

Facility Guide

Effective 7/1/2013
(Revised 03/2013)



*Featuring Cuisine
By
Wild Duck Catering*

**796 West 13th Avenue
Eugene, Oregon 97402
Phone: 541-682-4292
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*Welcome to the Lane Events Center
Home of the Lane County Fair*

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Welcome to the Lane Events Center, home of the Lane County Fair and so much more! In the heart of Eugene, Oregon, we are uniquely located in the center of it all. Blocks from downtown and only minutes from the University of Oregon, the taste of Eugene is never far away. With 18 rentable spaces, Lane Events Center can host any event imaginable. From the most intimate of parties to the largest banquets and trade shows, we can help you create the perfect event of any size.

This guide was prepared to answer general questions you may have about our facilities and related services. This entire guide becomes a legal part of your Use Permit. It is your responsibility to become familiar with the following rules, conditions, provisions and information. It is your responsibility to ensure that your agents, employees, guests and business invitees abide by these rules and regulations. Please do not hesitate to contact us if you have any questions or concerns regarding the information in this guide.

SITE OVERVIEW

Lane Events Center at the Fairgrounds, a 55-acre site located near downtown Eugene, consists of the Convention Center housing the Exhibit Hall, Performance Hall, Gleason Atrium, and four Meeting Rooms. Additional facilities on our campus include the Wheeler Pavilion, Auditorium, Expo Halls, The Ice Arena, The Sports Center, Agricultural Pavilion and the Livestock Arena.

The Lane Events Center has an on-site exclusive caterer/concessionaire, Wild Duck Catering/Big Green Events 541-485-DUCK (541-485-3825). Wild Duck Catering's talented chefs can provide everything from box lunches or light hors d'oeuvres, to full course banquets and full beverage service. Whether you are a large event requiring multiple concessions locations or an event that is best served by an espresso stand, Big Green Events is ready to meet your concessions needs and assist you in having a great event.

The Ice Arena is home to the Eugene Generals and University of Oregon hockey teams. The Ice Arena user groups offer a full range of ice sports, as well as lessons, public skate sessions and off-ice conditioning. Please contact the Rink Exchange for further details. 541-225-5123 www.therinkexchange.com.

USE PERMIT & BILLING PROCEDURES

The Business Office prepares Use Permits and billings. Upon receipt of pertinent event information and resolution of contract details an Events Coordinator will prepare a Use Permit for your review and signature. The Use Permit is the legal commitment between Lane Events Center and you, our client. Until the original Use Permit is signed by you and executed by Lane Events Center the Use Permit is not binding. We will not accept faxed or emailed Use Permits. Upon execution of the Use Permit the Events Coordinator will provide you with a copy of the fully executed Use Permit. Use Permits cannot be executed without the associated non-refundable deposit. Failure to follow the timeline of payments, insurance and other pertinent event information may result in the cancellation of your event and forfeiture of all deposits.

Contact your Events Coordinator if you need to make a change to the facilities, days or terms listed on your Use Permit. An Addendum or Revised Use Permit may be required for any changes to the information on the Use Permit.

When it is time to think about future dates for your event, contact an Events Coordinator. Whether you have several events a year or one event every few years, the Lane Events Center staff looks forward to working with our returning clients to make each event a success.

Events Coordinators may be contacted at:

Address: 796 West 13th Avenue, Eugene, OR 97402

Main: 541-682-4292 ~ Fax: 541-682-3614 ~ Elizabeth direct: 541-682-7332 ~ Ron direct: 541-682-7334

E-mail: elizabeth@laneeventscenter.org or ron@laneeventscenter.org

USE PERMIT & BILLING PROCEDURES ~ Continued

A non-refundable deposit equal to 20% of the total facility rental is required when the Use Permit is signed. A second non-refundable deposit equal to 80% of the total facility rental is due thirty (30) days prior to the first contracted date of the event. Equipment charges are billed at the discretion of the Business Office. Catering and Concession charges are billed by Wild Duck Catering/Big Green Events.

Live music, dances, parties, sporting events and any other event the Lane Events Center management, in its sole discretion, deems appropriate are subject to additional policies including but not limited to: refundable damage/cleaning deposit and security plan approval. Contact the Business Office for more details.

The Lane Events Center reserves the right to request additional deposits at any time to be held in escrow and to be released following a post event inspection of the facility by Lane Events Center personnel and subsequent clearance of all monies due including but not limited to: damages, services, equipment, catering and concessions guarantees.

INSURANCE FOR YOUR EVENT

Lane Events Center, a department of Lane County, requires that all events be covered by general liability insurance in the amount of \$2,000,000 Aggregate and \$1,000,000 per occurrence. **The certificate of insurance must name Lane County and its divisions, its commissioners, officers, agents and employees as additional insured during the time of the event.** The certificate is due 30 days prior to the event date.

If an event is sampling or selling alcoholic beverages, they are required to provide an additional certificate of liquor liability insurance with \$100,000 bodily injury naming Lane County and its divisions, its commissioners, officers, agents and employees and BGE Inc. as additional insured during the time of the event. The certificate is due 30 days prior to the event date.

FEDERAL, STATE & CITY REGULATIONS

It is the client's responsibility to abide by all Federal, State and City Regulations with regard to their event. This includes but is not limited to, Fire Marshal Regulations, Oregon Liquor Control Commission Regulations, Tax Laws, Federal, State and Local Laws.

Our facility is under the jurisdiction of The City of Eugene/Springfield Fire Marshal's Office. Public safety and facility maintenance are the #1 priority. In an effort to keep our buildings and grounds safe, the Fire Marshal's Office has designed a "Rules and Regulations" guide especially for our user groups. Copies are available at the Business Office or from the Fire Marshal's office at 1320 Willamette Street, Eugene OR 97401, Telephone: 541-682-5411. Not all events will require a Fire Safety Permit, however, EVERY event is required to follow all rules and regulations. All events must submit a floor event plan to the Business Office no later than 14 days prior to the first contracted date whether they have applied for a Fire Safety Permit or not.

Indoor vehicle displays also need to adhere to certain requirements and receive Fire Marshal approval. It is necessary to obtain a Fire Safety Permit if gas-fueled or propane-fueled vehicles are on display indoors. Propane tanks are not allowed inside buildings.

State law prohibits smoking inside any of our buildings or within 10 feet of any entryway or air vent.

FACILITY RENTAL POLICIES

Current facility rental rates are located in this guide (page 5).

Facility rental rates are based on an 8:00 a.m. until midnight rental period. Pre-scheduled hours outside of the rental period will be charged at a rate of \$250.00 per hour plus staffing costs. Overtime that is not pre-scheduled will be charged at a rate of \$400.00 per hour plus staffing costs. All overtime is billed in one hour increments. Staffing levels will be determined by Lane Events Center management and may include overtime costs. Additional expenses incurred by Lane Events Center due to overtime will be billed to the client at the discretion of the Lane Events Center Business Office.

All parking lots, lobbies and applicable service areas are considered common use areas. Use of any of these areas must be approved by the Lane Events Center Business Office and their availability and use are subject to change at any time based on scheduled events and operational activities. These spaces may not be obstructed by exhibits or closed to general public access unless specifically approved by the Lane Events Center Business Office. Events renting parking lot space may request a diagram of confirmed parking lot space available for their use. Any portion of the parking lot used for any purpose other than event parking will be billed at the current rental rate and should be included in your Use Permit or an Addendum. Lane Events Center at their sole discretion may place controls in common use areas to ensure the division of events and for public safety.

There are many non-rentable service areas at the Lane Events Center. They include but are not limited to the kitchen, boiler room, office spaces and storage rooms. These spaces will not be rented at any time.

Move-in/Move-out days are offered at a separate rate and will be specified on the Use Permit as such and charged as part of the total facility rental. To conserve energy, no heat or air conditioning will be turned on during move-in/move-out and only half the lights will be turned on. Heat and air conditioning will only be provided on contracted event days. Move in days constitute arrival of products, equipment or staff requiring accesses to buildings/grounds prior to the event days. A move-out day is any day when products, equipment or staff remains in the buildings/on the grounds after the conclusion of an event. Please keep in mind that show service contractor activities are also considered part of the event and therefore require scheduled move-in and move-out times. All move-in/move-out must take place from the East Side of the Convention Center through the double roll-up doors. **No move-in/move-out is allowed through the front doors.** It is your responsibility to communicate this information to your staff and vendors. This will be strictly enforced by Lane Events Center personnel.

All clients are required to provide Lane Events Center with setup information including a diagram, daily schedule, equipment needs, security and on-site contact information for their event. A copy is due no later than 14 days prior to first contracted date. Additional fees may be assessed if information is not received by this deadline and/or if there are changes or additions to the information provided less than 14 days prior to the first contracted date. The deadline for final electrical orders is 7 days prior to the first contracted date to avoid floor order rates.

EQUIPMENT RENTAL POLICIES & RATES

The Lane Events Center offers a variety of equipment for rent. Equipment rental rates are based on per event usage, not to exceed a seven day maximum. We will include tables and chairs for banquets, concessions and other applicable food and beverage activities at no charge. We add new equipment regularly so check with your Events Coordinator for current availability. We cannot mix similar equipment if a show services contractor is used. Client is responsible for providing their own ladders, extension cords, and dollies if needed.

Rates effective July 1, 2013-Subject to change without notice

| | |
|---|----------------------|
| CHAIRS | \$1.30 |
| TABLES | |
| 8' Rectangular Tables (Includes Cloth*) | \$10.00 |
| 6' Rounds Tables (Includes Cloth*) | \$11.50 |
| Additional Cloth* (beyond the first which is included with rental) | \$3.00 |
| <i>*Cloths Are Black Or White Only. Speak To Your Events Coordinator Regarding Colored Cloths</i> | |
| CURTAIN DIVIDERS (limited availability) | |
| 30" Tall Drape (Per Linear Foot) | \$2.00/Ft. |
| 8' Tall Drape (Per Linear Foot) | \$3.00/Ft. |
| PUBLIC ADDRESS SYSTEMS | |
| Convention Center | \$200.00 |
| Meeting Rooms | \$50.00 |
| Expo Hall #2, Auditorium, or Wheeler Pavilion | \$130.00 |
| Additional Microphones/Wireless Microphones | \$33.00 |
| Portable PA System | \$160.00 |
| Lecterns (Podium with Built-In PA system) | \$65.00 |
| Podiums (Standing & Table Top) | \$35.00 |
| MISCELLANEOUS | |
| Coat Racks | \$9.00 |
| Platforms (Limited Availability) 4' x 8'- 7" High (Carpeted) | \$20.00 |
| Piano | \$130.00 |
| Bleachers | \$185.00 |
| Pegboard Easels | \$9.50 |
| Display Cases | \$30.00 |
| Aluminum Benches | \$25.00 |
| Portable Ticket Booth (2 Window – 4' x 5') | \$95.00 |
| Portable Ticket Booth (3 Window – 4' x 10') | \$140.00 |
| General Labor (1 Hour Minimum) | \$53.00/Person/Hour |
| High Lift (with Operator .5 Hour Minimum) | \$75.00/Person/Hour |
| Forklift (With Operator .5 Hour Minimum) | \$75.00/Person/Hour |
| Excessive Clean-Up Labor | \$60.00/Person/Hour |
| 8' Metal Barricades | \$20.00 with Setup |
| | \$5.50 without Setup |
| Fire Extinguisher with Stand | \$25.00 |
| Cattle Panels/Powder River Panels (Stacked Only) ** | \$8.50 |
| <i>**Otherwise Based On Hourly Labor Charge.</i> | |
| Tensabarrier Belt Barrier | \$7.50 |
| Phone Line Installation*** | |
| <i>***1 House Phone Line Is Included With Facility Rental</i> | |

CATERING & CONCESSIONS SERVICES

The Lane Events Center is committed to providing the highest quality catering and concessions services for our guests. All catering and concessions services must be arranged through and provided by our exclusive on-site caterer/concessionaire, Wild Duck Catering/Big Green Events.

OVERVIEW

Wild Duck Catering is fully equipped and ready to prepare everything from casual buffets and barbecues to elegant appetizers and full-course banquets. Whether you are a large event requiring multiple concessions locations or an event that is best served by a sandwich cart, Big Green Events is ready to meet your concessions needs. Included with your Use Permits is the Wild Duck Catering/Big Green Events Lane Events Center Menu Guide listing policies and standard menu offerings. The Wild Duck Catering/Big Green Events Lane Events Center Menu Guide is hereby incorporated into this Facility Guide. To ensure availability and quality of services, catering and concessions must be arranged with concessionaire within 14 days of execution of your Use Permit and finalized no less than 14 days prior to the first contracted event date. Wild Duck Catering/Big Green Events can be reached at 541-682-7348 or at their websites www.wildduckcatering.com and www.biggreenevents.com.

CATERING SERVICES

The Wild Duck Catering menus provide a large and flexible variety of options to meet your needs. The professional staff at Wild Duck Catering welcomes the opportunity to present customized catering and concessions services with special themes, menu selections, times and locations to enhance your event. Customized rates will apply to customized services.

CONCESSION SERVICES

Concessions services at the Lane Events Center are offered exclusively through Big Green Events. Big Green Events will determine what concessions services (if any) will be offered for your event including the menus, time frames of service, and service locations, based on historical performance and/or sales projections for your event. Big Green Events is pleased to work with you to customize concessions services for your event. Should you wish to make adjustments to the recommended concessions services in any manner a concessions guarantee may be required. For some events a concessions guarantee may be required to have any service available.

ALCOHOLIC BEVERAGE SERVICES

Lane Events Center and Wild Duck Catering/Big Green Events retain the exclusive right to sell and dispense all alcoholic beverages on the premises. This exclusivity covers all types of events including but not limited to Expositions, Festivals, Catered Functions, Meetings, and Receptions. It is the desire of the Lane Events Center and Wild Duck Catering/Big Green Events that any alcoholic beverages served and/or consumed on the premises is done so in a responsible manner and abides by all OLCC regulations with regard to Alcohol service. Alcohol samples are allowed only with an OLCC Special Event License AND Liquor Liability Insurance (limitations and conditions of insurance are on page 3). If individual exhibitors are serving samples of alcohol it is necessary for the show's producer to provide Lane Events Center with copies of the exhibitor's liquor liability insurance, the approved OLCC License, and the staff schedule of alcohol monitoring shifts (alcohol monitors must have an OLCC service permit) prior to the start of the event. Events providing any alcoholic beverage sampling are responsible for providing adequate licensed alcohol monitors during all operating hours.

CATERING & CONCESSIONS SERVICES ~ *Continued*

FOOD AND BEVERAGE POLICY CLARIFICATION

Food & Beverage for at home consumption may be sold during shows with the written permission of the Business Office. Closed bottles of beer and wine for at home consumption may be sold with a valid OLCC Special Event License AND Liquor Liability Insurance. The Oregon Liquor Control Commission can be reached at www.oregon.gov/OLCC or by calling 1-800-452-6522. Please see the insurance section on page 3 for insurance requirements.

Food "sampling" is allowed at events as long as portions do not exceed **one ounce** and there is **no charge** for sampling. Beverage sampling is allowed at events so long as portions do not exceed **1.5 ounces for wine and cider and 3 ounces for beer and Non-Alcoholic Beverages** and there is **no charge** for sampling. Alcoholic Beverage sampling is allowed only with the guidelines listed above.

Individual vendors may provide food and non-alcoholic beverages for their own individual consumption.

Requests for exemptions or waivers of any of the above listed catering and concessions policies may be submitted in writing to Wild Duck Catering/Big Green Events for consideration and resolved prior to the execution of a Lane Events Center Use Permit.

BEVERAGE PROVIDER

Big Foot Beverages of Eugene is the exclusive beverage provider. All beverages sold or consumed on the grounds must be provided by Wild Duck Catering/Big Green Events and be of the Big Foot Beverage (Pepsi) family, including sodas, juices, teas, bottled water, and energy drinks.

MARKETING SUPPORT & ADVERTISING OPPORTUNITIES

The Lane Events Center's marketing strategy focuses on positioning the venue as a year-round destination point for entertainment and recreation. Event information will be included in any marketing material the Lane Event Center deems appropriate based upon current marketing plans. For additional marketing support or specific programs please contact the marketing department at 541-682-7395 or Rachel@laneeventscenter.org.

Some examples of additional Advertising opportunities:

Back Lit Advertising Panels at the Lane Events Center. The back lit panels inside the Lobby of the Convention Center are managed internally by our Marketing Department. Back Lit Panels are an affordable year-round opportunity to promote your event and/or business. For details, contact Rachel Bivens in our Marketing Department at 541-682-7395 or email: rachel@laneeventscenter.org.

Additional Banner Placement. Take advantage of the Lane Events Center fence along 13th Avenue. A single banner is included in your Facility Rental. See the Signage section (page 11) for policies on included banner placement. For size and rate information for additional banners, please contact our Marketing Department at the above phone or email.

ELECTRICAL SERVICE

Lane Events Center provides exclusive electrical service on the grounds. It is your responsibility to arrange for electrical service with an Events Coordinator. **We recommend that you make initial inquiries in regard to electrical service at the time you contract for the facility. In order to avoid floor order rates and additional labor charges, your order must be placed no less than seven days prior to your first contracted rental date with a diagram.** Floor orders may require payment with cash or by credit card before service will be installed. Clients must provide their own extension cords in accordance with Fire Marshal regulations. Electrical rates are based on per event usage, not to exceed a seven day maximum. Full layout rates are also available. Please contact your Events Coordinator for more information.

ELECTRICAL SERVICES RATES

Rates Effective July 1, 2013– Subject to change without notice

| | 7 Day Advance Order | Floor Order |
|---|--------------------------------|------------------------|
| <u>120 VOLT 60 CYCLE A.C.</u> | | |
| **Standard Configuration of one circuit or (4-500 watt outlets) | \$75.00 | \$90.00 |
| Single circuit over 2000 watts-20 amp & higher | \$90.00 | \$110.00 |
| <u>208 VOLT SINGLE OR 3 PHASE</u> | | |
| One Outlet up to 3000 watts 15 amps or less | \$100.00 | \$125.00 |
| One Outlet 4000-6000 watts 30 amps or less | \$150.00 | \$190.00 |
| Over 6000 watts-30 amps up to 100 amps w/o cord | \$200.00 | \$250.00 |
| Over 6000 watts-30 amps up to 100 amps w/ cord rental | \$220.00 | \$275.00 |
| Over 100 amps- Call for quote | | |
| <u>MISCELLANEOUS</u> | | |
| Cable Ramps | \$15 | \$20 |
| <u>HOURLY RATES</u> | | |
| Electrician | Prevailing Wage | |

** Outdoor circuits comprised of single outlet

SHOW SERVICE CONTRACTORS

With the exceptions of food, beverage and electrical, you are free to work with the show service contractors of your choice. If you contract with a decorating company, that company must provide all "similar" equipment needs. For example, we will not mix the decorator's tables and chairs with ours. All show services contractors must work within your contracted rental dates.

FORKLIFT & HIGH LIFT SERVICES

Forklift and High lift service is available for your event through the Business Office. Services must be ordered through an Events Coordinator no later than 14 days prior to your first contracted event date. Forklifts and high lifts must be operated by Lane Events Center personnel and will be billed at \$75.00 per hour with a half-hour minimum order. Additional charges may apply to services requested less than 14 days prior to your first contracted event date.

PACKAGES & STORAGE

Lane Events Center cannot accept any shipments, packages or mail for clients or vendors prior to or during events. It may be necessary for you to use a local storage company in conjunction with your shipping firm. On-site storage of product before or after contracted dates is not allowed. A storage and/or disposal fee may be assessed for items on site outside of contracted rental period. UPS and FEDEX will make deliveries to the Convention Center during events however the U.S.P.S. will not.

WATER ACCESS

Cold water is available through most floor utility vaults in the Convention Center. There is no charge for water hook-up and drain access; however, you must bring your own hose. Exhibitors who need water service should be placed as close to a floor vault with water access as possible. Please indicate vendors who will be using the water access points on the diagram you provide to your Events Coordinator well in advance of your move-in. There are safety guidelines that need to be followed regarding electrical services near active water access points. It is the exhibitor's responsibility to drain all water immediately following the close of the show on the final day. Screens and other appropriate precautions must be used whenever draining any material that may cause clogs or back-ups. Excessive clean-up charges will be billed for drain cleaning if required.

TELEPHONE & CABLE SERVICE

In-house phones are available in most of the facilities upon request. Additional telephone lines can be ordered at the published rate. All telephone lines must be requested no later than 14 days prior to the first contracted event date. Long distance calls cannot be made unless using your long distance carrier 1-800 number. No active cable connections are available on the premises. All clients must make arrangements and payment for long distance hook-up with your telephone provider and cable service hook-up with your cable provider.

WIRELESS INTERNET ACCESS

Wireless internet connectivity is available on the premises and is included in the facility rental rate. Area hotspots offering 802.11b and 802.11g standards for wireless network connectivity are located in the Convention Center, Wheeler Pavilion and east half of the main parking lot for up to 150 concurrent users. The operating systems supported are Microsoft Windows XP Professional, Microsoft Windows XP Home Edition, and Microsoft Windows 2000 Professional (with wireless network card software already installed). Protocols and services **not** supported are Virtual Private Networks (VPN-PPTP, IPSEC, and L2TP). The wireless network is password protected. **The Business Office will have passwords available at least 14 days prior to your event.** Contact your Events Coordinator if you require a password further in advance. Passwords may be distributed by the client to vendors, volunteers, and workers as desired. Lane Events Center does not guarantee the level of Wireless service on any given day. Shows/vendors requiring guaranteed service should order a hard line connection with the provider of their choice.

Additional internet access can be obtained by installing telephone land lines at any of the numerous phone line connections located throughout the facility. This set up requires activation using a telephone or internet provider of your choice.

ATM SERVICE

ATM service is available at the Convention Center and Ice Arena for customer convenience. There is a \$2.50 charge per transaction.

HEATING & AIR CONDITIONING

Computerized heating and air conditioning keeps the Convention Center at a comfortable level. The system automatically circulates fresh air throughout your event. Heating and air conditioning are not turned on during move-in and move-out days. Arrangements can be made through the Business Office to turn on heat during move-in and move-out, but a fee will be charged. There is heat, but no air conditioning, in the Auditorium, Wheeler Pavilion and the Expo Halls. Heating and air conditioning will not be turned on when exterior roll-up doors are open.

CLEAN-UP

Our operations staff is responsible for cleaning the buildings and grounds. Following your move-in, staff will do a final cleaning prior to show opening. During shows, our staff will not enter booth areas; trash and recycling must be put in proper receptacles or placed in aisle. Excessive clean-up requirements will be billed at an hourly rate, including but not limited to: stickers, balloons, tape, carpet tape, and parking lot cleaning.

GARBAGE & RECYCLING SERVICES

Regular garbage and recycling service is included in your facility rental. Upon move-out, all garbage must be placed in cans or bags for pick up. **Charges will be assessed for additional trash left in the buildings or parking lot.** Cardboard boxes must be flattened and left at proper locations.

NATURAL GAS

A limited amount of hook-ups are available in the Convention Center. A permit is required from The Lane County Building Official's Office 541-682-4651.

PUBLIC ADDRESS / SOUND / AUDIO VISUAL EQUIPMENT

Sound systems are available in most buildings and should be requested with your equipment order. Additionally we have two portable lecterns with built in PA systems. Pricing for sound systems can be found on the current Equipment Rental Rate Schedule (page 6). The Lane Events Center currently has no additional audio/visual equipment available for rent. For extensive audio/visual requirements, there are several companies in the area with whom you may contract to provide other systems. You are also welcome to provide your own equipment.

SIGNAGE

Please check with the Business Office prior to mounting any signage inside any building or on the grounds. Only certain materials are allowed and signs are only allowed up for a limited duration. We allow the placement of one banner (maximum size 4' x 8' or equivalent square footage) on Fairgrounds fencing along 13th Avenue included with your facility rental. Banner locations are to be determined in partnership with Lane Events Center staff. Banner is to be hung by the client no earlier than the Monday prior to the first contracted date and removed no later than the end of the clients last contracted date. For fees associated with additional banner placements please contact the marketing department at 541-682-7395 or Rachel@laneeventscenter.org

DAMAGE

Normal wear and tear is expected; however, if facility or equipment damage occurs, you will be charged accordingly. In all buildings, appropriate floor protection must be placed underneath vehicles, landscaping displays, or anything else that might mar the floor surface. In the Gleason Atrium, vehicles must be driven in over cardboard or plastic and have an oil drip pan in addition to floor protection under the vehicle. Tape may also damage the floor surface. In addition, for the safety of the public, spray-on polish enhancement products (for tires, vinyl or rubber) may NOT be used in any building. Common examples of billable damages are: carpet stains, rubber tire marks, tape damage on walls and floors, finish damage to lobby bricks. Excessive clean-up is billed at current rates and damages are billed at cost.

ANIMALS

No animals will be allowed in the buildings either on or off a leash except as an aid to a disabled person. Exceptions will be made for approved exhibits, activities and performances legitimately requiring the use of animals. The request for approval for such animals to be on the premise should be made through the Business Office on advance. Animal exhibitors will confine their animals to the show area. Animals outside facility buildings must be on a leash and owner is responsible to pick up after their pets. Clients having animal activities will be billed for excessive clean up if animals do not use proper stations. Multi-Day Large Animals shows are only allowed between May 15 and October 15 due to City Ordinance.

DISEASE PREVENTION & E. COLI O157:H7

To prevent and reduce exposure to animal-transmitted diseases and for general health and safety purposes, the Lane Events Center at the Fairgrounds will post signs to encourage people to wash their hands thoroughly before eating food and after touching animals. Events with animals, please contact Lane Events Center staff for further information.

MOVE IN & MOVE OUT

All move-in/move-out must take place from the East Side of the Convention Center through the double roll-up doors. No move-in/move-out is allowed through the front doors. It is your responsibility to communicate this information to your staff and vendors. This will be strictly enforced by Lane Events Center personnel. Lighting will be reduced to half during move-in or move-out. Heat and air conditioning will only be provided during actual event days. Heat and air conditioning will not be provided while exterior roll doors are open. Vendor parking and trailer parking is provided on the East side of Convention Center. The main parking lot is for the public, your customers.

PARKING

Free parking for approximately 2,400 cars is available in the lots surrounding our buildings. Since consumers attending events heavily use the main parking lot in front of the Convention Center, we recommend that exhibitors park in the lot directly behind the facility where move-in takes place. Fire regulations prohibit parking on the sidewalk or in front of the load-in doors.

Use of the parking lot for outside displays must have prior approval of the Business Office. Any usage will be measured and billed at current rental rate. The parking lot is a common area for all events and event usage will have priority. The main lot is for individuals attending scheduled events. Parking of utility/storage vehicles will not be permitted in the main parking lot. There is no parking allowed on any lawn areas, and any damage caused by vehicular parking on the lawns will be billed at cost. It is the responsibility of the show promoter to inform exhibitors of authorized parking areas.

RV PARKING & CAMPING

Only RVs and campers associated with a Lane Events Center event are allowed to park overnight on the grounds and are limited to contracted dates. No other camping is allowed. RVs and campers must check in at the Business Office to obtain a permit. Additionally a 24 hour self-service permit station is available at the back door to the office. The permit cost is \$20.00/night up to \$65.00/event (non-refundable). All RVs must be self-contained. Limited water and electrical access is available on a first come, first served basis.

GATES & ACCESS

The Lane Events Center is a closed campus on non-event days. Gates will be opened at the discretion of the Lane Events Center for event days. We will make every effort to accommodate specific requests for your event. Please communicate your access needs for move-in, event and move-out days to your Events Coordinator to ensure access when and where needed.

SECURITY

Security and safety are important to all activities and functions. Security personnel are not provided with facility rental. It is up to each group to arrange for its own security, and any company used must be certified, licensed, bonded and have a current certificate of insurance on file with the Business Office. Lane Events Center may, at its sole discretion, require special security for certain events. In these cases the cost is the responsibility of the client and the Lane Events Center management must approve the security plan. Shows sampling alcoholic beverages must provide adequate licensed alcohol monitors during all show hours.

SECURITY ~ Continued

If private individuals are used as security personnel, they must be covered by your liability insurance for any activities they undertake while on duty. Carrying firearms is strictly forbidden unless permission has been obtained by the Lane Events Center management.

For all shows that plan to have overnight security, an overnight security plan complete with on-site security contact information must be provided to your Events Coordinator to ensure coordination with Lane Events Center facilities security.

Lane Events Center management reserves the right to adjust any security plan for any event at any time in the interest of public safety and security.

MISCELLANEOUS

- The Convention Center is designed to handle all types of exhibits, but before extremely heavy equipment is planned in a display, we ask that you check with us.
- Overhead trusses can handle suspended material up to a predetermined load. Please check with the Business Office to receive approval for truss use.
- No equipment displays, vehicles, or exhibits are allowed on the brick paved areas in the lobby areas of the Convention Center. You will be assessed charges for any damage to the lobby brick pavers.
- Clients who have contracted to use the parking lot are **NOT** allowed to use paint to mark the surface. You are required to use a water-soluble material such as chalk. You will be assessed fees if this policy is not followed.
- Washing of vehicles or equipment on the property with cleaning products or any activity that would result with anything other than water discharge flowing onto ground or storm drains is prohibited.
- Vendors may not sell items that the Lane Events Center, a division of Lane County, in its sole discretion determines are likely to be used as drug paraphernalia. Any person caught either using or in possession of illegal drugs, paraphernalia or related items will be escorted from the grounds by security/law enforcement personnel.
- Defibrillators are available in two campus locations. One is located in the Convention Center and the other is at the Ice Arena. On-site staff are trained in using these life-saving devices as well as in basic first aid and CPR techniques.

NON-COMPETE POLICY

Our policy provides a minimum of 30 days between public shows that are similar. This non-compete policy provides protection 30 days before and 30 days after similar or competing events. **The determination of whether events are similar or competing will be determined at Lane Events Center management's sole discretion.**

FORCE MAJEURE

Neither Agency nor Licensee shall be held responsible for delay or default caused by fire, electrical, existing structures, riot, strikes, acts of nature, disease, acts of terror or war where such cause was beyond the reasonable control of Agency or Licensee, respectively. Licensee shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this License.