

# Event Policy Guide



Branson Convention Center - ASM Global  
200 South Sycamore Street  
Branson, MO 65616  
(417) 243-7003  
[www.branoncc.com](http://www.branoncc.com)

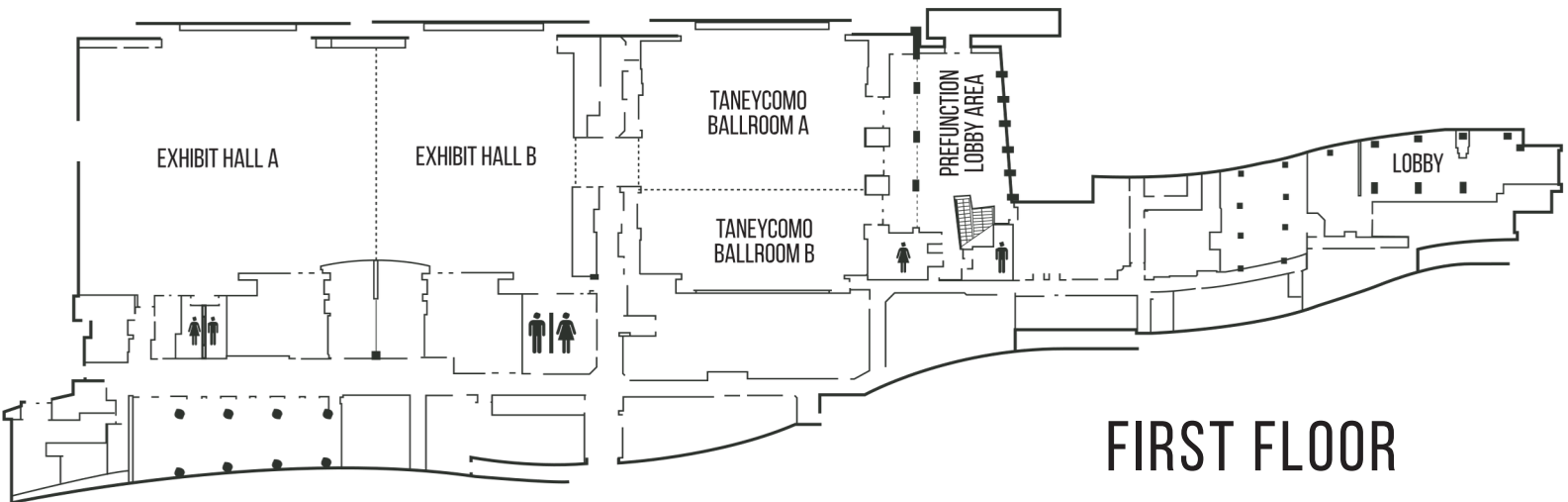


**Branson Convention Center ~ 200 S. Sycamore St. ~ Branson, MO 65616**

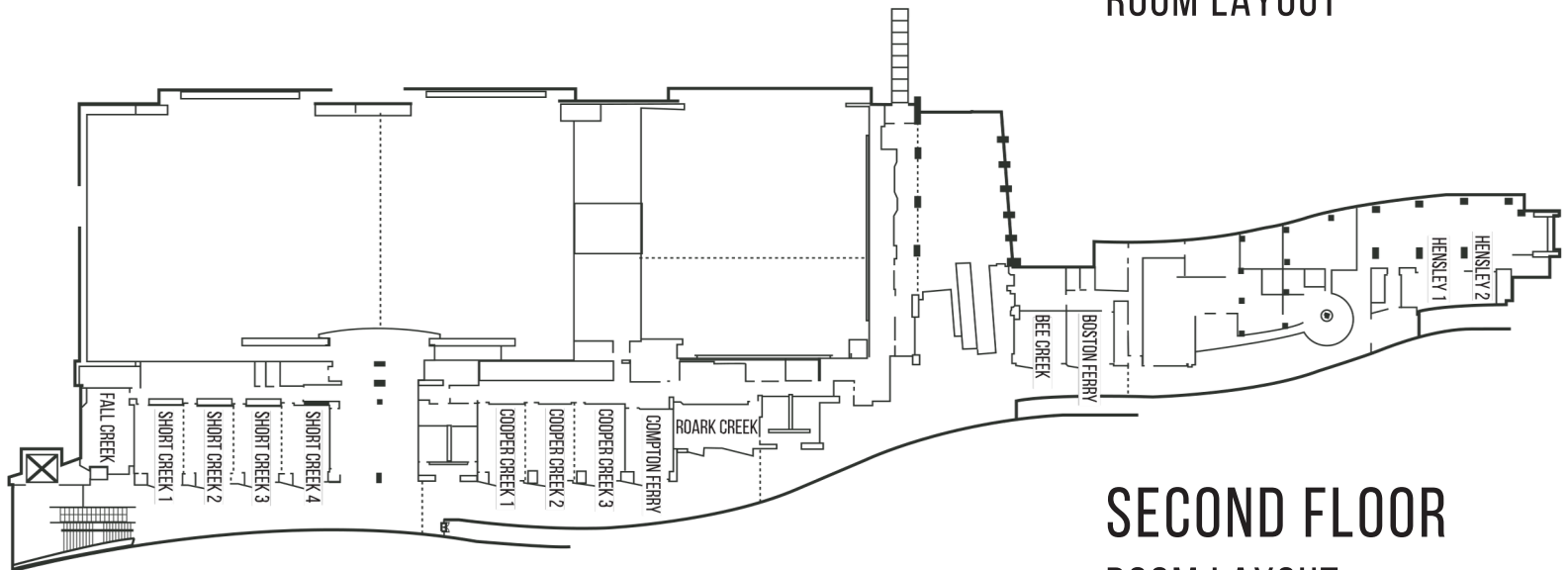
<b>3</b>	Facility Information	<b>12</b>	Drones & Arial Unmanned
<b>4</b>	Getting Here	<b>12</b>	Vehicles
<b>4</b>	Fly	<b>12</b>	Equipment
<b>4</b>	Park	<b>12</b>	Event Set-Up
<b>4</b>	Plan	<b>12</b>	Exhibitor Services
<b>5</b>	Marketing & Sponsorship	<b>13</b>	Guest Services
<b>5</b>	Publicity	<b>13</b>	HVAC & Building Lighting
<b>5</b>	Sponsorship & Marketing Opportunities	<b>13</b>	Insurance
<b>6</b>	Food & Beverage	<b>13</b>	Lifts
<b>7</b>	Event Services	<b>14</b>	Loading & Unloading
<b>8</b>	Technical Event Production	<b>14</b>	Lost & Found
<b>9</b>	Event Planning Timeline	<b>14</b>	Permits & Approvals
<b>10</b>	Policies & Procedures	<b>15</b>	Proprietary Materials & Copyright
<b>10</b>	Accessibility	<b>15</b>	Rigging & Hanging
<b>10</b>	Animals	<b>15</b>	Signage & Decorations
<b>10</b>	Carpeting & Floors	<b>16</b>	Smoking
<b>11</b>	Coat Check	<b>16</b>	Staging
<b>11</b>	Compressed Gas	<b>16</b>	Substances & Paraphernalia
<b>11</b>	Hazardous Materials	<b>16</b>	Ticketing
<b>11</b>	Confetti Streamers & Glitter	<b>16</b>	Trash Removal
<b>11</b>	Contractor Identification	<b>17</b>	Vehicle Display
<b>11</b>	Crate & Pallet Storage	<b>17</b>	Venue Use
<b>11</b>	Damages	<b>17</b>	Weapons
<b>12</b>	Delivery & Freight		

All policies and rates contained in this guide are subject to change without notice. The Event Policy Guide has been created to describe policies in conjunction with those in the License Agreement. Any exceptions or circumstances not covered by the Event Policy Guide is subject to interpretation and approval by the Branson Convention Center General Manager. This guide revised June 2024 supersedes any policies and procedures prior to this date. 2024 supersedes any policies and procedures prior to this date.

# FLOOR PLAN



**FIRST FLOOR**  
ROOM LAYOUT



**SECOND FLOOR**  
ROOM LAYOUT



**Branson Convention Center ~ 200 S. Sycamore St. ~ Branson, MO 65616**

## Getting Here

With so many reasons to attend events at Branson Convention Center, southwest Missouri's most popular convention space, our goal is to make guest arrival easy. Below are just a few of the ways you can get to and around Branson!

### FLY

The [Springfield-Branson National Airport](#) is less than an hour's drive from the convention center, and offers nonstop flights to many metropolitan airports throughout the US for easy connections. A pick-up area is available for ride-sharing, car service, and personal pick-ups and a variety of car rental outlets are located conveniently on site as well.

### RIDE

There are many ways to get to your destination in downtown Branson as well as visit all of the unique attractions in and around the city including:

- Ride-sharing services including [Lyft](#) and [Uber](#) throughout the Springfield and Branson areas
- Branson's exclusive taxi shuttle service [Ryde With Us](#) available 24hrs a day
- The signature [Ride Sparky trolley](#) throughout 12 stops in downtown Branson
- [VIP Branson Limousine](#) provides an elevated rider experience by reservation
- Additional car services, charter buses, and other transportation listed at [Explore Branson](#)

### PARK

There is ample parking space within a short walk of our facility:

- The attached Branson Convention Center Parking Garage is located at South Sycamore and East College Streets, which is owned by the City of Branson and operated by ASM Global; there are 450 spaces available in the Parking Garage at a rate of \$15.00 per vehicle, per day
- The South Parking Lot is located just south of Branson Convention Center on South Sycamore Street; there are 500 spaces available for \$10.00 per vehicle, per day
- There are several private lots which open up for public parking during events at their posted prevailing rates
- Event organizers are welcome to arrange valet services for their guests with the approval of their Event Manager

### PLAN

Check for road closures and detours by visiting the [MoDOT](#) website. It is also recommended to monitor the [City of Branson Winter Road Conditions Map](#) and [local news](#) for road conditions and other traffic information.

For questions concerning event attendees getting to the facility or guest parking, consult with your Event Manager.



**Branson Convention Center ~ 200 South Sycamore St. ~ Branson, MO 65616**

## **Marketing & Sponsorships**

Your event's success is a matter of importance and pride for all of us at Branson Convention Center. There are several services available in-house as well as opportunity for your materials to be brought in to ensure you meet your event's marketing and sponsorship goals.

### **PUBLICITY**

Your event License Agreement provides permission to the Branson Convention Center to use photographs and/or videos of your event for promotional needs including advertising, press releases, publications, videos, collateral, social media, and website. If your event is private, it is only publicized within the venue on directional signage and internal monitors. If your event is public, we can offer added value in terms of publicity and marketing, and all we need is a high-resolution JPG/PNG image from you to do it!

For more information about publicity for your event, reach out to your Sales Manager.

### **SPONSORSHIP & MARKETING OPPORTUNITIES**

Discover endless possibilities to amplify your brand or your sponsor and/or exhibitor visibility at the Branson Convention Center through our versatile range of sponsorship opportunities:

- You can tailor your event's promotional strategy with our customizable banner placements strategically positioned in high-traffic zones, offering optimal exposure to attendees and industry leaders
- Choose from a variety of banner packages to craft a message that uniquely resonates with your event's target audience
- Utilize wraps to transform windows, walls, and surfaces into dynamic showcases for logos and promotional content, delivering an immersive experience for your guests
- Explore floor stickers strategically placed at key points throughout the convention center to guide attendees directly to your sponsored areas and create a lasting impression

With an array of sponsorship options to suit your event's unique needs, the Branson Convention Center provides an open canvas for you to align your brand and stand out in the competitive business landscape. Contact your Sales Manager to inquire about pricing and availability.





Branson Convention Center ~ 200 South Sycamore St. ~ Branson, MO 65616

## Food & Beverage

**SAVOR...** is the exclusive in-house provider of all catering, food, and beverage services at Branson Convention Center. Our culinary team is well-known locally with many years of catering experience. Our local **SAVOR...** expertise spans from elegantly catered events for thousands of guests to concession stands for trade shows and conventions. Our knowledgeable Catering Managers can provide a wide selection of food and beverage options to help guide and suggest menus that will be best for your occasion, size, and budget. For a complete menu and detailed **SAVOR...** food and beverage information, contact your Catering Manager.

# SAVOR...

Below are our food and beverage guidelines to help you through the planning process:

- Final attendance guarantees are due to your Catering Manager no later than five business days prior to the first day of load in on your event contract
- In addition to final guarantee, your **SAVOR...** Banquet Event Orders (BEOs) must be signed and returned to your Catering Manager no later than five business days prior to the first day of load in on your event contract
- **SAVOR...** staff will do our very best to accommodate an increase in attendance within seven business days of the beginning of your event, however this is not guaranteed and rates are increased 50% in this timeframe
- Estimated expenses will be passed along from your Catering Manager to your Event Manager in the weeks before your event; the balance due must be paid prior to the start of your event to ensure costs are covered when ordering event food, beverage, and staffing per your License Agreement
- Let your Catering Manager know in your initial meeting if your organization falls under 501-(c)3 and provide your tax-exempt letter for our files; this ensures all sales tax, excluding City tax, will be removed from your invoice
- All food and beverages served for your event is prepared following strict guidelines and laws enforced by the [Taney County Health Department](#)
- Food items prepared by **SAVOR...** may not be taken out of the facility; any excess prepared food may be donated under regulated conditions to agencies feeding the underprivileged as requested by Licensee; consult your Catering Manager for information regarding donating excess event food and beverage
- All events with alcohol must be organized and coordinated by your Catering Manager at least ten business days prior to the first load in day on your event contract; Missouri liquor laws must be abided by to ensure proper use of liquor and consumption of alcoholic beverages in our facility, therefore no outside alcohol is allowed on Branson Convention Center property without prior approval and no alcohol may leave the premise
- External food and/or nonalcoholic beverage products may only be distributed for sampling with written authorization from **SAVOR...** via a countersigned copy of the F&B Sampling Authorization Form; consult with your Catering Manager for details and a copy of the F&B Sampling Authorization Form
- **SAVOR...** reserves the right to open concessions in the building at their discretion. If you are interested in guaranteeing concessions are available for your event, contact your Catering Manager



**Branson Convention Center ~ 200 South Sycamore St. ~ Branson, MO 65616**

## **Event Services**

Our Event Services team is responsible for the organizational communication for all events taking place at Branson Convention Center. Once your License Agreement is countersigned and returned to your Sales Manager with your initial deposit payment, an Event Manager will be assigned to you for your event. Your Event Manager will guide you through the planning process and coordinate the successful execution of your event by covering the following:

- ✓ Coordinating with you and our internal departments to set up meetings and facilitate communication throughout planning
- ✓ Creating set-up diagrams of your event so you can see how everything will be placed before arrival
- ✓ Coordinating any internet needs
- ✓ Compiling an estimate of all event costs and guide you through the pre-event payment process
- ✓ Assisting with verification of Certificate of Insurance (COI) from an outside vendor or ordering an internal Branson Convention Center COI as required by License Agreement
- ✓ Scheduling the staff needed for your event
- ✓ Obtaining final written approval from you on event set-up diagrams, timelines, and event details
- ✓ Being available to respond to questions or needs throughout the planning process
- ✓ Following up post-event for feedback about how to ensure a successful event in the future
- ✓ An Event Services team member on site with you throughout load in, event, and load out to ensure you to get in touch with the right staff for anything you may need



**Branson Convention Center ~ 200 South Sycamore St. ~ Branson, MO 65616**

## Technical Event Production

Every event can be grand at Branson Convention Center, whether you're in need of meeting room AV or full production on a main stage! Both BCC and our preferred vendor are here to help you and your team create the most successful event possible within your budget.

Outside AV and production companies are allowed to be used in the building, though this must be done in conjunction with the BCC Technology & Production Manager to ensure compliance with policies and safety regulations. BCC is happy to work with you and/or your production company in the weeks before your event to make sure everything is ready to go for a smooth load in on site!

### **BRANSON CONVENTION CENTER AV**

Branson Convention Center has a selection of equipment in house to service smaller meeting rooms needs. These can cover events needing:

- Large TV monitors for meeting presentations, sponsor loops, and other event announcements or displays
- Small projectors and screens for meeting presentations
- Handheld and lapel microphones for speaking engagements and announcements
- Adapters for presentation audio or video over house sound systems
- Accent lights and other small-scale lighting looks

All hanging from the points throughout the facility requires prior approval and must be installed and struck by BCC. Rigging plots with all lighting, audio, projection, and anything else suspended must be approved with BCC no later than ten business days prior to your first leased date. For more information or to discuss production needs for your event, consult the BCC Technology & Production Manager.

### **ORCHARD AV**

Orchard AV is our preferred vendor for production services, comprised of dedicated professionals familiar with Branson Convention Center. They are able to service events in need of the following types of production:

- Lighting production and design ranging from elegant banquet looks to theatrical concert lights
- Audio design and production of all types from an announcement microphone system to full live music
- Video production, including projectors, cameras, and staff to manage all of the video aspects of your event
- Trained A/V Technicians and Producers to set up, implement, run, and strike your production
- Staging, drapery, truss, and all the other equipment necessary to create a grand mainstage





**Branson Convention Center ~ 200 South Sycamore St. ~ Branson, MO 65616**

## Event Planning Timeline

The below timeline has been put together to help give you an idea of what all information your event team at Branson Convention Center will need and when to ensure your event runs smoothly throughout planning. This is not totally inclusive, so some details and times may change depending on the parameters of your event.

Deadline	Team Member	Action Item
<b>Event booking</b>	Sales Manager	Return signed License Agreement with initial deposit
<b>90 days out</b>	Event Manager	Set time to visit BCC or conference call for introductions
<b>90 days out</b>	Event Manager	Provide details on any external service vendors including decorator, production company, etc.
<b>180 days out</b>	Event Manager	Remit payment for second deposit
<b>60 days out</b>	Event Manager	Provide preliminary event info - timeline, set-up, equipment, staffing, & service needs
<b>60 days out</b>	Catering Manager	Provide preliminary information about F&B needs, times, & estimated head counts; schedule menu tasting if needed
<b>60 days out</b>	Technology & Production Manager	Provide preliminary decorating & production info including pipe & drape, audio, video, lighting, rigging, etc. if applicable
<b>60 days out</b>	Marketing Manager	Coordinate BCC publicity details if applicable
<b>30 days out</b>	Event Manager	Approve event set-up diagram & timelines; provide copy of certificate of insurance (COI)
<b>30 days out</b>	Catering Manager	Approve menus & BEOs; provide tax exemption if applicable
<b>30 days out</b>	Technology & Production Manager	Confirm decorator equipment needs & timelines as well as production plots & timelines if applicable
<b>14 days out</b>	Event Manager	Provide final details & approval on Event Resume including diagram, timeline, staffing, & service needs; remit payment for pre-event estimated invoice
<b>14 days out</b>	Catering Manager	Provide final details & approval on menu selections & BEOs
<b>14 days out</b>	Technology & Production Manager	Provide final details & approval on decorating & production needs
<b>7 days out</b>	Catering Manager	Provide final guarantee headcount
<b>7 days post-event</b>	Sales Manager	Reach out for event feedback & discuss future dates
<b>30 days post-event</b>	Finance	Remit payment for post-event final invoice



**Branson Convention Center ~ 200 South Sycamore St. ~ Branson, MO 65616**

## **Policies & Procedures**

Branson Convention Center has the capability to service all of your event needs, ranging from large trade shows and exhibitions to small meetings and conferences, to elegant banquets and galas. The following policies and procedures ensure the safety, cleanliness, and excellent condition of our facility for you and your guests. Your Event Manager can assist if you have questions or would like further clarification regarding any of the following policies.

### **ACCESSIBILITY**

Branson Convention Center makes every effort to assist your needs and meets all requirements as stipulated by the Americans with Disabilities Act. If you have a disability and you need assistance, please contact our security office at (417) 243-7025.

- **PARKING:** Patrons in need of accessible parking spaces may park in designated spots located in the Parking Garage or South Parking Lot, owned by City of Branson and managed by ASM Global. The Parking Garage is located directly west of the facility and is connected by a covered walkway. The South Parking Lot is located directly south of the convention center.
- **SERVICE ANIMALS:** Trained service animals are permitted inside Branson Convention Center provided they meet service animal requirements.
- **SIGN LANGUAGE INTERPRETERS:** ASL interpreters can be provided for guests with hearing disabilities. Requests for this service must be received at least three weeks prior to the event and approved by the performer or event organizer. Seating will be reserved for the guest requesting and one companion. For details, please contact your Event Manager.
- **WHEELCHAIRS:** Staff at Branson Convention Center can offer wheelchair service for guests who may need assistance. Please contact the Security Office at (417) 336-5401 for immediate assistance or arrange details in advance with your Event Manager. Wheelchair assistance is provided on a first-come, first served basis due to the limited number of wheelchairs available. If wheelchair assistance is needed during an event, please notify the nearest staff member.

### **ANIMALS**

Trained service animals are permitted inside the facility. Non-service animals are not allowed in Branson Convention Center at any time except with prior approval from your Event Manager for specific displays, exhibits, or performances.

### **CARPETING & FLOORS**

Ensure that your decorator knows only carpet tape, gaffer's tape, or other adhesive approved by your Event Manager may be used when laying carpet or setting flooring in the facility. The event is subject to additional fees for adhesive removal or damages if left behind after your event. You and/or your decorator are responsible for returning your event space's floor to the same condition in which it was received, including the removal of all tape, pallets, boxes, etc. The floor must be left needing only a broom-sweep cleaning (hard floor) or vacuuming (carpeted floor). Additional cleaning fees may be assessed on your final invoice for the removal of items left behind or extraordinary cleaning.



**Branson Convention Center ~ 200 South Sycamore St. ~ Branson, MO 65616**

#### **COAT CHECK**

Branson Convention Center can arrange a convenient coat check service for your event upon request. We will provide your guests a safe and secure location to store their belongings along with the necessary tables, staffing, garment racks, hangers, and tickets. Requests for coat check must be made no later than ten business days prior to your event. Contact your Event Manager for more information and rates.

#### **COMPRESSED GAS & HAZARDOUS MATERIAL**

Compressed gas, such as a propane, brought on site must be approved in advance by your Event Manager. All containers of compressed gas must be properly stored when on site; consult with your Event Manager to arrange storage. Hazardous material is not permitted to be used, stored, generated on, or transported to/from Branson Convention Center.

#### **CONFETTI, STREAMERS, & GLITTER**

The use of confetti, streamers, glitter, and similar mess-making decorations or items at Branson Convention Center requires prior approval from your Event Manager. A fee will be required for use, set based upon the level of labor required for clean-up as determined by the facility.

#### **CONTRACTOR IDENTIFICATION**

Public venue security and identification of individuals on property is a priority for Branson Convention Center to ensure all of our clients, guests, and patrons are safe. All third party contractors working in our facility or on the premise must wear an ID badge and/or nametag with their individual name on them (preferably with picture). In lieu of company badges, the individual must get a guest day pass from security. Individuals who cannot be identified may be asked to leave.

#### **CRATE & PALLET STORAGE**

Crate and pallet storage on site is permitted only in designated areas and must be indicated on all event set-up diagrams submitted for approval by your Event Manager. The dimensions must be clearly marked to ensure the integrity of proper aisles for safety and adherence to fire codes. Storage outside of leased event space, such as service hallways, is not allowed at any time. See Deliveries & Freight section for more information.

#### **DAMAGES**

Our goal is to keep our facility in excellent condition for all clients and guests to enjoy at Branson Convention Center. You are responsible for any damages caused by your event staff, contractors, exhibitors, or attendees exceeding reasonable wear and tear. The cost of any damages or repairs will be assessed by the facility and added to the final invoice for the event. We understand that it is difficult to oversee everything that happens while your event is on site; the following suggestions may help you to minimize your risks:

- Make sure your contractors, exhibitors, presenters, staff, and others working to ensure the success of your event know these policies and procedures that apply to them
- Inform your external vendors that you will hold them responsible for any damages they cause while loading in and out or during your event
- Build in reminders during meetings and presentations about cleanliness
- Consider hiring additional event security through your Event Manager to help monitor for any issues proactively



**Branson Convention Center ~ 200 South Sycamore St. ~ Branson, MO 65616**

### **DELIVERIES & FREIGHT**

Branson Convention Center is able to accept deliveries up to 10 business days prior to event load in. Deliveries made more than 10 business days prior to event load in will be denied. Small packages and freight sent by clients can be arranged through your Event Manager for storage and pick-up after your event. Events in need of large deliveries will need to make special arrangements for shipping, storage, and pick-up with your Event Manager and may be subject to fees. Exhibitor shows will consult with the Technology & Production Manager to receive copies of the Exhibitor Shipping & Receiving form and policies. Fees for exhibitor shipping and receiving are charged at a daily rate based on the delivery size.

### **DRONES & UNMANNED AERIAL VEHICLES**

The operator must provide a written, detailed description of the proposed drones or unmanned aerial vehicles (UAVs), including make, model number, manufacturer guidelines, and the proposed location, date, and time for the UAV operation. The operator will also be required to provide a certificate of liability insurance that covers the use of UAVs at Branson Convention Center in an amount not less than that required by your License Agreement. The certificate of insurance must stipulate the provider's coverage specifically amends the aircraft exclusion to allow for the type of UAV proposed to operate at on site and name the Indemnitees as additional insured. Satisfactory documentation must be provided to your Event Manager that the UAV operator has been trained and is qualified to operate the UAV. If approved, the operator must ensure compliance at all times with any and all applicable laws, rules, regulations, and procedures issued by federal, state, and local governmental authorities or the operator of any airports or nearby sporting facilities, including without limitation the Federal Aviation Regulations and any rules and regulations issued by the FAA or the TSA as amended, modified, or supplemented from time to time.

### **EQUIPMENT**

Branson Convention Center has an extensive list of rentable equipment for your event from basic tables and chairs to decorative furniture, as well as general items like staging, easels, dance floors, lecterns, and more. Be sure to communicate your event needs with your Event Manager to determine availability and what specialty items may need to be arranged through an outside vendor. Your **SAVOR...** Catering Manager can also assist with needs such as florals, centerpieces, and décor if you would like as well. A selection of in-house AV equipment is also available; visit the Technical Event Production section for more information. Larger equipment needed such as lifts and carts is also available for daily rates which can be quoted by your Event Manager.

### **EVENT SET-UP**

All event resumes with diagrams must be signed and approved by you ten business days prior to your load in. Per Fire Code, no portion of any passageway or exit may be blocked or obstructed in any manner, no exit may be blocked while the venue is in use, and all designated exit ways must be visible at all times. Your Event Manager will assist regarding questions about Fire Code regulations. If your Event Manager determines your set-up may violate Fire Code, a Fire Marshal will be arranged to review. Convention center staff must have access to your event spaces throughout your booking. Events needing spaces reset to a different set-up during event hours will be subject to room reset fees beyond standard equipment rental as determined by your Event Manager.

### **EXHIBITOR SERVICES**

BCC is pleased to provide Exhibitor Services for your event including shipment handling, internet, water, telecommunications, power, pipe & drape, registration desks, and more. You are also welcome to hire an external general service contractor or decorator to provide exhibitor services; please note however that building utilities such as internet, water, telecommunications, and power are exclusive to BCC.



**Branson Convention Center ~ 200 South Sycamore St. ~ Branson, MO 65616**

### **GUEST SERVICES**

Branson Convention Center Guest Services personnel can serve as ticket takers, ushers, badge checkers, wristbanders, and service desk attendants; provided they do not handle money of any kind. Guest Services staff deliver excellent customer service and can assist your attendees during events. For rates or to request Guest Services representatives at your event, contact your Event Manager.

### **HVAC & BUILDING LIGHTING**

To control energy costs and encourage sustainability, HVAC and building lighting will be limited during load in, load out, and when overhead doors are in use. You can request the use of full HVAC and lighting during these times for an additional fee through your Event Manager. HVAC will be set to an acceptable range per the facility and building lights will be on as determined during your event hours.

### **INSURANCE**

A Certificate of Insurance (COI) is required for every event held at Branson Convention Center. COI may be provided by your carrier if it meets the requirements as outlined below or purchased through ASM Global's provider by your Event Manager thirty business days before your event.

- A comprehensive commercial general liability insurance policy in form acceptable to ASM Global, including public liability and property damage, covering its activities hereunder, in an amount not less than \$2million per occurrence for bodily injury and \$2million per occurrence for property damage, including blanket contractual liability, independent contractors, and products and completed operations. The foregoing general liability insurance policy shall not contain exclusions from coverage relating to the following participants legal liability activities, or issues related to the Event hereunder but not limited to sporting events, high risk events, performers, volunteers, animals, off-premise activities, and fireworks or other pyrotechnical devices.
- A comprehensive automotive bodily injury and property damage insurance in form acceptable to ASM Global for business use covering all vehicles operated by the Licensee Parties in connection with their activities hereunder, whether owned by Licensee, ASM Global, or otherwise, with a combined single limit of not less than \$1million per occurrence (including an extension of hired and non-owned coverage), aggregate or policy limits may cause rejection of the insurance policy as inadequate, in ASM Global's sole judgement, if aggregate or general limits of liability are stated, Licensee and its insurance carrier shall certify that a minimum of \$2million remains of the policy or general aggregate.
- Applicable workers compensation insurance for Licensee's employees, as required by applicable law. The terms of all insurance policies referred to herein shall preclude subrogation claims against the ASM Global Parties.
- SMG dba ASM Global, **SAVOR...**, the City of Branson, and each of their respective trustees, directors, officers, employees, agents, successors, and assignees are listed as Additional Insureds where required by written contract. The policy must not be canceled or materially changed or altered without first giving thirty days written notice to ASM Global.

### **LIFTS**

Lift rentals may be arranged through Branson Convention Center and require a BCC operator. You are also permitted to rent lifts from an outside source with your own operator, provided they have no mar tires, and your operator provides sufficient evidence of training. For more information regarding lift rentals, consult the Technology & Production Manager.



**Branson Convention Center ~ 200 South Sycamore St. ~ Branson, MO 65616**

## **LOADING & UNLOADING**

Consult with your Event Manager to determine the availability and location of your loading space. All event-related vehicles must be staged in these designated portions of Sycamore Street and/or loading docks; those who are not may be towed. The following policies apply to all loading areas:

- Loading and unloading times must be provided to your Event Manager no later than ten business days prior to your first load in day in order for us to schedule security and other labor as required.
- Exhibitors and vendors arriving in personal vehicles must load or unload their vehicle as swiftly as they are able, then the vehicle must be removed from the loading dock to ensure a smooth experience for all others loading and unloading.
- A clear path for egress and ingress through all loading docks, entrances, emergency exits, and galleries must be available at all times regardless of load in/out status per Fire Code, and an accessible fire lane must be present in loading areas at all times with clearance for emergency vehicles.
- No carts or dollies are allowed through glass doors at any time.
- No trucks, lifts, or other devices besides dollies and push carts are allowed on the carpeted floors unless protected by plastic or plywood.
- For the Exhibit Hall, trucks can load and unload at the East Loading Dock within the South Parking Lot. Vans, vehicles, and trailers have a 10' height limit.
- For the Taneycomo Ballroom, trucks can load in the West Entrance street level loading area located at South Sycamore and East College Street side of the building. Events loading or unloading in the Taneycomo Ballroom may be able to utilize the East Loading Dock if under 10' in height pending availability; consult your Event Manager to confirm usage.

## **LOST & FOUND**

For lost and found inquiries, call the Convention Center Security Office at (417) 243-7025 during normal business hours.

## **PERMITS & APPROVALS**

Your event host organization and vendors are responsible for obtaining any permits or additional licenses that may be required by the federal, state, county, or city governments. Below are a few commonly required ones:

- **FIRE CODE APPROVAL:** All event diagrams will be reviewed and approved by your Event Manager to ensure they meet City and International Fire Code regulations. Diagrams or set-ups on site which are determined to have possible fire code violations will be reviewed by a City of Branson Fire Marshal, arranged by your Event Manager.
- **COUNTY TEMPORARY FOOD EVENT VENDOR/ORGANIZER PERMIT:** This permit is required by the Taney County Health Department if you or your exhibitors will be selling external food and/or beverages at your event. You can apply for this permit by filling out the permit form online. Allow up to sixty days for review and decision on this permit. Events selling food or beverages must also obtain written approval from Savor... prior to the event. Consult with your Catering Manager to request approval to sell food and/or beverages.
- **CITY SIGNAGE PERMIT:** See Signage section of this guide.
- **CITY SPECIAL EVENT PERMIT:** This permit is required by The City of Branson if city streets closures, traffic control, or other services are required for your event. You can apply for this permit by filling out the permit form online. Allow up to sixty days for review and decision on this permit.
- **CITY TOURISM TAX RETURN:** Events and vendors selling food and beverage or charging admission to events are required by City of Branson to remit tax along with this form. The tax remittance form can be found online.
- **STATE SPECIAL EVENT SALES TAX:** Events and vendors selling more than \$600.00 are required by law to register with the state of Missouri and remit taxes on retail earnings. Special event sales tax forms and additional information can be found online.





**Branson Convention Center ~ 200 South Sycamore St. ~ Branson, MO 65616**

### **PROPRIETARY MATERIALS & COPYRIGHT**

Your event must comply fully with any and all local, state, and federal laws, regulations, rules, constitutional provisions, common laws, and rights of others applicable to the reproduction, display, or performance of any proprietary or copyrighted materials, and works of third parties, and to the protection of intellectual property rights associated with such works. Rental rates and fees paid to Branson Convention Center do not ever include royalty, copyright, or other payments which may be payable on behalf of third party owners of such works. Your event must make any and all such payments to third parties and/or clearinghouse agencies as may be necessary to lawfully perform, publish, display or reproduce any such works. Your event specifically agrees, undertakes, and assumes the responsibility to make any and all reports to such agencies or parties, including ASCAP, BMI, SAG, SESAC, Copyright Clearance Center, and other similar agencies. Your event must obtain and maintain evidence of such reports and any necessary payments and provide any such compliance evidence to Branson Convention Center as may be requested before, during, or after your event. Your event Licensee agrees to indemnify, defend, protect, and hold harmless ASM Global and the City of Branson and their respective officers, directors, agents, and employees of and from all manner of losses arising in any way from your event's use of proprietary intellectual property of third parties (whether such claims are actual or threatened) under the copyright or other laws of the United States. This foregoing indemnity must apply regardless of the means of publication, display, or performance by your event, including specifically and without limitation, the use of recordings, audio broadcasts, video broadcasts, works on magnetic media, sounds, or images transmitted via the internet, webcasts, or online service providers, satellite or cable, and all other publication, display, or performance means whatsoever, whether now known or developed after the date of your event License Agreement's execution.

### **RIGGING & HANGING**

All hanging from the points throughout the facility requires prior approval and must be installed and struck by Branson Convention Center hired riggers. Rigging plots with all lighting, audio, projection, and anything else suspended must be approved by the BCC Technology & Production Manager no later than ten business days prior to your first leased date. Your event will be liable for any damages or incidents as a result of rigging or hanging.

### **SIGNAGE & DECORATIONS**

Plans for placing any signage, banners, wraps, clings, or other decorations affixed to the facility itself must be submitted to your Event Manager at least thirty days prior to your event. Written approval must be obtained before the aforementioned are placed or fees may apply. Any damages resulting from actions caused by your event or attendees will result in fees added to your final invoice. Below are some general décor policies:

- **BALLOONS:** Helium balloons may only be used in the facility if they are weighted or tied down so they do not escape. Balloon arches and décor must be removed during your load out. Balloons should be approved in advance by your Event Manager. Balloons let go to the ceiling or left behind may warrant a clean-up fee.
- **ADHESIVE & DECALS:** See the Carpeting & Floors section of this guide for approved tape and adhesive policy. Decals and clings must be approved to minimize adhesive damages. Nothing may be affixed at any time to facility structures without prior approval by your Event Manager. BCC is happy to provide clings & decals for your event, which can be quoted by the BCC Technology & Production Manager.
- **SIGNAGE & ADS:** The City of Branson has a signage ordinance that must be followed in order to place outdoor event signage. You can find the [permit form and more information](#) online. If placing signage in another locality outside of Branson, check to ensure you've abided by their ordinances and have proper permitting as well.
- **FIRE RETARDANCY:** All decorative materials must be flameproof in accordance with Fire regulations, including drapes, banners, fabrics, posters, boards, signs, curtains, drops, trees, foliage, screens, plastics, and other decorative materials. Leave the flame retardant labels on any items sprayed or treated, such as drapes, holiday trees, etc. The Fire Marshal has the right to inspect and, without such proof, you may be asked to remove items.



**Branson Convention Center ~ 200 South Sycamore St. ~ Branson, MO 65616**

### **SMOKING**

The City of Branson has a nonsmoking ordinance in all public and city-owned facilities, which includes Branson Convention Center, in the interest of public health and recognizing the medical evidence of the potential health hazards of secondhand smoke. No smoking of any kind, including vaping, e-cigarettes, or other devices, is allowed inside Branson Convention Center. There are designated smoking areas available outside of the facility 50' from facility entrances. An area can also be provided outside specifically for your event depending on the space you have leased. Please consult with your Event Manager for more information about exterior smoking areas.

### **STAGING**

Branson Convention Center has a selection of risers in house to create 2' stages as needed. Orchard AV is also available to service your large staging needs with a variety of stage heights greater than 2'. You are welcome to bring your own staging or rent from an external provider, provided these details are communicated to your Event Manager. Be sure that any labor from external providers follows all guidelines as described in the Contractor Identification section of this guide.

### **SUBSTANCES & PARAPHERNALIA**

Branson Convention Center maintains a substance-free environment for our clients, guests, and patrons. The possession or use of THC products and/or illegal substances is strictly prohibited on the premise. No plants of any kind will be permitted on Branson Convention Center property. Devices which are used for the consumption of marijuana are not permitted to be sold, distributed, and possessed on the premise. Any violations of this policy are subject to ejection and/or trespassing from the facility. Events or exhibits based around substances of any kind must be approved by your Event Manager at least ten business days prior to your first load-in day and may require additional security at your expense as determined by the Event Manager.

### **TICKETING**

ASM Global has access to ticketing services through Ticketmaster. If you are interested in ticketing your event through Ticket Master, please contact the Director of Event Services. Events are allowed to sell their own tickets or use services such as Eventbrite as well. The "scalping" or illegal reselling of tickets sold through Ticketmaster is disallowed to the extent applicable, and events must provide assistance in efforts to control and prevent scalping.

### **TRASH REMOVAL**

One-time trash removal services are provided complimentary on site at Branson Convention Center. Events producing such trash as may require more dumps than the standard scheduled by the facility, additional receptacles, large dumpsters, or will have unusual materials to dispose of (i.e. dirt, etc.) will be scheduled by your Event Manager and will incur this expense on your event invoice. Fees for dumpsters vary by size, material and weight collected, and amount of removals required and may be adjusted post-event if there was a larger quantity than anticipated on site.



**Branson Convention Center ~ 200 South Sycamore St. ~ Branson, MO 65616**

#### **VEHICLE DISPLAY**

Vehicles may be displayed indoors at Branson Convention Center provided the contract signee approves and the Event Manager has approved. The City of Branson has adopted the International Fire Code regarding vehicle displays indoors and requires full compliance with this code. A copy of the full code can be found on the Internal Fire Code website in Appendix N. A completed Vehicle Display Waiver must be given to the Event Manager on site at the time of vehicle load in. The vehicle must be inspected by Branson Convention Center staff to determine compliance before it will be allowed inside of the facility. Contact your Event Manager for a copy of the Vehicle Display Waiver form.

#### **VENUE USE**

Your event and attendees may not occupy or use Branson Convention Center except as provided in your Event Use License Agreement and must comply with all legal requirements which arise regarding Branson Convention Center, and its use and occupation. Your Event Licensee may not use the License Agreement to encumber, hypothecate, or otherwise use as security its interests for any purpose whatsoever without the express written consent of Branson Convention Center's general manager.

#### **WEAPONS**

By law, firearms are not permitted on Branson Convention Center property except by law enforcement personnel. Events, exhibitors, vendors, and event attendees are prohibited from bringing weapons or ammunition of any kind, including cosplay and/or props, on premise without express written permission from the venue. Approved weapons require onsite weapon checks and additional security measures which as determined by your Event Manager at your event's expense. Third-party security companies may not carry firearms or weapons at any time while in the facility, unless they are law enforcement personnel, and must be preapproved by your Event Manager. Any law enforcement or off-duty officers in attendance of your event should identify themselves to Branson Convention Center staff so they may be vetted and notated in the event of an emergency.