

NORTH CHARLESTON  
COLISEUM



NORTH CHARLESTON  
PERFORMING ARTS CENTER

CHARLESTON AREA CONVENTION CENTER

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R. Keith Summey  
Mayor

David R. Holscher  
General Manager

# **FACILITY USER GUIDE**

**FOR THE**

***North Charleston Coliseum  
North Charleston Performing Arts Center  
Charleston Area Convention Center***

**REVISED DECEMBER 2014**





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**FACILITY-SPECIFIC INFORMATION** *(Available upon request)*

**NORTH CHARLESTON COLISEUM  
NORTH CHARLESTON PERFORMING ARTS CENTER  
CHARLESTON AREA CONVENTION CENTER  
MONTAGUE TERRACE**

## 1.0 FACILITY CONTACTS

### SMG

Administration			Fax: (843) 529-5010
Dave Holscher	General Manager	5002	
John Trinkl	Assistant General Manger	5003	
Mariah Fleming	Booking Coordinator	5001	
Barbara Coker	Morning Receptionist	0	
Phyllis Licciardi	Afternoon Receptionist	0	

Finance			Fax: (843) 529-5010
Ronnie Burkett	Finance Director	5004	
Tina Johnson	Human Resources Manager	5005	
Pam Harris	Accounting Technician	5031	

Ticketing/Group Sales			Fax: (843) 529-5030
Mike Ziemnick	Ticket Office Manager	5006	
Megan Tuell	Sr. Assoc. Ticket Office Mgr.	5008	
Allison Thompson	Asst. Ticket Office Mgr.	5007	

Marketing / Novelties			Fax: (843) 529-5060
Alan Coker	Director of Marketing	5012	
Melanie Quick	Marketing Manager	5035	
Grace Lancaster	Marketing Coordinator	5043	

Operations			Fax: (843) 529-5084
Wes Dickerson	Director of Operations	5036	
Luana Sievert-Rivera	Operations Coordinator	5032	
	CACC Service Desk	5026	
Alex Pridgen	Event Manager	5013	
Amy Robb	Senior Event Coordinator	5048	
Elliott Bowman	Event Coordinator	5049	
Tasha Grennan	Event Services Assistant 202-2498		
Charlie Harris	Senior Event Staff Supervisor	5014	
Darbis Briggman	Senior Event Staff Supervisor	5014	
Arron Bryant	Change-Over Manager	5015	
Sierra Cruise	Asst. Change-Over Manager	5015	
Mac Mayes	Custodial Manager	5016	
Mike Coffey	Command Center Manager	5017	
David Swain	Technical Director	5037	
Artie Ortiz	Telecomm Supervisor	5034	
Debbie Sandefur	Network/Computer Technician	5038	
Jeff Litchenberg	IT/Operations Technician	5047	
Ronnie Shier	Coliseum Union Crew Chief	5019	
Chris Russell	PAC Union Crew Chief	5018	
Caleatha Bowens	Custodial Event Asst. Manager		
Patricia Hajek	Day Custodian	5127	

### CENTERPLATE

Main Telephone: (843) 744-0168

Staff			Fax: (843) 566-1731
Rich Kellstrom	General Manager	4900	
Steve Dottai	Executive Chef	4903	
JoWanda Hill-Aiken	Office Manager	4901	
Jeanette Smalls	Catering Manager	4904	
Deloris Roush	Operations Manager	4905	
Marsha Bauknight	Event Manager	4907	
	Warehouse	4906	

### FACILITY PARKING

Main Telephone: (843) 554-3887

Staff			Fax: (843) 554-3406
Mark Cruse	Facility Parking Manager		
Chris Grammer	Event Parking Manager		

### INFORMATION NUMBERS

Event Information Line	(843) 529-5000	
PAC Season Tickets	(843) 202-ARTS	2787
Ticket Information		5113
Disabled Information	(843) 529-5033	
TDD Coliseum	(843) 529-5021	
TDD Conv. Ctr.	(843) 529-5022	
First Aid Coliseum		5054
First Aid Convention Ctr.		5055
Command Center Coliseum		5051
Command Center PAC		5052
Command Center Conv. Ctr.		5053
Guest Services		5041

Building Services			Fax: (843) 529-5084
Rick Comps	Building Services Manager	5028	
Larry Cheslek	Electrical Supervisor	5027	
Rodney Frock	Mechanical Supervisor	5024	
Henry Hill	Maintenance Technician	5023	
Zack Loggins	Maintenance Technician	5042	

## 2.0 RENTAL POLICIES

### 2.1 LICENSE AGREEMENT

Requests for the license of space at the North Charleston Coliseum, Charleston Area Convention Center and Performing Arts Center (the Facilities) must be made in writing, stating the date(s) of the event, space required, time(s) of use and the legal name of the potential user. Tentative reservations will be held ten working days, pending receipt of a written confirmation.

A license agreement outlining deposit, insurance and other pertinent requirements will be issued after receipt of confirmation. The agreement must be fully executed and returned with the required deposit within the specified time period to secure date(s) and space. The Facilities require an executed license agreement prior to release of service order forms.

### 2.2 RENTAL FEES

The amounts and/or percentage of minimum rent that will be paid to the Facilities are as follows:

<b>COLISEUM</b> 180° / 270° / 360° configurations	13,000 seats	\$10,000 vs. 15% of net ticket sales OR \$25,000 for non-ticketed or non-Ticketmaster event
<b>HALF - COLISEUM</b>	3,000 – 6,500 seats	\$7,500 vs. 15% of net ticket sales OR \$20,000 for non-ticketed or non-Ticketmaster event
<b>PERFORMING ARTS CENTER</b>	2,341 seats	\$5,000 vs. 15% of net ticket sales OR \$15,000 for non-ticketed or non-Ticketmaster event OR \$20,000 for non-ticketed or non-Ticketmaster event on Fridays/Saturdays, October 1-May 1
NOTE: Net ticket sales are gross receipts minus 5% state admissions tax		

EXHIBIT HALL	SQUARE FEET	RATE (PER DAY, utilities incl.)
A1	15,340	\$4,000
A2	11,700	\$2,500
A Combined	27,040	\$6,000
B	24,960	\$5,000
C	24,960	\$5,000
A/B Combined	52,000	\$10,000
B/C Combined	49,920	\$9,000
A/B/C Combined	79,960	\$14,000
NOTE: Move-in/Move-out is 50% of rate per day up to 2 days, 100% of rate for additional days		

## **2.2 RENTAL FEES (CONT)**

Rates include ordinary lighting, air conditioning and/or heat. Charges for all necessary labor, equipment, utilities, set-up and clean-up are in addition to the standard rental rate and are shown on the following rate sheets.

All payments must be in U.S. funds by cash, check or bank wire. Payments may be required in the form of cashier's check, money order or bank wire.

If deemed necessary by the General Manager, 100% of the rental or other fees are due and payable in advance of use of the Facilities. The General Manager may require a security deposit and/or bond in the amount equal to the risk and expense involved with any event.

All payments will be non-refundable in the event of cancellation by Licensee, and the Facilities may pursue its remedies as provided in the license agreement.

For events where ticket monies are collected by the Facilities' ticket office, payment for rental, expenses and taxes will be deducted from the ticket office receipts before the balance, if any, is transferred to the Licensee.

Should ticket sales be insufficient to cover rental and expenses, Licensee may be required to pay additional deposits, prior to the event, equal to the estimated total expenses. The payment, if required, must be made by cash, bank wire, cashier's check or money order.

## **2.3 INSURANCE**

A Certificate of Insurance needs to be provided to the Facilities at least two weeks prior to the event (a minimum of \$2,000,000). It will be purchased by us as an additional expense to you, if not received at least two weeks prior to the event. Please note that the Charleston Area Convention Center Complex, SMG, the City of North Charleston and its employees must be listed as additional insured's.

## **2.4 MARKETING**

Our Marketing staff can assist in advertising, promoting and over-all marketing of your event. This department operates as a full-service, in-house advertising agency at negotiated rates to the user. Services include advertising placement, negotiation and settlement; public relations services; group sales and sponsorship sales. Space is available for advertising in the public areas of the Facilities. Marketing information and service fees are available from the Marketing Manager upon request. *It is highly recommended that you ask for an overview of the market and discuss marketing strategies with the Marketing staff prior to the start of any media campaign, whether utilizing the Marketing Department or implementing the campaign yourself.*

## **2.5 NOVELTY SALES**

The Facilities retains 35% of net novelty/merchandise sales. Net sales are gross receipts minus 8.5% state and local sales taxes. Sales are on a cash basis. Credit card sales are available at a cost to the event of 4% of credit card sales.

Novelties should be advanced with the Director of Marketing at least 7 days before the scheduled event. The Facilities uses its own novelty/merchandise sellers and is responsible for compensating said sellers.

Security for bootleg t-shirt patrol requires off-duty members of the North Charleston Police Department only. Please arrange this service through your Event Coordinator.

## 3.0 TICKETING

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The standard ticketing charges that will be paid to the Facilities are as follows:

### **Convention Center**

Ticketing charge for "day of" exhibit hall ticket sales are \$500.00 set-up fee plus .50 per ticket, 3% credit card sales and reimbursement for all labor.

### **Coliseum & Performing Arts Center**

Credit card sales: 3%.

Group sales: 10% of all group ticket sales, plus actual expenses incurred.

Capital Facilities Fee: The City of North Charleston assesses an additional charge of \$1.00 per paid ticket, which is incorporated into the price of each ticket and is taken off the top at settlement.

State Admissions Tax: A 5% State Admissions tax is taken out of the gross ticket sales.

Promotional Tickets State Admissions Tax: A 5% State tax is taken on all comp tickets used for promotional trade purchases.

Ticketmaster Carolinas provides ticketing services. Ticketmaster provides purchasers the option of buying tickets via phone, Internet, Outlets or the Coliseum ticket office. This vast network permits consumers to purchase tickets 24 hours a day, 365 days a year.

Ticketmaster kiosk located on-site outside of Advance ticketing, which provides 24 hour access to automated purchases and Ticketmaster will-call pickup.

Convenience charges are assessed against ticket purchasers made via the ticketing system. The fee structure for convenience charges is available upon request.

### **Phone Center Information/Internet Sales**

800-745-3000  
9 a.m. - 5 p.m. Monday - Saturday  
Closed Sunday

Tickets may be purchased online at [www.ticketmaster.com](http://www.ticketmaster.com).

### **Advance Ticketing Hours**

Advance ticketing is located on the South side of the Coliseum, facing Montague Avenue.

10:00 a.m. to 5:00 p.m., Monday – Friday with the following exceptions:

- Open on Saturday at 10:00 a.m. for scheduled events
- Open on Sundays at 12:00 noon for scheduled events
- Open on Saturday at 10:00 a.m. for scheduled on-sales

### **Coliseum Day of Show Hours**

10:00 a.m. until promoter closes, Monday – Saturday  
12:00 noon until promoter closes, Sundays

Two hours prior to show until promoter closes (North and South Lobbies)

### **Performing Arts Center Day of Show Hours**

Two hours prior to show until promoter closes (Exterior windows at SW corner of PAC)

### **Outlet Locations** (Hours vary upon location)

#### **Statewide**

Select Publix Grocery Stores

For a detailed list of outlet locations, please call Mike Zieminick at 843-529-5006 or go to our website at <http://www.northcharlestoncoliseum.com/>.



## 4.0 RATE SHEETS

<b>4.1 EQUIPMENT RATES</b>	
Stage (incls. steps, handrail & skirting)	\$250 (per day)
Risers	\$5 (each)
Stage Barricade	\$150 (per day)
Crowd Control Barricade	\$10 (per section)
Backdrop drape (20'x40')	\$150 (each, 5 available)
Sound System	\$500 (per day plus labor)
Microphones	\$25 (each per day)
Intercom/Paging	\$50 (per day)
Spotlights	\$100 (each per day)
PAC Sound & Lights	\$2000 (per day plus labor)
Forklift (5,000 lb.)	\$150 (per day)
Man lift – Motorized	\$65 (per hour operator included)
- Manual	\$20 (per hour or \$100 per day)
Portable Basketball Floor	\$250 (per day)
Scoreboard	\$500 (per day plus labor)
Zamboni	\$250 (per day plus labor)
Furniture	Cost plus 10%
Podium	\$50 (per day)
Tables (unskirted)	\$10 (each per show)*
Chairs (quantity pricing available)	\$5 (each per show) fiberglass side chair*
	\$15 (each per show) padded chair*

\*When used for exhibits

<b>4.2 SERVICE RATES</b>	
Set-up	\$1,000 (per event plus time worked on multi-day events)
Utilities	\$1,000 (per day)
Exhibit Hall Air Conditioning/Heat	\$750 (per load-in/out day)
Compactor (Exhibit Hall)	\$675 (per load)
TV Production	\$1,500 (per day)
Bus Power	\$50 (each per day)
20a Outlet	\$75 (each)
Telephone	\$200 (per line, advance order rate)
Internet Connection	\$350 (per connection, advance order rate)
Cable TV	\$50 (per day plus TV rental)
TV & VCR	\$75 (per day)
Photo Copies	\$0.25 (per page)
Piano rental (upright)	\$150 (incls. one tuning)
Piano Tuning	\$90 weekdays / \$115 weekends (per tuning)
Balloon Removal (Convention Center)	\$75 (per hour)
Trade Show Decorator	Cost plus 10% or 10% of your cost

Equipment/services are subject to availability  
Rates are subject to change

### 4.3 LABOR RATES

(per hour - 3-hour minimum)

Supervisors	\$12.40
Ushers, Door Guards, Ticket Takers & Sellers	\$10.40
Telephone Operator	\$10.40
Event Change-Over	\$15.90
Event Cleaning	\$11.65
House Sound & Lights	\$20.50
Electrician	\$23.50
Peer Security	Cost plus 15%
Command Center Security	\$11.65
Risk Supervisor	\$13.40
Police or Fire Supervisor	\$27.50
Police or Fire	\$23.50
Medical Supervisor	\$27.50
Medical	\$23.50
Zamboni Driver	\$16.00
Scoreboard Operator	
Game Operations or Graphics	\$16.00

### 4.4 STAGEHAND RATES

(per hour, minimums apply) - IATSE Local 333

***Effective 4/1/2014 to 3/30/2015***

Crew Chief	\$26.81
Rigger	\$24.94
Equipment Operator	\$17.35
Stagehand	\$16.61
Loader	\$16.61
Performance (3.5 hr)	\$66.44
Crew Chief Performance (3.5 hr)	\$107.24

#### **Stagehand Minimums**

- 4-hour minimum on load-in calls
- Performance and rehearsals are billed at performance rate
- 3-hour minimum on all other calls

#### **Stagehand Overtime**

- One and one-half (1-1/2) times the base hourly rate is billed for the following:
  - a. Work in excess of 10 hours in one day or 40 hours in one week
  - b. Midnight to 8:00 AM
  - c. Performance and rehearsal calls that run longer than 3.5 hours
  - d. Meal penalty after 5 hours - meal options are: 1) a 1/2-hour meal provided, by the client, on the clock; or 2) a 1-hour break off the clock.
  - e. Holidays
- Calls canceled with less than 24-hour notice are billed a 4-hour cancellation charge

Labor & Stagehand rates are subject to an Administrative Fee  
Rates are subject to change

## **5.0 GENERAL PROVISIONS**

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### **5.1 ABANDONED PROPERTY**

Any property not removed from the Facilities that has not been claimed within 48 hours following the end of the license agreement will be considered abandoned by Licensee. The Facilities may take possession of it and treat it as its own or dispose of such property without liability. The Licensee shall be liable for the cost incurred in disposing of the abandoned property.

### **5.2 ACCOMMODATIONS FOR GUESTS WITH DISABILITIES**

The Facilities makes every effort to be accessible to guests with disabilities. There is accessible parking at the Facilities. Wheelchairs, assisted listening devices, TDD telephones and other accommodations are also available.

Concerning the Americans with Disabilities Act and all regulations hereunder, the Facilities will be responsible for the permanent premises access accommodations such as, but not limited to: wheelchair ramps, elevator standards, door width standards and rest room accessibility. The Licensee will be responsible for nonpermanent accessibility requirements such as, but not limited to: auxiliary aids for the visually impaired, hearing impaired and mobility impaired, general seating arrangements and event accessibility.

If Licensee fails to arrange for a reasonably-requested temporary auxiliary aid or service, the Facilities will have the right, but not the obligation, to provide or arrange for such temporary auxiliary aid or service, and the Licensee will reimburse the Facilities the cost of providing or arranging for such temporary auxiliary aid or service as determined by the Facilities.

The Licensee must also indemnify and hold harmless the Facilities and the City of North Charleston, their agents, employees, servants and officials from any and all claims, losses, damages or expenses, including reasonable attorney's fees, arising out of or resulting from the Licensee's failure, or the failure of any of your agents, employees, servants, exhibitors, performers and officials, to comply with the ADA or applicable regulations.

### **5.3 ADVERTISING**

The Marketing staff can assist in the advertising and promotion of your event. This department operates as a full-service, in-house advertising agency at negotiated rates to the Licensee. Services include advertising placement, negotiation and settlement; public relations services; group sales and sponsorship sales. Space is available for advertising in the public areas of the Facilities.

Licensee must not advertise any event unless and until contracts between all parties have been fully executed. Fees will be charged, and Licensee must make contractual arrangements with the Facilities prior to using any marketing service.

### **5.4 ANIMALS**

No animals are permitted in the Facilities unless the animal is: (i) a service animal (Seeing Eye dog, etc.) or (ii) part of a show or exhibit, and only if the animal is on a leash, in a pen or cage or is under similar control by the animal's owner. The Facilities must pre-approve animals that are part of a show or exhibit.

## **5.5 AUDIO AND LIGHTING**

Audio and lighting services are available through the Facilities. Audio and lighting equipment, operator rates and the operating policies governing the use of these services are outlined on separate service order forms. Services of a preferred "in-house" audio/visual production contractor are available through the Facilities upon request.

## **5.6 CANCELLATION**

Cancellation of an event must follow guidelines established by the Facilities, including ticket refund procedures and notification of the public.

## **5.7 CARPETED AREAS**

Generally, during move-in and move-out, the carpeted areas must be protected from the movement of crates, registration counters, pallet jacks, sign-making activities and all other rolling stock. This may be accomplished by the use of reinforced visqueen. In the case of heavy freight, the use of plywood or other similar material may be required. Licensee will consult with the Facilities to review the required procedures.

## **5.8 COPYRIGHT FEES**

Licensee warrants that no music or artistic work or other property protected by copyright will be performed, produced, exhibited or used, nor will the name of any entity protected by trademark be reproduced, exhibited or used during Licensee's use of the Facilities, unless Licensee has obtained expressed written permission and license from the copyright or trademark holder. Licensee covenants to comply strictly with all laws respecting copyright and trademarks and warrants that it will not infringe any related statutory, common law or other rights of any person during its use of the Facilities.

Licensee is responsible for remitting payment to appropriate agencies for use of copyrighted materials. Licensee will indemnify and hold the Facilities and its officers, agents and employees harmless from all liability, costs and claims, losses and/or damages (including court costs and attorney's fees) with respect to such copyright or trademark right.

## **5.9 DAMAGE & CLEAN-UP**

Damage and/or clean up fees for all users are clearly established as part of the license agreement. An estimated amount for damages or clean up may be withheld from settlement pending the determination of actual costs.

## **5.10 DISCRIMINATION**

A Licensee conducting an event open to the public will not discriminate against any person because of sex, race, color, religion, ancestry, national origin or disability. The Licensee will not directly or indirectly display, circulate, publicize or mail any advertisement, notice or communication which states or implies that any facility or service will be refused or restricted due to discrimination.

## **5.11 ELECTRICITY, AIR, WATER, TELEPHONE OR OTHER UTILITIES**

The Facilities provide utilities as an exclusive service. Electric, air, water and drainage, telephone and Internet (including wireless) service rates are outlined on separate service order forms. Operating policies governing the use of these services are listed on the respective service order forms.

All electrical equipment must be Underwriter Laboratory approved. All gas operating equipment must be approved, and the required permits and/or approvals must be obtained from the North Charleston Fire Department.

The Facilities' electrical equipment (e.g., electrical cords, electrical distribution panels, spotlights, etc.) is not to be removed by the exhibitors, service contractors or other personnel.

## **5.12 ELEVATORS**

Passenger elevators are provided for use by the general public and must not be blocked or used to transport equipment or freight.

An elevator operator may be required when utilizing the Facilities' freight elevators. The freight elevators should not be for general public use.

### **5.13 ENTRANCES/EXITS**

In compliance with N.F.P.A. Life Safety Code 101, the Licensee must not: (i) obstruct any entrances or exits in the Facilities; (ii) obstruct any stairways, hallways or access within the Facilities; (iii) obstruct any sidewalks or roadways outside the Facilities or (iv) block, prop open or alter any doors in any way. The entrances of the Facilities must not be used for loading or unloading purposes.

### **5.14 EVENT PERSONNEL**

Event staffing is available at the prevailing rate for the following categories: security guards, ticket sellers, ticket takers, ushers, electricians, technicians, labor personnel for set-up of Facilities equipment and other similar categories of personnel as listed under Section 4.3 Labor Rates. Event staffing is an exclusive service of the Facilities.

Determination of the number of personnel and the hours worked by the various categories will be at the discretion of the General Manager after consultation with Licensee. All other persons employed by Licensee or affiliated with any event that takes place in the Facilities will be the responsibility of the Licensee. Event personnel rates are outlined on a separate rate schedule.

Individuals working in the Facilities must wear an approved identification badge provided by their respective employer or obtained from the Facilities' security office.

### **5.15 EXCLUSIVE SERVICES**

The Facilities is the exclusive provider of the following services: Audio/Visual; Event Staffing; Food & Beverage; Novelty and Program Sales; Parking; Business Center (providing photocopying, facsimile services and computer rental); Rigging; Telecommunications and Internet (including wireless); Utility Services (including electrical, plumbing, compressed gases and any other utilities required for any purpose related to the event).

### **5.16 FOG/SMOKE MACHINES**

Fog/smoke machine usage is restricted to water-based chemicals. Approval must be obtained from the Facilities' Event Services Department.

### **5.17 FREIGHT DELIVERIES**

Freight and C.O.D. deliveries (including, but not limited to, UPS, FedEx, RPS, etc.) will not be accepted by the Facilities. Shipments delivered to the Facilities, during the term of the license agreement, will be to the attention of the Licensee and/or Contractor. Shipments delivered prior to license dates will be refused.

### **5.18 GRATUITIES**

Facilities policy prohibits any Facilities employee from accepting gifts, gratuities or any other favors from parties doing business with the Facilities pursuant to the SMG Business Conduct Policy.

### **5.19 HAZARDOUS CHEMICALS AND MATERIALS**

The Licensee will not bring upon the Facilities any exhibit, equipment or vehicle which, in the judgment of the Facilities, would be or might be dangerous to persons or property or otherwise incompatible with the structure, systems and furnishings. Hazardous chemicals and materials; e.g., pesticides, herbicides, poisons, etc. are prohibited inside the Facilities. The Licensee is responsible for removal of hazardous waste and must comply with all applicable federal and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, and toxic or biohazard (as defined less than 40 CFR 261 subpart C and D). Any costs or applicable administrative expenses incurred by the Facilities for the removal of hazardous waste left in or about the Facilities will be assessed to the Licensee.

Gasoline, kerosene, diesel fuel or other flammable liquids must not be stored in the Facilities.

### **5.20 KEYS AND LOCK CHANGES**

Keys are available, and locks can be changed for some rooms. Requests for keys should be made through the Building Services Department, and all keys must be returned on the last day of the event. Five keys per room will be issued at no charge. Additional keys will be charged at the prevailing rate. Charges for lock changes and keys not returned will be charged at the prevailing rate.

## **5.21 LICENSEE'S PROPERTY**

The Licensee assumes full responsibility to safeguard all property owned or used by the Licensee, within the contracted areas, from the beginning of the license period until move-out is complete.

## **5.22 MEDICAL SERVICES**

Medical services are recommended for all events. Arrangements for proper coverage can be made through the Facilities. A First Aid room is available for use at no additional charge.

Labor will be additional expense to event at the prevailing rate. The Facilities have the right to impose this labor as deemed fit for security/safety matters.

## **5.23 NOISE**

In order to insure successful events for all users of the facility, the Facilities' reserves the right to adjust the volume of any audio-visual equipment. Noise is:

*That, by reason of its level, nature, character or quality, or the time at which it is made, or any other circumstances:*

*(i) is harmful to (or is likely to be harmful to) a person who is outside the premises from which it is emitted, or*

*(ii) interferes unreasonably with (or is likely to interfere unreasonably with) the comfort or repose of a person who is outside the premises from which it is emitted*

## **5.24 PARKING**

The Facilities charges a parking fee to all users of its parking areas at the prevailing rate on event days. Overnight parking on the property is prohibited unless approved by the Facilities. Exhibits must not be placed outside the Facilities or in any parking areas unless that area has been contracted as exhibit space.

Parking in the loading dock areas or inside any building (except for loading or unloading) is prohibited. Violators' vehicles are towed at the owners' expense.

## **5.25 PERMITS**

Special permits may be required (e.g., for cooking, pyrotechnic, tents, multi-level or covered exhibits and/or other potentially hazardous situations). Each situation must be individually approved. Permit

information may be obtained by contacting the Facilities' Event Services Department.

Cooking permits must be obtained from the North Charleston Fire Department. A 2A40 B.C. or K class fire extinguisher must be in the booth, no more than 30 feet from each device used for cooking. Licensee must comply with all Health Department rules and regulations. Bottled gas may be used, during event hours only, for cooking or demonstration purposes using day tanks (see page 16, item 14 for additional information). Tanks must be removed from the Facilities daily at the close of event. At no time can tanks be stored in the Facilities.

Events involving cooking or food preparation must provide an appropriate number of utensil clean-up areas. Disposal of cooking residue into the Facilities' drainage system is prohibited. Licensee will provide holding tanks for disposal of cooking residue (oil, grease, etc.).

Multi-level or Covered Exhibits Guidelines are available through the Event Services Department. Automatic extinguishing systems or fire watch personnel are required. Licensee will be charged for fire watch personnel per the rate schedule.

## **5.26 RECYCLING**

The Facilities participates in the Charleston County recycling program. A separate, specially marked compactor or container is dedicated for cardboard only. Licensee should not put any other type of material in the compactor that would contaminate the contents including, but not limited to, wooden materials, wooden pallets, cement block, carpet, padding or hazardous materials.

Bulk and irregular waste will be placed only in open-top dumpsters. Waste will not extend beyond the sides of the dumpsters.

## **5.27 RENTAL OF EQUIPMENT**

Rental equipment and the prevailing rates are listed on a separate rate schedule. Facilities equipment must be set up and operated by authorized Facilities personnel. Tables and chairs, when used for exhibits, will be charged at the prevailing rates. Labor charges for operators will be in addition to the rental charge for equipment.

## **5.28 RESIDUAL MATTERS**

The General Manager of the Facilities will determine any matters not expressly covered by the Facility User Guide. The Facilities reserves the right to alter and/or amend this Guide.

## **5.29 RIGGING SERVICES**

Production and exhibitor rigging is an exclusive service that must be supervised and installed by the Facilities. Approval is required for rigging locations in public areas, subject to multiple-event requirements. Approval of on-site rigging requests or changes is subject to availability of personnel.

Specific rigging guidelines are provided through the Facilities Operations Department. Requests and rigging plot diagrams should be submitted for approval a minimum of 4 weeks in advance of the event. The Facilities may prohibit the installation of any item(s) not approved in advance or not in compliance with the approved request for rigging. All rigging must comply with appropriate Federal and State regulations.

## **5.30 SAFETY RAIL**

All performance stages and meeting room risers that are not positioned flush against a back wall must be equipped with safety railing. Licensee is required to sign a waiver of liability should they request the removal of the railing.

## **5.31 SECURITY**

A minimum level of security personnel is required for all events. Security levels for non-public events (conventions, trade shows) are determined jointly by the Licensee and the Facilities' representative. Security levels for consumer and public ticketed events are determined by the Facilities. Door guards, badge checkers, security guards or off-duty police officers are used as needed. A copy of the Facilities Emergency Plan is available upon request.

## **5.32 SIGNS, DECORATIONS AND BALLOONS**

Signs, decorations, banners, etc. must not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces or columns in any rooms, hallways or lobbies in the Facilities without permission. The Licensee will not mark, paint, drill into or in any way alter, mar or deface any part of the Facilities.

Helium balloons are not permitted within the Coliseum and Performing Arts Center. Balloons may be used in the Convention Center with advance notice. If necessary, a balloon removal fee will be assessed.

## **5.33 SMOKING**

Smoking is not permitted inside any portion of the Facilities at any time. Smoking is restricted to outside the buildings only. The Licensee must cooperate with enforcing the no-smoking policy.

## **5.34 TAPE AND DECALS**

Only professional double-sided carpet tape may be used on Center floor. Duct tape, clear "cellophane" or packing tape is specifically prohibited. Vinyl tape or chalk can be used to mark the floors.

Licensee and service contractors are responsible for the removal of all tape residue marks from the exhibition hall(s), concourse and meeting room floors. The use of high residue tape is prohibited on concrete floors and carpeted areas. Tape or residue left on any surface will be removed by the Center and the cost for removal will be billed to Licensee.

Adhesive-backed (stick-on) decals or similar items (except name tags or passes) must not be distributed or used in the Facilities.

## **5.35 WEAPONS**

The carrying of firearms and/or other weapons of any kind within the Facilities (except for "officers of the law") is strictly prohibited.

## 6.0 GENERAL GUEST POLICIES

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The following is a list of general guest policies that will be enforced. These policies should be upheld regardless of the type of event. Any change to these policies must be cleared through the Facilities.

1. Each guest (including children two years and older) entering the Facilities for any type of ticketed event must have a ticket or the proper event credentials. Guests who experience a problem with their tickets (i.e., lost or stolen tickets, etc.) should be directed to the Main Ticket Office.
2. Guests entering the Facilities for an event must enter through the lobbies, where a visual inspection may be conducted. Media personnel must enter through a designated press entrance.
3. Guests may not bring any bottles, cans, coolers or alcoholic beverages into the Facilities. Weapons of any kind (knives, guns, clubs, etc.) or any objects that may be used as weapons are also strictly prohibited from being brought into the Facilities. Anyone found carrying alcoholic beverages, a weapon or an item that may be used as a weapon will be brought to the immediate attention of a manager or uniformed officer.
4. Loitering in the lobbies is prohibited. Only those persons with the intent to attend the event or buy tickets to an event may stand in the lobby.
5. Ticket resale or attempted resale at a price more than one dollar (\$1.00) above the price appearing on the face of the ticket (scalping) on Facilities' property is a violation of South Carolina state law.
6. All guests must wear footwear. All males must wear a shirt and pants or shorts of some type. All females must wear a blouse, pants, skirt, shorts or dress. Deviations will be brought to the attention of a manager.
7. Everyone must sit/stand in the location that matches the seat, section, row and number that is on their ticket.
8. Only one person is allowed to occupy a chair at a time, except for children less than two.
9. Standing on chairs, sitting on seat backs and placing feet on chair backs is prohibited.
10. Standing in the aisles, accessible platforms, vomitories or other restricted areas while an event is in progress is prohibited.
11. Only guests 21 years of age or older may purchase alcoholic beverages. These people must show proper identification and get their wrist banded prior to purchasing alcoholic beverages.
12. Guests may not sell any type of food, candy, beverages, tobacco products, souvenirs, toys, programs or event ticket in or on the Facilities' property. Only concessionaires contracted by or through Centerplate may sell food in and on the Facilities' property. Each employee doing so must wear the proper identification while selling.
13. Any guest caught defacing, damaging or destroying property or grounds will be brought to the immediate attention of a manager or uniformed officer.
14. Guests may not bring into the Facilities any item that may be used to interfere or disrupt the event (I.E., noise makers, obscene or offensive signs, laser lights, etc.).



## 7.0 FIRE & LIFE SAFETY STANDARDS

### North Charleston Fire Department

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The guidelines listed below are general in nature and in no way relieve the Licensee and/or exhibitor or their representatives from complying with all applicable provisions of Federal, State and local fire and building codes. If you have any questions concerning these guidelines, please contact the North Charleston Fire Inspection Bureau at (843) 740-2617.

You may incur fees for the following services, if required, by the North Charleston Fire Department:

- a. Fire Watch
- b. Permit Fees
- c. After-hours site inspection (between the hours of 5:00 pm and 8:00 am)

Circumstances where fire watch, permit(s) or after-hours site inspections may be applicable, include, but are not limited to:

- a. Use of pyrotechnics
- b. Use of open flame
- c. Vehicles parked inside

#### General Requirements

1. Blocking of any Fire Exit is prohibited. Exit signs must remain visible.
2. No item or device will be hung from, or affixed to, any sprinkler head or piping.
3. Electrical installations must be in conformance with the National Electrical Code. All extension cords must have grounded plugs, must be UL listed, labeled and appropriately sized (we recommend using UL listed surge protectors). There must be no excessive use of extension cords.
4. Posted occupant loads must not be exceeded.
5. Display booths must be of either non-combustible material, fire retardant treated wood or any other materials fire treated in an approved manner.
6. Decorative materials, such as loose fibers, bark, curtains, hangings, table covers, etc. must be fire retardant treated in an approved manner.
7. The use of open flame, unless approved by this office, is prohibited.
8. Licensee must submit a plan showing all details of the event layout, including location and width of exit ways and aisles, for approval by the Fire Inspector. This plan must be submitted prior to move-in and include a contact name and phone number.  
  
Plans should be forwarded to the North Charleston Fire Department, P.O. Box 190016, North Charleston, SC 29419-9016, and Attn: Chief Fire Inspector. Telephone number is 843-740-2617. Fax number is 843-745-1002. A copy of this plan must be forwarded to your Event Coordinator.
9. Vehicles on display within an exposition facility shall comply with NFPA 101 Life Safety Code 12.7.4.4 Vehicles:
  - a. All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors; fuel tanks shall not contain in excess of one-half their capacity or contain in excess of 38 L (10 gal) of fuel, whichever is less.
  - b. At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped.
  - c. Batteries used to power auxiliary equipment shall be permitted to be kept in service.
  - d. Fueling or defueling of vehicles shall be prohibited.
  - e. Vehicles shall not be moved during exhibit hours.
10. If a compressed natural gas (CNG) powered vehicle is parked inside a place of assembly, the following conditions must be met:
  - a. Close shutoff valve or valve outlet of CNG vehicle container and operate engine until it stops. The valve must remain closed while the vehicle remains indoors.
  - b. At least one battery cable must be disconnected from the battery used to start the vehicle engine and taped to prevent contact with the battery terminal.

11. If the floor space is occupied by tables, chairs or other movable furniture, aisles with at least 36 inches of clear width must be maintained to provide ready access to exit doorways.
12. Fire extinguishers must remain accessible and unobstructed.
13. The use and display of untreated cut Christmas trees are prohibited.
14. LP gas containers having a maximum water capacity of 12 lb. (Nominal 5 lb. LP Gas capacity) may be permitted for temporary use inside the Facilities for public exhibitions or demonstrations. If more than one such container is located in the same room, the containers must be separated by at least 20 feet. All tank cylinders must be secured.
15. Empty combustible containers (cardboard boxes, etc.) cannot be stored in or behind the booth. No more than 2,500 cu. ft. gross volume of combustible empty packing cases, boxes or barrels can be stored in any building.
16. Pyrotechnics will not be used unless a proper permit is obtained. The permit application can be obtained from the Facilities. **Permits must be obtained 45 days prior to the show.**

## 8.0 FOOD & BEVERAGE

### Centerplate

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#### 8.1 EXCLUSIVE SERVICES

1. Centerplate is the exclusive provider of food and beverage service at the North Charleston Coliseum, North Charleston Performing Arts Center and the Charleston Area Convention Center Exhibit Hall Concessions, hereon referred to by Centerplate as the Facilities. Embassy Suites is the exclusive provider of food and beverage service in the Charleston Area Convention Center Ballrooms and Meeting Rooms. Centerplate and Embassy Suites are both preferred food and beverage catering providers in the Charleston Area Convention Center Exhibit Halls.
2. Food and beverage service includes, but is not limited to, the sale of beverages (alcoholic or otherwise) and food items.
2. In order for a Booth Food Permit to be issued, exact descriptions of sample and portion size must be submitted to Centerplate at least 21 days prior to the opening of the event. Exhibitors may sample only merchandise that they produce in the ordinary course of their business and must not be in competition with products or services offered by Centerplate. Exhibitor must sign a Hold Harmless Agreement, indemnifying Centerplate, SMG and the City of North Charleston from any claims for injury or illness that may arise from said activity. Said exhibitors must supply proper liability insurance.
3. It is the Show Manager's responsibility to distribute Booth Food Permit Applications and Hold Harmless Agreements (see attachments) to Exhibitors. Completed Applications along with an executed Hold Harmless Agreement and Insurance Certificate should be turned into Centerplate by the Show Manager no less than 21 days prior to the event.

#### 8.2 MENUS & FOOD

1. Centerplate must be provided exact menu selections, meeting requirements and estimated number of patrons no later than 21 days prior to the first rental date. Exact number of guaranteed patrons must be given to Centerplate 3 working days prior to the event. Centerplate will prepare 5% over the guaranteed number.
2. No food or beverages will be brought in to the Facilities unless purchased from Centerplate (unless otherwise agreed in writing).
3. Due to insurance regulations, no leftover food or beverages can be taken from the premises. At the conclusion of the function such food becomes the property of Centerplate. When appropriate, left-over food is donated to local area shelters.
4. Booth Food Permits will not be issued for the distribution of alcoholic beverages.
5. When a Booth Food Permit is issued, exhibitors may distribute food samples in the authorized space only. Samples are limited to 2 ounces of non-alcoholic beverages and food items.
6. Exhibitors having the need to distribute food/beverage samples not relevant to their business or manufacturing will order these items from Centerplate.

#### 8.3 SAMPLING GUIDELINES

1. Exhibitors or groups are not allowed to sell, give away or distribute samples of any food or beverage items without written permission from SMG and Centerplate. Upon agreement of all parties, a Booth Food Permit may be issued.

## **8.4 ALCOHOLIC BEVERAGES**

1. Centerplate follows and strictly adheres to the Alcoholic Beverage Laws established by the State of South Carolina.
2. Bringing alcoholic beverages into the Facilities is prohibited unless purchased from Centerplate or as otherwise agreed in writing.
3. Centerplate reserves the right, in its sole discretion, to suspend alcoholic beverage sales at any time during your event.
4. If Centerplate's Alcohol Licenses are suspended or revoked in whole or in part, or Centerplate is fined or otherwise sanctioned, because of an act or omission of customer, an exhibitor of customer, or an employee, agent, officer, licensee, guest, patron or invitee of customer or exhibitor of customer, customer must indemnify Centerplate for all claims, losses, damages and expenses, including reasonable attorneys' fees, incurred by the Centerplate due to such suspension, revocation, fine or sanction.

## **8.5 HOSPITALITY CATERING**

1. All hospitality catering must be arranged with and purchased from Centerplate. You or your event participants will not bring food, beverages and/or alcoholic beverages in the facility for hospitality purposes.

## **8.6 CONCESSION STANDS**

1. Concession stands are available to be open for your event. Please contact Centerplate at least 45 days prior to the event for this service.

## **8.7 FYI**

If you have any questions or concerns about the above-outlined policies or any other food and beverage-related issue, please contact Centerplate - North Charleston Facilities' General Manager at (843) 744-0168.

# 9.0 DIRECTIONS

For questions regarding the applicable rates and rules, please contact: **Facility Parking - (843) 554-3887**

The Coliseum/Convention Center area is located between International Blvd and Montague Avenue at Interstate 526 in North Charleston. Below are directions traveling from the South, North, East and West.

When traveling from the South (Coming from Savannah/Hilton Head Area):

Take Interstate 95 North to Hwy 17 North (to Charleston). Follow Hwy 17 North to Interstate 526 East (to North Charleston.). Take the Montague Avenue exit off of I-526. If you are attending an event at the **Coliseum or Performing Arts Center**, at the bottom of the ramp, turn right onto Montague Avenue, the Coliseum and PAC are located on your left. If you are attending an event at the **Convention Center**, at the bottom of the ramp, go straight through the traffic light. At the next light, turn right onto International Blvd, the Convention Center is located on your right.

When traveling from the North (Coming from Myrtle Beach/Georgetown Area):

Take Hwy 17 South to Interstate 526 West (to North Charleston). Follow I-526 past the I-526/I-26 Interchange. Take the first exit past the Interchange for International Blvd, Montague Avenue, and Charleston Int'l Airport. If you are attending an event at the **Coliseum or Performing Arts Center**, at the bottom of the ramp, go straight through the traffic light, following the signs for Montague Avenue. At the next light, turn left onto Montague Avenue, the Coliseum and PAC are located on your left. If you are attending an event at the **Convention Center**, at the bottom of the ramp, turn left onto International Blvd, and the Convention Center is located on your right.

When traveling from the West (Coming from Greenville/Columbia area):

Follow Interstate 26 East to Exit 212B (I-526 West, Savannah/Airport). Take the first exit off of I-526 (for International Blvd, Montague Avenue, and Charleston Int'l Airport.) If you are attending an event at the **Coliseum or Performing Arts Center**, at the bottom of the ramp, go straight through the traffic light, following the signs for Montague Avenue. At the next light, turn left onto Montague Avenue, the Coliseum and PAC are located on your left. If you are attending an event at the **Convention Center**, at the bottom of the ramp, turn left onto International Blvd, and the Convention Center is located on your right.

When traveling from the East (Coming from Downtown Charleston area):

Follow Interstate 26 West to Exit 213 (Montague Avenue). Turn left onto Montague Avenue. If you are attending an event at the **Coliseum or Performing Arts Center**, follow Montague Avenue past International Blvd, the Coliseum and PAC entrance is located on your right. If you are attending an event at the **Convention Center**, follow Montague Avenue to International Blvd; turn right onto International Blvd. The Convention Center is located on your left.

North Charleston Coliseum/Convention Center/Performing Arts Center/Montague Terrace

## PARKING GUIDE



## 10.0 SERVICE CONTACTS

(All Area Codes are 843 unless noted)

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### Audio/Visual Rentals:

AV Connections .....	529-1449
PDA Lighting - Sound - Special Effects .....	554-3466
Presentation Services AV .....	577-9185

### Bus Repair and Rental:

Sea Island Stages .....	767-4310
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### Backline:

Rhythm Section Backline .....	769-7406
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### Catering:

Centerplate Catering .....	744-0168
Embassy Suites Charleston Convention Center .....	747-1882

### Chiropractor:

Ross Family Chiropractic.....	766-4444
Dr. Norman Bishop – Trident Family Chiro.....	764-3663
Carolina Chiropractor Peninsula Chiro .....	723-6475

### Dentist:

Dr. Jack Condrey .....	552-1600
Dr. Mike Engel.....	571-3560

### EMT:

American Heritage Ambulance .....	824-5225
Carolina Medicare.....	767-9997

### Fire Department:

Fire Marshal Cindy Kilette .....	740-2617
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### Formalwear:

Tuxedo Junction .....	553-8470
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### Furniture Rental:

FSI.....	747-5223
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### Golf:

The Golf Club at Westcott Plantation .....	(866) 211-4653 / 871-2135
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### Hospitals:

Bon Secours St. Francis Xavier Hospital .....	402-1000
Charleston Trident Medical Center .....	797-7000
East Cooper Regional Medical Center.....	881-0100
Medical University of South Carolina.....	792-2300
Roper Hospital.....	724-2000

**Hotels & Motels (local):**

Embassy Suites Charleston Convention Center .....	747-1882
aloft Charleston Airport & Convention Center .....	566-7300
Comfort Suites N. Forrest Dr .....	725-5400
Courtyard by Marriott North Charleston .....	747-9122
Crowne Plaza .....	744-4422
Fairfield Inn .....	300-3100
Francis Marion Hotel.....	722-0600
Hampton Inn Airport.....	554-7154
Hilton Garden Inn Charleston Airport.....	308-9330
Holiday Inn Charleston Airport & Convention Center .....	576-0300
Holiday Inn Express Hotel & Suites North Charleston .....	553-1600
Holiday Inn Express Charleston North (E. Montague) .....	569-3200
Homewood Suites by Hilton.....	735-5001
Hyatt Place .....	302-8600
North Charleston Inn .....	744-8281
Residence by Marriott Charleston Airport .....	266-3434
Charleston Plaza North Charleston .....	747-1900
Sleep Inn North Charleston .....	572-8400
Stay Bridge Mazyck Rd.....	377-4600
Wingate Inn University Blvd .....	553-4444

**Laundry:**

Old Towne Cleaners (dry cleaning) .....	744-8822
Evanston Coin Laundry (wash/dry only).....	767-0131
Century Cleaners (dry cleaning & laundry).....	553-4621

**Licenses:**

City of North Charleston Business License office.....	740-2634
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**Limousine:**

Absolutely Charleston .....	747-4448
Private and Personal Transportation.....	323-1818
Royal Limousine.....	412-4134

**Massage Therapist:**

Jo Ann McDaniel .....	270-2027
Charleston Therapeutic Massage.....	723-7005
Billy Rampey.....	729-0463

**Music Stores:**

Fox Music House .....	740-7200
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**Photographer:**

Rick Rhodes Photography.....	766-7425
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**Physician - ENT**

Dr. C.W. Schwenzfeier ..... 763-0543  
Dr. Russell Kitch..... 863-1188

**Piano Rental and Tuning:**

Fox Music House ..... 740-7200  
John Eisenhart..... 552-2021  
Joe Malecki..... 853-8443

**Plants/Flowers:**

Frederick Florist ..... 744-8631  
McGrath's Ivy League Florist..... 554-8774  
Nancy's Exotic Plants ..... 556-9299  
The Flower Cottage ..... 577-6224

**Record/Tapes/CD Stores:**

Monster Music & Movies..... 571-4657

**Rigging Supplies:**

Charleston's Rigging & Marine Hardware, Inc..... 723-7145

**Security Services:**

North Charleston Police Department (Deputy Chief Deckard) ..... 740-2850  
United Event Services, Inc. (Mike Kahaly) ..... (803) 929-1133

**Stage Equipment:**

High Output, Inc. .... 722-3600  
NBS ..... 722-7507  
Production Design Associates ..... 554-3466

**Trade Show Decorating:**

George Fern Co. (Charlotte Office)..... (704) 398-7440  
Displays Unlimited ..... (803) 926-5300  
Blue Chip Expo..... (843) 681-4545

**Van/Truck/Auto Rental:**

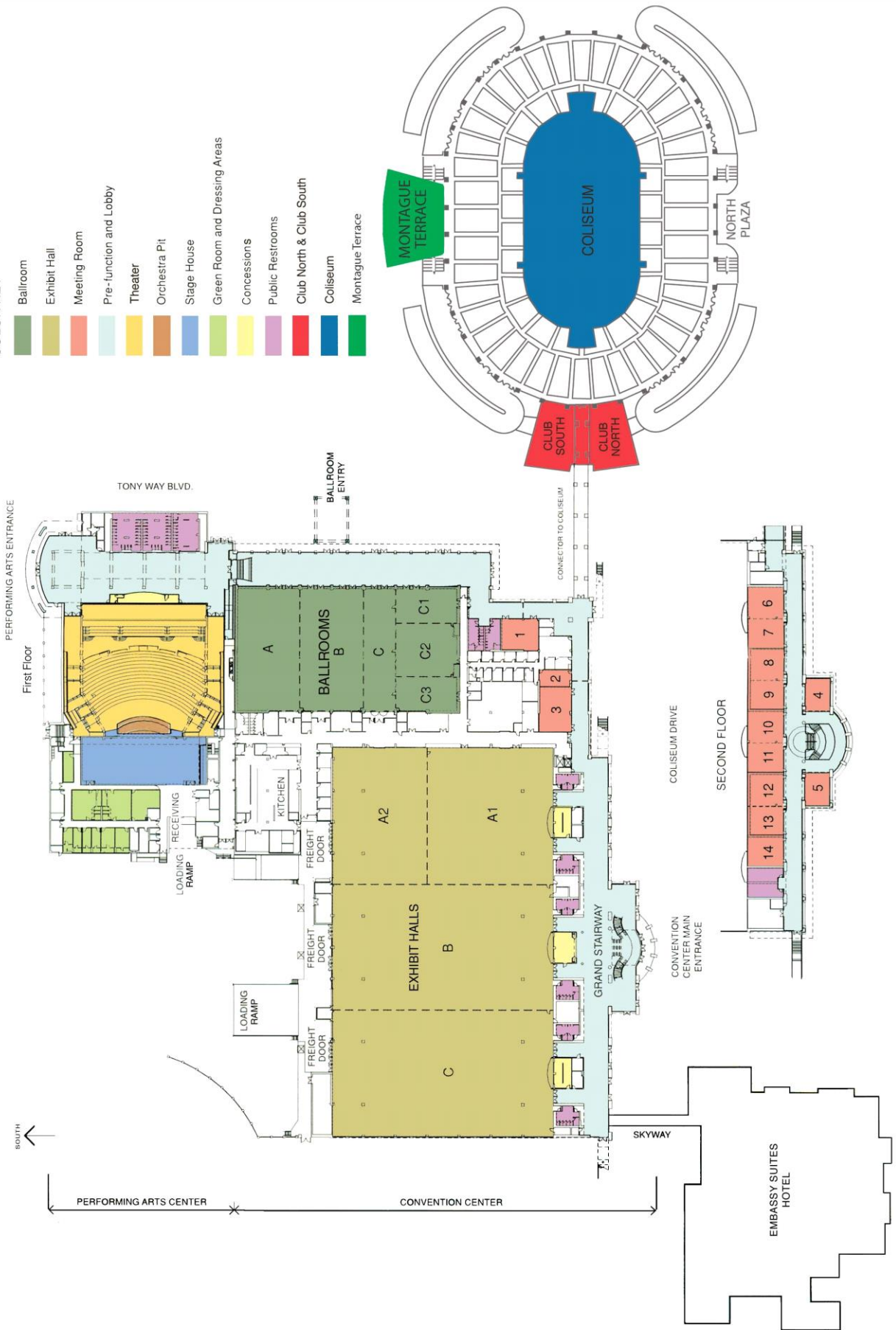
Avis (Airport) ..... (800) 230-4898 / 767-7030  
Budget (Airport)..... 767-7051  
Enterprise (Airport) ..... 767-1109  
Jones Ford ..... 744-3311  
Thrifty (Airport)..... 552-1400



# 11.0 FACILITY DIAGRAM

**COLOR KEY**

Ballroom	Exhibit Hall	Meeting Room	Pre-function and Lobby	Theater	Orchestra Pit	Stage House	Green Room and Dressing Areas	Concessions	Public Restrooms	Club North & Club South	Coliseum	Montague Terrace
Green	Yellow	Red	Light Blue	Orange	Blue	Light Green	Light Yellow	Pink	Red	Blue	Green	Green



## 12.0 EXHIBITOR FOOD BOOTH PERMIT APPLICATION

**Show:**

Date: From \_\_\_\_\_ To \_\_\_\_\_

Exhibitor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Items to be sampled	Size

Show Manager

Circle one

Approved

Not Approved

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Centerplate

Circle one

Approved

Not Approved

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Food Booth Permit Application **due from Exhibitor to Show Manager 30 days prior to first day of show.**

Food Booth Permit Application **due from Show Manager to Centerplate 21 days prior to first day of show.**

Food Booth Permits **will be issued to Show Manager by Centerplate 14 days prior to show.**

## Centerplate

North Charleston Coliseum • Performing Arts Center • Charleston Area Convention Center

5001 Coliseum Drive

North Charleston, SC 29418

(843) 744-0168 • Fax (843) 566-1731

## Exhibitor Food Booth Permit Hold Harmless Agreement

Notwithstanding the issuance of a Food Booth Permit by Centerplate, Exhibitor understands and acknowledges that Centerplate has no responsibility for the quality, preparation or storage of any beverages or food product to be sampled or dispensed by Exhibitor. Exhibitor must comply with all laws, rules and regulations applicable to the purchase, storage, preparation and dispensing of the beverages and food products covered by this permit. Exhibitor shall indemnify, defend and hold Centerplate and the City of North Charleston and their respective officers, owners, directors, employees, agents and affiliates harmless from and against any and all suits, claims, liabilities, judgments expenses (including attorney's fees and court costs), damages or losses, arising from the sampling, preparation, storage or dispensing of beverages and/or food products under the permit or at the show.

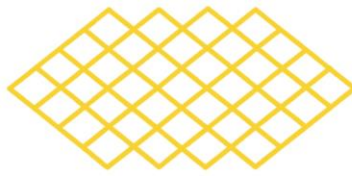
Exhibitor Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



**CHARLESTON AREA CONVENTION CENTER**

R. Keith Summey  
Mayor

David R. Holscher  
General Manager

**MARQUEE MESSAGE REQUEST FORM**

Form is due 14 days prior to the first date of your event

Name of event:	
Date of event:	
Event website:	
Contact name:	
Contact phone:	
Contact email:	
*Run dates requested:	<i>*We reserve the right to schedule all final run dates.</i>

**526 MARQUEE MESSAGE (252x126 pixels; 72dpi)**

**Option 1: Create your own artwork**

Art must be no larger than 252x126 pixels and 72dpi, and must be saved in a jpg format; email to address listed below.

**Option 2: We create the artwork for you**

If you have a logo or picture, please email it to us along with this form and we will do our best to put this in the message. No more than one picture/logo will be used for one message. In addition, we will list the event name (unless included in logo) and date(s) of event. We will also list your event website when possible. Space is limited, so we prefer to keep the copy to a minimum in order to ensure motorists are able to read marquee messages.

\*If your event is private, then please list a special message below. Please limit to 20-25 characters (*ex. Welcome Gymnasts! OR Thank You to our Sponsors*)

Message: \_\_\_\_\_

**INTERNATIONAL 1 MARQUEE MESSAGE (128x64 pixels; 72dpi)**

You can provide this artwork or we can internally create this message with above information.

**INTERNATIONAL 2 MARQUEE MESSAGE (128x32 pixels; 72dpi)**

You can provide this artwork or we can internally create this message. Due to very limited space, the only information listed will be the event name and date(s).

**Email form to [MQuick@NorthCharlestonColiseumPAC.com](mailto:MQuick@NorthCharlestonColiseumPAC.com)**

