



GLENDALE

CIVIC CENTER

623-930-4300



TRADESHOW/EXPO Package

Arizona Catering

480-898-8848

5750 W. Glenn Drive, Glendale, Arizona

www.glendaleciviccenter.com

Package Includes

Complete Detailed Agenda & Customized Set-up
Expo Planning Event Coordinator

A Private Show Office , Registration/Ticket Desk
WIFI

Wireless Microphone and Sound for Announcements
I-Pod or Laptop Sound Hook Up

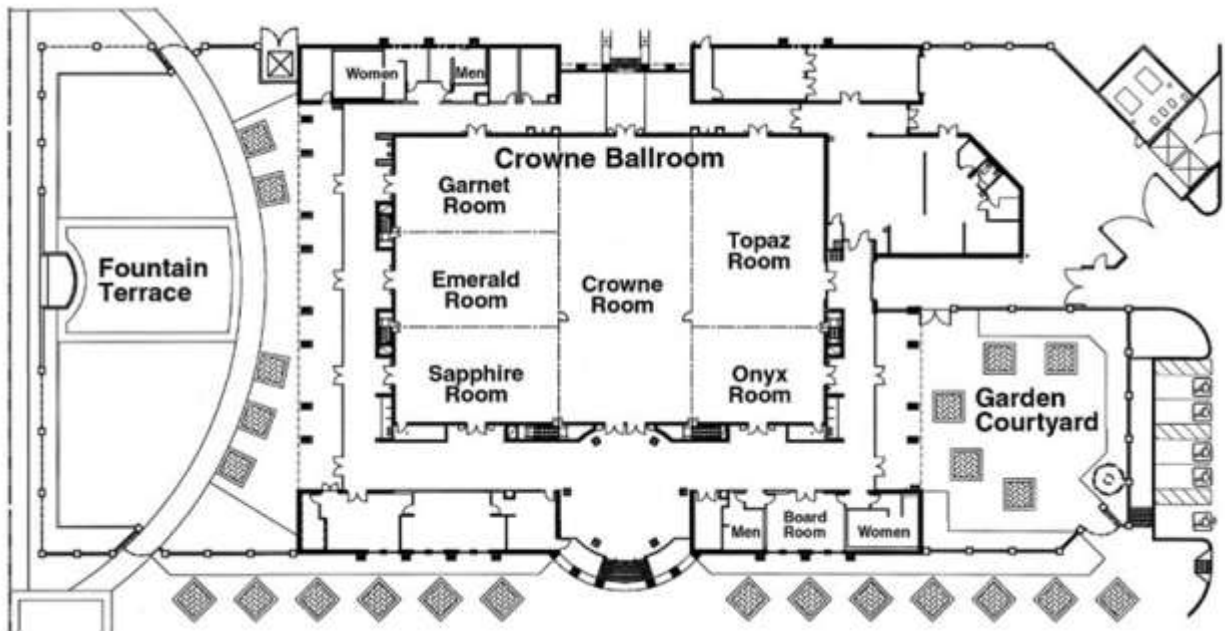
FULL DAY RENTAL RATES

Includes Set Up and Tear Down Times, Cleaning Fee and Service Charge.

All prices are per day and subject to 3.4 % tax rate on room rental and 9.2 % tax rate on equipment

12788 sq. ft.	Crowne Ballroom	\$3,705.00
8832 sq. ft.	Crowne, Garnet, Emerald & Sapphire	\$2980.50
7958 sq. ft.	Crowne, Topaz & Onyx	\$2,634.00
4876 sq. ft.	Garnet, Emerald, & Sapphire	\$1792.50
3956 sq. ft.	Topaz – Onyx or Crowne Room	\$1,446.00

Flexible Indoor and Outdoor Space



Optional Equipment Rental Prices

Sales Tax applicable to all rates listed

Bare Top Exhibitors Tables (6' or 8')	\$ 6.00
Tabletop Clothed Exhibitors Table (6' or 8')	\$ 9.50
Draped Exhibitors Tables (6' or 8') (Limited Availability)	\$ 23.00
110 Volt 20 Amp Electrical Outlet	\$ 40.00
Wireless Microphones	\$100.00 ea.



Garden Reception Space

Beautiful Garden Space for networking or additional needed space.
Does not include indoor space in the event of inclement weather.

(Sound system does not extend to outdoor areas.)

Fountain Terrace	\$1,320.00
Garden Courtyard	\$ 540.00



PROMOTER INFORMATION FOR EVENTS AT THE GLENDALE CIVIC CENTER

ROOM ASSIGNMENT & OTHER EVENTS: Rooms are assigned based on availability, square foot needed and anticipated number of exhibitors and anticipated guests. The Glendale Civic Center reserves the right to assign and re-assign event space. Glendale Civic Center reserves the right to schedule and contract other events within the areas of the center not contracted by the show promoter. These events may be scheduled and take place during the same hours as your show.

DEPOSITS / PAYMENTS: The Glendale Civic Center requires a non-refundable deposit due with the signed contract. Balance of all charges is due 30 days prior to the event. The Glendale Civic Center requires all deposits and final payments to be made in the form of Check or Credit Card. Cash payments must be made in the exact amount due. Should client cancel an event once contract has been signed, no refund of the deposit shall be made.

SHOW TIMES: Times are restricted to those times set forth in your Use Agreement. Shows must adhere to this schedule. Promoters are responsible for making sure that all of their vendors are completely moved out by the Move Out time as stated in the Use Agreement. Overtime fees will be assessed at the rate of 20% of the applicable room rate per quarter hour delay of vacancy. The Glendale Civic Center reserves the right to begin setting areas for the next scheduled event.

TAX: The current state and city combined tax rate is 9.2 %. The City of Glendale's portion of that tax rate is 3.4% plus Maricopa County of .5% on rental. Tax rates are subject to change.

PUBLIC LIABILITY INSURANCE REQUIRED: Comprehensive Liability Insurance is required for all public events using the facility. Insurance certificates must meet the following conditions: 1. Provide at least \$1 million combined single limit per occurrence of Comprehensive Liability Insurance from an insurance company acceptable to the Civic Center Manager and the City Risk Manager. 2. If an Aggregate Policy, the combined limit must be at least \$2 million. 3. Name the City of Glendale and the Civic Center as additional insured. 4. Specify the dates applicable inclusive of move-in to move-out. 5. Be on file with the Civic Center ten (30) days prior to the start of the event.

PROMOTERS AND VENDORS SALES PERMITS: All Promoters will be required to have a City of Glendale Business License in order to sell vendor space. All vendors selling or displaying goods for future sales will be required to have a City of Glendale Business License (\$25.00 per year per vendor). Vendors with City of Glendale tax license are exempt. All licenses must be displayed to sell or display goods. Your Event Coordinator can provide you with an application. For tax and license questions please contact City of Glendale Tax and License Department at 623-930-3109.

EXHIBIT BOOTH AREA: Your initial floor plan must be submitted to your Event Coordinator one month prior to the date of your show. The Event Coordinator will evaluate the floor plan to ensure that it will meet the requirements set forth by the Fire Marshal. The final floor plan must be submitted to the Glendale Fire Marshal for approval two weeks prior to the date of your event. Only minimal changes may be made after the diagram is submitted to the Fire Marshal. Each show requires a Fire Permit to operate. The Fire Marshal will inspect the setup before the show opens to ensure that the fire codes are met and adhered to. Vendor storage of boxes must be accommodated on or under booth tables. It is imperative that all vendors adhere to the layout of the tables and that aisles are kept at a minimum of 8' wide. Chairs, booth display items and/or easels may not be placed in the aisles. Doorways may not be compromised or blocked in any way, unless the Fire Marshal has given prior, written approval.

EXHIBIT SET UP AND TEAR DOWN: Expo Company, Client, and Vendor Set Up can begin as early as 5:30 am. Vendors should be encouraged to move in all other doors with the exception of the front entrance as not to damage the marble entry. No parking is allowed on the sidewalks on the South side in front of the Glendale Civic Center. The Glendale Civic Center does not have a dock or pallet jack; the delivery truck must have a lift gate to load and unload from. We have one large 12' X 12' load-in door located on the East side of our Ballroom / building. Your Event Coordinator will provide you with alternatives for custom load in/load out requirements. Vendor Move in and move out must be completed by the stated times as noted in your Use Agreement. Promoter or someone designated to make decisions for the promoter must be in attendance during the Move In & Move Out times. Vendors may not be allowed into the facility without promoter representation in attendance. The Glendale Civic Center generally has scheduled events following your event. Early Move In can be discussed with your Event Coordinator rates depend upon room size.

FOOD & BEVERAGE: No food or beverage may be brought into, consumed or sold in the facility, unless provided by Arizona Catering. Food Samples must be limited to a 2 oz. portions. Promoter is responsible for insuring that all vendors adhere to this policy. The rights to all catering, alcohol beverage and concessions are the exclusive rights of Arizona Catering 480-898-8848. Any excess food or beverage from an event may not leave Glendale Civic Center premises. Those bringing in food for sale or consumption will be asked to remove it from our premises. **Please contact Arizona Catering @ 480-898-8848** to discuss all food and beverage needs. Your Event coordinator can supply you with a menu.

CONCESSION STAND: A \$1000.00 deposit plus tax and service charge per day is required to have a concession stand during your show. Your full \$1,000.00 deposit will be returned including tax and service charge from the caterer once sales meet a \$1,000.00 minimum. For sales falling below the \$1,000.00 deposit, the client will be responsible for the difference plus tax and service charge.

ALCOHOL SERVICES: Arizona Catering holds the liquor license and bar sales are solely theirs, however a \$1,500.00 deposit plus tax and service charge per day is required to have a bar during your show. Your full deposit of \$1,500.00 will be returned including tax and service charge from the caterer once bar sales meet a \$1,500.00 minimum.

ELECTRICAL SERVICE: All electrical outlets need to be ordered during the planning process of the event through your Event Coordinator. Due to the time and labor involved in setting up and making sure that those vendors have close accessibility to ordered outlets. In an effort to maintain a safe environment, all electrical cords must be taped down with carpet tape. Standard 110 volt electrical outlets are available at \$36.00 plus tax per outlet. 220 volt electrical outlets are available at \$120.00 plus tax per outlet. If your event requires an extensive amount of electrical power, additional fees will apply for both labor and the electrical service.

TELEPHONE ACCESS: All phone lines need to be pre-ordered during the planning process through your Event Coordinator.

WIFI / INTERNET ACCESS: WIFI is password protected. There is a fee required to activate the WIFI service included with your packaged rental price. Hard Wired Internet Access is also available at a fee. Please inform your event coordinator in advance if you would like to activate this service.

AUDIO/VISUAL EQUIPMENT RENTAL: Glendale Civic Center can supply a limited amount of in-house audio/visual equipment for a fee. Client's equipment may be connected to house sound for a \$80.00 mixer fee. The client may also contract with an approved outside audio-visual company to accommodate their audio-visual needs. Please notify Event Coordinator if you should need an AV tech present at your event. The fee is \$80.00 per hour per technician with a 4-hour minimum.

EVENT PROMOTION: The Glendale Civic Center directs all inquiries from the public regarding your event to the phone number provided by the show promoter. All media inquiries will be directed to the show promoter. Advertising, published materials and registration information should have the show promoter phone number listed not the Glendale Civic Center's phone number.

ADVERTISING: The client must obtain the written approval from the Glendale Civic Center Manager for any and all advertising for the event held at the facility. Civic Center Management reserves the right to approve all advertising and promotional material posted or distributed by Licensee and limit such material to that directly related to the event for which Licensee has rented space. The Client agrees that all advertising of the event will be honest and true and will include accurate information on show times and ticket prices and shall not list the Glendale Civic Center's phone number for registration or as an information line. All printed materials and electronic mediums including, but not limited to, advertising, literature, hand-outs, etc., promoting the event and/or Facility with the Glendale Civic Center name shall utilize logo and colors approved by City of Glendale Marketing Department. The Facility shall furnish such Facility logo in a camera-ready format upon request of client. The Facility shall always be referenced as the "Glendale Civic Center" in all print and electronic mediums. The Licensee agrees to provide a proof of all printed materials to the Event Coordinator prior to publication in order to avoid errors or misprints concerning the Glendale Civic Center Facility.

SIGNS:

Exterior - Glendale City Ordinance prohibits the display of any directional, display signs, sandwich boards or A-frames to be placed along sidewalks or streets in Glendale. Any signs found will be confiscated by the City of Glendale Code Compliance Department and subject to fines. No signs may be placed on any exterior windows or walls. No signs may be displayed on the exterior property of the Civic Center.

Interior - Signs may be attached to interior walls, with the use of masking tape or gaffers tape. All other types of tape are prohibited on our walls and floors. If you find it necessary to tape down or secure a line to the floor, you may purchase special tile or carpet tape from an Event Coordinator or Civic Center employee. Masking tape @ \$6.00 per roll / Carpet tape @ \$22.00 per roll. The Glendale Civic Center prohibits the use of staples, nails, tacks, etc. on any surfaces, including walls and tables. Signs, posters, pictures, etc. may not be attached to any interior glass surface, mirror or wood surface.

DAMAGE TO BUILDING OR CONTENTS: Client is responsible for damage to the facility, furnishings, and/or equipment, whether caused by an exhibitor, contractor, guests, or show promoter and staff.

BANNERS:

Outdoor— Banners may be displayed above the south entrance of the Civic Center pending approval of the City of Glendale. A banner permit must be obtained in advance of your event from the City of Glendale Development Services Center. Your Event Coordinator must apply for the permit one month in advance of your event. The fee is \$31.67. The labor fee to hang and remove each banner is \$75.00 and for safety reasons, must be performed by Civic Center Staff. Banners must have grommets across both the top and the bottom, so it can be secured against the wind and elements. It is necessary that Civic Center staff hang the banner.

Indoor— Any banners displayed on the interior of the Civic Center will be subject to the approval of the Event Coordinator. Banners must be hung with masking or gaffers tape only. As large banners do not always adhere well to our walls, a self-standing banner holder must be used. We can provide Pipe and Drape to display these large signs at \$5.00 per foot. However, banners must have grommet holes along the top in order to hang.

BALLOONS AND DECORATING: Helium tanks may be used, but cannot be stored at the Civic Center. Loose balloons are restricted, as they require additional labor to remove at the conclusion of the event. It is the responsibility of the promoter / on-site contact or vendor to have all balloons deflated at the conclusion of the event. Glitter, confetti or mylar tinsel are generally not permitted at the Glendale Civic Center. Any items adhered to the wall must be done so only with the use of masking or gaffers tape. Please inform your event coordinator of any details related to decorations as additional clean up fees may apply. In the event that any member of your group decorates with any of these items, a \$100.00 cleaning fee will apply.

EXCESSIVE TRASH: A \$50.00 fee will apply for excessive trash left at the conclusion of your event. This applies when the Glendale civic Center incurs additional fees for additional trash pick ups above and beyond the regular trash pick up schedule. This fee may be added after the event and billed to your final bill.

PACKAGE POLICY: Due to the limited storage available The Glendale Civic Center is not able to accept and store large amounts of boxes / packages. The Glendale Civic Center does not have a raised dock for unloading. Please have pallets and large boxes shipped on a truck with a lift. If space provides and your shipping company will do so, items may be left in the ballroom if they arrive prior to the day of your event. If space does not allow the pallets and large deliveries will be left outside in the loading area. The Glendale Civic Center does not have a shipping receiving department and does not assume responsibility for items shipped prior to the day of the event. If you expect several boxes/ packages to be shipped to the civic center by your vendors, an outside exposition company must handle this service. All boxes shipped to & from the Civic Center are subject to a \$6.00 per package service charge and may be delivered no more than 1 day prior to the event. Size and weight limitations may apply. See your Event Coordinator for details.

Please mail all packages to:

Glendale Civic Center
(Name of Event and Contact Person),
5750 W. Glenn Dr.
Glendale, AZ 85301

PARKING & RV PARKING: There are three public parking lots adjacent to the Glendale Civic Center, as well as free surrounding street and city parking. You may park your RV vehicle in one of two large public lots at the cross-section of 59th Avenue and Myrtle, however the City of Glendale does not allow overnight RV parking.

SECURITY: Show promoter is solely responsible for show security. The Glendale Civic Center does not provide security, but requires security at the client's expense for all events with alcohol served. The Civic Center recommends the use of City of Glendale's off-duty police officers. Arrangements can be made by contacting Sergeant Anthony Brown at 623-930-2557 or Sergeant Frank Sankhagowit 623-930-3464. Off Duty City of Glendale Police Officers are \$50.00 per hour per officer with a minimum of 3 hours. Two officers minimum required. Client agrees to assume full responsibility for the conduct of its guests, members, employees or other parties hired by the client in full compliance with applicable laws, regulations, and Glendale Civic Center Rules.

CHILDREN: For the safety and security of your event all children must be under the direct supervision of an adult. If children accompany any vendors or promoters, they must provide an adult to attend to the child(ren) at all times.

LOST & FOUND: The Glendale Civic Center assumes no responsibility for personal items, equipment, signs or decorations left in the room at the conclusion of your event. All items left will be held for a period of 30 days. If not claimed in 30 days, the items will be sent to the City of Glendale Materials Management department for disposal.

ANIMALS AND PETS: Service dogs are allowed, all other animals are not permitted in the building without prior approval of Glendale Civic Center Management. Approval of animals and pets in Glendale Civic Center is based on whether the animal or pet is part of an exhibit, or performance legitimately requiring use of animals. Such animals or pets must be kept on a leash, within a pen, or under similar control at all times. The owner takes full responsibility for his or her pet. The Glendale Civic Center reserves the right to request removal of animal(s) for a noncompliance of above or for disruptive behavior of said animal(s).