



GLENDALE

CIVIC CENTER



TRADESHOW/EXPO VeNUE RENTAL PRICING

5750 W. Glenn Drive, Glendale, Arizona
623-930-4300
www.glendaleciviccenter.com

Rental Price Includes:

Detailed Agenda & Floorplan

Event Coordinator

A Private Show Office , Registration/Ticket Desk

Wireless Microphone and Sound for Announcements

I-Pod or Laptop Sound Hook Up

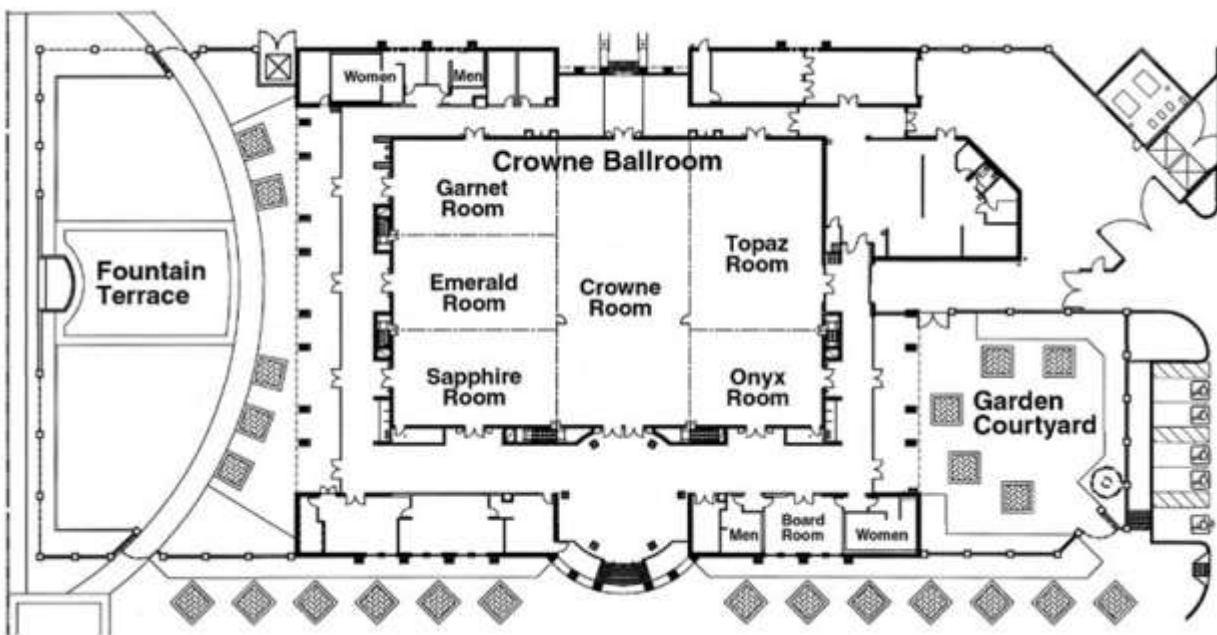
Wi-Fi

FULL DAY RENTAL RATES

All prices are per day, plus 5% service charge, and applicable taxes.

12788 sq. ft.	Crowne Ballroom	\$3,700.00
8832 sq. ft.	Crowne, Garnet, Emerald & Sapphire	\$3,000.00
7958 sq. ft.	Crowne, Topaz & Onyx	\$2,650.00
4876 sq. ft.	Garnet, Emerald, & Sapphire	\$1,825.00
3956 sq. ft.	Topaz – Onyx or Crowne Room	\$1,500.00

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 ea.
Tabletop Clothed Exhibitors Table (6' or 8')	\$ 9.50 ea.
Floor Length Draped Exhibitors Tables (6' or 8') (Limited Availability)	\$ 23.00 ea.
110 Volt 20 Amp Electrical Outlet	\$ 40.00 ea.
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.)

All prices are per day, plus 5% service charge, and applicable taxes.

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

PROMOTER INFORMATION FOR EVENTS AT THE GLENDALE CIVIC CENTER

DEPOSITS/PAYMENTS: The Glendale Civic Center requires a NON-REFUNDABLE DEPOSIT of 50% of the total rental and equipment fees at the time of booking. Rental cost is subject to a 5% service charge and applicable taxes. Balance of all charges is due 30 days prior to the event. All deposits and final payments should be made in the form of check, credit card, money order, or cashier's check. We do not accept cash.

PUBLIC LIABILITY INSURANCE REQUIRED: Comprehensive Liability Insurance is required for all public events using the facility. Client may be held responsible for any damage to the facility, furnishings, fixtures and/ or equipment, caused by their contracted vendor, staff or guests.

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 (30) days prior to the start of the event.

CATERING: Our exclusive caterer, Arizona Catering, provides food, beverage and alcohol for our facility. No outside food and beverage is permitted inside our facility. Please see menus for food and beverage information. For all catered events, Arizona Catering requires a minimum of \$2,000.00 including service charge plus applicable tax.

FOOD AND BEVERAGE SAMPLES: Vendors may hand out 2 oz. tasting samples. Promoter is responsible for ensuring that all vendors adhere to this policy. Vendors may not bring in food for sale or consumption without permission from Arizona Catering. **Please contact Arizona Catering at 480-898-8848 to discuss all food and beverage needs.**

CONTRACTED EVENT TIMES AND ADDITIONAL TIME: Event Times are based on your Use Agreement and will include set up time, rehearsal, decorating, event time, etc...and move out time. Promoters are responsible for making sure that all their vendors are completely moved out by the Move Out time as stated in the Use Agreement. Clients wanting to access the facility before or after the regular contracted hours may do so based on availability at 20% of the space rental rate per hour and must be pre-arranged with your Event Coordinator. Events extending beyond the regular contracted time will also have additional catering labor charges.

ROOM ASSIGNMENT: The Glendale Civic Center reserves the right to assign and re-assign event space. Rooms are assigned and set up according to the guaranteed number of guests. Glendale Civic Center reserves the right to schedule and contract other events within the areas of the center not contracted by the client. These events may be scheduled and take place during the same hours as your event.

SECURITY: The Civic Center does not provide event security but reserves the right to require security for an event, at the client's expense. Show promoter is solely responsible for providing show security if needed. City of Glendale Police off duty officers are available to provide security for your event. Please contact Sgt. Frank Sankhagowit 623-930-4032 or Lt. Anthony Brown at 623-930-2557. The fee for an off-duty police officer is \$50.00 per hour with a 4-hour minimum.

STAFFING: The Glendale Civic Center does not provide staff to usher, take, or sell tickets, direct, seat or maintain your guests. It is your responsibility to provide enough staff to facilitate your event.

INTERNET ACCESS: Wi-Fi service is available for a fee and is password protected. Please inform your Event Coordinator in advance if you would require this service.

EXHIBIT BOOTH AREA: Your floor plan must be submitted to your Event Coordinator 30 days prior to your event date for Fire Permit approval. Only minimal changes to the floorplan may be made after approval by the Fire Marshal. Late submitted floorplans are subject to a surcharge of 300% of the permit fee at the client's expense. The Fire Marshal will inspect the setup before the show opens to ensure that all fire codes are met. It is important that aisles are a minimum of 8' wide and doorways are kept clear.

EXHIBIT LOAD IN/ OUT: The Glendale Civic Center does not have a loading 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 Building. Your Event Coordinator will discuss a load in/out plan with you. Promoter must be in attendance during the vendor move in & move out times. Vendors will not be allowed into the facility without promoter representation in attendance.

PACKAGE POLICY: 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 2 days prior to the event. Size and weight limitations may apply. Storage is not provided for vendor boxes. See your Event Coordinator for details.

Mail packages to:

Glendale Civic Center i/c of (Name of Event/Show)
5750 W. Glenn Dr.
Glendale, AZ 85301

EVENT PROMOTION AND ADVERTISING: The Client shall not list the Glendale Civic Center's phone number for registration or as an information line. The Glendale Civic Center directs all inquiries from the public and media regarding your event to the phone number provided by the show promoter. The Glendale Civic Center will list your event on the Calendar of Events with your provided information. We will also list on the Glendale Convention and Visitors Website on their Things to Do in Glendale webpage.

EXTERIOR SIGNS: Glendale City Ordinance prohibits the display of any directional, display signs, or sandwich boards to be placed along sidewalks or streets in Glendale. Any signs displayed are subject to fines by the City of Glendale Code Compliance Department and will be removed. No signs may be displayed on the exterior property of the Civic Center. (See Outdoor Banners for options)

INTERIOR SIGNS: The Glendale Civic Center prohibits the use of staples, nails, tacks, etc. on any surfaces, including walls and tables. Signs may be attached to interior walls, with only the use of masking tape or gaffers' tape. Carpet tape or easels are available for rent, see an Event Coordinator for pricing.

OUTDOOR BANNERS: 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. Your Event Coordinator can apply for the permit one month in advance of your event. The fee is \$106.67 plus tax per event and includes hanging and removal of each banner 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.

INDOOR BANNERS: Any banners displayed on the interior of the Civic Center will be subject to the approval of the Event Coordinator. We can rent Pipe and Drape to display these; fees do apply depending on size and height. Banners must have grommet holes or sleeves along the top to hang.

ELECTRICAL RENTAL: Electrical Outlets are available at \$40.00 per outlet. Electrical outlets should be ordered during the planning process of the event through your Event Coordinator. To maintain a safe environment, all electrical cords must be taped down with carpet tape.

AUDIO/VISUAL EQUIPMENT RENTAL: Glendale Civic Center can supply in-house a/v equipment for a rental fee. We allow clients to bring in their own personal a/v equipment or contract with an outside company (fees apply). AV Techs may not be onsite unless arranged with your Event Coordinator. Contact your Event Coordinator for information and pricing.

PARKING & RV PARKING: There is free public parking within walking distance to the Glendale Civic Center. Overnight vehicles including RV Parking is not permitted.

TAX AND LICENSE: The current state and city combined tax rate is 9.2 %. The City of Glendale's portion of that tax rate is 3.4%. Tax rates are subject to change. Business licenses must be obtained 30 days prior to your event. All participants and vendors are required to hold either an Occasional Sales Permit or a PTL license to sell goods at your event. Purchase of the Occasional Sales Permit includes the payment of the City of Glendale taxes with the license fee. No returns will be sent once purchased as it is all inclusive. Please contact Tammy Joiner (623-930-2213) with the City of Glendale Tax and License Department for more information.

BALLOONS AND DECORATING: Balloons are allowed, and Helium tanks may be used but cannot be stored at the Civic Center and must be removed before your event. It is the responsibility of the client, vendor, or promoter to have all balloons deflated at the conclusion of the event. Confetti must be discussed with an event coordinator as additional clean up fees may apply. Any items adhered to the wall must be done so only with the use of masking or gaffers' tape.

CHOOSING YOUR OWN ENTERTAINMENT AND VENDORS: You are welcome to select your own vendors such as a DJ for entertainment, lighting tech, pay per view team, photographer, rental-companies, decorators, and florists. Keep your Event Coordinator informed of each vendor you have arranged and provide phone numbers and any information related to them.

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

