

EXPO!

BELL COUNTY EXPOSITION CENTER

www.bellcountyexpo.com

POLICY & RATE HANDBOOK

Bell County Expo Center Policy Handbook

THE BELL COUNTY EXPO, Inc. STAFF TAKES THIS OPPORTUNITY TO WELCOME YOU TO OUR FACILITY AND SINCERELY HOPES YOUR EVENT IS ENJOYABLE AND SUCCESSFUL.

The information outlined in this Handbook should help you in planning your event, however if you have any questions, please contact our Staff at the Expo for assistance.

The Bell County Expo, Inc. is a County-owned facility, which is managed by Bell County Expo, Inc., a Non-Profit Corporation. Bell County Expo, Inc. has a County appointed Board of Directors who have approved the rates and policies in this manual on May 31, 2017.

The terms and provisions of this handbook are incorporated into your contract with the Bell County Expo, Inc. For this reason, you should read this handbook carefully and abide by its terms and conditions.

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I. LEASING REGULATIONS

CONTRACT FOR USE

A group, individual, or business (“Lessee”) using the Bell County Expo Center (the “Expo”) must first obtain permission from the Executive Director of the Expo (the “Expo Director”). Contracts for use of the Expo or any part thereof will be issued in printed form. (No verbal agreement for use of the Expo shall be binding upon either party.) Advance payment and proof of insurance is required at the time of issuance of the contract. Contracts will be mailed to Lessee. Lessee will sign and return to Expo with advance payment required and proof of insurance. The Expo Director shall require the Lessee to provide information to determine proper management of any event. Contracts will be issued up to one year in advance when possible, unless events are booked within a year of event, at which time they will be issued immediately upon booking. Events that are booked further out than one year may receive contracts earlier if dates are challenged by another event wanting the same dates.

BOOKING PREFERENCE

Normally, use of the Expo will be booked on a first-come, first-served basis. The following events will receive priority:

1. **Conventions** – Conventions utilizing the Expo may be given priority, and it should be understood that an event can be cancelled if a suitable alternate date is not open. However, every effort will be made to resolve such a problem to the satisfaction of all concerned.
2. **Permanent Tenants** – A permanent tenant, as in the case of a sports team, may receive priority in booking due to scheduling multiple dates at the Expo and having to work with organized league scheduling.
3. **Renewal of Annual Events** – A Lessee wishing to renew an annual event, which utilizes a major area of the Expo will be given the opportunity to re-book its dates upon completion of its event. Annual renewal may not necessarily be the same date the following year. Renewal must be done within 30 days after completion of the event.

The Expo Director reserves the right to utilize all rental areas within the Expo. When booking conflicts arise, final say is the responsibility of the Expo Director.

RENTAL PAYMENT

Any activity utilizing the Expo shall pay in accordance with the current Expo Rate Schedule. Payment shall be in accordance with provision of the executed contract. The full building rental is due upon the signing of the contract. The balance of the payment for other services, such as equipment, etc., is due upon completion of event or when invoice is received. The Expo Director may

require a Lessee to pay all monies in advance, or at settlement, with cash, certified check, or cashier's check. If Lessee cancels an event, advance payments on rentals will not be refunded. However, advance payments may be credited to a future date if the event is rescheduled within one year, with the approval of the Expo Director.

At the discretion of the Expo Director, a credit card can be requested to be put on file.

CLASSIFICATION OF TIME

A full rental day is from 6:00 AM to 12 Mid-night. An event requiring additional hours before or after will pay additional fees as specified on Rate Schedule. Some areas have a 6-hour rental rate. Any event exceeding 6 hours of actual event time, in these areas, will pay full day rate.

SERVICE FURNISHED BY EXPO

Rental of the Expo is on a "Four Walls" basis. Only the personnel necessary for normal operation of the building, as determined by the Expo Director, will be furnished by the Expo. Equipment is available as listed on the Rate Sheet. Lessee shall be financially responsible for the salaries of all other employees needed in connection with the event or attraction, including ticket sellers, ticket takers, ushers, cashiers, doormen, stagehands, light and sound personnel, and security. Lessee will be required to hire Expo Stagehands when using Garth Arena

sound or lighting equipment. Persons employed by the Lessee using, operating or handling Expo owned equipment must be fully competent to do so in the judgement of the Expo Director.

BOND OR DAMAGE DEPOSIT

The Expo Director, at his discretion, may require Lessee to furnish a bond or a damage deposit commensurate with the risks and Expo expense involved, in cash or with sureties satisfactory to the Expo Director, guaranteeing that the Lessee will well and faithfully perform each and every term and condition of the contract and will abide and observe all lawful rules and regulations for use of the Expo.

DAMAGE TO THE PREMISES

The Lessee will not cause or permit any nails, spikes, anchoring devices, lighting fixtures or communication devices to be driven into or affixed in any manner to any interior or exterior portion of the Building or premises without direct consent of and under the supervision of the Expo Director, nor may any signs, posters, or advertising material of any nature be affixed to any portion or placed in any part of the premises without consent of the Expo Director. The Lessee may not change the color or alter any portion of the premises or equipment therein, and not permit to be done anything which might damage or change the finish or appearance of the premises and furnishings therein. The Lessee shall pay the cost of repairing any and all injury or damage which may be done to the premises, including fixtures, equipment and furnishings by an act of the Lessee, his employees or agents.

The Expo Director shall determine whether any such damage has occurred, the amount of the damage, and the cost of repairing such damage, and whether the damage is of a nature that the Lessee shall be held responsible.

HOLD HARMLESS

By acceptance of the contract, Lessee covenants and agrees to indemnify and hold the Expo, its officers, employees, directors and Bell County, harmless from any and all liability for loss, injury, and damages to any person or persons or property that may be sustained by reason of occupancy and use of the Expo.

THIS INDEMNITY AND HOLD HARMLESS AGREEMENT SHALL APPLY WHETHER SUCH LOSS, INJURY, OR DAMAGE IS CAUSED IN PART BY THE EXPO, ITS OFFICERS, DIRECTORS, AND EMPLOYEES. IT IS THE EXPRESS INTENT OF THE PARTIES THAT, BY THE TERMS HEREOF, THE EXPO MAY BE INDEMNIFIED FOR THE CONSEQUENCES OF ITS OWN NEGLIGENCE.

SUITABILITY OF SPACE

The decision as to whether or not a proposed activity is appropriate for the desired area within the Expo shall rest solely with the Expo Director.

INSURANCE

The Expo Director will require the Lessee to furnish a certificate of public liability insurance, showing adequate insurance coverage as defined below. The policy shall also

provide for 10-day notice to the Expo prior to cancellation. Insurance may be obtained through the Expo insurance carrier.

Comprehensive Public Liability insurance for bodily injury, death, or property damage with a combined single limit of \$1,000,000.00, covering the event for which the contract is issued. The policy shall be issued by a company licensed to do business in the State of Texas. The policy must be taken out in the name of the Lessee and Bell County and the Bell County Expo, Inc. and their respective officers and employees are to be included as "Additional Insured". Note: See "Tractor Usage".

Small Private Events may receive coverage through the Expo for a fee.

SECURITY

The Expo Director reserves the right to require security officers and/or EMT's for an event and charge the cost thereof to the Lessee, or to cancel the lease. Lessee may choose to have security and/or EMT's even if not required by the Expo.

All security and/or EMT's for events must be arranged through the Expo at the Lessee's expense.

All events serving alcohol will be required to have security.

The Expo assumes no responsibility for property left in or on the premises.

Events generating large volumes of traffic may be required to have security officers to manage traffic at the Expo Director's discretion.

WEAPONS POLICY

A Lessee may allow or ban weapons (concealed and open carry) at his event. A form will be provided to the Lessee to make this election, and Expo staff will post the required signage. Certain events have a statutory weapons exemption, including public school-sponsored activities and professional sporting events.

"Weapon" is defined as shown in Chapter 46.01 (1-16) of the Texas Penal Code, and includes concealed handguns.

This prohibition shall not apply to a licensed security officer, a licensed peace officer, or a member of the armed forces or national guard or a guard employed by a penal institution or an officer of the court, when such a person is in the actual discharge of his official duties as such, nor shall it apply to unloaded guns for sale or display at a scheduled gun show event and checked and made safe at the door.

Violations will be prosecuted in whatever manner is provided by law.

SMOKING POLICY

SMOKING IS PROHIBITED IN ALL FACILITIES AT THE BELL COUNTY EXPO CENTER

This policy would include electronic cigarettes as well.

FIRE REGULATIONS

The Expo is subject to City of Belton Fire Codes which are based on National Fire Protection Association Codes and International Fire Codes. The City of Belton Fire Marshal, or his appointed agent, shall have full and unhampered access to all Expo facilities for the purposes of inspection.

The Expo reserves the right to impose additional regulations as may be deemed prudent by the Expo Director to ensure safety.

A brief synopsis of pertinent regulations follows:

ACCESS TO EXITS AND FIRE EQUIPMENT

All fire exits and aisles to these must be clear and unobstructed at all times. All fire extinguisher boxes, fire department valves and fire alarm pull stations must be clearly visible and unobstructed at all times.

DECORATIONS

Candles, lamps and other decorations with a flame are permitted only if the flame is in a protective device such as a globe, hurricane glass or votive-type holder. No exposed flame will be permitted.

Any decoration adjacent to a flame may not extend above the protective device so that it is exposed to the flame or radiant heat.

Certain plastics such as foams, films and shredded plastics may not be permitted because of their flammability. Expo staff should be consulted before any extensive application of plastics is planned.

Real plants are permitted only if they are alive. Except for cut flower arrangements, dead plant material such as trees or shrubs must be completely defoliated. Real Christmas trees (including freshly cut or live) and hay are prohibited.

VEHICLES IN BUILDINGS

For any motor vehicle to be parked inside the Expo during occupancy, the following conditions must be met:

1. Fuel tanks shall not be more than $\frac{1}{4}$ full.
2. Fuel caps shall be taped shut or fitted with a locking cap.
3. Batteries must be disconnected and leads taped.

Boats with portable fuel tanks must have fuel tanks removed. Boats with permanent fuel tanks must comply with items 1-3, above.

Lawnmowers, garden equipment and all portable power equipment with internal combustion engines must not contain any fuel.

FIRE WATCH

The City of Belton Fire Marshal reserves the right to require a fire watch in circumstances which he deems to pose an actual or potential threat to safety. The expense for such additional protection shall be the obligation of the Lessee.

ELECTRICAL CORDS

Temporary electrical cords (extension cords) must be electrically grounded, adequately sized and in good repair. The Lessee or Lessee's vendor must tape down or otherwise secure any of his cords which cross

an aisle or pedestrian walkway so as not to create a tripping hazard.

HELIUM TANKS / COMPRESSED GAS

Helium tanks shall be adequately secured at all times to prevent damage to tank, i.e. chained to an immovable object. The pressure regulator/filler valve shall be removed and protective cap installed except when in actual use.

No other compressed or bottled gas may be brought into the Expo without prior permission from the Expo Director and the City of Belton Fire Marshal.

Butane, propane, acetylene and other flammable gases are strictly prohibited in all Expo buildings.

STAGEHANDS

Lessee will be required to use Expo Stagehands when utilizing Garth Arena sound and lights.

Lessee will be required to use Expo Stagehands whenever producing any show that is technical in nature, due to their knowledge of the technical aspects of the facility.

Any Stagehand fees are passed on to Lessee as a show expense.

AMMUNITION

The sale of ammunitions must be segregated from the show and purchasers not being allowed back in with ammunition. Lessee needs proof that insurance coverage does

not exclude the sale of ammunitions.

CHILDREN

Children must have adult supervision during all events. Children and minors must be restricted to leased areas only. Because more than one function can occur simultaneously in the Expo, children cannot have open access to other areas.

ANIMALS AND PETS

No animals or pets are permitted in the Expo except as an approved exhibit, activity, or performance legitimately requiring the use of animals. Service animals are exempt and are regulated by applicable state and federal law. Animals that will be part of an event must be contained in a leased area at all times. They may be taken outside on a leash when needed. Provisions must be made for their safety, and the prevention of damage to the Expo. Cleanliness is expected, and catch pans must be used under all cages.

LESSEE'S REPRESENTATIVE

A Lessee's representative must be present at the Expo during the contracted period of the event. This includes all move-in time, throughout the event, and during the entire move-out. With the exception of the Expo Staff, the Lessee's representative should be the last person to leave the building.

BOX OFFICE

All ticketed Garth Arena events must use the contracted Expo ticketing Agency. Ticketed events in other areas of the facility may be ticketed by the contracted Expo ticketing agency upon approval by the Expo Director, Lessee, and the ticketing agency. The Expo will not sell tickets for events that are not on the Expo contracted ticketing system. Lessee will be required to pay Box Office fee. Ticket service charges, and facility fee will be passed on to the buyer.

SERVICE CHARGE

For any event of the Expo ticketing service, the stated ticket price must include the phrase “plus facility fee and applicable service charges” in all ticketing print, television and radio advertising.

SPECIAL EVENTS ROOM RENTAL

Rental of the Special Events Room does not prohibit the rental of the Garth Arena. If noise from the Garth Arena prohibits use of the Special Events Room, the event may be moved to another room in the facility, or another acceptable date.

The Special Events Room rents “as is”, with existing furniture in place. The existing furniture is not to be moved or rearranged. Additional equipment brought into the room will be charged according to the Rate Schedule.

II. CATERING. CONCESSIONS AND ALCOHOL REGULATIONS

OUTSIDE CATERING – FOOD

Lessee may use either an outside caterer or the Expo's in-house caterer/concessionaire to cater the food for his event. Outside caterers must be on the Expo's Approved Caterers List. If a Lessee wishes to use a caterer who is not on the Approved List, he should contact the Expo to learn how the caterer may be added. The catering fee for outside caterers is 15% of gross sales to be paid by Lessee or caterer.

The Caterer for any event is responsible for the bussing of the tables during or after the event, and making sure all food-related trash is properly disposed. In the case where the Caterer does not bus the tables, the Lessee is responsible. If the tables are left for the Expo to bus, a clean-up fee will be assessed.

The Caterer must have staff on duty through the serving of the meal.

The Caterer or Lessee is also responsible for all linens needed for food service at the event including linens for tables and buffet tables. Lessee must ensure when getting quotes for food service, that linens are included in cost of meal or make other arrangements.

IN-HOUSE CATERING – FOOD

Lessees are encouraged to use the Expo's In-House caterer for their catering needs. Menus can be found online at bellcountyexpo.com, or by calling the Bell County Expo at (254) 933-5353.

CATERING – SELF

A Lessee may prepare food themselves and bring it to the Expo. They will be required to pay a self-catering fee as shown on the Rate Schedule and will be required to bus tables of all food related trash and clean all food service areas. Any food related trash left for the Expo to clean will result in a clean-up fee charged to the Lessee.

CATERING – ALCOHOL USAGE POLICY

Any usage of alcohol must be arranged directly through the Expo's in-house concessionaire. All alcohol must be provided and served by the Expo's in-house concessionaire. No alcohol may be brought onto Expo premises at any time. It is the Lessee's responsibility to police his event for outside alcohol. If an alcohol problem persists, the Expo reserves the right to use security at the Lessee's expense. Alcohol will not be served where it would be inappropriate for the event.

Security will be required at all events where alcohol is requested. Security costs will be at the Lessee's expense. Any exceptions to this will be at the discretion of the Expo Director.

CONCESSIONS – FOOD/DRINK

Food and drink concessions are defined as food and drink available upon demand throughout an event and paid for by the individual placing the order, as opposed to catering which is food and drink ordered in advance of the event and paid for as a single unit. All food and drink concession rights are held by the Expo's in-house concessionaire. Lessees are not permitted to operate their own concessions.

Exhibitors at Expo events are not permitted to sell any food or drinks by individual portions. Additionally, food or drinks sold by exhibitors must be packaged so as to discourage on-premises consumption.

CONCESSIONS – MERCHANDISE

The sale of event merchandise such as novelty items, souvenirs, printed shirts or caps, etc. is subject to a fee of 25% of the gross sales. Lessee must make advance arrangements with the Expo merchandise manager to inventory all items in and out of the Expo Center. The Lessee is responsible for providing his own sellers. Exemptions to this policy would include show related supplies or merchandise sold at an arts and crafts show or similar sales-oriented event. The Expo reserves the right to deny the sale of merchandise deemed by the Expo Director to be inappropriate, offensive or injurious to the event, public or facility.

GIVE AWAY FOOD

If food is to be given away at no cost at any event, it must be approved by the Expo Director.

III. SPECIAL SERVICES AND EQUIPMENT

PLANNING SETUPS (FLOOR PLANS)

Expo staff will assist you with all arrangements for the setup of your event. They can help you plan how you want your building arranged and even provide a scale drawing. All efforts will be made to ensure details are not overlooked.

EVENT PERSONNEL

Prior to your event, Expo staff will assist you in planning the layout of the building(s) that you will be utilizing. Changes in set-up of the building(s) after the approved floor plan has been set may incur additional reset fees. Expo staff will be readily available to answer any questions you might have during the term of your event.

RENTAL EQUIPMENT

All leasable equipment is noted on the Rate Schedule. The Expo can arrange for additional equipment or services through outside sources at rates to be quoted upon request.

INTERNET ACCESS

Wired and wireless Internet is available throughout the Expo Center. A password is required for access.

TELEPHONE SERVICE

The Expo can provide outside line telephone service. This service will not accept toll calls, these must be charged to a phone card or charge card. If open toll service is required

or the Expo's capacity is exceeded, it is the responsibility of the lessee to make arrangements with the Expo's phone service provider at least two weeks prior to the event. This also applies to facsimile machines and credit card verification terminals.

MESSAGES

Messages can be taken by Expo staff in the Business Office of the Expo during normal office hours, but it is the responsibility of the Lessee to check for them periodically. Of course, in the case of an emergency, messages will be delivered.

CLERICAL SUPPORT

Clerical support is not a direct service of the Expo, but in the case of assisting with photocopies or facsimiles, the Business Office staff will be happy to assist for a fee (please refer to the Rate Schedule). Office supplies are not provided by the Expo.

RECREATIONAL VECHICAL HOOKUPS

Recreational vehicles may be parked on the grounds for events taking place at the Expo Center. The trailers or RVs may be required to use Expo RV hookups (see rates) or park in a designated area. Full service hookups are also available at the adjacent Belton Campground (254-939-1961).

FREIGHT DELIVERIES

You will need to contact the Expo if materials need to be shipped to the Expo in advance of your event. The Expo cannot accept responsibility for damage or loss. Security of items shipped in advance or displayed during events must be arranged by the Lessee. The Expo does not arrange return shipping of any items left after an event; the Lessee must arrange for pickup.

DECORATIONS

It is the responsibility of the Lessee to remove all event related items (i.e.: banners, decorations, signs, etc.) at the end of the event. The Expo will not be responsible for any items left.

Masking tape and “Scotch” tape are the only adhesives permitted for attachments to the building. No tape may be applied to any painted surface. Under no circumstances are staples, pins, tacks, nails, or glue to be used on Expo buildings or equipment (i.e.: tables, chairs, staging drapes, etc.).

Hanging of all decorations, signs, banners, etc. must be approved by Expo staff. Helium balloons are not permitted in the Garth Arena. Particulate decorations such as hay, glitter, confetti, or artificial snow are not permitted in the Expo. Rice and bird seed are permitted outside only.

Any expense incurred by the Expo for cleaning, removal, repair, or replacement occasioned by the Lessee’s decorations will be charged to the Lessee at the prevailing rate as stated in the “Damage to Premises” section hereof.

KEYS

The Expo will not provide the Lessee with keys to any rental spaces. The Expo may, however, make available keys to the Dressing Rooms, Box Office, and Agricultural Office during an event when appropriate. A replacement charge of \$10.00 per key will be charged for any keys not returned on the last day of the event or charges to rekey may be assessed at the Director's discretion. Lessee will be responsible for ensuring that the above mentioned areas and contents are secured at all times. By acceptance of a key to these areas, the Lessee accepts full responsibility for the area and its contents.

JANITORIAL SERVICE

Expo staff will provide trash cans (with liners) for easy maintenance of your event area. These cans will be checked during the course of large events and replaced as needed. The Lessee is responsible for removal of all bulk trash, crates, boxes, lumber and packing materials prior to show opening and following move out. Any expense incurred by the Expo for removal of the above mentioned items will be charged to the Lessee as a clean-up fee.

WOOD SHAVINGS

Fees for wood shavings are noted on the Rate Schedule. All wood shavings must be purchased through the Expo unless other arrangements have been approved in advance by the Expo Director. Straw and hay used as feed are subject to the removal provisions as described in "Janitorial Service"

section above. Straw and hay for bedding are not permitted unless arrangements have been approved in advance by the Expo Director. Round bales and other large bales of hay are not permitted, unless disposal is arranged by Lessee.

TRACTOR USAGE

The Expo has two tractors; these may be shared by concurrent events. The Expo does not provide a full-time tractor driver. Lessee may be permitted to operate the Expo tractor or bring his own tractor if such activities are specifically covered by his insurance. Any Lessee wishing to operate an Expo tractor or furnish his own tractor must provide insurance which specifically covers this activity with respect to injury to any person or damage to Expo equipment or premises.

IV. FACILITY AND GROUNDS USAGE

The Expo staff takes pride in providing you with the best service possible for your event. All considerations are made in an effort to ensure its success. Listed below are a few of these considerations that will enable accurate planning and production of your event.

OUTSIDE ACTIVITIES

Exhibit space outside of the buildings must be arranged at the time of the booking of your event. Outside activities must be approved by the Expo Director. This includes all grounds and parking areas. The rental of Expo grounds or parking area for an outside activity will not preclude the rental of other Expo facilities. Such subsequent rental of other Expo facilities may cause the cancellation of previous grounds and parking area rentals.

PARKING

The Expo provides free parking for all events. There is abundant paved parking on the lots with overflow parking on the nearby improved fields. Adequate handicapped parking is adjacent to all building entrances. Parking is not permitted in fire lanes or on the plaza, grassy areas or any sidewalks. Under special circumstances when a vehicle is to be parked on the Plazas, it must do so with the approval of the Expo Director and under the supervision of Expo Staff.

LOBBY

The Expo's lobby is not a rental space. It is a common area which may serve as the building entrance for concurrent events and

as such, no Lessee will be permitted to conduct lobby activities which would interfere with another event.

LOADING AND UNLOADING

The Lessee is responsible for keeping clear areas of the building which are used for loading and unloading of equipment and animals. Unauthorized parking in these areas will result in extra security charges for the Lessee.

HORSES

Horses kept on Expo grounds overnight must be stalled, penned, or trailered, not tied out.

DIRT

The use of wood shavings or any other bedding material on the Expo's permanent dirt floor will be permitted only by special arrangement approved in advance by the Expo Director. A clean up fee will be assessed.

V. ADVERTISING

MARQUEES

The Expo has a full-color outdoor electronic marquee located on I.H. 35 for announcing events. Typically public events will be run on the marquee starting on the Monday prior to the event, and private events will run on their event day, if requested. Events on the Expo ticketing service will receive preference to grant maximum exposure. A lessee may provide a simple logo or graphic in .jpg format for the marquee.

INDOOR MARQUEE

A full-color electronic marquee is located in the Garth Arena. A lessee may arrange for an operator through the Expo and use this marquee during his event. Graphic content may be imported or generated for the marquee, or live camera feeds may be displayed. Please consult Expo staff for more information. Certain Expo sponsors retain the right for listing on this marquee.

POSTING OF SIGNS

Signs may be posted on Expo premises only with the approval of the Expo Director. Expo staff will place such signs upon approval. Additional sign policies are described in "Decorations". Any signs posted off premises must comply with local ordinances.

CALENDAR OF EVENTS

The Bell County Expo Center has a website that displays a calendar of events. We offer each event an opportunity to list his/her event on this calendar along with specific information such as date, time, contact

information (if desired) and admission pricing. A current list of events can be found online at www.bellcountyexpo.com/events.

BANNERS

A lessee may display banners in the building which he has leased for his event. Banners must be placed so that they do not impair sight lines, traffic ways, or existing signage. Lessee is responsible for hanging and removing his banners. The Expo will not be responsible for banners left after the event and will not store them.

Any banners advertising beer or other alcoholic beverages must comply with Texas Alcoholic Beverage Commission statutes.

Additional banner policies are described in the "Decorations" sections.

EXPO SPONSORS

The Expo has facility sponsors' permanent signage displayed in its buildings. Such signage may not be covered during an event unless arrangements are approved in advance by the Expo Director.

VEHICLE SIGNAGE

No handbills or other fliers may be placed on vehicles parked on Expo premises.

LITERATURE

Literature, including handbills and flyers, may not be distributed in or on any Expo premises by anyone unless they are the lessee. No literature may be placed on vehicles in the parking lot at any time.

VI. RATES

GARTH ARENA

\$3,000.00 per show vs. 10% of gross ticket sales to a maximum of \$7,500.00 *(exempt from table and chair fees)

\$3,000.00 all day rental, non-ticketed

\$250.00 per hour for additional time outside of 6am-Midnight

Special Events Room not included in Garth Arena rental.

EQUESTRIAN/LIVESTOCK SHOW ARENA

\$1,750 per day – Includes show arena, concourse, warm-up arena and club

\$500.00 per day – Utilities fee for livestock shows

75 stalls per day - \$1,000 discount of Equestrian/Livestock Show Arena Facilities (minimum 15 premium stall rental)

125 stalls per day - Equestrian/Livestock Show Arena Facilities will be at no cost

ASSEMBLY HALL

\$500.00 per 6-hour period

\$900.00 per day

\$900.00 Private events, i.e. weddings and quinceaneras

\$100.00 per hour for additional time outside of 6am-Midnight

EXPOSITION BUILDING

EXPO ARENAS - \$550.00 per day

Includes both indoor and outdoor arenas (75 stalls rented per day and arenas will be at no cost)

EXHIBIT AREA - \$1,200.00 per day

TOTAL EXPOSITION BUILDING RENTAL - \$1,500.00 per day

Utilities cost for Livestock Shows - \$500.00 per day

\$100.00 per hour for additional time outside of 6am-Midnight

SPECIAL EVENTS ROOM

Includes permanent furniture in the room. Set-up in the room does not change unless tables are added at cost stated on rate sheet.

\$750.00 Private events i.e. weddings and quinceaneras

\$350.00 per 6-hour period

\$500.00 all day

\$75.00 per hour for additional hours outside of 6am-Midnight

BILL YOWELL CONFERENCE ROOM

\$100.00 per Day

HORSE STALLS

Horse Barn- \$15.00 per stall/per night, lessee sells, minimum of 10 stalls per night.

Equestrian/Livestock Show Arena - 20.00 per stall/per night, lessee sells.

MOVE-IN/MOVE-OUT POLICY

Event activity may commence at 6am. The 6-hour period immediately preceding an event is provided at no charge, if available, and assuming it is on the same day. All other move-in and move-out days are charged at one-half of the show day rate and are provided with minimum utilities (lights only.) If air-conditioning is desired, show day rates will apply.

BELL COUNTY EXPO CENTER

EQUIPMENT FEES AND SERVICES

EQUIPMENT (applies to Expo inventory only)

*Tables	\$3.00/ea per day
*Chairs	\$0.50/ea per day
Staging	4X8X2' high or 4X8X4' high \$5.00/per section
Concert stage (60X40)	\$300.00
Upright piano	\$35.00
Portable Bleachers	\$25.00/section
Sheep/Hog Panels	\$3.00/ea
Cattle Panels	\$4.00/ea
Livestock Scales	\$50.00/ea
*Rodeo Bucking Chutes (includes 6 chutes, alleys and de-rigging only)	\$300.00
*Roping Box	\$50.00
Shavings 5.5 cf bag	\$9.00 (Expo sells) \$8.50 (Lessee sells)
Sale Ring	\$250.00
Electrical Panels	\$75.00/ea (200 amp 3 phase) \$25.00/ea (60 amp 3 phase)
Electrical Cords	\$3.00/ea
Telephone Line	\$50.00
Internet Access wired	\$50.00
Wireless	\$20.00
Wireless Mic	\$20.00/ea per day
Additional Wired Mics	\$10.00/ea
Video Projector	\$50.00
Screen 6x6	\$10.00
Screen 7.5X10	\$20.00
Pipe & Drape	\$10.00/section
Portable PA	\$50.00 - \$200.00 (priced upon application)
Linens	Quoted by Expo Caterer/ Concessionaire for non-food purposes only.

RV Hook-ups	\$30.00/day-premium spots closest to Equestrian/ Livestock Show Arena Others \$20.00/day
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FEES

Copies	\$0.10/ea
Faxes	\$10.00/page
Facility Fee	\$1.00-\$3.00 per ticket sold (variable)
Box Office Fee	3% of gross ticket sales
Novelty Sales	25% of gross sales (less tax)
Catering Fee	15% of retail meal value
Self-Catering Fee	\$1.00 per person
Catering Clean-up Fee	\$250.00
Clean-up Fee	\$500.00
Damages	Cost plus 20%
Insurance – Small Private Events	\$100.00
*Dirt & Sand Hauling & Spreading	Quoted per event specifications

SERVICES

Forklift	\$32.50/hour with driver
Audio Engineer or Marquee Operator	\$25.00/hour, 4 hour min. call
Stagehand, Rigger or Steward	Quoted per Event
Usher	\$9.50/hour, 4 hour min. call
Commissioned Security	\$30.00/hour, 4 hour min. call
Private Security	\$15.00/hour, 4 hour min. call
EMT	\$75.00/hour
Parking Attendants	\$750.00