

**McALLEN CONVENTION CENTER**  
**RENTAL RATES POLICY**

All rates, unless otherwise specified, are on a per day basis. All Convention Facilities contracts will have a minimal rental charge of \$150 per day.

A “rental day” is defined by the McAllen Convention Facilities Department as beginning at 6:00 am and ending 2:00 a.m. Additional charges of \$300.00 per hour or any portion of an hour on events going past 2:00 a.m., with prior approval by Director of Convention Facilities Department or his representative.

A “half-day rental” is defined by the McAllen Convention Facilities Department as a four hour event including move-in/move-out. A half-day rental will be calculated at 50% less the Class I Rack Rate. Event times may be scheduled as follows:

- Breakfast meeting from 6:00 a.m. to 10:00 a.m.
- Lunch meeting from 10:30 a.m. to 2:30 p.m.
- Dinner meeting from 5:00 p.m. to 9:00 p.m.

Move-in or move-out is defined by the McAllen Convention Facilities Department as non-event hours for set-up or tear-down. When this occurs beyond the rental period from 2:00 a.m.– 6:00 a.m. it will be charged at \$100.00 per hour or any portion of an hour, with prior approval by Director of McAllen Convention Facilities Department. A rental day will be calculated at 50% less the Class I Rack Rate and may not exceed the total number of show days.

**Rack Rate:**

Room space is calculated based on \$ .14 per gross square foot per day for the following rooms:

- MR 101 ABC
- MR 102 ABC
- MR 103 ABCD
- Exhibit Hall AB
- Board Room 1 & 2

Room Space is calculated based on \$.35 per gross square foot per day in Ballroom ABCD.

Parking lots are calculated based on \$.05 per gross square foot per day as follows:

- Park A - \$1,700
- Park B - \$1,800
- Park C - \$1,200
- Park D - \$ 400
- Park E - \$1,500

Oval Park is calculated based on \$.03 per gross square foot per day as follows:

- East Park \$1,500
- West Park \$1,500

**Class I (Rack Rate):** All events for which admission is charged or other compensation realized.

**Class II (20% Discount):** Events for which no admission is charged or other compensation realized; or for school, church, or other recognized non-profit organizations receiving all receipts from the sale of tickets or donations.

**Class III (25% Discount):** Non-commercial meetings and conventions, or non-profit organizations serving the McAllen community with offices located in McAllen, Texas.

**Expiration Rates:** Extended discount based on the expiration date of the available room. This discount applies to Class II and III events for which no admission is charged or other compensation realized realizing a minimum rental of \$150 per day, which ever amount is greater). The expiration rental will be calculated at the Class I Rack Rate less the designated discount.

- **90-46 days (30% Discount)** within booking date
- **45-31 days (40% Discount)** within booking date
- **30 days or less (50% Discount)** within booking date

## **ROOMS**

### **PALM LOBBY**

When used in conjunction with Exhibit Hall A, Exhibit Hall B, and Meeting Room 101 for exhibit space, rate is \$.14 per net square foot. per day with approval of the Director of Convention Facilities. Space is included at no charge for registration purposes. Events using the exhibit hall are limited to the carpeted area immediately adjacent to the entrances for registration purposes.

### **EXHIBIT HALLS**

- **AS GENERAL SESSION:** When exhibit halls are utilized as General Session the rate includes theater seating (with vinyl, or teal colored chairs), stage risers, podium/lectern, head table, and house sound (technician is charged at hourly rate). Additional equipment and services available at listed rates.
- **AS A SOCIAL EVENT:** When exhibit halls are utilized for Banquet or Social event purposes the rate includes vinyl, or teal colored chairs, oval tables, stage risers, podium/lectern, head table, and house sound (technician is charged at hourly rate). Additional equipment & services available at listed rates.
- **AS AN EXHIBIT AREA:** When exhibit halls are utilized as an exhibit area the rate includes two (2) chairs per booth, show manager office, public address system and marshalling area. Additional equipment available at

listed rates. The following sets are available (*capacity may vary with the specific Set Up needs of each program*):

- Exhibit Hall A: Capacity – 159 - 10 X 10 Standard Booths
- Exhibit Hall B: Capacity – 195 – 10 X 10 Standard Booths
  
- **AS CONCERT HALL:** When exhibit halls are utilized as a concert hall the rate includes chairs, stage, parade barricades and green room. Additional equipment available at listed rates. The following sets are available for EXHIBIT HALL A&B (*capacity may vary with the specific Set Up needs of each program*):
  - OPTION A: - 3,328 Total Seats VIP Area, 40 X 60 Stage
  - OPTION B: - 3,496 Total Seats, 40 X 60 Stage
  - OPTION C: (COMEDY) – 4,038 Total Seats, 30 X 24 Stage
  
- **AS A BOXING VENUE:** When exhibit halls are utilized as a boxing venue the rate includes chairs, risers, and parade barricades. Additional equipment & services available at listed rates. The following sets are available:
  - EXHIBIT HALL A&B – 2,252 Total Seats and VIP Area
  
- **AS A BASKETBALL VENUE:** When exhibit halls are utilized as a basketball venue the rate includes chairs, risers, and parade barricades, score tables, scoreboards, floor, and goals. Additional equipment & services available at listed rates. The following sets are available:
  - OPTION A: Capacity – 2,805 Total Seats
  - OPTION B: Capacity – 2,528 Total Seats

## **BALLROOM**

When exhibit halls are utilized as General Session, Rate includes standard theater seating for 650 (with teal colored Banquet Chairs). Additional equipment and services available at listed rates. (*Capacity may vary with the specific Set - Up needs of your program*)

- SOCIAL EVENT – Oval Tables of eight for 400 guests, 16 X 30 Stage, 30 X 30 Dance Floor, 8 Ft Bridal Head Table, 8 Ft Gift Table, Two Cake Tables, One Guest Book Table.
- CLASSROOM – Standard Set – Up for 350 Attendees

***Pre-function space:*** single-user foyer space will be assigned only when entire Ballroom has been contracted.

## **MEETING ROOMS**

No public or commercial events are allowed, unless approved by Director of Convention Facilities Department.

### **MEETING ROOM 101ABC**

- Theater Set – Standard Set for 300 People, Registration Table at room entrance, Standard Water Station.

- Classroom Set – Standard Set for 150 People, Registration Table at room entrance, Standard Water Station.
- Social Set – Oval Tables for 152 People, Standard Teal Color Banquet Chairs, 24 X 24 Dance Floor, 8 ft table on riser for D.J, 8 ft Gift Table, 8Ft Registration table at entrance of room. Additional equipment and services available at listed rates.

### **MEETING ROOM 102 ABC**

- OPTION A: Theater Set – Standard Set for 220 People, Registration Table at room entrance, Standard Water Station.
- OPTION B: Classroom Set – Standard Set for 110 People, Registration Table at room entrance, Standard Water Station.
- OPTION C: Social Set – Oval Tables of 8 for 104 People, Standard Teal Color Banquet Chairs, **NO DANCE FLOOR**, and Registration Table at room entrance. Additional equipment and services available at listed rates.

### **MEETING ROOM 103 ABCD**

- OPTION A: Theater Set – Standard Set for 300 People, Registration Table at room entrance, Standard Water Station.
- OPTION B: Classroom Set – Standard Set for 150 People, Registration Table at room entrance, Standard Water Station.
- OPTION C: Social Set – Oval Tables of 8 for 120 People, Standard Teal Color Banquet Chairs, 12 X 16 Riser Or Dance Floor, Registration table at room entrance, 8 ft gift table (if needed). Additional equipment and services available at listed rates.

### **PARKING LOTS**

Parking areas may be used in conjunction with rental of Exhibit Hall for additional exhibition space, with prior approval by Director of McAllen Convention Facilities Department. Rental includes barricade of vehicular entrances only. Additional equipment and services available at listed rates. (Subject to main traffic flow and disruption of scheduled activities of the Main Building)

### **OVAL PARK**

The park may be used with prior approval by Director of McAllen Convention Facilities Department. Rental includes chairs and tables (subject to inventory) and access to restrooms in main building. Additional equipment and services available at listed rates. (Subject to main traffic flow and disruption of scheduled activities of the Main Building)

### **DEPOSITS**

- **A 25% NON-REFUNDABLE** Deposit for lease of space is required at the time of booking.
- Final payment is due 30 days prior to the event for lease, additional equipment and services requested.

**METHOD OF PAYMENT**

- Accepted Credit Cards: Visa, Master Card,
- Certified or Cashier's Check
- Money Order
- or Cash
- Company Checks subject to verification of funds.
- The McAllen Convention Center does NOT Accept Personal Checks. (No Exceptions)

Rooms	Class I Rate	Class II Rate	Class III Rate	90 day Rate	60 day Rate	Half-day, 30 day & Move-in Rate
<b>Convention Hall</b>	14 Cents	20% Discount	25% Discount	30% Discount	40% Discount	50% Discount
Convention Hall A	\$3,780.00	\$3,024.00	\$2,835.00	\$2,646.00	\$2,268.00	\$1,890.00
Convention Hall B	\$4,536.00	\$3,628.80	\$3,402.00	\$3,175.20	\$2,721.60	\$2,268.00
Convention Hall A,B	\$8,316.00	\$6,652.80	\$6,237.00	\$5,821.20	\$4,989.60	\$4,158.00
<b>Ballroom</b>	35 Cent					
Ballroom A	\$1,100.00	\$880.00	\$825.00	\$770.00	\$660.00	\$550.00
Ballroom B	\$1,360.00	\$1,088.00	\$1,020.00	\$952.00	\$816.00	\$680.00
Ballroom C	\$660.00	\$528.00	\$495.00	\$462.00	\$396.00	\$330.00
Ballroom D	\$550.00	\$440.00	\$412.50	\$385.00	\$330.00	\$275.00
Ballroom (A+B)	\$2,590.00	\$2,072.00	\$1,942.50	\$1,813.00	\$1,554.00	\$1,295.00
Ballroom (B-D)	\$2,470.00	\$1,976.00	\$1,852.50	\$1,729.00	\$1,482.00	\$1,235.00
Ballroom (C+D)	\$1,100.00	\$880.00	\$825.00	\$770.00	\$660.00	\$550.00
Ballroom (A+B+C+D)	\$3,550.00	\$2,840.00	\$2,662.50	\$2,485.00	\$2,130.00	\$1,775.00
<b>Room 101</b>						
Room 101 A	\$290.00	\$232.00	\$217.50	\$203.00	\$174.00	\$145.00
Room 101 B	\$270.00	\$216.00	\$202.50	\$189.00	\$162.00	\$135.00
Room 101 C	\$260.00	\$208.00	\$195.00	\$182.00	\$156.00	\$130.00
Room 101 (A+B)	\$560.00	\$448.00	\$420.00	\$392.00	\$336.00	\$280.00
Room 101 (B+C)	\$520.00	\$416.00	\$390.00	\$364.00	\$312.00	\$260.00
Room 101 (A+ B+C)	\$820.00	\$656.00	\$615.00	\$574.00	\$492.00	\$410.00
<b>Room 102</b>						
Room 102 A	\$250.00	\$200.00	\$187.50	\$175.00	\$150.00	\$125.00
Room 102 B	\$140.00	\$112.00	\$105.00	\$98.00	\$84.00	\$70.00
Room 102 C	\$130.00	\$104.00	\$97.50	\$91.00	\$78.00	\$65.00
Room 102 B & C	\$250.00	\$200.00	\$187.50	\$175.00	\$150.00	\$125.00
Room 102 (A+B+C)	\$520.00	\$416.00	\$390.00	\$364.00	\$312.00	\$260.00
<b>Board Rooms 1 &amp; 2</b>						
Board Room 1	\$110.00	\$88.00	\$82.50	n/a	n/a	n/a
Board Room 2	\$110.00	\$88.00	\$82.50	n/a	n/a	n/a
<b>Room 103</b>						
Room 103 A	\$80.00	\$64.00	\$60.00	\$56.00	\$48.00	\$40.00
Room 103 B	\$90.00	\$72.00	\$67.50	\$63.00	\$54.00	\$45.00
Room 103 C	\$240.00	\$192.00	\$180.00	\$168.00	\$144.00	\$120.00
Room 103 D	\$200.00	\$160.00	\$150.00	\$140.00	\$120.00	\$100.00
Room 103 (A+B)	\$180.00	\$144.00	\$135.00	\$126.00	\$108.00	\$90.00
Room 103 (A-C)	\$400.00	\$320.00	\$300.00	\$280.00	\$240.00	\$200.00
Room 103 (C+D)	\$400.00	\$320.00	\$300.00	\$280.00	\$240.00	\$200.00
Room 103 A,B,C,D	\$600.00	\$480.00	\$450.00	\$420.00	\$360.00	\$300.00

<b>Parking Lots</b>	<b>5 cents</b>					
Parking Lot A	\$1,700.00	\$1,360.00	\$1,275.00	\$1,190.00	\$1,020.00	\$850.00
Parking Lot B	\$1,800.00	\$1,440.00	\$1,350.00	\$1,260.00	\$1,080.00	\$900.00
Parking Lot C	\$1,200.00	\$960.00	\$900.00	\$840.00	\$720.00	\$600.00
Parking Lot D	\$400.00	\$320.00	\$300.00	\$280.00	\$240.00	\$200.00
Parking Lot E	\$1,500.00	\$1,200.00	\$1,125.00	\$1,050.00	\$900.00	\$750.00
<b>Oval Park</b>	<b>3 Cents</b>					
East Oval (Bandstand)	\$1,500.00	\$1,200.00	\$1,125.00	\$1,050.00	\$900.00	\$750.00
West Oval	\$1,500.00	\$1,200.00	\$1,125.00	\$1,050.00	\$900.00	\$750.00
East & West Oval	\$3,000.00	\$2,400.00	\$2,250.00	\$2,100.00	\$1,800.00	\$1,500.00