

Tradeshow Information

Please read through the following tradeshow information. As an event planner, you are responsible for making sure your vendors, exhibitors, and guests adhere to the following guidelines.

Animals

For the safety of all guests, animals are not permitted in The Monument. The Monument fully supports the ADA regulations regarding public access for service animals. Comfort animals and emotional support animals are not protected under federal law and are not allowed in the facility, unless they are in conjunction with a display or performance approved by The Monument. All sanitary needs for animals are the responsibility of the Customer.

Saw dust is not allowed for Petting Zoos or animal exhibits. Wood chips are allowed.

Billing

An event invoice summarizing the room rent, additional charges and any credits is prepared after each event. Final payment is due upon receipt of the invoice.

Items included in room rental:

- General room lighting
- Heat or air conditioning on event days
- Cleaning of public areas to include: lobbies and restrooms
- Set up and tear down of building's rented equipment (to the extent of our inventory, a one-time setup within each of your leased space is provided)

Items not included in room rental:

- | | |
|--------------------------|--|
| -Electrical service | -Damages to rented space or equipment |
| -A/V equipment and labor | -Coat check services |
| -Event Insurance | -Booth cleaning: please put trash near a trash receptacle. |
| -Security | -Changes to the one-time setup and additional changeovers |
| -Equipment | |

Building Access

The standard hours of operation for administrative staff are 8:00 a.m. to 5:00 p.m., Monday through Friday. Per your contract, our standard operating hours for client-leased space is 7:00 a.m. to midnight daily.

Access will be determined with your event coordinator at least four weeks prior to the first move-in day. There is an additional fee for access before 7:00am and after midnight. Ask your Event Coordinator to explain building overtime applications and charges.

Canopies/ Tents

Due to current fire safety codes and regulations, canopies and/or tents regardless of size will not be allowed for use or display inside of the facility. Exceptions may be made by the Guest Services, Safety and Security Manager on a case by case basis.

Carts

Flatbed carts are available, first come first serve, for move in/out.

Deliveries and Shipping

Clients/vendors are responsible for shipping of packages to and from our facility. We ask that packages arrive no sooner than three business days prior to the first move in day, unless approved by The Monument.

Shipments should be mailed to:

The Monument

Event Name

Vendor Name and Booth #

444 Mt. Rushmore Rd. N. Rapid City, SD 57701.

The Monument is not responsible for any packages left at the facility. Client/vendor must arrange for package to be shipped back prior to leaving at the end of your event. Please notify your Event Coordinator on shipment pick up dates.

Please see equipment rental rates for use of forklift.

Deposit

We require a minimum of 20% of the total room rental to be paid as a deposit, due with signed contract. All monies used as a deposit shall be non-refundable.

Electrical

Electrical needs must be given to the event coordinator at least 10 days prior to move in. Late requests may not be fulfilled. Any extension cords and cables must be secured with approved Gaffer Tape or cord covers to prevent tripping hazards.

- Available Building Outlets
 - o 50 Amp NEMA# 14-50 receptacle
 - o 120v 20-amp standard receptacles
 - o 50-Amp distribution box with 12 individual 120v outlets
- Non-standard outlet or electrical needs should be discussed and approved with your Event Coordinator prior to show.

Event Staff/ Security

The Monument can provide Event Services Staff at Client's request. Events with alcohol may require an event staff rover. Supervisors are \$30 per hour per supervisor, event staff are \$25 per hour per person. There is a two hour minimum with at least (1) supervisor required.

Freight Elevator

The Monument has a freight elevator available for moving large items to and from our second level. Assistance is needed to operate freight elevator. Labor charges may apply for multiple-trip use.

Food and Beverage

We do not allow outside food and beverage to be brought into the facility. Peak Hospitality, a division of The Monument, is the exclusive food and beverage provider of The Monument.

Absolutely no alcohol is to be brought in-- no exceptions.

You must inform us if you or your exhibitors plan on any food or beverage sampling during your event. The sampling of alcoholic beverages is strictly prohibited.

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Samples may only be distributed from exhibitors that are lawful manufacturers or distributors of food/beverage products. Samples can only be distributed from those specific exhibitor booth locations.

* Food items are limited to “bite size” (1 X 1 inches or 1 ounce).

* Non-Alcoholic Beverages limited to maximum of 2 ounces.

Vendors are not allowed to prepare and/or sell hot or cold food items that are intended to be consumed on-site. Approved third-party vendors selling on-site consumable items are required to pay commission of 30% of the net daily sales, less sales tax, to Peak Hospitality. If you are selling food or beverage items during the show it must not be in direct competition with what Peak Hospitality will provide during the show.

Please notify your Event Coordinator if you need access to water or a drain. This requires prior approval and proper placement for those needs.

Food Labels

Per South Dakota Cottage Food Laws, food prepared at a residence may not be sold unless it has a label that includes the following information:

- Name of the product;
- Name of the producer;
- Physical address of production;
- Telephone number of the producer;
- Date the product was made or processed;
- Ingredients;
- A disclaimer that states: “This product was not produced in a commercial kitchen. It has been home-processed in a kitchen that may also process common food allergens such as tree nuts, peanuts, eggs, soy, wheat, milk, fish, and crustacean shellfish.”

Candy Dishes

Items such as candy bars and bottled water must be purchased through The Monument. A complimentary candy dish provided by the vendor/exhibitor at their booth may be exempt, as long as the candy is bite-size and individually wrapped in portions of one ounce or less and manufactured in a licensed commercial facility.

These bite-sized candies must not contain peanuts. Shell peanuts are not allowed in the facility.

Concessions/ Cash Bar

Concession Stand and/or Cash Bar are available upon request. There is a \$400.00 minimum on each location. The Monument reserves the right to determine which outlets are open for business and hours of operation pending the flow of business.

Insurance

Lessee agrees to obtain, at its own cost and expense commercial general liability insurance in the sum of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate. A certificate of insurance with The Monument and the City named as additional insureds shall be provided to the Manager at least five (5) days prior to occupancy by the Lessee. The certificate of insurance shall provide for written notice to the Manager ten (10) days prior to cancellation of the policy.

Items we do not allow:

Helium Balloons

Balloons with Confetti

Open-Flamed Candles

Sparkles, Glitter, Confetti

Adhesive Stickers

Crockpots/Microwaves/Grills/Mini Fridges

Labor costs associated with the removal or clean up will be charged to the Client at the prevailing rate.

Move In/ Move Out

An Event Host is required to be on-site for the duration of vendor move in, show hours, and vendor move- out.

Parking

The Monument offers complimentary parking on-site. The Monument is not responsible for damaged, lost, or stolen property.

Premium Parking pass required for B1 and B2 Lots on specific days.

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Access to loading docks or past security gates may require parking personnel. At least one parking personnel may be mandatory, at a rate of \$25/hour/person for vendor move in/out hours. This will be determined with your Event Coordinator upon booking.

Exhibitors with large vehicles or trailers are asked to park in Lot E3 behind the Doubletree Hotel or Lots E4/E5 across Fifth Street on the East side of the facility.

Trailers that are pulling into the building for show display must be coordinated with the Event Coordinator. Client will be charged a fee for move in/out that require use of a forklift. Please see equipment rental sheet.

Printing Services

Black and White copies are \$.25 per sheet

Colored Copies are \$.50 per sheet

If you would like us to print and label booths, it will be the price of the paper as listed above, plus \$50.00 service fee.

Set Up/ Tear Down

Instructions for room setup are the Client's responsibility and should be given to your Event Coordinator at least fourteen days prior to the first move-in day. Please see rental form on advance rates vs. show rates. If a room set up change occurs within 48 hours of the actual event, a charge of 15% of the total room rent will occur. Once a room has been set, the Client is responsible for all equipment set and any additional equipment added. All room setup specifications will be subject to Rapid City Fire Department approval.

No item can be within 18" of a fire sprinkler head.

Signage

Banners, signs, posters, pictures, advertisements, floor graphics etc. may only be placed in locations, and by methods, approved in advance by The Monument. Hand-written signs are prohibited. All signage must be removed at the conclusion of the event to avoid a removal/clean up fee.

Permanent facility and commercial signage are found throughout The Monument and may not be visibly blocked in any manner. This signage includes directional graphics, emergency exits, restrooms, concessions, exhibit hall signs, exhibitor service signs,

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commercial advertising, etc. Show signs and/or decorations may not be attached to the permanent facility graphics, and the removal of such is strictly prohibited.

Labor costs and/ or lift charges may apply for hanging approved signage.

Trash Removal

For events producing excessive trash, a trash removal fee will be charged to the Client at the prevailing rate.

Vehicle Displays

Fuel systems shall be inspected for leaks. No vehicle shall be displayed in a way that may cause fuel to leak from the vehicle. The fuel cap shall be locked or sealed to prevent the tampering or removal of the cap and allowing the escape of vapors.

The negative post of the battery of each exhibitor display vehicle shall be disconnected and the end of the cable taped at all times, other than during move-in and move-out unless the vehicle is a 2001 or newer model with a computer or if pre-approved by the Fire Prevention Division.

There shall be no refueling or defueling of vehicles/equipment inside or outside of the building. There shall be no storage of flammable/combustible liquids inside the building, other than the amount of liquid allowed for the fuel tank. International Fire Code requires fuel tanks on motorized vehicles to not be filled over ¼ full or 5 gallons (whichever is less).

Vehicles **SHALL NOT** be turned on or moved while inside the facility with the exception of move-in and move-out. Starting of vehicles or moving them while building is open to the public is strictly prohibited.

ANY exhibitor vehicle in the building for the purpose of unloading of exhibit material or equipment from the vehicle must be emptied and removed from the building as soon as possible and shall not be allowed to be running/idling during unloading or reloading of exhibit materials.

All keys for display vehicles must be checked in at the admin office. If you are unable to check them in, the placement of the vehicle must be approved with the Event Coordinator before leaving the premises.

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Wi-Fi/ Internet Access

The Monument provides a complimentary guest Wi-Fi, open to the public. If you need a password protected network or a hard wired/ ethernet cable, this must be requested and paid for in advance.