

SIoux FALLS CONVENTION! ON CENTER

Dear Exhibitor,

Welcome to the Sioux Falls Convention Center!

The Sioux Falls Convention Center is the exclusive provider of utilities and food and beverage for the facility. To place your order, please complete and return the order forms located in this packet. The order forms can also be found on our website at www.siouxfallsconventioncenter.org at “Exhibitor Services” under “Exhibiting at an Event.”

Advanced orders will save you a substantial amount of money. For the discounted prices, orders and payment should be received **10 days** prior to the date of the event move-in. Payment must be made by check, money order, Visa, MasterCard, or American Express.

As a general rule, the Sioux Falls Convention Center does not charge drayage. Exhibitors are responsible for shipping packages to and from the facility. Packages should be mailed to:

Sioux Falls Convention Center
Event Name and Exhibitor Name
Booth #
1101 N. West Ave.,
Sioux Falls, SD 57104

Please make sure to arrange for shipping packages back prior to leaving at the end of your event, as we are not responsible for any packages left at the facility.

Our website, www.siouxfallsconventioncenter.org offers a detailed outline of the facility’s policies and procedures, which is located under “Exhibiting at an Event” - “Exhibitor Guidelines.”

We are looking forward to a successful event. If you need additional assistance at any time, please call our Event Services Department at (605) 367-4100 or email us at ExhibitorServices@SiouxFallsCC.com.

Sincerely,

Stephanie Schilling
Event Manager



SIoux FALLS CONVENTION CENTER

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SIOUX FALLS CONVENTION CENTER

Furniture *(All services are provided by the Sioux Falls Convention Center, if an outside supplier is required additional fees may apply.)*

Description	Quantity	Advanced 10 Days prior to show move-in	Floor Less than 10 Days prior to show move-in	Total
6' round table or 5' round table		\$7.00	\$9.00	
6' table (classroom or full)		\$7.00	\$9.00	
8' table (classroom or full)		\$7.00	\$9.00	
Cocktail table		\$8.00	\$10.00	
Quarter round tables		\$8.00	\$10.00	
Skirting (2 skirts required to go around entire table)		\$12.00	\$14.00	
Banquet Chair		\$3.00	\$4.00	
Dry Eraser Board w/ 1st Marker Set Included		\$35.00	\$40.00	
Dry Erase Marker Set		\$12.00	\$14.00	
Easel		\$5.00	\$7.00	
Flipchart Stand w/ White Pad / 1st Marker Set Included		\$60.00	\$70.00	
White Pad of 50 Sheets 27" x 34" for Flipchart		\$40.00	\$45.00	
Flipchart Marker Set		\$9.00	\$11.00	

Unless otherwise noted by your show promoter, booths include (1) 8' skirted table, (2) chairs & wastebasket

Please Complete

Event:

Event Dates:

Booth #:

Company Name:

Phone:

Ordered by:

On-Site Contact:

Payment in full must be received before service is provided.

Payment in full must be received 10 days before move-in to qualify for advanced rate.

PRINT: Card Holder Name

Card Holder Address

Account #

Visa

Master Card

Am Ex

Exp. Date

Card Holder Signature

Date

Return form with payment to:

Sioux Falls Convention Center, Attn: Exhibitor Services, 1101 N. West Ave, Sioux Falls, SD 57104

Phone: (605) 367-4100 Fax: (605) 367-4141

Total Sales	
6% Sales Tax	
GRAND TOTAL	

SIOUX FALLS CONVENTION CENTER

Electrical Service				
<i>(All services are provided by Sioux Falls Convention Center, if an outside supplier is required additional fees may apply.)</i>				
Description	Quantity	Advanced 10 Days prior to show move-in	Floor Less than 10 Days prior to show move-in	Total
Standard 110v Outlet (Shared Circuit)		\$50.00	\$60.00	
Power Box with 6 Standard 110v Outlets with Dedicated 20 Amps Circuits (available in X-Halls, Ballrooms, Hallways, and MR 12)		\$300.00	\$350.00	
208-Volt Single or Three Phase Service 20 Amps		\$140.00	\$160.00	
208-Volt Single or Three Phase Service 30 Amps		\$160.00	\$180.00	
208-Volt Single or Three Phase Service 50 Amps		\$200.00	\$225.00	
208-Volt Single or Three Phase Service 100 Amps		\$400.00	\$425.00	
208-Volt Single or Three Phase Service 200 Amps (Ballroom Only)		\$500.00	\$550.00	
208-Volt Single or Three Phase Service 400 Amps (Ballroom Only)		\$700.00	\$750.00	
Extension Cord		\$10.00	\$15.00	
Power Strip		\$10.00	\$15.00	
Call For Other Power Requirements Not Listed				
Please Complete				
Event:				
Event Dates:		Exhibitor Location/Booth #:		
Company Name:		Phone:		
Ordered by:		On-Site Contact:		
Payment in full must be received before service is provided.				
<i>Payment in full must be received 10 days before move-in to qualify for advanced rate.</i>				
PRINT: Card Holder Name				
Card Holder Address				
Account #	Visa	Master Card	Am Ex	Exp. Date
Card Holder Signature			Date	
Return form with payment to:				
Sioux Falls Convention Center, Attn: Exhibitor Services, 1101 N. West Ave, Sioux Falls, SD 57104				
Phone: (605) 367-4100 Fax: (605) 367-4141				



Total Sales	
6% Sales Tax	
GRAND TOTAL	

SIOUX FALLS CONVENTION CENTER

Telecommunications, & Internet

(All services are provided by Sioux Falls Convention Center, if an outside vendor is required additional fees may apply.)

Description	Quantity	Advanced 10 Days prior to show move-in	Floor Less than 10 Days prior to show move-in	Total
Analog Single Phone Line (No Telephone)		\$40.00	\$50.00	
Analog Single Phone Line with Telephone (Local & Long Distance)		\$50.00	\$63.00	
Analog Single Phone Line with Polycomm Conference Phone (Local & Long Distance)		\$100.00	\$125.00	
Single Hardwire Internet Connection (shared 10 MB)		\$50.00	\$63.00	
Single Wireless Connection (shared 10 MB)		\$15.00	\$15.00	
MB increase in increments of 5 MB (\$200 for first 5 MB and \$100 for each additional)		\$200.00 and \$100.00	\$250.00 and \$125.00	
Cable TV and cabling to your location (Provided by Mid-Continent)		\$50.00	\$63.00	

Call For Other Telecommunication Needs Not Listed

****Any Lost Telecommunications, & Internet Equipment will be billed back to guest at retail price****

*****All rates are subject to Service Charge at 20% and South Dakota Tax at 6%**
All rates subject to change without notice.*****

Please Complete

Event:

Event Dates:

Booth #:

Company Name:

Phone:

Ordered by:

On-Site Contact:

Payment in full must be received before service is provided.

Payment in full must be received 10 days before move-in to qualify for advanced rate.

PRINT: Card Holder Name

Card Holder Address

Account #

Visa

Master Card

Am Ex

Exp. Date

Card Holder Signature

Date

Return form with payment to:

Sioux Falls Convention Center, Attn: Exhibitor Services, 1101 N. West Ave, Sioux Falls, SD 57104

Phone: (605) 367-4100 Fax: (605) 367-4141

Total Sales	
20% Service Charge	
Subtotal	
6% Sales Tax	
GRAND TOTAL	



SIOUX FALLS CONVENTION CENTER

Audio / Visual				
<i>(All services are provided by Sioux Falls Convention Center, if an outside supplier is required additional fees may apply.)</i>				
Description	Quantity	Advanced 10 Days prior to show move-in	Floor Less than 10 Days prior to show move-in	Total
Video				
25" Television Monitor with AV Cart, Skirt, and Power		\$80.00	\$100.00	
Projector - LCD		\$100.00	\$125.00	
Projector - Overhead		\$25.00	\$32.00	
Projector - 35mm Slide		\$25.00	\$32.00	
Screen (7' X 7')		\$35.00	\$44.00	
Screen (12' X 12')		\$100.00	\$125.00	
DVD Player (plays CDs and MP3 disks)		\$30.00	\$38.00	
VCR - Video Cassette Recorder/Player		\$25.00	\$32.00	
Audio Visual Cart (NO POWER)		\$20.00	\$25.00	
Audio Visual Cart (includes extension cord electrical connection and power strip)		\$60.00	\$75.00	
Sound				
Meeting Room Sound System		\$40.00	\$50.00	
Room Combination Fee For Each Additional Meeting Room		\$15.00	\$20.00	
Exhibit Hall or Ballroom Sound System		\$60.00	\$75.00	
Room Combination Fee For Each added X-Hall or Ballroom		\$25.00	\$32.00	
1/8" Laptop Sound Interface		\$10.00	\$13.00	
RCA Sound Interface		\$10.00	\$13.00	
Dual Tape Deck		\$20.00	\$25.00	
Microphone - Corded w/ Cable (up to 50 ft)		\$50.00	\$63.00	
Mic Cable \$0.25 per foot after first 50ft used		\$0.25	\$50.00	
Microphone - Wireless Handheld		\$55.00	\$69.00	
Microphone - Wireless Lavalier		\$60.00	\$75.00	
Battery Replacement Charge for Wireless Mic(s)		\$6.00	\$7.50	
Microphone Stand - Floor Standing		\$10.00	\$13.00	
Microphone Stand – Tabletop		\$5.00	\$7.00	
Mixer - 6 Channel non-amped, used with house sound connection (required when more then 3 items are connected to House Sound)		\$90.00	\$115.00	
Mixer - 6 Channel w/ 2 stand mounted speakers		\$160.00	\$200.00	
Lighting				
3 Spot Lights pre-hung in Ballrooms for standard stage configuration		\$200.00	\$250.00	
Lighting Changes, Re-hangs, or Hanging Lights for Outside Contractors		\$90.00	\$115.00	
Call For Other Audio / Video Needs Not Listed				
Any Lost Audio / Video Equipment will be billed back to guest at retail price				
***All rates are subject to Service Charge at 20% and South Dakota Tax at 6%**				
All rates subject to change without notice.***				

Continued on next page

Audio / Video Order Form Continued

Please Complete	
Event:	
Event Dates:	Booth #:
Company Name:	Phone:
Ordered by:	On-Site Contact:
Payment in full must be received before service is provided. <i>Payment in full must be received 10 days before move-in to qualify for advanced rate.</i>	
PRINT:	Card Holder Name:
Card Holder Address	
Account #	Visa Master Card Am Ex Exp. Date
Card Holder Signature	Date
Return form with payment to: Sioux Falls Convention Center, Attn: Exhibitor Services, 1101 N. West Ave, Sioux Falls, SD 57104 Phone: (605) 367-4100 Fax: (605) 367-4141	



Total Sales	
20% Service Charge	
Subtotal	
6% Sales Tax	
GRAND TOTAL	

SIOUX FALLS CONVENTION CENTER

Sign & Banner Hanging

(All services are provided by Sioux Falls Convention Center, if an outside supplier is required additional fees may apply.)

Description	Quantity	Advanced 10 Days prior to show move-in	Floor Less than 10 Days prior to show move-in	Total
Size: Wide X High Sign () or Banner ()		\$7.50	\$10.00	
Size: Wide X High Sign () or Banner ()		\$7.50	\$10.00	
Size: Wide X High Sign () or Banner ()		\$7.50	\$10.00	
Size: Wide X High Sign () or Banner ()		\$7.50	\$10.00	
Size: Wide X High Sign () or Banner ()		\$7.50	\$10.00	
Size: Wide X High Sign () or Banner ()		\$7.50	\$10.00	
Size: Wide X High Sign () or Banner ()		\$7.50	\$10.00	
Please indicate if any sign or banner weighs more than 75lbs				
LABOR (Per Person, Per 15 Minutes)		\$15.00		

Please Complete

Event:

Event Dates:

Booth #:

Company Name:

Phone:

Ordered by:

On-Site Contact:

Payment in full must be received before service is provided.

Payment in full must be received 10 days before move-in to qualify for advanced rate.

PRINT: Card Holder Name

Card Holder Address

Account #

Visa

Master Card

Am Ex

Exp. Date

Card Holder Signature

Date

Return form with payment to:

Sioux Falls Convention Center, Attn: Exhibitor Services, 1101 N. West Ave, Sioux Falls, SD 57104

Phone: (605) 367-4100 Fax: (605) 367-4141

Total Sales	
6% Sales Tax	
GRAND TOTAL	

IMPORTANT EXHIBITOR FOOD & BEVERAGE INFORMATION

Food and Beverage Exclusivity

- All food and beverage must be ordered through the Sioux Falls Convention Center. No food or beverage will be permitted into the Sioux Falls Convention Center by any exhibitor, show decorators or any other vendors hired by the exhibiting company without prior approval and written authorization of the food and beverage department.

Complimentary Food and Beverage Samples

- Only exhibitors with booths in the trade show exhibit hall may give away sample portions of the product they manufacture, produce or distribute and must be show related. Sample sizes must be limited to four (4) ounces of beverage and one (1) ounce (bite size) of food. No products may be sampled or given away outside of the exhibit hall or inside any meeting rooms of the Sioux Falls Convention Center facilities.
- Requests to provide sample food or beverage at the show must be made in writing at least 10 days prior to the start of the show, and include the name and dates of the exhibit and the exhibitor's product to be sampled. The address to write for approval is:

Sioux Falls Convention Center
1101 N. West Avenue, Sioux Falls, SD 57104
Phone: 605-367-4167
Fax: 605-367-4141
E-mail: sschilling@siouxfallsc.com

Alcoholic Beverages Regulations

- As the property licensee, we retain the right for supplying and serving alcoholic beverages. By state liquor law statutes, no alcoholic beverages may be provided, served or sold by any other entity while at the Sioux Falls Convention Center and will be removed immediately from the premises. Bartender fee to serve alcoholic beverages at your booth is \$18.00 per hour. Only licensed beverage dealers with solicitor's license are allowed to provide samples of alcoholic beverages at the Sioux Falls Convention Center. Retailers are not permitted to provide samples of any alcoholic beverages on the SFCC premise. There is an \$18 per station, per hour charge to staff a Convention Center employee to check IDs, ensure the state liquor license laws are being followed for the Convention Center's license, and to oversee consumption. If consumption becomes more than one sample per person, a corkage fee may apply. All alcohol samples must be poured into a cup that is no larger than 4 ounces for beer and 1 ounce for wine and liquor. Vendors must provide correct size cups for samples. Approval to distribute alcoholic beverage samples must be received by our Food and Beverage Director 30 days prior to the event. Samples must be given away inside the room in conjunction with the event. No samples may be given out in the pre-function areas. City obtained one day off-sale package wine license may be obtained by group through the City of Sioux Falls. Approval must be made in writing from the SFCC F&B director prior to applying for license and confirmed 30 days prior to the event.

Candy Dishes

- Items such as candy bars and bottled water must be purchased from the food and beverage department. A hard candy dish provided complimentary by an exhibitor at their booth may be exempt, as long as the candy is bite sized, individually wrapped in portions of one ounce or less and manufactured in a licensed commercial facility.

Catering Services Policies

- All food service ordered must be paid in full prior to any service commencing. We will accept company checks, VISA, Master Card and American Express. A credit card is required to be on file for any additional services ordered during the show.
- Please allow a minimum of 10-20 minutes for all replenishment requests during the show.
- The exhibitor is responsible for supplying any electricity required for food service equipment and trash removal from the booth.
- All service will be delivered on disposable ware unless special arrangements are made otherwise.
- To all prices add 20% service charge and 7% tax.
- On-site catering orders are handled in the sales office at the facility. Last minute orders are subject to availability.

Please take a moment to read our policies!

SIoux FALLS CONVENTION CENTER

POLICIES AND PROCEDURES

AIR CONDITIONING AND/OR HEATING -- As full-time practitioners of energy conservation--and to keep our fees as low as possible--we provide air conditioning and/or heating during show hours only. Air conditioning and/or heating is not provided on move-in or move-out days. Additional charges will be assessed for air conditioning and/or heating requested during non-show periods.

ALCOHOL -- Alcoholic beverages must be purchased through Ovations, our exclusive in-house caterer. Additional security may be required for events where alcohol is served.

AMERICANS WITH DISABILITIES ACT (ADA) -- As a facility of public assembly, the Sioux Falls Convention Center (SFCC) is sensitive to those with special needs, and complies in all respects with the Americans with Disabilities Act (ADA) and regulations issued there under. We also require our Customers to comply with all provisions of the ADA.

ANIMALS -- For the safety and comfort of all our visitors, animals are not permitted in the SFCC except in conjunction with an exhibit, display or performance approved by the SFCC. The Customer is responsible for obtaining all appropriate permits. Guide, signal or service dogs (as defined by Law) are allowed in the SFCC. All sanitary needs for animals are the responsibility of the Customer.

AUDIO SYSTEM -- The SFCC staff or their designees are responsible for the house audio system and they must supervise any connection made to this system. If an outside vendor needs additional hook-up to the house sound, there will be a \$45 per room fee assessed.

BANNERS/SIGNAGE -- Banners, signs, pictures, notices or advertisements may only be placed in locations, and by methods, approved in advance by the SFCC.

BILLING -- For your convenience and clarification, an Event Settlement Sheet summarizing rent, additional charges and any credits is prepared after each event. Final payment is due upon receipt of invoice.

Items included in the rental price:

- General room lighting, heat and air conditioning on show days
- One standard meeting room set-up per day, including theater, classroom, or banquet style
- Cleaning of public areas (lobbies, restrooms, parking lots, etc.)
- Equipment provided will be limited to inventory on hand and availability.

Items not included in the rental price:

- Electrical service
- Telecommunications service
- Audio-visual equipment and dedicated labor
- Compressed air, natural gas, water and drainage service
- Janitorial and cleaning Services
- Trash haul fees
- Insurance
- Security or police officer services
- First aid attendant
- Damages to the Center and equipment
- Additional equipment rental
- Key and lock services
- Coat check services

BOOTH CLEANING -- The SFCC is happy to provide booth cleaning for a fee at a square foot rate. This service includes trash pick-up and vacuuming the carpet.

BULK TRASH -- We ask you, the Customer, to take responsibility for removal of bulk trash, crates, lumber, pallets, packing materials, oil and tape prior to show opening and following move-out. Or, we'll be happy to do it for you. The goal is to keep your show as pristine and clean as it deserves to be. Any removal of these items by SFCC personnel will be charged at the prevailing rate.

CAPACITIES -- Public Safety is at the top of our priority list. That's why all meeting rooms and exhibit halls have a maximum occupancy, which may not be exceeded. The SFCC reserves the right to deny further entry into these spaces in order to protect public safety.

CARPET -- The following policy and procedure applies if your event is inside all or part of the Grand Ballroom and displaying any type of heavy machinery, vehicle, or object that may cause damage to the carpet.

- A layer of plastic, a layer of carpet, and another layer of plastic on top will be used to cover the existing carpet. Cost for covering the entire Grand Ballroom is \$1,500 plus applicable taxes.
- Equipment will be moved to its location by "driving" on masonite boards that our staff will lay down and pick up as you drive on them.
- Once all equipment is in position, the top layer of plastic will be cut as needed around these items, so that carpet is showing during the event.
- In order to place the equipment on the carpet, there will be a minimum requirement of four Convention Center staff to assist in the process mentioned above.
- Plastic and staffing costs for part of the Grand Ballroom will be determined on a case by case basis depending on the amount of space needed for equipment. Please contact your Event Manager to receive an estimate based on your event's layout.
- If your event requires any type of lift to be used in the Grand Ballroom, the Convention Center staff will be required to perform these tasks.
- If your event is in one or both of the Exhibit Halls, in addition to the Grand Ballroom, we highly recommend that any of the items mentioned above are placed on the concrete floors of the Exhibit Halls rather than the carpet of the Grand Ballroom, if possible.

In the event that the carpet is damaged, a fee of \$20 per square plus applicable taxes will be assessed to your final invoice.

CLEANING AND MAINTENANCE/REFUSE REMOVAL -- The SFCC provides janitorial services during the course of the event in corridors, lobbies, concession areas and restrooms. The SFCC provides refuse removal during show hours and immediately after daily show closing in exhibit hall aisles. For your safety and security, SFCC personnel do not clean and are not permitted to enter exhibit booths or show management areas such as registration without agreement.

CONTRACTOR'S SERVICE EQUIPMENT AND MOTORIZED VEHICLES --

http://www.opconventioncenter.com/noframes/nf_content/event/policies.asp - 0#0For the safety of our exhibitors and employees, all carts, forklifts, bicycles, etc. are restricted to exhibit hall use. No liquid fuel powered vehicles should be operated outside the exhibit halls due to noise, air pollution and fire hazard. Forklifts are not allowed in the pre-function or meeting rooms. Only rubber wheeled, non-motorized freight carts are allowed in these areas.

COOKING (DEMONSTRATIONS) AND COMMERCIAL COOKING -- For the safety of our exhibitors and employees, all cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal and installed in accordance with the provisions of the City Building and Fire Codes. Cooking equipment shall be placed on a noncombustible surface, such as metal, hardwood board or glass and be separated from each other by a minimum horizontal distance of 2 ft. Countertop fryers not exceeding 288 square inches and single well may be used without the necessary ventilating hood and surface protection requirement, provided there are two (2) ten (10) pound B.C. extinguishers positioned on each side of said fryer. All cooking appliances shall be listed by a NATIONAL TESTING AGENCY, i.e., Underwriters Laboratory or Factory Mutual. All cooking equipment shall have regulator(s) at appliance and gas cylinder(s). All supply lines (tubing or hoses) shall be lead-tight and in good repair. Hoses shall be listed for the type of product it supplies

CRATE STORAGE/BOOTH STORAGE -- All cartons, crates, containers, and packing materials that are necessary for re-packing shall be removed from the show floor. The SFCC inspects all exhibits to ensure compliance. Crates, packing materials, wooden boxes and other highly combustible materials may not be stored in the SFCC. Items such as brochures, literature, giveaways, etc., within the booths are limited to a one-day supply.

DAMAGES -- The Customer is responsible for all damages, except normal wear and tear. For accuracy in billing, SFCC representatives and show management should inspect all leased space prior to move-in and during move-out to determine existing conditions. You will be informed of all damages, which occur, after your event with written reports and photographs as soon as they are documented. A final walk-through will take place at the conclusion of your event.

DECORATIONS -- The method and location of special installations must be approved in advance by SFCC management. Final approval will be determined after consideration of other building tenants occupying the space at the same time. It's just our way of making sure everybody has a successful, safe and cost-effective event.

Decoration guidelines include the following:

- No one may tape, nail, tack or otherwise fasten to ceilings, painted surfaces, columns, walls, finished floors, or windows decorations of any kind.
- Decorations may not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits or lighting systems.
- Permanent installations in common spaces, such as telephone banks, information kiosks, and ATM machines may not be blocked.
- All decorating materials must be constructed of flameproof material or treated with an approved fire retardant solution. Spot testing may be performed by the Sioux Falls Fire Marshal.
- No one may use adhesive-backed decals or stickers nor may they be distributed anywhere on the premises.
- Glitter and confetti may not be used in carpeted areas of the building.
- Only SFCC personnel may move planters, lobby furniture, and other SFCC equipment in the public areas.
- Distribution of helium balloons in the SFCC is not allowed. If helium balloons become detached from a display, the labor cost to retrieve the balloons will be charged to the Customer. For safety reasons, compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling and removed from the hall before the guests enter.
- All pools, decorative fountains, etc. must be waterproofed and may be tested by SFCC Engineering prior to installation.
- Show management will be responsible for removal and clean up of any dirt, bark, mulch or similar materials used for decorating purposes.

FIRST AID -- The SFCC recognizes that the safety, health and well being of events center guests are our top priority. To deal effectively with emergency situations and protect public safety, First Aid services may be required. The SFCC reserves the right to provide all necessary First Aid personnel. First Aid will be billed on your final settlement at prevailing rates.

EQUIPMENT INVENTORY -- For your convenience, SFCC equipment such as tables, chairs, staging, etc. is available on a first-call basis as available in current inventory.

*Rates and Conditions subject to change

EVENT ESTIMATES & RESUMES -- For your clarification, our Event Manager will provide an Estimate and Detailed Event Resume prior to your event. You will be asked to sign the Estimate and Event Resume, and agree to the charges prior to your event.

EVENT FLOOR PLAN APPROVAL PROCESS: -- We truly believe in providing the highest quality of customer service. That's why we have organized a system that makes it as easy as possible (not to mention as efficient and accurate as possible) for you to obtain approval of your floor plan.

1. One (1) copy of the proposed event floor plan must be submitted to the SFCC Event Management Department for review and approval at least 30 days prior to the first show day. The plans should be no smaller than 8 " x 11". The SFCC staff will work with you to develop your finalized floor plan.
2. After SFCC Management review and approval, the Event Management Department will forward plans to the Fire Marshal for review and approval.
3. After Fire Marshal review and approval, the Event Manager will return a stamped and approved set of plans to show management and to the official service contractor. The review process generally takes between three and four weeks.
4. Floor plans must have an official signed and stamped Approval from both SFCC Management and the Fire Marshal, and should not be published without this stamped Approval.
5. The Fire Marshal approval of a floor plan is conditional. The final approval is given after an on-site inspection by field inspectors.
6. The Fire Marshal will not accept floor plans for events at the SFCC that are directly submitted by show management. The Fire Marshal will only accept floor plans that have been approved by SFCC Management. The Fire Marshal will not meet with show management or service contractor representatives unless SFCC representatives arrange the conference.
7. If the final floor plan is different from the initially approved floor plan, it must be re-submitted, processed and approved before the first day of move-in.
8. All floor plans should clearly show the following:
 - Name and date of the event
 - Name of the area in use (e.g., Hall A)
 - Official service contractor
 - Date of initial drawing and all revisions

- Labeled location of all exits
- Dimensions of all aisle widths
- Lobby and other public access layouts
- All contractor storage areas that will be maintained as on-site storage during exhibition hours.

EVENT MANAGER -- For your convenience and to assure the highest quality of service, The SFCC will assign an Event Manager to coordinate your event. Your Event Manager will provide the most professional, efficient and courteous service you have ever experienced.

Your Event Manager will:

- Contact you following execution of your license agreement.
- Be your primary SFCC liaison before, during and after your event.
- Be responsible for gathering all event information and disseminating that information to all SFCC departments.
- Generate an Estimate and Event Resume for your review and approval no later than 4 weeks prior to your event.

EVENT PERSONNEL -- The Center is committed to providing first-class customer service, maximum safety and effective cost controls. So we insist that show managers, exhibitors, and service contractors be responsible for the conduct of their employees, subcontractors, and subcontractors' employees. Persons not in compliance with Center policy may be removed permanently and barred from reentry to the SFCC. This includes the following:

- Some areas of the Center are off limits to all personnel except authorized Center personnel and are marked as such. Unauthorized personnel found in restricted areas will be reported to the appropriate employer and may be subject to permanent dismissal from the SFCC.
- Profane language and disorderly conduct are not permitted at any time.
- The use of alcoholic beverages in the workplace is strictly prohibited. The use of illegal drugs is strictly prohibited at all times.
- Cost of repair to any damages to the SFCC 's equipment that may be caused by their employees.
- The SFCC is a smoke free environment.

To maintain security, all event personnel including show and service contractor staff, exhibitor-appointed contract staff, temporary help, exhibitors and other workers affiliated with an event must enter and leave the SFCC through the entrances and exits designated by SFCC management and show management.

EVENT-RELATED EQUIPMENT -- As a courtesy to those holding the next event, each licensee is responsible to ensure the removal of any of its property, equipment, signs and props from the building at the end of the licensed period. If not, the SFCC reserves the right to discard all such items.

EXHIBITOR LIST AND KITS -- To get the most out of our services, an exhibitor list and sample kit should be supplied to your assigned Event Manager thirty (30) days prior to the event. The SFCC service order forms (electrical, water, drain, compressed air, and telecommunications) are available and should be included in the exhibitor kit provided to Exhibitors by Show Management.

FLOOR DRILLING -- Floor drilling is prohibited. Wall and ceiling drilling are also prohibited.

FOG/SMOKE MACHINES -- For public safety, fog/smoke machine usage is restricted to water-based chemicals. Approval must be obtained from the SFCC.

FOOD & BEVERAGE -- For obvious public health reasons and quality control, food and beverage services-including breakfasts, lunches and dinners-- are provided by our exclusive catering department, Ovations. Ovations can provide banquet service, snacks, luncheons, beverage service and concessions. No outside food/beverage is allowed in the SFCC.

FOOD SAMPLES -- Food and beverage samples must not be greater than 3 oz. and must be manufactured, processed or distributed by the exhibiting firm and must be related to participation in the event.

For public health reasons, restrooms, concession stands and/or facility kitchens may not be used as exhibitor clean-up areas. Costs associated with the disposal of trash, waste, grease, etc. from exhibitor sampling are the responsibility of the Client. Securing of all necessary licenses, permits, etc. is the responsibility of the exhibitor.

Exhibitors are responsible for complying with all Minnehaha County Health Department regulations regarding food sampling, storage, equipment, temperature, etc. If they are not in compliance or do not obtain the proper permits, the Health Department can shut down their booth.

FOOD SHOWS -- The Client is responsible for making arrangements to provide exhibitors with food waste containers. The container

should be accessible for the exhibitors to use on a daily basis.

All food waste products should be contained in plastic bags, tied and disposed in the waste container. Food waste will be dumped on a daily basis.

GUEST SERVICES -- The SFCC provides an added value of highly trained staff to assist the customer with their event. Therefore, SFCC requires the use of its employees to be paid for by the Customer at the prevailing rate for the following categories: security guards, First Aid, ticket sellers, ticket takers, ushers, and other similar categories of personnel. Determination of the number of personnel and the hours worked by the various categories shall be at the discretion of SFCC Management after consultation with the Customer. Fortunately, we already have trained employees familiar with our facility for emergencies and a high level of quality customer service.

All other persons employed by the Customer or affiliated with any event that takes place in the SFCC shall be the responsibility of the Customer. Event personnel rates are outlined on a separate rate schedule.

HANGING SIGNS -- Fire safety laws demand that all electrical and neon signs must conform to national electrical codes and are required by the SFCC. The SFCC graphic, signs or advertising displays may not be blocked in any manner. During move-out following the event, all wires, hooks, screws and hanging materials used to hang signs must be removed. (See also Banners/Signage)

HAZARDOUS MATERIALS LABELING -- For the safety of the public and all employees, OSHA requires that all containers of hazardous materials be labeled with the identity of the hazardous materials contained therein and appropriate hazard warnings. Exhibitors displaying or using hazardous chemicals must submit material Safety Data Sheets and manifests to the SFCC no less than (60) Days prior to move-in.

HELIUM BALLOONS -- Distribution of helium balloons in the SFCC is not allowed. If helium balloons become detached from a display, the labor cost to retrieve the balloons will be charged to the Customer. For safety reasons, compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling and must be removed from the hall before the guests enter.

INSURANCE -- For the protection of the Customer and the facility, the General Manager or his/her designee reserves the right to cancel the event upon failure of show management to provide such verification within the specified period.

As a courtesy and convenience, the SFCC does offer tenants, users and exhibitors the option of purchasing insurance through the SFCC. For more information about this helpful service, please contact the Event Manager.

KEY AND LOCK SERVICES -- The SFCC provides all locks for securing leased space. As a service to our customers, the SFCC can provide the added security of custom locks for leased space, at the request of show management, for published prevailing rates, which include \$75 per lock change and \$100 per lost key. Contact the Event Management Department for all special door lock requests.

LASERS -- For public safety reasons, only Class I lasers shall be permitted. Class II or greater are prohibited within the building.

LEAVING THE FACILITY CLEAN -- We do ask you to do your part to maintain our facility. The building exhibition halls will be delivered to the Customer as specified in the License Agreement. The floor will be clean upon move-in. It is the responsibility of the Customer to return the exhibition hall to its original condition. Or, as part of our customer service, we'll be happy to do it for you, for a fee.

LIGHTING -- Rent includes lighting in public concourse areas and meeting rooms during move-in, show and move-out. During move-in and move-out, fifty percent (50%) lighting will be provided at no charge in exhibition halls. One hundred percent (100%) lighting will be provided in exhibition halls during show hours beginning (60) sixty minutes prior to show. This energy conservation policy helps control our utility costs which, in turn keep our rent low.

MAIL -- Exhibitor or Show Management mail should be addressed in care of the event and when applicable, booth number. As a customer service, mail will be held until the first day of the client move-in date at which time it will be located near the loading docks.

MOTORIZED VEHICLE OPERATION -- For the safety of employees and exhibitors, only trained and certified personnel must operate forklifts and material handling devices. Operating vehicles and engines shall not be left unattended. Show Management operating the equipment is responsible for damages. And to help maintain our facility, any vehicles which drip oil or other staining solutions must have drip pans or dry absorption powder under the parked vehicles and engines.

MOVE IN & MOVE OUT -- During move-in and move-out, the exhibition hall lighting level is set at 50%. Heating or air conditioning is not provided during move-in or move-out. Additional lights, heat or air conditioning are available at the prevailing rate. The SFCC reserves the right to maintain sole control of the dock area during dock load in and out. Security staff may be required for everyone's safety at the prevailing rate.

MOVABLE WALLS -- Movable walls in the exhibition halls and meeting rooms must be installed and removed by SFCC personnel only.

NOVELTIES -- The SFCC retains all rights and permissions for the sale of merchandise and novelty items sold within the facility and facility premises. Merchandise and novelty products include, but are not limited to T-shirts, programs, pictures, records, tapes and miscellaneous show promotion items. A facility merchandise fee may be applicable. All negotiations to arrange for event sale and compensation procedures are to be directed to the Event Manager.

SFCC STAFF -- To help ensure the highest quality of customer service, we require all SFCC employee wear SFCC photo identification badges while servicing events. Show management may refuse access to employees without visible and proper SFCC identification. Properly badged SFCC employees on SFCC business have the right of access, as needed, to all SFCC space at all times. SFCC employees are not obligated to wear additional identification for right of access.

PACKAGE INSPECTION -- For your safety and security, cartons, package or other containers brought in or removed from the SFCC by show personnel, exhibitors or service contractors may be subject to inspection.

PARKING -- The SFCC has over 3,000 parking spaces on the complex.

PAYMENT -- As a service to our customers, cash, check, Visa, MasterCard and American Express are accepted for all payments. All exhibitors must pay in full at time of orders.

All clients must pay their rental deposit according to the SFCC Deposit Schedule.

The SFCC reserves the right to request payment in advance for estimated additional costs beyond minimum rental.

PYROTECHNICS -- The rules governing the use of pyrotechnics are very specific. So if you're considering adding pyrotechnics to your event, please spend a few minutes getting fully acquainted with them.

Any contractor that intends to use pyrotechnics in the facility must be a licensed pyrotechnician. A copy of this license shall be provided to the Event Management Department at least one month prior to the event date. The use of pyrotechnics within the licensed area shall be approved by the licensee who shall remain directly responsible to the SFCC for all activities as described in the License Agreement. A complete description of the pyrotechnic activity shall be prepared and submitted to the facility 30 days in advance of the event and include the following information:

Permit Requirements and Operator Qualifications

- Permit from Sioux Falls Fire Department.
- The plan for the use of pyrotechnics shall be made in writing or such other form as is approved by the Sioux Falls Fire Department.
- The plan shall provide the following:
 1. Number and types of pyrotechnic devices and materials to be used, the operator's experience with those devices and effects, and a definition of the general responsibilities of assistants.
 2. Diagram of the grounds or facilities where the production is to be held. This diagram shall show the point at which the pyrotechnic devices are to be fired, the fallout radius for each pyrotechnic device used in the performance, and the lines behind which the audience shall be restrained.
 3. Certification that the set, scenery, and rigging materials are inherently flame-retardant or have been treated to achieve flame retardancy.
 4. Certification that all materials worn by performers in the fallout area during use of pyrotechnics effects shall be inherently flame-retardant or have been treated to achieve flame retardancy.
- Protective materials and equipment for activity.
- Location and number of fire extinguishers for activity.
- Schedule of activities, number of certified pyrotechnic operators, and their locations.
- Schedule for pre-show pyrotechnic test to be conducted in the presence of SFCC management and Sioux Falls Fire Inspector.
- Pyrotechnic contractor shall provide a certificate of insurance to SFCC Management naming SFCC, Global Spectrum and its employees and Minnehaha County and their employees, agents and assigns as additional insured.
- In addition to the above requirements the contractor must be licensed by the State of South Dakota.
- Licensee and pyrotechnician are responsible for obtaining all licenses and permits required by applicable laws.

Use of Pyrotechnics

- To allow the support personnel to take appropriate action, the use of warning signal lights shall be permitted to indicate the impending firing of a pyrotechnic effect, where necessary.
- Each pyrotechnic device fired during a performance shall be separated from the audience by at least 15 ft. (4.6 m) but not by less than twice the fallout radius of the device.

Exception: Where otherwise approved by the authority having jurisdiction.

- Concussion mortars shall be separated from the audience by a minimum of 25 ft. (7.6 m)
- There shall be no glowing or flaming particles within 10 ft. (3 m) of the audience.
- No part, projectile, or debris from the pyrotechnic material or device shall be propelled so that it damages overhead properties, overhead equipment, or the ceiling, curtains and walls of the performance site.

RIGGING -- For public safety reasons, SFCC management must approve all rigging. The SFCC reserves the right to retain consultants at the Customer's expense to review or verify rigging specifications.

Nothing may be attached to any SFCC electrical or mechanical system. This includes ducts, electrical conduit or raceways, plumbing, acoustical baffles, or sprinkler pipes. Rigging may only be attached to structural members.

All rigging in the SFCC shall be in accordance with all national, state and local safety codes, including, but not limited to, OSHA, BOCA and SFCC policy.

No rigging is allowed in the meeting rooms.

ROOM CHANGEOVERS -- As one of our services to you, ballrooms, meeting rooms and exhibition halls (used for meetings and/or banquets) shall be arranged in theater, classroom, conference, and banquet or reception style one (1) time. Unplanned changes to the original set may be charged per day rental.

SAFETY/FIRE CODE REQUIREMENTS -- Of course, the safety of all occupants of the SFCC is of primary concern. Any unsafe condition or activity should be immediately reported to SFCC Security and supervisory personnel of the responsible party for corrective measures.

Those provisions of the NFPA 101 Life Safety Code 1994 edition and the 2000 International Fire Code for public assembly facilities have been established as a standard for review of occupancies and events in the Sioux Falls Convention Center (SFCC). The information contained in this outline is a summary of relevant provisions contained in these Codes as well as standard operating procedures established in cooperation with the Fire Marshal of Sioux Falls. Reference copies of these codes are available in the Event Management Department.

GENERAL

1. All materials used in exhibit construction, decoration or as a temporary cover must be certified as flame retardant or a sample must be available for testing. If there is any flame retardant question and no certificate or recognizable identification is readily apparent, the questionable material will be removed from the facility.
2. There will be no use of open flame or any open-flame device unless approved by the Sioux Falls Fire Marshal prior to the event.
3. All fire hose racks, fire extinguishers and emergency exits must be visible and accessible.
4. Excessive storage of any kind is not allowed behind booths or near electrical outlets services.
5. All electrical extension cords shall be 3-wire (grounded), #14 or larger AWG, copper wire. Connectors must not be supported by cords.
6. Cube tap adapters are prohibited. Multi-plug connectors must be UL approved with built-in overload protection.
7. Vehicles, boats or other motor craft equipment on display must have filler caps sealed and batteries must be disconnected. Fuel in tanks cannot exceed one-quarter tank or 5 gallons, whichever is least.
8. Vehicles, boats or other motor craft equipment cannot be fueled or de-fueled within the building.
9. The use of halogen light fixtures is restricted, prior approval must be obtained.
10. Compressed gas cylinders, including LPG, are prohibited inside of the building except as approved by the SFFR Fire Prevention.
11. Flammable or combustible liquids are prohibited inside of the building except as approved by SFFR Fire Prevention.

FIRE EXTINGUISHERS

1. Any cooking using a measurable quantity of grease or oil is required to have both an automatic extinguishing system, and a "K" Class fire extinguisher.

2. Fire extinguishers that may be required for cooking or other special hazards shall be placed and accessible in accordance with NFPA 10, *Standard for Portable Fire Extinguishers*.

3. All fire extinguishers shall be currently inspected and tagged by a fire extinguisher company. The inspection tag must be plainly visible on the appropriate fire extinguisher.

REQUIREMENTS FOR COVERED AND/OR DOUBLE DECK EXHIBITS

1. Upper decks or covered areas are required to be limited to dimensions, which do not exceed 1000 square feet in contiguous area.

2. Exhibits with upper decks, covered or roofed areas exceeding 200 square feet in size will require the installation of battery operated smoke detectors. All smoke detectors will emit an audible alarm that can be heard outside of the area and must be installed in accordance with NFPA 72.

PROPANE REGULATIONS

1. Any use of LPG (Propane) must be approved prior to arrival by SFFR Fire Prevention.

EXITS AND AISLES

1. All exits and exit aisles must be kept clear and unobstructed. Designated "no freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out.

2. A clear access aisle of at least three feet shall be provided to all fire protection appliances.

3. A clear space of at least 10 feet from in front of and the width of all operating concession stands shall be maintained.

4. Booths or exhibits located in the main (East-West) entry hallway can only be located along the North wall, or the East and West wall of the entry vestibule; they must not interfere with exiting. The corridor (North-South) along the West side of the Convention Center may not have exhibits or booths.

5. Fire lanes are not to be used for parking, loading, or off-loading goods or merchandise. Vehicles found in violation are subject to being ticketed and/or towed.

6. Perimeter aisles shall be a minimum of 10 feet wide; all other aisles shall be a minimum of 6 feet wide.

INSPECTION

An inspection of the event shall be conducted during the setup time to ensure these guidelines are being met. A drawing of the layout or floor plan must be sent to the Fire Marshal's office two weeks prior to the event, including the setup schedule. Submit plans as soon as possible to avert unanticipated delays and any relocation of booths. Any questions or comments may be directed to the Sioux Falls Fire Rescue, Fire Prevention office (605) 367-7174.

SALES TAX -- Customer is required to adhere to all South Dakota Laws regarding sales tax issues. You can visit <http://www.state.sd.us/drr2/revenue.html> for more information or contact the State of South Dakota Department of Revenue & Regulation by calling 605-367-5800 or toll free 800-829-9188.

SECURITY -- The SFCC may require minimum levels of security coverage in any leased space and other areas (i.e.: loading docks, box office, parking lots, etc.).

The SFCC also requires security during move-in and move-out to monitor traffic flow on the dock.

No doors may be obstructed or locked when the area is occupied.

Event security requirements are subject to SFCC approval and must be submitted 30 days prior to your event.

SFCC in-house security reserves final rights to admit access of any personnel to any SFCC space.

For better customer service, Guards check in 30 minutes early for assignment/briefing.

The prevailing rate per hour will be charged, per guard with a 3-hour minimum.

The SFCC is not responsible for any items left in the building after an event has moved out.

SET UP INFORMATION -- In an effort to manage your event as efficiently as possible, no later than 30 days before the first day of the event, we require the Customer to provide for the SFCC 's approval, one (1) copy of a full and complete floor plan for the event, and, if requested, furnish a description of all electrical, communications systems, and plumbing work. The Customer shall also provide the SFCC with all other information required by SFCC concerning the event such as room or hall set-ups, staging, and food and beverage requirements no later than 30 days before the first day of the event.

SHIPMENTS TO THE SFCC -- For the security of your freight, we ask for a timely delivery of your products and equipment to our facility. We ask that packages arrive no sooner than the week of your event.

SIGNS & POSTERS -- We require posters to be mounted on easels and/or individual holders.

Also, no posters, playbills or any other signage can be taped, stapled or affixed to any surface in the building.

All signage must be of a printed nature and meet with the approval of the management. Handwritten signs are prohibited.

At move-out, all posted signage must be removed by the service contractor and/or Customer. If any materials are left in or on the building, the Customer will be billed at the prevailing labor rates to remove.

SMOKING -- As designated under the State of South Dakota law, the SFCC is a non-smoking facility.

SOUND LEVELS -- http://www.opconventioncenter.com/noframes/nf_content/event/policies.asp - 0#0Please use sound thinking when it comes to your sound levels. Maintaining sound levels will make sure that you do not disturb nor interrupt other events. SFCC Management reserves the right to require sound levels to be lowered.

STAPLES, TACKS & STICKERS -- Staples & tacks are prohibited and not to be used on any building surface or equipment. No stickers will be allowed to be distributed.

TAPE REMOVAL -- It's only natural we want to keep everything looking good. If the Customer contracts for carpet to be laid as a part of the event, it is the responsibility of the carpet contractor to remove all tape from the floors during the final move-out of the event. If this is not done, the Customer will be billed at the prevailing hourly rate for removal of the tape.

If the tape is on a floor that must be stripped and refinished, the charges to return the floor to its original finish also will be billed to the Customer.

Tape of any type is prohibited in all areas of the building. Tape should not be placed on tables, chairs, walls, etc.

The Customer will be billed for any damages resulting from the removal of taped items (i.e.: repainting walls & doors due to peeled paint, etc.)

TELEPHONES -- Telephones are only available through the SFCC, as a service to our clients.

Telephone order forms for exhibitors are available through the SFCC. See our Service Order Form.

TIPS & GRATUITIES -- SFCC employees are strictly prohibited from accepting tips or gratuities. But since this truly is a team effort, we encourage customers who may wish to compliment SFCC staff for excellent performance to make a contribution to the SFCC 's Employee Activity Fund and/or fill out a How You Doin' card for their recognition.

TRASH REMOVAL -- For events producing excessive trash, a trash removal fee of \$250.00 per trash pull will be charged to the Customer.

VEHICLES ON DISPLAY -- Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside the SFCC shall have no more than 1/5 tank or five (5) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in event of emergency. Carpeting or visqueen must be placed underneath the vehicle for any possible leakage.

UTILITIES -- For safety reasons, installation of all utility services involving electrical, air, water, water drainage, or Internet / telephone connections must be performed by the SFCC.

All electrical equipment must meet the approval rating of U.L. (Underwriter's Laboratory).

The SFCC electrical equipment, such as extension cords, electrical panels, spotlights and fixtures are not to be removed by exhibitors, show managers, service contractors, or any other unauthorized persons. Violators will be assessed an appropriate charge for any removals.

Under no circumstances shall distribution panels or mechanical equipment be blocked or access impeded.

Floor boxes may not be accessed by anyone other than the Sioux Falls Convention Center Personnel.

WATER SERVICE -- To ensure timely, quality service, we must insist that all orders for water service be placed in advance.

WATER, WASTE DISPOSAL, WARE WASHING -- Good equipment maintenance is just another form of good cost control. That's why

no oils, combustibles, or any liquids other than water may be poured in the SFCC drainage or sewer systems. No tools, machines, cookware, or any other items may be emptied, washed, or rinsed in SFCC restrooms. Fountains, aquariums, cookware, pools, etc., may not be filled from SFCC restrooms or janitors' closets.

WELDING -- For public safety, and to protect our facility, the use of welding equipment and cutting equipment as part of an exhibitor must be specifically approved on an individual basis by the SFCC and the Sioux Falls Fire Marshal before any cutting or welding can be conducted; the following requirements must be adhered to:

1. Cutting and welding equipment must be in good repair.
2. No combustible or flammables within thirty-five (35) feet of work site.
3. When thirty-five (35) feet cannot be obtained, protected covers, fire resistant shields or guards may be used.
4. All wall and floor openings within thirty-five (35) feet of the site location should be tightly covered to prevent the passage of spark to adjacent areas.
5. Cylinders containing compressed gasses for use at the site shall not be charged in excess of one half (1/2) their maximum capacity. Total gas capacity of cylinders is limited to twenty-five hundred (2500) cu ft.
6. Cylinders located at the site shall be connected for use, except that enough additional cylinders may be stored at the site to furnish approximately one day's consumption of each use. Other cylinders shall be stored in an approved storage area.

