

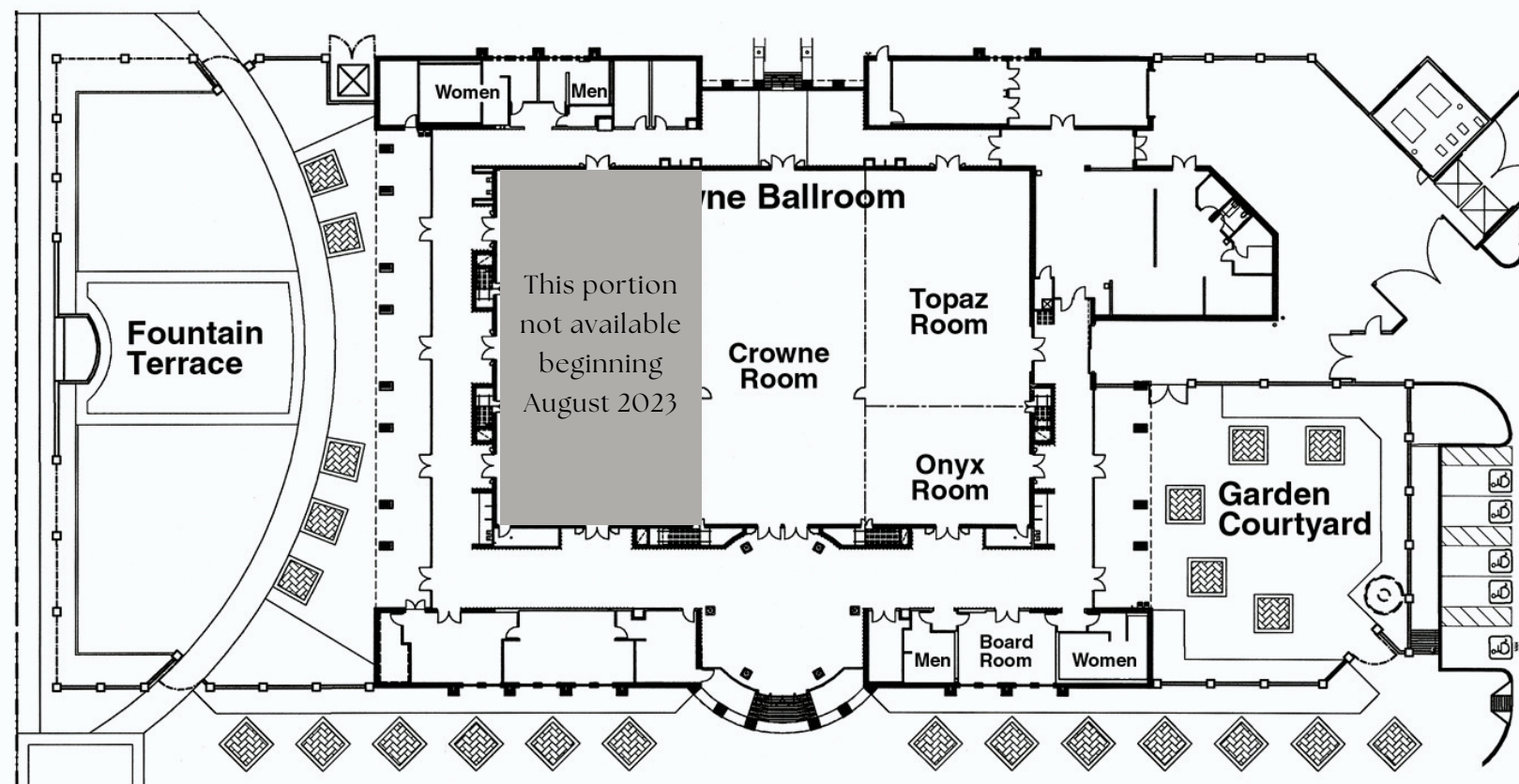
TRADE SHOW / EXPO EVENT VENUE PRICING



5750 WEST GLENN DRIVE
GLENDALE, AZ 85301
623.930.4300
GLENDALECIVICCENTER.COM



GLENDALE
CIVIC CENTER



EXPO PRICING

Price includes Ticket/Registration Desk, Private Show Office, Wireless Microphone, Sound Patch for Your Music, Wi Fi and Cleaning Fee (does not include tables)

Space for: 10' x 10' Booths 8' x 10' Booths 8' Tabletops

7,958 Sq. Ft -	44	41	63	Crowne, Topaz, Onyx	\$ 2,485.00
----------------	----	----	----	---------------------	-------------

Space for 8' Tabletops

1,989 Sq. Ft -	11	South Hallway	\$ 200.00
1,563 Sq. Ft -	7	West Hallway	\$ 150.00
1,000 Sq. Ft -	3	East Hallway	\$ 75.00

*Sound System and Wi Fi does not extend to outdoor space

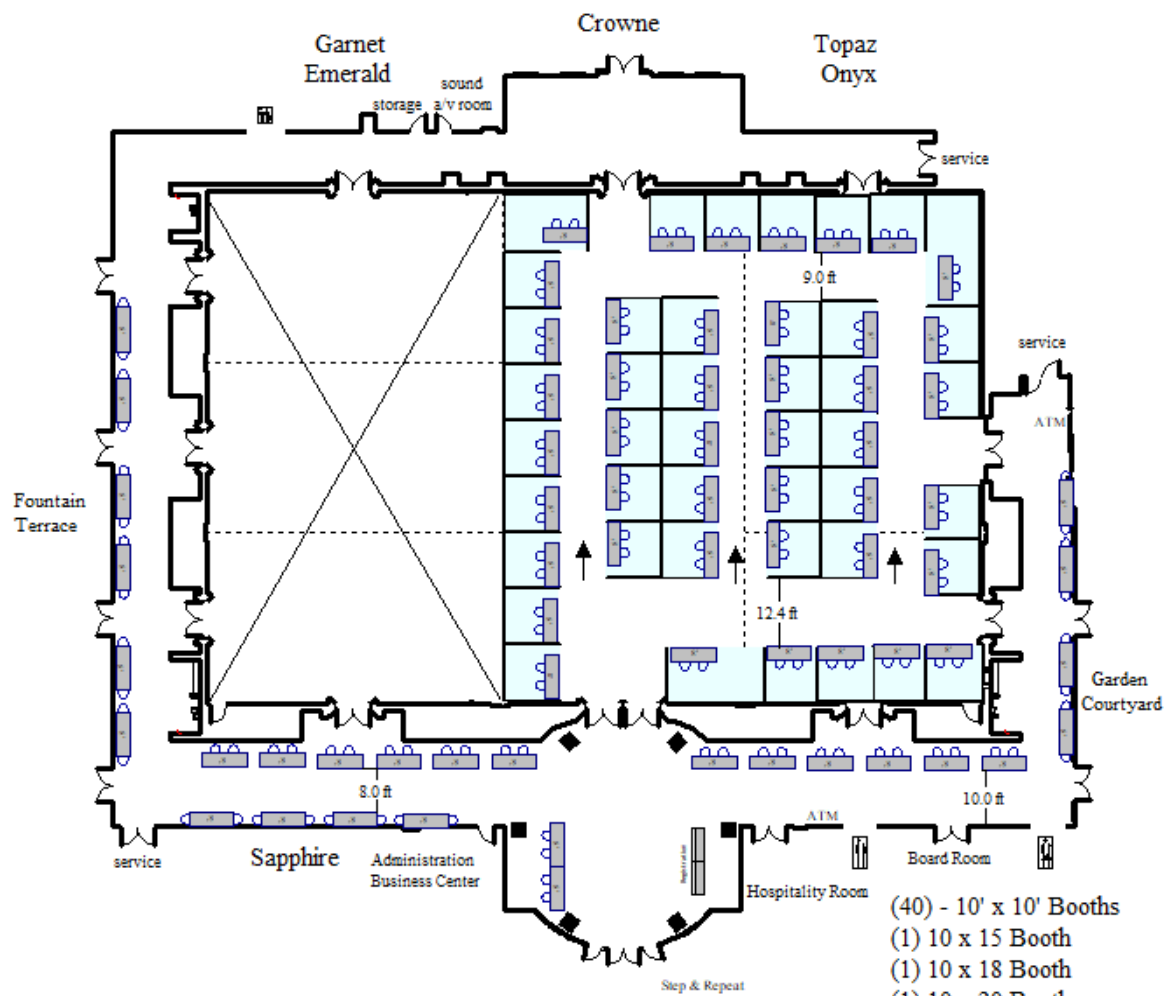
Outdoor available with rental of Ballroom

13,175 Sq. Ft -	Outdoor Fountain Terrace*	\$ 1,320.00
3,300 Sq. Ft -	Outdoor Garden Courtyard*	\$ 540.00

Prices based on tradeshow ending by 5:00 pm Taxes, Service Charge and Facility Charge applicable



SAMPLE FLOORPLAN



- (40) - 10' x 10' Booths
- (1) 10 x 15 Booth
- (1) 10 x 18 Booth
- (1) 10 x 20 Booth
- (28) 8' Hallway Tables

Bare Top Tables (144) 8' Tables / (59) 6' Tables	\$ 6.00 ea.
110 Volt 20 amp Electrical Outlets (includes Powerstrip)	\$ 40.00 ea.
Wi Fi (Password Protected)	\$ 125.00 per day
Hardwire Internet Connection	\$ 125.00 per day
4' x 8' Stage Risers	\$ 18.00 ea.
8' Stage Pipe and Drape	\$ 6.00 per ft
Floor to Ceiling Velour Pipe and Drape	\$ 15.00 per ft
Additional Wireless Microphones	\$ 100.00 ea.
AV Technician	\$ 75.00 per hr.



AUDIO – VISUAL PACKAGES

Two 10' x 10' Screens and Projectors Package	\$ 1,250.00
Two 9' x 12' Screens and Projectors Package	\$ 1,965.00
One 8' x 8' Screen and Projector Package	\$ 480.00
One 10' x 10' Screen and Projectors Package	\$ 680.00
One 9' x 12' Screen and Projectors Package	\$ 1,030.00

All packages include: Screen(s), projector(s), wireless remote, wireless microphone, podium, sound patch, mixer, cable lots, electrical and tech support.

AUDIO – VISUAL SUPPORT PACKAGES

Client to provide own projector(s) / All packages include: Screen(s), sound patch, mixer, cable lots, electrical and tech support.

One 8' x 8' Screen Package	\$ 265.00
One 10' x 10' Screen Package	\$ 315.00

Applicable Taxes apply to all rental equipment

ANSWERS TO COMMONLY ASKED QUESTIONS

DEPOSITS/ PAYMENTS: The Glendale Civic Center requires a non-refundable deposit of \$1,000.00 at the time of booking. Rental cost is subject to a \$5.00 facility fee, 5% service charge and applicable taxes. Once your deposit is paid and your contract is signed, your date will be secured. The balance of your rental charges is due 30 days prior to your event date. All deposits and final payment should be made in the form of check, credit card, money order, or cashiers check. We do not accept cash payments.

PUBLIC LIABILITY INSURANCE REQUIRED: Comprehensive Liability Insurance is required for all events using the facility. Insurance certificates must meet the following conditions:

(a) provide at least \$1 million combined single limit per occurrence of Comprehensive Liability Insurance from an insurance company acceptable to the Civic Center Administrator and the CITY's Risk Manager; (b) If a USER provides an Aggregate Policy, the combined limit must be at least \$2 million; (c) name the "City of Glendale" as an additional insured; (d) specify the dates applicable inclusive of move-in to move-out; and (e) be on file with the Civic Center ten (10) days prior to the start of the event; (f) Certificate holder should read as follows: City of Glendale, Attn: Glendale Civic Center, 5750 W. Glendale, AZ 85301.

CONTRACTED EVENT TIMES: Event Times are based on the times on your Use Agreement and include your move In, vendor set up time, show 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. Events extending beyond the regular contracted time 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.

PREFERRED FOOD AND BEVERAGE VENDORS: The Glendale Civic Center has several Preferred Caterers including Food Trucks that can provide a variety of food choices. Please refer to our Preferred Vendor List under the Preferred Food and Beverage Vendors Tab on our website. Contact Preferred Vendors directly for service and information.

ACOHOLIC BEVERAGES: Pour Masters is our exclusive Bartending Service. All alcohol service must be discussed and provided through them. Cash Bars can only be provided with a charitable organization receiving 25% or more and a Special Event Permit approved by the City of Glendale and the AZ Liquor Board. Special Event applications are available through the Event Coordinator. Security must be provided for events with alcohol.

OUTSIDE FOOD AND BEVERAGE VENDORS: Tradeshow food vendors may not provide food on consumption. All food must be packaged for take home. Non-Preferred Food and Beverage Providers must provide AZ Dept. of Health Permit to Operate and Certificate Of Insurance. If they would like access to the kitchen they must agree and sign off to the terms of the Facility Use Agreement and pay a kitchen use fee of \$500.00. Those vendors selling food and beverage items must hold a TPC license. Please discuss with your Event Coordinator.

LINENS: All linens must be ordered through your caterer or provided by your Expo company.

OUTSIDE VENDORS: It is important to keep your event coordinator informed of your outside vendors delivering or setting up at the facility. Outside Audio-Visual companies, expo companies, equipment, props and decor, entertainment or other arrivals should be planned with your event coordinator in advance.

ANSWERS TO COMMONLY ASKED QUESTIONS

ROOM ASSIGNMENT AND SET UP: Rooms are assigned and set up according to the guaranteed number of guests. The Glendale Civic Center reserves the right to assign and re-assign event space. Access to the room / space can be done only during pre-arranged hours, as there are often events before your event. Hardwire Internet, WiFi and Electrical access must be arranged in advance.

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 palette 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.

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.

SECURITY: The Glendale Civic Center does not provide security for your event, but reserves the right to require security at the client's expense. 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.

