

EVENT BOOKING GUIDE



LEO RICH
THEATER

TUCSON
MUSIC HALL

TUCSON
ARENA

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2014 Rental Rates



Event Space	Square Feet	Max Capacity	Consumer Rate	Commercial Rate	Non-Profit Rate
Tucson Arena	29,520 Usable Space	8,962	\$3,519	\$3,519 or 10% of Ticket Sales	\$2,766
Tucson Music Hall	125' x 49.5' Stage	2,289	\$2,862	\$2,862 or 10% of Ticket Sales	\$1,586
Leo Rich Theater	130'x40' Stage	511	\$630	\$630 or 10% of Ticket Sales	\$456.75
Exhibit Hall A, B, C	89,760	6,000	\$8,161	\$6,137 or 10% of Ticket Sales	\$5,097
Exhibit Hall B & C	59,840	4,000	\$5,446	\$4,093 or 10% of Ticket Sales	\$3,386
Exhibit Hall A	29,920	2,000	\$2,981	\$2,244 or 10% of Ticket Sales	\$1,850
North Exhibit Hall	24,180	1,600	\$2,182	\$1,634 or 10% of Ticket Sales	\$1,363
Grand Ballroom	20,164	1,600	\$2,254	\$2,254	\$1,798
Copper Ballroom	10,082	800	\$1,230	\$1,230	\$922
Crystal or Turquoise Ballroom	5,041	400	\$564	\$564	\$445
Grand Lobby	11,236	350	\$733	\$733	\$625
East Lobby	5,000 Usable Space	150	\$250	\$250	\$250
Galleria	15,300	350	\$728	\$728	\$625
Agate or Onyx Suite	390	20	\$127	\$127	\$127
East or West Show Office	460	32	\$127	\$127	\$127
All Meeting Room	10,640	1,100	\$1,081	\$1,081	\$1,081
Apache - Greenlee Meeting Room	7,000	700	\$707	\$707	\$707
Apache - Graham Meeting Room	5,600	600	\$628.10	\$628.10	\$628.10
Gila - Greenlee Meeting Room	4,200	450	\$476	\$476	\$476
Graham - Greenlee Meeting Room	2,800	300	\$394	\$394	\$394
Coconino, Gila, Graham or Greenlee Meeting Room	1,400	150	\$225	\$225	\$225
Apache or Cochise Meeting Room	700	50	\$154	\$154	\$154
Maricopa - Mohave Meeting Room	3,640	400	\$425	\$425	\$425
Maricopa or Mohave Meeting Room	1,820	200	\$287	\$287	\$287
Meeting Room Lobby	3,379 Usable Space	100	\$382	\$382	\$382
Lower Level Lobby	5,500 Usable Space	150	\$382	\$382	\$382
The Plaza			\$635	\$635	\$635

Rental rates do NOT include a 2.5% tax. Rates subject to change. For wedding receptions, quinceañeras, and family parties please see Reception Rates.

Space Capacities

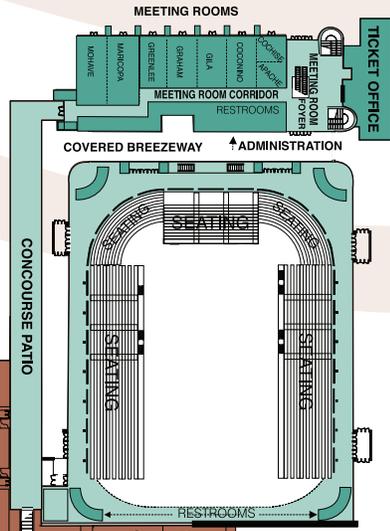


Event Space	Square Feet	Ceiling	Size (LxW)	Theater	Banquet	Classroom	Exhibit 10x10
Exhibit Hall A	29,920	26'	176'x170'	2,000	700	500	130
Exhibit Hall B & C	59,840	26'	176'x340'	4,000	1,400	1,000	278
Exhibit Hall A, B & C	89,760	26'	176'x510'	6,000	2,800	1,500	429
North Exhibit Hall	24,180	19'	195'x124'	1,600	1,000	1,000	117
Turquoise Ballroom	5,041	20'	71'x71'	400	250	200	24
Crystal Ballroom	5,041	20'	71'x71'	400	250	200	24
Copper Ballroom	10,082	20'	142'x71'	800	500	500	48
Grand Ballroom	20,164	20'	142'x142'	1,600	1,200	900	111
Grand Lobby	11,236	20'	106'x106'	350	200	200	30
Galleria	15,300	27'	510'x30'	N/A	N/A	N/A	50
Apache	700	16'	25'x28'	50	40	30	5
Cochise	700	16'	25'x28'	50	40	30	5
Coconino	1,400	16'	50'x28'	150	80	75	10
Gila	1,400	16'	50'x28'	150	80	75	10
Graham	1,400	16'	50'x28'	150	80	75	10
Greenlee	1,400	16'	50'x28'	150	80	75	10
Graham & Greenlee	2,800	16'	50'x56'	300	160	125	20
Apache-Greenlee	7,000	16'	50'x148'	700	400	360	50
Maricopa	1,820	16'	65'x28'	200	120	100	12
Mohave	1,820	16'	65'x28'	200	120	100	12
Maricopa & Mohave	3,640	16'	65'x56'	400	240	200	25
Apache-Mohave	10,640	16'	50'x158' & 65'x56'	700 & 400	400 & 240	400 & 200	75
East Show Managers Office	460	10'	31'x16'	32	20	N/A	N/A
Agate Board Room	390	10'	26'x15'	20	15	N/A	N/A
Onyx Board Room	390	10'	26'x15'	20	15	N/A	N/A
Concourse Level Foyer	3,379 Usable space	15'	82'x53'	N/A	N/A	N/A	11
Lower Level Foyer	5,500 Usable space	24'	152'x65'	N/A	N/A	N/A	15
Tucson Arena	29,520 Floor Space	48'	246'x120'	8,962	1200	500	140
Tucson Music Hall	1,216 Lobby	N/A	125'x49.5' Stage	2,289	N/A	N/A	N/A
Leo Rich Theater	2,500 Lobby	N/A	68'x40' Stage	511	N/A	N/A	N/A

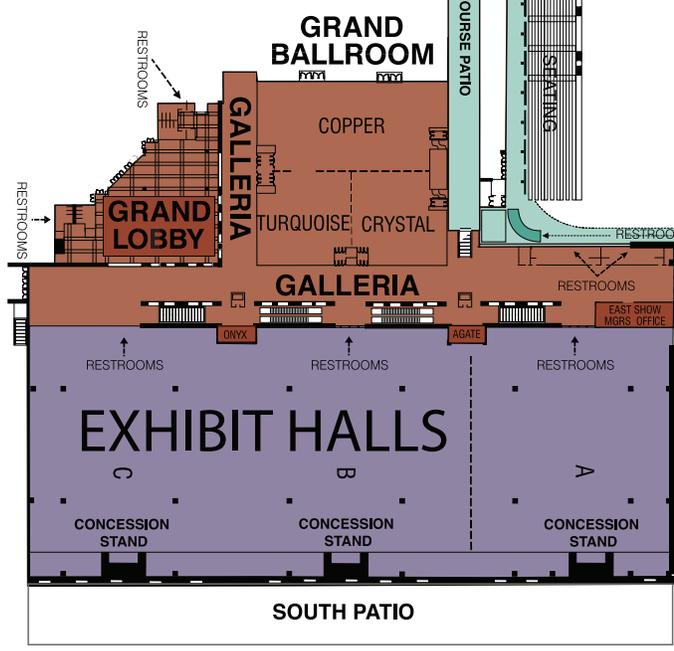
Property Floor Plan



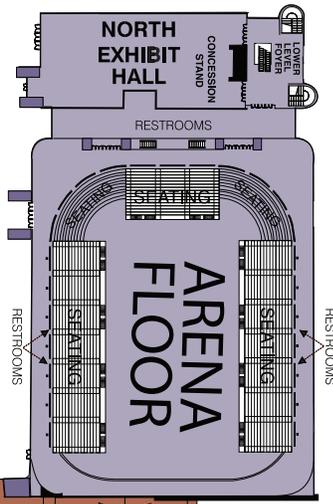
CONCOURSE LEVEL



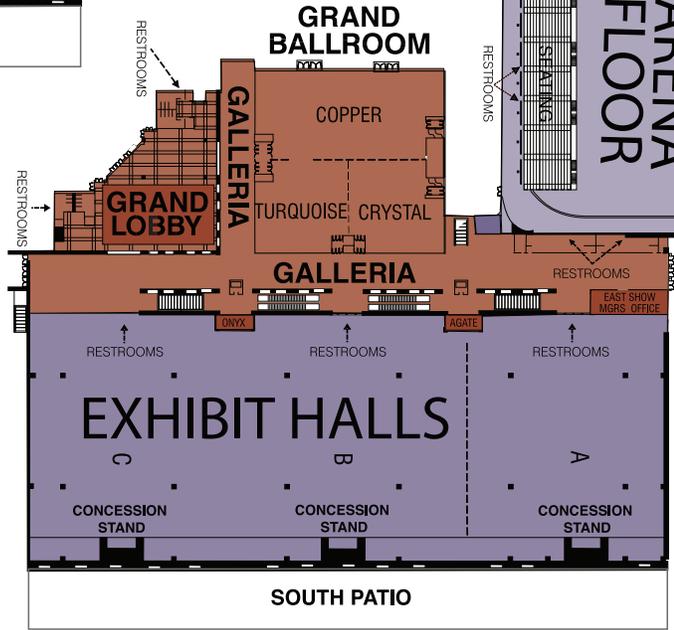
MEZZANINE LEVEL



LOWER LEVEL



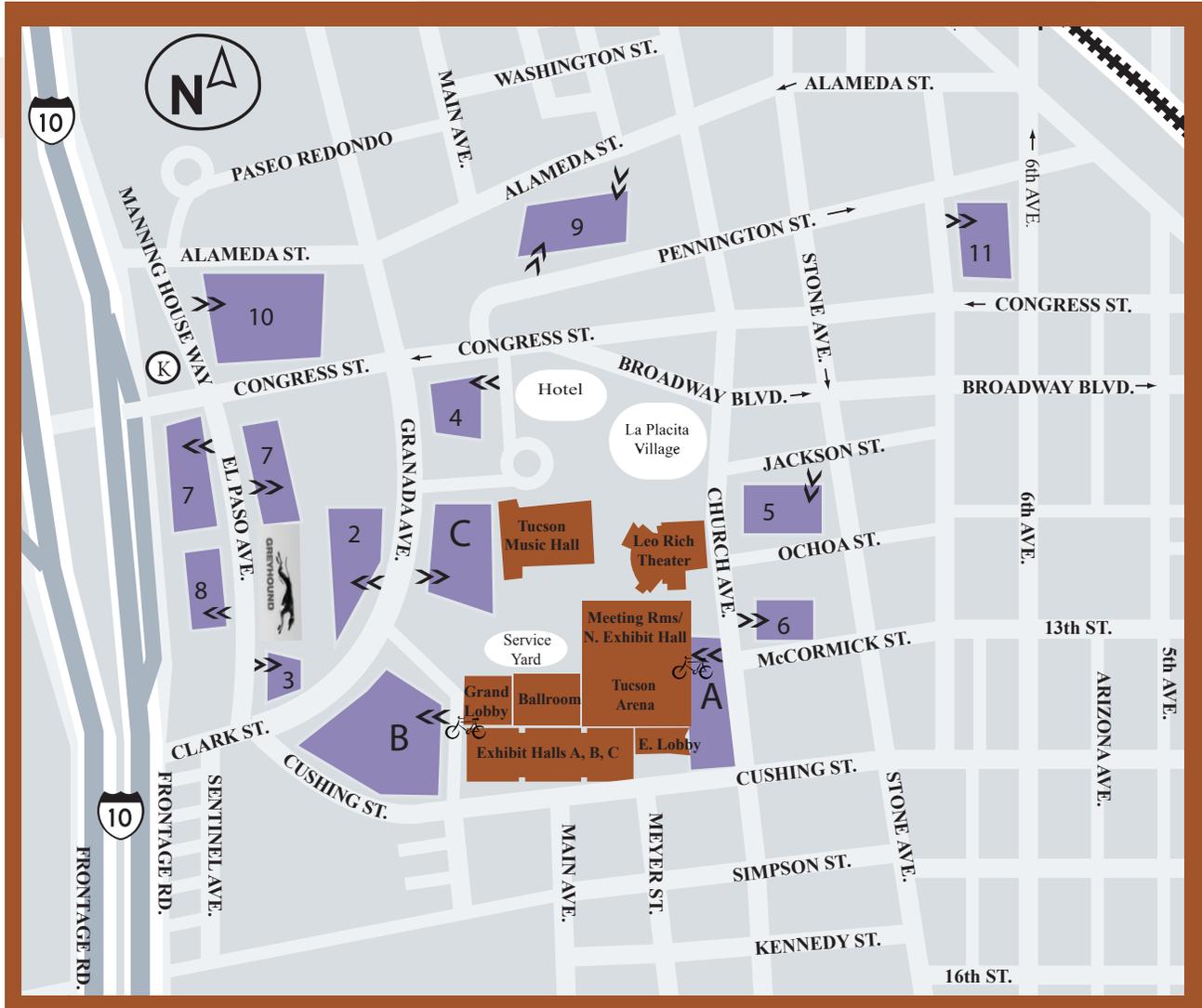
MEZZANINE LEVEL



LOWER LEVEL

LOWER LEVEL

Downtown Parking Map



Parking Lot	Lot Name	Number of Parking Spaces	Parking Lot	Lot Name	Number of Parking Spaces
A, B, C	Tucson Convention Center Parking Lots	1,060	7	Catalina Lot	200
2	Private Parking Lot	400	8	Greyhound Lot	100
3	Private Parking Lot	40	9	El Presidio Parking Garage	575
4	Hotel Parking Garage	250	10	City/State Parking Garage	1,300
5	La Placita Parking Garage	500	11	Pennington St. Garage	750
6	Cathedral Parking Lot	100		Bicycle Parking	20

Policies



Rental Rates

Renting space at the Tucson Convention Center includes:

- House lighting, ventilation, heat or air conditioning as required during public open hours.
- One basic set-up is included with the daily rental.
- Use of outdoor marquee (all messages and timing must be pre-approved by the Convention Center staff.)
- Tables and chairs up to maximum room capacity. Consumer tradeshows will be charged for table and chair rental.
- One stage, 24' X 12' up to 24" high.
- One podium and one microphone.

Americans with Disabilities Act (ADA) Compliance

The Tucson Convention Center, Tucson Arena, Tucson Music Hall and Leo Rich Theater are ADA compliant. In accordance with the ADA and the Department of Justice, we are responsible for the permanent premises access accommodations such as, but not limited to wheelchair ramps, elevator standards, door width standard and rest room accessibility. It is your responsibility to provide non-permanent accessibility requirements, such as, but not limited to ASL interpreters, programs in alternative formats and other such

accommodations. A line level sound feed may be required from the client to provide sound to our assisted listening devices for your patrons.

As new standards are introduced, it is our goal to implement those changes or upgrades in a timely manner.

Air Conditioning & Heating

Air-conditioning and/or heating are provided during public performance hours. Request for air conditioning and/or heating during non-event periods must be scheduled with the Event Coordinator and may include a fee.

Animals

Guide, signal or service animals will be allowed in all Convention Center facilities.

The admittance of performing or show animals must receive prior approval. Approval is based on whether the animal is legitimately part of a show, or activity requiring the use of animals. If allowed, the client is ultimately responsible for the sanitary needs of the animals.

Broadcasts & Recording

There is an additional fee for broadcasts and recording. Please ask the Event Coordinator for the details and appropriate fees.

Chemicals

Any chemicals associated with or needed for your event, including but not limited to, fuel, cleaners, etc., must be pre-approved by an Event Coordinator. All chemicals must be properly labeled with a Materials Safety Data Sheet (MSDS) on site.

Copyrights & Proprietary Material

ASCAP, BMI, dramatist fees, copyright license fees, patent fees, or any other fee attached to copyrighted or proprietary material are the clients responsibility. The client is responsible for any violations of infringement rights of any materials.

Decorative Materials

Nothing may be taped, nailed, stapled, tacked or otherwise affixed to ceilings, walls, painted surfaces, fire sprinklers, columns, doors or windows. Check with the Event Coordinator for further information on appropriate displaying methods. Damages resulting from the improper use of these materials will be charged directly to the client.

Policies

Electrical Services

The Tucson Convention Center, Tucson Arena, Tucson Music Hall and Leo Rich Theater require that all electrical connections and electrical distribution in our facility including, but not limited to work inside or attached to disconnect switches, panels, motor control centers, panel boards and other electrical equipment controlled by us be performed by the Stage Department or the house electric company. For electrical services beyond our standard available distributions your Event Coordinator can provide associated cost estimates.

Equipment Rental

The Tucson Convention Center, Tucson Arena, Tucson Music Hall and Leo Rich Theater maintains basic inventory of production and lobby equipment. Your Event Coordinator can provide current prices.

First Aid

The client has the choice of whether or not to employ first aid services for event in the Tucson Convention Center, Tucson Arena, Tucson Music Hall and Leo Rich Theater. However, should event demographics or numbers demonstrate the need for such coverage, the Tucson Convention Center staff reserves the right to require the client to add first aid services to an event.

Food & Beverage

Exclusively our own in-house Food and Beverage Department

will provide catering, concessions, and table linen. The department can provide catering for all types of events and general public concession services. Additionally the department can provide exhibitors with in-booth food services. Any exhibit samples provided by client must be approved in advance.

Fork Lifts

Forklifts will be operated in accordance to OSHA Forklift standards. The Tucson Convention Center can provide forklifts and qualified operators for a fee. Clients who wish to use their own forklifts may do so provided that the equipment is in good working order, and the operator is certified by a recognized forklift training facility and has their certification card with them. The Tucson Convention Center maintains the right to disallow any operator without a certification card, or using a forklift in any unsafe or inappropriate manner.

Freight Deliveries

Tucson Convention Center, Tucson Arena, Tucson Music Hall and Leo Rich Theater is not able to accept advance deliveries or freight. Freight or materials, including overnight freight services, are not accepted prior to the contracted move-in date. Delivery address should reference the name of the event.

Gas Bottles

All flammable and non-flammable gas bottles must be securely fastened

to a carriage or to a fixed location at all times.

General Pricing Information

Additional services are available to assist with preparations for an event. Pricing and information regarding ancillary services can be provided to you through your Event Coordinator.

Helium Balloons

Helium balloons may not be distributed or sold inside the facility. With prior approval, helium balloons may be used when they are permanently affixed to authorized displays. If helium balloons are released for any reason within the facility, labor cost associated with the removal of the balloons from ceiling and air handlers will be charged to the client at the prevailing rate. Helium balloons distributed outside the facility shall not be permitted inside the building. Additionally, helium balloons may not be released into the outside environment from the premises of the Tucson Music Hall or any other Tucson Convention Center facilities.

Keys

The director, at his discretion, will issue keys to the client. A deposit maybe required for the keys. Keys must be returned upon completion of event.

Policies

Lighting

Move-in and move-out lighting levels are provided for clients which meet or exceed OSHA work lighting levels. Additional lighting may be requested but is subject to additional fees at prevailing rates.

Loading Docks

The loading docks are available for the loading and unloading of trucks. It is not available for parking of trucks or other vehicles. Loading or unloading of vehicles in any fire lane is strictly prohibited and is subject to fine. For additional information please contact your Event Coordinator.

Lost, Left Behind or Abandoned Articles

Every effort shall be made for our staff to see that property found or turned in is handled in such a way as to provide the best possible opportunity for return of that property to its rightful owner. Regardless, the Center is never responsible for lost, left behind or abandoned articles.

Merchandise Fee (Novelties)

The Tucson Convention Center maintains the rights to sell any concession items, including, but not limited to, printed material, religious materials, records, tapes, CDs, food, beverage, flowers, novelties, souvenirs or clothing. Additional fees may apply.

Parking

Private vehicle parking at the Tucson Convention Center, Tucson Arena, Tucson Music Hall and Leo Rich Theater is available at a daily rate. Please check with your Event Coordinator for current pricing. Parking in any undesignated parking area including fire lanes is strictly prohibited and is subject to fine and possible towing.

Payment

Rental payment is due in full thirty (30) days before event date.

Pyrotechnics/ Use of Gas/Covered Exhibit Booths

A special permit is required for the use of the following items. Each event must be individually pre-approved by the Tucson Convention Center Fire Marshall thirty days before event date. An appointment must be made with a City of Tucson Fire Marshal or Inspector for a demonstration and final approval.

- Displays and operation of any open flame, candles, lamps, torches, cooking, etc.
- Use of Liquefied Petroleum Gases (LPG)
- Use, handling or storage of any pyrotechnic materials or devices
- Temporary membrane structures, tents, canopies, or covered exhibit booths
- Use of special fuel blends for motor vehicle events indoors

Rigging

Tucson Convention Center, Tucson Arena, Tucson Music Hall and Leo Rich Theater and an approved contractor will provide the labor for all rigging points for event, show and production hanging. The client will provide, prior to event, a rigging plot of the points they wish to use. The associated costs for rigging and restoration will be determined from this information. Please direct all questions to the Tucson Convention Center Stage Division.

Policies

Signage

Tucson Convention Center can list the name of the event on the building Marquee one-week prior to event and the week of event at no additional fee. Directional and temporary signs can be placed in various locations. Please contact your Event Coordinator for assistance and approval of all signage.

Safety

Our goal is to provide a safe environment for you and everyone associated with your event. Please help us to meet our goal by adhering to OSHA, NEC, Uniform Life Safety Code and similar adopted basic safety-related policies, which follow in this section.

- The client and the production and contractors must comply with all federal, state and local fire and building codes that apply to public assembly facilities. Depending on the type of event, the number of attendees, or use of pyrotechnics, some events may be required to have a Fire Marshal on duty at the client's expense.
- All equipment must be UL approved. Extension cords shall be three-wire with ground and shall service one appliance or device. Multi-plug adapters must be UL approved and have an overload internal circuit breaker. Spliced wires generate heat and are, therefore, prohibited.
- The use of welding equipment, open flames, candles or smoke

emitting devices or material is prohibited. Exceptions may be made with prior approval by the Fire Marshal.

- All display materials must be fireproof according to Arizona fire codes. A fire retardant certificate of the display materials must be posted or readily available.
- Exits, entrances, air supply vents, ramps, sidewalks, hallways, stairways, elevators, escalators and aisle ways must be kept clear at all times. Exit signs must be kept visible at all times. Fire extinguishers, pull alarms and fire hose cabinets must be kept clear at all times.
- In the event that an alarm goes off, please know that we do not deactivate any alarm until the proper emergency response team is on-site, verifies the cause of the alarm and then deactivates the alarm. We operate at a maximum safety level that helps us to insure life. In the case of an emergency following an alarm, we will activate our public address system and provide direction to everyone in the facility. When the public address system starts to operate, please listen and follow the directions. Doing anything else will increase the hazard and will put you and your attendees at risk.
- Sufficient access and working space as indicated by the National Fire Protection Association (NEC Table 110-16a) shall be provided and maintained around electrical equipment to permit ready, safe operation and maintenance of such

equipment. Limited spray painting may be allowed on premises under controlled conditions at designated locations and with the advance approval. Please contact your Event Manager for specific information.

Security

Tucson Convention Center, Tucson Arena, Tucson Music Hall and Leo Rich Theater retain control of all public spaces including lobbies, docks and all perimeter areas. Basic services are provided for asset protection. Any additional services that you request in our controlled areas are at an additional cost.

Events are required to use a Tucson Convention Center approved contracted security provider. Tucson Convention Center, Tucson Arena, Tucson Music Hall and Leo Rich Theater retain the right to determine minimum levels of coverage.

General Policies

for Tucson Arena, Tucson Music Hall & Leo Rich Theater

- Absolutely no food or drink will be permitted on the stage floor, wings, pit, seating area or in control rooms. Food or drink is permitted in all other areas, provided it is for personal consumption and the area remains clean.
- No modification of stage equipment (moving of lighting instruments, rigging, travelers, etc.) is permitted without prior approval of the Tucson Convention Center Management.
- All battens must be used in a balanced condition and handled in a safe manner at all times.
- No admittance to control rooms is permitted without prior approval of the Tucson Convention Center Management.
- No admittance to the catwalk area is permitted without prior approval of the Stage Division. Access to the catwalk is prohibited during a performance or when patrons are occupying the house. NO EXCEPTIONS.
- All stage and technical facilities shall be restored to their prior “move-in” state immediately following the final performance. Restoration left incomplete will be completed by the Stage Division and billed to the client. Please contact the Stage Division for a restoration plot.
- No painting is permitted on the stage. All other areas require a drop cloth and necessary cleanup.
- Scenery may not be anchored by screws, lags, bolts or hardware that will damage the stage floor. Any damage or scratches shall be repaired by the client. Any damage to the floor will be repaired by the Stage Division and billed to the client.
- All sets, costumes, equipment and related paraphernalia must be removed from the facility immediately following the final performance, unless prior arrangements have been made with the Tucson Convention Center Management.
- Elevator access to the control rooms is limited. Elevator access during periods when the house is open to the public will be provided for technical staff with prior approval from the Stage Division.
- All audio functions (when house system is used) will be supervised by the Stage Division.
- No persons other than lightboard operators, soundboard operators and spot operators are allowed in the respective control rooms during a performance or an event.
- All repairs of house equipment will be handled by the Stage Division or under their supervision.
- All cables including house snakes must be taped or matted down for safety.
- Any and all rigging at the Tucson Convention Center will be performed by our rigging contractor and is subject to approval by the Tucson Convention Center Management.

Grand Ballroom Technical Specs



Entrances, Lobbies & Ticket Office

- The general public will enter the Grand Ballroom from the picturesque Galleria and Grand Lobby. All entrances are ADA accessible on the Mezzanine Level.
- The Grand Ballroom does not have a permanent ticket office, but one can be constructed in the adjacent Galleria or Grand Lobby. The Galleria and Grand Lobby both have separate public address systems for announcements.
- Public telephones and ADA accessible restrooms are located in the Galleria and Grand Lobby, adjacent to the Grand Ballroom.

Grand Ballroom Layout

- The Grand Ballroom is actually three separate ballrooms with the sound proof airwalls removed. The Copper, Crystal and Turquoise Ballrooms comprise the Grand Ballroom. The Grand Ballroom is 20,164-sq. ft. (142' X 142'). The Turquoise and Crystal Ballrooms are 5,041-sq. ft. (71' X 71') each. The Copper Ballroom is 10,082-sq. ft. (142' X 71'). When the Grand Ballroom is fully open 1,200 people can sit comfortably for a banquet dinner.

House Lighting

- The Ballroom lighting is a matrix dimming system. Each Ballroom can operate independently with a

controller located on the wall of each Ballroom, or can be combined together to operate in unison. The Ballroom control booth has windows overlooking the Crystal and Turquoise Ballrooms. In the control booth are two Lycian Super Arc 400 spotlights.

The Loading Dock

- Loading into the Grand Ballroom can be accomplished through eight 3' 4" W X 7' 2" L double outswing doors located on the north side of Copper Ballroom.
- There are three 3' W X 6' 7" L doors that access the Copper Ballroom, the Turquoise Ballroom and the Crystal Ballroom. Access to these doors can be accomplished through the Grand Lobby.

Power

- The Grand Ballroom has many separate road show power hookups. Two 3Ø-400A 120/208V disconnects are located in the Copper Ballroom. Sixteen floor pockets are located throughout the Grand Ballroom. Each with a 3Ø-50A 120/208V Hubbell twistlok disconnect and two 20A utility outlets. Twelve wall pockets also provide additional power of 3Ø-50A or 3Ø-100A 120/208V.
- The Stage Division or contract electrical provider can hookup distribution panels to these for many electrical needs.

Sound

- The sound system in the Grand Ballroom is controlled by a multi mixer system located in the Ballroom control booth. There are 124 microphone jacks, 26 video baseband video jacks and 13 MATV jacks located throughout the Grand Ballroom and Grand Lobby. Clearcom jacks are also located throughout the Grand Ballroom.

Telephone & Internet

- The Ballrooms are equipped with telephone and Internet capabilities. Phone lines and Internet connections can be made anywhere in the complex. Hardwired and wireless Internet is available.

Rigging & Catwalks

- The Grand Ballroom does not have a rigging grid.
- The height from the floor to low soffit is 15' and 20' to high ceiling.

Grand Lobby & Galleria Technical Specs



Entrances, Lobbies & Ticket Office

- The general public will enter the Grand Lobby and Galleria from the striking porte-cochere or through the east or west Galleria doors. West Galleria doors and porte-cochere entrances are ADA accessible on the Mezzanine Level.
- The Grand Lobby or Galleria does not have a permanent ticket office, but one can be constructed in either space. The Grand Lobby and Galleria both have separate public address systems for announcements.
- Public telephones and ADA accessible restrooms are located in the Galleria and Grand Lobby.

Grand Lobby & Galleria Layout

- With 11,236-sq. ft. of space our Grand Lobby will help get your event off to a great start. Our Lobby is light and airy, providing generous space for registration or beverage reception site.
- Our 15,300-sq. ft. Galleria is the perfect pre-function space for any event. Swanky registration, Internet café space, morning or afternoon break site or a perfect place for your event sponsor trade show booths.

House Lighting

- The Grand Lobby and Galleria are

equipped with fluorescent lighting to compliment the natural lighting design.

The Loading Dock

- Loading into the Grand Lobby can be accomplished through four 7' 4" W X 6' 6" L double outswing glass doors located in the porte-cochere.
- Additional loading into the Grand Lobby can be accomplished through two sets of 5' 11" W X 6' 7" L double outswing doors facing north at the Porte-cochere and two sets of 5' 11" W X 6' 7" L double outswing doors facing west in the porte-cochere.
- Loading into the Galleria can be accomplished through three 7' 8" W X 6' 7" double outswing doors on the east, west and north end of the Galleria.

Power

- Floor pockets are located throughout the Grand Lobby and Galleria. Each with a 3Ø-50A 120/208V Hubbell twistlok disconnect and two 20A utility outlets.

Sound

- The sound system in the Grand Lobby and Galleria is controlled by a multi mixer system located in the Ballroom Control Booth.
- There are 124 microphone jacks, 26

video baseband video jacks and 13 MATV jacks located throughout the Grand Ballroom, Galleria and Grand Lobby.

Telephone & Internet

- The Grand Lobby and Galleria are equipped with telephone and Internet capabilities. Phone lines and Internet connections can be made anywhere in the complex. Hardwired and wireless Internet is available.

Rigging & Catwalks

- The Grand Lobby or Galleria do not have a rigging grid.
- The height from the floor to ceiling is 20' in the Grand Lobby and 27' in the Galleria.

Meeting Rooms Technical Specs



Entrances, Lobbies & Ticket Office

- The general public will enter the Meeting Rooms through the Meeting Room Foyer behind the main ticket office.
- The Meeting Room Foyer has 3,379-sq. ft. of usable space for exhibits, registration and food and beverage functions.
- Public telephones and ADA accessible restrooms are located in the Meeting Room Corridor.

Meeting Room Layout

- There are eight separate meeting rooms that are divided by soundproof retractable airwalls.
- The meeting rooms combined provide 10,640-sq. ft. of space. These meeting rooms can create two separate spaces divided by solid wall. A set of 5' 10-1/2" L X 6' 9" L double outswing doors can be left open to combine these two spaces. The Apache – Greenlee meeting rooms provide 7,000-sq. ft. (148' X 50') and the Maricopa and Mohave meeting rooms provide 3,640- sq. ft. (64' X 56').
- The Apache and Cochise meeting rooms are 700-sq. ft. (25' X 28') each. Combined they are 1,400-sq. ft. (50' X 28'.)
- The Coconino, Gila, Graham, Greenlee meeting rooms are 1,400-sq. ft. (50' X 28') each.
- The Maricopa, Mohave meeting

rooms are 1,820-sq. ft. (65' X 28') each.

House Lighting

- The Meeting Rooms are equipped with both fluorescent and dimmable incandescent lighting to suit different needs.

The Loading Dock

- Loading into the Meeting Room Foyer can be accomplished through three sets of 5' 11" W X 7' 9" L double doors facing north and three sets of 5' 11" W X 7' 9" L double doors facing south.
- There are seven 5' 10" W X 6' 7-3/4" L entry doors to each meeting room from the Meeting Room Corridor on the south side and seven 5' 10" W X 6' 7-3/4" L doors to each meeting room from the Plaza on the north side of the building.
- There is a 3' 2" W X 7' 11" L entry door to the Apache meeting room from the Concourse Level Foyer and a 3' 2" W X 7' 11" L entry door to the Cochise meeting room from the Concourse Level Foyer.

Power

- There are 3 separate 3Ø-100A 120/208V services located in the meeting rooms.

Sound

- A general PA system provides sound for the Meeting Rooms. Sound can be split according to room needs. A limited number of return feeds can be provided for a nominal fee.

Telephone & Internet

- Each meeting room is equipped with telephone and Internet capabilities. Phone lines and Internet connections can be made anywhere in the complex. Hardwired and wireless Internet is available.

Rigging & Catwalks

- The Meeting Rooms and the Meeting Room Foyer do not have a rigging grid.
- The height from the floor to ceiling is 16' in the Meeting Rooms and 15' from floor to ceiling in the Meeting Room Foyer.

Exhibit Hall A, B & C

Technical Specs



Entrances, Lobbies & Ticket Office

- The general public will enter the Exhibit Hall from the Galleria and Grand Lobby. Entrance to the Lower Level, Exhibit Hall floor are ADA accessible from elevators located off the Galleria. On the south side of the Exhibit Hall floor is a large open patio (South Patio), perfect for barbecues or an open food court.
- The Exhibit Hall does not have a permanent ticket office, but one can be constructed in the Galleria. The Galleria and Grand Lobby both have separate public address systems for announcements.
- ADA accessible restrooms are located in the Exhibit Hall.

Exhibit Hall Floor Area

- The total usable space of all three Exhibit Halls combined totals 89,760-sq. ft. (510' X 176'.) The Exhibit Hall may be divided by an air wall into two usable spaces, Exhibit Hall A which is 29,920-sq. ft. (170' X 176') and Exhibit Hall B & C which is 59,840-sq. ft. (340' X 176'.)

House Lighting

- The hall lighting is multi-type. Each Exhibit Hall utilizes two switchable banks of H.I.D. lamps in addition to quartz lights. Exhibit Hall A quartz lights are dimmable.

The Loading Dock

- Loading into Exhibit Hall A, B & C can be accomplished through two roll-up doors. One roll-up door is located in the Service Yard on the west side of Exhibit Hall C is 25' W X 13'5" L and one roll-up door is located in the Service Yard on the east side of Exhibit Hall A, through the Tucson Arena is 25' W X 13'6" L.
- There are 47 sets of 4'4" W X 8'5" L double doors in Exhibit Hall A, B & C, which are accessible to the South Patio.
- The Exhibit Hall has an adjoining eight-space truck dock. Six of the docks are equipped with Rite Hite dock leveling ramps.

Power

- The Exhibit Hall area has many separate road show power hookups. A 3Ø-400A 120/208V disconnect is located in each Exhibit Hall.
- 104 floor/column pockets are located throughout the Exhibit Halls. Each with a 3Ø-60A 120/208V Hubbell twistlok disconnect and two 20A utility outlets. These pockets are approximately every 30' in a grid pattern.
- Overhead in the catwalk, two 3Ø-800A 120/208V bus ducts with moveable disconnects are present.

Sound

- The sound system in the Exhibit Halls are controlled by a multi mixer system located in the Exhibit Hall control room.
- There are 120 microphone jacks and 58 video baseband video jacks located throughout the Exhibit Halls. Clearcom jacks are also located throughout the Exhibit Halls.
- The Exhibit Halls have an RF/ADA assisted listening system housed in the Exhibit Hall Control Room with 12 headsets available for checkout. RF frequency for the Exhibit Hall is 72.500.

Telephone & Internet

- Exhibit Hall A, B, & C are equipped with telephone and Internet capabilities. Phone lines and Internet connections can be made anywhere in the complex. Hardwired and wireless Internet is available.

Rigging And Catwalks

- Exhibit Hall A, B, & C have an extremely limited ceiling load rating. It can accommodate most events needing to hang light signage and banners.
- The height from the floor to low steel in the grid is 26' and 35' to high steel.

North Exhibit Hall Technical Specs



Entrances, Lobbies & Ticket Office

- The general public will enter the Meeting Room Foyer and travel downstairs to the Lower Level Foyer to enter the North Exhibit Hall. All entrances are ADA accessible from a 10-person elevator and escalators located in the Meeting Room Foyer.
- The Lower Level Foyer has 5,500-sq. ft. of usable space for exhibits, registration and for food and beverage functions..
- The North Exhibit Hall has a permanent ticket office located in the Lower Level Foyer. The Meeting Room and Lower Level Foyer share a distributed public address systems for announcements.
- ADA accessible restrooms are located on the North Exhibit Hall floor.

North Exhibit Hall Floor Area

- The total usable space of the North Exhibit Hall is 24,180- sq. ft. (195' X 124'.)

House Lighting

- The hall lighting is multi-type. The North Exhibit Hall utilizes two dimmable banks of incandescent

lamps and two circuits/ five zones of fluorescent lights.

The Loading Dock

- Loading into the North Exhibit Hall can be accomplished through a 24' X 24' roll-up door located in the Service Yard.
- There is access to the Tucson Arena from the North Exhibit Hall through a 15'10"W X 16'L roll-up door.

Power

- The North Exhibit Hall area has many separate road show power hookups. A 3Ø-200A 120/208V disconnect is located on the stage right pillar on the west end.
- Seventeen 3Pole4Wire-50A 120/250V, twenty one 3P4W-20A 120/250V and thirty eight 20A 120V utility outlets are located around the wall perimeter of the North Exhibit Hall.
- Each of the ten pillars also have three 20A utility outlets. Overhead in the soffit, two 3Ø-500A 120/208V bus ducts with moveable disconnects are present.

Sound

- The sound system in the North Exhibit Hall is controlled by a Shure

mixer system located in the North Exhibit Hall and Meeting Room control booth.

- There are 38 microphone jacks located throughout the North Exhibit Hall.

Telephone & Internet

- The North Exhibit Hall is equipped with telephone and Internet capabilities. Phone lines and Internet connections can be made anywhere in the complex. Hardwired and wireless Internet is available.

Rigging & Catwalks

- The North Exhibition Hall does not have a rigging grid.
- The height from the floor to low soffit is 19' and 22' to high ceiling.

Tucson Arena Technical Specs



Entrances, Lobbies & Ticket Office

- The general public may enter the Tucson Arena from the North Concourse Level doors.
- ADA accessible entrances located in the Concourse Level Lobby will allow entrance to the Tucson Arena floor via a 10-person elevator and escalators.
- Four additional exit foyers on the Tucson Arena concourse level expedite patrons who are leaving the event. These foyers may also be utilized as additional entrances if necessary. All entrances are ADA accessible.
- The main Ticket Office is located just north east of the Tucson Arena entrance.
- On the Lower Level, of the Tucson Arena floor you will find ADA accessible restrooms, concession stands, first aid, dressing rooms and locker rooms.
- There are additional dressing rooms and restrooms on the Mezzanine Level. Access to the Mezzanine Level can be achieved by a 15-person elevator or stairwells located on the west end of the Meeting Room Corridor.
- On the Concourse Level, you will find two main concession stands.

Public telephones are located on all three levels. ADA accessible restrooms are located on the floor and concourse levels.



Seating Areas

- The Arena has a very flexible seating arrangement. The maximum capacity is 8,962.
- In the 200 seating series, total capacity is 4,988, 100 series total capacity is 2,724 and the floor capacity is 1,250. Standard hockey capacity is 6,791.
- The multi-purpose Arena floor can also be used as 29,520-sq. ft. (246' X 120') of exhibition space.

House Lighting

- The house lighting is multi-type. The Tucson Arena utilizes two switchable banks of H.I.D. lamps, in addition to two sets of incandescent fixtures. One set is non dimmable and switched in two banks. The other is fully dimmable one to one

via the light control console located in the Arena Technical Booth.

- Many stage type fixtures also make up the houselight compliment, these types will be discussed under the heading of stage lighting.

The Stage

- The Tucson Arena does not have a fixed stage. Tucson Convention Center does have a portable deck with a maximum size of 60' X 60' X 72".

The Loading Dock

- Loading into the Tucson Arena can be accomplished through two roll-up doors located in the Service Yard. The north yard door is 25'8"W X 14'L and the south yard 25'W X 14'L.
- Both loading doors can accommodate two semi-trucks at one time.
- There is a nearby eight-space truck dock. Six of the docks are equipped with Rite Hite dock leveling ramps.

Stage Lighting

- The Tucson Arena dimmable lighting system is adequate to handle basic stage presentations. The lighting is controlled from the Tucson Arena technical booth (located behind section 204) by a

Tucson Arena Technical Specs

Strand Lighting 530I. 196 circuits are available, each with a capacity of 2.4K with 2048 control channels. Non dim modules are available for use in any of the circuit locations.

- Stage lighting instruments may be hung from any of eight catwalk bridges. Rigging points for road shows can be discussed with an Event Manager.
- Eight Spotlight Booths are located around the perimeter of the Tucson Arena. Each Booth is equipped with a 2K Xenon Super Trouper. Each booth also has a Clearcom headset for communication with backstage and all tech areas.
- The stage area has many separate road show power hookups. A 3Ø-400A 120/208V disconnect is located on stage left. A 3Ø-200A 120/208V disconnect and a 3Ø-100A 120/208V disconnect are located on stage right. A 3Ø-400A 120/208V disconnect is located above the stage in the catwalk and three 3Ø-400A 120/208V disconnects are located in the nearby Exhibit Hall. In each of the ten portals surrounding the Arena floor is a 3Ø-200A 120/208V service.

Sound

- The sound system in the Tucson Arena is controlled by a Yamaha MQ1201 twelve-channel mixer. There are 41 microphone jacks located throughout the Arena.

Clearcom jacks are located throughout the Arena.

- The speaker cluster is track mounted and can be traveled from center position to the south end. This system is used for general P.A. It is not recommended for a major show sound system.
- The Arena has an RF/ADA assisted listening system permanently housed in the audio booth with 13 headsets.

Telephone & Internet

- Telephones can be arranged anywhere on the Tucson Arena floor or in the dressing rooms. Wired Internet is available in the dressing rooms, and wireless Internet covers the Arena floor, concourse and seating areas.

Rigging & Catwalks

- The Tucson Arena can accommodate most touring shows. Since there are limitless combinations and arrangements of loading conditions possible, the Stage Division requests a hanging plot prior to move in so that we may figure a load calculation and determine a safe hang.
- The height from the floor to low steel in the grid is 48' and 60' to high steel.

Dressing, Rehearsal & Locker Rooms

- The dressing, rehearsal and locker rooms are located in the far west hallway on the Tucson Arena floor. Three star dressing rooms that can accommodate two people and two team locker rooms with common restrooms and showers. The star dressing rooms can also be used as production offices. All dressing rooms have lighted vanity mirrors and toilet and shower facilities.
- Portable costume racks are available for additional hanging space.
- Telephones and Internet hookup can be placed in these locations.

Tucson Music Hall Technical Specs



Entrances, Lobbies & Ticket Office

- The general public may enter the Tucson Music Hall from three locations. The main entrance, located on the east side of the building, will usher patrons into the main lobby. The north and south side lobbies are used as a main exits, however, they can be utilized to expedite patron entrance. All three entrances can accommodate wheelchair access.
- The main lobby can accommodate portable concession stands placed as needed per event request. ADA accessible restrooms, a first-aid station and public telephones are also located on this level.
- The side lobbies run the length of the auditorium. Entrance to the main floor may be made through any of 10 vomitories.
- The Mezzanine Level Lounge area has additional restrooms. This area is well suited for a pre-show or intermission gatherings or event displays. Additionally, portable concession stands may be set up in this area. Access to the Mezzanine Level can be achieved by a 20-passenger elevator or by one of two staircases. House entrance cannot be made from this level.
- The third level mini lobby is an

entrance to the balcony seating area. The lobby is separated from the house by a dual set of acoustic doors. Access to the third level can be achieved by a 20-passenger elevator or by one of two staircases.

- The Ticket Office is in front of the building next to the main entrance. The employee entrance door, located inside the main lobby, has a peep viewer to insure maximum security. The Ticket Office is outfitted with two main service windows. The ticket counter is equipped with drawers and shelves for ease of handling sales. The Ticket Office has a closet that is also accessible from the main lobby. An intercom system and separate paging system will allow communication with the backstage area as well as announcements.

Seating Area

- The auditorium has a permanent continental seating capacity of 2,217 (1,489 - orchestra level, 386 - lower balcony, and 342 - upper balcony). Additional 72 seats may be added in the orchestra pit when lowered to house level.
- There is a distance of 114' from the stage to the last row on the main floor and a distance of 153' from the stage to the last row in the balcony.

House Lighting

- The house lighting is a dimmable incandescent system. These lights are controlled in two sections; the main house and balcony. Dimmers are located in the light booth, stage managers console and from a remote location in the house seating area.

The Stage

- The Tucson Music Hall stage, including the wings, is 125' wide and 49' 6" deep. The proscenium opening is 59' 6" wide and 30' in height. An acoustical eyebrow downstage of the proscenium reduces the height to 28'.
- The Tucson Music Hall show space is 30,000-sq. ft. (60' X 50'.) An additional 2,700-sq. ft. of wing space is available.
- Entrance to the stage wings may be made from doors located upstage right and downstage left and right.
- The single purchase pinrail system is located on the stage right side. There are 63 available lines on 6" centers. Some linesets have permanently mounted equipment such as the three-section orchestra shell ceiling, electric battens, traveler curtains, etc. The fly gallery top height is 72' from the deck. There are two upper loading levels for the

Tucson Music Hall Technical Specs

system. Most arbors will accept 1,200 to 1,800 pound weight loads.

The Loading Dock

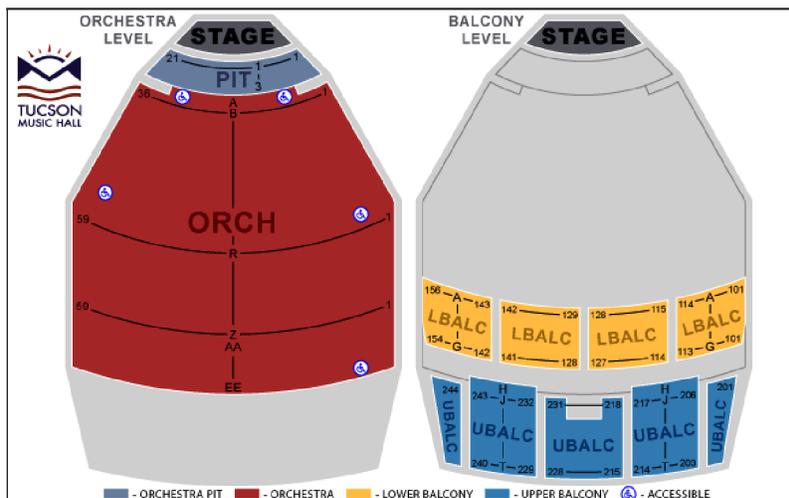
- Entrance from the loading dock to the backstage area and stage is made through two sets of dual acoustical dampening doors. Loading door opening is 12' 6" L X 10' W.
- A freight elevator for transporting costumes and equipment to the dressing room area and orchestra trap is located on the west side of the facility.

Orchestra Pit

- The orchestra pit is a hydraulic lift system that may be stopped on any of the four levels: basement (trap), orchestra (18" below house level), house and stage level.
- When the pit is at stage level, it can be used as a thrust stage, closing the distance from performer to audience.
- When the pit is utilized for an orchestra, the musicians may opt to enter through the basement trap area and raised into position or they may enter at house level with the pit at its preset level.

Stage Lighting

- The Tucson Music Hall lighting system is adequate to handle most theatrical presentations. The lighting is controlled from the Light Booth (located on the fourth floor) by Strand Lighting 530I.
- 335 circuits are available, each with a capacity of 2.4K with 2048 control channels.



- Non dimmable modules are available for use in any of the circuit locations.
- Extras include a rigger's remote and directors monitor that may be used in the house seating area.
- A dedicated DMX line is installed for moving light capabilities.
- The Tucson Music Hall utilizes a house hang with a compliment of Source Four lighting instruments using a 575w lamp. The lighting can

be configured to suit any show needs.

- Strand wireless remote software is included in the system and can operate with a wireless remote PDA.
- Stage lighting instruments may be hung from any of three anti-proscenium bridges, six anti-proscenium side slot positions, five permanent over stage light battens or two side battens. Three drop boxes

are located on each side of the stage. These boxes may be moved to any batten giving any pipe the ability of being an electric's pipe.

- The Tucson Music Hall does not provide light trees for side lighting. The house does have four ladders that may be used in conjunction with the

side pipes or floor boxes may be used with proprietary trees.

- The Spot Booth is located on the fourth floor. It is possible to project slides or video from this position if needed. The booth is equipped with two Lycian 1290 2k Spotlights. The booth also has audio monitors and intercom communication to backstage and all tech areas.
- The stage has four separate road show power hookups. Three of these

Tucson Music Hall Technical Specs

can be accessed through a trap door located stage right.

- A 3Ø-400A and a 3Ø-200A - 120/208V disconnect is located in the dimmer room below the back stage lighting console. Feeder cables must be 30' in length from the trap door.
- A third 3Ø-600A may be used in place of the in-house lighting system.
- A 3Ø-100A disconnect is located at stage level on the upstage right wall.
- Two additional 400amp services are located outside of the facility. An extra 100' of feeder is needed to reach this service from upstage left.

Sound

- The sound system in the Tucson Music Hall is controlled by an Allen & Heath GL4000 mixing console with 40 inputs, dedicated 12 buss output (10 mix+L/R) and 4x10 matrix. Each input will accept either line or mic levels. The system incorporates dual center clusters plus stereo L/R from the proscenium wall. The clusters and L/R are EAW KF series loudspeakers with two McCauley dual 18" subs.
- All speakers are powered by Crown MacroTech amplifiers.
- Offboard equipment includes 1) Klark Teknik DN7204 Delay/Eq, 1) Klark Teknik DN300 Eq, 1) Klark Teknik DN360 Eq, 2) Dbx 1066 comp/limiter/gate, 4) Aphex 622

expander/gate and 1) Nakamichi Cassette Deck and CD player.

- There is a two-channel monitor system in the audio booth: JBL 4311 Studio Monitors powered by QSC amplifiers. Four additional JBL 4320 monitors powered by QSC amps are also available for on stage and side and front fill.
- A managers console houses a two-channel Clearcom system, program amp/mixer for dressing room communications.
- The Tucson Music Hall has an RF/ADA assisted listening system rack mounted in the audio booth with 18 headsets available for checkout. RF frequencies available are 2 - 204.8000 and 18 - 208.2000.

Telephone & Internet

- Telephones can be arranged anywhere in the Tucson Music Hall lobby, dressing rooms, Green Room or on the stage. Wired Internet is available in the dressing rooms and Green Room and wireless Internet covers the Auditorium.

Dressing & Rehearsal Rooms

- Adjacent to the stage is a 30' X 60' (1,800 sq. ft.) rehearsal room or Green Room, large enough to accommodate a symphony orchestra. This room is soundproof when the

doors are closed.

- The dressing rooms are located on stage right position, on the lower level. Talent can access the stage from the dressing rooms using either two staircases on the stage right position. A crossover hallway will allow downstage access on the stage left position.
- There are five star dressing rooms which are able to accommodate two persons and two chorus dressing rooms with seating for 25 people. All dressing rooms have lighted vanity mirrors and toilet and shower facilities.
- A locker room is available in the lower level restroom.
- Portable costume racks are available for additional hanging space.
- The restrooms are located at the east end of the dressing room hallway.
- At the rear of the building is a freight elevator for transporting costumes and equipment to the dressing room area and basement trap.

Leo Rich Theater Technical Specs



Entrances, Lobbies & Ticket Office

• The general public may enter the Leo Rich Theater on the west side of the building. There are 3 sets of double doors on the west side which are used as a main exit.

All entrances and exit doors can accommodate wheelchair access.

• The lobby is 2,500- sq. ft. can accommodate portable concession stands placed as needed per event request. ADA restrooms and a first-aid station are also located on this level.

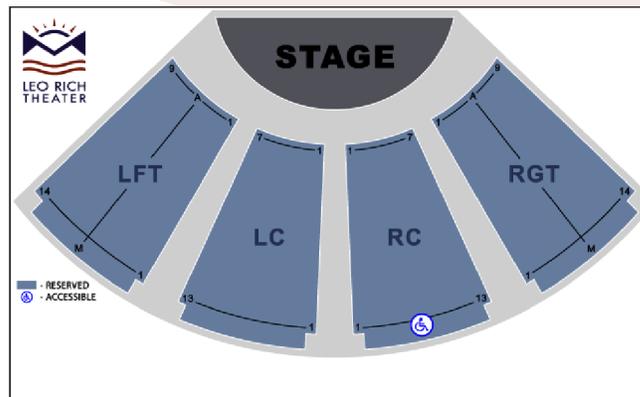
• The Ticket Office is on the left side of the main entrance. The employee entrance door is located inside the main lobby. The Ticket office is outfitted with two main service windows. The ticket counter is equipped with drawers and shelves for ease of handling sales. An intercom system and separate paging system will allow communication with the backstage area as well as announcements. The Ticket Office has a closet that is also accessible from the main lobby.

Seating Areas

• The auditorium has a permanent seating capacity of 511. An

additional 40 seats may be added in the orchestra pit when lowered to house level.

• There is a distance of 40' from the stage to the last row on the main floor.



House Lighting

• The Leo Rich Theater seating area is illuminated by dimmable incandescent lighting, controllable either backstage or at the lighting control booth.

• The backstage area and all work areas have general worklights.

The Stage

• The Leo Rich Theater stage, including the wings, is 122' wide and 40' to the proscenium. The proscenium opening is 68' wide and 15'6" in height.

• The Leo Rich Theater show space is 2,720-sq. ft (68' X 40'.) An

additional 2,500-sq. ft. of wing space is available.

• Entrance to the stage wings may be made from doors located upstage right and downstage left and right.

• The Leo Rich Theater does not have a pinrail system or fly space. It is however, equipped with seven electric winch battens.

• The soft goods package includes a permanent mounted grand teaser and 25oz plum colored grand curtain, four black borders, two black travelers, and three sets of black legs. All legs travel.

• The height of the stage from the raised pit (floor level) is 42.5 inches.

The Loading Dock

• Entrance from the loading dock to the backstage area and stage is made through two sets of dual acoustical dampening doors. Loading door opening is 16" high by 10' wide.

Orchestra Pit

• The orchestra pit is a manual lift system. When the pit is at stage level, it can be used as a thrust stage, closing the distance from performer to audience.

• When the pit is utilized for an

Leo Rich Theater Technical Specs

orchestra, the musicians may opt to enter through the basement trap area or they may enter at house level with the pit at its preset level.

Stage Lighting

- The Leo Rich Theatre stage lighting is controlled from the light booth by a Strand Lighting 550i.
- 128 dimmers are available with 999 control channels. Other extras include a focus remote and directors video monitor.
- Strand Wireless remote software is installed and available to use with your wireless PDA.

Sound

- The sound system in the LRT is controlled by a Yamaha GA/24-12 mixing console with 24 inputs and 10 mix outputs and 2 matrix outputs. Each input will accept either line or mic levels.
- The Community speaker cluster is powered by Ashley FET 1500 and 2000 amplifiers.
- Off board equipment includes 1) Ashley CL52E Compressor/Limiter; 1) Ashley GQ231 Graphic Equalizer; and 1) Nakamichi Cassette Deck.
- There is a two-channel monitor system in the audio booth: JBL 4406 Studio Monitors powered by Dukane amplifiers.

- At the stage right position, a stage managers console houses a two channel Clearcom system, program amp/mixer for dressing rooms, two channel QSC amplifier for on-stage monitoring and phone system for other communications.

- The Leo Rich Theater has an infrared ADA assisted listening system rack mounted in the audio booth with ten headsets available for checkout.

Telephone & Internet

- Telephone and wired Internet service is available in all areas.

Dressing & Rehearsal Rooms

- There are two chorus dressing rooms at stage level. Each room will accommodate 20 people.
- A rehearsal room or Green Room is also at stage level, just off the dressing room hallway.

Equipment & Services



Labor	Per Hour Fee (4 hour minimum)
First Aid - Tucson Fire Department	\$37.50
Off Duty Police - Lieutenant	\$50.00
Off Duty Police - Sergeant	\$45.00
Off Duty Police - Officer	\$40.00
Ushering - Usher, Ticket Takers & Door Guards	\$15.00
Ushering - Supervisor	\$16.75
Peer Security - Security Guard	\$17.45
Peer Security - Supervisor	\$19.00
Spotlights (fee per stoplight, does not include operator)	\$ 100.00
Spotlight Operator (per spotlight)	\$21.84
Tucson Arena Half-House Curtain (does not include fee to hang curtain)	\$400.00
Basketball Floor	\$750.00 (per day)
9' Concert Stienway Grand Piano (only available in Tucson Music Hall)	\$300.00
Baby Grand Piano (only available in Leo Rich Theater)	\$150.00
Piano Tuning	\$150.00
Open / Close Event Space Air Walls	\$100.00
Trash Removal	\$60.00
Balloon Abatement/Confetti Clean Up	\$250.00 (one time fee per event space)
Dance Floor - 4' X 4' pieces	\$8.00 per piece
Audio Visual Cart	\$20.00 (per day)
LCD Projector (2000Lum)	\$300.00 (per day)
TV/VCR/DVD	\$100.00 (per day)
8' X 8' Projection Screen	\$30.00 (per day)
Wireless Microphone	\$100.00 (per microphone per day)
Event Space Turn Over	Please call
Table Linen	\$10.00 (per table)
Table Skirting	\$25.00 (per table)
Stage Labor	\$25.00
Audio/Lighting Technician	\$25.00
Down/High Rigger	\$36.40

Rates subject to change.

Telephone/Internet Order Form



Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

E-mail: _____

Contact Name _____ Booth #: _____

Event/Show/ConventionName: _____

SERVICE	PRICE	QTY	TOTAL
Phone Line	\$210		
Long Distance Phone Line	\$240		
Phone Handset Rental	\$35		
Wired Single Device, no hubs or routers	\$250		
Second Internet Line	\$150		
Additional Internet Lines	\$75		
Public T-1 Network Connection up to 15 IP's	\$3,250		
Internet Switch	\$200		

- Checks and orders must be received 30 days prior to the first day of the show. Subject to late charges if order is submitted within 30 days.
- Internet orders are per IP address. Client will be charged for each IP address used.
- Static IP's and Gateways will be issued upon request. 30-day notification is required.

- Prices are based on per show basis. Shows requiring services for longer than 7 days will incur additional charges.
- No wireless routers may be used without consent of the Tucson Convention Center.

- VPN's REQUIRE ADVANCE NOTICE AND MAY INCUR ADDITIONAL CHARGES
- Wired Internet service may not be available based upon Booth location. Please call 520-791-4101 to confirm booth location and Internet needs.
- Prices subject to change.

Make checks payable to: Tucson Convention Center

The following Credit Cards are accepted: Visa, MasterCard, American Express and Discover

Credit Card # _____ Expiration Date: _____

Name as it appears on the Card _____

Authorized Signature _____

Service Providers



Exclusive Service Providers

ARAMARK

Exclusive Food & Beverage
Contractor for the Tucson
Convention Center

Jennifer Pendley
260 S. Church Ave.
Tucson, AZ 85701

(520) 882-9820
pendley-jennifer@aramark.com

Security & Ushering

Exclusive Contract for the Tucson
Convention Center

Call your Event Coordinator

Ticketmaster

Exclusive Ticketing for the Tucson
Convention Center

Peggy Nelson
260 S. Church Ave.
Tucson, AZ 85701

(520) 837-4765
peggy.nelson@tucsonaz.gov

Staging & Labor

Exclusive Contract for the Tucson
Convention Center

Call your Event Coordinator

Commonwealth Electric Co.

Exclusive Electrical Contractor for
the Tucson Convention Center

Jennifer Willer
260 South Church
Tucson, AZ. 85701

(520) 623-2155 office
(520) 623-3401 fax
Jwiller@commonwealthelectric.com

Recommended Service Providers

Arizona Cine Equipment

A/V, Décor, Shipping and
Exhibitor Services

Linda Oliver, CMP
2125 E 20th St.
Tucson, AZ 85719

(520) 623-8268
Linda@azcine.com

Arizona Party Rentals

Décor, Exhibitor Services

Carrie Flowers
4826 E. Speedway Blvd.
Tucson, AZ 85711

(520) 327-6678

Arizona Pro Sound Inc.

Audio Visual

Mark Coburn
1035 S Tyndall Ave.
Tucson, AZ 85719 - 6637

(520) 884-8550

Commotion Studios

Multimedia Production Company

7000 E. Tanque Verde Rd. No. 19
Tucson, AZ 85715

(520)760-6880

GES Exposition Services

A/V, Décor, Shipping and
Exhibitor Services

2001 15th Ave
Phoenix 85007

(602) 254-3073

Performance Systems

Lighting

Scott Plumber
1033 S Tyndall Ave.
Tucson, AZ 85719 - 6637

(520) 629-0295

US Expo & Convention Services

A/V, Décor, Shipping and
Exhibitor Services

Maurya Palmer
1859 W. Grand Rd., Suite 107
Tucson, AZ 85745

520-573-3200
map@usxpo.com

Event Application



Client Information

Applicant/Title: _____

Organization/Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

Cell Phone: _____ Fax: _____

Driver's License / I.D Number: _____ State: _____

Social Security Number: _____

Business Reference(Name/Telephone): _____

Event Information

Event Name: _____

Event Description : _____

Insurance Carrier (Name/Telephone): _____

Seating Style _____ Expected Attendance _____ Per Day

Marketing/ Promoting Agency (Name/Telephone) _____

Ticketed [] YES [] NO Price per Ticket _____

Bank or Accounting Firm (Name/Telephone) _____

Last event held (Name/Location/Date) _____

Proposed Event & Schedule

Proposed Facility	Move In Date & Time	Event Start Date & Time	Event End Date & Time	Move Out Date & Time

Client Information

Event Services Requested: _____

Additional Information: _____

Event Application

Contracts

- This form is an event application, this is not a contract.
- Applicant understands other events may occur at the Tucson Convention Center simultaneously. Traffic from other events may occur, but every effort will be made to minimize conflicts.
- Applicant understands that a signed contract and rental rate must be returned to the Tucson Convention Center a minimum of 30 days prior to event.
- Failure to meet the contract requirements will result in the cancellation of the event.

Fees & Charges

- Current rental rates will be established before a contract is issued. For current rates, please visit our web site www.TucsonConventionCenter.org. A move-in and move-out fee may be charged.
- Event deposit is due in certified funds when the applicant signs the contract. Balance of the rent is due in certified funds 30 days prior to the event move-in day.
- All outstanding debts by the applicant to the Tucson Convention Center must be paid in full before

consideration of any event facility rental.

- Additional requested services, supplies, and support will be paid in full at event settlement. Event settlement shall be made at the closing night of the use of the facilities unless the Director approves a different agreement that is made in part of the Contract.
- The Tucson Convention Center Ticket Office must approve all tickets/coupons before commencing ticket/coupon sales.
- Applicant will pay for all security, emergency medical, and cleaning costs incurred within rented facilities.
- A facility user fee applies to all tickets sold for public events. The Tucson Convention Center Ticket Office and Outlets will handle all ticket sales for public events.

Insurance

- Applicant understands that a Certificate of Insurance with all required coverage must be provided to the Tucson Convention Center. This Certificate is subject to the approval by the Risk Management Department in the City of Tucson.
- Insurance should indemnify the event as responsible party and indemnify, defend and save harmless

the City of Tucson, its officers, boards, commissions, agents and employees thereof from and against any and all claims.

- Insurance certificate is to name City of Tucson, Tucson Convention Center additionally insured.

Visitor Safety, Security/ Medical

- Applicant must submit a floor plan/ event plan layout to the Tucson Convention Center which will be reviewed and approved by the City of Tucson Fire Department Marshall
- Applicant must submit a security/ emergency medical plan to the Tucson Convention Center and will be reviewed and approved by the City of Tucson Police Department.

Advertising

- All advertising, print, television, radio, electronic, etc. are to be submitted to the Tucson Convention Center Sales & Marketing Division for review prior to release.

Concessions & Catering

- Applicant is required to use the Tucson Convention Center Food and Beverage Department.
- The Tucson Convention Center handles all novelty sales.

Event Application

Parking & Traffic

• Events at the Tucson Convention Center are subject to paid parking. Tucson Convention Center will manage paid parking. All parking revenues are retained by the Tucson Convention Center.

Signing below indicates that the applicant has reviewed and understands each item on the above checklist.

Application can be returned to the Tucson Convention Center via fax: 520-791-5572.

Print Name & Title

Signature

Date

The Tucson Convention Center will not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in unemployment and or the provision of services to the general public. Address all correspondence to: Equal Employment Opportunity office, P.O. Box 27210, Tucson, Arizona 85702-7210, (520) 791-4593