

# MINNEAPOLIS CONVENTION CENTER MEETING PLANNERS GUIDE

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Director of Facility Services	Christopher Larson	chris.larson@ci.minneapolis.mn.us	(612) 335-6116
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Facilities Operations Supervisor	Randy Rasmussen	randy.rasmussen@ci.minneapolis.mn.us	(612) 335-6247
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Guest & Security Services Sr. Supervisor	Scott Feldman	scott.feldman@ci.minneapolis.mn.us	(612) 335-6113
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Catering Sales Manager	Heidi Hudson	heidih@kelber.com	(612) 335-6082
Catering Sales Coordinator	Stephanie Case	stephc@kelber.com	(612) 335-6171
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Sales Manager	Steven Arrington	steven.arrington@ci.minneapolis.mn.us	(612) 335-6334
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Sales Manager	Angie Kufus	angie.kufus@ci.minneapolis.mn.us	(612) 335-6336
Sales Manager	Katie Smith	katie.smith@ci.minneapolis.mn.us	(612) 335-6333
Marketing Communications Manager	Kristen Montag	<a href="mailto:KristenM@meetminneapolis.com">KristenM@meetminneapolis.com</a>	(612) 767-8038
<b><u>TECHNOLOGY SERVICES</u></b>	<b>Exhibitor Services; Internet; Video Signage</b>		
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FedEx Office	On-Site Business Center	usa1310@fedex.com	(612) 339-0616
Priority Networks	Internet & Wi-Fi Provider		(612) 335-6165

# INTRODUCTION

Minneapolis Convention Center  
1301 Second Avenue South  
Minneapolis, Minnesota 55403  
(612) 335-6000  
FAX: (612) 335-6757  
TDD: (612) 335-6500  
Website: [www.minneapolisconventioncenter.com](http://www.minneapolisconventioncenter.com)

## Welcome to the Minneapolis Convention Center!

This Minneapolis Convention Center Meeting Planners Guide is intended to assist you in the planning of your event at our facility. We hope it will answer questions, provide timelines and inform you of our operating policies.

We realize that each event is unique and that you may have special questions and concerns during the planning process. Please feel free to contact your Event Coordinator should you have special concerns.

We welcome the opportunity to work with you on your event. The Minneapolis Convention Center staff will do everything possible to make your convention, trade show, corporate meeting, banquet or other special activity a success.

The Minneapolis Convention Center's Meeting Planners Guide is updated throughout the year. Please check our web site at [www.minneapolisconventioncenter.com](http://www.minneapolisconventioncenter.com) to ensure that you have the latest version before your event start date.

## MISSION STATEMENT

The Minneapolis Convention Center is the national convention and tradeshow venue of the State of Minnesota. By hosting events and offering a variety of services, the Minneapolis Convention Center showcases and provides economic benefit to Minneapolis and the surrounding region.

We will provide an exceptional product, in a safe environment, while maintaining the integrity and financial health of the facility.

# LOCATION

Minneapolis Convention Center  
 1301 Second Avenue South  
 Minneapolis, Minnesota 55403

(612) 335-6000

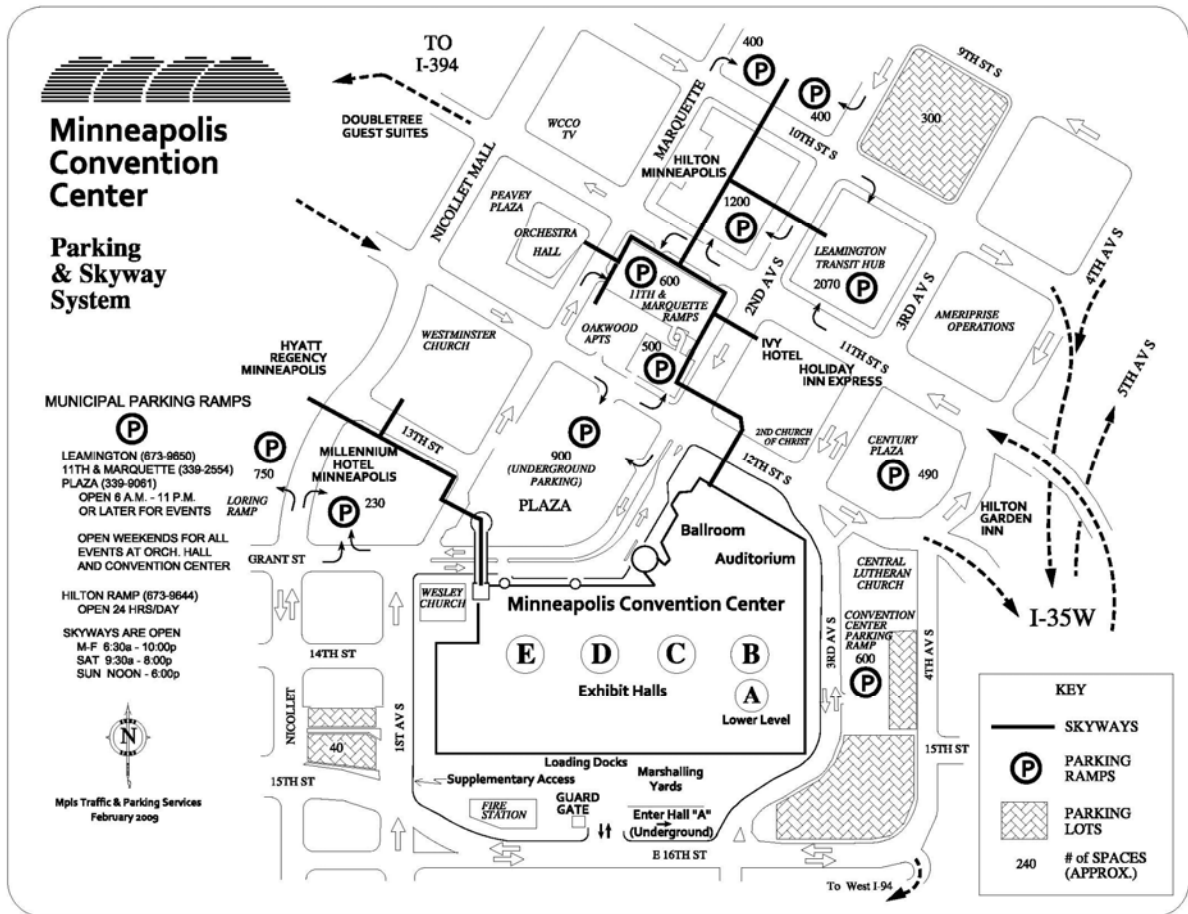
FAX: (612) 335-6757

TDD: (612) 335-6500

Website: [www.minneapolisconventioncenter.com](http://www.minneapolisconventioncenter.com)

On the southern edge of downtown Minneapolis just one block east of Nicollet Mall, the Minneapolis Convention Center (MCC) has convenient access to hotels, upscale retailers, entertainment and dining facilities. All are connected by the enclosed climate controlled skyway system.

- ◆ Only blocks from over 5,700 first class hotel rooms and an additional 9,000 rooms within a 10-30 minute drive
- ◆ Two blocks from Interstates I-94 and I-35W
- ◆ Several parking ramps convenient to the Minneapolis Convention Center: 900 spaces connected through the West Skyway, 4,370 spaces connected via the East Skyway and another 6,000 spaces at surface lots and meters within walking distance



# FACILITY INFORMATION & GUIDELINES

## ACCESSIBILITY (ADA)

The Americans with Disabilities Act (ADA) was enacted to ensure that persons with disabilities are afforded the same opportunities to participate in American society as all other persons. The ADA is legislation designed to protect the civil rights of persons who have physical or mental disabilities.

As a "Public Assembly Facility" the MCC is responsible for permanent building access accommodations such as, but not limited to, wheelchair ramps, elevator standards, door width standards and restroom accessibility. In addition, the MCC is capable of providing systems for the hearing impaired and wheelchair lifts and access ramps for stages. Permittee is responsible for non-permanent building access accommodations such as, but not limited to, registration, information booths, accessible seating, auxiliary aids and other services/programs available to exhibitors, attendees or the general public.

Prior to an event, Permittee shall provide the MCC with the number of disabled persons planning to attend the event and an outline of the accessibility services Permittee will provide to the disabled attendees.

Electrical mobility scooters and wheelchairs are available for rent from the Guest & Security Services Department. On-site reservations can be made at the Visitor Information Center, Monday thru Sunday 8:00am to 4:30pm. For advance reservations or for more information please call (888) 404-5554 or visit [www.themobilityshop.com](http://www.themobilityshop.com). Prevailing rental rates will apply and payment must be made with a credit card (Visa, Discover, or MasterCard). Checks and cash are not accepted.

Handicapped parking is available to individuals with valid disability parking permits in surrounding ramps and lots as well as at parking meters on the street.

## BALLOONS

Helium balloons may not be sold or distributed inside the facility. Helium balloons may be approved through the Event Coordinator for permanent attachment to authorized displays. A deposit may be required prior to installation. If helium balloons are released for any reason within the facility, any MCC labor and/or lift equipment costs to remove balloons from ceilings and/or domes will be charged to Permittee at the prevailing rates and conditions. Helium (or like) balloons distributed outside the MCC shall not be permitted to be brought into the facility. See the Fire & Safety Regulations section for information about helium tank storage and operation. A balloon drop requires MCC and/or appropriate stagehand personnel to hang, release and remove.

**See Also: Decorations; Fire & Safety Regulations**

## BANNERS & SIGNS

Events are required to contact their Event Coordinator regarding any banners or signs that they would like to hang. MCC Rigging Policies apply to banner and signage installation. Fees may apply.

- Decorations, signs, banners and/or similar materials may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, doors, walls, glass, columns, painted surfaces, fabric or decorative walls, railings, ceiling tiles or light fixtures.
- Banners and other decorating materials are only to be hung in approved locations.
- Signage may be draped over podiums or affixed to podiums only by approved methods.
- Decorations, signs, banners and/or similar materials hanging on the inside of the MCC may not be hung in such a manner that the front or printed side of the sign can be read from the sidewalks or streets surrounding the MCC.
- Decorations, signs, banners and/or similar materials may not be affixed to any outside glass door or window of the MCC.
- Signs, banners and/or other decorations may not be hung inside the Lobby B Atrium on any level of the MCC.
- The MCC's permanent directional signs and/or graphics may not be obstructed in any manner.
- The placing of signs or banners in the skyways is subject to the approval of the Downtown Council. Banners may not be hung over the public street, from any skyway.
- In any situation where Permittee's policies are more restrictive than MCC's policies regarding decorations, signs, banners, balloons, etc., Permittee's policies shall supersede MCC's policies.
- Damage resulting from the improper and/or unauthorized installation of materials will be charged directly to Permittee.

## EXTERIOR BANNERS & SIGNS

The MCC holds exclusive rights on hanging banners on the exterior surfaces of the MCC. Approval for the hanging of signage on the exterior of the MCC is subject to the following conditions:

- Consideration to place a banner on the exterior of the MCC will only be given to events occupying at least ¾ of the facility.

- Permittee must obtain written approval from MCC management at least thirty (30) days in advance of their first move in date.
- Banners must have appropriate grommets or rigging hardware subject to approval by MCC Technology Services Manager.
- No third party advertisement banners will be allowed.
- No "Public Sale" banners will be allowed.
- No banners will be allowed on the freeway side of the MCC.

**See Also: Decorations; Rigging; Third-Party Advertising; Video Signage**

## **BOX OFFICE**

Permittee must provide the name of the service vendor and/or box office liaison managing all box office sales. All tickets must be approved by the MCC and ordered from a bonded ticket printing company. The MCC will check all tickets against the manifest to ensure accuracy.

Tickets must be divided by price, date on ticket (if applicable) and type of admission (i.e. adult, child, senior, etc.). Only full rolls of tickets will be accepted. No opened, broken or pre-used rolls will be allowed. Permittee is responsible for all applicable taxes and the MCC must be notified at least fourteen (14) days in advance if an event is tax exempt.

For each day the box office is open, the following regulations apply. Any deviation from this policy must be outlined in the Permit for Occupancy:

- A daily box office statement of on-site, discount, advanced and internet sales will be provided to the MCC. A final box office summary statement of on-site, discount, advanced and internet sales will be provided to the MCC upon completion of the event.
- On-site ticket sales will be sold only from the box office assigned by the MCC
- Tickets must be sold only at the actual ticket value listed upon the ticket
- The MCC may conduct random audits of on-site ticket sales
- The issuing of complimentary tickets will be limited to an agreeable percentage of capacity or as dictated by prudent business practice

**See Also: Ushers/Ticket Takers**

## **CATWALKS**

Only authorized MCC personnel and contractors are allowed access to catwalks.

## **CHILDREN**

Children under the age of 16 years are not allowed on the show floor during the move in or move out of any event. Event management is responsible for ensuring compliance with this policy and shall include advance notification to all exhibitors in exhibitor information packets and during any exhibitor meetings.

## **CLEANING & VACUUMING**

The MCC shall have exclusive control of cleaning exhibit booths. Independent contractors are not allowed to clean booths. Vacuuming and cleaning service may be requested through service forms provided by Exhibitor Services or the Event Coordinator. Booth cleaning is based on gross square footage. Please contact the Exhibitor Services Department for further details.

The MCC shall have exclusive control of vacuuming carpet in aisles, poster areas, registration areas, lounge areas, etc. Aisle & common area cleaning shall be billed per hour at the prevailing rates.

MCC will remove all bulk trash, prior to the initial show opening and following move-out, at prevailing rates. Bulk trash is defined as all boxes, crates, pallets, visqueen, packing materials and other items not easily removed by a standard push broom or vacuum. In addition, a dumpster charge for this trash removal from the facility will be charged to Permittee, at prevailing rates. The MCC will empty trash containers and small trash cans placed in the aisles by exhibitors during the non-open hour cleaning. It is the responsibility of Permittee and exhibitors to mark any cartons, literature and similar materials that they wish to save during move-in and move-out.

Janitorial service is provided by the MCC during event hours in aisles, corridors, open spaces and restrooms, plus one thorough cleaning of these areas prior to the initial show opening. Events that create excessive amounts of trash and require additional staff will be charged at prevailing rates for additional labor.

**See Also: Room Refreshes & Turns**

## **COAT/BAGGAGE CHECK**

The Guest & Security Services Department provides exclusive coat or baggage check service as a convenience to persons attending events at the MCC. Public coat or baggage check will be provided upon client request from October 15<sup>th</sup> through April 15<sup>th</sup>. Additionally, coat or baggage check service can be arranged off-season (April 16<sup>th</sup>-October 14<sup>th</sup>). MCC retains final approval of coat or baggage check location. The MCC is not responsible for any lost or stolen articles at coat or baggage check locations that are not staffed by MCC personnel. Tipping or any form of gratuity to any MCC employee is not permitted. There are three (3) options for provision of service:

### **PER ITEM CHARGE**

Please provide the Event Coordinator with a time schedule for the event. Guest & Security Services will schedule personnel and attendees will pay a per item charge, at the current rate. The MCC reserves the right to combine requests for service in single locations for efficiency. The MCC reserves the right to charge a minimum service charge, if income does not equal MCC labor expenses.

### **HOSTED CHARGE**

Arrangements are made, as above. There is a per coat/article charge to the host of the event. Client will be charged whichever is greater between labor expenses or number of items checked in.

### **GUARANTEE CHARGE**

Guest & Security Services will schedule personnel and attendees will pay a per item charge, at the current rate. If generated income does not equal MCC labor expenses, the client will be charged the difference on what is owed. If all MCC labor expenses are covered by generated income, no additional coat check fees will be charged to the client.

## **DAMAGE**

Any damage to any MCC property or equipment is to be reported immediately to the MCC Guest & Security Services Department. Permittee is responsible for any damage done to MCC property or equipment by their service contractor, employees or exhibitors during their event, including move-in/out periods. Charges will be made at prevailing rates and/or replacement costs. The Permittee is encouraged to schedule a mutually convenient "walk-through" appointment with their Event Coordinator and a Facilities Operations Supervisor to verify the condition of the facility prior to the event. A final walk-through will take place at the completion of the event and a damage evaluation report will be completed.

## **DECORATIONS**

Decorations may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, doors, floors, walls, glass, columns, painted surfaces, fabric or decorative walls. Damage resulting from the improper and/or unauthorized installation of materials will be charged directly to Permittee. Glitter is prohibited in the MCC. Please do not use gum as a decoration or a give-away to guests while in the facility. Pressure-adhesive stickers or decals or similar promotional items cannot be distributed or sold within the facility. Painting of any kind in the MCC is not permitted, unless approved by the MCC management.

**See Also: Balloons; Banners & Signs**

## **ELECTRICAL EQUIPMENT**

All electrical equipment must be U.L. approved and properly wired and tagged as to type of current, voltage, phase, cycle and horsepower. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs and Romex cable is prohibited. All 120 volt extension cords must be a 3-wire grounded type. The MCC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by MCC electrical supervisors. Utility panels and mechanical equipment rooms may not be blocked. Only MCC staff are authorized to access electrical floor boxes and make electrical dis/connections. The Permittee will be financially responsible for damages to electrical equipment caused by the show, exhibitors and/or service contractors

## **ELEVATORS & ESCALATORS**

Passenger elevators and escalators are provided for use by the general public and may not be blocked or used to transport equipment or freight. Freight elevators are available and may be used by arrangement but not used as a passenger elevator. Permittee may be required to pay for the services of a freight elevator operator when it is required for more than incidental use. Escalator operating hours will be based on the schedule of events.

## **EMERGENCY PROCEDURES - PUBLIC OVERVIEW**

The following overview is meant to help exhibitors, event attendees and the general public to understand the MCC emergency procedures. This is an overview and does not detail the procedures. That level of detail is meant only for emergency response agency professionals and those that have been specifically trained in the execution of the procedures. In case of an emergency after hours, contact the Central Alarm Station (CAS) at (612) 335-6040.

### **MEDICAL**

- **DO NOT CALL 9-1-1** in the case of a medical emergency. It is **ALWAYS** best to report a medical emergency to the MCC's Guest & Security Services Department. This is done by calling #2013 from any beige House Phone (there is a placard above each of these phones with the number on it). The building covers a very large footprint and only the MCC staff will know where the "best entrance" for the responders to enter (consider the difference a 2 or 3 block wrong entrance may make in a response to a heart attack).

### **SEVERE WEATHER**

- The Guest & Security Services Department continuously monitors the National Weather Service. In the event that a tornado or damaging high straight-line winds are imminent near the MCC, an announcement will be made throughout the entire building via the public address system with instructions for all patrons.
- The instructions will include directions to vacate all common areas such as lobbies and corridors. Additionally, the announcement will direct all patrons to move immediately into a safe area of any exhibit hall or meeting room. These areas have been engineered to withstand the weather forces of tornado or of damaging high straight-line winds.
- Due to the engineering of these safe areas, it is not necessary to move to a lower level within the building. However, as stated above, it is necessary to move immediately away from any open public area that has a line-of-sight to any glass window or glass door.
- When the severe weather threat has passed, the building Guest & Security Services Department will issue an "all-clear" announcement on the same public address system notifying all patrons that the threat has passed.

### **FIRE/EVACUATION**

- There are state-of-the-art fire detection and suppression systems in the MCC. The Guest & Security Services Department also has its own Central Alarm Station (CAS) that is staffed with a minimum of two professionals 24 hours/day, 7 days/week. This, in conjunction with the many Security Guards throughout the building and the trained Building Monitors (Fire Wardens), provide early notification of, and immediate response to, any fire threat.
- The MCC also has pre-determined fire response protocols in place with the Minneapolis Fire Department and the 9-1-1 Dispatch to ensure timely and proper response by the Fire Department.
- Upon verification of a genuine fire event, evacuation of the area or building will take place utilizing the following:
  - The above-mentioned building-wide public address system;
  - Standard fire strobe light notifiers throughout the building;
  - Uniformed Security Guards assisting all patrons to the nearest evacuation exit, ensuring that any disabled persons are also notified and assisted in any manner necessary;
- In addition, all Building Monitors (Fire Wardens) immediately report to a pre-designated area to join the Security Guards in the evacuation assistance for all patrons.
- When the fire event has been retired by the Fire Department, the MCC Guest & Security Services Department staff, along with the Building Monitors (Fire Wardens) will notify all patrons via the public address system and with bull horns and personal notifications.

### **BOMB THREAT**

Upon receipt of a bomb threat call, pre-determined protocols are activated with the Minneapolis Police Department Bomb Squad. Those protocols include:

- Cessation of radio use.
- Review of the caller's threat by Bomb Squad professionals.
- A determination of credibility.
- Bomb dogs.
- X-ray devices and/or mechanical bomb "sniffers".
- Interaction with Permittee during the entire incident.
- Possible Evacuation (see "Fire/Evacuation" above for evacuation details)

## **EQUIPMENT RENTAL**

The Sales and/or Event Services departments will provide Permittee with the MCC Equipment/Service Price List. This listing includes equipment that may be useful or necessary in producing an event. It is important that Event Coordinators are provided with equipment needs as soon as possible to ensure that there are no equipment shortages. MCC employees or designees install, operate and maintain MCC equipment exclusively. The MCC does not provide furniture, equipment or carts for exhibitors. All arrangements for furniture and equipment for exhibitors should be handled by the service contractor handling the event.

The MCC equipment inventory is subject to availability. When MCC inventory is exhausted, arrangements must be made with a service contractor or other outside vendor for additional equipment. Additional equipment obtained through the MCC, over inventory, will be billed at cost plus a 15% handling fee and any labor required for setting up and striking.

Pianos are available for rental from the MCC. Rental charges of MCC pianos include one tuning.

## **EXCLUSIVE SERVICES**

MCC exclusive services or products cannot be resold to exhibitors or any other show related group by Permittee or the show service contractor. All MCC exclusive services will be billed directly to the requestor for service. MCC does not allow third party billing of exclusive services.

### **BUSINESS CENTER**

FedEx Office is the exclusive, on-site provider of copying for all business center needs. They are located on the ground floor of the MCC outside of Auditorium Room 1.

### **CLEANING**

MCC personnel shall have exclusive control of cleaning interior exhibit booth areas, vacuuming carpet in lounges, registration areas and carpeted aisles with the exception of exhibitor furniture or personal property.

### **FOOD, BEVERAGE AND ALCOHOLIC BEVERAGES**

Kelber Catering is the exclusive catering company for the MCC. Kelber Catering also has exclusive rights to dispense alcoholic beverages in the MCC, and holds an applicable liquor license from the City of Minneapolis. Kelber Catering has the right to open and maintain concession stands for any event at the MCC.

### **GUEST SERVICES**

The MCC retains exclusive rights to provide the following services at any MCC event:

- Coat and Baggage Check Services
- Fire Marshall
- Medical Services
- Police Officers
- Security and Ushers
- Mobility Equipment

### **INTERNET & WI-FI**

Priority Networks is the exclusive Internet and networking provider for show management, exhibitors and attendees. Priority Networks has computer stations and/or Wi-Fi availability in most of the MCC lobbies for a nominal fee.

### **UTILITIES**

The MCC provides utilities as an exclusive services including electric, telephone, compressed air, natural gas, water and drainage service.

## **EXHIBITS**

Lobby space is reserved for registration and food service connected with an event. Booths and/or table top exhibits set in any lobby space, on any level of the MCC, must be approved in advance by MCC management. This approval should be completed through the Sales Manager and Event Services Manager before the Permit for Occupancy is signed.

Outdoor exhibits shall be considered on a case by case basis based on other show activity in the building and/or the type of exhibit. The outdoor exhibit space must be incorporated into the original Permit for Occupancy.

The MCC requires that exhibitors enter and exit the building using the rear marshalling yard or other approved route during move-in/out times of an event when transporting items that require a cart or cannot be carried by hand. Fees for door guard personnel during move-in/out may apply and will be included on the Permittee's final invoice. Exhibitors may enter through the front lobbies during approved move-in/out times with small hand carried items only. Exhibitor move-in/out route and hours should be included with instructions to exhibitors. The MCC may restrict vehicle access to streets in front of the building during move-in/out times as deemed necessary. Contact the Event Coordinator for more information on move-in/out procedures.

Water feature exhibits are prohibited from being displayed in Exhibit Hall B.

Exhibitors are responsible for the proper and safe construction, materials and maintenance of their exhibit. Materials used in the construction of displays, i.e. draping, table coverings, banners, props, scenery, evergreen trees, shrubs, etc. must be fire resistant. All exhibits and/or displays are subject to inspection by the Minneapolis Fire Department.

The MCC will provide a maximum of 30 covered/skirted exhibit tables for events without a decorator. Events requiring more than 30 tables will be asked to utilize a decorating company.

**See Also: Floor Plans & Exhibit Layout; Lobbies & Common Spaces**

## **FIRE MARSHALL**

The MCC retains the right to require Fire Marshall personnel for any size or type of event. All Fire Marshall Services will be arranged through Guest & Security Services and Permittee is responsible for associated costs.

Because of smoke detector beams located throughout the building, Fire Marshall personnel may be required for move in/out periods based on, but not limited to, rigging, setup, hazing or fogging. Public events are required, through the City, to have a Fire Marshall on duty during show hours. In addition, a Fire Marshall may be required for private events during show hours depending on the number of attendees and/or type of event.

Please advise the MCC well in advance of any activities that may degrade (block) smoke detector beams.

## **FIRE & SAFETY REGULATIONS**

Producers of events, service contractors and exhibitors must comply with all federal, state and municipal fire codes that apply to place of public assembly as well as any applicable OSHA regulations.

Written authorization by MCC management and the M.F.D. Fire Prevention Bureau shall be required for the following:

- Operation of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment, smoke emitting devices or materials, etc.
- Operation of any electrical, mechanical or chemical devices which may be deemed hazardous by the M.F.D. Fire Prevention Bureau.
- Use or storage of flammable liquids, compressed gases, or dangerous chemicals.
- Use or storage of any fireworks/pyrotechnics.

Open flame permits may be obtained from the M.F.D. Fire Prevention Bureau by calling (612) 335-6070 or (612) 673-3288. There is a charge for each permit.

### **BUTANE**

- An Open Flame permit must be obtained and kept in the exhibit booth at all times
- One fire extinguisher 2-A: 10-BC or greater must be present for each open flame device
- 20 lb. maximum tank
- A minimum of 10' must separate each open flame device and any combustible materials
- Butane tanks may not be stored in the exhibit area or in the building. Tanks must be stored 50' from the building.

### **CANDLES**

- An Open Flame permit must be obtained and kept in the exhibit booth at all times
- The candle must be housed in glass
- The tip of the flame in any state of use may not extend at all above the top of the glass housing

### **EXHIBITS (COVERED AND MULTI-LEVEL)**

The following shall be protected by a Minneapolis Fire Department and MCC management approved automatic fire suppression system:

- Single-level exhibit booths with ceilings that exceed 300 sq. ft.
- Each level of multi-level exhibit booths, including the uppermost level if the uppermost level is covered with a ceiling
- Enclosed semi-tractor trailers or other enclosed trailers over 300 sq. ft. when used as a walk-through or fold out/expanding exhibit

Detailed pictures, schematics and the proposed use of these exhibit types listed above must be submitted to the Events Department at least 60 days prior to move in, to ensure the use in the facility.

This requirement is part of a nationally recognized code and is adopted by the State as part of the Minnesota Uniform Fire Code.

### **FOGGING OR HAZING**

Prior approval from the MCC must be obtained before any fogging or hazing takes place. Only water-based hazers and foggers are permitted. A Fire Marshall may be required.

### **GASOLINE/DIESEL POWERED VEHICLES**

Operation of gasoline or diesel powered vehicles is permitted during move in/out periods. Gasoline/Diesel vehicles on display in exhibit areas require prior approval and may not be operated during show hours. Gasoline/Diesel operated vehicles on display must have:

- Fuel tank caps locked or taped shut
- Battery cables disconnected
- Recommended fuel level in gas tanks not to be more than ¼ full or 5 gallons, whichever is less
- Protective covering under tires on terrazzo or carpeted surfaces
- Any vehicle that drips oil or other staining solutions may not be operated within the MCC without a drip pan or dry absorption powder. Permittee and/or exhibitors will be charged for all cleaning and/or replacement costs for stain removal.
- Exhibit Hall A has additional requirements for gasoline/diesel powered vehicles. Please contact the Event Coordinator for further information.

### **HOLIDAY TREES AND HOLIDAY DECORATIONS**

- Natural or resin bearing trees and branches used for wreaths, etc., must be treated with a flame retardant
- Every natural or resin bearing tree used for Holiday decoration, regardless of the type of tree, shall be so placed, kept and maintained so that the butt or bottom end of the trunk is at all times immersed in not less than two (2) inches of water
- No cotton batting, straw, dry vines or leaves, celluloid or other flammable material shall be used unless fireproofed in a manner approved by the M.F.D. Fire Prevention Bureau
- No trees or natural wreaths, etc., shall be placed in or immediately adjacent to exit areas, light wells or stairwells in the building
- No candles shall be used on holiday trees or natural wreaths, etc. No electrical decorations shall be used on holiday trees or natural wreaths, etc.
- All artificial trees and wreaths must be flame retardant and lights must be U.L. approved

### **LIQUID PETROLEUM (LP)**

- An Open Flame permit must be obtained and kept in the exhibit booth at all times
- One fire extinguisher 2-A: 10-BC or greater must be present for each open flame device
- 5 lb. maximum tank
- A minimum of 10' must separate each open flame device and any combustible materials
- LP tanks may not be stored in the exhibit area or in the building. Tanks must be stored 50' from the building
- If an LP tank is permanently installed in a vehicle that will be displayed in the MCC, the tank must be completely empty (purged). Detachable LP tanks are to be removed from the building.

### **NATURAL GAS**

Access to natural gas sources in the MCC is limited. In addition to any other applicable regulations governing the use of natural gas, a natural gas pipeline may not be extended across any aisle or walkway.

### **PRESSURIZED TANKS**

All pressurized tanks holding any type of gas (helium, nitrogen, LP, etc.) must be secured to an object in an upright position while being used in the MCC. The object must be one that will keep the tank from falling over, such as a column, appropriate dolly or table that has been approved by the MCC.

## **PYROTECHNICS**

Pyrotechnics are permitted within the MCC under controlled conditions and only in specific locations. All proper permits must be obtained through the Minneapolis Fire Department by a state licensed pyro-technician and a copy of the permit needs to be submitted to the MCC.

There are additional insurance requirements for pyrotechnics. See the Event Services department for more information. In the event that the insurance required is not provided or is canceled, the pyrotechnics company will not be permitted to begin setup of their event. Once proper proof of insurance is provided, the MCC will permit the pyrotechnics company to proceed with the event.

## **SMOKE DETECTORS**

Smoke detector beams in the Auditorium, Ballroom and Exhibit Halls cannot be blocked (degraded) by displays, signs, technical or theatrical equipment without appropriate fire safety personnel present during all move-in/out and event hours. Please contact the Event Coordinator for location and more information.

## **STERNO**

- An Open Flame permit must be obtained and kept in the exhibit booth at all times.
- One 2-A:10-B:C fire extinguisher or greater must be kept in the exhibit booth.

**See Also: Fire Marshall**

## **FLOOR PLANS & EXHIBIT LAYOUT**

All floor plans must be submitted for review and approval by the Guest & Security Services Manager a minimum of thirty (30) days prior to move in. Five (5) copies of the floor plan are required and must include the name of the show, show dates, building location and service contractor.

Space may not be sold or assigned until the floor plan has been approved. If, for some reason, the floor plan is not approved, a copy will be returned to the Permittee or service contractor that submitted the plan with items to be corrected clearly marked. If changes are made to the floor plan after it has been approved, the floor plan must be resubmitted for approval prior to move in. When planning exhibits in any area of the facility, please note the following requirements:

- Floor plans are required for all areas of the MCC
- Floor plans must be drawn to scale and include all structures and obstructions
- All aisles must be 10' in width and be kept clear, clean and free of obstructions
- Exhibit halls are required to have at least three (3) main aisles located in the north/south direction and at least three (3) aisles in the east/west direction
- Exits in all areas shall not be blocked or obstructed
- Firefighting and emergency equipment shall not be blocked or obstructed
- No exhibit or its drapery can block the reasonable view of an exit sign
- Displays are to be kept at least 15' from any exit and concession stand
- A 10' perimeter must be maintained around the Lobby B Escalator Atrium on all levels of the MCC
- All empty crates and boxes must be stored in areas approved and assigned by MCC management and the M.F.D. Fire Prevention Bureau.
- Clear access must be maintained to all permanent food facilities, restrooms, escalators, elevators and MCC service offices.
- All areas to be used as food function areas, other than permanent food facilities, must be clearly marked on the floor plan.
- Exhibits/displays, planned for areas immediately adjacent to MCC permanent concession stands, require prior written approval from MCC management.

Please contact Guest & Security Services for a detailed diagram of the exhibit halls indicating where exhibits or displays are prohibited.

**See Also: Fire & Safety Regulations; Exhibits; Lobbies & Common Spaces**

## **FLOOR PROTECTION & TAPE POLICY**

The use of tape on any facility surface is prohibited except as noted. The use of high residue tape is prohibited on concrete floors and carpeted areas. If taping is necessary, the MCC requires the use of a quality gaffer's tape on carpet. Only professional low residue double-sided carpet tape may be used on Exhibit Hall floors. Duct tape, clear "cellophane" or packing tape is specifically prohibited. Vinyl tape or chalk can be used to mark the floors. Permittee is responsible for removal of any tape applied to the floor. Permittee and Contractors are responsible for the removal of all tape residue marks from

floors. Tape or residue left on any surface will be removed by the MCC and the cost for removal will be billed to Permittee. Approved tape is available for purchase in MCC Exhibitor Services office.

To preserve the natural beauty of the terrazzo floors in the lobby areas and prevent the destruction of this surface from tape and tape residue, the MCC supplies the only approved tape for use on the terrazzo surface. Any other tape or tape purchased outside the MCC is prohibited. This policy applies to all taping applications including, but not limited to carpeting, signs, cords and displays. MCC may require the use of carpet and/or plywood in lobby areas in order to protect the terrazzo from damage caused by displays, counters, etc.

A leak proof covering must be used on the floor when an event features a display or exhibit which includes using water, peat moss, sand, topsoil or similar materials. The floor must be protected from stains and curbing must be provided to retain liquids and loose materials within the enclosure to prevent the material from being tracked through aisles by show visitors. Watering must be controlled to eliminate leakage or seepage.

Permission to use any type of sticker on MCC terrazzo or carpeted surface must have prior approval by MCC management. If such permission is granted, the Permittee is responsible for removal of stickers. Prevailing labor rates and material costs resulting from removal of stickers will be the responsibility of the Permittee.

Metal-wheeled vehicles, carts or equipment handling devices are prohibited from use in the MCC. Only vehicles, carts or equipment handling devices with MCC approved wheels shall be allowed for use in lobby areas.

Exhibitors that exhibit within an Exhibit Hall must enter and exit using the rear marshalling yard during approved move-in / move-out times of an event when transporting exhibit items that require a cart or can not be hand carried. Exhibitors may use the front lobbies during approved move-in / move-out times for small hand carry items at a designated entrance.

The MCC has the right to require exhibit hall floor boxes to be covered at Permittee's expense, to protect electrical telephone, cable and internet connections. Floor box covers will be provided exclusively by the MCC and will be available at the exhibitor service desks. Installation and removal of floor box covers can be completed by Permittee and/or their service contractor. Conditions on exhibit hall floors requiring MCC floor box covers include: sand, dirt, gardens and large water displays. Charges will be placed on the master invoice. The use of MCC floor box covers will not exclude charges for damage to components in the floor boxes. Please notify the Event Coordinator well in advance, if MCC floor box covers are required.

## **FOOD & BEVERAGE SAMPLING**

If a Permittee and/or exhibitor would like to distribute food and/or beverage samples during show hours, approval must be obtained from the MCC and Kelber Catering in advance of the event. In addition, the Permittee must contact the Minneapolis Department of Regulatory Services at 612-673-3693 for sampling permit application forms and fee information.

Permittee and/or exhibitors who would like to sample must adhere to the following regulations, with no exceptions:

- A. Food and/or beverage samples may only be distributed directly from an exhibit booth, within the show floor exhibit space
- B. Food and/or beverages samplings are limited to products manufactured, processed or distributed by the exhibiting company
- C. A three (3) section sink for exhibitor utensil cleanup is required at Permittee expense
- D. Hand washing stations placed within a 30' radius of food distribution is required at Permittee expense
- E. All items distributed are limited to **SAMPLE SIZE**:
  - Food portions are limited to 2 ounces
  - Non-alcoholic beverages are limited to 5 ounces
  - Alcoholic beverage samples are limited as follows:
    - Beer - 3 ounces
    - Wine - 1.5 ounces
    - Liqueur or Cordials - .75 ounce
    - Distilled Spirits - .50 ounce
- F. Exhibitors who wish to distribute alcohol samples from their booth must contact Kelber Catering in advance for fees and regulations involved with sampling under Kelber Catering's liquor license. Kelber Catering retains the right of final approval on the dispensing of beer, wine or other alcoholic beverages by exhibitors.
- G. Non-profit entities may be allowed to dispense sample size alcoholic beverages under the following conditions (please note additional fees will apply):

- The non-profit organization must secure a special events liquor permit from the City of Minneapolis and must work under the oversight of Kelber Catering. Kelber Catering is the only sponsoring permanent license holder accepted by the MCC.
- The non-profit organization must obtain Liquor Liability Insurance and sign an addendum agreement with Kelber Catering which stipulates minimum conditions for sample pouring in the MCC and indemnifies Kelber Catering from all wrong doing and/or negligence.
- Temporary Licensee must provide trained staff to dispense alcoholic beverages and check identification of guests to ensure that they are 21 years of age or older and that they are not overly intoxicated when served.
- The MCC reserves the right to require that all attendees receive some form of permanent identification after being identified as 21 years old and over. The preferred form of identification is with a wristband. Kelber Catering may provide wristbands and staff to perform this duty at a cost to the Temporary Licensee.
- Training must be approved by Kelber Catering and follow industry recognized alcohol management techniques. Kelber Catering may provide this training at a cost to the Temporary Licensee, if needed. Kelber Catering will not provide training unless it is specifically included in the agreement between the Temporary Licensee and Kelber Catering.
- An alcohol management plan must be submitted one (1) month prior to the event start date which outlines the training, serving policies, age identification procedure and any other plans put in place to minimize the effect of underage drinking and/or over consumption of alcohol.

## FOOD & BEVERAGE SERVICE

Kelber Catering is the exclusive food and beverage provider at the MCC and provides all catering, concession and hospitality services. In addition, Kelber Catering also holds the applicable exclusive liquor license from the City of Minneapolis.

Food and beverage is not allowed in the MCC Auditorium and/or Auditorium Lecture Halls during public events. Outside food and beverage is not permitted in the MCC.

## CATERING

A Catering Coordinator will be assigned when an event is considered “Definite.” The Catering Coordinator will coordinate all food and beverage needs for catering and retail sales, execute all food and beverage contracts and handle all deposit and billings for events with Kelber Catering.

In order to prepare properly for an event and ensure its success, the catering coordinator must receive food and beverage requirements, locations and agenda a minimum of two weeks prior to the event. If the catering manager does not obtain this information, Kelber Catering cannot guarantee that the labor, equipment, or food will be available to make the event a success.

For current menus along with Kelber Catering rules and regulations, please visit [www.minneapolisconventioncenter.com](http://www.minneapolisconventioncenter.com).

## RETAIL OUTLETS

**Dunn Bros.** is located in the Main Lobby of the MCC and is open daily from 7am-5pm. All Dunn Bros. coffee is roasted fresh in-house by Kelber Catering.

**Permanent Concession Stands** are located at the front of each exhibit hall. Kelber Catering has the right to open and maintain concession stands for all events at the MCC. A clear access of fifteen (15’) in front of the concession stand must be maintained for all exhibit shows, along with areas on the east and/or west sides of concession stands. See floor plans for specific locations and prohibited areas. Concession hours are scheduled based on event needs.

**Specialty Concessions** can be located in other areas of the MCC. Please contact Kelber Catering when planning for an event in order to offer the best possible food and beverage services to guests.

Our concession stands and cafeterias are fully equipped to accommodate large groups.

## CONSUMABLE/NON-CONSUMABLE FOOD & BEVERAGE SALES

The MCC and its exclusive concessionaire, Kelber Catering, maintain the exclusive rights for all consumable/non-consumable food & beverage sales on MCC property including the facility, outdoor Plaza, surrounding sidewalks, marshalling yard and any other space under direct control of the MCC.

#### **A. Definitions**

- Consumable Products - Any product that may potentially be opened and consumed on site (i.e. pretzels, candies, popcorn, cookies, etc.)
- Non-Consumable Products - Products which are not readily consumed as is (i.e. sauces, uncooked pasta, drink mixes, food mixes, spices, etc.)

#### **B. Policy**

- Consumable products must be pre-packaged and have a minimum price of \$15.00 per smallest saleable unit to be sold by exhibitors and/or Permittee.

#### **C. Enforcement**

- Permittee is responsible for informing exhibitors of this policy and will be held accountable for enforcement.

### **ALCOHOLIC BEVERAGES - IDENTIFICATION (ID) AND CONTROL PROCEDURES**

MCC management has the right to approve the dispensing of alcohol and location at any event within the MCC. Alcoholic beverages purchased within the MCC may not be consumed or carried off premise.

Additional staff maybe required for such events listed below, at Permittee's expense:

- An event that could host a nearly equal mix of legal drinking age and potential under legal age attendees.
- An event that includes very little or no food service and is primarily for the purpose of social alcohol consumption, i.e. dances, graduations, etc.
- All attendees must be of legal drinking age to enter the event.
- Attendees required to enter/exit through specific entrances.
- Kelber Catering requiring Kelber staff ID checkers at entrance(s).
- Permittee may be required to provide additional Guest & Security Services officer(s) to monitor multiple entrances.

### **FORK LIFTS**

Forklifts are permitted in the Exhibit Halls, the Ballroom and dock areas only.

Forklifts are not permitted on the carpeted 2<sup>nd</sup> level, Mezzanine level, Lower level lobbies or meeting rooms. Additionally, forklifts are not permitted on any Terrazzo surface.

Steel-wheeled carts, pallet jacks and hand-trucks are not permitted outside an exhibit hall at any time. Floor loads in excess of 1,000 lbs. require prior approval by the MCC.

**See Also: Vehicles**

### **FREIGHT**

#### **EXHIBITORS**

Freight must be consigned to the official event service contractor or delivered directly to Permittee during the contracted event. The MCC cannot accept inbound or outbound freight deliveries for exhibitors.

Freight storage is the responsibility of the service contractor. Permittee and service contractors are responsible for the transport of freight to and from approved storage areas. The MCC and Minneapolis Fire Prevention department must approve storage areas.

#### **SHOW MANAGEMENT**

Show managers can make special arrangements to ship registration materials to the MCC no more than 2 days prior to their event by contacting their Event Coordinator. MCC will accept total shipments up to 200 lbs. at no charge. Total shipments and/or deliveries that are held in excess of 2 days will incur additional charges.

Any shipments sent to the MCC must be labeled with:

- Proper MCC address:  
Minneapolis Convention Center  
1301 Second Avenue South  
Minneapolis, Minnesota 55403-2781
- Name of the recipient or show manager
- Name of the event
- Name of assigned Event Coordinator

The City of Minneapolis (or its officials, agents or employees) will not be held liable to any loss, damage or injury to properties of any kind that are shipped or otherwise delivered to the MCC facilities, even if the MCC is providing any variance freight handling.

## **GUARDS**

Guards are used for energy conservation, traffic control, damage prevention and Guest & Security Services considerations. The show manager must schedule yard guards, dock guards, door operators and dock marshalls through the Guest & Security Services Department. Charges for these services are included on the final invoice. The following spaces require staffing:

- Auditorium and Ballroom: A guard must be used to operate the Ballroom freight door and the Auditorium overhead doors during any move in/out activity, including decorators, production companies, exhibitors, etc. This requirement is applicable all year long.
- Exhibit Hall A: Dock Marshall and Dock Guards are required for move in/out. These personnel are not required during show hours. The charges for their services are included in the exhibit hall rental. Additionally, marshalling personnel at the bottom of the Exhibit Hall A dock and in the Exhibit Hall may be required by the MCC to facilitate load-in.
- Exhibit Halls B, C, D, E: The Dock Marshall and Yard Guard are required for move in/out. These personnel are not required during show hours.

Door operators will be required for all events during move in/out from October 15<sup>th</sup> - April 15<sup>th</sup> and any time an exhibit hall is being air-conditioned during move in/out. The MCC reserves the right to require door operators if deemed necessary.

Roll-up doors may not be opened for surface lot access during show hours. Roll-up doors leading to the docks may be utilized during show hours for product restocking, storage access, etc.

**See Also: Security**

## **HOURS OF OPERATION**

The MCC is open each day at 5:00am and closes based on show activity. The MCC skyways are open to the general public from 5:00am to Midnight each day. Contact the Event Coordinator to extend skyway hours. Administrative office hours are Monday through Friday, 8:00am - 5:00pm Central Time. The Administrative office is closed on most major holidays: New Years Day (January 1<sup>st</sup>), Memorial Day (last Monday in May), Independence Day (July 4<sup>th</sup>), Labor Day (first Monday in September), Thanksgiving Day (fourth Thursday in November), Day after Thanksgiving, and Christmas Day (December 25<sup>th</sup>).

## **HVAC**

In-house ventilation, heating or air-conditioning will be provided during event open times, i.e., the period when the facility is used by delegates and invited guests. Generally, full house ventilation, heating or air conditioning is maintained from one hour prior to the opening of an event until close of event. Energy conservation is of prime concern and minimal levels of ventilation and heat will be maintained during move in/out periods.

Because the MCC utilizes a "chilled water" cooling system, it must winterize all air-conditioning units from approximately October 15<sup>th</sup> through April 15<sup>th</sup> in order to prevent damage to our equipment. If cooling is necessary during this time, outside air is utilized. Please notify the Event Coordinator to prearrange any special cooling needs for the event that may take place during this time-frame.

## **IDENTIFICATION (ID) REQUIREMENTS**

All Decorator and Service Contractor staff and labor are required to wear an identifying shirt or badge at all times while the employee is in the MCC facility, the marshalling yard and the MCC's surrounding properties (Plaza, sidewalks, rotundas, etc.) when there is an event on those surrounding properties.

### **SHIRT**

Polo, button, t-shirts, sweatshirts and sweaters are acceptable as long as they clearly display the name of company and an (optional) company logo. Company names may not be covered by any obstruction.

### **ID BADGE**

Badges must be worn on the upper chest area. Permanent badges are acceptable as long as they include the company name, the name of the employee and the (optional) company logo. Daily paper badges with stick-on adhesive are acceptable as long

as they include the name of the company as part of the permanent printing with a write-in space to be filled in with the name of the employee and the current date. Only the current day may be used (e.g. "October 3<sup>rd</sup>-8<sup>th</sup>" is not acceptable).

## **INSURANCE**

Verification of Insurance, if required by the Permit for Occupancy, must be provided at least 10 days prior to an event.

All insurance secured by the Permittee shall be issued by insurance companies acceptable to the City and admitted in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess.

Acceptance of the insurance by the City shall not relieve, limit or decrease the liability of the Permittee. Any policy deductibles or retention shall be the responsibility of the Permittee. The Permittee shall control any special or unusual hazards and be responsible for any damage that results from those hazards. The City does not represent that these insurance requirements are sufficient to protect the Permittee's interests or provide adequate coverage.

- A 30-day written notice is required if the policy is canceled, not renewed or materially changed.
- The City may require that a certified copy of the insurance policies be provided to the City.
- The Permittee shall require that its contractors comply with these insurance provisions.

In the event that the insurance required is not provided or is canceled, the Permittee will not be permitted to begin setup of their event. Once proper proof of insurance is provided, the MCC will allow the Permittee to proceed with their event.

## **KEYS**

The MCC Guest & Security Services department will issue inside door keys to show managers, service contractors or other outside vendors on an event basis with prior approval of the Event Coordinator for that event. MCC will only distribute keys to rooms that have been re-cored. Requests to re-core locks in the facility can be made through the Event Coordinator. In the event that any keys are lost, a fee will be charged.

## **LICENSE & PERMIT REQUIREMENTS**

The City requires that certain persons and events obtain a license. These include:

- Auctions- for the Auction and the Auctioneer
- New and Used car sales
- Antique shows
- Coin shows
- Stamp shows
- Weapons Collectors shows
- Merchandise sales may require a Transient Merchant License

These licenses and more information can be obtained from:

Licenses and Consumer Services Department  
City Hall - Room 1C  
350 S. 5<sup>th</sup> Street  
Minneapolis, Minnesota 55415  
(612) 673-2080

## **ANIMALS/PETS**

Animals/pets are not permitted in the building without prior approval of MCC management. Approval of animals/pets in the MCC is based on whether the animal or pet is part of an exhibit, activity or performance legitimately requiring use of animals. Such animals/pets must be on a leash, within a pen and under similar control at all times. Such animals/pets shall be kept in the exhibit or performance area at all times. The owner shall take full responsibility for their pet.

A City permit is required to bring any animals that are hooped or "wild by nature" into the MCC. For further information and application forms, see [www.ci.minneapolis.mn.us/animal-control](http://www.ci.minneapolis.mn.us/animal-control) or call (612) 348-4250.

Service animals are always welcome.

## **MUSIC LICENSING**

The MCC offers generic licensed music for music playback. Permittee is responsible for obtaining the proper licensing for use of copyrighted music as required by ASCAP, BMI, etc.

## **NOISE PERMIT**

Any amplified sound on the MCC Plaza or exterior of the MCC requires a Noise Permit. The MCC will arrange for this permit through the Guest & Security Services department. Fees for the permit will be added to the master invoice. Please contact the Event Coordinator for more information.

### **OPEN FLAME PERMIT**

A City permit is required for open flame and heating devices in the MCC. Please see Fire and Safety Regulations for more information.

### **PRIZE DRAWINGS**

Drawings valued over \$1500 must obtain a City license. Drawings held at the MCC must be open to the public through in person non-paid admission, public internet site, mail and/or at an off site public business establishment. Instructions for public entries must be posted at each submittal location. For more information, please contact the Minnesota State Public Safety Gambling Enforcement Agency.

### **RAFFLES**

Raffles can only be conducted by non-profit organizations. Organizations conducting raffles must have applicable City and state licenses. For further information and application forms see [www.gcb.state.mn.us](http://www.gcb.state.mn.us) or call (651) 639-4000

### **STREET CLOSURE PERMIT**

Requests to close Grant Street to traffic for an event must be made through the Event Coordinator. Please arrange for street closures 30 days prior to the event to avoid late permit charges. Upon approval by the MCC, the Guest & Security Services department will arrange for all required permits, barriers, signs and traffic cones. The MCC Guest & Security Services department will arrange for all Minneapolis police officers and traffic control staff. All charges for permits, equipment and personnel will be added to the Permittee's master invoice.

## **LIGHTING**

Energy conservation is of prime concern and minimal levels of lighting will be maintained during move in/out periods. House lighting will be provided, as required, during event open times (the period when delegates and invited guests use the facility). Generally, "full" house lighting is maintained from 1 hour prior to event until close of event. Audio/Visual set-up, rehearsals and similar pre-event activities may be assessed a charge for special lighting and comfort level requirements.

Special lighting levels can be pre-set in the Auditorium, Exhibit Halls, Ballroom and meeting rooms. Requests for special lighting levels in MCC lobbies and shared common space for an event must be reviewed in advance by MCC management. Special lighting requests may result in additional labor and/or equipment charges.

## **LOADING DOCK**

The MCC has an "open dock" policy. This policy allows individual exhibitors the right to handle their own freight, if they desire to do so. All full-time employees of any exhibiting firm shall be allowed to unload, install and dismantle the exhibits of the exhibiting company. Certain times and restrictions may apply based on Permittee and building needs.

The MCC does not relinquish control of the loading dock during any event regardless of the outside vendor providing security and/or directing exhibitors and freight during move in/out.

## **LOBBIES & COMMON SPACES**

The MCC is a multi-purpose facility and often hosts several events at one time. Therefore, all lobbies, hallways and entrance areas are considered shared common space and are under the exclusive control of the MCC management. MCC management retains the right to require security in shared common space when multiple events necessitate pedestrian traffic management, at the Permittee's expense.

An event may not disrupt any other event within the MCC. MCC management must approve activities planned in shared lobby areas including, but not limited to, bands and/or performing groups. The MCC retains the right to restrict the use of such groups at any time. MCC management has the right to lower sound levels of any band, audio/visual equipment and/or group activity within the permit area.

Power outlets are provided for public use throughout the lobbies and common spaces. Show related features, registrations, décor or exhibits requiring power are subject to standard charges.

MCC management retains the right to operate food and beverage stations in shared common space.

## **LOST AND FOUND**

Every effort shall be made to see that property found and/or turned in shall be handled in such a way as to provide the best possible opportunity for return to its rightful owner. If property is found before, during or after an event by an MCC employee, it will be turned in to the CAS office with information as to time, date and place where the property was found and who found it.

All items turned in to the Information Desk or Show Manager's office should remain there until the end of the show/event, at which time all said items will be turned in to the MCC's CAS office. Any item unclaimed after 60 days becomes the property of MCC and will be disposed of in a proper manner.

## **MCC DEPARTMENTS**

### **BUSINESS SERVICES DEPARTMENT**

The Business Services Department consists of the Business Services Manager, accounting personnel, receptionists and support staff. The department is responsible for training and development, employee recognition and employee programs. The Business Manager and support staff also assist the Director of Employee Relations & Business Administration in administration and financial matters while accounting personnel handle accounts payable, revenue deposits, event billing, and the budget.

### **EVENT OPERATIONS DEPARTMENT**

The Event Operations Department is responsible for room sets, changeovers and cleaning of all areas of the facility including the exhibit halls prior to the show opening, during show hours and following move-out.

The responsibilities of the Event Operations staff includes, but is not limited to:

- Physical set-up of MCC equipment, such as tables, chairs, etc. in the Exhibit Halls, Ballroom, Meeting Rooms and public areas, as directed in the event outline
- Providing event cleaning services for exhibitors
- Responding to client on-site requests, as conveyed by the Event Coordinator such as additional equipment and/or water service.

### **EVENT SERVICES DEPARTMENT**

The Event Services Department oversees the coordination of each event. After a Permit for Occupancy is signed, an event is considered "Definite" and an Event Coordinator will be assigned. The Event Coordinator is the liaison between the event, the event's service providers and MCC departments and will be the main point of contact at the facility during an event. They provide information about the facility and its operating guidelines and procedures to the client. The Event Coordinator is also responsible for gathering information about the event and communicating that information to other MCC departments. The Event Coordinator arranges for the use of rental space as well as the multi-use public areas of the facility.

### **FACILITIES OPERATIONS DEPARTMENT**

Facilities Operations is responsible for the operation and supervision of construction activities, mechanical systems (elevators and escalators), building systems repair and custodial maintenance activities at the MCC. In addition to trades personnel (carpenters and painters), Facilities Operations includes engineers (responsible for monitoring and operating building HVAC systems) and Building Maintenance Workers (responsible for the overnight maintenance of all restrooms and lobby areas).

### **GUEST & SECURITY SERVICES DEPARTMENT**

The Guest & Security Services department is responsible for all security and safety policies and procedures in addition to serving as liaison between the Permittee and exclusive service providers. Areas of responsibility include, but are not limited to, overseeing 24-hour general building security, managing MCC parking and marshalling yard operations, key assignments, opening/securing of MCC doors, monitoring closed circuit surveillance systems, off-hours building access and responding to all facility fire, medical and security alarms.

In addition, Guest & Security Services oversees the concierge desk, coat/baggage check, event safety and security (ushers/ticket takers, medical services, police services, fire marshall, etc.) and floor plan approval. The Permittee is responsible for ensuring the health and safety of all attendees attending their event, as well as the event security for areas covered by the Permit for Occupancy. Guest & Security Services will assist in the planning and final approval of all of the above event needs.

### **KELBER CATERING**

Award-winning Kelber Catering has worked exclusively with the MCC since 1964, bringing culinary visions to reality. Kelber Catering prides itself on being accessible and responsive to its clients. This local, family owned operation is based entirely

within the MCC, allowing its staff to be available before, during and after every event. Clients will enjoy superior customer service from breakfast to dessert, and everything in between.

A Catering Coordinator will be assigned when an event is considered "Definite." The Catering Coordinator will coordinate all food and beverage needs for catering and retail sales, execute all food and beverage contracts and handle all deposits and billings for events with Kelber Catering.

Kelber Catering is the exclusive caterer in the MCC. For current menus along with Kelber Catering rules and regulations, please contact Kelber Catering directly at (612) 335-6045 or visit [www.minneapolisconventioncenter.com](http://www.minneapolisconventioncenter.com).

## **SALES & MARKETING DEPARTMENT**

### **NATIONAL ACCOUNTS**

Meet Minneapolis  
250 Marquette Avenue South, Suite 1300  
Minneapolis, Minnesota 55401  
Phone: (612) 767-8000 / 1-800-445-7412  
Fax: (612) 767-8001  
[www.minneapolis.org](http://www.minneapolis.org)

### **LOCAL AND REGIONAL ACCOUNTS**

Minneapolis Convention Center  
1301 South Second Avenue  
Minneapolis, Minnesota 55403-2781  
Phone: (612) 335-6035  
Fax: (612) 335-6694  
[www.minneapolisconventioncenter.com](http://www.minneapolisconventioncenter.com)

Meet Minneapolis, under contract with the City of Minneapolis, has the primary responsibility for booking and marketing the MCC to national conventions and tradeshow. The MCC Sales Department is responsible for final negotiations and preparing permits for all events held in the MCC.

Meet Minneapolis is also responsible for general promotion and advertising relating to Minneapolis convention, exhibition and housing facilities targeted to the national convention and tradeshow market. Sales and Marketing can also assist events in providing materials including slides and photographs suitable for reproduction in promotional publications.

An event's first contact with the MCC will be a Sales Manager. The Sales Manager conducts tours and discusses space, general meeting requirements, rates and available dates. The information provided to the Sales Manager, including projected attendance, time and space requirements, will be used to prepare a permit. Any requests for changes after the permit has been executed should be directed to the Sales Manager.

## **TECHNOLOGY SERVICES DEPARTMENT**

The Technology Services Department oversees all client services and building systems relating to technology. Technology Services includes the management of all administrative and external IT needs, oversight of the MCC internet provider, cellular service and all video signage and technology needs.

The Exhibitor Services Department provides Permittee and exhibitors with utility services including electrical, telecom, water/drain, natural gas and compressed air. Exhibitor Services processes orders for various services for exhibitors such as booth cleaning, parking permits and production related services or equipment.

The Production Technicians provide setup, operation and maintenance of MCC sound, lighting and cable equipment; set-up of audio/visual presentations; general session and entertainment stages; rigging of special equipment, decorations, etc.; and installation and operation of special lighting for show management and exhibitors.

## **MEDICAL SERVICES PERSONNEL**

The MCC retains the right to require Medical Services personnel for any size or type of event. Medical Services Personnel will be arranged through Guest & Security Services, are contracted through an exclusive provider and Permittee is responsible for associated costs.

There is one permanent First Aid station located west of Room 101 in Lobby C. Temporary stations may be operated at other locations.

Supplies such as aspirin, bandages, etc. are Permittee's responsibility. Medical Services personnel are equipped with supplies, but will dispense these only on an emergency basis. First Aid personnel will not dispense aspirin or other medications. The

First Aid rooms are equipped with beds and linens only. The First Aid room has restroom facilities and an in-house telephone.

## **MERCHANDISE**

The MCC reserves the right to be the exclusive sales agent for any event-related novelty items sold including, but not limited to, t-shirts, caps, jackets, posters, CDs, etc.

A novelty is defined as any event-related item that is sold at a MCC public event, or any event-related item that is sold to the general public in a public area of the MCC in conjunction with a private event being held at the MCC. This includes entertainer merchandise.

A novelty is not considered to be a general merchandise item that is sold from a booth that has no specific event logo or association. The payment of all appropriate local, State and Federal taxes shall be the responsibility of the seller.

## **PAGING**

The MCC has zoned paging capabilities. A paging microphone can be installed in the show manager's office, Exhibit Hall or at registration. The MCC will make announcements regarding public safety procedures whenever conditions make it necessary.

## **PARKING**

All parking is subject to availability. Requests for parking can be made through the Event Coordinator and permits are issued through the Guest & Security Services Department. Maps showing surrounding parking are available on the MCC website or through the Event Coordinator.

### **SHOW MANGEMENT PARKING**

Complimentary parking is included with the rental of the Main Auditorium, Ballroom and Exhibit Halls. Contact the Event Coordinator for more information.

### **CONVENTION CENTER RAMP (PAID) - THIRD AVENUE**

This ramp is controlled by the MCC with public parking available 7 days a week/24 hours a day. Payment for parking can be made with cash, vouchers or credit cards and is due upon exiting the ramp. Parking ramp attendant hours vary based on event activity.

### **EXHIBITOR PARKING (PAID) - MARSHALLING YARD**

Requests for exhibitor parking must go through the MCC Guest & Security Services department. Parking passes will be sold through Exhibitor Services at the authorization of the Guest & Security Services department.

### **VOUCHER PARKING**

Parking for show staff or attendees at the Convention Center Ramp can be done using vouchers. Show management receives the requested number of vouchers from their Event Coordinator and distributes them to the appropriate staff/attendees. Staff/attendees take a parking ticket upon entering the ramp. When exiting the ramp, staff/attendee inserts the parking ticket at the exit pay station. When asked for payment, insert the voucher and the gate will open. Show management will be charged only for vouchers used. Any vouchers not used by the agreed date will expire. Staff/attendees may use the vouchers for exiting the ramp 24 hours a day.

Permittee also has the option to provide staff/attendees with a "Long-Term Ticket." This ticket can be used multiple times over the course of a pre-determined number of days. The ticket holder must use the ticket to enter and exit the ramp, so Long-Term Tickets must be distributed prior to the first use. Permittee will be charged for each time the ticket is used to park. The Long-Term Ticket is valid 24 hours a day, 7 days a week. At the end of the event, MCC will pull a usage report and Permittee will be charged accordingly.

## **PLAZA**

The MCC controls and leases the Plaza area. Use of this area is subject to all MCC policies and procedures and any use of this area is must be included in the Permit and requires insurance. The MCC reserves the right to decide which events may use this area and/or services that will be provided. The MCC Plaza was the first and best disguised "Green Roof" in Minneapolis. It covers the Plaza Parking garage with a carpet of grass, trees & flowers. This area is located directly above the Plaza parking ramp and across Grant Street from the MCC.

- The MCC reserves the right to provide exclusive use for food and beverage for Plaza events.
- Guest & Security Services, including City Police, may be required depending upon the nature of the event.
- The MCC has limited equipment that is permitted to be used outdoors. The MCC will not permit MCC stackable chairs to be used outside and staging is limited to a maximum size of 24' x 16'. Rental of equipment for the Plaza from an outside source may be necessary.
- Planks or plywood must be placed under equipment (such as stages) to prevent it from puncturing the grass.
- The Plaza has a strict weight load limit of 100lbs. per sq. ft.
- Utility services are somewhat limited on the Plaza. Electrical connections should be planned well in advance with MCC staff. Rental of transformers may be necessary.
- Tents and/or shelters may, at the discretion of the MCC, be erected on the Plaza. Staking is strictly prohibited.
- Events may be required to provide portable fencing around the area of use when alcoholic beverages are being served.
- Permits commonly required for use of the Plaza include Noise Permits, Block Party Permits and Street Closure Permits. See License/Permit Requirements for more information on how to obtain these permits.
- Balloon signs, signs on motor vehicles or trailer with the primary purpose of providing signage are prohibited by City Ordinance. Display of commercial signs of any kind is generally prohibited on the Plaza. A variance may be obtained by contacting the City Zoning department.
- Inflatables (hot air balloons) on the Plaza are prohibited by City ordinance.
- The use of searchlights requires a permit from the City Zoning department. Usage shall not exceed a duration of three (3) consecutive days.

## **RIGGING**

Qualified riggers shall complete any technical, decorative and/or theatrical rigging. MCC personnel, stagehands or service contractor personnel must install any items suspended from approved rigging areas. Any item to be hung in any area of the MCC weighing over 50 pounds shall be installed by qualified rigging personnel.

All rigging requires advanced approval by MCC management. The MCC reserves the right to require the use of rigging personnel designated by the facility for any hanging items.

**See Also: Banners & Signs; Fire Marshall**

## **ROOM REFRESHES & TURNS**

One mid-day room refresh is provided for each meeting room in use. A minimum of 30 minutes is required to complete a room refresh. The refresh includes straightening of tables and chairs, trash disposal and replacement of water for speaker and attendees. If an event requires refreshes beyond the mid-day refresh, appropriate labor charges will apply in relation to the scope of the work to be done.

Changes to room sets or room turns require adequate time and will be charged at prevailing rates. Please see an Event Coordinator or the Equipment Rental sheet for more information.

### **ROOM TURNS FOR FOOD FUNCTIONS:**

The initial room turn from the one-time set up to a food function will be at no charge based on the following requirements.

- The MCC is given a minimum of two (2) hours to complete the turn in meeting rooms and six (6) hours to complete turns in the Ballroom or Exhibit Halls. The MCC reserves the right to require additional time when more than fifteen (15) room sections are being turned.
- The banquet set is not a specialty set, i.e. angled spacing, combinations of table varieties, etc.
- Specialty set, changes and/or adjustments from one food function to another food function will be billed at prevailing rates. Simple changes in guarantees from one food function to the next will not be billed.
- Changes from food functions to non-food function meeting sets will be billed at prevailing rates.

## **SALES TAX**

Exhibitors engaged in the business of making retail sales at the MCC may be required to obtain sales tax permits. Exhibitors are responsible for filing this tax and must have a Minnesota Sales and Use Tax Permit and a City of Minneapolis Sales and Use Tax Permit. Both permits can be obtained by filling out forms provided by the MN Department of Revenue.

Organizations claiming a State Sales Tax exemption must provide the MCC with a copy of a valid Tax Exemption Certificate or Certificate of Exempt Status.

The Certificate of Exemption ST-3 and a form ST16 Application for non-profit exemption status – sales tax can be obtained from the state of Minnesota. Please contact:

Department of Revenue  
Sales & Use Tax Division  
Telephone: (651) 296-6181 or 1-800-657-3777  
[www.taxes.state.mn.us](http://www.taxes.state.mn.us)

Organizations need only provide the MCC a Tax Exemption Certificate upon their first event with the MCC. Once received, it will remain on file for future events. A Federal Income Tax Exemption is not the same as a State of Minnesota Sales Tax Exemption.

Under Minnesota law, the operator of a flea market, craft show, antique show, coin show, stamp show, comic book show, convention exhibit area, or similar selling event is required to obtain (from each vendor) proof that the seller has a Sales Tax permit, or a written statement from the seller that the items offered for sale are not subject to Sales Tax, if that vendor desires to conduct business on the premises owned or controlled by the operator. Contact the above address for Form ST-19.

Sales of food and/or beverage in the MCC at events requiring admission charges are subject to Minnesota State Sales Tax. Vendors are required to obtain a Minnesota State Sales Tax I.D. # and Form ST-19 at the above address

## **SECURITY**

The MCC maintains 24-hour security patrols for the building interior and perimeter. Permittee is responsible for event security of the areas covered by their Permit for Occupancy. The MCC retains exclusive rights to provide event security services including ticket takers, door guards, overnight guards and ushers through the Guest & Security Services department. The MCC management reserves the right to require security, which may include off-duty Minneapolis police officers, from the time of initial occupancy to completion of move-out. The MCC shall retain the right of final approval for all security arrangements for all events conducted within the facility.

The MCC requires prior notification and the right of approval on "armed" security in the facility. The only "armed" security allowed in the facility shall include:

- Any law enforcement officer with jurisdiction over this facility, i.e. City of Minneapolis Police, Hennepin County Sheriff, Minnesota State Patrol and/or Federal Officers.
- Any licensed security company making cash pick-ups or deposits, i.e. Brinks, Pinkerton, etc.

The MCC reserves the right to enter any space in the MCC covered by the Permit for Occupancy or Special Event Permit, in the event of an emergency situation.

**See Also: Guards**

## **SHUTTLE BUSES**

If shuttle busses will be utilized, please contact the Event Coordinator 3 weeks prior to the event. The designated shuttle bus drop off and/or waiting area is located on Grant Street and 2<sup>nd</sup> Avenue.

## **SKYWAYS**

The skyways, directly connected to the MCC, are open to the general public from 5 am to Midnight each day of the week. Contact the Event Coordinator to extend skyway hours.

Placing of exhibits, signs and/or other equipment in the skyways is subject to the approval of the Minneapolis Downtown Council. Banners may not be hung over the public street, from any skyway.

**See Also: Hours of Operation**

## **SMOKING & TOBACCO POLICY**

In accordance with state law, the MCC is a "Smoke Free" facility. State law prohibits the sale or distribution of tobacco products to the general public at no cost or nominal cost.

## **SOUND OPERATORS**

The MCC will provide Production Technicians to install and operate MCC sound, lighting and A/V equipment. Permanent sound systems are available in the Auditorium, Exhibit Halls, Ballroom and Meeting Rooms. Portable sound systems may be set up for special activities where permanent house systems are not available.

The meeting room and exhibit hall sound systems are controlled by a custom computer package that is capable of supplying any audio source to any area. The Auditorium, Exhibit Halls and Ballroom have acoustically tailored independent sound systems.

Due to the sensitive nature of our computerized in-house sound system, a Sound Operator will be required when any of these conditions exist:

### **MEETING ROOMS**

- More than four (4) audio inputs are used. This includes microphones, CD players, cassette recorders and video projectors.
- Any live musical entertainment is tied into the house system, with the exception of a single microphone on a piano or other instrument for background music.
- Any recording process, Audio or Video, using MCC equipment that needs an adjustable sound source.
- More than two (2) wireless microphones / audio feeds are being used.
- When wishing to connect 3<sup>rd</sup> party equipment, such as a microphone, CD player, video equipment, tape player or soundboard, to the MCC sound system. MCC soundboard and applicable patch fees per input will apply.

### **BALLROOM**

- When more than one (1) input is needed. The only exception being the use of two MCC wired microphones.
- Any live musical entertainment is tied into the house system, with the exception of a single microphone on a piano or other instrument for background music.
- Any recording process, Audio or Video, using MCC equipment that needs an adjustable sound source.
- When wishing to connect 3<sup>rd</sup> party equipment, such as a microphone, CD player, video equipment, tape player or soundboard, through the MCC sound system. MCC soundboard rental and applicable patch fees per input will apply.

### **AUDITORIUM**

- MCC Production Technicians required at all times to operate sound, A/V and lighting equipment.
- Tie-in permitted to audio component for a specified fee. MCC to supervise tie-in.

### **AUDITORIUM ROOMS 1, 2 & 3**

- When more than two (2) audio inputs are used
- Any live musical entertainment is tied into the house system, with the exception of a single microphone on a piano or other instrument for background music.
- Any recording process, Audio or Video, using MCC equipment that needs an adjustable sound source.
- When outside contractors wish to connect their equipment, such as a CD player, video equipment, tape player or soundboard through the MCC sound system.

## **STAGEHANDS**

All full-time, lead employees of an audio/visual company shall be allowed to unload, handle, operate, install and dismantle their own equipment. The local IATSE stagehand union shall supply any additional labor. Only MCC in-house stagehand personnel or IATSE union stagehand personnel may operate MCC equipment. Any IATSE stagehand personnel required to operate MCC equipment must be scheduled by the MCC.

**See Also: Rigging**

## **SUBLETTING**

Subletting of rental space to any other person, firm or organization for any purpose including, but not limited to, hospitality rooms, demonstrations, and/or sales meetings is not allowed. Any other firm or organization that wishes to have an event in conjunction with another contracted event is required to make independent arrangements for space with MCC management. Rental space may be used only for purposes directly related to the meeting, convention and/or trade show.

## **THIRD-PARTY ADVERTISING**

Third-party advertising is regulated by the MCC in all non-rented and/or public space. All third-party advertising in non-rented/public space must be approved by the Director or Event Services prior to the first contracted day of the event both in content and in location/application in the facility. Fees may apply.

## **USHERS/TICKET TAKERS**

The MCC retains exclusive rights to provide ticket takers, door guards, badge checkers and ushers in all areas of the MCC. The MCC requires professional ushers for all public events (ticketed or non-ticketed) in the Auditorium. MCC Guest & Security Services will work with Permittee to determine appropriate staffing levels.

## **VALET PARKING**

The MCC does not have an arrangement, informal or contractual, with any valet company. If Permittee wishes to provide valet service for its attendees, they must contract directly with a valet company to provide this service. If available, the valet company may use the main rotunda area for pick-up/return of vehicles, but will need to make arrangements for parking in the area.

## **VEHICLES**

Vehicles are permitted in the Exhibit Halls for loading and unloading only. Vehicles that are not dedicated for exhibit purposes must be removed from Exhibit Halls prior to show open. Gasoline/Diesel operated vehicles may not be operated in the exhibit area during show hours. Propane operated vehicles may not be operated or stored in the facility during show hours.

All hard floor surfaces must be totally covered with a non-porous covering during vehicle cleaning and/or application of waxes or Armor-all products. Spray cans or bottles are not permitted.

Touch-up painting of vehicles is not permitted.

Motorized vehicles, forklifts, gas or electric carts may not be operated in any carpeted area without prior written permission from MCC management.

Two (2) wheel bicycles, roller blades and skateboards or any type of scooter are not permitted in the MCC. Mobility scooters and Segways are permitted.

**See Also: Fire & Safety Regulations; Forklifts**

## **VIDEO SIGNAGE**

Interior event or third party advertising can be arranged on video screens located throughout the MCC. Please contact Technology Services for more information.

# APPENDIX A

## ROOM SETS & SERVICES

### BALLROOM A OR BALLROOM A+B

Standard Rate includes:

- UTILITIES- General room lighting, heat and air conditioning. Remote-control lighting with up to 4 preset levels. Air-conditioning during show hours only.
- GENERAL STAGE WASH FOR PERMANENT STAGE includes:
  - 4 - Par 64's
  - 1 - 2 fixture podium special in any of 3 preset locations.
- TABLES/CHAIRS- One-time standard set-up in conference, banquet, theater or classroom style.
  - Classroom set-ups do not include linen on tables, ice water on each table or pads and pencils. However, these services are available by contacting the Event Coordinator. Any changes to initial set-up shall be subject to prevailing labor charges for that work.
  - 10 - 8' covered/skirted tables, when using entire Ballroom.
  - 6 - 8' covered/skirted tables, when using Ballroom A only.
- PODIUM- Lighted, upright or table model, as required.
- SOUND- Sound system with one wired microphone.
- ICE WATER- Ice water with glasses at speaker's podium and head tables. If additional ice water service is needed for the event, please contact the Event Coordinator for current rates.
- POWER- Standard 110 volts at existing wall outlets. Fees apply for additional power or exhibitor power.

Preferred Rate includes all Standard Rate services, plus:

- LINENS- Linens for classroom sets
- PADS AND PENCILS- for classroom or conference sets
- WATER STATION- or water at tables
- SOUND- One additional wired microphone
- TELEPHONE- for local access at registration desk (pre-designated areas only)

### BALLROOM B

Standard Rate includes:

- UTILITIES- General room lighting, heat and air conditioning. Remote-control lighting with up to 4 preset levels. Air-conditioning during show hours only.
- TABLES/CHAIRS- One-time standard set-up in conference, banquet, theater or classroom style.
  - Classroom set-ups do not include linen on tables, ice water on each table or pads and pencils. However, these services are available by contacting the Event Coordinator. Any changes to initial set-up shall be subject to prevailing labor charges for that work.
  - 4 - 8' covered/skirted tables
- PODIUM- Lighted, upright or table model, as required.
- STAGE- 12'x8' skirted stage per set.
- SOUND- Sound system with one wired microphone.
- ICE WATER- Ice water with glasses at speaker's podium and head tables. If additional ice water service is needed for the event, please contact the Event Coordinator for current rates.
- POWER- Standard 110 volts at existing wall outlets. Fees apply for additional power or exhibitor power.

Preferred Rate includes all Standard Rate services, plus:

- LINENS- Linens for classroom sets
- PADS AND PENCILS- for classroom or conference sets
- WATER STATION- or water at tables
- SOUND- One additional wired microphone

### MEETING ROOMS

Standard Rate includes:

- UTILITIES- General room lighting, heat and air-conditioning. Remote-control lighting with up to 4 preset levels. Air-conditioning during show hours only.
- TABLES/CHAIRS- One time standard set-up in conference, banquet, theater or classroom style.

- Classroom set-ups do not include linen on tables, ice water on each table or pads and pencils. However, these services are available by contacting the Event Coordinator. Any changes to initial set-up shall be subject to prevailing labor charges for that work.
- Registration tables or head tables with drape and linen, one per meeting room section. Additional tables and exhibit/display tables are available at published rate schedule.
- PODIUM- lighted, upright or table model, as required.
- STAGE- 12' x 8' skirted stage per set
- SOUND- Sound system with one wired microphone
- WATER- Ice water with glasses at speaker's podium and head tables. If additional ice water service is needed for the event, please contact the Event Coordinator for current rates.
- POWER- Standard 110 volts at existing wall outlets. Fees apply for additional power or exhibitor power.

Preferred Rate includes all Standard Rate services, plus:

- LINENS- Linens for classroom sets
- PADS AND PENCILS- for classroom or conference sets
- WATER STATION- or water at tables
- SOUND- One additional wired microphone
- REGISTRATION- Additional registration tables
- STAGE- One stage per meeting room section

**\*\*THE PREFERRED RATE IS NOT APPLICABLE TO TRADE SHOW AND/OR NATIONAL CONVENTIONS\*\***

## **AUDITORIUM MAIN PLUS AUDITORIUM LECTURE HALLS 1, 2 AND 3**

Standard Rate includes:

- UTILITIES- General room lighting, heat and air conditioning. Air conditioning during show hours only.
- GENERAL STAGE WASH- includes:
  - 24 - fixed lighting fixtures and 1 - 2 fixture podium
  - Special at any of 3 preset locations.
- SOUND- 2 Wired or Wireless microphones.
- LABOR- includes:
  - Six (6) Safety Monitors and one (1) Supervisor are included with the base rent for up to six (6) show hours per day. Labor for these Safety Monitors will be billed at prevailing rates beyond the included six (6) hours.
- TABLES/CHAIRS- 5- 8' covered /skirted tables. Additional chairs, as needed.
- PODIUM- 1 lighted, upright or table model, as required.
- WATER- Ice water with glasses at speaker's podium and head tables. If additional ice water service is needed for the event, please contact the Event Coordinator for current rates.
- POWER- Standard 110 volts at existing wall outlets. Fees apply for additional power or exhibitor power.
- SCREENS- Use of permanent projection screens
- When using Auditorium Main and Auditorium 1-3 as breakouts, all of the above is included, plus:
  - Two (2) turns of Auditorium (1-3) per day.
  - Auditorium (1-3) package per turntable.

**\*\*Please see the Auditorium Specifications Sheet for more information\*\***

## **AUDITORIUM LECTURE HALLS 1, 2 OR 3 ONLY**

Standard Rate includes:

- UTILITIES- General room lighting, heat and air conditioning. Air conditioning during show hours only.
- SOUND- 2 Wired or Wireless microphones.
- TABLES/CHAIRS- 2- 8' covered /skirted tables. Additional chairs, as needed.
- PODIUM- lighted, upright or table model, as required.
- WATER- Ice water with glasses at speaker's podium and head tables. If additional ice water service is needed for the event, please contact the Event Coordinator for current rates.
- POWER- Standard 110 volts at existing wall outlets. Fees apply for additional power or exhibitor power.
- SCREENS- Use of permanent projection screens.

# APPENDIX B

## ROOM SPECIFICATIONS

<b>Exhibit Hall A</b>	
Dimensions	<ul style="list-style-type: none"> <li>▪ 330'x299'6"</li> <li>▪ 183' x 299' (Draped Area)</li> </ul>
Square Footage	<ul style="list-style-type: none"> <li>▪ 99,000 sq. ft.</li> <li>▪ 54,550 sq. ft. (Draped Area)</li> </ul>
Ceiling Height	<ul style="list-style-type: none"> <li>▪ 29'10" to bottom of lowest truss</li> </ul>
Catwalks	<ul style="list-style-type: none"> <li>▪ 27'10"</li> </ul>
Floor Load Limit	<ul style="list-style-type: none"> <li>▪ 350 lbs. per sq. ft.</li> </ul>
Columns	<ul style="list-style-type: none"> <li>▪ 6 - 5 ft. diameter columns               <ul style="list-style-type: none"> <li>- 87' on center North &amp; South</li> <li>- 174' on center East &amp; West</li> </ul> </li> <li>Distance from south wall:               <ul style="list-style-type: none"> <li>- 1<sup>st</sup> columns - 76'</li> <li>- 2<sup>nd</sup> columns - 163'</li> <li>- 3<sup>rd</sup> columns - 250'</li> </ul> </li> </ul>
Lighting	<ul style="list-style-type: none"> <li>▪ Metal halide with 100 foot candles maximum with on/off control by zone, plus quartz emergency lighting</li> <li>▪ Spotlight platforms</li> <li>▪ Dimmable incandescent lighting (Draped Area)</li> </ul>
Draping	<ul style="list-style-type: none"> <li>▪ Retractable Gray Acoustic Drapery</li> <li>▪ 25 Panels</li> </ul>
Show Management Office	<ul style="list-style-type: none"> <li>▪ Adjacent to Hall A on lower level, does not have overlook view, 281 sq. ft.</li> </ul>
Freeway Access	<ul style="list-style-type: none"> <li>▪ 2 blocks from I-94 or I-35W</li> </ul>
Truck Marshalling Area	<ul style="list-style-type: none"> <li>▪ Marshalling to occur on 16<sup>th</sup> Street</li> </ul>
Dock Area Electric	<ul style="list-style-type: none"> <li>▪ 120/208v/100 3 phase broken into 1-100 amp services</li> </ul>
Loading Dock Height	<ul style="list-style-type: none"> <li>▪ 4' 0"</li> </ul>
Truck Bays	<ul style="list-style-type: none"> <li>▪ 5 Enclosed Bays, 11'6" wide</li> <li>▪ Power-operated doors (13'6"H x 13'11"W) enclose entire dock area</li> <li>▪ Dock open to exhibit hall</li> </ul>
Freight Doors to Dock	<ul style="list-style-type: none"> <li>▪ 3 - 12'w x 17'h</li> </ul>
Freight Elevators	<ul style="list-style-type: none"> <li>▪ 2 - 10,000 lbs, 10'w x 13'd x 10'h</li> </ul>
Exhibit Hall Doors	<ul style="list-style-type: none"> <li>▪ 6 west entry doors from 6'6"w to 7'2"w x 7'10"h with doors attached.</li> <li>▪ 6 east entry doors from 6'2"w x 7'10"h with doors attached.</li> </ul>
Utilities	<ul style="list-style-type: none"> <li>▪ Flush mounted floor boxes on 30' centers</li> <li>▪ Floor Power: 120/208v 100 amp power (additional power available upon request)</li> <li>▪ Catwalk Power: 480v panel access; 200-400 amp 120/208v, 3-phase</li> <li>▪ Cold water and drain on 90' centers</li> <li>▪ Natural gas located on south wall @ 60' intervals</li> <li>▪ Compressed air (south end of hall from catwalks)</li> <li>▪ Cable television</li> <li>▪ 6 strands of fiber backbone - patchable in single or multi-mode per floor box (Hall A&amp;B only)</li> <li>▪ Each floor box has one (1), 25 pair CAT 3 cable backbone</li> <li>▪ Telecommunications (see Utilities for each space)</li> <li>▪ Microphone access to PA system</li> </ul>
Truck Wash	<ul style="list-style-type: none"> <li>▪ 1 Full Size</li> </ul>
Trash Compactor units	<ul style="list-style-type: none"> <li>▪ 1 @ rear of Hall</li> <li>▪ 1 Recycling @ rear of Hall</li> </ul>

<b>Exhibit Halls B,C,D,E</b>	
Dimensions	<ul style="list-style-type: none"> <li>▪ Exhibit Hall B: 330'x300'</li> <li>▪ Exhibit Hall C: 330'x300'</li> <li>▪ Exhibit Hall D: 330'x240'</li> <li>▪ Exhibit Hall E: 330'x300'</li> </ul>
Square Footage	<ul style="list-style-type: none"> <li>▪ Exhibit Hall B: 99,000 sq. ft.</li> <li>▪ Exhibit Hall C: 99,000 sq. ft.</li> <li>▪ Exhibit Hall D: 79,200 sq. ft.</li> <li>▪ Exhibit Hall E: 99,000 sq. ft.</li> </ul>
Ceiling Height	<ul style="list-style-type: none"> <li>▪ 30' 6" to bottom of lowest truss</li> <li>▪ 85' to top of dome</li> </ul>
Catwalks	<ul style="list-style-type: none"> <li>▪ @ 30' 6" (ceiling)</li> <li>▪ @ 41' 9" and 65' 6" (within domes)</li> </ul>
Dome Diameters	<ul style="list-style-type: none"> <li>▪ 210'</li> </ul>
Floor Load Limit	<ul style="list-style-type: none"> <li>▪ 350 lbs. per sq. ft.</li> </ul>
Columns	<ul style="list-style-type: none"> <li>▪ 4 - 5' diameter columns in each hall on 174' x 174' centers</li> </ul>
Lighting	<ul style="list-style-type: none"> <li>▪ Metal halide with 100 foot candles maximum with on/off control by zone, plus quartz emergency lighting</li> <li>▪ Spotlight platforms</li> </ul>
Show Management Office	<ul style="list-style-type: none"> <li>▪ Hall B: Adjacent to Hall B, does not have overlook view, 499 sq. ft.</li> <li>▪ Halls C/D: Overlooks halls, 728 sq. ft.</li> <li>▪ Halls D/E: Overlooks halls, 694 sq. ft.</li> </ul>
Freeway Access	<ul style="list-style-type: none"> <li>▪ 2 blocks from I-94 or I-35W</li> </ul>
Truck Marshalling Area	<ul style="list-style-type: none"> <li>▪ 88,000 sq. ft. fenced and lighted</li> </ul>
Dock Area Electric	<ul style="list-style-type: none"> <li>▪ 1 - 120/208v/100 amp service Dock B</li> <li>▪ 3 - 120/208v/100 amp service -Dock CDE</li> </ul>
Loading Dock height	<ul style="list-style-type: none"> <li>▪ 4' 1"</li> </ul>
Truck Bays	<ul style="list-style-type: none"> <li>▪ Covered</li> <li>▪ 7 @ Hall B - 11'6" wide</li> <li>▪ 8 each @ Halls C, D, E - 15' wide</li> </ul>
Drive-In Doors to Exhibit Hall	<ul style="list-style-type: none"> <li>▪ 1 @ Hall B; 24' 8"h x 20'w (East)</li> <li>▪ 2 @ Hall C; 24' 8"h x 20'w (East), 18'h x 19' 8"w (West)</li> <li>▪ 2 @ Hall D; 18'h x 20'w each (East &amp; West)</li> <li>▪ 2 @ Hall E; 18'h x 19' 8"w (East), 24' 8"h x 20'w (West)</li> </ul>
Freight Doors to Dock	<ul style="list-style-type: none"> <li>▪ 3 @ Hall B; (2) 16'h x 12'w, (1) 20'h x 18'w</li> <li>▪ 3 @ Hall C; (2) 16'h x 12'w, (1) 20'h x 18'w</li> <li>▪ 3 @ Hall D; (2) 16'h x 12'w, (1) 20'h x 18'w</li> <li>▪ 3 @ Hall E; (2) 16'h x 12'w, (1) 20'h x 18'w</li> </ul>
Freight Elevators	<ul style="list-style-type: none"> <li>▪ 1 @ load limit 20,000 lbs. (12'w x 29'd x 12'h)</li> <li>▪ 2 @ load limit 7,000 lbs. (8' x 8' x 8') kitchen</li> <li>▪ 3 @ load limit 5,000 lbs. (6'w x 9'10"d x 8'h) ea.</li> </ul>
Exhibit Hall Doors	<ul style="list-style-type: none"> <li>▪ Public entry doors approximately 7'10"h x 6'2"w to 6'8"w with doors attached</li> </ul>
Utilities	<ul style="list-style-type: none"> <li>▪ Flush mounted floor boxes on 30' centers</li> <li>▪ Floor Power: 120/208v/100 amp single and 3 phase power (additional power available upon request)</li> <li>▪ Catwalk Power: 480v panel access; 200-400 amp 120/208v, 3-phase in Hall B; 400 amp 120/208v, 3 phase in Halls C, D &amp; E</li> <li>▪ Cold water and drain on 90' centers</li> <li>▪ Natural gas located on south wall @ 60' intervals</li> <li>▪ Compressed air (south end of hall from catwalks)</li> <li>▪ Cable television</li> <li>▪ 12 strands multi-mode fiber backbone, accessible from catwalk (Halls C, D, E only)</li> <li>▪ Each floor box has one (1) 25 pair CAT 5 cable backbone</li> <li>▪ One (1) 25 pair CAT 5 cable backbone on loading docks</li> <li>▪ Microphone access to PA system</li> </ul>
Truck Wash	<ul style="list-style-type: none"> <li>▪ In Halls B, C, E Full-Size</li> </ul>
Trash Compactor units	<ul style="list-style-type: none"> <li>▪ 4 @ rear of Halls B, C, E</li> </ul>

<b>BALLROOM</b>	
Dimensions	▪ 139'x198'
Square Footage	▪ 27,522 sq. ft.
Ceiling Height	▪ 30'
Floor Load Limit	▪ 100 lbs. per sq. ft.
Columns	▪ None
Lighting	▪ Dimmable incandescent lighting
Freeway Access	▪ 2 blocks from I-94 or I-35W
Freight Doors to Ballroom	▪ 7'10" w x 7'8" h
Utilities	<ul style="list-style-type: none"> <li>▪ 120/208v up to 400 amp</li> <li>▪ Cable television</li> <li>▪ Telephone/Fiber</li> <li>▪ 24 single pair CAT 3 located throughout floor               <ul style="list-style-type: none"> <li>▪ 3 - 25 pair CAT 3 locations</li> <li>▪ 7 single pair CAT 3 wall locations</li> <li>▪ 12 - Cat 5 locations via floor access</li> </ul> </li> <li>▪ 10 strands multi-mode fiber backbone in Ballroom A</li> <li>▪ 6 strands multi-mode and/or 2 strands single-mode fiber backbone in Ballroom B</li> </ul>
Rigging Points	<ul style="list-style-type: none"> <li>▪ Distributed throughout Ballroom ceiling at approximately 18' centers.</li> <li>▪ Maximum weight per point - 1,000 lbs.</li> </ul>
Stage	<ul style="list-style-type: none"> <li>▪ Permanent Hardwood Maple</li> <li>▪ 52'w x 27'd x 4'h</li> <li>▪ Proscenium opening 40'w x 16'h</li> <li>▪ Located on South wall of Ballroom "A"</li> <li>▪ Draperies</li> <li>▪ Acoustically designed sound cluster</li> <li>▪ Dimmable, computer controlled lighting</li> <li>▪ Motorized 22' wide front screen</li> <li>▪ Handicap accessible front and back stage</li> </ul>
Dressing Rooms	<ul style="list-style-type: none"> <li>▪ 2 Dressing Rooms, 65 sq. ft. and 60 sq. ft. respectively</li> <li>▪ Each with toilet, shower and lighted dressing area</li> </ul>

<b>AUDITORIUM LECTURE HALLS</b>	
Ceiling Heights	▪ 18' soffits and 38' in the domes
Finishes	<ul style="list-style-type: none"> <li>▪ Fully carpeted</li> <li>▪ Maple finish throughout</li> <li>▪ Upholstered maple chairs</li> </ul>
Audio/Visual	<ul style="list-style-type: none"> <li>▪ NEC GT 1150 Rear-projector with screen</li> <li>▪ 9' x 16' Rear-projection screen-glass</li> <li>▪ 9' x 12' Front projection retractable screen with front-of-house projection platform</li> <li>▪ Sound Web virtual sound system</li> </ul>
Telecommunications Fiber Optics and Phone	<ul style="list-style-type: none"> <li>▪ 12 CAT 5 locations</li> <li>▪ 14 multi-mode taps</li> <li>▪ 12 single-mode taps</li> <li>▪ CAT 5 cable, power to every seat fed to Orthotronics Bix blocks</li> </ul>
Electrical	▪ All chairs have 110v outlets in arm rests.
Lighting	▪ Incandescent lighting (cans)
Cable TV Connections	▪ Available upon request
Doors	▪ 2 @ 6'w x 7'9"h

**NOTE: Thirty minutes required to rotate each turntable. Auditorium must be clear of attendees when turntables are scheduled to rotate.**

<b>AUDITORIUM</b>	
Ceiling Height	<ul style="list-style-type: none"> <li>▪ 38'</li> </ul>
Finishes	<ul style="list-style-type: none"> <li>▪ Fully carpeted aisles</li> <li>▪ Maple finish throughout</li> <li>▪ Upholstered maple chairs</li> </ul>
Audio	<ul style="list-style-type: none"> <li>▪ <u>Speakers</u> (hung in left, center, right configuration) <ul style="list-style-type: none"> <li>7 - EAW 750's</li> <li>7 - EAW 755's</li> <li>4 - EAW 1000 Subwoofers</li> </ul> </li> <li>▪ <u>Amps</u> <ul style="list-style-type: none"> <li>QSC Power Light Amps</li> <li>8 channels of K-T compression</li> <li>2 - Yamaha SPX 1000's</li> <li>4 - Brook Siren 1/3 octave EQ</li> </ul> </li> <li>▪ <u>Consoles</u> <ul style="list-style-type: none"> <li>Midas Heritage 1000 48 Channel located at floor left</li> </ul> </li> <li>▪ <u>Clear Com</u> <ul style="list-style-type: none"> <li>2 Channel System - See Production Techs for specific locations</li> </ul> </li> </ul>
Video Projection	<ul style="list-style-type: none"> <li>▪ <u>Platforms:</u> <ul style="list-style-type: none"> <li>-4 projector platforms that lower from ceiling to accommodate 3 rear projectors and 1 front screen projector</li> <li>-Platforms lower for loading and will accommodate 500 lbs and should handle up to a BARCO G5. <ul style="list-style-type: none"> <li>Section A and C - 1 platform <ul style="list-style-type: none"> <li>Platform has 120v, 20amp Edison receptacle</li> </ul> </li> <li>Section B - 2 platforms <ul style="list-style-type: none"> <li>1 platform has 208v, single phase, 20amp receptacle</li> <li>1 platform has 120v, 20amp Edison receptacle</li> </ul> </li> </ul> </li> </ul> </li> <li>▪ <u>Screens:</u> <ul style="list-style-type: none"> <li>28' x 16' main front screen</li> <li>3 - 9' x 16' IMAG screens - prehung retractable</li> </ul> </li> </ul>
Lighting	<ul style="list-style-type: none"> <li>▪ <u>Fixtures</u> <ul style="list-style-type: none"> <li>120 - Source 4's <ul style="list-style-type: none"> <li>14 - VL2202 Varilite Spot Fixtures</li> <li>9 - VL2402 Varilite Wash Fixtures</li> </ul> </li> <li>11 - VL300Q Varilite Spot Fixtures</li> </ul> </li> <li>▪ <u>Spotlights</u> <ul style="list-style-type: none"> <li>4 - Lycian 1275, 1200 watt</li> </ul> </li> <li>▪ <u>Hazers</u> <ul style="list-style-type: none"> <li>2 - Neutron XS haze machines</li> </ul> </li> <li>▪ <u>Consoles</u> <ul style="list-style-type: none"> <li>Jands Vista T4 - Capable of controlling 4096 channels of DMX units</li> </ul> </li> <li>▪ <u>Trussing</u> <ul style="list-style-type: none"> <li>Lamps hung on 30', 40' and 45' box truss</li> <li>Additionally, units installed in side and overhead lighting coves</li> </ul> </li> <li>▪ <u>Miscellaneous</u> <ul style="list-style-type: none"> <li>18 M-faders with color mixing capabilities</li> </ul> </li> </ul>
Cable TV Connections	<ul style="list-style-type: none"> <li>▪ Available upon request</li> </ul>

<b>AUDITORIUM (cont.)</b>	
Power	<ul style="list-style-type: none"> <li>▪ We can distribute production power in any configuration and quantity of single and three (3) phase outlets from 20 amp to 400 amp, 208 volt and 120 volt</li> <li>▪ 120 volt power is distributed well throughout the house in under-seat locations</li> <li>▪ 120 volt duplex outlets and 120/208v 20 amp and 30 amp three (3) phase twist-loc available throughout</li> <li>▪ <u>Locations</u> <ul style="list-style-type: none"> <li>Upstage Left               <ul style="list-style-type: none"> <li>- 1 - 200 amp, 208v, 3 phase panel/Cam-loc connections</li> <li>- 3 - 400 amp, 208v, 3 phase panel/Cam-loc connections</li> </ul> </li> <li>Upstage Right               <ul style="list-style-type: none"> <li>- 1 - 200 amp, 208v, 3 phase panel/Cam-loc connections fed from isolation transformer</li> </ul> </li> <li>Truck Berth               <ul style="list-style-type: none"> <li>- 1 - 200 amp, 208v, 3 phase panel/Cam-loc connections</li> <li>- 1 - 200 amp, 208v, 3 phase panel/Cam-loc connections fed from isolation transformer</li> </ul> </li> <li>12<sup>th</sup> Street Loading Area               <ul style="list-style-type: none"> <li>- 1 - 400 amp, 208v, 3 phase panel/Cam-loc connections</li> </ul> </li> </ul> </li> </ul>
Stage Information/ Dimensions	<p><u>Depth:</u></p> <ul style="list-style-type: none"> <li>▪ 52' 2" from back-line to downstage edge</li> </ul> <p><u>Height:</u></p> <ul style="list-style-type: none"> <li>▪ 32' at Proscenium Opening</li> </ul> <p><u>Width:</u></p> <ul style="list-style-type: none"> <li>▪ 63' 3" at Proscenium Opening</li> <li>▪ 71' Apron Opening</li> <li>▪ 61' 7" at main curtain</li> <li>▪ 39' 10" at upstage drape</li> <li>▪ Ample working space behind upstage back drape (area includes dock and loading locations)</li> <li>▪ Contact the Event Coordinator for a building blueprint</li> <li>▪ 8" empty conduit from stage right/left to the front of house production positions. All locations are interconnected</li> <li>▪ Stage is cushioned and constructed of white maple</li> </ul>
Telecommunications Fiber Optics and Phone	<p><u>Stage</u></p> <ul style="list-style-type: none"> <li>▪ 36 CAT 5 jacks, 9 locations</li> <li>▪ 16 multi-mode, 8 locations</li> <li>▪ 16 single-mode, 8 locations</li> </ul> <p><u>Control Booths</u></p> <ul style="list-style-type: none"> <li>▪ 24 CAT 5 jacks, 6 locations</li> <li>▪ 12 multi-mode, 6 locations</li> <li>▪ 12 single-mode, 6 locations</li> </ul>

<b>REGISTRATION AREAS - PRE-FUNCTION</b>	
Second Floor Lobby	6,600 sq. ft. each lobby
Second Floor Atrium Lobby	12,580 sq. ft.
First Floor Lobby - Auditorium / Lobby B	23,770 sq. ft.
First Floor Lobby - Lobbies C and E	67' x 144' (9,648 sq. ft.) ea.
First Floor Lobby - Lobby D	83' x 144' (11,952 sq. ft.)
Ballroom Lobby	18,145 sq. ft.
Mezzanine Lobby	11,200 sq. ft.
Lower Level Lobby	12,580 sq. ft.
<ul style="list-style-type: none"> <li>▪ Telephone/Electrical outlets every ten (10) feet on floor and wall</li> </ul>	

<b>MEETING ROOMS</b>	
Ceiling Heights	<ul style="list-style-type: none"> <li>▪ 12' Rooms - M100, M101</li> <li>▪ 14' Rooms - 200, 201, 202, 212, 213</li> <li>▪ 16' Rooms - 102, 103, 203 - 211</li> <li>▪ 18' Rooms - 101, L100</li> </ul>
Carpet	<ul style="list-style-type: none"> <li>▪ All Meeting Rooms</li> <li>▪ Second floor corridors</li> </ul>
Floor Load Limits	<ul style="list-style-type: none"> <li>▪ 100 lbs. per sq. ft.</li> </ul>
Audio/Visual	<p>Panels in each room allow access to:</p> <ul style="list-style-type: none"> <li>▪ Microphone</li> <li>▪ Audio/Visual inputs</li> <li>▪ Local record outputs</li> </ul>
Utilities	<ul style="list-style-type: none"> <li>▪ CAT 5 jacks located throughout</li> <li>▪ Single/multi-mode fiber available</li> <li>▪ 120 - 208V - 100amp power</li> <li>▪ Television cable</li> </ul>
Lighting	<ul style="list-style-type: none"> <li>▪ Incandescent (dimnable) and fluorescent - 40 foot candles</li> <li>▪ Each room is equipped with digital keypad to select any one of 8 preset lighting configurations</li> </ul>
Public Entry Doors Pantry Doors	<ul style="list-style-type: none"> <li>▪ Door opening approximately 7'8"h x 6'2"w with doors attached</li> <li>▪ Extra wide pantry doors on: <ul style="list-style-type: none"> <li>- 1<sup>st</sup> floor, Rooms 101, 102, 103</li> <li>- 2<sup>nd</sup> floor, Room 200</li> <li>- Mezzanine Level, M100</li> <li>- Lower Level, L100</li> </ul> </li> <li>▪ Doors can be removed to accommodate larger items. Prevailing labor rates apply</li> <li>▪ Contact Event Coordinator for specific measurements.</li> </ul>
Separate Pantry with Food Service Elevator	<ul style="list-style-type: none"> <li>▪ Rooms L100, M100, 101, 102, 103, 200, 205, 208, 211</li> </ul>
Sound Baffles	<ul style="list-style-type: none"> <li>▪ Ensures minimal sound "bleed"</li> </ul>

# APPENDIX C

## ROOM CAPACITIES

THEATER capacities are based on 10' in front of room for A/V and 3' from chair back to chair back.

CLASSROOM capacities are based on 10' in front of room and 4 people per 8'x18" table.

BANQUET seating is maximum without A/V and staging requirements.

RECEPTION capacities are based on 9 square feet per person.

<b>MEETING ROOMS - 1<sup>ST</sup> FLOOR</b>							
<b>Room</b>	<b>Theater</b>	<b>Classroom</b>	<b>Banquet</b>	<b>Reception</b>	<b>Dimensions</b>	<b>Sq. Ft.</b>	<b>Ceiling</b>
<b>101AJ</b>	<b>2,184</b>	<b>1,160</b>	<b>4' -1260, 5' -1040</b>	<b>1,660</b>	<b>101' x 148'</b>	<b>14,948</b>	<b>18'</b>
101A	209	108	4'- 80, 5'- 80	161	50'3" x 28'10"	1,448	
101B	222	108	4'- 80, 5'- 80	161	50'3" x 29'7"	1,486	
101C	222	108	4'- 80, 5'- 80	161	50'4" x 29'8"	1,493	
101D	222	108	4'- 80, 5'- 80	161	50'3" x 29'7"	1,486	
101E	209	108	4'- 80, 5'- 80	161	50'3" x 28'10"	1,448	
101F	209	108	4'- 80, 5'- 80	161	50'4" x 28'9"	1,447	
101G	222	108	4'- 80, 5'- 80	161	50'4" x 29'7"	1,486	
101H	222	108	4'- 80, 5'- 80	161	50'3" x 29'8"	1,490	
101I	222	108	4'- 80, 5'- 80	161	50'3" x 29'9"	1,494	
101J	209	108	4'- 80, 5'- 80	161	50'4" x 28'9"	1,447	
<b>102AF</b>	<b>1,000</b>	<b>512</b>	<b>4' -560, 5' -420</b>	<b>735</b>	<b>85'11" x 77'</b>	<b>6,615</b>	<b>16'</b>
102A	141	56	4'- 80, 5'- 60	118	42'10" x 24'11"	1065	
102B	152	56	4'- 80, 5'- 60	125	42'10" x 26'4"	1125	
102C	141	56	4'- 80, 5'- 60	118	42'10" x 24'11"	1065	
102D	141	56	4'- 80, 5'- 60	118	42'10" x 24'11"	1067	
102E	152	56	4'- 80, 5'- 60	125	42'10" x 26'3"	1122	
102F	141	56	4'- 80, 5'- 60	118	42'10" x 24'11"	1065	
<b>103AF</b>	<b>1,000</b>	<b>512</b>	<b>4' -560, 5' -420</b>	<b>735</b>	<b>86' X 77'</b>	<b>6,622</b>	<b>16'</b>
103A	141	56	4'- 80, 5'- 60	118	42'10" x 25'	1,070	
103B	152	56	4'- 80, 5'- 60	125	42'10" x 26'4"	1,127	
103C	141	56	4'- 80, 5'- 60	118	42'10" x 25'	1,070	
103D	141	56	4'- 80, 5'- 60	118	42'10" x 25'	1,070	
103E	152	56	4'- 80, 5'- 60	125	42'10" x 26'3"	1,125	
103F	141	56	4'- 80, 5'- 60	118	42'10" x 24'11"	1,065	
<b>MEETING ROOMS - 2<sup>ND</sup> FLOOR</b>							
<b>Room</b>	<b>Theater</b>	<b>Classroom</b>	<b>Banquet</b>	<b>Reception</b>	<b>Dimensions</b>	<b>Sq. Ft.</b>	<b>Ceiling</b>
<b>200AJ</b>	<b>1849</b>	<b>928</b>	<b>4'-980, 5'-910</b>	<b>1367</b>	<b>83'7" x 147'4"</b>	<b>12,305'</b>	<b>14'</b>
200A	148	72	4' -60, 5' -60	132	41'8" x 28'7"	1,190'	14'
200B	158	72	4' -60, 5' -60	137	41'8" x 29'8"	1,236'	
200C	158	72	4' -60, 5' -60	137	41'8" x 29'8"	1,236'	
200D	158	72	4' -60, 5' -60	137	41'8" x 29'8"	1,236'	
200E	148	72	4' -60, 5' -60	131	41'8" x 28'6"	1,187'	12'6" to bottom of light fixture
200F	148	72	4' -60, 5' -60	131	41'8" x 28'6"	1,187'	
200G	158	72	4' -60, 5' -60	137	41'8" x 29'8"	1,236'	
200H	158	72	4' -60, 5' -60	137	41'8" x 29'8"	1,236'	
200I	158	72	4' -60, 5' -60	137	41'8" x 29'8"	1,236'	
200J	148	72	4' -60, 5' -60	132	41'8" x 28'7"	1,190'	
<b>201AB</b>	<b>140</b>	<b>72</b>	<b>4' -90, 5' -60</b>	<b>140</b>	<b>39' x 32'</b>	<b>1,248'</b>	<b>14'</b>
201A	68	40	4' - 30, 5' -30'	69	19'5" x 32'	621'	
201B	68	40	4' - 30, 5' -30'	69	19'6" x 32'	621'	
<b>202AB</b>	<b>140</b>	<b>72</b>	<b>4' -90, 5' -60</b>	<b>140</b>	<b>39' x 32"</b>	<b>1,248'</b>	<b>14'</b>
202A	68	40	4' - 30, 5' -30'	69	19'4" x 32'	624'	
202B	68	40	4' - 30, 5' -30'	69	19'7" x 32'	626'	

<b>203AB</b>	<b>135</b>	<b>56</b>	<b>4' -80, 5' -60</b>	<b>116</b>	<b>42'6" x 24'8"</b>	<b>1,036</b>	<b>16'</b>
203A	50	24	4' -20, 5' -20	58	21' x 24' 8"	518	
203B	53	24	4' -20, 5' -20	58	21' x 24' 8"	518	
<b>204AB</b>	<b>135</b>	<b>56</b>	<b>4' -80, 5' -60</b>	<b>116</b>	<b>42'6" x 24'8"</b>	<b>1,048</b>	<b>16'</b>
204A	53	24	4' -20, 5' -20	58	21'1" x 24' 8"	520'	
204B	50	24	4' -20, 5' -20	58	21'1" x 24' 8"	520'	
<b>205AD</b>	<b>648</b>	<b>320</b>	<b>4' -320, 5' -280</b>	<b>480</b>	<b>86' x 51'</b>	<b>4,386'</b>	<b>16'</b>
205A	140	56	4' -80, 5' -60	123	42' 10" x 25' 11"	1,107'	
205B	140	56	4' -80, 5' -60	119	42' 10" x 25'	1,068'	
205C	140	56	4' -80, 5' -60	119	42' 10" x 25'	1,068'	
205D	140	56	4' -80, 5' -60	123	42' 10" x 25' 11"	1,107'	
<b>206AB</b>	<b>135</b>	<b>56</b>	<b>4' -80, 5' -60</b>	<b>116</b>	<b>42'6" x 24'8"</b>	<b>1,048'</b>	<b>16'</b>
206A	50	24	4' -20, 5' -20	58	21'1" x 24' 8"	520'	
206B	53	24	4' -20, 5' -20	58	21'1" x 24' 8"	520'	
<b>207AB</b>	<b>135</b>	<b>56</b>	<b>4' -80, 5' -60</b>	<b>116</b>	<b>42'5" x 24'8"</b>	<b>1,046'</b>	<b>16'</b>
207A	53	24	4' -20, 5' -20	58	21' x 24' 8"	518'	
207B	50	24	4' -20, 5' -20	58	21' x 24' 8"	518'	
<b>208AD</b>	<b>648</b>	<b>320</b>	<b>4' -320, 5' -280</b>	<b>490</b>	<b>51' x 86'</b>	<b>4,400'</b>	<b>16'</b>
208A	140	56	4' -80, 5' -60	123	42' 10" x 25' 11"	1,107'	
208B	140	56	4' -80, 5' -60	119	42' 10" x 25'	1,070'	
208C	140	56	4' -80, 5' -60	119	42' 10" x 25'11"	1,072'	
208D	140	56	4' -80, 5' -60	123	42' 10" x 25' 11"	1,110'	
<b>209AB</b>	<b>135</b>	<b>56</b>	<b>4' -80, 5' -60</b>	<b>116</b>	<b>42'5" x 24'8"</b>	<b>1,042'</b>	<b>16'</b>
209A	53	24	4' -20, 5' -20	58	21' x 24' 8"	518'	
209B	50	24	4' -20, 5' -20	58	21' x 24' 8"	518'	
<b>210AB</b>	<b>135</b>	<b>56</b>	<b>4' -80, 5' -60</b>	<b>116</b>	<b>42'5" x 24'7"</b>	<b>1,042'</b>	<b>16'</b>
210A	53	24	4' -20, 5' -20	58	21'1" x 24'7"	518'	
210B	50	24	4' -20, 5' -20	58	21'1" x 24'7"	518'	
<b>211AD</b>	<b>648</b>	<b>320</b>	<b>4' -320, 5' -280</b>	<b>489</b>	<b>51' 3" x 85' 11"</b>	<b>4,400'</b>	<b>16'</b>
211A	140	56	4' -80, 5' -60	124	42'10" x 26'	1,113'	
211B	140	56	4' -80, 5' -60	119	42'11" x 24' 11"	1,069'	
211C	140	56	4' -80, 5' -60	119	42'9" x 24'11"	1,065'	
211D	140	56	4' -80, 5' -60	119	42'9" x 26'	1,112'	
<b>212AB</b>	<b>140</b>	<b>72</b>	<b>4' -90, 5' -60</b>	<b>139</b>	<b>39' x 32'</b>	<b>1,248'</b>	<b>14'</b>
212A	68	40	4' -30, 5' -30	67	19'7" x 32'	625	
212B	68	40	4' -30, 5' -30	67	19'3" x 32'	625	
<b>213AB</b>	<b>140</b>	<b>72</b>	<b>4' -90, 5' -60</b>	<b>139</b>	<b>39' x 32'</b>	<b>1,248'</b>	<b>14'</b>
213A	68	40	4' -30, 5' -30	67	19'7" x 32'	625	
213B	68	40	4' -30, 5' -30	67	19'3" x 32'	625	

### MEETING ROOMS - MEZZANINE "M" LEVEL

Room	Theater	Classroom	Banquet	Reception	Dimensions	Sq. Ft.	Ceiling
<b>M100 AJ</b>	<b>1849</b>	<b>928</b>	<b>4'-980,5'-910</b>	<b>1366</b>	<b>83'5" x 147'</b>	<b>12,290'</b>	<b>12'</b>
M100A	148	72	4' -60, 5' -60	132	41'8" x 28'6"	1,185'	12'
M100B	158	72	4' -60, 5' -60	137	41'8" x 29'6"	1,233'	
M100C	158	72	4' -60, 5' -60	137	41'8" x 29'8"	1,233'	10'5" to
M100D	158	72	4' -60, 5' -60	137	41'8" x 29'8"	1,233'	bottom of
M100E	148	72	4' -60, 5' -60	132	41'8" x 28'6"	1,185'	light
M100F	148	72	4' -60, 5' -60	132	41'8" x 28'6"	1,185'	fixture
M100G	158	72	4' -60, 5' -60	137	41'8" x 29'8"	1,233'	
M100H	158	72	4' -60, 5' -60	137	41'8" x 29'8"	1,233'	
M100I	158	72	4' -60, 5' -60	137	41'8" x 29'8"	1,233'	
M100J	148	72	4' -60, 5' -60	132	41'8" x 28'6"	1,185'	
<b>M101 AC</b>	<b>507</b>	<b>236</b>	<b>4' -240,5'-240</b>	<b>377</b>	<b>37'9" x 89'11"</b>	<b>3,394'</b>	<b>12'</b>
M101A	142	72	4' -60, 5' -60	124	37'9" x 29'10"	1,118'	
M101B	142	72	4' -60, 5' -60	124	37'9" x 29'8"	1,112'	
M101C	142	72	4' -60, 5' -60	124	37'9" x 29'10"	1,118'	

## MEETING ROOM - LOWER "L" LEVEL

Room	Theater	Classroom	Banquet	Reception	Dimensions	Sq. Ft.	Ceiling
<b>L100 AJ</b>	<b>2184</b>	<b>1160</b>	<b>4'-1260, 5'-1040</b>	<b>1652</b>	<b>101' x 147'</b>	<b>14,847'</b>	<b>18'</b>
L100A	193	96	4'- 80, 5'- 80	160	50'5" x 28'6"	1,436'	18'  16'8" to bottom of light fixture
L100B	206	96	4'- 80, 5'- 80	160	50'5" x 29'7"	1,491'	
L100C	206	96	4'- 80, 5'- 80	160	50'5" x 29'8"	1,495'	
L100D	206	96	4'- 80, 5'- 80	160	50'5" x 29'7"	1,491'	
L100E	193	96	4'- 80, 5'- 80	160	50'5" x 28'6"	1,436'	
L100F	193	96	4'- 80, 5'- 80	160	50'5" x 28'6"	1,436'	
L100G	206	96	4'- 80, 5'- 80	160	50'5" x 29'8"	1,491'	
L100H	206	96	4'- 80, 5'- 80	160	50'5" x 29'7"	1,494'	
L100I	206	96	4'- 80, 5'- 80	160	50'5" x 29'8"	1,491'	
L100J	193	96	4'- 80, 5'- 80	160	50'5" x 28'6"	1,436'	

## BALLROOM

Room	Theater	Classroom	Banquet	Reception	Dimensions	Sq. Ft.	Ceiling
<b>Ballroom AB</b>	<b>3,500</b>	<b>2,144</b>	<b>4'-2,200, 5'-1,890</b>	<b>3,111</b>	<b>139' x 198'</b>	<b>27,522</b>	<b>30'</b>
Ballroom A	2,500	1,360	4'- 1,550, 5'- 1,260	2,011	139' x 130'	18,070	30'
Ballroom B	1,000	704	4'- 740, 5'- 630	1,056	139' x 68'	9,452	30'

## 10' X 10' BOOTHS

<b>Ballroom A B</b>	150
<b>Ballroom A</b>	92
<b>Ballroom B</b>	48
<b>Exhibit Hall A</b>	554
<b>Exhibit Hall B</b>	554
<b>Exhibit Hall C</b>	554
<b>Exhibit Hall D</b>	440
<b>Exhibit Hall E</b>	554