



RE: COVID-19 (Novel Coronavirus)

Dear Valued Customer,

Please be advised we continue to closely monitor the Novel Coronavirus (COVID-19) situation globally. As part of Liberty AV Solutions' planning and response to this potential threat, we want to assure you that we are making preparations to address the risk of a supply chain disruption that may arise from the spread of the virus.

We have been working with all of our suppliers to understand the potential for supply disruption and believe the overall impact will be minimal, but the potential for delay varies by supplier. Many suppliers had increased inventory levels in preparation for extended Chinese New Year production shut-downs, which has allowed them to continue to meet our needs.

Liberty AV Solutions reviews enterprise risk on a continuous basis and its enterprise risk management (ERM) team, comprised of senior leaders, conducts a detailed review of the current risks to our business, or that could develop into risks over time. We are taking the same approach with COVID-19, and reviewing our Business Continuity Plan to minimize disruptions to our collective supply chains.

Additionally, we are closely monitoring the Centers for Disease Control and Prevention (CDC) guidance on flu season and COVID-19, and taking appropriate actions around travel restrictions, employee safety protocols, etc.

We thank you for your business. Please contact your brand representative should you have any further questions or concerns.

Sincerely,

Ed Jankowski  
President – Liberty AV Solutions