and conditions the parties intend to follow.

MINIMUM CALL - Agreed upon minimum number of hours of work to be done by a worker under the labor agreement. In cases where the work to be done is shorter than the minimum call, the worker is guaranteed payment for the full minimum. The minimum call is four hours in many labor agreements.

MOU - See MEMORANDUM OF UNDERSTANDING.

NEGOTIATING COMMITTEE - Committee representing a union or employer in collective bargaining.

NIGHT DIFFERENTIAL - Form of PREMIUM PAY which grants an increase in hourly compensation for work done after a specified hour of the night.

NON-EXEMPT EMPLOYEE - Employee to whom the minimum wage and overtime regulations apply.

NON-WAGE COMPENSATION - See FRINGE BENEFITS.

NO-STRIKE CLAUSE - Provision of a collective bargaining agreement which prohibits the union from striking during the term of the contract.

ON CALL TIME - Time spent ready to respond to the needs of an employer. On-call time must be counted as hours worked if the employee cannot use the time effectively for his own purposes.

OPEN SHOP - Shop in which employees are free to join or not join a union.

ORGANIZATIONAL PICKETING - Picketing designed to induce employees to unionize.

OUTSIDE UNION - National union not currently recognized by an employer as representing its employees, but attempting to gain that recognition.

OVERTIME PAY - Type of PREMIUM TIME whose rate is not less than one and one half times the regular rate of pay for all hours over 40 worked within a work week or over 8 hours worked in one day..

PAPER LOCAL - Local issued a charter by the parent labor organization for the purpose of organizing, but into which no members have been accepted.

PICKET - Striking workman stationed outside a place of protest its operations with respect to the workers.

PICKET LINE - Imaginary line created by picketers as they march in front of a place of employment.

PICKETING - Effort by the union, usually in the form of members carrying signs in a public area, to present the union's version of a labor dispute.

PINK CONTRACT - Agreement between a producer and an IATSE employee which allows that employee to travel with a production that is signatory to an IATSE agreement.

PREFERENTIAL SHOP - Agreement by the employer to give certain preferences to union members in hiring or to require a proportional mixture of union workers to non-union workers.

PREMIUM PAY - Compensation which is above the base rate of pay for a given job class. Examples include overtime, night differential, meal premium, and doubletime.

PREMIUM TIME - Work time defined by agreement or by law for which a premium pay rate will be paid to employees.

PROFESSIONAL EMPLOYEES - Employees not specifically defined under the Taft-Hartley Act, but generally those whose work is of a professional nature, e.g., doctors in a hospital unit. They may become part of a unit of non-professionals, but only as a result of a separate election.

RANK AND FILE - Members of a union other than officers. The ultimate source of authorization for the officers of a union.

RIGHT-TO-WORK LAW - Law which makes it illegal to require membership in a union in order to obtain employment, even in a unit which is represented by a union.

RIGHT-TO-WORK STATE - State where joining a union cannot be a condition of employment.

SCAB - Derogatory term indicating a person who will work for an employer during a strike condition.

SENIORITY - Preference granted according to length of service. Formerly measured solely by the length of time membership was held within a union.

SETTLEMENT AGREEMENT - Settlement of charges before a labor board without formal hearing or ruling by the board. To be binding the labor board involved must agree to the settlement terms.

SEXUAL HARASSMENT - Practice of demanding sexual favors in return for favorable employment treatment, touching or otherwise contacting an employee in a sexual manner, or making the working environment uncomfortable or unpleasant through sexually oriented comments or stories.

SHOP STEWARD - Person designated by the union within a shop or unit to represent employee grievances with the employer's representative.

SHORT TURN-AROUND - See FORCED CALL.

SIT-DOWN STRIKE - Stoppage of work with the employees still within the building or shop against which the strike is called.

STATUTE OF LIMITATIONS - Provision of law which disallows any charges to be filed on illegal actions taken earlier than a specified time limit.

STRIKE (labor) - Stoppage of work as a pressure against the employer with the intent of getting the employer to accept the employees' demands. The opposite of a LOCKOUT.

STRIKEBREAKER - Person who makes a profession of taking employment with employers who are being struck.

STRIKE VOTE - Vote to begin a strike against an employer.

SUBCONTRACTING - Placing of part of the work in an employer's operation with outside companies. When done with the intent of evading collective bargaining, subcontracting is an unfair labor practice.

SUPERSENIORITY - Seniority granted to some workers based upon criteria other than length of service. For example, veterans or shop stewards may have a last-fired, first-rehired right in a layoff situation.

SUPERVISOR - Director of work with the ability to hire and fire or effectively recommend the same. Though employees, they do not have protection under the Taft-Hartley Act.

SURVEILLANCE - Practice of an employer to monitor the actions of employees with respect to union activity.

TIP CREDIT - See WAGE CREDIT.

TIPPED EMPLOYEE - Employees who regularly and customarily receive more than \$30 per month in gratuities or tips.

UNAUTHORIZED STRIKE - Strike occurring without the authority of the union.

UNFAIR EMPLOYMENT PRACTICE - Violation of the Equal Employment Opportunity regulations through discrimination.

UNFAIR LABOR PRACTICE - Actions defined as such in the Federal and state statutes relating to labor relations.

UNFAIR LABOR PRACTICE STRIKE - Strike against an employer resulting from its use of unfair labor practices.

UNFAIR LIST - Union list of employers judged to engage in unfair labor practices.

UNION - Organization of workers formed for mutual protection and for the purpose of dealing collectively with their employer in wages, hours, working conditions and other matters pertaining to their employment.

UNION HIRING - Practice requiring that new hires must be chosen from union membership. The union determines who is to be hired.

UNION INSIGNIA - Symbol or graphic which is the official emblem of a union. Buttons or other signs worn by employees which indicate union membership.

UNION LABEL - Placement of an official mark upon goods which have been manufactured by an employer covered by a union agreement.

UNION SHOP - Shop in which the employer is free to hire any person without regard to union membership, but said employee must then join within a specified period of time.

UNION STEWARD - Union official who will supervise the union workers in relation to the terms of the agreements and will act to enforce conditions as they are outlined by the agreement.

WAGE AND HOUR DIVISION - In the U.S. the division of the Department of Labor, Employment Standards Administration, which administers and enforces the FLSA.

WAGE CREDIT - Percentage of average tips allowed against the minimum wage requirement. The hourly rate may be below the required minimum, but only so long as the combination of tip credit allowance and wages is equal to or greater than the minimum.

WAGE REOPENER - Clause in a collective bargaining agreement which allows only the wage portions of the agreement to be reopened at a future date.

WALKOUT - Often a synonym for strike. Technically a strike in which workers walk out of the employer's facilities.

WILDCAT STRIKE - See UNAUTHORIZED STRIKE.

WORK JURISDICTION - Claim by a union that its members and no others have the right to perform certain tasks.

WORK PERMIT - Permit given by union to an employee in a closed shop who has not yet become a full member of the union. Also a permit issued by governmental bodies certifying that a youth meets the minimum age requirements to perform work.

WORK RULES - Regulations which govern union craftspersons' working conditions. Include what work may be performed, when overtime begins, etc.

WORK STOPPAGE - Protest measure taken by workers in which work is stopped. Not usually considered to be as serious as a formal strike.

WORKWEEK - Period of 168 hours during 7 consecutive 24-hour periods. The workweek may begin on any day of the week and at any hour of the week according to the employer's definition.

YELLOW CARD - Actual yellow piece of card stock upon which the head carpenter of a touring IATSE show uses to notify a LOCAL of the crew requirements for that production.

YELLOW CARD SHOW - Show traveling under the jurisdiction of an IATSE contract and which sends the YELLOW CARD to each venue.

ZIPPER CLAUSE - Portion of a labor contract which states that the written contract constitutes all of the terms and conditions agreed upon and that the contract is complete in itself without any outside understandings.

18. LIGHTING

ARC LIGHT - Lighting unit (typically a followspot light) whose light source is a bridge of incandescent vapor between two electrodes. In carbon arcs, the electrodes are composed principally of carbon and are unenclosed. Arc lights are being replaced by xenon, CSI, or other intense sources that do not burn in open air.

AUTOMATED LUMINAIRE - see REMOTE CONTROLLED SPOTLIGHT.

AUTOTRANSFORMER DIMMER - Dimmer which uses a movable tap along a transformer coil to accomplish the voltage reduction that results in dimming.

BACK LIGHT - Any lighting used to illuminate the back side of the subject matter.

BARNDOORS - Hinged metal plates, mounted on the housing of a lighting instrument, that are positioned to control spill light.

BEAM ANGLE - Width of the image made by an instrument as measured by the angle of spread of the beam.

BEAM PROJECTOR - Lighting instrument which throws an intense narrow beam of light. The housing has a bulb holder and reflector but has no lens.

BLACKOUT - Rapid reduction of light on stage to complete darkness.

BOOMERANG - Device to hold color frames attached to the front of a followspot light. It is used to make rapid color changes.

BORDERLIGHT - Long striplight, hung over the stage behind the curtain borders, from which it gets its name.

BRIDGE - Piped location within access catwalk, over the stage area or in the ceiling of the auditorium, for hanging lighting instruments.

C-CLAMP - "C"-shaped clamp with a bolt at the bottom front of the "C" which is used to attach theatrical lights to the battens or other supports.

CAM-LOK - Brand name for a type of connector used for higher amperages, often 200 amps or greater.

COLOR CHANGER - Device attached to the front of an instrument which allows one light to have multiple colors by changing color media by remote control.

COLOR FRAME - Metal or cardboard frame used to support color media when placed in front of a light.

COLOR MEDIUM/FILTER - Transparent or translucent material used to color a beam of light. Also known as a gel.

COLOR WASH - Even spread of one color across the stage produced by the even focusing of several lighting instruments.

COMPACT FLUORESCENT - Small fluorescent bulb designed to fit into a standard light

screw socket.

COMPANY BOX - Electrical disconnect placed generally in the backstage area for touring companies to hook into for their lighting and sound needs.

COMPANY SWITCH - See COMPANY BOX.

CYC LIGHTS - Lighting instruments used to illuminate a cyclorama.

DICHROIC FILTER - Type of color media using glass and a filtering process that provides intense color and long-term stability without fading.

DIGITAL CONTROL BOARD - Lighting control system in which the signals to change the lighting levels in various circuits are sent in digital code rather than by varying the voltage level.

DIGITAL MULTIPLEX - Type of control signal used between a lighting console and dimmers. There are several DMX protocols or types.

DIMMER - Any piece of equipment used to dim stage or house lights.

DIMMER-PER-CIRCUIT - Lighting system in which each circuit to which lighting may be attached has a dimmer. This permits electronic patching.

DIPSTICK - Device used to hold a gobo in place inside an ellipsoidal spotlight.

DMX - See DIGITAL MULTIPLEX.

DOUSER - Device installed between the light source and the front lens to create a dimming effect which fades to black rather than chopping the beam with a hard edge.

ELECTRONIC PATCHING - Assigning of circuits to dimmers or control channels by means of digital instructions.

ELLIPSOIDAL SPOTLIGHT - Incandescent stage spotlight using a highly efficient ellipsoidal, reflector and lens system designed to provide a sharply defined, focusable beam of light. Also known as LEKO, which is a trademark.

FLOATS - European term for footlights.

FLOODLIGHT - Light composed of a large reflector and high wattage lamp. It is an unlicensed instrument and designed to produce a wide, flat field of light.

FLOOR POCKET - Metal box installed so that it fits flush to the stage floor and is used to hold electrical or audio outlets.

FOCAL LENGTH - Distance from the center of a lens to the focal point.

FOCAL POINT - Point at which rays of light converge after passing through the lens.

FOCUS - Adjustment of the illuminated area of a spotlight, to change its size or sharpness of definition. Often used to refer to the process of focusing all lights in a production to create a desired effect.

FOLLOWSPOT - Spotlight mounted on a swivel socket in order to produce a sharp moveable beam of light which can travel with the subjects on stage as they move from place to place.

FOOT CANDLE - Measurement of illumination equal to the amount of direct light thrown by one candle on one square foot one foot away.

FOOTLIGHTS - Row of lights placed on the floor at the extreme downstage edge of the stage or apron.

FRESNEL - Spotlight using a fresnel lens. The image is characterized by soft edges. The lens is flat with concentric rings which do the focusing. The beam width of this instrument can be changed from flood to spot.

FRONTLIGHT - Any lighting which is placed in front of the performer or proscenium.

FUNNEL - Short metal cylinder applied to the front of an instrument to restrict the width of its beam or to control halation to other areas.

GALLERY - See BRIDGE.

GEL - See GELATIN.

GELATIN - Theatrical color filter, made of thin sheets of gelatin, used in conjunction with theatrical projection fixtures and spotlights. GEL is not currently used, as plastic color media now are more common and have greater durability. The term GEL has become a generic term for color media, however.

GOBO - Metal cut-out placed inside the light beam to provide a patterned light image.

GOBO HOLDER - See DIPSTICK.

HALATION - Blurring or spreading of light from a lighting instrument in a non-focused fashion. This occurs outside of the focused image. See LIGHT SPILL.

HOT PATCH - Patching a circuit directly into power without dimming up from no power.

INCANDESCENT LIGHT - Light in which a filament is heated by electric current to the point where it emits light.

IRIS - Attachment for a spotlight designed to adjust the beam diameter by means of overlapping leaves that cause the circular aperture to become larger or smaller.

KELVIN - Measure of temperature in degrees starting from absolute zero (-273.2 degrees celsius).

KELVIN TEMPERATURE - Refers to the temperature at which a light source would be in order to produce the color of light it emits.

LAMP OPERATOR - See OPERATOR.

LD - See LIGHTING DIRECTOR.

LEKO - See ELLIPSOIDAL SPOTLIGHT.

LENS - Specially shaped piece of glass used to bend or change the direction of rays of light.

LIGHT SPILL - Light straying from a spotlight into areas where it is not wanted.

LIGHTING DIRECTOR - Person who designs the lighting, directs the placement of lighting equipment, and calls the lighting cues on site.

LIGHTING PLOT - Plan showing the location, type, coloration and approximate direction of focus of the lights to be used within a show or performance.

LIGHTING TRUSS - Construction of tubular steel or aluminum alloy onto which lighting instruments are hung and which is in turn suspended above the stage.

LUMEN - Unit of measurement for the flow of light; the lighting equivalent of an ampere; equal to the amount of flow from a uniform point source of one candle.

MANUAL BOARD - Lighting control board operated without the aid of computerization consisting of switches, fuses and dimmers necessary to control stage lighting.

MEMORY BOARD - Control board capable of storing various cues or lighting "looks" in a memory and playing them back to the system on demand.

MERCURY VAPOR LAMP - Type of light that is generated as an electrical arc between conductors within an atmosphere of mercury vapor or other materials. This type of lighting fixture usually is not dimmable and will often require some time to relight after being turned off.

METAL HALIDE - Similar to the incandescent light, light into which a chemical, called a halide, has been introduced inside the glass envelop. This creates a longer lasting and brighter source of light.

MULTI-VAPOR - See MERCURY VAPOR LAMP.

MV LIGHT - See MERCURY VAPOR LAMP.

OCCUPANCY SENSOR - Device which, through infrared or sonar means, can detect the occupancy of a room and turn on the lighting for a predetermined time. Lighting will be shut off when there has been sufficient time without movement in the room.

OPERATOR - Member of the stage crew who works in the electric department.

PAR LAMP - See PARABOLIC ALUMINIZED REFLECTOR LAMP.

PARABOLIC ALUMINIZED REFLECTOR LAMP - Particular type of stage lamp with a parabolic aluminized reflector built into the bulb. The width of the lamp face is designated by a number following the name. Each whole unit equals 1/8" width, for example; a PAR 38 would be 4 3/4" wide ($38 \times 1/8" = 4 \text{ } 3/4"$).

PARABOLIC REFLECTOR - Reflector shaped like a paraboloid, commonly used on stage in floodlights, strip lights and beam projectors.

PATCH PANEL - Panel at which the connection between circuit and dimmer is made by physically moving a contactor or plugging wires into receptacles.

PATTERN - See GOBO.

PIG TAILS - Short length cables, sometimes used to connect into the company box or other power source. Pig tails used to connect into power often have bare wire at one end to allow insertion into the connection devices in the company box.

PLANO-CONVEX LENS - Lens with one flat side and one convex side. It produces a sharp-edge beam of light.

POWER D - See POWER DISTRIBUTION BOX.

POWER DISTRIBUTION BOX - Box into which the main power for the lighting or sound systems is placed and then distributed into branch circuits for the individual dimmers or other uses.

PRESET - Lighting "look" for a particular cue or scene that is ready to go, but not yet played onto the stage. These presets can be set through computer memory or by manually setting levels on a manual preset board.

QUARTZ LIGHT - Form of METAL HALIDE light bulb whose outer jacket is formed with quartz crystals. Quartz bulbs absorb oils from fingerprints and as a result may burn out quickly.

REMOTE CONTROLLED SPOTLIGHT - Spotlights equipped with a variety of mechanisms that will allow focusing to various locations, movement and color changes from a remote location. Brand names include VariLite, Intellabeam, and Panaspot.

RESISTANCE DIMMER - Dimmer that achieves its effect through resistance, transforming portions of the electrical energy in the circuit to heat and thereby diminishing the power available for light.

ROAD SHOW CONNECTION PANEL - See COMPANY BOX.

RONDEL (roundel) - Round, heat resisting glass color filter usually used in floodlights or borderlights.

RULE OF THE SQUARE - Scheme of dimming in which the power delivered to the instrument is the square of the setting on the control channel, e.g., setting .5 equals 25% of light; setting .6 equals 36% of light; setting 1 equals 100% of light.

SCOOP - Wide angle, soft-edged floodlight using a matte finished, ellipsoidal reflector and frosted general service lamps.

SHINBUSTER - Lighting position placed at floor or near-floor level in the wings. Used primarily in dance to give definition to the under side of arms and legs in motion.

SIDE ARM - Pipe with a C-CLAMP and a sliding tee for hanging lights from a boom.

SIDE LADDER - Lighting position from the wings in the form of a ladder-like series of pipes from which instruments can be hung.

SNAKE - Multiple conductor cable usually used to connect sound and lighting consoles from the house position to the onstage equipment.

SOFT PATCHING - See ELECTRONIC PATCHING.

SOLID STATE DIMMER - Dimmer using electronic technology to accomplish the dimming of the circuit. Most often this is done with a silicon controlled rectifier which cuts the power curve prior to its peak. This type of dimming produces less heat than the resistance dimmer.

STRIPLIGHT - Row of individual lights in a single housing. Usually the strips come in groups of three and are circuited so that every third lamp shares the same circuit. Strips are used to create washes of color across drops or cycloramas.

TASK LIGHTING - Lighting designed to specific tasks or specific areas of work within a room as opposed to lighting for the general area.

THROW - Distance between the lighting instrument and the area to be lighted.

TOP-HAT - See FUNNEL.

TREES, LIGHT OR STAGE - Vertical support for stage lights, usually made of pipe, which can be permanently installed or free standing on a base, and used to mount lights on the side of the stage.

TRUSS - See LIGHTING TRUSS.

TRUSS SPOT - Spotlight position on the lighting trusses above the stage.

TUNGSTEN/HALOGEN LAMP - Incandescent lamp into which a small amount of halogen gas has been introduced. The light produced by this lamp is slightly more blue than the standard incandescent, and the halogen has the effect of increasing the life of the lamp.

WASH - See COLOR WASH.

XENON - Type of lamp commonly used in followspotlights and projectors. Xenon gases are enclosed in a vacuum and are excited by electrical energy, producing a brilliant light. Xenon lamps are rapidly replacing the use of carbon-arc lamps.

X-RAYS - Old term indicating the first row of border lights. Sometimes now used to indicate a strip of light placed in a single frame and hung above the stage.

YOKE - "U" shaped hanger for several types of lighting instruments.

19. MEETING ROOM SETUP

AISLE - Area for audience traffic movement. (IAEM)

AUDITORIUM STYLE SET-UP - Chairs only set up in rows facing head table, stage, or speaker. Variations are semicircular and V-shaped. (CLC)

BACK-UP FACILITIES - Substitute meeting space available when needed. (CLC)

BANQUET STYLE SET-UP - Typically a grouping of rounds set in such a way as to facilitate the serving of food, most often a hexagonal or square pattern.

BOARD OF DIRECTORS SET-UP - Tables set in rectangle or oval shape with chairs on both sides and ends. (CLC)

BREAKOUT ROOMS - Small meeting room setup for a group within an event as opposed to a plenary or general session.

BUNCHING - Linen gathered together in loose folds on top of a table to provide a decorative 'bed'. (CLC)

CABARET TABLE - Small round table (15 in. - 30 in. diameter) used for cocktail type parties. Also known as club table. (CLC)

CHEVRON SET-UP - See V-SHAPE SETUP.

CHORAL RISERS - Rows of steps used by a choral group during a performance. (CLC)

CHURCH SEATING SET-UP - See AUDITORIUM SET-UP.

CONCURRENT SESSIONS - Sessions scheduled at the same time. (CLC)

CONFERENCE STYLE SET-UP - See BOARD OF DIRECTORS SET-UP.

DAIS - Raised platform on which the head table is placed. Pronounced "day-iss." (CLC)

DUAL SETUP - Arrangement of duplicate setups in two different locations. (CLC)

E-SHAPED SET-UP - Tables set up in the shape of an "E" with chairs on the outside of the closed end and on both sides of each leg. (CLC)

FIXED THEATRE - Permanent, non-moveable seats in a meeting room or amphitheater. (CLC)

FLOOR SET-UP DIAGRAM - Floor plan with specific requirements (dias, tables, chairs, etc.) drawn to scale. (CLC)

FOLDING CHAIR - Chair which can be folded into a smaller unit for storage.

GANGING - Technique, required by some code authorities, for connecting the chairs in the rows of a theatre style set-up together so that they cannot be separated by the audience.

HALF MOON TABLE - Two quarter-round tables attached to make a half circle. Seating locations for honored guests and/or meeting presenters. (CLC)

HEAD TABLE - Seating location for honored guests and/or meeting presenters. (CLC)

HOLLOW SQUARE SET-UP - Tables set in a square (or rectangle) with chairs placed around perimeter. Center inside tables is hollow. (CLC)

HORSESHOE - Tables set up in round-cornered U shape with chairs placed outside. Chairs inside if needed. (CLC)

JOHNNY CARSON SET-UP - Panel set-up with moderator's desk perpendicular to panelists' chairs. (CLC)

KIOSK - Free-standing pavilion or light structure. (CLC)

LECTERN - Reading stand with slanted top. Can be a tabletop lectern or one which stands on the floor. (CLC)

MEETING ROOM - see BREAK-OUT ROOM.

MODESTY RAIL - Curtained rail or table running across a raised stage or platform in front of the seating for the guests on that platform.

NUMBER STANDS - Stands used to hold numbers designating specific meeting areas. (CLC)

PLACE CARD - Card, placed on the banquet table, inscribed with the name of the person designated to sit at that place. (CLC)

PLENARY SESSIONS - General assembly for all participants. (CLC)

PODIUM - 1. Standup demonstration. (IAEM)
2. Speaker's platform. (CLC)

POST-CON - Meeting of the meeting planner and the various vendors to an event to evaluate the event and plan further improvements to future meetings.

POSTER SESSION - Area set aside with poster boards on which presenters can mount information about their research or other projects and explain their work to those who will stop. A cross between the meeting and trade show formats of presenting information.

PRE-FUNCTION SPACE - Area adjacent to the main event function. (CLC)

RECEPTION SETUP - Special setup, using a combination of banquet rounds and rectangular tables to accommodate food service and minimal seating.

REG AREA - Registration area. (CLC)

REG DESK - Registration desk. (CLC)

RISERS - Platforms of varying heights used together to create a stage. (CLC)

ROOM CAPACITY - Maximum number of people allowed in any given area.

ROOM SET-UP - Layout of tables, chairs, other furniture, and equipment for functions. (CLC)

ROPING - Plush-covered chain used to define traffic areas. Can be attached to stanchion. (CLC)

ROUND - Banquet table, usually 60 in. in diameter. Also available in 66 in. and 72 in. diameters. (CLC)

SCHOOLROOM PERPENDICULAR SET-UP - Variation of schoolroom set-up in which tables are perpendicular to the head table and chairs are placed on both sides of the tables. Also known as union seating. (CLC)

SCHOOLROOM SET-UP - Tables lined up in a row, one behind the other on each side of center aisle with chairs facing head table. (CLC)

SERPENTINE - Series of tables set in curving shapes, often S-shaped. (CLC)

STACK CHAIR - Chair design characterized by the ability of stacking one upon another for storage, as opposed to folding.

T-SHAPED SET-UP - Series of tables set up in the shape of the block T with chairs set all around except at the head table. (CLC)

TURNOVER - Time to break down and reset a room. (CLC)

UNION STYLE SET-UP - See SCHOOLROOM PERPENDICULAR SET-UP.

U-SHAPED SET-UP - Series of tables set up in the shape of a block U with chairs set all around, except at the head table. (CLC)

V-SHAPED SET-UP - Rows of chairs separated by a center aisle slanted in a V shape facing head table or speaker. (CLC)

WALK THROUGH - 1. Review of meeting details. 2. Site inspection. 3. Inspection of function room prior to function. 4. Inspection of trade show floor prior to opening. (CLC)

WATER/BEVERAGE SERVICE - Rectangular table set-up in the back of the room, used as a station to provide the required service.

WRITING CHAIRS, TABLET CHAIRS - Chairs with attached writing surfaces. (CLC)

20. PUBLIC SAFETY & DISABLED ACCOMMODATIONS

ACCESS AISLE - An accessible pedestrian space between elements, such as parking spaces, seating, and desks, that provides clearances appropriate for the use of the elements. (FR)

ACCESSIBLE MEANS OF EGRESS - One that complies with the ATBCB Regulations and does not include stairs, steps, or escalators. Areas of rescue assistance or evacuation elevators may be included as part of accessible means of egress. (adapted from FR)

ACCESSIBLE ROUTE - A continuous unobstructed path connecting all accessible elements and spaces of a building or facility. Interior accessible routes may include corridors, floors, ramps,, elevators, lifts, and clear floor space at fixtures. Exterior accessible routes may include parking access aisles, curb ramps, cross walks at vehicular ways, walks, ramps and lifts. (FR)

ADA - See AMERICANS WITH DISABILITIES ACT.

ADAPTABILITY - The ability of certain building spaces and elements, such as kitchen counters, sinks and grab bars, to be added or altered so as to accommodate the needs of individuals with or without disabilities or to accommodate the needs of persons with different types or degrees of disability. (FR)

ADDITION - An expansion, extension or increase in the gross floor space of a building or facility. (FR)

AHJ - See AUTHORITY HAVING JURISDICTION.

AIR-REACTIVE MATERIALS - Substances that ignite when exposed to air at normal temperatures. Also called pyrophoric. (HMFR)

ALARM CONTROL UNIT - Unit comprising the controls, relays, switches and associated circuits necessary to (1) distribute power to a fire alarm system, (2) receive signals from alarm-sensing devices and transmit them to alarm-annunciating devices and accessory equipment, and (3) electrically supervise the system circuitry. (UFC)

ALARM-INITIATING DEVICE - Manually or automatically operated equipment which, when activated, initiates an alarm through an alarm-signaling device

ALARM-SIGNAL - An audible or visual signal, or both, indicating the existence of an emergency fire condition. Audible devices may be bells, horns, chimes, speakers or similar devices. Voice alarms and their messages shall be approved by the chief. (UFC)

ALARM SIGNALING DEVICE - Equipment that produces an approved alarm signal. (UFC)

ALARM SYSTEM - Combination of approved compatible devices with the necessary electrical interconnection and energy to produce an alarm signal in event of a fire or system activation.

AMERICANS WITH DISABILITIES ACT - In the U.S., the most current law regulating the accessibility of public buildings to persons with disabilities.

AMUSEMENT BUILDING - A building or portion thereof, temporary or permanent, used for entertainment purposes and which contains a system which transports passengers or provides a walkway through a course so arranged that the required exits are not apparent

due to theatrical distractions or are disguised or not readily available due to the method of transportation through the building or structure. (UBC)

ANNUNCIATOR - Equipment which indicates the zone or area of a building from which an alarm has been initiated or the location of an alarm-initiating device and the operational condition of the alarm circuits of the system. (UFC)

APPROVED - Refers to approval by the chief of the result of investigation and tests conducted by the chief or by reason of accepted principles or tests by national authorities or scientific organizations. (UFC)

AREA OF RESCUE ASSISTANCE - An area, which has direct access to an exit, where people who are unable to use stairs may remain temporarily in safety to await further instructions or assistance during emergency evacuation. (FR)

ASSEMBLY - The gathering of 50 or more persons for such purposes as deliberation, education, instruction, worship, entertainment, amusement, drinking, dining, or awaiting transportation. (UFC)

ASSEMBLY BUILDING - A building or portion of a building used for the gathering together of 50 or more persons for such purposes as deliberation, education, instruction, worship, entertainment, amusement, drinking or dining or awaiting transportation. (UBC)

AUTHORITY HAVING JURISDICTION (AHJ) - The regulatory agency having the responsibility and authority to interpret and enforce compliance with code requirements, e.g., building department, fire marshal, health department. National codes do not have effect until adopted by the AHJ in a given area. The AHJ can be held personally liable for waiving or loosening code requirements.

AUTOMATIC DOOR - A door equipped with a power-operated mechanism and controls that open and close the door automatically upon receipt of a momentary actuating signal. The switch that begins the automatic cycle may be a photoelectric device or a pressure/manual electric switch.

AUTOMATIC FIRE-EXTINGUISHING SYSTEM - An approved system of devices and equipment which automatically detects a fire and discharges an approved fire-extinguishing agent onto or in the area of a fire. (UFC)

BARRIER FREE - Absence of obstacles preventing disabled persons from moving freely to all public areas in a building.

BLEACHERS - Seating facilities without backrests in which an area of 3 square feet or less is assigned per person for computing the occupant load. (UFC)

BOILER ROOM - Any room containing a steam or hot-water boiler. (UBC)

BUILDING OFFICIAL - Officer or other authority of a governmental entity charged with the administration and enforcement of the building code or a duly authorized representative. (UFC)

BULLET RESISTANT - Material and construction method capable of preventing penetration of a 180 grain, 30 caliber, soft nosed, hunting type bullet when propelled at a maximum velocity of 2700 feet per second. (UFC)

CAPACITY - Maximum number of people allowed in any given area.

CARCINOGENS - Cancer-producing substances. (HMFR)

CFR - See CODE OF FEDERAL REGULATIONS.

CIRCULATING PATH - An exterior or interior way of passage from one place to another for pedestrians including, but not limited to, walks, hallways, courtyards, stairways and stair landings. (FR)

CODE OF FEDERAL REGULATIONS - The formal name given to the books or documents containing the specific regulations provided for by federal law. (HMFR)

COMBUSTIBLE LIQUIDS - Liquids with a flash point at or above 100 degrees (F) (38 degrees C) and below 200 degrees F (93 degrees C). (HMFR)

COMPLIANCE COST - Costs associated directly to the adaptation of existing spaces or to plans for new construction.

COMPRESSED GASES - Materials or mixtures having in the container absolute pressure exceeding 40 psi (276 kPa) at 70 degrees [F](21 degrees C) or an absolute pressure exceeding 104 psi (717 kPa) at 130 degrees F (54 degrees C). (HMFR)

CONTROL AGENTS - Materials used to contain, confine, neutralize, or extinguish a hazardous material or its vapor. (HMFR)

CORROSIVE MATERIALS - Liquid or solid that causes visible destruction or irreversible alterations in humans at the site of contact; liquid that has a severe corrosion rate on steel. (HMFR)

CURB RAMP - A short ramp cut through a curb or built up to it. (FR)

DANGEROUS GOODS - In Canada, any product, substance, or organism included by the nature or by the regulation in any of the classes listed in the U.N. Schedule 9 Classes of Hazardous Materials. (HMFR)

DECORATIVE MATERIALS - Materials such as curtains, draperies, streamers and surface coverings applied over building interior finishes for decorative, acoustical or other effect, and also cloth, cotton batting, straw, vines, leaves, trees and moss used for decorative effect. They do not include floor coverings, ordinary window shades or materials 1/28 inch or less in thickness applied directly to a noncombustible backing. (UFC)

DELUGE SYSTEM - Method of fire control which attempts to extinguish a fire by providing a deluge of water which douses the fire or which separates one area from an area in which there is a fire.

DETECTABLE WARNING - A standardized surface feature in or applied to walking surfaces or other elements to warn visually impaired people of hazards on a circulation path. (FR)

DISABILITY - Any condition that affects an individual's life functions, such as walking, seeing, hearing, speech, breathing, feeling, thinking or perception.

ELEMENT - An architectural or mechanical component of a building, facility, space or site, e.g., telephone, curb ramp, door, drinking fountain, seating, or water closet. (FR)

ENTRANCE - Any access point to a building or portion of a building or facility used for the purpose of entering. An entrance included the approach walk, the vertical access leading to the entrance platform, the entrance platform itself, vestibules if provided, the entry door(s) or gate(s) and the hardware of entry door(s) or gate(s). (FR)

ETIOLOGIC AGENTS - Living microorganisms, such as germs, that can cause human disease. (HMFR)

EXCESS FLOW CONTROL - Fail-safe system designed to shut off flow due to a rupture in pressurized piping systems. (UFC)

EXIT - A continuous and unobstructed means of egress to a public way, including intervening aisles, doors, doorways, gates, corridors, exterior exit balconies, ramps, stairways, smoke proof enclosures, horizontal exits, exit passageways, exit courts and yards. (UBC)

EXIT COURTYARD - A yard or court providing access to a public way for one or more required exits. (UBC)

EXIT PASSAGEWAY - An enclosed exit connecting a required exit or exit court with a public way. (UBC)

EXPLOSIVES - Materials capable of burning or bursting suddenly and violently.

Class A Explosives □ Materials or devices that present a maximum hazard through mass detonation.

Class B Explosives □ Materials or devices that present a flammable hazard and function by deflagration.

Class C Explosives □ Materials or devices that contain restricted quantities of either Class A or Class B or both, but present a minimum hazard. (HMFR)

EXTREMELY HAZARDOUS SUBSTANCE - Chemicals determined by the Environmental Protection Agency (EPA) to be extremely hazardous to a community during an emergency spill or release as a result of their toxicities and physical/chemical properties. (HMFR)

FIRE APPARATUS - Vehicle such as a fire pumper, aerial ladder truck, elevated platform rescue squad or similar fire fighting or rescue equipment. (UFC)

FIRE APPLIANCE - Apparatus or equipment provided or installed for use in the event of an emergency. (UFC)

FIRE ASSEMBLY - Assembly of a fire door, fire window, or fire damper, including all required hardware, anchorage, frames and sills. (UFC)

FIRE INLET CONNECTION - Connection through which the fire department can pump water into a standpipe system or a sprinkler system. (UFC)

FIRE HAZARD - Any thing or act which increases the hazard or may cause an increase of the hazard or menace of fire to a greater degree than that customarily recognized as normal by persons in the public service regularly engaged in preventing, suppressing or extinguishing fire or any thing or act which may obstruct, delay, hinder or interfere with the operations of the fire department or the egress of occupants in the event of fire.

FIRE RESISTANCE - Ability of a material to resist the spread of fire.

FIRE-RESISTIVE CONSTRUCTION - Construction to resist the spread of fire; details are specified in Uniform Building Code. (UBC)

FIRE-RESISTIVE RATING - Time that the material or construction will withstand the standard fire exposure as determined by a fire test made in conformity with standard methods of fire tests of buildings, construction and materials in the Building Code. (UFC)

FLAME-RESISTANT MATERIAL - Material that has been modified in its chemical composition by impregnation or coating or has inherent composition that makes the material resistant to ignition and combustion when exposed to a small ignition source. (UFC)

FLAME RETARDANT - Approved chemical, chemical compound or mixture which when applied in an approved manner to any fabric or other material, will render such fabric or material incapable of supporting combustion. (UFC)

FLAMMABLE GASES - Gases that will burn. (HMFR)

FLAMMABLE LIQUIDS - Liquids with flash points below 100 degrees F (38 degrees C). (HMFR)

FLAMMABLE MATERIALS - Substances that ignite easily and burn rapidly. (HMFR)

FLASH POINT - Minimum temperature at which a liquid gives off vapors in sufficient concentrations to form an ignitable mixture with air near the surface of the liquid within the vessel as specified by appropriate test procedures and apparatus. (UFC)

FOLDING AND TELESCOPING SEATING - Structure that is used for tiered seating of persons and of which overall shape and size may be reduced, without being dismantled, for purposes of moving or storage. (UFC)

GOOD FAITH EFFORT - Evidence that all efforts are being made to comply with the requirements except where undue hardship will be caused by the compliance.

HAZARD CLASS - A group of materials designated by the Department of Transportation that share a major hazardous property such as radioactivity or flammability. (HMFR)

HAZARDOUS CHEMICAL - Defined by the Occupational Safety and Health Administration (OSHA) as any chemical which is a physical hazard or a health hazard to employees. (HMFR)

HAZARDOUS MATERIALS - Substances or materials in quantities or forms that may pose an unreasonable risk to health, safety, or property when stored, transported, or used in commerce (DOT). (HMFR)

HAZARDOUS SUBSTANCE - Any substance designated under the Clean Water Act and the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) as posing a threat to waterways and the environment when released (U.S. Environmental Protection Agency). (HMFR)

HAZARDOUS WASTES - Discarded materials regulated by the Environmental Protection Agency because of public health and safety concerns. Regulatory authority is granted under the Resource Conservation and Recovery Act (U.S. Environmental Protection Agency). (HMFR)

HEALTH HAZARD - Classification of a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific

principles that acute or chronic health effects may occur in exposed persons. Health hazards include chemicals which are carcinogens, toxic or highly toxic materials, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin eyes, or mucous membrane.

HORIZONTAL EXIT - An exit from one building into another building on approximately the same level, or through or around a wall constructed as required for a two-hour occupancy separation and which completely divides a floor into two or more separate areas so as to establish an area of refuge affording safety from fire or smoke coming from the area from which escape is made. (UBC)

ICBO - International Congress of Building Officials.

ICC CONTAINER - Container approved by the Interstate Commerce Commission for shipping liquid, gaseous or solid materials of flammable, toxic or other hazardous nature. (UFC)

IDLH - See IMMEDIATELY DANGEROUS TO LIFE AND HEALTH.

IMMEDIATELY DANGEROUS TO LIFE AND HEALTH (IDLH) - Any atmosphere that poses an immediate hazard to life or produces immediate irreversible, debilitating effects on health. Exposures to concentrations at or above the IDLH require positive-pressure SCBA or equivalent protection. All IDLH values indicate the maximum concentrations from which a responder could escape without irreversible harm should respiratory equipment fail. (HMFR)

INCIDENT COMMANDER - The person responsible for all operations at a hazardous materials emergency. (HMFR)

INDIVIDUAL CONTAINER - A product container used to transport materials in small quantities; includes bags, boxes, and drums. (HMFR)

IRRITATING MATERIALS - Liquids or solids that upon contact with fire or exposure to air give off dangerous or intensely irritating fumes. (HMFR)

LABELED - Equipment or material to which has been attached a label, symbol or other mark of a nationally recognized testing laboratory, inspection agency, or other organization concerned with product evaluation that maintains periodic inspection of production of labeled materials, and by whose labeling is indicated compliance with nationally recognized standards or tests to determine suitable usage in a specified manner. (UFC)

LIFE SAFETY CODE 101 - Code issued by the NFPA which describes the standards of fire safety precaution and fire suppression systems. This code is adopted by many AHJs as an alternative to the UFC.

LISTED - Equipment or materials included on a list published by a nationally recognized testing laboratory, inspection agency, or other organization concerned with product evaluation that maintains periodic inspection of production of listed equipment or materials, and whose listing states that equipment or materials meets nationally recognized standards and has been tested and found suitable for use in a specified manner. (UFC)

MEANS OF EGRESS - See EXIT.

NATIONAL ELECTRICAL CODE - A code issued by the NFPA describing minimum wiring requirements in electrical installations. It includes sections on temporary installations (such

as construction sites and trade shows), theatrical installations, as well as office, kitchen, and storage areas. The code does not carry the force of law unless adopted by the AHJ.

NEC - See NATIONAL ELECTRICAL CODE.

NFPA - National Fire Protection Association.

NONCOMBUSTIBLE - As applied to building construction material a material which, in the form in which is to be used, is either one of the following:

(1) Material of which no part will ignite and burn when subjected to fire. Any material conforming to UBC Standard 4-1 shall be considered noncombustible within the meaning of this section.

(2) Material having a structural base of noncombustible material as defined in Item No. 1 above, with a surfacing material not over 1/8 inch thick which has a flame-spread rating of 50 or less. (UFC)

"Noncombustible" does not apply to surface finish materials. Material required to be noncombustible for reduced clearances to flues, heating appliances or other sources of high temperature shall conform to Item 1. No material shall be classed noncombustible which is subject to increase in combustibility or flame spread rating beyond the limits herein established through the effects of age, moisture or other atmospheric condition.

Flame-spread rating refers to rating obtained according to tests conducted as specified in UBC Standard No. 42-1. (UFC)

OCCUPANCY - The purpose for which a building, or part thereof, is used or intended to be used. (UBC)

OCCUPANCY CLASSIFICATION - System of classifying buildings according to the occupancy they are intended for. Classifications include assembly, dining, educational, and other groupings. See the Uniform Building Code for further details.

OPEN-AIR GRANDSTANDS AND BLEACHERS - Seating facilities which are located so that the side toward which the audience faces is unroofed and without an enclosing wall. (UFC)

ORM - See OTHER REGULATED MATERIALS.

OTHER REGULATED MATERIALS - Orm-A, -B, and -C are materials that do not meet the definitions of hazardous characteristics but require some regulation. Orm-D materials are hazardous materials transported in small quantities. Orm-E materials are those not included in any other hazard class. (HMFR)

OXIDIZERS - Substances that yield oxygen readily and may stimulate the combustion of organic and inorganic matter. (HMFR)

PANIC HARDWARE - A door-latching assembly incorporating an unlatching device, the activating portion of which extends across at least one half the width of the door leaf on which it is installed. (UBC)

PATH OF TRAVEL - The route to the primary function area and from it to rest rooms, telephones, drinking fountains and other ancillary areas of the primary area.

PERMIT - An official document or certificate issued by a building official from the AHJ authorizing performance of a specified activity. (UBS)

PHYTOSANITARY INSPECTION CERTIFICATE - A certificate, issued by the U.S.

Department of Agriculture, to satisfy import regulations of foreign countries, indicating that a U.S. shipment has been inspected and is free from harmful pests and plant diseases.

PLACES OF ASSEMBLY - According to the National Electrical code, places of assembly include, but are not limited to:

Assembly Halls	Exhibition Halls
Armories	Dining Facilities
Restaurants	Church Chapels
Dance Halls	Mortuary Chapels
Museums	Skating Rinks
Gymnasiums	Multipurpose Rooms
Bowling Lanes	Pool Rooms
Club Rooms	Auditoriums
Court Rooms	
Places of Awaiting Transportation	
Auditoriums within Schools	
Mercantile Establishments	
Business Establishments	
Other Occupancies	

PLAN OF ACTION - Written documentation of the steps to be taken in complying with the ADA including a proposed schedule for accomplishment of the compliance.

POISONS - Class A poisons are poisonous gases or liquids of such nature that a very small amount of the gas, or vapor of the liquid, is dangerous to life. Class B poisons--substances known to be so toxic to humans as to effect a severe health hazard if released during transportation. (HMFR)

PRIMARY FUNCTION AREA - Space in which the major activity for which the facility is intended occurs.

PUBLIC USE - Describes interior or exterior rooms or spaces that are made available to the general public. Public use may be provided at a building or facility that is privately or publicly owned. (FR)

PYROTECHNICIAN - See PYROTECHNIC OPERATOR.

PYROTECHNIC OPERATOR - Individual approved by the chief to be responsible for pyrotechnics, pyrotechnic special effects materials or both. (UFC)

PYROTECHNIC SPECIAL EFFECTS MATERIAL - Low explosive material, other than detonating cord, commonly used in motion picture, television, theatrical or group entertainment production for which a permit from the chief is required for use or storage. (UFC)

RADIOACTIVE MATERIALS - Materials that spontaneously emit ionizing radiation. (HMFR)

RAM (safety) - See RADIOACTIVE MATERIALS.

RAMP - A walking surface which has a running slope greater than 1:20. (FR)

REACTIVE MATERIALS - Substances capable of or tending to react chemically with other substances. (HMFR)

RUNNING SLOPE - The slope that is parallel to the direction of travel. (FR)

SAFE DISPERSAL AREA - Area which will accommodate a number of persons equal to the total capacity of the stand and building which it serves such that a person within the area will not be closer than 50 feet from the stand or building. Dispersal area capacity shall be determined allowing 3 square feet per person. (UFC)

SECONDARY CONTAINER - Container other than the original in which a substance may be transported or stored. These containers are to be marked as to the nature of the material and hazards they may present.

SERVICE CORRIDOR - A fully enclosed passage used for transporting hazardous production materials and for purposes other than required exiting. (UBC)

SERVICE ENTRANCE - An entrance intended primarily for delivery of goods or services. (FR)

SIAMESE CONNECTION - A connection on the exterior of the building through which fire personnel may connect their equipment, particularly pumps, to the building's sprinkler system.

SIGNAGE - Displayed verbal, symbolic, tactile and pictorial information. (FR)

SPECIAL EFFECTS - See PYROTECHNICAL SPECIAL EFFECTS MATERIAL.

SPRINKLER SYSTEM - An overhead system which contains sprinklers and a system of pipes which will deliver a spray of water in the event of a fire. The sprinklers are generally equipped with a fusible link that will melt in excessive heat and release the water in the system.

STANDPIPE SYSTEM - Wet or dry system of piping, valves, outlets and related equipment designed to provide water to a specified pressures and installed exclusively for fighting of fires, including the following:

Class I is a standpipe system equipped with 2 1/2 inch outlets.

Class II is a standpipe system directly connected to a water supply and equipped with 1 1/2 inch outlets.

Class III is a standpipe system directly connected to a water supply and equipped with 2 1/2 inch outlets or 2 1/2 inch and 1 1/2 inch outlets when a 1 1/2 inch hose is required. Hose connections for Class III systems may be made through 2 1/2 inch hose valves with easily removable 2 1/2 inch by 1 1/2 inch reducers. (UFC)

TACTILE - Describes an object that can be perceived using the sense of touch (FR)

TEMPORARY SEATING FACILITIES - Facilities intended for use at more than one location for not more than 90 days.

TEXT TELEPHONE - Machinery or equipment that employs interactive graphic (i.e., typed) communications through transmission of coded signals across the standard telephone network. Text telephones can include, for example, devices known as TDD's (telecommunication display devices or telecommunication devices for deaf persons) or computers. (FR)

TITLE I (of the ADA) - Section of the ADA dealing with discrimination in hiring and promotion of people with disabilities.

TITLE II (of the ADA) - Section of the ADA dealing with discrimination in programs of local and state government.

TITLE III (of the ADA) - Section of the ADA dealing with public accommodations, covering private companies and organizations dealing with the general public. It excludes churches and private clubs.

TITLE IV (of the ADA) - Section which requires telephone and other communications companies to provide services for the hearing impaired.

TITLE V (of the ADA) - Section of the ADA containing miscellaneous provisions of the law.

TOXIC MATERIALS - Substances that can be poisonous if inhaled, swallowed, absorbed, or introduced into the body through cuts or breaks in the skin. (HMFR)

UBC - See UNIFORM BUILDING CODE.

UFC - See UNIFORM FIRE CODE.

UL - See UNDERWRITERS LABORATORY.

UNDERWRITERS LABORATORY - A testing laboratory which rates materials, equipment and assemblies of equipment as to their safety in relation to public safety, particularly as to fire safety of electrical equipment.

UNIFORM BUILDING CODE - A code issued by the International Congress of Building Officials describing a minimum standard of construction, use, and occupancy for various types of buildings. The code does not have the force of law unless adopted by the local authority having jurisdiction (AHJ) in an area, e.g., city council.

UNIFORM FIRE CODE - Code issued by the ICBO describing minimum standards of fire safety precautions and fire suppression systems. The code does not have the force of law unless adopted by the AHJ in an area, e.g., city council, county commission.

UNSTABLE MATERIALS - Substances capable of rapidly undergoing chemical changes or decomposition. (HMFR)

VEHICULAR WAY - A route intended for vehicular traffic, such as a street, driveway, or parking lot. (FR)

WALK - An exterior pathway with a prepared surface intended for pedestrian use, including general pedestrian areas such as plazas and courts. (FR)

WATER-REACTIVE MATERIALS - Substances, generally flammable solids, that react in varying degrees when mixed with water or exposed to humid air. (HMFR)

21. RISK MANAGEMENT

BUSINESS INTERRUPTION INSURANCE - Insurance which specifically covers the losses incurred as a result of catastrophic accidents which make it impossible to carry on business.

CERTIFICATE OF INSURANCE - Document which verifies that a policy has been written and states the nature of the coverage.

COMPREHENSIVE GENERAL LIABILITY INSURANCE - Insurance which protects the policyholder from losses due to negligence and may include coverage for bodily injury, property damage, and product liability

DIRECTORS AND OFFICERS INSURANCE - Insurance which covers loss due to the acts of the directors and officers of an organization.

ENDORSEMENT - An amendment or change to an insurance policy.

ERRORS AND OMISSIONS INSURANCE - Insurance designed to cover the losses caused by failure, through error or unintentional omission, on the part of the policyholder.

HAZARD - A specific situation that introduces or increases the probability of a loss arising from a peril, or that may influence the extent of the loss, e.g., accident, sickness, fire, flood, burglary, slippery floors, unsanitary conditions, or congested traffic.

LIABILITY - (1) The condition of being bound by law to do something; a legal or financial obligation that can be enforced in the courts. (2) The probable cost of meeting an obligation.

LIQUOR LIABILITY INSURANCE - Insurance which protects the vendor of alcohol beverages from losses arising out of an accident attributable to the consumption of alcohol by a patron or guest.

LOSS - The basis for a claim for indemnity or damages under terms of an insurance policy.

LOSS EXPOSURE - Situation that could lead to accidental loss.

NEGLIGENCE - Failure to do what a reasonably prudent individual would ordinarily do under the circumstances of a particular case, or doing what a prudent person would not do. *Gross negligence* is reckless, wanton and wilful misconduct leading to accident or loss.

NONINSURANCE TRANSFER - Transfer of loss exposure to an entity which is not an insurer. Forms of noninsurance transfer include indemnity or hold-harmless agreements and being named insured under another party's insurance coverage.

PERIL - Cause of a possible loss.

PRODUCT LIABILITY INSURANCE - Insurance which covers losses due to damages caused by the failure, breakage, or spoilage of a product sold by a vendor. The product may be food, beverages, or a device or tool.

PROPERTY INSURANCE - Insurance providing financial protection against the loss of, or damage to, real personal property caused by specific perils.

RISK - (1) A persons or thing insured. (2) Uncertainty as to the outcome of an event when two or more possibilities exist.

RISK CONTROL - Use of techniques to reduce the frequency or severity of losses such as exposure avoidance, loss prevention, loss reduction, separation of exposure units and noninsurance transfer of risk.

RISK MANAGEMENT - The process of identification of risk, analysis of risk as to its frequency and severity, risk reduction, and transfer, to the extent possible, of the remaining risk.

RISK RETENTION - Retaining the results of risk exposure rather than using other techniques, such as insurance or avoidance of risk.

RISK TRANSFER - Shifting of the legal responsibility for a loss or the financial burden of a loss, through insurance or non-insurance transfer.

SELF-INSURANCE - A form of insurance in which an entity systematically sets aside monies in a fund to be used only to pay costs associated with loss.

WORKERS' COMPENSATION - Government statutes and system, varying in each state, that provides cash payment or medical care to cover health services for workers injured on the job and rehabilitation services to restore workers to the workforce.

22. STAGE & CONCERTS

ACOUSTICAL SHELL - Shell-shaped device that may be permanent or portable which acts as a reflector behind an orchestra or performance area to direct the sound out toward the audience.

ACT CURTAIN - Curtain that separates the audience from the stage. Usually located directly upstage of the grand drape. This curtain may open from the center or raise up and down.

ADVANCE A DATE - To communicate the technical and other information for a concert or theater event in advance of the performance.

AMERICAN SEATING - Seating arrangement with one or more center aisles.

ANCHOR - To fasten to floor as in *to anchor a wall of a set* or *to anchor a flat or set piece*.

ANTE-PRO - In front of the proscenium. Often refers to a lighting position in between the PROSCENIUM and the front of the Apron.

ANTE-PROSCENIUM - See ANTI-PRO.

AP - See ANTI-PRO.

APRON - Part of the stage floor extending beyond the curtain line into the auditorium.

ARBOR - Metal frame in a system for flying scenery, used for supporting counterweight.

ASBESTOS CURTAIN - See FIRE CURTAIN.

ATTACHMENT POINT - Beam or other structural member of the facility to which a temporary load is attached.

A VISTA - A scenic change that occurs in view of the audience.

BACK-UP BAND - Musical performers who form the band that supports a major performer.

BACKDROP - A screen or curtain lowered in back of a scene or stage, usually used for vista or panorama effects. Also used for masking.

BACKFLAP - Type of hinge used for hinging scenery. The loose pin type permits the scenery on which it is installed to be taken apart when the wire pin connecting the halves is removed. In the tight pin type, the connecting wire is permanently fixed.

BACKSTAGE - That part of the theater that is behind the curtain line or plasterline out of the site of the audience.

BALCONY RAIL - Lighting position on the front of the balcony.

BATTEN - Long rod, either of 1" x 3" lumber, or of pipe, attached to the fly system, used to support scenery or lights to be flown.

BEAM SLOT - Any horizontal ceiling mounting position in front of and parallel to the proscenium.

BLOCK - Pulley or several pulleys in a frame, as in "block and fall."

BOOM - Vertical pipe used for mounting lighting instruments. Booms may be located on the stage or in the house. House booms are usually permanently mounted. Stage booms may be portable.

BORDER - Draperies, typically made of black velour, used to mask upper portions of the stage from view of the audience.

BOX BOOM - Boom mounted in the house at or near the box seats, which are located along the front side walls of the loge or balcony.

BRACE CLEAT - Small, flat unit of stage hardware to which the upper end of a stage brace can be attached. It is screwed to the stiles of the flat.

BRIDGE - Catwalk placed above the stage floor in one of the wings from which the counterweight system can be operated.

BRIDLE - Rigging technique used to split a hanging load into two attachment points in order to hang the load in the correct position.

CABLE PICK - Rigging point or working line used to lift electrical feeder cables above the view of the audience or to permit them to be dressed over to a location in which it is desirable to drop them to the floor.

CALL BOARD - Bulletin board or document for rehearsal or to show work assignments or general announcements.

CARLOADERS - Work classification seen in YELLOW CARD SHOWS indicating personnel whose job it is to load and unload the railroad cars or semi-trailers in which a show is transported.

CARPENTER (stage) - Stagehand who assembles the scenery and changes set pieces during a performance. Scenic carpenter is the stagehand who builds the scenery.

CATWALK - Walkway usually suspended or cantilevered in the air or on the grid system. A term sometimes given to a fly gallery or loading platform.

CENTER LINE - Imaginary line that represents the center of the proscenium and that divides stage left from stage right.

CHAIN HOIST MOTOR - Motor that pulls a chain through itself in order to lift a load. In most concert applications, the motor has been modified to enable it to climb up the chain rather than to pull the chain up to itself.

CHAIRSTOP - Raised edge placed at the edge of a platform or the apron to prevent equipment or scenery from accidentally rolling off of the edge.

CHERRY PICKER - High lift or ladder, generally used in focusing lights or adjusting rigging.

CLEANER - Member of the stage crew who works in the props department.

CONCENTRATED LOAD - Load which is concentrated into a single load point or narrow area.

CONTINENTAL SEATING - Style of seating featuring wider spacing between rows and no aisles running toward the stage. In the U.S., seats must be fixed to the floor.

COUNTERWEIGHT SYSTEM - System for flying scenery by the use of weights placed in arbors to counter the weight of what is hung on the battens. It operates through the use of a pulley system that can be operated from the fly rail.

CROSSOVER - Passageway either upstage or beneath the stage through which performers can cross from one side of the stage to the other without being seen by the audience.

CUE - Line of dialogue, piece of stage action or other element of the performance that is a signal for a specific action. Often actors will ask for the cue for their lines to prompt them to begin.

CUE SHEET - Notations for a stage manager, electrician or sound technician pertaining to changes in blocking, light or sound cues, etc.

CUE-TO-CUE - To move through a production skipping any portion of the script in which no change is made in the lights, sound or scenery.

CYC - See CYCLORAMA.

CYCLORAMA - Large curved drop placed across the back of the stage and used for skylike lighting effects. Occasionally the back wall of a theater is painted white and referred to as the cyclorama.

DASHBOARDS - Fence that surrounds the playing or performance area of an ice sheet.

DASH LIGHTS - System of lights within the low DASHBOARDS that surround the performance area of an ice show.

DASH PANELS - See DASHBOARDS

DEAD HUNG - Tied off and therefore not able to be raised or lowered.

DECK - Stage floor.

DEDICATED BATTEN - Batten which cannot be used for any other purpose than what is attached to it.

DEDICATED PIPE - See DEDICATED BATTEN.

DISAPPEARANCE TRAP - Counterweighted trapdoor used to make actors appear or disappear as needed.

DOUBLE PURCHASE SYSTEM - Counterweight system in which the ropes that operate the arbor are in a continuous loop through a second set of pulleys. The batten moves twice as far and twice as fast as the arbor by which it is balanced. The weight added to the arbor is equal to double the load placed on the batten.

DOWN ICE - Equivalent of downstage in ice show production; the portion of the ice farthest from the proscenium.

DOWNSTAGE - Front of the stage, closest to the audience. Derived from early theaters in which the stage was sloped and downstage was literally lower than upstage.

DRAW LINE - Operating line of traveling curtain.

DRESSER - Person who dresses the performer. Often major performers have a dresser who travels with them throughout their careers.

DROPS - Large, unframed piece of material (usually muslin) painted to represent appropriate backgrounds for a scene.

ELECTRICIAN (stage) - Person on a stage crew who is responsible for lighting and other electrical devices. Electricians are one of the departments called out on a YELLOW CARD.

ELECTRICS - Refers to the battens loaded with the lighting that is above the stage; usually numbered from down to up stage.

ELEPHANT DOOR - Oversized door to the exterior of the facility through which large pieces can be brought in without disassembly. Originally a door literally large enough for elephants to enter the theater.

FAILURE STRENGTH - Measure of the maximum amount of weight that a cable or device can carry before it fails.

FIRE CURTAIN - Curtain rigged into or directly behind the proscenium arch of most theaters designed to fall when a fire may occur in the stage area, thereby isolating the audience while they evacuate the building. Though sometimes called an asbestos curtain, asbestos is no longer used for this purpose.

FLAT - Frame, usually of 1" x 3" wood, with a skin of painted canvas, veneer wood or plywood, used as scenery.

FLIES - Space above the stage for flying scenery.

FLOOR PLATE - Small metal plate with a ring attached, which can be countersunk to the stage floor. Used for tying lines, attaching braces, etc.

FLOWN SCENERY - Scenery which is shifted, put in place and removed by raising and lowering it into the space above the stage.

FLY - To elevate scenery by means of pulleys, ropes or counterweights.

FLY GALLERY - See FLIES.

FLY LOFT - See FLIES.

FLYMAN - Operator of the fly.

FLY RAIL - Platform above or at the stage floor level and on the side of the stage used for operating the mechanism for flying scenery.

FOH - See FRONT OF HOUSE.

FOOT IRON - Piece of hardware used to fasten scenery to the stage floor. It can be a flat strip of metal or an L-shaped piece with the L either hinged or solid.

FOUL - To cause scenery or other flown equipment such as lights or curtains to become entangled.

FOULING POLE - Pole used to free fouled items. Often a stage brace is used for this.

FRONT OF HOUSE - Area in front of the proscenium. Includes the lobbies and the ticket office.

GENIE LIFT - Brand name for a form of GROUND SUPPORT system involving telescoping support beams which are elevated vertically manually or by motor.

GHOST LIGHT - Safety light left on stage when not in use.

GRAND DRAPE - First downstage border. Usually of an ornamental nature. Allows the height of the proscenium to be varied by changing the trim.

GREEN ROOM - Lounge or area near the stage in which the performers may relax, receive guests or prepare for their performance. A permanent green room is also sometimes used as an auxiliary dressing area.

GRID - Structural framework of beams over the stage used to support the equipment used to fly scenery.

GRIP - Person whose job it is to move scenery on and off of the stage. Also refers to a carpenter or stage carpenter or for any general stage laborer.

GROUND SUPPORT - Any number of systems for suspending a load above the stage by using columns or lifts from the side. The load is transferred to the ground rather than to the structure of the roof.

HANGER LOG/SCHEDULE - A diagram showing what is to be hung in the fly loft.

HANGING PLOT - See HANGER LOG/SCHEDULE.

HEAD BLOCK - Multigrooved pulley or multipullied sheave at the head of the fly system where the lines for a single batten turn out onto the gridiron.

HEMP HOUSE - Theater in which the fly loft is operated by lines tied directly to the battens through a pulley system without a counterweight to offset the weight on the batten. Sandbags may be attached to the ropes to assist in equalizing the load.

HIGH TRIM - Mark to which a piece is flown as the highest point to which it will travel. This does not necessarily correspond to the maximum traveling height the gridiron allows.

HOUSE BOARD - Lighting control board from which the house theatrical, and often architectural, lights are controlled.

HOUSE CURTAIN - See ACT CURTAIN.

HOUSE PLATFORM - See MIX POSITION.

IA - See IATSE.

IATSE - International Alliance of Theatrical Stage Employees and Moving Picture Machine Operators of the United States and Canada; the stagehands union.

IC - See INTERCOM.

ICE LEFT - The left side of the ice sheet as seen from the audience; the opposite side from stage left.

ICE RIGHT - The right side of the ice sheet as seen from the audience; the opposite of stage right.

INTERCOM - Audio system used to communicate among the staff working on an event.

IN-THE-ROUND - A theater or performance in which the seating area surrounds the performance area on all sides. In an arena or stadium, the term applies only when seats are available for sale on all sides of the performance. Shows where the seats behind the stage area are left empty are not considered to be in-the-round.

LANDING SCENERY - Lowering hanging scenery to the floor.

LASH CLEAT - Small flat piece of stage hardware screwed to the stile of a flat and around which the lash line is hooked when flats are leashed together.

LASHING A FLAT - Means of temporarily fastening flats together by looping a rope (lash line) back and forth between two flats by hooking it over a row of cleats on both of them, similar to a lacing process.

LASH LINE - Rope used to lash flats together, usually No. 8 sash cord.

LASH LINE CLEAT - See LASH CLEAT.

LEG - Vertical masking, usually hung from a batten and typically made of black velour, used to mask the wings from audience view.

LIGHT POINTS - In concert rigging, the attachment points that are intended to support the loads associated with lighting equipment.

LINE - General term for a rope or steel cable used on stage. Lines are described by their function, such as grid line, lash line, etc.

LINE SCHEDULE - List of the line sets in a house and the equipment or lighting instruments to be hung on them.

LINE SET - Group of lines attached to a single batten, usually running on and off of the stage parallel to the line of the stage apron.

LIP - See CHAIR RAIL.

LOADING PLATFORM - Platform of catwalk placed so that as a load is placed onto a batten, an equivalent amount of weight can be loaded on the arbor. This platform is usually located

near the grid.

LOCAL CREW - Production staff hired locally to assist the road crew in the production.

LOCKING RAIL - Rail on which the rope locks are placed. Usually located at the fly rail.

LOFT - Space between the grid and the roof of the stage. Though sometimes included in the flies, this is the space above the area where flown scenery is stored.

LOFT BLOCK - Individual pulley on the gridiron through which an individual line turns downward to the batten.

LOOSE-PIN HINGE - Hinge from which the normal hinge pin has been removed in order to allow a loose pin to be used. Loose pin hinges are attached across the separation point of scenic pieces and are used to connect the pieces during performance and to allow easy disassembly when not in use.

LOW TRIM - Mark to which a piece is flown at the lowest point to which it will travel. This does not necessarily correspond to the deck.

MAIN CURTAIN - See ACT CURTAIN.

MAN LIFT - Any of a number of devices used to lift personnel up to a working height.

MASK - To obscure or hide from view of the audience.

MASKING - Placement of scenery, curtains or other devices to prevent view of the off-stage area by members of the audience.

MIX PLATFORM - See MIX POSITION.

MIX POSITION - Platform set in the audience area for concerts on which the house sound and light control boards are set.

MOTE - The space between the front of a stage and the audience barricade used for crowd control and other effects in a concert.

MOTORIZED SET - Set of lines which are attached to and operated by a motor or winch.

MOTOR POWER - Power necessary to operate the chain hoist motors. Usually, the first power required at move-in and the last to be disconnected at move-out.

MULING BLOCK - Pulley used in a running set to change the direction of a line in the horizontal plane.

MULTIPLE-SPEED SYSTEM - See DOUBLE PURCHASE SYSTEM.

NOTES - Memoranda from the director, performer or stage manager about the performance. Usually these are of a corrective nature to preserve the quality of the overall original performance.

OPPOSITE PROMPT - Side of the stage opposite from the prompter. This term is paired with the PROMPT side to replace the terms stage left and right.

OP SIDE - See OPPOSITE PROMPT.

ORCHESTRA PIT - Area in front of the apron which is lower than the audience floor in which the orchestra performs during a musical show.

PAGE - To pull a curtain open from behind to allow a performer to enter or exit.

PICK-UP POINT - Point at which a piece may be picked up for rigging from above.

PIN RAIL - Rail in which wooden pins (belaying pins) are set for tying lines from the grid. Located on the side of the stage, either on the stage floor level or above.

PIPE - See BATTEN.

PIT - See ORCHESTRA PIT.

PIT COVER - Cover placed over the ORCHESTRA PIT which extends the stage playing area out over the former pit.

PL - See INTERCOM.

PLASTER LINE - The imaginary line that corresponds to the front edge of the proscenium and that is the reference point for the designing of staging and lighting.

PRODUCTION ASSISTANT - See RUNNER.

PRODUCTION LINE - See INTERCOM.

PROMPT SIDE - European term, used in some American theaters, to designate the side of the stage where the stage manager and/or prompter is located. This term is paired with opposite prompt and replaces stage left and right.

PROP - See PROPERTY.

PROPERTY - Stage furniture, set dressing, and all articles used by actors or entertainers. (CLC)

PROPERTY ATTENDANT - Person who is responsible for the properties used in a production, or, in concert situations, for the musical instruments of the band or orchestra.

PROSCENIUM - "Frame" that defines and separates the stage from the audience area.

PROSCENIUM ARCH - See PROSCENIUM.

P SIDE - See PROMPT SIDE.

PULLEY - Grooved wheel of a block, used in flying scenery.

PURCHASE LINES - Operating lines in a counterweight system.

RAIL - Horizontal end pieces of the frame of a flat.

RAKED SCENERY - Scenic elements placed at an angle to the proscenium or plaster line.

RAKED STAGE - Stage in which the elevation of the deck is higher at the upstage end and lower at the downstage.

RIGGER - Person who install riggings.

RIGGING - General term for the rope and pulley arrangement in the grid or motors and cables used in concert or stage rigging.

RIGGING PLOT - A schematic layout of the hanging points in a concert rigging system. The concert rigging equivalent of a *hanger log*.

ROAD CREW - Staff who travels with a production from venue to venue.

ROPE LOCK - The device placed on the ropes that control the arbors in a counterweight system which lock the rope from moving.

RUNNER - Also known as PRODUCTION ASSISTANT, is usually someone familiar with the community that is employed locally by the act or promoter to provide a means of transportation for crew members and to serve as a "go for" for the purchase of various sundry items needed during the show's stay.

SAFE WORKING LOAD - Theoretical limit of the strength of a cable, or other device, which is a fraction of the actual tensile strength or failure load. Used to ensure that the loads placed on a system will not fail during use.

SANDBAGS - Canvas bags, filled with sand and used as weights in a hemp house. They may be used to weigh down jacks or as counterweights.

SCRIM - Gauze-like material used as a scenic element. When light strikes it from the front it appears opaque. When lit from behind it is transparent.

SET - Scenery or background of the stage. There may be one set for an entire production or there may be many sets changed between scenes.

SET OF LINES - All lines that connect to a single batten.

SHEAVE - Pronounced "shiv." See PULLEY.

SIGHT LINES - Lines of vision of the spectators seated in normal and extreme positions in the facility. Sight lines include upper as well as side views.

SINGLE PURCHASE SYSTEM - Counterweight system in which the ropes that operate the arbor are in a continuous loop through only one set of pulleys. The weight added to the arbor is equal to the load placed on the batten.

SNATCH BLOCK - Pulley with a removable side which can be inserted into a working line without restringing the whole line.

SOFT GOODS - Generic term for cloth borders, drops, travelers, tormentors, tabs and other scenic elements made from cloth that do not have frames or stiffeners.

SOUND POINTS - In concert rigging, the attachment points that are intended to support the loads associated with the sound equipment.

SOUND WINGS - Additional stage surface provided left and right of the main stage area for the purpose of stacking speakers and other sound equipment. Generally this term applies to portable stage equipment.

SPIKE - To mark the location where a particular piece of scenery or prop will be set on the stage floor. Frequently done with fluorescent paint or colored tape.

SPIKE MARK - Mark placed on the stage to indicate the location of a piece of scenery or prop.

SPOT LINE - Single line which runs to a single pick-up point.

SPOT SHEAVE - Pulley located on the gridiron to serve a special single running line.

SPREAD LOAD - Load which is separated into several locations to reduce the concentration of the load.

STAGE BARRICADE - Metal or wooden barrier constructed at a designated distance in front of the stage to control the floor audience from gaining access on or back stage.

STAGE BRACE - Adjustable hardwood pole with a hook on one end and a foot iron on the other, used to brace a flat.

STAGEHAND - Generic term for all personnel working backstage in a production and not performing in front of the audience.

STAGE HOUSE - Term for the portion of the building behind the proscenium which houses the stage.

STAGE LEFT - Left side of the stage as one faces the audience from the stage.

STAGE MANAGER - Person in charge of the production once performance has begun. The stage manager will maintain the consistency of the production after the director has completed his work. Stage manager's usually will call the queues for lights, fly and scenic changes.

STAGE PEG AND PLUG - Paired device for fastening scenery to the stage by use of a plug inserted into the deck into which fits a threaded bolt or pin. Used for applications where the stage brace will be used often or where the damage caused by a stage screw would be objectionable.

STAGE RIGHT - Right side of the stage as one faces the audience from the stage.

STAGE SCREW - Large screw with a wing nut type of head used to fasten stage bracing into a wooden stage deck.

STAGE WEIGHT - Flat piece of iron which has been designed to fit into the arbors of a counterweight system.

STRIKE (stage) - To remove a scenic unit or entire set from the stage.

STYLE - Vertical member of a flat's frame.

SWL - See SAFE WORKING LOAD.

SYNCHRONOUS WINCH SYSTEM - Fly system making use of motor driven winches to move battens in and out of the flies.

TAB - Piece of curtain used to extend the tormentors or to otherwise mask portions of the backstage from audience view.

TANK - Term used to refer to a portable ice rink.

TEASER - See BORDER.

TEE TRACK - Lattice of tee-shaped parallel bars which serve to guide and control the arbor as it travels up and down in a counterweight system.

TENSILE STRENGTH - See FAILURE STRENGTH.

TORMENTOR - Vertical masking pieces, usually of plain flat construction, placed on either side of the proscenium opening just upstage.

TRAVELER - Track used for hanging draw curtains or the curtains that "travel" open.

TRIM - In scenery the positions for flying scenery. In carbon arc spotlights, the rods of copper coated carbon which are burned to create the light.

TURNTABLE - Large-scale circular surface placed at the stage level or designed to be a part of the stage set which will revolve, often to facilitate scenic changes.

UPSTAGE - Part of the stage closest to the back wall and farthest from the audience.

VALENCE - See BORDER.

WAGON - Platform with wheels upon which scenery or actors may be moved onto the stage.

WALK IT UP - Method of raising a large or heavy flat. Done in teams of four or more, two persons standing and bracing the bottom of the flat. The other two start at the top of the flat and lift from the top rail. They walk forward, towards the bottom of the flat, raising the flat by hand over hand down the stiles until the flat is vertical.

WARDROBE - Costumes and personal wear used by the actor or entertainer.

WARDROBE ATTENDANT - Person who handles the wardrobe for a production.

WEST COAST - To load into a crate or container as the item is lowered from above or to place into the container directly from the piece's working location.

WINGS - Space between the edge of the performing area and the left and right walls of the stage area.

WIRE GUIDE - Parallel sets of aircraft cable which are strung from the grid to the floor and serve as a guide for the arbors in a counterweight system.

WIRE ROPE - Commonly called cable, the major tool in suspending loads from above.

23. SUSTAINABILITY & GREEN WAVE

ADVANCED TECHNOLOGY – A type of alternative vehicle that uses advanced technologies for powertrains, emissions controls, and other vehicle features that allow for improved environmental performance. Electric hybrid vehicles and fuel cell vehicles are examples of ATVs.

AEROBIC - With oxygen. During the composting process, certain bacteria need oxygen to break down the mix of organic materials. This is known as aerobic decomposition (U.S. Environmental Protection Agency).

AGRIFIBER PRODUCTS - Products made from agricultural fiber.

AIR BARRIER - A material installed around the building's frame to prevent or reduce the infiltration of air into the interior that may be too hot, cold or moist for comfort (Green Home Consulting).

AIR SEALING - The steps taken to prevent uncontrolled inward and outward air leakage in the *building envelope* (Green Home Consulting).

ALTERNATIVE FUEL VEHICLES (AFVs) - A type of alternative vehicle that uses low polluting fuels such as electricity, propane or compressed natural gas, liquid natural gas, methanol and ethanol.

ANAEROBIC - Without oxygen. In a landfill, certain bacteria decompose organic materials without oxygen and create methane gas through a process known as anaerobic decomposition (U.S. Environmental Protection Agency).

ANIMAL WELFARE - A philosophy that animals, particularly those under human ownership or responsibility, deserve proper care and respect, including food, shelter and humane treatment.

ANTIBIOTIC FREE - Animals that have been raised without the use of antibiotics.

APEX (Accepted Practices Exchange) - APEX is an initiative of the Convention Industry Council that is bringing together all stakeholders in the development and implementation of industry-wide accepted practices to create and enhance efficiencies throughout the meetings, conventions and exhibitions industry (Meeting Strategies Worldwide).

AQUATIC SYSTEMS - Ecologically designed treatment systems that utilize a diverse community of biological organisms (e.g., bacteria, plants and fish) to treat wastewater to advanced levels.

AROMATIC COMPOUNDS - Defined by the Green Seal Standard (GS-11) as “hydrocarbon compounds containing one or more 6 carbon benzene rings in the molecular structure.”

ASH (also combustion ash) - Solid residue that remains after the combustion, or burning, of waste (U.S. Environmental Protection Agency).

AUDIO ANALYSIS – Creating an environmental strategy through the development of an issues map with five columns labeled – **A**spects, **U**pstream, **D**ownstream, **I**ssues, and **O**pportunities.

BATTERY CAGES - In industrial agriculture, battery cages (often called laying cages in the

United States) are a confinement system used primarily for egg-laying hens. The battery cage has generated controversy among advocates for animal welfare and animal rights.

BEDDING - Organic material, such as shredded newspaper, used to retain moisture and allow proper air circulation and drainage to provide a healthy environment for worms in a vermicomposting container (U.S. Environmental Protection Agency).

BEEF/PORK NON POULTRY PRODUCTS - The USDA has no specific definition for free range beef, pork and other non poultry meat sources. All current USDA definitions of free range refer specifically to poultry. No other such criteria such as the size of the range or the amount of space given to each animal are required before beef, lamb or pork can be called free range. Claims and labeling using free range are therefore unregulated. The USDA relies upon producer testimonials to support the accuracy of these claims.

BICYCLE RACKS - Include outdoor bicycle racks, bicycle lockers or indoor bicycle storage rooms.

BIOACCUMULANTS - Substances that increase in concentration in the living organisms exposed to them because they are very slowly metabolized or excreted.

BIODEGRADABLE - Used to describe products made of materials that can be broken down by the natural action of a living ecosystem. Not all biodegradable products are the same, however. Some take longer to break down than others (Expo).

BIODEISEL - A renewable diesel fuel created from natural oils such as soybeans. (Expo) A clean burning, alternative fuel derived from animal fats or vegetable oil that can be used in diesel burning engines. It does not contain petroleum products, but may be blended with petroleum-based diesel (Meeting Strategies Worldwide).

BIODIVERSITY (also biological diversity) - Indicated by the numbers of different species of plants and animals found in a natural environment. Many different species of plants and animals within an ecosystem is indicative of a healthy environment (U.S. Environmental Protection Agency).

BIOMASS - Plant material such as trees, grasses and crops that can be converted to heat energy to produce electricity.

BIOMONITORING - Identification at trace levels of virtually every chemical or emission found in the environment.

BLACKWATER - No single definition is accepted nationwide. Wastewater from toilets and urinals is always considered blackwater. Wastewater from kitchen sinks (perhaps differentiated by the use of a garbage disposal), showers, or bathtubs may be considered blackwater by state or local codes. Project teams should comply with blackwater definition as established by the authority having jurisdiction in their areas.

BREATHING ZONE - The region is an occupied space from 3 inches above the floor to 72 inches above the floor and greater than 2 feet from walls or fixed air conditioning equipment.

BROWN POWER - Electricity generated from the combustion of fossil fuels, such as coal, oil, and natural gas, which generates significant amounts of greenhouse gases (Exhibitor Magazine).

BUILDING DENSITY - The floor area of the building divided by the total area of the property (square feet per acre).

BUILDING ENERGY PERFORMANCE BASELINE - The average building performance for the specific type of building. For building types covered by ENERGY STAR, this is a score of 50. For building types not covered by ENERGY STAR, the building energy performance baseline is established with historic building energy use data and/or energy use data from other, similar buildings.

BUILDING ENVELOPE - Building elements (e.g., walls, roofs, floors, windows, etc.) that enclose conditioned (heated and cooled) spaces and through which energy may be transferred to and from the outdoors (Green Home Consulting).

BUILDING FOOTPRINT - The area of the site that is occupied by the building structure, not including parking lots, landscapes and other non-building facilities.

BUILDING RELATED ILLNESS - Diagnosable illnesses that can be directly attributed to airborne building contaminants.

BYCATCH - Unwanted fish and animals caught accidentally in fishing gear and discarded overboard, usually dead or dying.

BYPRODUCT - Excess material or waste produced in addition to the primary product. Sludge is a byproduct from the manufacture of paper, for example. Many manufacturers look for innovative ways to reuse or recycle the byproducts created during the production process to reduce waste (U.S. Environmental Protection Agency).

CAGE FREE - Birds not confined in battery cages. Generally this means that the birds live on the floor of a large barn. They may have access to the outdoors, but not necessarily.

CO2 EMISSION - The amount of carbon dioxide emitted due to the facility's energy consumption (Energystar).

CO2 EMISSIONS REDUCTION - The CO2 reduction is a measure of how much better your facility performs compared to an average building (target rating of 50). It is calculated by comparing the design or target CO2 emissions against the CO2 emissions for that facility with a rating of 50 (Energystar).

CARBON ADVANTAGE - You can create a carbon advantage for your company in two ways: First, you can use efficiency and resource reduction to provide a fundamental cost advantage in your operations and products. Second, you can use innovation in green products and services to offer customers a competitive advantage, thus differentiating your offerings” (Sustainable Business Design/Business Week).

CARBON DIOXIDE (CO2) - A heavy, colorless gas that does not support combustion. Made of one carbon atom and two oxygen atoms, it is formed especially in animal respiration and in the decay of combustion of animal and vegetable matter. It is absorbed by plants in photosynthesis, and is an atmospheric greenhouse gas (Meeting Strategies Worldwide).

CARBON DIOXIDE (CO2) MONITORING - An indicator of ventilation effectiveness inside buildings, CO2 concentrations greater than 530 ppm above outdoor CO2 conditions are generally considered an indicator of inadequate ventilation. Absolute concentrations of CO2 greater than 800 to 1000 ppm are generally considered an indicator of poor breathing air quality.

CARBON FOOTPRINT - A measurement of the impact a given activity has on the environment based on the amount of greenhouse gases that are produced. It's measured in terms of the units of carbon dioxide (CO₂) (Expo).

CARBON OFFSET - A tool used to limit the impact a given activity has on the environment. It has both supporters and critics. Essentially, the carbon footprint is "offset" by purchasing some form of clean energy somewhere else in the system, such as wind or solar power (Expo).

CARBON NEUTRAL - Refers to achieving zero carbon release. This can be accomplished by using alternative fuels to completely eliminate any carbon release or through a system of balancing or off-setting the carbon release by paying others to make up the difference, by planting trees, for example. (Expo) Products or services that reduce and offset the greenhouse gases generated at each stage of their life-cycle on a cradle-to-cradle basis: the sourcing of their materials, the manufacturing or production, their distribution, use, and ultimate end-of-life disposition (Meeting Strategies Worldwide).

CARPOOL - An arrangement in which two or more people share a vehicle together for transportation.

CERTIFIED HUMANE RAISED AND HANDLED - *The Certified Humane Raised and Handled®* program is a certification and labeling program that is the only animal welfare label requiring the humane treatment of farm animals from birth through slaughter. The goal of the program is to improve the lives of farm animals by driving consumer demand for kinder and more responsible farm animal practices. When you see the Certified Humane Raised and Handled® label on a product you can be assured that the food products have come from facilities that meet precise, objective standards for farm animal treatment.

CHAIN-OF-CUSTODY - A tracking procedure for documenting the status of a product from the point of harvest or extraction to the ultimate consumer end use.

CHEMICAL COMPONENT RESTRICTIONS - A set of restrictions set by the Green Seal Standard (GS-11) requiring that the manufacturer demonstrate that the chemical compounds included on the Chemical Component Restrictions list are not used as ingredients in the manufacture of the product.

CHLOROFLUOROCARBONS - Hydrocarbons that cause depletion of the stratospheric ozone layer and are used as refrigerants in buildings.

CLIMATE CHANGE - Refers to any significant change in measures of climate (such as temperature, precipitation, or wind) lasting for an extended period (decades or longer) (International Protection Agency).

CLOSING THE LOOP - Purchasing products made with recycled content. Purchasing recycled products promotes continued manufacture of these products, thus completing the recycling loop (International Protection Agency).

COMBUSTION/INCINERATION - A rapid chemical process that produces heat, gas, ash, and usually light through burning. This process is one option for the disposal of municipal solid waste. It can also be used as a treatment or disposal option for hazardous waste. See combustor, waste-to-energy.

COMBUSTOR/INCINERATOR - A facility for the controlled burning of waste. Burning municipal solid waste can reduce its volume and weight. Some facilities capture energy from the steam or heat that is produced during the burning process. Burning hazardous

waste can be considered a form of treatment and can reduce the hazardous components (U.S. Environmental Protection Agency).

COMPACT FLUORESCENT LAMP (CFL) - Compact fluorescent lamps combine the energy efficiency of fluorescent lighting with the convenience and popularity of incandescent lamps. CFL's can replace incandescent's that are roughly three-to-four times their wattage, saving up to 75 percent of the initial lighting energy. Although CFL's cost 3-10 times more than comparable incandescent bulbs, they last 6-15 times as long (6,000-15,000 hours) (Go Green Virginia).

COMPETITIVE ADVANTAGE - A competitive advantage exists when the organization is able to deliver the same benefits as competitors but at a lower cost (cost advantage), or deliver benefits that exceed those of competing products or services (differentiation advantage). A competitive advantage enables the organization to create superior value for its customers and superior profits for itself.

COMPOSITE PANELS - Panels made from several materials. Plywood and OSB (oriented strand board) are two examples of composite panels.

COMPOSTING - The practice of mixing organic waste that can biodegrade quickly to create a soil-like substance called compost that can be used for soil enrichment (Expo). A crumbly, earthy, sweet-smelling mixture of decomposing organic matter (e.g., leaves, food scraps) created in a controlled, [thermophilic](#) environment that is often used to improve the texture, water-retaining capacity, and aeration of soil (U.S. Environmental Protection Agency).

COMPOSTING TOILET SYSTEMS - Dry plumbing fixtures that contain and treat human waste via microbiological processes.

CONCENTRATE - A product that must be diluted by at least eight parts by volume water (1:8 dilution ratio) prior to its intended use.

CONDITIONED SPACE - The portion of the building that is heated and/or cooled for the comfort of building occupants.

CONFINED ANIMAL FEEDING OPERATION (FACTORY FARM) - Factory farming is the practice of raising farm animals in confinement at high stocking density, where a farm operates as a factory — a practice typical in industrial farming by agribusinesses. Confinement at high stocking density is one part of a systematic effort to produce the highest output at the lowest cost by relying on economies of scale, modern machinery, biotechnology, and global trade. Confinement at high stocking density requires antibiotics and pesticides to mitigate the spread of disease and pestilence exacerbated by these crowded living conditions. There are differences in the way factory farming techniques are practiced around the world. There is a continuing debate over the benefits and risks of factory farming. The issues include: the efficiency of food production, animal welfare, whether it is essential for feeding the growing global human population, the environmental impact and the health risks.

CONSERVATION - The protection or wise use of natural resources that ensures their continuing availability to future generations; the intelligent use of natural resources for long-term benefits (U.S. Environmental Protection Agency).

CONSTRUCTED WETLANDS - Wastewater treatment systems designed to simulate natural wetland functions for water purification by removing contaminants from wastewaters.

CONSTRUCTION, DEMOLITION AND LAND CLEARING (CDL) DEBRIS - Includes waste and recyclables generated from construction, land clearing (e.g., vegetation, but not soil), renovation, and demolition or deconstructing of pre-existing structures.

CONSTRUCTION IAQ MANAGEMENT PLAN - A document specific to a building project that outlines measures to minimize contamination in the building during construction, and procedures to flush the building or contaminants prior to occupancy.

CONSUMPTION - The amount of any product or resource (e.g., material or energy) used in a given time by a given number of consumers (U.S. Environmental Protection Agency).

CONTAMINATION - Foreign material that makes a recyclable or compostable material impure, such as food scraps on paper products or trash mixed with recyclables in a recycling bin (International Protection Agency).

CONTROLLED ATMOSPHERE STUNNING - A fairly new process in the US where birds are given gas which renders them unconscious prior to processing in a slaughterhouse. More prevalent in Europe.

CONVENTIONAL IRRIGATION - The most common irrigation system used in the region where the building is located. A common conventional irrigation system that uses pressure to deliver water and distributes it through sprinkler heads above the ground.

CORPORATE RESPONSIBILITY - Our obligation to consider the interest of customers, employees, shareholders, communities and the environment as an aspect of meeting planning, execution and evaluation so that sustainability can be achieved (Meeting Strategies Worldwide).

CORROSIVE - A substance capable of dissolving or breaking down other substances (especially metals) or causing skin burns. A corrosive has a [pH level](#) below 2 or above 12.5 (U.S. Environmental Protection Agency).

CRADLE-TO-GRAVE- From generation to disposal; a term used in reference to solid or hazardous waste (U.S. Environmental Protection Agency).

CROSS-CONTAMINATION - The spreading of bacteria among people, food, surfaces, and/or equipment. [Proper cleaning processes](#) can prevent this (OneSource).

CURFEW HOURS - Locally determined times when greater lighting restrictions are imposed.

DAYLIGHT FACTOR (DF) - The ratio of exterior illumination to interior illumination and is expressed as a percentage. The variable used to determine the daylight factor includes the floor area, window area, window geometry, visible transmittance (Tvis) and window height.

DAYLIGHT GLAZING - Vertical window area that is located 7'6" above the floor of the room. Glazing at this height is the most effective at distributing daylight deep into the interior space.

DAYLIGHTING - The controlled admission of natural light into a space through glazing with the intent of reducing or eliminating electric lighting. By utilizing solar light, daylighting creates a stimulating and productive environment for building occupants.

DECOMPOSE - To break down into basic components, given the right conditions of light, air, and moisture; refers to materials such as food and other plant and animal matter (U.S.

Environmental Protection Agency).

DESIGN - Column that displays estimated energy use, costs, rating and % "better than average" for a building design (Energystar).

DESIGN LIGHT OUTPUT - The light output of light bulbs at 40 percent of their useful life.

DETENTION PONDS - Ponds that capture stormwater runoff and allow pollutants to drop out before release to a stormwater or water body. A variety of detention pond designs are available, with some utilizing only gravity while others use mechanical equipment such as pipes and pumps to facilitate transport. Some ponds are dry except during storm events and other ponds permanently store water volumes.

DIOXINS - A toxic chemical byproduct created by many industrial processes, especially prevalent in waste from pulp and paper mills. This toxic waste is believed to cause cancer and birth defects (Exhibitor Magazine).

DISPOSABLE/DISPOSAL - Products or materials that can be or are usually thrown away after one use or a limited amount of time. For example, used paper plates are disposable. Refers to the process of throwing away unwanted materials. These materials are placed in a landfill or combusted rather than recycled, reused, or composted (U.S. Environmental Protection Agency).

DISPOSED TONS - The weight, in tons, of all waste created which is disposed at permitted landfills, at transformation facilities, or is exported from the State.

DIVERTED TONS - The weight, in tons, of all materials that through any combination of waste prevention (source reduction), recycling, reuse and composting activities that would have otherwise been disposed at permitted landfills and transformation facilities.

DREDGING - A net that is attached to a frame and dragged along the ocean floor to collect fish. Generally this method of fishing is very destructive to the habitat in which it is used.

DRIP IRRIGATION - A high-efficiency irrigation method in which water is delivered at low pressure through buried mains and sub-mains. From the sub-mains, water is distributed to the soil from a network of perforated tubes or emitters. Drip irrigation is a type of micro-irrigation.

ECOLOGICAL/ENVIRONMENTAL FOOTPRINT - The measure of area needed to supply national populations with the resources and area needed to absorb their wastes (Meeting Strategies Worldwide).

ECOLOGY - A community of living organisms interacting with themselves and with their environment (Meeting Strategies Worldwide).

ECOLOGICAL RESOTRATION - The process of assisting in the recovery and management of ecological integrity, which includes a critical range of variability in biodiversity, ecological processes and structures, regional and historical context, and sustainable cultural practices.

ECOLOGICALLY APPROPRIATE SITE FEATURES - Natural site elements that maintain or restore the ecological integrity of the site, and may include native/adapted vegetation, water bodies, exposed rock, un-vegetated ground, or other features that are part of the historic natural landscape within the region and provide habitat value.

ECOMAGINATION – Multipronged initiatives that are part image advertising, part straight up product, service marketing, and part product, service innovation for eco-advantage and top-line growth.

ECO-SYSTEM – A system whose members benefit from each other's participation via symbiotic relationships (positive sum relationships). It is a term that originated from biology, and refers to self-sustaining systems.

ECOTOURISM - Tourism that respects the culture, natural history and environment of destinations and seeks to minimize the negative impact of travel on the environment (Meeting Strategies Worldwide).

ECO-TRACKING – The new sustained competitive advantage business, environmental leaders seeing their business through the environmental lens. Finding opportunities to cut costs reduce risk, drive revenues, and enhance intangible value. Building deeper connections with customers, employees, and other stakeholders.

EFFICACY - The amount of energy service or useful energy delivered per unit of energy input. Often used in reference to lighting systems, where the visible light output of a luminary is relative to power input; expressed in lumens per Watt; the higher the efficacy value, the higher the energy efficiency (Go Green Virginia).

EFFLUENT - Waste material discharged into the environment Refers to the treated liquid emitted from a manufacturing facility or municipal wastewater treatment plant (U.S. Environmental Protection Agency).

ELEMENTAL MERCURY - Pure mercury rather than a mercury containing compound, the vapor of which is commonly used in fluorescent and other light bulb types.

EMISSIONS OFFSETS - Emissions reductions from one set of actions that are used to offset emission caused by another set of actions.

EMISSIVITY - The ratio of the radiation emitted by a surface to the radiation emitted by a blackbody at the same temperature.

ENERGY PERFORMANCE CONTRACTS - Energy performance contracts are generally financing or operating leases provided by an Energy Service Company (ESCO) or equipment manufacturer for energy-saving installations. What distinguishes these contracts is that they provide a guarantee on energy savings from the installed retrofit measures, and they usually also offer a range of associated design, installation and maintenance services (Go Green Virginia).

ENERGY PERFORMANCE RATING (TARGET RATING) - The benchmark rating for a facility on a scale of 1-100 relative to similar buildings nationwide using EPA's national energy performance rating system (EnergyStar).

ENERGY REDUCTION % - The energy reduction is a measure of how much better your facility performs as compared to an average building (target rating of 50). It is calculated by comparing the design or target energy consumption against the consumption for that facility with a rating of 50 (EnergyStar).

ENERGY STAR EQUIPMENT - A voluntary labeling program of the U.S. Environmental Protection Agency (EPA) and the U.S. Department of Energy that identifies energy efficient

products. Qualified products exceed minimum federal standards for energy consumption by a certain amount, or where no federal standards exist, have certain energy saving features. Such products may display the Energy Star label (Meeting Strategies Worldwide).

ENERGY/WATER CONSERVATION - Practices and strategies that are designed to minimize the amount of energy and water used (Meeting Strategies Worldwide).

ENVIRONMENTAL ATTRIBUTES OF GREEN POWER - Emission reduction benefits that result from green power being used instead of conventional power sources.

ENVIRONMENTAL LENS – Reframing how everyone in a company looks at environmental issues.

ENVIRONMENTAL TOBACCO SMOKE (ETS) OR SECOND HAND SMOKE - Airborne particles emitted from the burning end of cigarettes, pipes and cigars, and exhaled by smokers. These particles contain roughly 4,000 different compounds, up to 50 of which are known carcinogens.

ENVIRONMENTALLY PREFERABLE PRODUCTS - Those products that have a reduced effect on human health and the environment when compared to other products that serves the same purpose. For example, products that contain recycled content, require less energy or create less waste during production and manufacture, use less packaging, or are reusable or recyclable are preferable (U.S. Environmental Protection Agency).

ENVIRONMENTALLY RESPONSIBLE TRANSPORTATION - Transportation options that minimize environmental impact such as mass public transportation (light rail, subway, electric/hybrid/biodiesel buses) and electric/hybrid vehicles (Meeting Strategies Worldwide).

EROSION - A combination of processes by which materials of the earth's surface are loosened, dissolved, or worn away, and transported from one place to another by natural agents.

EUTROPHICATION - The process by which lakes and ponds age. Water, through natural or human sources, becomes rich in nutrients and promotes the proliferation of plant life (especially algae) that reduces the dissolved oxygen content of the water and often causes the extinction of other organisms within the water body.

E-WASTE - Waste materials generated from using or discarding electronic devices, such as computers, televisions, and mobile phones. E-waste tends to be highly toxic to humans, plants, and animals, and has been known to contaminate water, air, and dirt (Meeting Strategies Worldwide). It causes concern because many of the components used in these products are toxic and are not biodegradable (Expo).

EXISTING BUILDING COMMISSIONING - Developing a building operation plan that identifies current building operating requirements and needs, conducting tests to proactively determine if the building and fundamental systems are operating in accordance with the building operation plan, and making any repairs needed so that the building and fundamental systems are operating according to the plan.

FACILITY WALK-THROUGH - A method to assess a facility's waste generation and handling practices through interviewing, observation, and estimation (International Protection Agency).

FAIR TRADE - An organized movement that advocates for producers in developing countries to receive fair prices for their goods. The movement also advocates promoting eco-friendly production standards (Expo). Typically small farmers who are paid a fair market price that enables them to improve their standard of living (Meeting Strategies Worldwide).

FACTORY FARMING - Large scale industrialized agriculture.

FILTRATION BASINS - Basins that remove sediment and pollutants from stormwater runoff using a filter media such as sand or gravel. A sediment trap is usually included to remove sediment from stormwater before filtering to avoid clogging.

FIXTURE SENSORS - Motion sensors that automatically turn on/off lavatories, sinks, water closets and urinals.

FOOTCANDLE (FC) - A unit of light intensity that is equal to the quantity of light falling on a one square foot area from a one candela light source at a distance of one foot.

FORMALYDEHYDE - A chemical used to manufacture adhesives, plastics, fabric treatments, etc., which is emitted from those materials as a gas, and may be a carcinogen to humans (Exhibitor Magazine).

FOSSIL FUELS - Hydrocarbons found in the top layer of the earth's crust that are believed to have been formed from the fossilized remains of plants and animals subjected to high levels of heat and pressure over millions of years. Some fossil fuels include methane, liquid petroleum and coal. Fossil fuels are considered nonrenewable because they take millions of years to create (Expo).

FREE RANGE - The method of farming husbandry where the animals are permitted to roam freely instead of being contained in any manner. Free range may apply to meat, eggs and dairy.

FREE RANGE CHICKEN - The USDA requires that chickens raised for their meat have access to the outdoors in order to receive the free range designation.

FREE RANGE EGG - Free range chicken eggs have no legal definition in the United States. Likewise, free range egg producers have no common standard on what this terminology means. Many egg farmers sell their eggs "free range" merely because their cages are 2 or 3 inches above the average size, or there is a window or access door in the barn that may or may not be used.

FRIABLE - The term used in the asbestos industry to describe asbestos that can be reduced to dust by hand pressure.

FULL DISCLOSURE - For products that are not formulated with listed suspect carcinogens, full disclosure is defined as (i) disclosure of all ingredients (both hazardous and non-hazardous) that make up 1 percent or more of the undiluted product (ii) use of concentration ranges for each of the disclosed ingredients. "Full Disclosure" for products that are formulated with listed suspect carcinogens is defined as (i) disclosure of listed suspect carcinogens that make up 0.1 percent or more of the undiluted product, (ii) disclosure of all remaining ingredients (both hazardous and non-hazardous) that make up 1.0 percent or more of the undiluted product (iii) use of concentration ranges for each of the disclosed ingredients. Suspect carcinogens are those that are listed on authoritative lists available for MSDS preparations: IARC, NTP, and California Proposition 65 lists.

Concentration range definitions are available from OSHA or Canada WHMI Standards.

FULL-TIME EQUIVALENT BUILDING OCCUPANTS - The total number of hours all building occupants spend in the building during the peak 8-hour occupancy period divided by 8 hours. For buildings used for multiple shifts each day, the shift with the greatest number of FTE building occupants sets the overall FTE building occupants for the building.

GESTATION STALLS - Gestation stalls are specifically designed to confine pregnant sows on hog farms. Several states have already passed legislation to restrict the use of this method on raising pigs as the practice is considered, by some, as inhumane.

GILLNETTING - Gillnetting is a common commercial fishing technique. It is an effective method which is closely monitored by fisheries management and enforcement agencies to prevent against over fishing and unnecessary bycatch.

GLARE - Any excessively bright source of light within the visual field that creates discomfort or loss in visibility.

GLOBAL CLIMATE CHANGE - Natural or human induced change in the average global temperature of the atmosphere near the Earth's surface. This condition poses serious dangers around the world, potentially prompting such disasters as flooding, drought, and disease (U.S. Environmental Protection Agency).

GLOBAL WARMING - A gradual, long-term increase in the near surface temperature of the Earth. The terms are most often used to refer to the warming predicted to occur as a result of increased emissions of greenhouse gases (Meeting Strategies Worldwide).

GRASSCYCLING - Leaving grass clippings on the lawn to decompose and return nutrients back to the soil rather than bagging and disposing them (International Protection Agency).

GRASS FED - Animals that have been raised entirely on grass and are fed little to no grain, corn or soy.

GRASSED SWALES - Trenches or ditches covered with vegetation to encourage subsurface infiltration, similar to infiltration basins and trenches. They utilize vegetation to filter sediment and pollutants from stormwater.

GRAYWATER - Defined by the Uniform Plumbing Code (UPC) in its Appendix G, titled "Gray Water Systems for Single-Family Dwellings" as "untreated household waste water which has not come into contact with toilet waste. Gray water includes used water from bathtubs, showers, bathroom wash basins, and water from clothes-washer and laundry tubs. It shall not include waste water from kitchen sinks or dishwashers. "The International Plumbing Code (IPC) defines graywater in its Appendix C, titled "Gray Water Recycling Systems" as "waste water discharged from lavatories, bathtubs, showers, clothes washers, and laundry sinks." Some states and local authorities allow kitchen sink wastewater to be included in graywater. Other differences with the UPC and IPC definitions can probably be found in state and local codes.

GREEN - A common express meaning environmentally responsible (Meeting Strategies).

GREEN BUILDING – the practice of increasing the efficiency with which buildings use resources of energy, water, and materials while reducing building impacts on human health and the environment, through better sites, design, construction, operation, maintenance, and removal — the complete building life cycle.

GREEN CLEANING - The use of cleaning products and practices that have reduced environmental impacts in comparison with conventional products and practices.

GREEN COLLAR JOB - A job connected to eco-friendly products and services (Meeting Strategies Worldwide).

GREEN LABEL - The Carpet and Rug Institute's certification program for vacuum cleaners. To qualify for the Green Label, vacuums must go through a stringent testing process that measures three key performance factors:

- *Soil Removal* - The vacuum must remove a set quantity of soil from carpet in four passes.
- *Dust Containment* - The vacuum must not release more than 100 micrograms of dust particles per cubic meter of air. This protocol evaluates the total amount of dust particles released by the brush rolls, through the filtration bag and via any air leaks from the system, and is more stringent than the National Ambient Air Quality Standards.
- *Carpet Appearance Retention* - The vacuum should not affect the appearance of the carpet more than a one-step change based on one year of normal vacuum use.

High performance vacuum cleaners have a significant impact on improved indoor air quality (IAQ). At the same time, vacuums that effectively remove and contain soil while keeping the carpet looking good will help carpets last longer. Ultimately, better performing vacuums provide a greater return on investment and ensure a healthier indoor environment (OneSource).

GREENFIELD - Undeveloped land or land that has not been impacted by human activity.

GREENFLATION - "In the wake of so much publicity, we (are) now undergoing a wave of "greenflation," where the term "green" is used to justify almost everything and anything, as long as it can make the claim of lowering carbon" (Sustainable Business Design).

GREEN MARKETING – Marketing the green aspects of a product or service can be a tough proposition. Successful green marketing starts with the traditional marketing points – price, quality, and performance – and only then mentions environmental attributes. Green should not be the first marketing button to push.

GREEN MARKETS – Creating a new market space or value innovation, and building corporate image around a company's commitment to being green.

GREEN MEETING - An event that incorporates eco-friendly practices in order to reduce its impact on the environment (Expo).

GREENMUTING - Not talking about environmental efforts (Sustainable Business Design).

GREEN POWER MARKETERS - Due to increased customer awareness of the environmental implications associated with power generation, a growing number of utilities and other types of energy service providers have begun offering green power products. The term "green power marketers" usually refers to energy providers operating in states that permit retail competition in the electricity markets. In states that do not allow this retail competition, many utilities have begun offering green power options under what are typically referred to as green pricing programs (Green-e).

GREEN POWER PRODUCT/OPTION - Green power electricity products are supplied from renewable energy resources and include both green pricing and green marketing. These

products are delivered through the utility grid, a utility, or a competitive electricity supplier. Green power products always contain a higher percentage of renewable-based electricity than standard electrical service. Green power sold by regulated utilities is called green pricing, and when sold in competitive electric markets green power is called green marketing or retail green (Green-e).

GREEN POWER PURCHASING - Green power can be purchased nationwide from several sources. Green power marketers offer green power products to consumers in deregulated markets—such as New Jersey, Pennsylvania, and New England. In states that do not allow retail competition in the electricity markets, many utilities offer renewable energy products through green pricing programs. In addition, all customers nationwide have the opportunity to buy renewable energy and stimulate the development of renewable generation sources through renewable energy certificates. Finally, customers can choose to install on-site renewable generation, such as solar panels (Green-e).

GREEN PRICING - Green pricing refers to an optional utility service that enables customers of traditional utilities to support a greater level of utility investment in renewable energy by paying a premium on their electric bill to cover any above-market costs of acquiring renewable energy resources (Green-e).

GREEN SEAL - A widely recognized green product certification. The Green Seal organization is "an independent, non-profit organization that strives to achieve a healthier and cleaner environment by identifying and promoting products and services that cause a less toxic pollution and waste, conserve resources and habitats, and minimize global warming and ozone depletion. Green Seal has no financial interest in the products that it certifies or recommends nor in any manufacturer or company" (OneSource).

GREEN SEAL CERTIFIED - Products that have earned green seal certification from Green Seal, a 501c3 nonprofit. To earn the certification, products must meet scientific and transparent standards (Expo).

GREENHOUSE EFFECT - Heating of the atmosphere that results from the absorption of solar radiation by certain gases (Meeting Strategies Worldwide).

GREENHOUSE GASES (GHG) - Present in the Earth's near-surface atmosphere, these gases help maintain the planet's temperature. Without them, the planet would be too cold to inhabit. However, too much of these gases will make the planet too hot to inhabit, like a greenhouse in the middle of summer. These gases come from both natural and industrial sources. Gases that come from industrial sources are also called "greenhouse emissions." One of the primary problematic gases from man-made sources is CO₂ (Expo). Including water vapor (H₂O), carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), ozone (O₃), and fluorinated gases (International Protection Agency).

GREENWASHING - Used to describe the practice of overstating green claims or capitalizing on the marketing value of green initiatives without producing real results (Expo). To falsely claim a product is environmentally sound. Also known as faux green. Disinformation disseminated by an organization so as to present an environmentally public image (Meeting Strategies Worldwide).

GROUP MULTI-OCCUPANT SPACES - Conference rooms, classrooms and other indoor spaces used as place of congregation for presentations, training sessions, etc. Individuals using these spaces share the lighting and temperature controls. Group multi-occupant spaces do not include open office plans that contain standard individual workstations.

HALONS - Substances that are used in fire suppression systems and fire extinguishers in buildings and deplete the stratospheric ozone layer.

HAULER - A company that collects and removes trash from a facility; many also collect recyclables (International Protection Agency).

HAZARDOUS WASTE - Waste that is often produced in large quantities by businesses and industrial facilities that can be defined as [toxic](#), [ignitable](#), [corrosive](#), or [reactive](#). This type of waste is regulated by a law called the Resource Conservation and Recovery Act (RCRA) to minimize risks to human health and the environment (U.S. Environmental Protection Agency).

HEAT ISLAND EFFECT - Urban air and surface temperatures that are higher than nearby rural areas. Principle contributing factors include additions of dark, non-reflective surfaces, elimination of trees and vegetation, waste heat from vehicles, factories, and air conditioners and reduced airflow from tall buildings and narrow streets.

HEAT RECOVERY VENTILATOR/EXCHANGERS - Exhaust fans that warm the incoming air with the heat from the outgoing air, recovering about 50-70% of the energy (Green Home Consulting).

HEPA - High Efficiency Particulate Air filters used in HVAC systems, vacuum cleaners, etc. A HEPA filter removes a minimum of 99.97% of contaminants at 0.3 microns in size. In comparison, a human hair is about 60-75 microns in diameter. Particles less than 35 microns cannot be seen with the naked eye. Pollen is in the 10-100 micron range, with dust in the .5-5 micron range. Particles under 5 microns can penetrate deep into the lungs (OneSource).

HIGH OCCUPANCY VEHICLES - Vehicles with more than one occupant.

HIGH-VOLUME COPIERS - Machines used to copy many pages on a continuous basis.

HVAC - Heating, Ventilation and Air Conditioning. Using efficient systems and keeping them maintained are important to a green program (OneSource).

HYBRID VEHICLE - Vehicle that uses a combination of two engine types. Cars are most commonly gasoline-electric hybrids (Meeting Strategies Worldwide).

HYDROCHLOROFLUOROCARBONS (HCFCs) - Refrigeration that deplete the stratospheric ozone layer and are used in building equipment.

HYDROFLUOROCARBONS (HFCs) - Refrigerants that do not deplete the stratospheric ozone layer. However, some HFCs have high global warming potential, and thus are not environmentally benign.

IMPERVIOUS SURFACES - Surfaces that promote runoff of precipitation volumes instead of infiltration into the subsurface. The imperviousness or degree of runoff potential can be estimated for different surface materials.

INCANDESCENT LAMPS - Incandescent lamps operate without a ballast. They light up instantly, providing a warm light and excellent color rendition. You can also dim them. Light is emitted when electricity flows through and heats a tungsten filament. However, incandescent lamps have a low efficacy compared to other lighting options (10-17 lumens per Watt) and a short average operating life (750-2500 hours). Incandescent lamps are the

least expensive to buy, but because of their relative inefficiency and short life spans, they usually are more expensive to operate (Go Green Virginia).

INCINERATOR - A furnace or container for burning waste materials.

INDIVIDUAL OCCUPANT WORKSPACES - Workspaces in which individuals occupy standard workstations for the purpose of conducting individual tasks. These workstations can be located in private offices or multi-occupant spaces, such as open office areas.

INDOOR AIR QUALITY (IAQ) - Indoor Air Quality. An important environmental consideration, because people spend approximately 90 percent of their time indoors. Common factors that affect IAQ are:

- People (exhalation, body odors, diseases)
- Activities (work such as cleaning, using correction fluid, carbonless paper, pest control products, and personal activities such as wearing fragrances and smoking)
- Technology (photocopiers and laser printers)
- Furnishings (furniture, draperies, floor coverings)
- Finishes (paint, varnish, vinyl wall coverings)
- Building materials (caulking compounds, adhesives, wood laminates)
- Outdoor air quality
- Inadequate or contaminated air handling units Inadequate cleaning practices (OneSource)

INFILTRATION BASINS & TRENCHES - Land forms used to encourage subsurface infiltration of runoff volumes through temporary surface storage. Basins are ponds that can store large volumes of stormwater. They need to drain within 72 hours to maintain aerobic conditions and to be available for the next storm event. Trenches are similar to infiltration basins except that they are shallower and function as a subsurface reservoir for stormwater volumes. Pretreatment to remove sediment and oil may be necessary to avoid clogging of infiltration devices. Infiltration trenches are more common in areas where infiltration basins are not possible.

INFRARED EMITTANCE - A parameter between 0 and 1 that indicates the ability of a material to shed infrared radiation. The wavelength of this radiant energy is roughly 5 to 40 micrometers. Most building materials (including glass) are opaque in this part of the spectrum, and have an emittance of roughly 0.9. Materials such as clean, bare metals are the most important exceptions to the 0.9 rule. Thus clean, untarnished galvanized steel has low emittance and aluminum roof coatings have intermediate emittance levels

INTEGRATED PEST MANAGEMENT (IPM) - The coordinated use of pest and environmental information and pest control methods to prevent unacceptable levels of pest damage by the most economical means, and with the least possible hazard to people, property and the environment.

INTEGRATED WASTE MANAGEMENT - The complementary use of a variety of waste management practices to safely and effectively handle municipal solid waste. These practices include source reduction, recycling, composting, combustion, waste-to-energy, and landfilling (U.S. Environmental Protection Agency).

ISO - International Organization for Standardization

ISO 14000 - ISO standards that establish environmental management best practices for global industries.

JANITORIAL CLOSETS - Rooms where janitorial equipment and supplies are stored.

KILOWATT HOUR - 1,000 watts of electricity used for one hour (Meeting Strategies Worldwide).

LANDFILLS - Waste disposal sites for the deposit of solid waste from human activities.

LANDSCAPE ARCHITECTURE - The analysis, planning, design, management and stewardship of the natural and built environments.

LANDSCAPE AREA - Equal to the total site area less the building footprint, paved surfaces, water bodies, patios, etc.

THE LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED) - Leadership in Energy and Environment Design is the U.S. Green Building Council's certification program for green buildings. It sets specific standards that a building must adhere to. For new buildings, the LEED certification designates that green construction practices were used. For existing buildings, the LEED EB designation evaluates the building's operational procedures (Expo). Green Building Rating System is a voluntary, consensus-based national rating system for developing high-performance, sustainable buildings. LEED addresses all building types and emphasizes state-of-the-art strategies in five areas: sustainable site development, water savings, energy efficiency, materials and resources selection, and indoor environmental quality (USGBC).

LEAST TOXIC PESTICIDES - These include boric acid and disodium octoborate tetrahydrate; silica gels; diatomaceous earth; nonvolatile insect and rodent baits in tamper-resistant containers or for crack and crevice treatment only; microbe-based insecticides; pesticides made with essential oils (not including synthetic pyrethroids) without toxic synergists; and materials for which the inert ingredients are nontoxic and disclosed. A least toxic pesticide does not include a pesticide that is determined by the U.S. Environmental Protection Agency as a probable, likely, or known carcinogen or endocrine disruptor; is a mutagen, reproductive toxin, developmental neurotoxin, or immune system toxin; is classified by the U.S. Environmental Protection Agency as a toxicity I or II pesticide; is in the organophosphate or carbamate chemical family; or contains inert ingredients categorized as "List 1: Inerts of Toxicological Concern: Least toxic pesticides do not include any application of pesticides using a broadcast spray, dust, tenting, and fogging or baseboard spray application."

LEED ACCREDITED PROFESSIONALS (LEED APs) - Have demonstrated a thorough understanding of green building techniques, the LEED Green Building Rating System, and the certification process. The LEED AP program is administered by the Green Building Certification Institute (GBCI), which was established with the support of USGBC to allow for objective, balanced management of the credentialing program (USGBC).

LIFE CYCLE ANALYSIS - A system of reviewing the entire history of a product to determine its impact on the environment. Also known as life cycle assessment, cradle-to-grave analysis and ecobalancing, the process includes analyzing the raw materials used, the manufacturing process, the distribution process—including all transportation steps necessary to bring the product to market—and the disposal of the product (Expo).

LIGHT BULB LIFE - The useful operating life of light bulbs.

LIGHT BULBS - Devices that produce illumination, and include glass bulbs or tubes that emit light produced by electricity (as an incandescent bulb or fluorescent bulb).

LIGHT POLLUTION - Waste Light from building sites that produces glare, compromises astronomical research, and adversely affects the environment. Waste light does not increase nighttime safety, utility, or security and needlessly consumes energy and natural resources.

LOCAL ZONING REQUIREMENTS - Local government regulations imposed to promote orderly development of private lands and to prevent land use conflicts.

LONGLINE FISHING - Longline fishing is a commercial fishing technique for cod, swordfish, tuna, halibut and other large species fishes that uses hundreds or even thousands of baited hooks hanging from a single line. Longline fishing is controversial because of the high levels of bycatch including seabirds, turtles and other species not intended for commercial fishing.

LOW-EMISSIVITY WINDOWS - Glazing that has special coatings to permit most of the sun's light radiation to enter the building, but prevents heat radiation from passing through (Green Home Consulting).

LUMEN - A unit of luminous flux equal to the light emitted in a unit solid angle by a uniform point source of one candle intensity.

MARINE STEWARDSHIP COUNCIL (MSC) - The MSC is an independent, global, non-profit organization whose role is to recognize, via a certification program, well managed fisheries and to harness consumer preference for seafood products bearing the MSC label of approval.

MARKET - A recycling business (i.e., a buyer); a municipal recycling facility that accepts recyclable materials for processing and final sale to an end user, either for its own use or for resale; or a nonprofit or charitable organization that accepts donations of unused, unwanted, or reusable materials (International Protection Agency).

MASS TRANSIT - Transportation facilities designed to transport large groups of persons in a single vehicle such as buses or trains.

MATERIALS RECOVERY FACILITY (MRF) - A site where recyclables are sorted and prepared into marketable commodities for manufacturing (U.S. Environmental Protection Agency).

MERV 13 - A filter efficiency rating category based on a test method established by the "American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE 52.2-1999, Method of Testing General Ventilation Air Cleaning Devices for Removal Efficiency by Particle Size), MERV is an acronym for "minimum efficiency reporting value." The MERV efficiency categories range from 1 to 16 (very low to very high efficiency).

METHYLMERCURY - The term used to describe any of various toxic compounds of mercury containing the complex CH₃Hg - that often occur as pollutants and that bioaccumulate in living organisms, especially in higher levels of a food chain.

MICRO-IRRIGATION - Involves irrigation systems with small sprinklers and microjets or drippers designed to apply small volumes of water. The sprinklers and microjets are installed within a few centimeters of the ground, while drippers are laid on or below grade.

MITIGATED STORMWATER - The volume of precipitation falling on the site that does not become runoff. Runoff is defined as stormwater leaving the site via means of uncontrolled

surface streams, rivers, drains, or sewers. Factors affecting stormwater mitigation include site perviousness, stormwater management practices (structural and non-structural), and onsite capture and reuse of rainwater.

MONITORING POINTS - Locations where measurement sensors are installed.

MONTEREY BAY AQUARIUM SEAFOOD WATCH PROGRAM - The Seafood Watch program is designed to raise consumer awareness about the importance of buying seafood from sustainable sources.

MUNICIPAL SOLID WASTE - Wastes such as [durable goods](#), [disposable goods](#), containers and packaging, food scraps, [yard trimmings](#), and miscellaneous inorganic wastes from households, some commercial establishments (e.g., businesses or restaurants), institutions (e.g., schools or hospitals), and some industrial sources. It does not include nonhazardous industrial wastes, sewage, agricultural waste, hazardous waste, or construction and demolition waste. Also known as garbage, trash, refuse, or debris (U.S. Environmental Protection Agency).

NATIONAL FISHERIES INSTITUTE (NFI) - NFI is a leading advocacy organization for the seafood industry. Its member companies represent every element of the industry from the fishing vessels at sea to the national restaurant chains.

NATIVE/ADAPTED VEGETATION - Plants indigenous to a locality or cultivars of native plants that are adapted to the local climate and are not considered invasive species or noxious weeds, and which require only limited irrigation following establishment, do not require active maintenance such as mowing, and provide habitat value and promote biodiversity through avoidance of monoculture plantings.

NATURAL AREAS - Areas covered with native or adapted vegetation or other ecologically appropriate features.

NATURAL RESOURCES - Raw materials or energy supplied by nature and its processes (e.g., water, minerals, plants). Trees are a natural resource used to make paper, and sunlight is a natural resource that can be used to heat homes (U.S. Environmental Protection Agency).

NATURAL VENTILATION - The process of supplying and removing air by natural means in building spaces by using openings such as windows and doors, wind towers, non-powered ventilators, and infiltration processes.

NET METERING - The process of supplying and removing air by natural means in building spaces by using openings such as windows and doors, wind towers, non-powered ventilators, and infiltration processes.

NON-FRIABLE - The term used in the asbestos industry to describe asbestos too hard to be reduced to dust by hand.

NON-OCCUPIED SPACES - All rooms used by maintenance personnel and not open for use by occupants, such as janitorial storage and equipment rooms, and closets.

NON-REGULATORY OCCUPIED SPACES - Corridors, hallways, lobbies, break rooms, copy rooms, storage rooms, kitchens, restrooms, stairwells etc.

NONRENEWABLE RESOURCES - A term indicating the attitude of individuals who oppose siting a disposal facility in their communities (U.S. Environmental Protection Agency).

NON-ROOF IMPERVIOUS SURFACES - All surfaces on the site with a perviousness of less than 50 percent, not including the roof of the building. Examples of typically impervious surfaces include parking lots, roads, sidewalks and plazas.

NONTOXIC - Does not contain substances that are harmful, poisonous, or destructive (U.S. Environmental Protection Agency).

NON-WATER USING URINAL - A urinal that uses no water, but instead replaces the water flush with a specially designed trap that contains a layer of buoyant liquid that floats above the urine layer, blocking sewer gas and urine odors from the room.

OCCUPANCY SENSOR - A monitoring device, commonly connected to a room's lighting but also occasionally to heating or ventilation, that shuts down these services when the space is unoccupied, thus saving energy (Meeting Strategies Worldwide).

OCCUPIED ZONE - The region normally occupied by people within a space. Per ASHRAE 55-2004, it is defined to generally consist of the space between the floor and 1.8 meters above the floor, and more than 1.0 meters from outside walls/windows or fixed heating, ventilating, or air conditioning equipment and 0.3 meters from internal walls.

OFF-GAS - The emitting of fumes into the air. Most new paints, carpeting, and many other building materials typically off-gas chemical compounds which are unpleasant to breathe and may be hazardous to occupant health (Green Home Consulting).

OFFER VS. SERVE PROGRAM - In a dining area, employees offer food rather than serve it automatically. By taking only the food that is desired, individuals can help decrease food waste (International Protection Agency).

ON-SITE WASTEWATER TREATMENT - Localized treatment systems to transport, store, treat and dispose of wastewater volumes generated on the project site.

OPEN SITE AREA - Total site area less the footprint of the building.

OPERATION AND MAINTENANCE STAFF - Include staff or contractors involved in operating, maintaining and cleaning the building and site.

ORGANIC - This word has multiple meanings depending on the context. Organic material is material that came from a once living substance. Organic food, however, is food that was grown without the use of chemicals (Expo).

ORGANIC COTTON - Cotton that is manufactured from organically grown cotton plants. No chemicals are used to grow it, and the final cloth is unbleached and dyed with natural plants (Exhibitor Magazine).

ORGANIC FOOD - Grown without chemicals that can harm the land, water or human health. Organic certification of food can be through an independent organization or government program (Meeting Strategies Worldwide).

PAINTS AND COATINGS - Defined by the referenced Green Seal Standard as "liquid, liquefiable or mastic composition that is converted to a solid protective, decorative, or functional adherent film after application as a thin layer. These coatings are intended for on-site application to interior or exterior surfaces of residential, commercial, institutional or

industrial buildings.” “The Green Seal Standard does not include stains, clear finishes, or paints sold in aerosol cans within this category.

PARKING SUBSIDIES - The costs of providing occupant parking that are not recovered in parking fees.

PASSIVE BUILDING DESIGN - Building configurations that take advantage of natural, renewable resources (like sunlight, cooling breezes, etc.) and typically do not involve any moving parts or mechanical processes (Green Home Consulting).

PCF (PROCESSED CHLORINE FREE) - A designation given to eco-friendly paper, meaning that no chlorine or chlorine compounds were used in its manufacturing process. In terms of paper, it also means that all substances that go into making the paper are chlorine free. The mill also must not use virgin forest wood for the creation of the paper and it must produce a final product that has at least 30 percent post-consumer content (Expo).

PERFORMANCE RATING (1-100) - A target rating selected by the user using a 1-100 scale (expressed as a percentage). A 75 target rating would indicate that the energy design intent for the project is in the top quartile (i.e. top 25%). Target Finder also uses the 1-100 scale to establish a rating for your design's energy performance compared to the US commercial building population of similar buildings (Energystar).

PERMEABLE SURFACES - Surfaces used as a substitute for impermeable surfaces to allow runoff to infiltrate into the subsurface. These surfaces are typically maintained with a vacuuming regime to avoid potential clogging and failure problems. Porous pavement is one type of permeable surface.

PERSONAL ENVIRONMENTAL CONTROLS (PECs) - Office furniture with heating, ventilation and lighting built into the furniture.

PERVIOUSNESS - The percent of area covered by a paving system that is open and allows moisture to soak into the earth below the paving system.

PHOTOVOLTAIC ENERGY - Electricity from photovoltaic cells that convert the energy in sunlight into electricity.

PICOGRAM - One trillionth of a gram.

PICOGRAMS PER LUMEN HOUR - A measure of the amount of mercury in a light bulb per unit of light delivered over its useful life.

PLA (POLYLACTIDES) - Typically corn and other plant-based plastics, PLA is meant to biodegrade, while traditional petrochemical plastic must be recycled. The two types of plastics shouldn't be mixed during recycling efforts (Expo).

PLANTIFF'S BAR – The organizational thinking of frivolous, preposterous, it won't happen to me. Awareness of the plaintiff's bar is critical – it is stocked with creative passionate lawyers looking for new lines of attack.

POINT SOURCE - A discrete conveyance of a pollutant, such as a pipe or man-made ditch. As stated in the NPDES Permit Program Basics; Frequently Asked Questions, a point source is “any discernible, confined and discrete conveyance, such as a pipe, ditch, channel, tunnel, conduit, discrete fissure, or container.”

POLLUTANTS - Include “any type of industrial, municipal, and agricultural waste discharged into water.” Those regulated in the NPDES program include conventional pollutants (such as BOD5, total suspended solids, pH, fecal coliform, and oil and grease), toxic pollutants (such as metals and manmade compounds) and non-conventional pollutants (such as ammonia, nitrogen, phosphorus). The definition of “pollutant” as it pertains to the Clean Water Act and NPDES permitting is subject to change based on ongoing litigation and increased understanding about the environmental affects of discharged substances. An agent of the NPDES should be consulted regarding the pollutant status of discharge from specific buildings.

POLLUTION PREVENTION - Preventing or reducing pollution where it originates, at the source—including practices that conserve natural resources through increased efficiency in the use of raw materials, energy, water and land. See waste minimization (U.S. Environmental Protection Agency).

POLYCHLORINATED BIPHENYLS (PCBs) - Mixtures of synthetic organic chemicals with the same basic chemical structure and similar physical properties ranging from oily liquids to waxy solids. More than 1.5 billion pounds of PCBs were manufactured in the United States prior to cessation of production in 1977. Concern over the toxicity and persistence in the environment of PCBs led Congress in 1976 to enact of the Toxic Substances Control Act (TSCA) that included among other things, prohibitions on the manufacture, processing, and distribution in commerce of PCBs. TSCA legislated true “cradle to grave” (i.e. from manufacture to disposal) management of PCBs in the United States. (This definition is from the U.S. EPA PCB Web Site, epa.gov/opptintr/pcb/).

POST-CONSUMER CONTENT - Percentage of materials recovered by consumers (from the municipal solid waste stream). For example, a newspaper might be made from 30 percent recovered newsprint (U.S. Environmental Protection Agency).

POST-CONSUMER MATERIAL - An end product that has completed its life cycle as a consumer item and would otherwise have been disposed of a solid waste. Post-consumer materials include recyclables collected in commercial and residential recycling programs, such as office paper, cardboard, aluminum cans, plastics and metals (Meeting Strategies Worldwide).

POST-CONSUMER WASTE - Refers to waste generated after it has been used by a consumer. Almost anything thrown away, from food garbage to packaging, falls in this category (Expo).

POST-INDUSTRIAL WASTE - Consists of byproducts of the manufacturing process, such as plastic trimmings in the production of plastic bottles. These waste products are often put back into the manufacturing process and called “recycling.” Many dispute whether this truly constitutes recycling or simply good business practices (Expo).

POTABLE WATER - Water that is suitable for drinking and is supplied from wells or municipal water systems

POWDER COATING - Durable finishing method for metals using a dry powdered plastic that is heat-fused onto the surface. Virtually no solvent is required and little waste is produced (Exhibitor Magazine).

PRE-CONSUMER CONTENT - Percentage of materials salvaged for reuse from the waste stream of a manufacturing process (rather than from consumers) subsequently used to manufacture a product (U.S. Environmental Protection Agency).

PREFERRED PARKING - Parking that is preferentially available to particular users, usually located closer to the building.

PROCESS WATER - Water used for industrial processes and building systems such as cooling towers, boilers and chillers.

PRODUCTIVITY - The quantity and quality of employee output per unit time.

PROPERTY AREA - The total area within the legal property boundaries of a building and includes all areas of the site including constructed areas and non-constructed areas.

PUBLIC TRANSPORTATION - Bus, rail, or other transportation service provided for the general public on a regular, continual basis that is publicly or privately owned.

RAPIDLY RENEWABLE MATERIALS - Materials that are planted and harvested in less than 10-year cycle.

RECORDS EXAMINATION - An examination of records such as purchasing invoices, sales logs, and waste hauling and recycling records to provide insight into an origination's waste generation and removal patterns (International Protection Agency).

RENEWABLE RESOURCES - A resource is renewable if it can be replenished at a rate equal to or faster than it's used by humans or others in the ecosystem (Expo).

RECYCLED/RECYCLED PAPER - Describes products made from post-consumer waste or used materials that are cleaned and reprocessed into new products bound for manufacturing (Expo). According to U.S. government standards, uncoated paper with at least 30% post-consumer waste and coated paper with at least 10% post-consumer waste can be called "recycled" paper (Meeting Strategies Worldwide).

RECYCLABLE - Describes products, new previously plastics, PLA is meant to biodegrade, while traditional petrochemical plastic must be recycled. The two types of plastics shouldn't be mixed during recycling efforts (Expo).

RECYCLING - The collection, reprocessing, marketing and use of materials that were diverted or recovered from the solid waste stream. Recycling provides two categories of environmental benefits (1) diversion of waste from landfilling or incineration and (2) reduces the need for virgin materials for the manufacture of new products.

REDUCE, RE-USE, RECYCLE - Catchy phrase, mantra for pollution control and environmental sustainability.

REFRIGERANTS - The working fluids of refrigeration cycles that absorb heat from a reservoir at low temperatures and reject heat at higher temperatures.

REGULARLY OCCUPIED SPACES - Areas where workers are seated or standing as they work inside a building.

RELATIVE HUMIDITY - The ratio of partial density of water vapor in the air to the saturation density of water vapor at the same temperature.

RENEWABLE ENERGY - Energy from sources that are renewed on an ongoing basis. This includes energy from the sun, wind and small hydropower. Ways to capture energy from the sun include photovoltaic, thermal solar energy systems, and bioenergy. One issue with bioenergy is the amount of fossil fuel energy used to produce it.

RENEWABLE ENERGY CERTIFICATES (RECs) - A representation of the environmental attributes of green power that are sold separately from the electrons that makes up the electricity. RECs allow the purchase of green power even when the electrons are not purchased.

RESOURCE CONSERVATION AND RECOVERY ACT (RCRA) - A set of regulations that control the management of hazardous waste to protect human health and the environment (U.S. Environmental Protection Agency).

RESOURCE MANAGEMENT CONTRACTING - Type of waste management contracting that compensates waste and recycling haulers based on performance in achieving waste prevention goals rather than the volume of waste disposed, creating an incentive to reduce waste, rather than increase it (International Protection Agency).

RETURN AIR - Air removed from conditioned spaces that is either re-circulated in the building or exhausted to the outside.

REUSE - Using items again by repairing, donating, or selling them. Reuse is even better than recycling because the item does not have to be reprocessed before it can be used again (International Protection Agency).

SALVAGED MATERIALS (OFF-SITE) - Building materials recovered from an offsite source that are reused in the existing building seeking LEED for Existing Buildings certification.

SALVAGED MATERIALS (ON-SITE) - Building materials recovered from and then reused at the same building site.

SEASONAL AFFECTIVE DISORDER - A form of depression thought to be triggered by a decrease in exposure to sunlight.

SEDIMENTATION - The addition of soil particles to water bodies by natural and human-related activities. Sedimentation often decreases water quality and can accelerate the aging process of lakes, rivers and streams.

SETPOINTS - Normal range for building systems and indoor environmental quality outside which action is taken.

SICK BUILDING SYNDROME - A term used to describe situations where building occupants experience acute discomfort and negative health effects as a result of time spent in the building without any specific cause that can be identified, the symptoms disappear soon after the occupants leave the building.

SILO THINKING - Instead of searching the entire organization for answers, the focus is on one narrow part of the organization. The solution does not solve the primary problem, but leads to new problems and missed opportunities.

SITE ENERGY USE INTENSITY (kBtu/Sq. Ft./yr) - The annual on-site energy intensity estimate for your building design which accounts for all energy consumed at the building location (Energystar).

SMART GROWTH - "Smart growth" covers a range of development and conservation strategies that help protect our natural environment and make our communities more attractive, economically stronger and more socially diverse. Based on the experience of communities around the nation that have used smart growth approaches to create and

maintain great neighborhoods, the Smart Growth Network developed a set of 10 basic principles:

1. Mix land uses
2. Take advantage of compact building design
3. Create a range of housing opportunities and choices
4. Create walkable neighborhoods
5. Foster distinctive, attractive communities with a strong sense of place
6. Preserve open space, farmland, natural beauty and critical environmental areas
7. Strengthen and direct development towards existing communities
8. Provide a variety of transportation choices
9. Make development decisions predictable, fair and cost-effective
10. Encourage community and stakeholder collaboration in development decisions (Go Green Virginia)

SOIL WASTE - Unneeded or unusable soil from construction, demolition or renovation projects.

SOLAR REFLECTANCE - A measure of the ability of a surface material to reflect sunlight – including the visible, infrared and ultraviolet wavelengths – on a scale of 0 to 1. Solar reflectance is also called albedo. White paint (titanium dioxide) is defined to have a solar reflectance of 1 while black paint has a solar reflectance of 0.

SOURCE REDUCTION - Reducing or eliminating waste at the source, before it is generated. Source reduction actually prevents the generation of waste in the first place, so it is the preferred method of waste management and goes a long way toward protecting the environment (International Protection Agency).

SOY OR VEGETABLE-BASED INK - Ink made from soybeans and other vegetable oils instead of petroleum. It's easier to recycle, comes in brighter colors and some believe it's also more economical. However, the ink isn't 100 percent biodegradable because of the other components added to it during the production process. It also cannot be used in many places where traditional inks are used, such as in ball-point pens and personal printers. The ink also takes longer to dry, creating a problem for some presses (Expo).

SPACE OCCUPIED FOR CRITICAL VISUAL TASKS - Rooms used for tasks like reading and computer monitor use.

SQUARE FOOTAGE OF A BUILDING - The total floor area in square feet of all rooms including corridors, elevators, stairwells, and shaft spaces.

STORMWATER RUNOFF - Water volumes that are created during precipitation events and flow over surfaces into sewer systems or receiving waters. All precipitation waters that leave project site boundaries on the surface are considered to be stormwater runoff volumes.

SUBMETERING - Metering added by the building owner and managers to track the amount of water and energy use and where it is occurring in the facility.

SUPPLY AIR - Air delivered to conditioned spaces for use in ventilating, heating, cooling, humidifying and dehumidifying those spaces.

SUPPLY CHAIN AUDITING – Monitoring from materials acquisition and manufacturing to packaging, logistics, and distribution, every stage of the supply chain that offers opportunities to reduce waste and pollution.

SUSTAINABILITY – Relating to, or being a method of harvesting or using a resource so that the resource is not depleted or permanently damaged.

SUSTAINABLE - A resource that can be maintained at current levels indefinitely. Sustainability has become a social movement advocating for responsible development both ecologically and socially (Expo).

SUSTAINABLE FORESTRY - The practice of managing forest resources in a manner that meets the long term forest product needs to humans while maintaining the biodiversity of forested landscapes.

SUSTAINABLE PURCHASING POLICY - The preferential purchasing of products that meet sustainability standards. Per this MR Credit 4, the sustainable purchasing policy for cleaning products and materials should include all cleaning products, paper products and trashcan liners included in the U.S. EPA’s Comprehensive Procurement Guidelines.

SUSTAINABLE PURCHASING PROGRAM - Includes the development, adoption and implementation of an organizational policy that outlines the types of materials that will be targeted to meet the sustainability criteria of this credit. Per the credit requirements, this program at a minimum must include office paper, office equipment, furniture, furnishings and building materials for use in the building and on the site.

SYSTEM LIFETIME - The length of time from installation until a system needs to be replaced.

SYSTEM OPERATOR - A facility management staff person who is responsible for the operation of the building and for receiving and responding to HVAC system out of range performance alarms.

TAKE-BACK PROGRAM - A program in which products are returned to the manufacturer at the end of their lives. The manufacturer is responsible for remanufacturing, recycling, or properly disposing of the products once they are returned (International Protection Agency).

TARGET - Column that displays estimated energy use, costs, rating and % “better than average” for a selected target (Energystar).

TELECOMMUTING - Work that is done through the use of telecommunications and computer technology from a location other than the usual or traditional place of business – for example, home, a satellite office or a telework center.

TERTIARY TREATMENT - The highest form of wastewater treatment that includes the removal of nutrients, organic and solid material, along with biological or chemical polishing (generally to effluent limits of 10mg/L Bod5 and 10 mg/L tss).

THERMAL BRIDGING - An element in a building envelope which is a poor insulator and compromises the insulating value of the envelope, e.g., wood studs without exterior insulation (Green Home Consulting).

THERMAL COMFORT - A condition of mind experienced by building occupants expressing satisfaction with the thermal environment.

THERMAL EMITTANCE - The ratio of the radiant heat flux emitted by a sample to that emitted by a blackbody radiator at the same temperature.

TIPPING FEE - Fee assessed for waste disposal in a sanitary landfill, waste-to-energy plant, or composting facility for a given amount of waste, usually in dollars per ton. Fees are established based on disposal facility costs and the amount disposed of at the facility (U.S. Environmental Protection Agency).

TOP 10% - Column that displays energy use, costs, rating and % "better than average" for a design intended to perform among the top 10% of similar US commercial buildings (EnergyStar).

TOTAL ANNUAL ENERGY COST (\$) - The total annual energy cost. If an energy rate is not entered, the rate is derived from the DOE-EIA State Average Fuel Rate based on the zip code for your design (EnergyStar).

TOTAL ANNUAL SITE ENERGY (kBtu) - The estimated total annual on-site energy consumption for the building design (EnergyStar).

TOAL ANNUAL SOURCE ENERGY (kBtu) - The estimated total annual energy consumption for on-site energy and energy consumed during generation and transmission (EnergyStar).

TRACKING - Tools used for monitoring and evaluating waste reduction data (International Protection Agency).

TRAWLING - Trawling is a method of fishing that involves pulling a large fishing net through the water behind one or more boats. The net that is used for trawling is called a trawl. The boats that are used for trawling are called trawlers. Trawlers vary in size; from small open boats with only 30 hp to large factory trawlers with over 10,000 hp. Trawling can be carried out by one trawler or by two trawlers fishing cooperatively (pair trawling). Bottom trawling can leave serious incidental damage to the sea bottom and deep water coral reefs, in its trail; by contrast midwater trawling is relatively benign, however it catches all like within the area of the nets and by catch disposal is evident in this fishing method.

TRIPLE BOTTOM LINE - A business and development philosophy incorporating the three E's: equity, environment, economics. Also referred to as the three P's: people, plant, profit (Meeting Strategies Worldwide).

TURBIDITY - The state of having sediment stirred up or suspended. Turbidity in lakes or estuaries affects water clarity, light penetration, and their suitability as habitat for aquatic plants and animals.

UNDERGROUND PARKING - A "truck-under" or stacked parking structure that reduces the exposed parking surface area.

UNIFORM BUILDING CODE - A model building code published by the International Council of Building Officials (ICBO) that provides complete regulations covering all major aspects of building design and construction relating to fire and life safety and structural safety.

UNIT-BASED PRICING/PAYT (PAY-AS-YOU-THROW) - A system in which residents pay for municipal solid waste management services per unit of waste (by weight or volume) collected rather than through a fixed fee. Residents, for example, might purchase a sticker to place on each bag of waste set out at the curb—the price of the sticker covers the solid waste management service costs for the volume of the bag (U.S. Environmental Protection Agency).

UTILITY METERING - Involves the use of meters provided by utilities to measure consumption.

THE U.S. GREEN BUILDING COUNCIL (USGBC) - Is a 501(c)(3) non profit organization that certifies sustainable businesses, homes, hospitals, schools, and neighborhoods. USGBC is dedicated to expanding green building practices and education, and its LEED® (Leadership in Energy and Environmental Design) Green Building Rating System™ (USGBC).

VALUE CHAIN – model that helps to analyze specific activities through which firms can create value and competitive advantage.

VARIABLE AIR VOLUME (VAV) - A type of HVAC system that varies the volume of conditioned air delivered to rooms.

VEGETATED FILTER STRIPS - Strips of vegetation to filter sediment and pollutants from storm water. Strips are appropriate for treating low velocity surface street flows in areas where runoff is not concentrated. They are often used as pretreatment for other storm water measures such as infiltration basins and trenches.

VENTILATION - The process of supplying and removing air to and from interior spaces by natural or mechanical means.

VISIBLE TRANSMITTANCE (Tvis) - The ratio of total transmitted lights to total incident lights. In other words, it is the amount of light passing through a glazing surface divided by the amount of light striking the glazing surface. A higher Tvis value indicates that a greater amount of incident light is passing through the glazing.

VISION GLAZING - Glazing that provides views of outdoor landscapes to building occupants for vertical windows between 2'6" and 7'6" above the floor. Windows below 2'6" and windows above 7'6" (including daylight glazing, skylights, and roof monitors) do not count as vision glazing for this credit.

VOC (VOLATILE ORGANIC COMPOUNDS) - Typically industrial cleaners and solvents, these materials have a high enough vapor pressure under normal conditions that they can enter the atmosphere (Expo). Many VOCs are human made chemicals used and produced in the manufacture of paints, pharmaceuticals and refrigerants. VOCs typically are industrial solvents, such as trichloroethylene; fuel oxygenates, such as methyl tert-butyl ether (MTBE); or by-products produced by chlorination in water treatment, such as chloroform. VOCs are often components of petroleum fuels, hydraulic fluids, paint thinners and dry cleaning agents. VOCs are common ground water contaminants (Meeting Strategies Worldwide).

VOLUME-BASED PRICING (PAY AS YOU THROW) - Charging businesses for the collection of municipal solid waste based on the amount they throw away. This creates a direct economic incentive to recycle more and to generate less waste (International Protection Agency).

WALK-OFF MATS - Mats placed inside or outside building entrances to remove dirt from the feet of people and off equipment entering the building.

WASTE ASSESSMENT - A tool to help identify and quantify the amount of waste generated. A waste assessment could include examining waste bills, conducting a facility walk-through, and/or performing a waste sort (International Protection Agency).

WASTE DISPOSAL - The process of eliminating waste by means of burial in a landfill, combustion in an incinerator, dumping at sea, or eliminating waste in some other way that is not recycled or reused.

WASTE DIVERSION - Includes waste management activities that divert waste from disposal through incineration or land filling. Typically waste diversion methods are reuse and recycling.

WASTE MANAGEMENT - Administration of activities that provide for the collection, source separation, storage, transportation, transfer, processing, treatment, and disposal of waste (U.S. Environmental Protection Agency).

WASTE MINIMIZATION - Includes reducing waste before it is even generated and environmentally sound recycling. Often used in relation to hazardous waste (U.S. Environmental Protection Agency).

WASTE NEUTRAL - Used to describe the goal of creating an event that does not generate any additional waste for landfills. This goal can be achieved in a variety of ways such as recycling, composting or choosing products created in a sustainable manner (Expo).

WASTE PREVENTION - Reducing or eliminating waste at the source before it is generated (International Protection Agency).

WASTE REDUCTION - Using source reduction, recycling, or compositing to prevent or reduce waste generation (International Protection Agency).

WASTE REDUCTION POLICY - Includes (1) a statement describing the organization's commitment to minimize waste disposal by using source reduction, reuse and recycling (2) assignment of responsibility within the organization for implementation of waste reduction program (3) a list of the general actions that will be implemented in the waste reduction program to reduce waste (4) a description of the tracking and review components in the waste reduction program to monitor waste reduction success and improve waste reduction performance over time.

WASTE SORT - Identifying each component of a convention center's waste and calculating its percentage of the facility's total waste generation (International Protection Agency).

WASTE STREAM - The total flow of solid waste from homes, businesses, institutions, and manufacturing plants that is recycled, burned, or disposed of in landfills, or segments thereof such as the "residential waste stream" or "recyclable waste stream" (International Protection Agency).

WASTE-TO-ENERGY-FACILITIES - Specially designed waste management facilities where waste is burned to create energy, which is captured for use in generating electricity (U.S. Environmental Protection Agency).

WASTE WISE - An EPA partnership program through which organizations reduce municipal solid waste and industrial wastes while improving their bottom lines and helping the environment (International Protection Agency).

WEATHERED RADIATIVE PROPERTIES - The solar reflectance and thermal emittance of a roofing product after three years of exposure to the weather.

WIND ENERGY - Electricity generated by wind machines.

WOOD WASTE - Unneeded or unusable wood from construction, demolition or renovation projects.

WRAP – Waste Reduction Always Pays.

XEIRSCAPING - A creative landscaping design for conserving water that uses drought-resistant or drought-tolerant plants (Green Home Consulting).

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The *Glossary* ought to be a living document, subject to continuous refinement and updating. If you have suggestions for additional terms or improvement of existing definitions, please write down your ideas in the space below and send them to

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Term: _____

Definition: _____

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