

# Trade Show Information

## GENERAL INFORMATION

The Richardson Civic Center offers four tradeshow packages, in either 2-day or 3-day bookings. Tradeshow contract hours are different than the normal booking hours and are listed below. Additional half hours can be purchased as early as 6:00 a.m. and as late as midnight at an additional cost of \$100 per half hour.

Friday - 8:00 a.m. to Midnight  
 Saturday - 7:30 a.m. to 10:00 p.m.  
 Sunday - 7:30 a.m. to 10:00 p.m.

The East and West Alcoves can be added to any Grand Hall & Conference Room package at a cost of \$300 per day, per alcove. The concourse may not be used unless the entire building is rented.

Setup of alcoves may begin as early as 8:00 a.m., but concourse setups may not begin until 5:30 p.m. on Fridays.

All equipment and supplies generally included in the standard booking of a room are included, except linens. Linens are not included in tradeshow pricing, but can be rented as listed below.

Rates					Extras	
Richardson Room	2-Day	\$ 1,700	3-Day	\$ 2,250	Table Linens	\$3
Richardson & Parks Rooms	2-Day	\$ 2,800	3-Day	\$ 3,750	Table Skirts (excluding white)	\$5
Grand Hall & Conference Rooms	2-Day	\$ 3,500	3-Day	\$ 4,500	White Table Skirts	\$15
Building	2-Day	\$ 6,000	3-Day	\$ 7,500	White Riser Skirts	\$15
					White Stage Skirts	\$30
					Extra Electrical per spider	\$250

Tradeshow events may be contracted (2) years at a time, with a hold being placed on the third.

All tradeshows, conventions and/or events open to the public are required, at their expense, to provide a blanket insurance policy for the period of their contract and name the City of Richardson, its officers, agents and employees as an additional insured on the policy.

**Insurance requirements** are as follows, with limits of at least:

1. \$1,000,000 coverage against the claims of any and all persons for personal or bodily injury (including wrongful death) arising out of the work and services to be performed hereunder by Caterer, its officers, agents, employees, subcontractors, licensees or invitees, whether or not caused in whole or in part by the alleged negligence of the officers, servants, employees of the City;
2. A sum of not less than \$125,000 for aggregate products hazards (products/completed operations hazards); and
3. A sum not less than \$125,000 for each occurrence for damage to the property of others.

# SHOW / EXHIBIT GUIDELINES

## Load-In Load-Out Information

- Table setup in Concourse must begin AFTER 5:30 pm on Friday. This includes taping & measuring.
- Fire exits and City Hall office doors 101, 102, 103, 105, 106 and 108 may NOT be obstructed in any way throughout the entire length of the show. City employees must have access to the building and these doors at all times.
- Admission tables must be setup more than 30 feet from any entrance to the civic center.
- There is to be no loading and unloading of equipment resulting in lane blockage at the East or West entrance of the building. Violators are subject to towing at owner's expense.
- Any equipment weighing more than two (200) hundred pounds must be moved in and out through the East loading dock or the West service entrance. Such equipment should never be moved through the main entrances of the building.
- All show equipment must be removed from the building by the final contracted hour stated in the lease agreement.
- All trash must be swept and put in boxes or bags at the end of the show, and placed in one central location.
- All major spills must be cleaned and all tape must be removed from floors and tables.
- The lessee is responsible for returning the facility to the same condition it was received.
- The lessee is responsible for all materials, trash, residue, etc. left by any exhibitors and/or outside contractors (i.e. vendors, decorators and caterers).
- Fees may be assessed for cleanup and disposal of remaining items.
- The Richardson Civic Center will provide trash receptacles and liners.

## Decorating Information

- All decorations must be flameproof and approved by a Civic Center event coordinator or manager.
- The use of masking tape is permitted in decorating. Nails, hooks, screws, tacks, staples, putty, double-sided tape and strong adhesive tape may not be used on the interior or exterior walls, windows, doors, outside signs or furnishings of the facility.
- Decorations causing a high volume of trash and/or debris are subject to cleanup charges.

## Equipment Information

- While most equipment and services are included in the price of your room booking, some are not.
- Included in the cost of your room is the setup of tables and chairs & audio-visual.
- Linens & skirting are available for an extra cost.
- Additional items are available on a first-come first-served basis.
- For safety reasons, Lessee is not permitted to move Civic Center equipment.
- The room, its furnishings, and all Civic Center owned equipment should not be altered in any way.
- Lessee is not allowed to stand on tables, chairs, etc.
- The Civic Center does not provide ladders, extension cords, tape, pins, etc.

## Catering Information

- Selling food and/or beverage on the property or any type of concession is not allowed without prior approval from the Civic Center Manger. Cooking of food material is prohibited. The kitchen(s) and facilities shall be used only for preparation of such food material.
- The Setup and breakdown must be within the rental period outlined in this rental contract and the lessee is responsible for cleanup.
- Snack bar area must be left open and may not be obstructed or used for concession sales. Vending machine coin slots may not be taped over, nor can machines be covered in any way.
- The lessee is responsible for food and beverage service and shall hold lessor harmless for all liability, illness, or any damages arising from the bringing of such items into the center itself or through caterer.
- No alcohol will be present, served or consumed at your event.

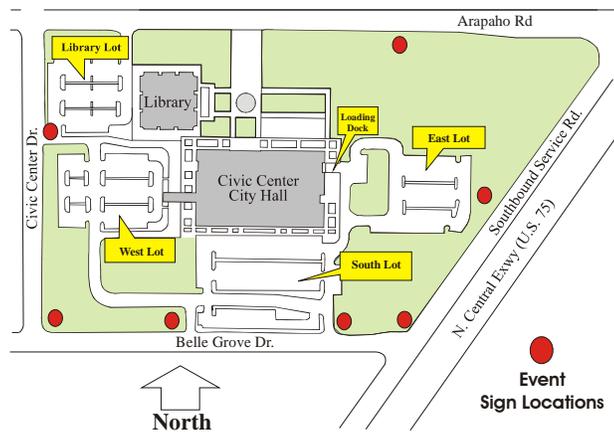
## Emergency Phone Numbers:

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| • Police/Fire/Ambulance                                  | 911          |
| • SCADA  | 972.744.4111 |
| • Civic Center Office Main Line                          | 972.744.4093 |
| • Civic Center Office Evening /Weekend Event Coordinator | 972.744.4094 |

# CIVIC CENTER SIGN & PARKING GUIDELINES

## Signage Information

- Signs must be placed a minimum of five (5) feet back from the curb, and are to meet the following requirements:
- Frame sizes are 3' x 4' or 2' x 3' or 18" x 24" which must be aluminum and painted black.
- The Civic Center does stock the following frames: (8) @ 3' x 4' (4) @ 2' x 3' (3) @ 18" x 24"
- Any combination of the frame sizes may be placed in the seven (7) designated spots
- The inserts can be either aluminum or coroplast.
- Inserts must be approved by the leasing office and purchased by the lessee.
- Signs may be erected only during contracted periods and are to be removed immediately upon conclusion of the event.
- Signs may go up at 6:00 p.m. the day before the first contracted date as long as no other event has signage present.
- Moving, flashing, animated, revolving, or similar signs shall not be allowed.
- No cloth, paper, banner, flag, balloon or other similar advertising matter shall be permitted to be attached, suspended from or allowed to hang loose from any sign.
- No signs attached to an automobile, vehicle, trailer, skid or similar mobile structure, where the primary use of such structure is for sign purposes, will be permitted.



## Parking

- Overnight parking of motor homes, travel trailers or campers on city property is prohibited.
- Vehicles or trailers' taking up multiple spaces in the South parking lot is prohibited.
- Parking in Council or Mayor space(s) is prohibited.
- Vendor parking in the Library lot is prohibited.
- Violators are subject to towing at owner's expense.

