

Schedule of Standard Rates for Rentals — ROBINSON CENTER —

Effective Date – October 1, 2006

EXHIBITION HALL

EXHIBITION HALL 126'-1" x 117'-9"	14,867 sq. ft.	\$1500
EXHIBITION HALL BALCONY	9,008 sq. ft.	

ROBINSON CENTER MEETING ROOMS

Room 101 23'-5" x 33'-7"	791 sq. ft.	\$130
Room 102 44'-2" x 35'-7"	1,577 sq. ft.	\$170
Room 103 44'-6" x 37'-2"	1,659 sq. ft.	\$170
↑ ROOMS 102-103 MAY BE COMBINED ↑		
73' x 44'-6"	3,255 sq. ft.	
Room 104 35'-5" x 18'-3"	649 sq. ft.	\$ 100

Room 401 26'-3" x 15'-6"	410 sq. ft.	\$ 100
Room 402 25'-6" x 43'-3"	1,108 sq. ft.	\$ 120
Room 403 26'-1" x 15'-7"	409 sq. ft.	\$ 100

- A minimum of \$1000.00 will be assessed for rental and set-up for events after 6pm weekdays, weekends and holidays when the facility would otherwise be closed.
- The LRCVB CEO and/or the COO may exercise discretion as to the issuance, modification or termination of scheduled events, if it is deemed in the best interest of the FACILITY. This includes moving or relocating a scheduled event to another comparable space within the FACILITIES the LRCVB operates to accommodate other scheduled activities.
- Rates are based on events scheduled from 6:00 a.m. until Midnight.
- Move-in/Move-out time is a fee of one half (1/2) the full rental rate and may not exceed the total number of show days.
- Overtime rates if functions extend from Midnight to 6:00 a.m.
 - Exhibition Halls - \$300.00 per hour.
 - Meeting Rooms - \$100.00 per hour.
- Rental includes:
 - A one (1) time set up and use of any center owned tables and chairs (except those used for commercial use).
 - Normal heat and air conditioning.
 - Custodial service for all public areas, restrooms, meeting rooms, ballrooms and exhibition halls (except when used for exhibits).
 - Three (3) directional signs per event (text and arrow only).
 - One (1) center owned, wired microphone. A sound technician will be required if more than one (1) input into the house system are used (i.e. tape deck, CD player, microphone, etc.) or any outside equipment is used.
 - Ten skirted tables per event.
 - Tablecloths per meeting space per event
 - Meeting rooms.....5 cloths
 - Exhibit Halls.....20 cloths

Rental does not cover any equipment that must be rented to meet the Licensee's requirements. Licensee will be responsible for removal of all bulk trash, crates, lumber or packing materials prior to show opening and following move-out. Any costs incurred by the Convention Center for bulk trash not removed by the Licensee will be charged at the rate of \$25.00 per hour.

OPENING AND CLOSING TIME

The Licensee is required to provide Center Management with a list of events and the scheduled times for their functions so we may schedule personnel to open and close the building accordingly. If there are no scheduled events in the building, the building will be closed. An overtime charge may be charged if the event goes past the scheduled ending time.

DEPOSITS

Deposits will be the sum of the total rental and will be due at the same time as the signed contract unless Center Management decides circumstances predicate a special deposit or due date. Center Management reserves the right to require full deposit including all extra charges on first time Licensee's, Licensee's who have had past delinquent accounts and customers who book functions within three weeks prior to the function. Signed contracts must be returned to the Center 30 days from the date the contract was sent for the agreement to be valid. A **CASH Security/Damage Deposit of up to \$25,000 may be required of a Licensee upon signing the contract.**

SECURITY

Center Management according to type of function and expected attendance determines minimum security requirements for events. Security is scheduled one (1) hour prior to the function starting time and until building is cleared after the function. Security officers are required for all functions that serve alcoholic beverages, for all dances and large public events. We follow the accepted standard of one (1) security officer per 200 patrons. A minimum of two (2) security officers will be required for small parties and dances booked in small meeting rooms. A minimum of two (2) security officers will be required for move-in and move-out of events with exhibits and consumer shows. Center Management has the option to increase or decrease these requirements as deemed necessary.

EQUIPMENT

Center-owned equipment is available upon request on a first-come, first-serve basis. If the event employs the services of a convention services company, tables and chairs must be obtained from the convention services company.

ITEM	PRICING
Chairs.....	\$2.00 each per event
Spotlight w/operator (4 hour minimum).....	\$25.00 per hour
Key Coring.....	\$25.00 per core
Piano tuning.....	\$75.00 per tuning
Tablecloths.....	\$5.00 per cloth per event
Tables.....	\$6.00 each per event
Audio-visual Equipment.....	call for pricing
Easels... ..	\$10.00 each per day
4' x 8' Meeting Room Riser.....	\$20.00 each
6' x 8' Stage Section.....	\$20.00 per section

SERVICES

SECURITY

Armed, Uniformed Officers are \$25.00 per hour per person, 4-hour minimum
Unarmed, Uniformed Officers are \$15.00 per hour per person, 4-hour minimum.

SOUND TECHNICIANS

\$35.00 per hour per person, 4-hour minimum. Sound technicians must be scheduled prior to event for set-up, systems check and rehearsals.

TELECOMMUNICATIONS

Telephone and/or internet service can be provided at an additional cost if requested. Rates are available upon request.

UTILITIES

UTILITY CHARGES

Utility requirements for exhibit booths (electrical, water, drain, gas, and compressed air) for Governor's Halls are provided at extra cost. Any special electrical services must be arranged in advance and will be charged at current electrical rates.

Licensee or Exhibitor will be charged for utilities at the following rates:

ELECTRICAL	ADVANCE RATE	FLOOR RATE
20 AMP 110 v double outlet	\$ 40.00	\$ 60.00
20 AMP 208 v single or 3 phase	\$ 50.00	\$ 70.00
30 AMP 208 v single or 3 phase	\$ 60.00	\$ 80.00
40 AMP 208 v single or 3 phase	\$ 70.00	\$ 90.00
50 AMP 208 v single or 3 phase	\$ 80.00	\$ 100.00
60 AMP 208 v single or 3 phase	\$ 90.00	\$ 110.00

SPECIAL VOLTAGE REQUIREMENTS

For any requirements for higher voltage, please contact Robinson Center Engineering Department at (501) 370-3262. Requests for special voltage will be handled on a first-come, first-serve basis due to limited amount of current available.

	ADVANCE RATE	FLOOR RATE
WATER		
1st connection)	\$30.00	\$50.00
Each additional connection	\$15.00	\$20.00
NATURAL GAS	Robinson Center personnel do not hook up natural gas. If a booth requires natural gas, arrangements must be made in advance, with either the gas company or a licensed gas fitter. NOTE: A booth requiring natural gas MUST be on or adjacent to a utility trench. Questions regarding natural gas hook ups should be directed to Robinson Center Engineering at (501) 370-3262.	

LIABILITY INSURANCE

Licensee shall procure prior to and maintain during the License term the following types and limits of insurance from the companies acceptable to the Commission: In no event shall an insurance company have a rating of less than A, VIII. Limits of Commercial General Liability and Legal Liability should include: \$2,000,000.00 General Aggregate; \$2,000,000.00 Products-Completed Operations; \$2,000,000.00 Personal and Advertising Liability; \$1,000,000.00 Each Occurrence; \$300,000.00 Fire Legal Liability. The Commission and City of Little Rock shall be named as Additional Insured on such policies and Licensee will provide Center Management with evidence of such insurance at least 30 days prior to occupancy as provided herein.

If Licensee does not have this insurance coverage in place, he may acquire special events insurance to cover the dates of his events by obtaining special coverage at the rate of .156 cents per attendance day per delegate subject to a minimum premium of \$ 50.00 per event. The Event Coordinator may arrange special coverage.

CATERING

Doubletree Hotel has an exclusive catering contract with Robinson Center. This contract stipulates no Licensee will be allowed to bring any food or beverage into the Center without the express written permission of the General Manager of the hotel and Center Management. Negotiations should be made through the Catering Manager of the hotel. For more information, please contact the Doubletree Hotel Sales & Catering Department at (501) 372-4371.