

Booking, Scheduling & Services

BOOKING & SCHEDULING

The Salt Palace Convention Center is primarily designed to attract national and international conventions, trade shows and meetings that provide economic impact to Salt Lake County. The infusion of money into the local economy results in an expansion of the tax base, and justifies the priorities set forth in the facility's official Booking Policy.

The Booking Policy provides for priority booking of national conventions and trade shows by Visit Salt Lake (VSL) and Utah Sports Commission (USC). VSL serves as the sales organization for priority business for the Salt Palace Convention Center. VSL and USC have the exclusive right to reserve all Salt Palace exhibit and meeting space for any event that will occur 13 months or more in the future. While requests for booking may be made through VSL or USC, the Salt Palace will subsequently execute a contract with the client.

All reservation requests within 13 months are booked directly with SMG. When booking directly with SMG, requests must be submitted in writing, identifying in detail overall dates and areas required. Subsequently, a contract will be executed between the client and SMG. For additional booking policy information, please call 385-468-2207

PAYMENT TERMS & DEPOSITS

Specific payment terms and deposits are included in the event License Agreement.

An Event Settlement Sheet summarizing rent and any additional charges, along with an invoice, is prepared after each event. Final payment is due upon receipt of invoice.

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

Services and facilities included in basic rental:

- General room lighting, and heat and air conditioning on show days
- One standard meeting room set-up, including theater, classroom, banquet style, and one 8' x 6' riser with stairs.
- One skirted table per room set
- Cleaning of public areas
- Changeovers to a full sit-down meal function
- Lectern/Podium
- Water service for speaker's platform
- All equipment provided will be limited to inventory on hand and availability

Available services and facilities not included in basic rental:

- Show Management electrical service
- Show Management telecommunications service
- Audio-visual equipment and dedicated labor
- Changeovers
- Show Management air, natural gas, water and drainage service
- Janitorial and cleaning
- Trash hauling
- Insurance
- Security or police officer services
- Emergency Medical Technician services
- Fire Inspector services
- Usher and/or ticket taker services
- Box office services

- Ticket booth rental
- Damage to the facility's physical structure and equipment
- Additional equipment
- Meeting room keys and lock services
- Water service for attendees
- Table linens
- Coat check services
- Business Center services
- Package receiving services (Contact your Event Manager for details)

INSURANCE REQUIREMENTS:

The Facility requires each show management organization to have insurance coverage in effect during the entire lease period, including move-in, event days and move-out.

Show Management shall secure and maintain through the terms of the License Agreement, at their sole cost and expense, the following insurance:

- Workers' Compensation Insurance in full compliance with all laws covering the show management company's employees
- Employer's Liability Insurance, covering injury or death of any employee which may be outside the scope of Workers' Compensation Insurance
- Commercial Automotive insurance
- Comprehensive General Liability
- Fire Legal Liability Insurance

Commercial General Liability and Fire Legal Liability Insurance policies shall name as additional insured, SMG, Salt Lake County and their respective members, officers, directors and employees.

Certificates of Insurance and the endorsement shall be furnished at least 30 days before the first day of the event. Certified copies of the Certificate of Insurance or policies shall provide that such coverage may not be canceled within 30 days without advanced notice to 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 of insurance within the specified period.

The Facility offers as a courtesy and convenience to tenants, users and exhibitors the option of purchasing insurance through the Facility. For more information please contact your Event Manager.

CANCELLATIONS

Cancellation fees and terms are set forth in your Use License Agreement.

MOVE-IN AND MOVE-OUT

Events using the exhibit halls will be allowed one (1) move-in or move-out day for each event day up to a maximum of three (3) days. Any additional days or parts of a day required to move-in and move-out are available at one-half (1/2) of the applicable rental rate.

PHYSICAL ARRANGEMENTS

No later than 60 days before the first day of the event, Show management shall provide for Center's approval, five (5) copies of a full and complete floor plan for the event, and, if requested, furnish a description of all electrical, communications systems, and plumbing work. Show management shall provide the Center with all other information required by the Center concerning the event, such as room or hall set-ups, staging, and food and beverage requirements no later than 30 days prior to the start of the event.

PARKING

The Salt Palace Convention Center has over 1,000 parking spaces in and around the convention facility. A parking fee is charged to all users of its parking areas at the prevailing rate. Overnight parking on the property is prohibited. Contact the Event Management Department for more information.

DOCK SERVICES

The dock will be by staffed by facility personal during events, as necessary, to control access to authorized vehicles, manage congestion and to increase safety and fire department access. Charges for Dock services will be charged at prevailing rates to Licensee.

CONCESSIONS & CATERING

All food, beverages and concessions are provided and controlled exclusively by the Facility's catering company. Arrangements for serving food and beverage must be made through the catering company. No outside food or beverage will be allowed on premises unless purchased through the Facility's catering company.

DECORATIONS

Decorations are not permitted on ceilings, painted surfaces, columns, fabric, decorative walls or fire sprinklers. All decorative materials must be flameproof in accordance with Fire Regulations. No helium balloons or adhesive backed decals, signs, etc., are permitted to be given out on the premises.

PUBLIC TICKET SALES

Lessee is responsible for all required licenses, and pays all admission taxes required by any government regulation. Lessee may be required to have tickets printed by a bonded printing firm and submit a certified manifest of all tickets printed to Facility management prior to placing tickets on sale. Show Management shall provide 40 complimentary tickets for the exclusive use of Facility management.

FIRST AID

In addition to event days, First Aid services may be required during move-in and move-out operations one-half hour before, during, and one-half hour after event hours for all conventions, tradeshow, banquets, meetings, etc. (See also Operating Policies and Procedures.)

SPECIAL SERVICES & EQUIPMENT

- **Air Conditioning & Heating**
Air conditioning and/or heating is provided during show hours only. Air conditioning and/or heating are 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.
- **Audio Services**
Services of a preferred "in-house" audiovisual production contractor are available through the Centers upon request.
- **Event Personnel**
Determination of the number of personnel and the hours worked by the various categories shall be at the discretion of the Facility's management after consultation with Lessee. All other persons employed by Lessee or affiliated with any event that takes place in the Facility shall be the responsibility of the Lessee. Event personnel rates are outlined on a separate rate schedule. Lessee shall be responsible for the payment of these services at the prevailing labor rates. All individuals working in the Facility must wear an identification badge provided by their respective employer or badges can be obtained from the Facility Security Office.
- **Keys & Lock Changes**
Keys are available and locks can be changed for convenience and added security. All keys required by Lessee, show personnel, or service contractors are subject to a deposit. Requests for keys should be made through the appropriate

Event Manager, and all keys must be returned on the last day of the event. Charges for lock changes are listed on a separate schedule.

- **Rental of Equipment**
The prevailing rates for rental equipment are available on a separate rate schedule. All Facility equipment will be set up and operated by authorized Center personnel. Tables and chairs, when used for exhibits, will be charged for at the prevailing rates. Unless included in the rate schedule, any labor charges for an operator shall be in addition to the rental charge for the equipment.
- **Cleaning & Trash Removal**
The Center maintains all public spaces external to the exhibit area, including hallways, corridors, mezzanine/lobby areas, food service areas, and all restrooms, when used as “public spaces,” at no charge. The Facility will clean and maintain public space and aisles (not exhibit booths) within exhibit halls during move-in, event days and move-out at prevailing labor rates. A compactor charge for trash removal will be assessed to all exhibit shows. An additional Dumpster charge will be assessed for each additional pickup ordered.
- **Box Office**
Box office services for “day-of-event” sales are available at the facility. Contact the Event Management Department for more information.

SECURITY

Lessee is responsible for security in all areas leased, including exhibit areas, meeting rooms, loading dock areas, and emergency exits from the time of initial occupancy until completion of move-out. Such services, when required, will be at the expense of the Lessee. See Security Section of Policies and Procedures for more information about security at the Facility.

UTILITY SERVICES

Utility services may be provided through the Facility Services Department or your primary service contractor. Contact the Event Management Department for more information and rates. Operating policies and rates for the Facility are listed on separate service order forms.

FIBER OPTIC CABLE

The Facility is equipped with both multi-mode and single-mode fiber optic cabling with access from virtually any location in the Facility. The Facility’s Fiber Optic Cabling is available for data and video feeds, satellite downlinks, connecting computers for LAN’s, etc. The cost for using the Facility’s fiber infrastructure is outlined in a separate rate schedule.

INTERNET SERVICES

The Facility has high-speed services available for connection to the Internet. Access is from virtually any location in the facility. Charges for Internet services are listed on a separate rate schedule.

SATELLITE SERVICES

The Facility can downlink video and audio on C-band and KU band transmissions. Satellite up-link service is available from an independent contractor. Contact the Facility Service Department for more information and rates.

TELECOMMUNICATIONS

The Facility has Category 5 (Cat. 5e) wire installed throughout the building to maximize the efficiency and quality of both voice and high-speed data communications. Telecommunication services, including telephones, can be ordered through the Facility Services Department.

BUSINESS CENTER

Located at the north end of the Convention Center's upper concourse, the Business Center offers office supplies, copies, faxes, presentation materials and various sundries. Email access, high-speed Internet and MS Office on public computer stations are available. Wheelchairs, electric scooters, dollies and some office equipment are available to rent. Business Center rates are available on a separate rate.

November 6, 2015