

# RECEPTION BOOKING GUIDE



LEO RICH  
THEATER

TUCSON  
MUSIC HALL

TUCSON  
ARENA

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# Rental Rates



The following table lists the package rates by event space. The rates include base rent, security,

ushering, and a dance floor for a 5 (five) hour event. In addition to the banquet tables and chairs, set

up includes a head table with 10 chairs on risers.

Event Space	Square Footage/ Measurements	Maximum Banquet Seating	2013 Rental Rates	2014 Rental Rates
Grand Ballroom	20,164/142'x142'	1,000	\$4,622.75	\$4,622.75
Copper Ballroom	10,082/142'x71'	500	\$2,931.50	\$2,931.50
Crystal Ballroom	5,041/71'x71'	200	\$2,255.00	\$2,255.00
Turquoise Ballroom	5,041/71'x71'	200	\$2,255.00	\$2,255.00
North Exhibit Hall	24,180/195'x142'	1,200	\$4,192.25	\$4,192.25
Apache - Greenlee	7,000/50'x148'	300	\$3,136.50	\$3,136.50
Maricopa-Mohave	3,640/65'x28'	150	\$1,968.00	\$1,968.00
Maricopa	1,820/65'x56'	75	\$1,588.75	\$1,588.75
Coconino	1,400/50'x28'	50	\$1,558.00	\$1,558.00
Apache	700/25'x28'	30	\$1,445.25	\$1,445.25

- Tucson Convention Center will book a reception nine months prior to event. We cannot confirm any space more than nine months before reception date.

- Booking the Copper, Crystal, Turquoise Ballrooms, Maricopa, Coconino or Apache space, Tucson Convention Center reserves the right to book adjoining facilities. We cannot confirm total noise privacy, however we will do as much as possible not to interrupt your reception.

- No outside food and beverage allowed within the facility, the exception being the Wedding Cake.

- All food and beverage requests can be made through Tucson Convention Center Catering Department (520-882-9820).

- Additional dance floor sections can be purchased at \$8.00 per 4 x 4 square.

- Additional head table seating can be arranged through your Event Coordinator for \$25.00 per table, which will accommodate two chairs.

- Rental rates are based upon a five-hour duration. If additional hours are needed arrangements can be made at additional cost of \$175.00 per hour.

- No burning candles allowed with the exception of those floating in

water.

- Tucson Convention Center requires 50% deposit 14 days after booking event and the balance is due 30 prior to event.

- Refunds are at the discretion of the Director of the Tucson Convention Center.

- Rental Rates are quoted upon fiscal year, July 1-June 30.

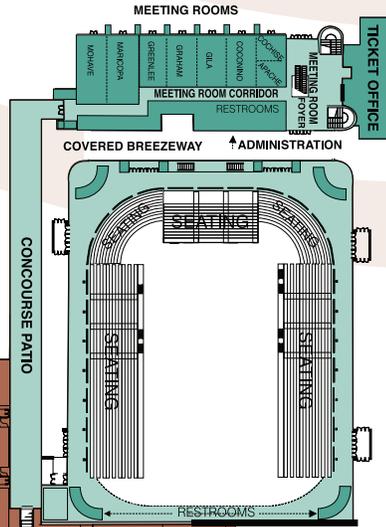
- Rental Rates do not include 2.5% Rental Tax.

- Rental Rates are subject to change.

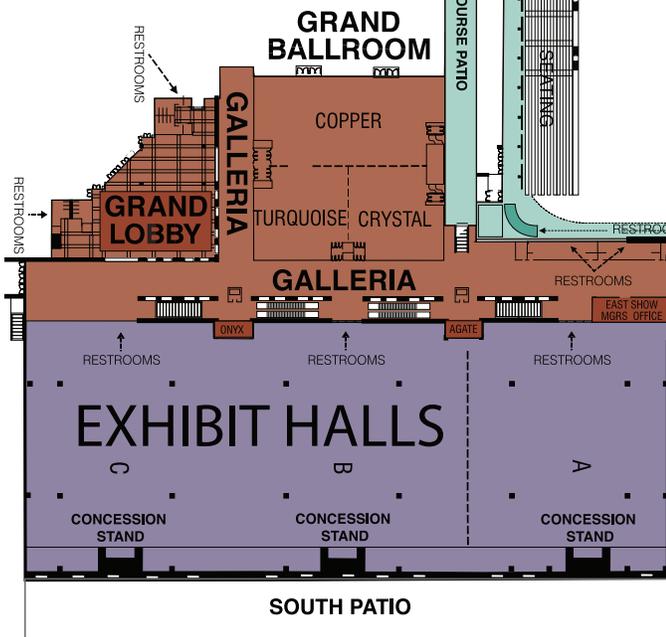
# Property Floor Plan



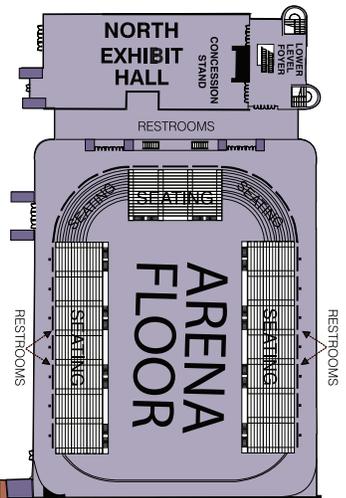
## CONCOURSE LEVEL



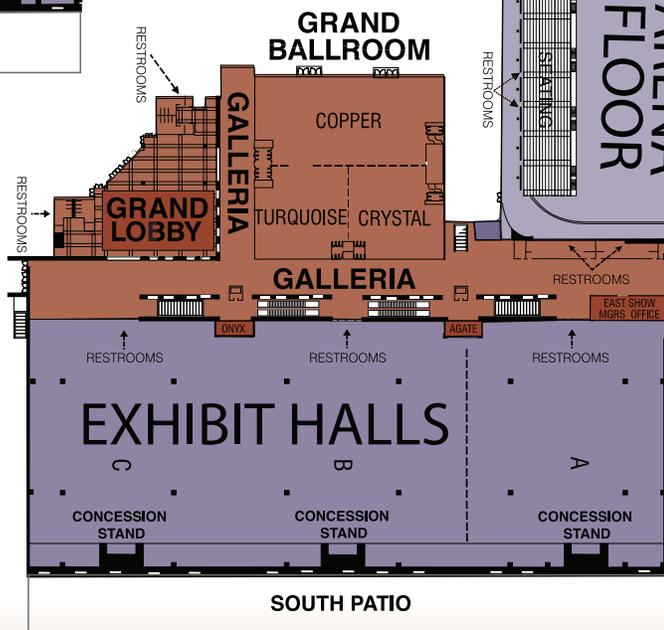
## MEZZANINE LEVEL



## LOWER LEVEL



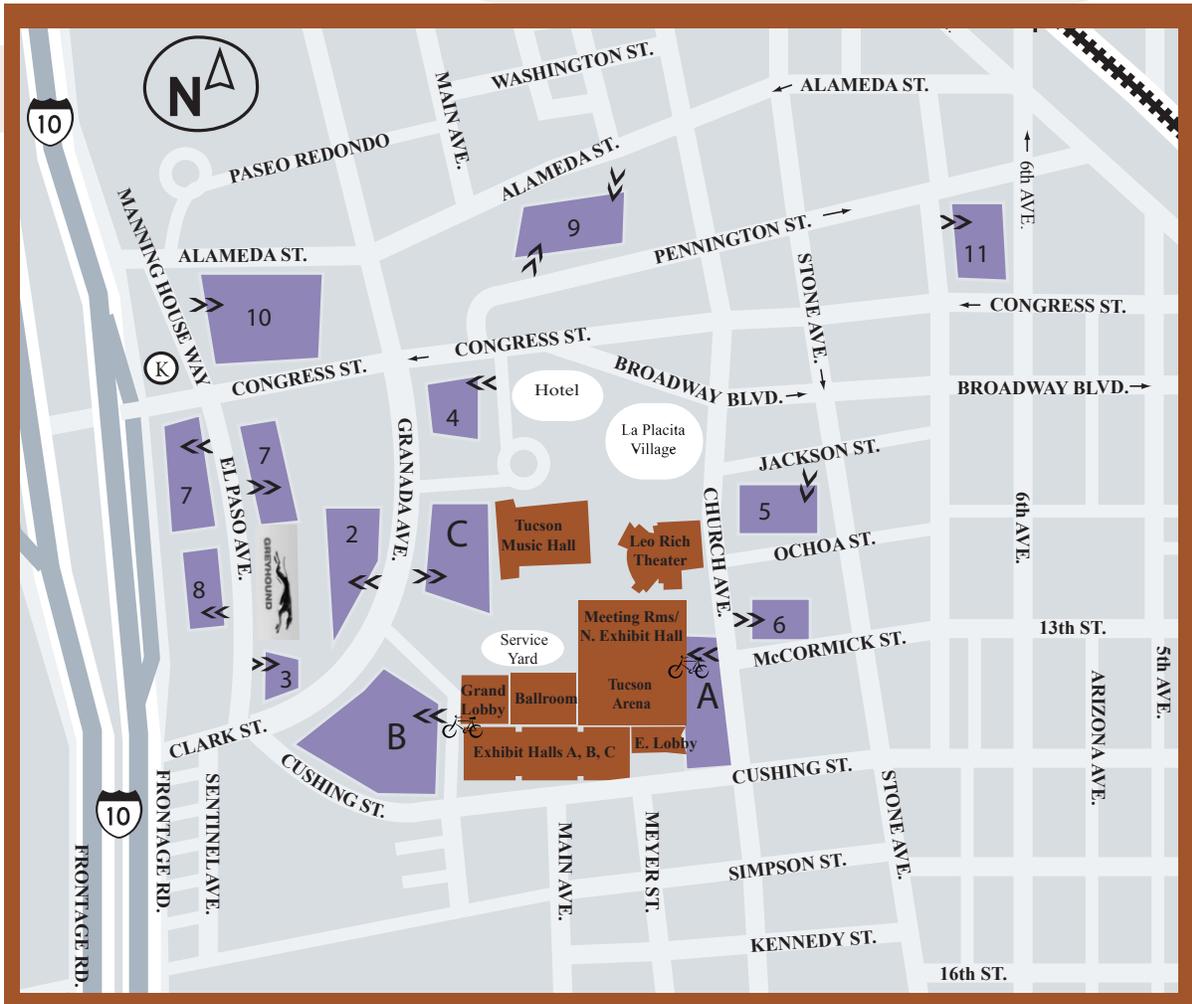
## MEZZANINE LEVEL



## 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, chairs up to maximum room capacity
- 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

# Policies

use of these materials will be charged directly to the client.

## 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 preformed 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

# Policies

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.

## 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.

# 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.

# Meeting Rooms Technical Specs



## Entrances, Lobbies & Ticket Office

- The general public will enter the Meeting Rooms through the Concourse Level Foyer behind the main ticket office.
- The Concourse Level 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 Concourse Level 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 Concourse Level 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 Concourse Level Foyer.

# North Exhibit Hall Technical Specs



## Entrances, Lobbies & Ticket Office

- The general public will enter the Concourse Level 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 Concourse Level 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 Concourse Level 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

dimnable 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.

# 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.

Tucson Convention Center | 260 S. Church Avenue | Tucson, Arizona 85701  
 520.791.4101 | Fax 520.791.5572 | [www.TucsonConventionCenter.org](http://www.TucsonConventionCenter.org)

# Contract Services



## Convention Services - Exclusive

### **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 Vendors

### **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

# Food & Beverage Event Planning



As the exclusive food and beverage provider at the Tucson Convention Center ARAMARK is committed to bringing you and your guests the highest standards of quality in food, beverage and service. We've developed the following guidelines to assist you in planning your event. Please review this information and contact your ARAMARK sales professional directly. They will be happy to help you create an extraordinary event. We thank you for your business.

## Food & Beverage Order Specifications

To ensure the proper planning of your event, we request that all Food and Beverage specifications be received in writing by our office no less than 45 days prior to the date of your first scheduled service.

## Confirmation of Orders

Upon receipt of all written Food and Beverage specifications, your ARAMARK sales professional will review them and, in turn, provide you with written confirmation of the services you have ordered. The confirmation will be in the form of separate event orders for each individual service. Signed event orders must be received by

ARAMARK no less than 30 days prior to the start of the first scheduled event. New customers booking short-term events (within 30 days of the event's start date) must review, sign and return event orders upon their receipt.

ARAMARK's Services Agreement (contract) outlines specific agreements between the customer and the caterer. The signed Service Agreement, along with the required deposits, must be received by ARAMARK no less than 60 days in advance of the first scheduled event. A 25% deposit is required. If the signed Service Agreement is not received at least 60 days prior to the first scheduled event, menu prices are subject to change. The Event Orders, when completed, will form part of your contract.

## Special Events

There are a number of "Special Events" that require attention to complex details. These include, but are not limited to, events for more than 1,000 people, weddings and VIP functions. These functions typically require customized menus due to the customer's desire for a unique event. In addition to logistical planning, specialty equipment and service/labor may be needed to successfully orchestrate such events. Due to

these requirements, special events may be subject to earlier guarantee dates and deposits. Events requiring extraordinary use of equipment/china may incur rental charges. Please discuss this with your sales professional. Specifications for these events are to be received no less than 45 days prior to the event unless otherwise negotiated between the customer and ARAMARK.

## Menu Proposals

In addition to designing menus for "Special Events", our sales professionals are often asked to design menu proposals to meet additional customer requirements. Included in the menu planning and pricing evaluations which accompany these proposals are considerations given to the expected attendance at these events. Should an event's attendance fall significantly below the original number expected, the proposed menu price may be subject to change.

## Floor Plans for Catering Functions

Your sales professional will review both the guest seating arrangements (floor plan) and the "behind the scenes" logistics to ensure ample space has been considered, making appropriate recommendations for

## Food & Beverage / Event Planning

both areas to create the best possible guest experience. Often, large events require catering (dishing, serving, clearing) to take place in areas that are not commonly dedicated to that purpose. In these instances, the customer and the ARAMARK sales professional will discuss effective solutions (such as pipe and drape) to mask food service staging areas from the guest's view. The costs

for additional equipment such as this, which may be provided by the customer's decorating company or through ARAMARK, will be the responsibility of the Customer.

Additionally, as safety is always important, ARAMARK reserves the right to specify floor plans and layouts of all set-ups, seating tables, serving stations and like items to

enable safe and efficient service to your event. This includes reserving necessary space dedicated to both back of house and front of house areas. This also includes service areas, breakdown areas and front of house service aisle ways. These details will be reviewed with our facility and customers prior to developing final floor plans.

## Food & Beverage / Payment & Credit

### Acceptable Forms of Payment

ARAMARK accepts company checks, American Express, MasterCard, Visa and wire fund transfers as payment for products and services. Any wire transfer fees incurred are the responsibility of the Customer. If payment is received within less than five (5) business days prior to the event, certified funds, credit card payment or a wire transfer will be required (Non-certified Checks are not acceptable forms of payment). If the customer prefers to pay by company check or wire transfer, a credit card authorization form is required to

facilitate on-site orders.

### Payment Policy

ARAMARK's policy requires full payment in advance.

### Advance Deposit/Master Accounts

For those customers applying for direct billing and whose orders exceed \$25,000.00, ARAMARK requires an advance deposit of 75% of the estimated total charges 60 days prior to the start date of the first event. ARAMARK reserves the right to request an additional deposit or payment in full prior to the first scheduled event based upon credit

history.

To establish a Master Account for direct billing, please contact your ARAMARK sales professional. All credit applications must be returned to ARAMARK for review no less than 90 days prior to the date of the first scheduled event. Upon credit approval, payment of the remaining balance plus any additional services ordered on site will be due upon presentation of final invoice. A finance fee of 1.5% per month (or, if lower, the maximum legal rate) will be assessed on all payments not made within 30 days.

# Food & Beverage / Taxes & Service Fees

## Service Charge & Tax

- All food and beverage items are subject to a 20% service charge and applicable sales tax, currently at 9.1%. In some areas, the service charge may be subject to applicable sales tax.
- Labor fees are subject to applicable

sales tax, currently at 9.1%.

Note: (++) Indicates the services are subject to service charge and sales tax.

(+) Indicates the services are subject to sales tax only.

\*The service charge and sales tax are subject to change without notice.

## Delivery Fees

All catering orders or re-orders totaling less than \$125.00 will result in a (\$25.00) delivery fee.

# Food & Beverage / Catering Guidelines

## Guarantees

To ensure the success of your event(s) it is necessary we receive your "Final Guarantee" (confirmed attendance) for each meal function by the following schedule:

- Events up to 500 people require the Final Guarantee three (3) business days prior to the first event.
- Events between 501 – 2,500 people require the Final Guarantee five (5) business days prior to the first event.
- Events over 2,501 people require the Final Guarantee seven (7) business days prior to the first event.

Please note the above schedule excludes weekends and holidays.

Once the Final Guarantee is due, the count may not be decreased. For every event, ARAMARK shall be

prepared to serve 5% over the Final Guarantee, up to 50 meals. The customer will be billed based on the Final Guarantee or the actual number of meals served whichever is greater. ARAMARK will make every attempt to accommodate increases in your count after the final guarantee is due, however; any increase exceeding 10% of the final guarantee will be subject to a 10% surcharge. If the count increases within the final guarantee timeline, the 5% overage will no longer apply.

## Cancellation Policy

Cancellation of any convention or individual event must be sent in writing to your ARAMARK Sales Professional. Any cancellation received less than 60 days of the first scheduled event will result in

a fee to ARAMARK equal to 25% of the estimated food and beverage charges. Any cancellation received less than 30 days in advance of the first scheduled event will result in a fee of 50% of the estimated food and beverage charges. Any cancellation received after the Final Guarantee has been provided will result in a fee equal to 100% of the charges on the affected event order(s).

## Minimum Requirement for Meal Functions

There is a minimum guarantee of 50 people for all meal functions (seated or buffet). If the guarantee is less than 50 people, a (\$150.00) fee plus tax will apply.

# Food & Beverage / Exhibitor Policy

ARAMARK is the exclusive provider of all food and beverages at the Tucson Convention Center. As such, any requests to bring in outside food and beverages will be at

ARAMARK's discretion and will be considered on a case by case basis. Please inquire with your ARAMARK sales professional. This includes requests for exhibitor amenities such

as logo-bottled water, hard candies and sample products.

## Food & Beverage / Amenities, Menu of Services, & Timetable

### Table Standards

The ARAMARK banquet minimum standard for a plated/seated meal is for service at tables of ten (10) guests with 1 server per 30 guests (1 server per 3 tables). And for buffet meals, the ARAMARK minimum standard is 1 server per 50 guests. An additional labor fee will be applied for any set that requires tables that seat less than ten (10) guests. The fee will be assessed according to the additional wait staff required to service the event at \$18.00 per hour plus applicable Sales Tax with a four (4) hour minimum.

### China Service

All seated meal functions (breakfast, lunch and dinner) are served with china and glassware, unless otherwise specified by the Customer. Continental Breakfast, coffee services, buffets and exhibitor

hospitality catering are routinely accompanied by high-grade disposable service-ware. However, if china service is desired on these functions a china charge will apply. The china charge is \$2.50 per person.

### Tablecloths

All tables for meal functions are dressed with standard house linen and napkins. Your sales professional will be able to assist with any custom linen and décor details at additional charges. Events that require tablecloths for non-food functions may be clothed for \$7.50++ per standard house tablecloth. Specialty linens will be priced as fair market value.

### Timetable for Successful Events

90 Days  
Credit Application for Master Account Billing Due.

60 Days  
Deposits & Signed Service Agreement Due.

45 days  
F&B Specifications Due.

30 Days  
Sign & Return Event Orders.

7/5/3 Days  
Guarantees Due.

# Convention Cafes & Restaurants Overview

Great culinary concepts extend beyond the boundaries of imaginative banquet fare. Your ARAMARK sales professional will discuss how best to use our convention cafes and restaurants to serve event exhibitors and attendees. Please review all exhibit floor plans with your ARAMARK sales professional to ensure adequate food service areas.

## Exhibit & Convention Move-In & Move-Out Guidelines

ARAMARK will open a minimum of one food and beverage location per show to accommodate exhibitors and staff one day prior to show day (move-in) and one half day after show day (move-out) for exhibitors and convention personnel with our compliments. For additional locations and/or days please consult your ARAMARK sales professional.

## Convention Cafes & Restaurants (Permanent Food & Beverage Locations)

ARAMARK reserves the right to open and close cafes and restaurants based on show demand and in consultation with show management. To open additional locations beyond the ARAMARK recommendation the following charges will apply: For each additional location, sales must meet a minimum of \$1,000.00 in

total cash sales per four-hour period. If sales total less than \$1,000.00 per location, there will be a base charge of \$250.00 for the first four hours, plus an additional \$100.00 for each additional hour for each location.

## Temporary Dining Units (Portable Food & Beverage Locations)

In some cases, a Temporary Dining Unit (portable food and beverage outlet) rather than one of our permanent café or restaurant locations will be requested or deemed necessary. If the Customer chooses portable locations, a one time \$750.00 set up charge will apply.

As with our permanent locations, ARAMARK reserves the right to open and close convention cafes & restaurants based on show demand and in consultation with show management. To open additional locations beyond the ARAMARK recommendation the following charges will apply. For each additional location, sales must meet a minimum of \$1,000.00 in total cash sales per four-hour period. If sales total less than \$1,000.00 per location, there will be a base charge of \$250.00 for the first four hours, plus an additional \$100.00 for each additional hour for each location. If sales do not meet this minimum level, there will be a base charge

of \$250.00 for the first four hours, plus an additional \$100.00 for each additional hour for each location.