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## **SECTION I - INTRODUCTION**

The Mobile Civic Center, the "Center", is a multi-purpose facility owned by the City of Mobile, Alabama, and operated by SMG. The purpose of the Civic Center is to promote and facilitate events and activities which generate substantial economic benefits to Mobile County including concerts, family shows, sporting events, exhibitions, Broadway/theater shows, conventions, trade shows, meetings, and consumer shows.

In addition, the Center has an objective to provide services and facilities that respond to the needs of the greater Mobile area, and local activities that promote business and generally enhance the quality of life for the community the Center serves.

SMG, based in Philadelphia, Pennsylvania, is the world's largest private management company for public assembly facilities with management contracts throughout the United States and Europe. Our management philosophy is based on "**SERVICE.**" From your initial contact with our office, to post-event reviews, our goal is to provide you with the highest levels of service and personal attention. The resources of our event services department will be available to you throughout your event planning and implementation stages. Furthermore, our commitment to service will be extended to your exhibitors and attendees and will ultimately reflect in the success of your event.

## **SECTION II - EVENT PLANNING**

Following booking your event, the Center will assign an Event Coordinator to work with you on event planning and implementation. The Event Coordinator will contact you as soon as assigned and will remain as your primary Center liaison through the conclusion of your event.

A major function of the Event Coordinator is to gather all event information, and disseminate that information to our operating departments. These departments include engineering security, housekeeping, set-up, audio-visual, electrical and other utilities, telecommunications, IATSE stage hands and other technical services.

Additionally, your Event Coordinator will introduce you to a representative of our food services department. Your food and beverage representative will coordinate all food and beverage requirements.

As the title indicates, the Event Coordinator is also responsible for coordinating the activities of your function, decorators and other outside vendors as they interact with the Center. Integral to the success of your event is your commitment to provide the Event Coordinator with up-to-date information relative to your event's specific needs. You will find it beneficial to include your Event Coordinator in meetings with service contractors, and to send copies of pertinent communications, printed programs exhibitor kits and technical riders.

We recommend you call on your Event Coordinator with any questions, large or small, that may arise during the planning or implementation of the event. Furthermore, your Event Coordinator is committed to providing you with pertinent information regarding the Center's operating rules and regulations.

It is important to remember that the Center is a multi-purpose facility and it is normal to have more than one event in the building at a given time. Your Event Coordinator relies on the information you provide in coordinating multiple show requirements and usage of public areas. By receiving information as early as possible, your Event Coordinator can assist you in avoiding unnecessary charges, alert you to potential problems, and in turn, enhance the smooth operation of your event.

## **SECTION III - FACILITY EVENT SERVICES**

### **1. AUDIO - VISUAL**

The Center's preferred in-house audio-visual provider, Projection Presentation Technology offers a full range of audio-visual services including slide and video projection, sound reinforcement, video production, lighting, theatrical drapes, etc. Trained technicians will assist you in the design of room layouts, equipment selection and development of budgets. Sample presentations and equipment tests will be arranged upon request. Projection Presentation Technology may be reached directly at 251-208-2410.

### **2. CATERING AND CONCESSION SERVICES**

The Center provides all food and beverage services and products on an exclusive in-house basis through our on-site concessionaire ARAMARK, Inc. ARAMARK is prepared to offer the finest quality products and service for all functions, whether it is a meal function or cash concessions. Their catering personnel stand ready to tailor comprehensive food and beverage packages for all events including international coffee breaks, receptions, banquets, theme parties and hospitality suites. Your Event Coordinator will introduce you to a food and beverage representative who will coordinate all catered functions.

### **3. COAT AND LUGGAGE CHECK**

The Center provides on an exclusive in-house basis, comprehensive coat and package checking services. These services can be designed to best meet your event's needs as we offer two general options:

- (a) Per item charge - usually requires a minimum guarantee by licensee with users paying a nominal per item fee.**
- (b) Hosted service - free to users; licensee or sponsor responsible for set-up and personnel charges.**

Your Event Coordinator will provide further details for this service including estimates of hours of operation, space needs, and associated costs.

### **4. EQUIPMENT INVENTORY AND RENTAL**

A listing of the Center's standard equipment inventory and associated rates can be found in the Appendix. Equipment is available as inventory permits. The Center will make its best effort to accommodate the needs of all events, but reserves the right to determine specific inventory allotments. If rental equipment is required to supplement the house inventory, the cost of such

equipment is the responsibility of licensee. Rental rates for equipment not included in your space rental can be solicited from your Event Coordinator.

## **5. FIRST-AID/FIRE DETAIL**

The Center requires that public safety be considered in the planning stages of all events. In order to maintain consistent levels of first-aid coverage, emergency medical personnel will be required during your event hours for functions held in the Arena, Theater and Expo Hall. A fire detail (Fire Marshal) will be mandatory during event hours for functions held in the Arena and Expo Hall and may be required in the Theater.

## **6. HOUSEKEEPING DEPARTMENT**

The Housekeeping Department provides continuous cleaning of all public areas, restrooms, offices and meeting rooms. The department is responsible for cleaning the facility prior to your arrival/set-up. During functions, Housekeeping maintains all public areas and restrooms. At the conclusion of each show day, Housekeeping will refresh all public areas and restrooms. Specific housekeeping/cleaning requests can be accommodated upon notification.

## **7. KEYS-ROOM SECURITY**

The Center can issue keys to most interior doors in the Arena, Expo Hall and Theater. No doors may be locked, chained, etc. by groups. The Center, at all times, reserves the right to access any area if necessary.

## **8. PARKING**

The Center has approximately 1,500 parking spaces in their lot. Event parking is \$5.00 per vehicle. Arrangements can be made with your Event Coordinator to bill parking charges to a master account. The main entrance into the lot is via Claiborne Street.

The Center also has twenty-four (24) electrical hook-up sites for Recreational Vehicles and limited parking for RV's not needing electrical services. All space is by reservation only and must be made directly with the Parking Manager.

## **9. SECURITY**

- (A) **BUILDING SECURITY:** The Center is monitored by a full service Security Department. Our trained building security personnel maintain 24-hour security coverage for the Center's perimeter areas, internal corridors and life safety alarm system. Building security will also open and secure exterior and interior access doors and monitor internal traffic flow, including escalator direction.

All incidents of injury, vandalism, fire, theft, etc. should be reported to the Central Security office immediately at 251-208-7187. Following notification of any incidents, security officers will initiate appropriate reports and investigations.

- (B) EVENT PERSONNEL:** The Center provides event personnel services on an exclusive in-house basis. Services available include show security, overnight security, badge checkers, ticket takers, and related personnel. These personnel wear uniform jackets or security tee shirts. Your Event Coordinator will be your initial contact in developing comprehensive, cost-effective event personnel plans. Any special security services, i.e. armed guards and K-9 provided by outside contractors, require the prior written approval of the Center.

## **10. TELECOMMUNICATIONS**

The Center provides a limited range of telecommunications services. Specific requirements may need to be coordinated through the local phone company. Your Event Coordinator can assist you in establishing local service.

## **11. BOX OFFICE**

The Center is a Ticket Master facility. All sale dates require a three week advance notice to the Box Office Manager. The Center accepts advance payments in VISA, MasterCard, American Express, Cash or Checks. Cash is only form of payment accepted on the day of the show/event.

Arena – Two locations	Main entrance at front of building; Southeast doors from parking lot.
Expo Hall – Two locations	Main lobby inside the building; South entrance from parking lot.
Theater – One location	Main lobby inside the building.

## **12. IATSE - International Alliance of Theatrical Stagehands and Electricians**

The Mobile Civic Center is contracted with IATSE Local 142 to provide labor that includes carpenters, electricians, wardrobe, sound, spot operators, loaders, forklift operators and exhibition workers.

A Service Contractor may use workers who are permanent employees of the company. Any additional labor must be contracted through the local IATSE.

### **IATSE Work Rules**

- Minimum call is four (4) hours on the in and separate four (4) hour call on the out.
- Work calls consisting of 20 or more men require a paid steward whose rate is \$1.00 per hour more than that of others working the call.

- Within five (5) hours of start of work call, personnel shall receive either an unpaid meal period of one (1) hour or an abbreviated meal period of no more than 30 minutes, during which such personnel will be paid at their applicable rates, as well as an acceptable hot meal at the sole expense of the show.
- All hours worked after eight (8) hours are at time and one half (overtime).
- All hours worked prior to 8:00am and after 1:00am shall be at time and one half the applicable rate of pay.
- Performance call is a minimum 3.5 hours that includes half hour before performance plus three hours.
- Required house pre-sets are House Lights, Electrician and House Sound (if applicable). They must be in half hour before doors.
- Holidays that will result in time and one half are: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day. There is no doubling of overtime.

Your Event Coordinator can provide complete details regarding rates and performance regulations of IATSE.

### **13. SMOKING POLICY**

The City of Mobile adopted a Smoking Ordinance #26-059 on June 21, 1994. For public functions, smoking is permitted in designated areas only. For private functions, there is no smoking allowed in communal areas or on carpeted surfaces. Your Event Coordinator can supply you with a written copy of the Smoking Ordinance, upon request.

## **SECTION IV - ARENA**

### **CONCESSION STANDS:**

There are seven (7) concession stands, four (4) on the main level and three (3) on the balcony concourse. Portable units are used for additional point-of-sale concessions. Our in-house caterer, ARAMARK, Inc. can create a concession plan tailored to a specific group.

### **DRESSING ROOMS:**

Backstage Dressing Rooms - There are seven (7) "star" dressing rooms located immediately backstage, 8'x12', carpeted, with mirrors, restrooms and showers. Towels are available upon request. Private phone lines and casual furniture can also be arranged upon request.

### **LOCKER/BAND ROOMS:**

There are four (4) locker rooms that can double as Band Rooms. Two (2) are located ground level-one at stage right and one at stage left. These rooms are 1300 sq. ft. Two (2) other locker rooms are located on the second floor concourse. These rooms are 1000 sq. ft. and 1250 sq. ft. respectively. All locker rooms have bathrooms, urinals, lockers, shower stalls and a shower room.

### **CATERING ROOM/PRODUCTION OFFICE:**

Located through the stage left tunnel is a secure room 11,000 sq. ft. which can serve as a Catering Room, Production Office or additional Dressing Room space. It includes a large open area and two private offices, each 100 sq. ft. There is a separate bathroom with a communal shower. The room can also be accessed from the rear directly from the parking lot.

### **ELECTRICITY**

#### Shore Power:

Four (4)	50amp	hardware
Four (4)	50amp	receptacles
Fourteen (14)	30amp	receptacles
Four (4)	20amp	receptacles

There is enough power for up to twenty (20) buses at one time, however not all power is directly behind the Arena.

#### Stage Power:

Six (6)	400amp/3 phase	earth ground
Three (3)	200amp/3 phase	earth ground

All power connects 70' from stage end.

### **FORKLIFTS:**

The Center has two (2) Yale forklifts available. They have a 13' height span and weight capacity of 4000-7000 lbs. Your Event Coordinator can rent additional forklifts at the promoter's expense.

**HOUSE LIGHTS:**

The house lights are incandescence on a par 54 house dimmer, controlled from two positions. House lights can have immediate blackout and restore within 5 minutes.

**HOUSE SOUND:**

House sound is a Yamaha PM 1800 32x8 board with cluster, controlled from one position. A limited supply of additional inventory is available.

**LOAD IN/LOAD OUT - LOADING DOCK:**

The Center offers one (1) dock at semi-trailer height and two (2) tunnels for direct access to Arena floor. There is no ramping system available from the Center. A maximum of three trucks can unload at the same time. Door heights are as follows:

Dock (Room 80)	10' W x 13.5' H
SE/SW Tunnels	12' W x 14' H
SE Tunnel Interior	12'8" W x 14' H

**MEETING ROOMS:**

The Arena offers fifteen (15) meetingrooms and two (2) concourse exhibit areas as follows:

Rooms 1,3,5,7,9,11	1,100 sq. ft.	
Rooms 2,4,6,8,10,12	550 sq. ft.	
Room 14	3,200 sq. ft.	
Room 15	3,600 sq. ft.	
Room 16	3,750 sq. ft.	
East Exhibit Area	6,000 sq. ft.	
West Exhibit Area	6,000 sq. ft.	(with roll-up door 12' H x 10' W)

**RIGGING:**

The Arena has a dome ceiling that is 97' from center floor and 73' around the perimeter. Steel is configured close in the middle and wide on the sides. One and two ton motors can be hung, and house sound cluster and scoreboard can be raised to the highest trim. Rigging can be from the catwalk, weight permitting.

**SEATING CAPACITIES:**

Maximum seating capacity	10,000 Seats
Concert with end stage - Full Arena	9,920 Seats
Concert with end stage - 270°	8,873 Seats
Concert with end stage - 180°	8,119 Seats
Hockey Set-up	8,030 Seats
Basketball Set-up	8,000 Seats

**SPOTLIGHTS:**

The Arena offers six (6) spotlights - four (4) Xenon gladiator III's and two (2) Lycian 2k's. There are six permanent positions for spotlights. There are two possible locations for temporary spotlights. The Center has eight "Clear Com" 2 channel headsets for communication to spot operators.

**STAGE:**

The Center uses a Stage Right system in 3' x8' deck sizes with black velvet skirting. Stage height is adjustable from 48"-60". Deck surface is black vinyl or gray carpet. Standard stage size is 60'Wx40'D.

**STORAGE:**

There is limited storage available back stage and stage left/stage right. Your Event Coordinator can arrange additional storage in close meeting rooms, space permitting.

**WASHER/DRYER:**

Two (2) stacked washer/dryers located in Locker Room 3.

## **SECTION V - THEATER**

### **CONCESSION STAND:**

There is one (1) concession stand on the main level. Portable units can be arranged for additional point-of-sale concessions. Our in-house caterer, ARAMARK Inc., can create a concession plan tailored for a specific group.

### **DRESSING ROOMS:**

There are nine (9) star quality dressing rooms - four (4) stage right and five (5) stage left. The rooms are 9'x12' with mirrors, restrooms and showers.

### **ELECTRICITY:**

Stage Power: Two (2) 400 amp, 3 phase located stage right.

### **LOAD IN/LOAD OUT:**

All shows load in at the rear of the theater. The load in door is 8'x10'.

### **ORCHESTRA PIT:**

The orchestra pit is 48'x12' with separate entrance. There is no covering available for the pit.

### **ROOMS:**

Choral Rooms	-Two (2) choral rooms located upstairs for 25 people each.
Green Room	-1200sq ft. located stage left.
Band/Wardrobe Room	-80 sq. ft. located stage right with restroom.
Jackson Room	-450 sq ft. located off main lobby.
Johnson Room	-325 sq. ft. located off main lobby.
Coat Check Room	-May also be used for a bar or ticket sales.

### **SEATING CAPACITY:**

Downstairs Seating	Front Orchestra	609
	Rear Orchestra	575
Balcony Seating	Upper	468
	Mezzanine	280
	<b>Total Seating</b>	<b>1932</b>

### **SPOTLIGHTS:**

The theater has two (2) Lycian spotlights in fixed locations. Two (2) governor boxes can accommodate additional rental spotlights.

### **STAGE:**

The theater stage is 90'x60' with a 51'W x 30'H proscenium. The stage features choral and band contour curtains. There are two sets of steps - one set located on each side of the Orchestra Pit, with direct access to guest seating.

**STORAGE:**

There is limited storage available in the rear workroom area.

**HOUSE LIGHTS:**

Type: ETC Expressions

Console: Expressions 250

Dimmers: SR-48 Digital Racks

**Lighting Equipment Inventory**

Type	Quantity	Lamp	Brand
5°	6	1 K FEL	LEE COLORTRAN
9°	6	1 K FEL	STRAND
12°	10	1 K FEL	STRAND
17°	12	1 K FEL	STRAND
15° 40°	4	1 K FEL	STRAND
6x9	12	1 K FEL	ALTMAN
8"	8	1 K FEL	STRAND
6"	40	*.75K BTN	STRAND
PAR 64	30	1 K PAR	ALTMAN
16" SCOOP	14	1 K DNV	LEE COLORTRAN
6'X6" STRIP (4 COLOR)	18	300W - R40	STRAND

**HOUSE SOUND:**

The inventory for the house sound includes:

Audio Equipment

Yamaha GA 32x12 Concole

Two (2) 12" E.V. Monitor Wedges

Four (4) 12" Yamaha Monitors Wedges

Five (5) MD431 Sennhiser

Five (5) E.V. Rell's

One (1) Shure 58

Ten (10) Straight stands mics

Eight (8) Booms

Eight (8) Clear Com Headsets (Supply available is limited to availability)

- One (1) 5 Channel House Snake for Straight only (multi pin)
- One (1) Wireless Shure mic for entire facility
- One (1) Yamaha Cassette Player/Recorder
- One (1) Nakawichi Cassette Player/Recorder
- One (1) Toshiba CD Player

**RIGGING:**

The theater has 60 lines, single purchase locking rail. Up to 30 lines are available without a strip call. The grid height is 68'. The following is a breakdown by line set.

**Line Set List - System Type: Single Purchase**

Line Set	Distance From Proc.	Description	Weight	Max. Arbor Capacity
1	3' 2"	MAIN CURTAIN	(29) 725 LBS	
2	3' 8"	BORDER	(9) 225 LBS	
3	4' 8"			
4	5' 2"	#1 ELEC.	(18) 450 LBS	
5	6' 2"			
6	6' 8"			
7	7' 2"			
8	8' 2"	BORDER	(8) 200 LBS	
9	8' 8"	BLK. TRAV.	(16) 400 LBS	
10	9' 8"	#1A ELEC	(10) 250 LBS	
11	10' 2"			
12	11' 2"			
13	11' 8"			
14	13' 2"			
15	13' 8"			
16	14' 8"	BORDER	(8) 200 LBS	
17	15' 8"	LEGS	(9) 225 LBS	
18	16' 8"			
19	17' 8"			
20	18' 8"			
21	19' 2"			
22	20' 8"	#2 ELEC.	(19) 275 LBS	
23	21' 2"			
24	22' 2"			
25	22' 8"			
26	23' 2"	BORDER	(8) 200 LBS	
27	24' 2"	LEGS	(9) 225 LBS	
28	25' 2"			
29	26' 2"			
30	27' 2"			
31	27' 8"			
32	28' 8"			
33	29' 2"			
34	30' 2"	#2A ELEC.	(10) 250 LBS	
35	31' 2"			
36	31' 8"			
37	32' 2"			
38	33' 2"	BORDER	(8) 200 LBS	
39	34' 2"	LEGS	(9) 225 LBS	
40	35' 2"			
41	35' 8"			
42	36' 2"			
43	37' 2"			
44	37' 8"			
45	38' 2"			
46	38' 8"			
47	39' 8"	#3 ELEC.		
48	41' 2"			

49	41' 8"	BORDER	(8) 200 LBS	
50	42' 2"	LEGS	(9) 225 LBS	
51	42' 8"			
52	43' 8"	SKY (WHITE)		
53	44' 8"	FULL BLACK		
54	45' 8"	SCOOPS (PERM)		
55	46' 8"			
56	47' 8"			
57	48' 8"	#3A ELEC.		
58	49' 8"			
59	50' 8"			
60	51' 2"	CYCBLUE		

## **SECTION VI – Expo Hall**

### **CONCESSION STANDS:**

There is one concession stand located on the perimeter corridor of the entrance to the hall. Portable units can provide additional point or sale concessions on the show floor.

### **DRESSING ROOMS:**

There are two Dressing Rooms/Locker Rooms accessible from a private hallway off the front lobby entrance:

Dressing Room One – 475 sq. ft. locker space + 357 sq. ft. shower space = 832 sq. ft. total space.

Dressing Room Two – 427 sq. ft. locker space + 360 sq. ft. shower space = 787 sq. ft. total space

### **MEETING ROOMS:**

Located inside the Expo Hall is one meeting room, 54' x 50' (2700 sq. ft.), which is a multi-functional room. It boasts an elevated audio-visual booth, 6' x 10', for front screen projection and quality sound control. The interior of the room is black and is designed to accommodate total blackout for maximum theatrical effect.

### **ELECTRICITY:**

Electrical service is distributed around the Hall as follows:

South end	(2) 400 amp and (1) 200 amp
Four corners of Hall	(1) 100 amp at each corner location
Expo Theater	(1) 100 amp

### **HOUSE LIGHTS:**

House lighting features 48 incandescent which are dimmable and the remainder of house lights HID which cannot be dimmed. Two permanent trusses can hold up to twelve par can each for general stage wash and additional ambient lighting.

### **HOUSE SOUND:**

The Expo Hall House sound system has four (4) Soundsphere Q-12A speakers center-hung in the hall. A separate amplifier rack, located at the south end of the Hall, controls the system. The amplifier rack contains amps, CD/cassette deck, microphone mixer, and wireless microphone antenna.

### **LOAD IN/LOAD OUT:**

Load in and load out is through the rear of the hall off the parking lot. The roll-up door is 16' high x 14' wide. It is ground level and there is no dock.

**RIGGING:**

Rigging can be done from the 25' exposed beams at 200 lb. max per point. The overall ceiling height is 30'.

**CAPACITIES:**

Expo Hall

Concert Seating/Theater Style	2776 Seats
Cabaret Seating/Rounds of 8/ with Center Stage	1334 Seats
Cabaret Seating/Rounds of 8/ with End Stage	1224 Seats
Banquet/Rounds of 8	1512 Seats
Reception	3000 Standing
8'x10' Booths	157 Booths
Tabletop displays with 8'x30" tables	202 Tables

Expo Theater

Theater Style	200 Seats
Banquet/Rounds of 8	144 Seats
Reception	225 Standing
Classroom Style	138 Seats

**STAGE:**

Stages can be erected using a Stage Right system in 3'x8' deck sizes, adjustable from 48" – 60". Stage skirting is black velvet and deck surface is black vinyl or gray carpet. Additionally, smaller stages and bandstands can be set using 4'x8' riser sections in heights of 8", 16" or 24".

**STORAGE:**

There is limited storage available at the north end of the hall. Depending on set-up of function and proposed public entrance and exits to the event, additional storage may be available in other others of the Expo Hall complex. Your Event Coordinator can advise of this availability upon finalization of event plans.

## SECTION VII - APPENDICES

1. Map of Mobile Area
2. Frequently Called Numbers
3. General Rules and Regulations
4. Rates - Special Services  
Equipment Rental  
In-House Decorating Services
5. Sample Forms -  
Certificate of Insurance  
Electrical Order Form  
Telecommunications Order Form

### **MOBILE CIVIC CENTER FREQUENTLY CALLED NUMBERS**

#### **Downtown Hotels**

Riverview Plaza Hotel.....	251-438-4000
Lafayette Plaza.....	251-694-0100
Ramada Inn Civic Center.....	251-433-6923
Malaga Inn.....	251-438-4701
Radisson Admiral Semmes.....	251-432-8000

#### **Arts**

City of Mobile, Special Events.....	251-434-5858
Mobile Arts Council.....	251-432-9796

#### **General**

Mobile Bay Convention & Visitors Bureau.....	251-208-2000
Mobile Area Chamber of Commerce.....	251-433-6951

#### **Newspapers**

Mobile Press Register.....	251-433-1551
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#### **Transportation**

Mobile Regional Airport.....	251-633-0313
Mobile Bay Transportation.....	251-633-5693

Bay City Towers.....	251-432-2229
Taxi/Yellow Cab.....	251-476-7711

**Network Television**

WALA - TV (FOX 10).....	251-434-1010
WEAR - TV (ABC Affiliate).....	251-433-3333
WKRG - TV (TV-5).....	251-479-5555
WPMI - TV (NBC 15).....	251-602-1500

**MOBILE CIVIC CENTER**

**GENERAL RULES AND REGULATIONS**

1. The use of double face tape and cloth tape is permitted on concrete floor surfaces only. The Center requires the use of residue resistant carpet tape. The removal, and associated costs thereof, of tape and tape residue is the responsibility of Licensee.
2. Signs, decorations and related materials may not be taped, tacked, stapled, nailed, etc. to painted surfaces, columns, fabrics or decorative walls in the Center.
3. Center permanent signs, banners, etc. may not be blocked in any manner. Temporary signs may not be attached in any manner to permanent Center signage.
4. No banner can be hung in the Center without prior written approval of Operator.
5. Helium balloons will only be permitted for display purposes and the distribution of helium balloons to the general public or other invitees is prohibited.
6. Costs associated with helium balloon removal are the responsibility of Licensee.
7. Use of Center equipment, supplies and other materials is limited to Center personnel unless approved in writing by Operator.
8. The movement of Center furniture, fixtures and equipment must be performed by Center personnel only.
9. House lighting, ventilation, heat or air conditioning will be provided as required event hours. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during set-up and breakdown.
10. Motorized vehicles and equipment (i.e. carts, forklifts, scooters, etc.) are not permitted on any lobby, pre-function, meeting room without the prior written approval of Center.
11. Holes may not be drilled, cored or punched into any part of the Center or exterior premises.
12. Animals and pets are not permitted in the Center except in conjunction with an approved exhibit, display, show, etc. Trained service dogs are permitted.
13. All arrangements for food and beverage should be made directly with the Center's exclusive in-house caterer.
14. Damages to the Center are the responsibility of Licensee. Incidents of damages should be reported to Security immediately.
15. All facility utilities are property of the Center and it is prohibited to access, tamper or otherwise utilize said utilities without prior written approval of Center. Costs for repairs, damages, etc. resulting from unauthorized use of utilities are Licensee's responsibility.
16. Any and all unsafe conditions or activities will be terminated immediately upon request. The Center will remove disruptive parties as necessary.
17. The Center provides on an exclusive in-house basis all electrical, utility, security, and food and beverage services.

**GENERAL FIRE CODE REGULATIONS**

1. All functions must comply with all Federal, State, Municipal and Center mandated fire codes which apply to public assembly facilities. The Center includes sections of the NFPA Life Safety Code, which apply to public assembly facilities as part of the License Agreement.
2. The decision of the Fire Marshal of the City of Mobile is final.
3. All bunting, table coverings, drapes, signs, banners and like materials must be flame resistant and are subject to inspection and flame testing by Fire Marshal.

4. All electrical equipment must conform to the National Electrical Code and be UL approved.
5. The following materials are prohibited without written consent of Center: electrical cooking equipment; open flame devices; vehicles; welding, cutting or brazing equipment; ammunition; radioactive devices; flammable liquids pressure vessels; exhibits involving hazardous processing and materials; fireworks or pyrotechnics; blasting agents or explosives; flammable cryogenic gases; aerosol cans with flammable propellants; gas operated cooking equipment; portable heating equipment; other equipment, materials and operations that increase risk to fire and life safety.
6. The display of any and all vehicles that are powered by a combustion engine require fuel tanks be less than 1/4 full. The cap for the fuel tank must be locked or taped closed and at no time is the removal or addition of fuel allowed in or around the Center. Vehicle electrical systems must be disconnected by either removing battery, battery cables or disconnecting battery cables and taping contact with non-conductive electrical tape. A key to the vehicle must be left with in-house Security.
7. At no time during public hours are display vehicles to be moved.
8. All emergency exits, hallways and aisles leading from the building are to be kept clear and unobstructed. Any vehicles, material, equipment, etc. in fire lanes or blocking exits, etc. will be removed at Licensee's expense.
9. Exit signage, fire extinguishers, fire alarms, pull stations and related fire fighting equipment may not be hidden, obstructed or blocked.

### **FOOD AND BEVERAGE**

1. All food and beverage rights are held by the exclusive in-house caterer for the Center. All arrangements for food and beverage must be contracted directly with the in-house caterer.
2. Any and all exhibitors offering food or beverage sampling must adhere to the following:
  - (a) Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm, and must be directly related to participation in event.
  - (b) Food items must be limited to "bite" size.
  - (c) Beverage items must be distributed in containers no greater than six (6) ounces, and no more than five (5) ounces of product may be distributed per container.

### **MISCELLANEOUS**

Circumstances and operations not covered in these rules and regulations will be subject to interpretation, stipulations and decisions deemed necessary and appropriate by Center.

Effective August 14, 2006  
Subject to change without notice.

## **MOBILE CIVIC CENTER**

### **SPECIAL SERVICES RATE SHEET**

<b>Personnel</b>	<b>Cost</b>
Event Personnel	\$10.25 per person/per hour
Security	\$10.25 per person/per hour
Room Changeover	\$12.25 Labor hour
First Aid Attendant	\$15.00 per person/per hour
<b>Insurance</b>	
Facility Secured	\$.55 per person/per day or Minimum \$100.00 per day

## EQUIPMENT INVENTORY AND RENTAL RATES

ITEM	COST
<b>Chairs</b>	
Padded Folding Chair	\$ 2.50 per day
Padded Stackable Chair	\$ 2.50 per day
<b>Tables and Skirting</b>	
30" x 72" Table	\$ 4.00 per day
30" x 96" Table	\$ 5.00 per day
60" Round Table	\$ 4.00 per day
Linen Tablecloth	\$ 3.25 per day
Linen Tableskirt	\$ 4.00 per day
Disposable Tablecloth	\$ 6.00 per skirt
Disposable Tableskirt	\$ 6.00 per cloth
<b>Risers</b>	
4'x 8' Section 8",16",24", 32"	\$ 8.00 per section
Riser Skirting	\$ .25/lin ft.
<b>Staging</b>	
4'x 8' Section- (36"- 60" )	\$ 9.00 per section
Stage Skirting	\$ .50/lin ft.
<b>Miscellaneous</b>	
Garment Rack	\$ 8.00 per day
Communication Radio	\$ 10.00 per day
Tripod Easel	\$ 5.00 per day
Flag Pole w/ American or State Flag	\$ 5.00 per day
Podium - Standing	\$ 13.00 per day
Queuing Standhion w/6' Rope	\$ 5.00 per day
Spotlights	\$ 75.00 per day
Barricades	\$ 10.00 per day
Upright Piano	\$100.00 per day
Grand Piano	\$200.00 per day
Forklift	\$200.00 per day
Pallet Jack	\$ 25.00 per day