



Facility Guide

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www.LaneEventsCenter.org

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

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. 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.

Sales & Events may be contacted at:

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

Attn: Emily Bol

Main: 541-682-7332

Email: emily@laneeventscenter.org

A non-refundable deposit equal to 20% of the total facility rental is required upon Lane Event Center's receipt of the signed the Use Permit. The non-refundable balance, 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 from the on-site concessionaire, contracted caterer, and/or Oregon Beverage Services.

USE PERMIT & BILLING PROCEDURES ~ Continued

There is a 3% convenience fee on all credit card transactions that will be assessed by the bank/credit card company. There is no convenience fee for payments by check, cash, or cashier's check. Damage, security, cleaning, and other additional deposits may be required in the form of a cashier's check.

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 concession guarantees.

INSURANCE FOR YOUR EVENT

Lane Events Center, a department of Lane County, requires all events be covered by general liability insurance in the amount of \$4,000,000 aggregate and \$2,000,000 per occurrence. **The certificate of insurance must name Lane County and its divisions, commissioners, officers, agents and employees as additional insured during the time of the event.** The certificate is due no later than 30 days prior to the first contracted date. General Liability insurance also **requires** an Additional Insured Endorsement—in general, a blanket endorsement or policy language is acceptable. Please contact the Lane Events Center business office if you need more information on this documentation.

If an event is sampling or selling alcoholic beverages, they are required to contact Lane Events Centers' exclusive alcohol provider, Oregon Beverage Service, for further instruction on documentation, limits, insurance requirements and OLCC regulations.

FEDERAL, STATE & CITY REGULATIONS

As the client, it is your responsibility to abide by all Federal, State and City Regulations with regard to the 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 first priorities. 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 21 days prior to their event date regardless of if they have applied for a Fire Safety Permit.

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. Batteries must be disconnected and fuel tanks secured with less than ¼ tank or 5 gallons (whichever is less) for all liquid or gas fueled vehicles in Assembly Buildings. Propane tanks are not allowed inside buildings.

Please note: as of October 1, 2018, any tobacco use, including vaping devices, will not be allowed inside or on the grounds of properties owned or occupied by Lane County including: all outdoor areas, parking lots, and personal vehicles while on county property.

FACILITY RENTAL POLICIES

Facility rental rates are based on a rental period of 7:00 a.m. until midnight. Pre-scheduled hours outside of the rental period will be charged \$250.00 per hour plus staffing costs. Overtime that is not pre-scheduled will be charged \$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 employee overtime costs. Additional expenses incurred by Lane Events Center due to unscheduled 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, including, but 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 immediately prior to the event days. A move-out day is the 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. If the event is in the Convention Center, all move-in/move-out must take place from the East Side of the building 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.

The Lane Events Center offers Decorator Days in addition to Move-In/Move-Out days. Decorator Days are from 8:00 am to 5:00 pm, are subject to staff availability and are not available on National or County Holidays. Decorator Days are also subject to additional limitations that include no heat or air conditioning and restricted access. Contracted Decorators will be allowed to be in the building for the purpose of setting up Event Décor only. No products associated with the event are allowed in the building on contracted Decorator Days; Move-In/Move-Out rates will be applied if products or items not provided by the Decorator are set up or found in the building. See page 5 for a full list of Facility pricing. 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 21 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 no later than 21 days prior to the first contracted date.

LANE EVENTS CENTER FACILITY RENTAL RATES

<u>CONVENTION CENTER BUILDING</u>	<u>Rate per Day</u>
Gleason Atrium	\$ 990.00
Move-In/Move-Out	\$ 360.00
Decorator Day	\$ 108.00
Exhibit Hall (rental includes Meeting Room #3)	\$ 4,350.00
Move-In/Move-Out	\$ 1,490.00
Decorator Day	\$ 447.00
Performance Hall (rental includes Meeting Room #2)	\$ 2,400.00
Move-In/Move-Out	\$ 800.00
Decorator Day	\$ 240.00
Meeting Rooms #1 or #4	\$ 550.00
Mid-week Discount- Applies to Tues, Wed & Thurs Only	\$ 260.00
Move-In/Move-Out	\$ 165.00
Meeting Rooms #2 or #3	\$ 280.00
Move-In/Move-Out	\$ 80.00
Discounted Rate Available for Full Convention Center Rental	
Full Convention Center	\$ 7,900.00
Full Convention Center Move-In/Move-Out day	\$ 2,630.00

<u>ADDITIONAL LANE EVENTS CENTER FACILITIES</u>	<u>Rate per Day</u>
Auditorium	\$ 790.00
Move-In/Move-Out	\$ 290.00
Decorator Day	\$ 87.00
Auditorium Courtyard (any partial use)	\$ 390.00
Wheeler Pavilion	\$ 970.00
Move-In/Move-Out	\$ 340.00
Decorator Day	\$ 102.00
Expo Halls (cost per section)	\$ 680.00
Move-In/Move-Out	\$ 230.00
Decorator Day	\$ 69.00
Parking Lot (full use)	\$ 1,800.00
Move-In/Move-Out	\$ 900.00
Parking Lot (any partial use)	\$ 0.10/sq. ft.
Agricultural Pavilion	\$ 420.00
Move-In/Move-Out	\$ 140.00
Livestock Arena	\$ 680.00***
Note: Large Animal Shows allowed only May 15-Oct 15	
Move-In/Move-Out	\$ 295.00***
*** Additional charges may apply for dirt preparation	
Decorator Day	\$ 88.50

BANQUET RATES IN CONJUNCTION WITH A CATERING ORDER

Selection and use of the Lane Events Center primary caterer will result in no charge for tables and chairs used for the catered portions of your event(s).

NON-PROFIT RATES

Non-Profit organizations may be eligible for a 25% discounted rate on facility rental at the Lane Events Center for banquets **only** (to include Move-In/Move-Out days and banquet Event Days, but not Decorator Days). To qualify, the organization and the banquet must meet specific criteria set by Lane Events Center management. The organization is required to provide proof of 501(C) status and the banquet must meet levels of contracted food and beverage minimums to qualify for the Non-Profit Rate.

<u>OVERTIME CHARGES (OUTSIDE 8:00am-Midnight)</u>	<u>Rate per Hour billed in 1 hour increments</u>
Pre-Schedule Overtime (all facilities)	\$ 250.00 + staffing
Unscheduled Overtime (all facilities)	\$ 400.00 + staffing
See Facility Rental section for overtime information. (page 4)	

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 7-day maximum. We add equipment regularly so check with your Events Coordinator for current availability. We cannot mix similar equipment with materials from an outside source. Clients are responsible for providing their own ladders, extension cords, and dollies.

Rates Subject to change without notice

CHAIRS

Black Plastic Chair	\$1.30
Metal Folding Chair	\$1.30
White Padded Chair	\$2.50
High Top Chair	\$5.00

TABLES

8' Rectangular Tables (Includes Cloth*)	\$10.00
6' Rounds Tables (Includes Cloth*)	\$11.50
High Top Tables (no cloth included)	\$10.00
Picnic Tables (no cloth included) (exterior use only)	\$20.00
Classroom Rec Tables (Includes Cloth*)	\$8.00
Skirted Classroom Tables (Includes Cloth*)	\$18.00
Skirted 8' Rec Tables (Includes Cloth*)	\$20.00
Additional Cloth* (beyond the first which is included with rental)	\$3.00

**Cloths are black or white only.*

CURTAIN DIVIDERS (Pipe and Drape) (limited supply and colors)

30" Tall Drape (Per Linear Foot)	\$2.00/Ft.
8' Tall Drape (Per Linear Foot)	\$3.00/Ft.

AUDIO/VISUAL

Convention Center Public Address System	\$200.00
Meeting Room Public Address System	\$50.00
Expo Hall #2, Auditorium, Wheeler Pavilion, or Livestock Arena Public Address System	\$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
Screen (approx. 9'x12' or 6' x 7')	\$60.00
Projector	\$60.00
Screen & Projector Package	\$100.00

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
8' Metal Barricades	\$11.00 with set up, \$5.50 without set up
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
Portable Cooling Unit	\$100.00

FOOD & BEVERAGE SERVICES

The Lane Events Center is committed to providing the highest quality catering and concessions services for our guests. Food and beverage services are provided by multiple organizations at Lane Events Center with the intention of providing you the opportunity to create a tailor-made experience.

CONCESSION & CATERING SERVICES

Concessions are provided by an exclusive concessionaire and can be arranged through an Events Coordinator. Catering is provided at Lane Events Center by an approved list of preferred providers. Contact the Lane Events Center business office at 541-682-4292 for the current policies, partners and opportunities.

ALCOHOLIC BEVERAGE SERVICES

Lane Events Center and Oregon Beverage Services 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 Oregon Beverage Services 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 a 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 contact Oregon Beverage Services in order to provide them 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.

To ensure availability and quality of services, catering, concessions, and alcohol must be arranged with provider within 21 days of execution of your Use Permit and finalized no later than 14 days prior to the first contracted event date. Oakway Catering is the Lane Events Center preferred provider; they can be reached at 541-343-3088 or at their website oakwaycatering.com. Oregon Beverage Services can be reached at 503-362-3391.

NON-ALCOHOLIC BEVERAGE PROVIDER

Big Foot Beverages of Eugene is the exclusive non-alcoholic beverage provider. All non-alcoholic beverages sold or consumed on the grounds must be provided by Lane Events Center Concessions, a caterer on the preferred provider list or Oregon Beverage Services and be of the Big Foot Beverage (Pepsi) family, including sodas, juices, teas, bottled water, and energy drinks.

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. More information and additional requirements for **alcohol** sampling requirements can be found on page 3.

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

MARKETING SUPPORT & ADVERTISING OPPORTUNITIES

The Lane Events Center's marketing strategy focuses on positioning the venue as a year-round destination for business, 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 please contact the marketing department at 541-682-7395 or Rachel@laneeventscenter.org.

Readerboard Client Included Benefit:

Three second screen every cycle running Monday the week of your event through your last event day is included in your Facility Rental. Screen is a black or white text (up to three lines) and color logo/image if provided at least 2 weeks prior to your first event day and within guidelines on the Readerboard event information form available from your event coordinator.

Up to 1 additional slide per event may be added during the week(s) of event **only** for a cost of \$150/week.

Additional advertising opportunities:

Backlit Advertising Panels at the Lane Events Center. The backlit panels inside the Lobby of the Convention Center are managed internally by our Marketing Department. Backlit 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.

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. We request a detailed diagram 21 days prior to your event. 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. A 3% convenience fee applies to all credit card transactions. 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 7 day maximum. Full layout rates and special services are also available. Please contact your Events Coordinator for more information.

ELECTRICAL SERVICES RATES

Rates Effective January 1, 2017– 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
<i>*Standard Configuration Outdoor circuits comprised of single outlet</i>		
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	

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 21 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 21 days prior to your first contracted event date.

PACKAGES & STORAGE

Lane Events Center Business Office 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 can 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 will provide to your Events Coordinator 21 days 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. If you or your exhibitors cause damage that requires repairs, you will be charged the full repair amount.

TELEPHONE & WIFI SERVICE

In-house phones are available in most of the facilities upon request. Additional telephone lines can be ordered. All clients must make arrangements and payment with your telephone provider directly.

Wireless internet connectivity is available on the premises and is included in the facility rental rate. You may distribute passwords to vendors, volunteers, and workers as desired. Lane Events Center does not guarantee the level of wireless service on any given day nor does Lane Events Center guarantee security of the Wireless network. Shows/vendors requiring guaranteed service should order a hard-wired connection with the provider of their choice.

ATM SERVICE

ATM service is available at the Convention Center, Auditorium, Expo Halls, and Ice Arena for customer convenience. There is a \$3.00 charge per transaction. ATMs can be made available upon request made with an Events Coordinator.

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/move-out days or Decorator days. Arrangements can be made through the Business Office to turn on heat during move-in/move-out or decorator-only days, but a fee will be charged. Heating and air conditioning will not be turned on when exterior roll-up doors are open. There is heat, but no air conditioning, in the Auditorium, Wheeler Pavilion and the Expo Halls. Portable air cooling units are available for rental if desired.

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. 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 number of hookups 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 has two screens and a projector 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 additional opportunities and associated fees, 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 scrapes, dents and holes in the walls, door damage, and finish damage to lobby bricks. Excessive cleanup is billed at current rates and damages are billed for full price of repair.

ANIMALS

No animals will be allowed in the buildings either on or off a leash except as an aid to a person with disabilities. 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 in 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 animal shows are only allowed May 15 to October 15 due to City Permit.

DISEASE PREVENTION & E. COLI O157:H7

To reduce/prevent 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 the protocols and procedures you will be required to follow.

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

PARKING ~ Continued

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 vehicles parking on the lawns will be billed at cost. It is the responsibility of each user group 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 per night (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 it is needed.

SECURITY

Security and safety are important to all activities and functions. Security personnel are not provided with facility rental. It is your responsibility to arrange for security. The company 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.

If private individuals are used as security personnel, they must be covered by your liability insurance for any activities they undertake while on duty. 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 facility's 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 we ask that you check with your Events Coordinator or the Lane Events Center Business Office before extremely heavy equipment is planned in a display.
- 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 or vehicles are allowed on the brick in the lobby areas of the Convention Center. You will be responsible for the repair charges incurred for any damage to the lobby brick.
- 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

MISCELLANEOUS ~ Continued

have of illegal drugs, paraphernalia or related items will be escorted from the grounds by security/law enforcement personnel. This drug-free policy includes marijuana, cannabis, cannabis extract or synthetic cannabis that is otherwise lawful to use under state law.

- 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.

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.

INCIDENT MANAGEMENT

In the case of an accident or emergency, clients agree to cooperate with Lane County in the formulation of an action plan and response to media inquiries. All accidents, significant occurrences, and incidents, including situations requiring a law enforcement response or other emergency response, must be reported to Lane County staff as soon as possible, but not later than the next business day.

Reports must include:

- Name, address and telephone number of the injured person or persons;
- Name, address and telephone number of any witnesses, along with a witness statements;
- Description of the accident (how, when, and where it happened);
- Description of the extent of bodily injury and/or property damage;
- Action taken by client; and
- Name of the client's contact person and his or her phone number(s).

Lane County has the right to require clients to provide on-site medical personnel, based on the type of Event.

EVENT NON-COMPETE POLICY

Lane Events Center has a non-compete policy, which applies to all public events, which are similar or in competition. The time periods below provide event protection before and after the event dates. The determination of whether events are similar or competing will be determined at the sole discretion of the Lane Events Center manager.

Forty-five days or six weekends: public/consumer shows: examples: RV shows, home shows, auto shows, boat shows, women's shows, sportsmen's shows, microbrew festivals, and bridal shows

Thirty days or three weekends: hobby/arts sales, animal, cultural, sporting, concert, events & festivals: examples: antique shows, collectibles, baby, gun shows, MMA, dog shows, swap meets, flea markets.

Events not falling into the above listed categories will be at the discretion of Lane Events Center management.

Policies do not apply to holiday themed events. Dates are considered from the event day/s and do not include ingress/egress days. A weekend is defined as midnight Friday through midnight Sunday.

Spacing of shows may be adjusted if event producers of each show agree to shorten the protection period. This approval should be in writing and obtained from each promoter affected by the policy.

