

Exhibition Halls					
	Exhibition Halls	Consumer Shows Minimum Daily Rental	Consumer Shows Maximum Daily Rental	Stage Performances Minimum Daily Rate	Stage Performances Maximum Daily Rate
1, 2	\$6,000	\$7,200	\$7,700	\$10,500	
1	\$3,850	\$4,600	\$6,000	\$6,000	
2	\$2,150	\$2,600	\$3,300	\$4,500	

### Exhibit Hall Rental Guidelines

**Exhibit Use** - Charged at the Minimum Daily Rental per show day versus twenty cents (20¢) per net square foot of exhibit space utilized, to the Maximum Daily Rental per show day, whichever is greater. Aisle, food and beverage and Department concession areas are not considered exhibit space. A public address system is available at no charge during event hours. Requirement: Department concession space per exhibit hall is a thirty by thirty (30'x30') area. Additional space is needed for seating.

**Move-in and move-out** - One move-in or move-out day is provided at no charge for each two (2) show days, not to exceed two (2) days at no charge. Additional move-in or move-out days are at one-half (1/2) the Minimum Daily Rental.

**Food Function Use** - Charged at the Minimum Daily Rental per show day and includes one (1) head table for four (4) people, tables and chairs, based on available inventory, with the use of the in-house food and beverage management company.

**Move-in and move out** - Days are charged at one half (1/2) the Minimum Daily Rental and may not exceed the number of show days.

**Other Use** - Charged at the Maximum Daily Rental per show day. Does not include equipment.

**Move-in and move-out** - One move-in or move-out day provided at no charge for each two (2) show days, not to exceed two (2) days at no charge. Other days are charged at one-half (1/2) the Maximum Daily Rental.

**General Session Use (exclusively)** - Charged at the Minimum Daily Rental per show day plus one half (1/2) of the maximum equipment cost for the required set-up on the first day when used exclusively for a General Session. Subsequent days are charged at the at the Minimum Daily Rental rate.

**Move-in and move-out** - One move-in or move-out day is provided at no charge for each show day, not to exceed three (3) days at no charge.

**Ticketed Stage, Performance Use** - Charged at the Minimum Daily Stage Performance Rental rate versus fifteen (15%) of the gross box office receipts per performance, to the Maximum Stage Performance Rental, whichever is greater, plus one-half (1/2) the maximum equipment cost for the required set-up. Box Office settlement must be reconciled and paid the night of the event.

**Required in advance:** A certified ticket manifest, approved ticket sales procedures and control of ticket sales receipts by a licensed/bonded ticketing company and entertainment

**Move-in and move-out** - One move-in or move-out day is provided at no charge for each show day, not to exceed three (3) days at no charge.

### Facility Lobby Areas

Approval required to use Lobby for purposes other than registration.

# Palmer Events Center Rental Information

Canopy and Rooftop Rates		
Space	Consumer Shows Daily Rate	
North Canopy	\$7,000	Reduction to 0 with \$30,000 f/b Reduction by 50% with \$25,000 f/b Reduction by 25% with \$20,000 f/b
South Canopy	\$2,600	Reduction to 0 with \$15,000 f/b Reduction by 50% with \$10,000 f/b Reduction by 25% with \$5,000 f/b
West Canopy	\$7,000	Reduction to 0 with \$30,000 f/b Reduction by 50% with \$25,000 f/b Reduction by 25% with \$20,000 f/b
Rooftop	\$6,000	Reduction to 0 with \$25,000 f/b Reduction by 50% with \$20,000 f/b Reduction by 25% with \$15,000 f/b

## Meeting Room Rental Guidelines

Charged at the Daily Rental per show day and includes one single-level head table for four (4) people.

**Food and Beverage Service** - Food and beverage service is exclusive to the in-house food and beverage management company in the meeting rooms.

**One move-in and move-out** - One move-in or move-out day is charged at one-half (1/2) the Daily Rental and may not exceed the total number of show days.

Meeting Rooms 1 – 5	
	Daily Rental
Meeting Room 1	\$250
Meeting Room 2	\$250
Meeting Room 3	\$250
Meeting Room 4	\$250
Meeting Room 5	\$250
Meeting Rooms 1–5	\$1,250

### General Information

Equipment and Services are additional expenses and are not included in the Facility Rental.

Facility Rental does not include expenses associated with sound and lighting, audio visual equipment and services, security services and catering services.

A request to add or delete equipment (a reset) or a request for a change (a changeover) to the first room set is subject to labor and/or equipment fees.

Meeting Room Space - food and beverage service is exclusive to the in-house food and beverage management company.

Exhibit Hall Space - a twenty percent (20%) catering fee is assessed on any food and beverage provided by an entity other than the in-house food and beverage management company. The fee is based on the assessed retail value or comparable services in a convention center or like facility. The entity providing the food and beverage must enter into an outside caterer's agreement and comply with the terms therein.

Facility Rental does not include equipment when an outside entity is used for food and beverage service. Equipment and service fees are charged accordingly.

All space - alcohol service is exclusive to the Department.

Rental of Meeting Rooms on a short term basis without the rental of an exhibit hall is possible within a ninety (90) day window.