

EVENT PLANNING INFORMATION

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We have created this Event Planning Guide to serve as a tool to help minimize the complexity of hosting your event and to maximize the experience of your attendees, staff and contractors. This guide introduces you to our guidelines and briefly summarizes our procedures, policies, and services, as stated in our Operational Policies. It is to act as a guideline to provide complete communication between yourself and the Event Coordinator. We ask that this information be reviewed prior to the planning of your event.

GENERAL PLANNING AND BUILDING INFORMATION:

It is the responsibility of the Facility Contractor (FC) to inform the exhibitors and personnel associated with the event of the McAllen Convention Center's regulations. FC is cautioned not to sell exhibit space until the Fire Marshal has approved the floor plan in an effort to avoid costly changes involving exhibitions. Facility Contractors are encouraged to work directly with the Event Coordinator before making final decorating decisions; and an authorized representative must be on-site when exhibitors and/or attendees occupy leased space.

A preliminary exhibit floor plan is required sixty (60) days prior to first contract day. Final Exhibit floor plan is required thirty (30) days prior to first contract day. Exhibit floor plans must first be reviewed by the Event Coordinator, who then submits the plan to the Fire Marshal for approval.

Parking on loading docks is permitted for loading and unloading only. All other parking is prohibited; violators will be towed at owner's expense. Animals are not permitted in the facility, except those in compliance with ADA regulations. FC is required to pay the prevailing rate in effect at the time of the event for all services and equipment.

Helium balloons, glitter, confetti, and streamers are not allowed. Decorators, exhibitors, and customers, in preparing for a scheduled event, are required to protect the carpeting, walls and furnishings of the MCC with whatever means are necessary to prevent damage, i.e. plastic floor covering, furniture pads, etc. FC must return the facility to the condition in which it was received, with the exception of normal wear and tear. Costs for damages to the facility or for clean up of the facility are billed to the FC.

Equipment is maintained to accommodate simultaneous events and is assigned on a "first-come, first-serve" basis. Equipment and furnishings beyond the inventory of the MCC are the responsibility of the FC to obtain and provide labor to set and dismantle.

FIRE REQUIREMENTS:

- ◆ The Facility Contractor, service contractors, and exhibitors must comply with all federal, state, and municipal fire codes that apply to a place of public assembly, as well as OSHA regulations.
- ◆ Fire fighting equipment and exits may not be blocked or obstructed.
- ◆ Covered displays exceeding 300 square feet must meet specific regulations.
- ◆ Candles are not permitted in the facility.
- ◆ Toxic or hazardous materials are subject to immediate removal if the required information is not received and Fire Marshal instructions are not followed.
- ◆ All costs associated with safe handling of materials, including insurance, are the responsibility of the FC.

CATERING AND CONCESSIONS:

- ◆ Concessions, alcoholic beverage and catering services are exclusive to the in-house food and beverage management company, Centerplate. For more information, call 956-681-3863.
- ◆ No food, beverage, or alcohol may be brought on to the property, except by Centerplate.
- ◆ No food or alcohol may be removed from inside the facility at any given time.

ALCOHOL:

- ◆ Alcoholic beverages may be served within the facilities during certain events (i.e. dances, receptions).
- ◆ Centerplate, the exclusive caterer and concessionaire, must provide the service and sale (concession) of food and beverage, including alcohol, for all events in the Convention Center. Contact a Centerplate representative for more information at 956-681-3863.
- ◆ MCC clients are responsible for security comprised of off-duty McAllen Police Department officers at any event in which alcohol is being served or sold. The final number of officers is determined solely by the McAllen PD based on event requirements. MCC clients can contact the McAllen PD directly at (956) 972-7471 for more information or to make arrangements.
- ◆ BYOB (Bring Your Own Bottle) functions are strictly prohibited.

AUDIO VISUAL:

- ◆ The MCC's exhibit halls and meeting rooms are equipped with state-of-the-art digital sound systems.
- ◆ Room rental does not include the use of microphones, sound system, visual aides or other equipment you might need.
- ◆ A/V requirements need to be coordinated and rented through your Event Coordinator. Inventory is limited and is rented out on a "first-come, first-serve" basis.

UTILITIES:

- ◆ Utility services (electrical, water & drain, gas, and telephone services) are exclusive to the MCC.
- ◆ A three (3) hour minimum is charged for labor unless otherwise specified.
- ◆ Credit will not be given for services ordered and not used. An hourly minimum may be required.
- ◆ Department determines the number and type of personnel required for an event. Overtime fees may apply.
- ◆ Unscheduled labor may be subject to the overtime charges of one and one-half (1 1/2) the regular rate.
- ◆ Production requirements must be submitted 30 days in advance.

SECURITY:

- ◆ Unarmed security is an exclusive service to the MCC.
- ◆ The MCC maintains twenty-four (24) hour building monitoring in the public space and grounds.
- ◆ The MCC determines the number and type of personnel required for an event and may require additional personnel to manage specialized move-in and move-out requirements.
- ◆ A three (3) hour minimum for labor is charged unless otherwise specified.
- ◆ Credit is not given for security services ordered and not used. The MCC determines the number and type of personnel required for an event. Overtime fees may apply.

* *FOR ADDITIONAL INFORMATION PLEASE CONSULT THE MCALLEN CONVENTION CENTER'S "OPERATIONAL GUIDELINES" WHICH CAN BE FOUND ONLINE AT WWW.MCALLENCONVENTIONCENTER.NET.*