

Clanton

Conference & Performing Arts Center

Exhibit/Trade Show Rental Policy

The CLANTON CONFERENCE AND PERFORMING ARTS CENTER is adjacent to the Jefferson State Community College - Clanton Site for the primary purpose of facilitating events and activities that generate an economic benefit to the community. The CLANTON CONFERENCE AND PERFORMING ARTS CENTER is in partnership with the City of Clanton and is operated by Jefferson State Community College; and, therefore, the use of the CLANTON CONFERENCE AND PERFORMING ARTS CENTER shall be compatible with the philosophy, functions, and objectives of the institution and the City.

Facility Rental

The CLANTON CONFERENCE AND PERFORMING ARTS CENTER consists of five state-of-the-art rooms to meet your group's needs. Rental rates include existing lighting, existing audio visual equipment as installed. All rates are subject to change.

Performance Hall – 608-seat tiered performance hall with state-of-the-art sound and lighting systems. Use of the Performance Hall includes an optional ticket sales office, Green Room (with refrigerator and microwave), and men's and women's dressing rooms with showers. One easel will be provided outside the entrance to the Performance Hall.

\$1,300 (reg)/\$800 (local rate)	8:00am – 12:00am on performance day
\$650 (reg)/\$400 (local rate)	8:00am – 12:00am on rehearsal days
\$100	Additional fee per hour exceeding the above hours

Exhibit Hall - 13,000 square feet of flexible space with in-house sound system, electrical and data outlets throughout the Hall. One easel is provided at entrance to the Exhibit Hall.

\$1,000 (reg)/\$600 (local rate)	7:00am – 11:00pm on day of event
\$500 (reg)/\$300 (local rate)	7:00am – 11:00pm on move-in, move-out days
\$100	Additional fee per hour exceeding the above hours

Classrooms – EDC 1, 2 and 3 are separate classrooms pre-set with 6' tables, 2 chairs per table, 60" wall monitor, standing podium, and one easel outside each room. Rates listed below are per room, per day.

\$200 (reg)/\$100 (local rate)	7:00am – 9:00pm
\$150 (reg)/\$100 (local rate)	Half day, up to 4 hours
\$100	Additional fee per hour exceeding the above hours

* We are pleased to offer a **25% discount to all non-profit organizations**. This offer does not apply to Local Rates.

_____ Client Initial and Date

Rules and Regulations

1. Method of Payment

A deposit equal to 50% of total rental fees is due along with a signed Rental Agreement in order to hold your dates and event space. The balance is due by close of business on the day of your event unless other arrangements have been made in advance. Payment is to be made by check payable to '**Jefferson State Community College**' and mailed to: CLANTON CONFERENCE AND PERFORMING ARTS CENTER, P.O. Box 1877, Clanton, AL 35045. Rental Agreement and deposit must be received by the CLANTON CONFERENCE AND PERFORMING ARTS CENTER before space can be reserved and before Client is permitted to begin selling event tickets or advertising the CLANTON CONFERENCE AND PERFORMING ARTS CENTER as the event location.

2. Cancellation Policy

Cancellation of an event six (6) weeks prior to the event must be made in writing for a deposit to be refunded. After the six week time period the deposit will be forfeited and any charges incurred by the CLANTON CONFERENCE AND PERFORMING ARTS CENTER will be the responsibility of the Client.

3. Certificate of Insurance

The CLANTON CONFERENCE AND PERFORMING ARTS CENTER requires a Certificate of Liability Insurance naming CLANTON CONFERENCE AND PERFORMING ARTS CENTER, Jefferson State Community College and the City of Clanton as additional insured for \$1,000,000. A certificate of insurance must be provided at least two weeks prior to the event.

4. Security

Security for the facilities will be provided by Jefferson State at the rate of \$30 per officer per hour based on the following schedule:

Events of less than 100 participants occurring within the hours of 7:30 to 4:30 (M-F)	No security fee is required
Events greater than 100 participants within the above-stated hours	One officer per 100 participants in excess of 100
Events outside the above-stated hours	One officer per 100 participants

The above rates may be adjusted based on the intended use of the facility or if other arrangements are made.

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5. Physical Arrangements/Set-up

- a. Arrangements for set up and clean up of any food and drink, chairs, tables, table covers, utensils, glassware, displays, decorations, entertainment, extension cords, audio-visual equipment, etc., are the sole responsibility of the Client.
- b. **It is the responsibility of the Client to provide adequate personnel to help set-up before the event and clean up after the event.**
- c. Deliveries and pick-ups must be made through the loading dock in the back of the building; caterers may use the kitchen entrance to unload.
- d. Garbage cans, large garbage bags and mop and water bucket will be supplied.
- e. Existing furniture in the lobby is not to be moved or rearranged unless prior arrangements have been made with the CLANTON CONFERENCE AND PERFORMING ARTS CENTER.
- f. Failure to comply with the above will result in forfeiture of deposit.

6. Food and Beverage

The CLANTON CONFERENCE AND PERFORMING ARTS CENTER does not provide food or beverages for events. Client may bring in food or have a caterer bring in food. A list of licensed caterers is available upon request. All other caterers must obtain a business license from the city of Clanton. Refer to Policy #21 for additional information.

There is a catering kitchen available for \$50 per event and must be reserved in advance. The kitchen includes a commercial refrigerator, warming oven, ice maker, sinks and prep tables. Food may not be cooked onsite. *Kitchen facilities are for assembly only.* Client is ultimately responsible for clearing out all food and equipment before leaving. Client is also responsible for putting trash in the provided trash cans; the CLANTON CONFERENCE AND PERFORMING ARTS CENTER will handle trash removal after the event.

7. Alcohol

Because the CLANTON CONFERENCE AND PERFORMING ARTS CENTER is on JSCC property and located within Clanton City limits, alcohol cannot be sold on the CLANTON CONFERENCE AND PERFORMING ARTS CENTER premises. Wine and beer may be brought in and served by the Client or caterer for certain events, though it should be clear that the CLANTON CONFERENCE AND PERFORMING ARTS CENTER and City of Clanton will not be held liable for any personal injury for alcohol-related incidents. Security will be required for all events serving beer or wine. (Refer to Policy #4 above)

8. Parking

Attendees must park in designated parking areas. Adequate parking is available in front and behind the CLANTON CONFERENCE AND PERFORMING ARTS CENTER. Parking is not allowed on the grass or along Lay Dam Road. The CLANTON CONFERENCE AND PERFORMING ARTS CENTER is pleased to provide parking at no charge.

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9. Smoking

The CLANTON CONFERENCE AND PERFORMING ARTS CENTER is a smoke-free facility. Cigarette diffusers are located at the far end of the parking lot. Smoking is prohibited at entrances to the CLANTON CONFERENCE AND PERFORMING ARTS CENTER. We request that all guests respect this policy and smoke only in designated areas.

10. Audio Visual and Sound

EDC 1, 2 and 3 come equipped with 60" monitors. Laptops are not provided. Due to the room size, microphones are not necessary.

The **Performance Hall** comes equipped with an LCD projector, drop down projection screen, and fully equipped sound booth. Only authorized personnel are allowed to operate the sound and/or lighting equipment. Events requiring use of multiple microphones and involved lighting will require an AV and/or sound tech at \$50 per hour. Client may provide their own trained sound and/or lighting technician though they must be pre-approved by CLANTON CONFERENCE AND PERFORMING ARTS CENTER staff at least 2 weeks prior to event. Standard lighting will be pre-set according to Client's needs.

The **Exhibit Hall** is equipped with a multi-speaker, ceiling mounted sound system. The CLANTON CONFERENCE AND PERFORMING ARTS CENTER can provide a list of AV technicians if additional equipment is needed. As with other vendors, audio visual companies must hold a City of Clanton business license.

11. Registration Area/Ticket Booth

Built in ticket booths are available on the main level and lower level and are available on a first come basis and must be included in the signed agreement. Reasonable space will be made available for additional registration purposes with the approval of the CLANTON CONFERENCE AND PERFORMING ARTS CENTER, and in consideration of others renting facilities in the CLANTON CONFERENCE AND PERFORMING ARTS CENTER during the same time.

Client is responsible for securing tickets, ticket sales and all other valuables. The CLANTON CONFERENCE AND PERFORMING ARTS CENTER is not responsible for loss or theft. The CLANTON CONFERENCE AND PERFORMING ARTS CENTER can make advance arrangements for security at the expense of the Client (refer to Policy #4 above).

12. Fire Regulations

The following regulations are to be observed at all times:

- The use of untreated hay, straw, or cotton bales is prohibited.
- Flammable decorations or flammable decorative materials are prohibited.
- All decorative draperies, drops, curtains, and table coverings used are to be noncombustible, inherently flame resistant, or treated and maintained fire resistant.
- The CLANTON CONFERENCE AND PERFORMING ARTS CENTER may require proof that the materials used are fire resistant or have been treated to be fire resistant.

_____ Client Initial and Date

- Open flame, candles, torches, etc., are prohibited.
- No covered structures, such as tents, roofs, or overhead coverings, are allowed on any display in a building equipped with fire sprinklers without prior approval of the CLANTON CONFERENCE AND PERFORMING ARTS CENTER.
- Blockage of exit signs or doors by displays or banners is strictly prohibited. An unobstructed aisle (the width of each set of exit doors) must be left directly from the flow of traffic to the exit doors.
- All utility panels, fire hose cabinets, standpipes, fire extinguishers and fire alarms must remain visible and accessible at all times.
- Cotton batting (whether natural, artificial or manufactured) straw, dry vines, leaves, hay, pine needles and sawdust are prohibited unless treated to be fire retardant. The use of cut trees, such as Christmas trees, must have prior approval of the CLANTON CONFERENCE AND PERFORMING ARTS CENTER.

13. Balloons, Confetti, etc.

Latex balloons may be used though Mylar (foil) balloons are not. If confetti and/or glitter are used for decorating and not cleaned up after event, a \$50 cleaning fee will apply.

14. Use of CLANTON CONFERENCE AND PERFORMING ARTS CENTER name or logo

Client is not permitted to use JSCC or the CLANTON CONFERENCE AND PERFORMING ARTS CENTER pictures or logo in any announcement, advertisement, publication or report if such use in any way implies endorsement or sponsorship by JSCC or the CLANTON CONFERENCE AND PERFORMING ARTS CENTER. Use of logo must be requested in writing and approved in advance.

15. Marquee

The CLANTON CONFERENCE AND PERFORMING ARTS CENTER has two marquees; one in front of the facility on Lay Dam Road; and the 2nd on I-65 South of Exit #212. To place an advertisement on the Marquee, you must meet the following qualifications:

- Public Event scheduled at the CLANTON CONFERENCE AND PERFORMING ARTS CENTER
- Private Event Scheduled at the CLANTON CONFERENCE AND PERFORMING ARTS CENTER
- Event sponsored by CLANTON CONFERENCE AND PERFORMING ARTS CENTER, JSCC or the City of Clanton

Scheduled public events are displayed on the marquee from the time ticket sales are announced until the event actually takes place. The Client must provide in writing the information to be displayed. At the Client's request, private events will run on the marquee on the day of event only: displays such as "Welcome XYZ Graduation" or "10th Annual...". No personal messages will be displayed (example: Happy Birthday). No reference to alcohol will be displayed on the marquee (example: Beer Company presents Joe Star in concert). The number and duration of such announcements will be subject to the availability of time and space.

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16. Animals

With the exception of seeing-eye dogs, no animal acts, pets or animals used in displays will be allowed on CLANTON CONFERENCE AND PERFORMING ARTS CENTER property.

17. Signs, Banners, Drapes

Signage may be attached to walls using masking tape or other easily removable tape. Signs may also be placed on easels (CLANTON CONFERENCE AND PERFORMING ARTS CENTER has limited supply). Thumbtacks or nails may not be used. Posters, playbills, or decorative items may not be affixed to columns or handrails without prior approval of the CLANTON CONFERENCE AND PERFORMING ARTS CENTER. Any type of glue is prohibited. No advertising signs may be posted in public areas without the prior written consent of the CLANTON CONFERENCE AND PERFORMING ARTS CENTER. Following the conclusion of an event, Client is responsible for removing all posted signage.

18. Copyrighted Materials

Artists and promoters shall warrant that all copyrighted material to be used or performed in the CLANTON CONFERENCE AND PERFORMING ARTS CENTER has been duly licensed or authorized by the copyright owners or their representatives, and agree to indemnify and hold harmless CLANTON CONFERENCE AND PERFORMING ARTS CENTER, Jefferson State Community College and the City of Clanton from any and all claims, losses, or expenses related to the use of any copyrighted material.

19. Damages/Personal Injury

Client agrees that the CLANTON CONFERENCE AND PERFORMING ARTS CENTER, Jefferson State Community College, and the City of Clanton shall not be responsible for any loss or damage to Client's property or injury to persons due to the negligent or intentional acts of Client, of Client's employees or agents, or of persons attending Client's event. Client agrees, as its sole cost, to indemnify and hold harmless CLANTON CONFERENCE AND PERFORMING ARTS CENTER, Jefferson State Community College and the City of Clanton and its officers, employees, and agents from any and all claims by or on behalf of any persons or firm arising out of, in connection with, or attributable to Client's use and possession of the CLANTON CONFERENCE AND PERFORMING ARTS CENTER premises, including, but without limitation, any and all claims for injury or death to persons or damage to property. Client also agrees to hold harmless CLANTON CONFERENCE AND PERFORMING ARTS CENTER, Jefferson State Community College and the City of Clanton from all costs, expenses, attorney's fees, and liabilities incurred in connection with any action or proceeding brought in connection with any such claim. Client agrees that it is fully responsible for any damage to the CLANTON CONFERENCE AND PERFORMING ARTS CENTER facilities or loss or damage to CLANTON CONFERENCE AND PERFORMING ARTS CENTER property or equipment, and in the event of any such damage or loss Client agrees to pay to CLANTON CONFERENCE AND PERFORMING ARTS CENTER upon demand the amount of repairing such damage or replacing the lost or irreparable equipment or property.

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20. Limitation of remedies

Any claims must be settled by the Alabama Board of Adjustment in Montgomery, AL. Only uninsured claims may be claimed.

21. Licenses and Taxes

All hired subcontractors (caterers, audio visual companies, photographers, entertainment, etc.) must have a current business license from the City of Clanton. It is the responsibility of the Client to verify all subcontractors are licensed in the City of Clanton. Current license fees range from \$35 to \$75 depending on amount of gross sales. Business licenses can be obtained at:

**Clanton City Hall
505 2nd Avenue North
Clanton, AL 35045
205-755-1105**

Any vendor selling items on site is subject to and responsible for securing all appropriate city licenses and paying all applicable taxes. Client is responsible for communicating this to each vendor/exhibitor.

22. Internet

The CLANTON CONFERENCE AND PERFORMING ARTS CENTER is pleased to provide Internet access as part of the room rental. The Exhibit Hall has data ports along the walls and in the floor panels in the Exhibit Hall. The Performance Hall has access from data ports in the Sound Room. EDC 1, 2, and 3 also have Internet access via data connections. Both ticket booths have adequate data ports. Client is responsible for providing cabling to connect to their laptops, credit card machines, etc. Wireless internet is limited to certain areas in the Exhibit Hall.

23. Shipping and Receiving

The CLANTON CONFERENCE AND PERFORMING ARTS CENTER is not equipped to handle large shipments coming in or going out.

Incoming Shipments:

All incoming packages should be addressed to the CLANTON CONFERENCE AND PERFORMING ARTS CENTER Coordinator and numbered appropriately (box 1 of 3, box 2 of 3, etc.). Carriers other than the United State Postal Service (USPS) deliver directly to the CLANTON CONFERENCE AND PERFORMING ARTS CENTER. USPS only delivers to: CLANTON CONFERENCE AND PERFORMING ARTS CENTER's P.O. Box 1877. Write the name and date of your event prominently on each package and have it shipped to:

**CLANTON CONFERENCE AND PERFORMING ARTS CENTER
1850 Lay Dam Road
Clanton, Alabama 35045**

_____ Client Initial and Date

NOTE: If a drayage company has already been contracted for any exhibits, all exhibitor shipments must be handled by the drayage company. Exhibitor shipments sent directly to the CLANTON CONFERENCE AND PERFORMING ARTS CENTER will be refused if a drayage company is being used. The CLANTON CONFERENCE AND PERFORMING ARTS CENTER is not responsible for lost or damaged materials.

Outgoing Shipments:

Outgoing shipments may be picked up from the CLANTON CONFERENCE AND PERFORMING ARTS CENTER if the materials are securely sealed and labeled. Client or vendor is responsible for contacting carrier (other than USPS) for pick up. The CLANTON CONFERENCE AND PERFORMING ARTS CENTER is not responsible for lost or damaged materials.

24. Americans With Disability Act (ADA)

The CLANTON CONFERENCE AND PERFORMING ARTS CENTER is in compliance to the applicable provisions of Title III of the Americans with Disabilities Act. All Clients and events must comply with the Americans with Disabilities Act during their entire event.

*The following policies are specific to events held in the **Exhibit Hall**. Show management is responsible for communicating policies to all exhibitors, vendors and sub-contractors.*

25. Inside public display of autos, trucks, recreational vehicles, boats or any other gasoline or Diesel powered equipment must adhere to the following regulations:

- Fuel tanks can have no more than ¼ tank of fuel
- Fuel tank caps must be locked or taped shut
- The hot lead of the battery cable must be disconnected and taped
- All LP containers from vehicles, motor homes, etc., must be removed unless the containers are new and are empty

26. Trade Show Floor Plans

Floor plans for Consumer Shows, Trade Shows, etc. must be submitted for approval by the CLANTON CONFERENCE AND PERFORMING ARTS CENTER at least 60 days prior to selling of booth space. A minimum six-foot aisle is required. If the final floor plan varies in any way from the approved plan, the final plan must be resubmitted at least one month prior to move-in. CLANTON CONFERENCE AND PERFORMING ARTS CENTER will NOT be responsible for loss or adjustments of vendors due to unapproved floor plans. All floor plans should include:

- Name and date of event
- Name of developer and date of initial draft and revisions
- Clearly indicated exits
- Total number of booths
- Floor plans drawn to scale with scale indicated

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27. Housekeeping

Normal housekeeping services are provided, excluding aisle carpeting and inside booths. **Booth clean-up** is to be provided by the convention services contractor.

28. Carpet or Marking Tape

If carpet or marking tape is to be laid as a part of the event, it is the responsibility of the carpet contractor and show management to remove all tape from the floors during the final move-out. If this is not done, show management will be billed for the labor to remove the tape. If tape removal causes the floor to require stripping and refinishing, the charges to return the floor to its original finish will also be billed to show management.

29. Electricity

Electricity in the exhibit Hall is charged as follows: An additional fee for electricity will be charged for trade shows with more than 20 booths utilizing electricity. A fee of \$100 per additional 10 booths will be charged.

I have read the above rental guidelines set forth by CLANTON CONFERENCE AND PERFORMING ARTS CENTER and understand that all guidelines will be strictly enforced. On behalf of all guests and those associated with the event, I, the Client, will comply with these policies and guidelines.

Signature of Client Representative

Date

Print Name

Title

Signature of CLANTON CONFERENCE AND PERFORMING ARTS CENTER Representative

Date

_____ Client Initial and Date