Dear Exhibitor,

Welcome to the Convention Center at Denny Sanford PREMIER Center!

Our Convention Center is the exclusive provider of equipment, utilities, food and beverage for the facility. To place your order, please complete and return the order forms located in this packet. The order forms can also be found on our website at www.dennysanfordpremiercenter.com under "Convention Center & Arena/Exhibitors".

Advanced orders will save you a substantial amount of money. For discounted prices, orders and payment must be received **10 days** prior to the date of the event move-in. Payment must be made by check or credit card (all major credit cards accepted). If paying by credit card, please return the order form with an email address, but WITHOUT payment information. For security reasons, we cannot accept credit card payments via fax, email or over the phone. A secure link will be sent prompting you for payment as soon as the order is processed. Please note there is a 4% processing fee applied to all credit card payments.

As a general rule, our Convention Center does not charge drayage. Exhibitors are responsible for shipping packages to and from the facility. Packages should be mailed to:

Denny Sanford PREMIER Center
Event Name & Date
Exhibitor Name & Booth #
1201 N. West Ave.
Sioux Falls, SD 57104

Please make sure to arrange for shipping packages back prior to leaving at the end of your event, as **we are not responsible for any packages left at the facility**. You must schedule a pick-up with your carrier of choice, as carriers do not stop at our facility on a regular basis. **If shipments do not leave our facility within 3 days after the conclusion of your event, they are subject to disposal.**

Our website, www.dennysanfordpremiercenter.com**,** offers a detailed outline of the facility's policies and procedures, which is located under "Convention Center & Arena/Exhibitors".

We look forward to a successful event. If you need additional assistance at any time, please call our Event Services Department at (605) 367-7288 or email us at ExhibitorServices@premier-center.com.

Sincerely,

Stephanie Ovall
Director of CC Sales and Events

DENNY SANFORD PREMIER CENTER Convention Center

TABLE OF CONTENTS PAGE

Furniture Order Form	3
Electrical Order Form	4
Audio Visual & Technology Order Form	5
Sign and Banner Hanging Order Form	6
Gas, Air, and Water Order Form	7
Facility Load-in / Load-out Map	8
Exhibitor Policies and Procedures	9-12
Exhibitor Catering Services and Policies	13

DENNY SANFORD
PREMIER CENTER
Convention Center

Furniture

(All services are provided by the Convention Center; if an outside supplier is required additional fees may apply.)

Description	Quantity	Advanced 10 Days prior to show move-in	Floor Less than 10 Days prior to show move-in	Total
6' round table or 5' round table		$15.00	$20.00	
6' table (classroom or full)		$15.00	$20.00	
8' table (classroom or full)		$15.00	$20.00	
Leg Extensions for 8’ or 6’ tables (4 extensions)		$15.00	$20.00	
Cocktail table		$15.00	$20.00	
Table Linen (Black) (for round, rectangular or cocktail table)		$6.00	$8.00	
Skirting (Black)		$15.00	$20.00	
Banquet Chair		$10.00	$12.00	

***Unless otherwise noted by your show promoter, booths include (1) 8' skirted table, (2) chairs & wastebasket**

Please Complete

Event:

Event Dates: Booth #:

Company Name: Phone:

Ordered by: On-Site Contact:

Payment in full must be received before service is provided.

Payment in full must be received 10 days before move-in to qualify for advanced rate.

If paying by credit card, please provide your email address, and a secure payment link will be sent.
*Processing fee of 4% will be applied to all credit card payments.

EMAIL:

**Due to enhanced security, we can no longer accept payments via email, phone or fax.*

If you pay by check, return form with payment to:

Denny Sanford PREMIER Center, Attn: Exhibitor Services, 1201 N. West Ave, Sioux Falls, SD 57104
Phone: (605) 367-7288 Email: exhibitorservices@premier-center.com Fax: (605) 338-1463

Total Sales	
6.2% Sales Tax	
4% Credit Card Transaction Fee	
GRAND TOTAL	

DENNY SANFORD
PREMIER CENTER
Convention Center

Electrical Service

(All services are provided by the Convention Center; if an outside supplier is required additional fees may apply.)

Description	Quantity	Advanced 10 Days prior to show move-in	Floor Less than 10 Days prior to show move-in	Total
Standard 110v Outlet (Shared Circuit)		$60.00	$70.00	
Power Box with 6 Standard 110v Outlets with Dedicated 20 Amps Circuits (available in X-Halls, Ballrooms, Hallways, and MR 12)		$150.00	$200.00	
208-Volt Single or Three Phase Service 20 Amps		$140.00	$160.00	
208-Volt Single or Three Phase Service 30 Amps		$160.00	$180.00	
208-Volt Single or Three Phase Service 50 Amps		$200.00	$225.00	
208-Volt Single or Three Phase Service 200 Amps		$500.00	$550.00	
208-Volt Single or Three Phase Service 400 Amps (Ballroom Only)		$700.00	$750.00	
110v Extension Cord (25 ft.) – Edison 5-15 plug		$40.00	$50.00	
Power Strip		$10.00	$15.00	

***Call For Other Power Requirements Not Listed**
***All 208/220 volt hookups are outsourced and must be ordered at least (7) business days in advance, with detailed explanation of electrical needs and equipment specification sheets submitted**

Please Complete

Event:

Event Dates: Exhibitor Location/Booth #:

Company Name: Phone:

Ordered by: On-Site Contact:

Payment in full must be received before service is provided.

Payment in full must be received 10 days before move-in to qualify for advanced rate.

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Total Sales	
6.2% Sales Tax	
4% Credit Card Transaction Fee	
GRAND TOTAL	

DENNY SANFORD PREMIER CENTER
Convention Center

Audio/Visual & Technology

(All services are provided by the Convention Center; if an outside supplier is required additional fees may apply.)

Description	Quantity	Advanced 10 Days prior to show move-in	Floor Less than 10 Days prior to show move-in	Total
All Rates Are Per Day Unless Otherwise Noted				
55" Flat Screen Television on a pole TV cart, and Power		$125.00	$150.00	
Large Venue Projector Moving Fee (Ex Halls/Grand Ballroom)		$500.00	$550.00	
Audio Visual Cart (includes extension cord, electrical connection and power strip)		$50.00	$50.00	
LED Uplights (each)		$40.00	$45.00	
Single Hardwire Internet Connection (shared 10 gbps pipe, 1 gbps to location)		$100.00	$125.00	
Wireless Connection (sponsored by Midco)		FREE	FREE	

Call For Other Audio / Video Needs Not Listed

Any Lost Audio / Video Equipment will be billed back to guest at retail price*

****All rates are subject to 20% Service Charge and 6.2% Sales Tax****
****All rates subject to change without notice****

Please Complete

Event:

Event Dates: Booth #:

Company Name: Phone:

Ordered by: On-Site Contact:

Payment in full must be received before service is provided.

Payment in full must be received 10 days before move-in to qualify for advanced rate.

If paying by credit card, please provide your email address, and a secure payment link will be sent.
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Total Sales	
20% Service Charge	
Subtotal	
6.2% Sales Tax	
4% Credit Card Transaction Fee	
GRAND TOTAL	

DENNY SANFORD
PREMIER CENTER
Convention Center

Sign & Banner Hanging

(All services are provided by the Convention Center; if an outside supplier is required additional fees may apply.)

Description	Qty	Advanced **10** Days prior to show move-in	Floor Less than **10** Days prior to show move-in	Total
Please indicate if any sign or banner weighs more than 75lbs				
Banner & Sign Hanging/Removal with lift		$100.00 Per Hr (1 hour min.)	$100.00 Per Hr (1 hour min.)	
Banner Hanging Pole and Hanging Supplies		$10.00 Per Pole	$10.00 Per Pole	

1 pole per banner if the hanging part of the banner is less than 10 ft.
3 poles for banners 10 ft. to 20 ft. (*advance notice required)
8 poles for banners 20 ft. to 30 ft. (*advance notice required)

Please Complete

Event:

Event Dates: Booth #:

Company Name: Phone:

Ordered by: On-Site Contact:

Payment in full must be received before service is provided.

Payment in full must be received 10 days before move-in to qualify for advanced rate.

If paying by credit card, please provide your email address, and a secure payment link will be sent.
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Total Sales	
6.2% Sales Tax	
4% Credit Card Transaction Fee	
GRAND TOTAL	

DENNY SANFORD
PREMIER CENTER
Convention Center

Gas, Compressed Air, Water, and Drain

(All services are provided by the Convention Center; if an outside supplier is required additional fees may apply.)

Description	Quantity	Advanced 10 Days prior to show move-in	Floor Less than 10 Days prior to show move-in	Total
COMPRESSED AIR SERVICE & NATURAL GAS				
20 CFM @ 90 - 100 PSI: line size 3/8 inch ID Line		$150.00	$180.00	
GAS (Line dropped from ceiling) (exhibitor must provide own line, as well as certified plumber to connect line; exhibitor must also provide own lift to reach facility gas line)		$150.00	$180.00	
WATER AND DRAIN				
Connection 40 - 60 PSI, line size: 1/2 inch or 3/4 inch		$150.00	$180.00	
One Time Water Fill and Drain 0-100 gallons		$90.00	$120.00	
Additional Gallons above 100 gallons (price per gallon)		$0.25	$0.30	

Please Complete

Event:

Event Dates: Booth #:

Company Name: Phone:

Ordered by: On-Site Contact:

Payment in full must be received before service is provided.

Payment in full must be received 10 days before move-in to qualify for advanced rate.

If paying by credit card, please provide your email address, and a secure payment link will be sent.
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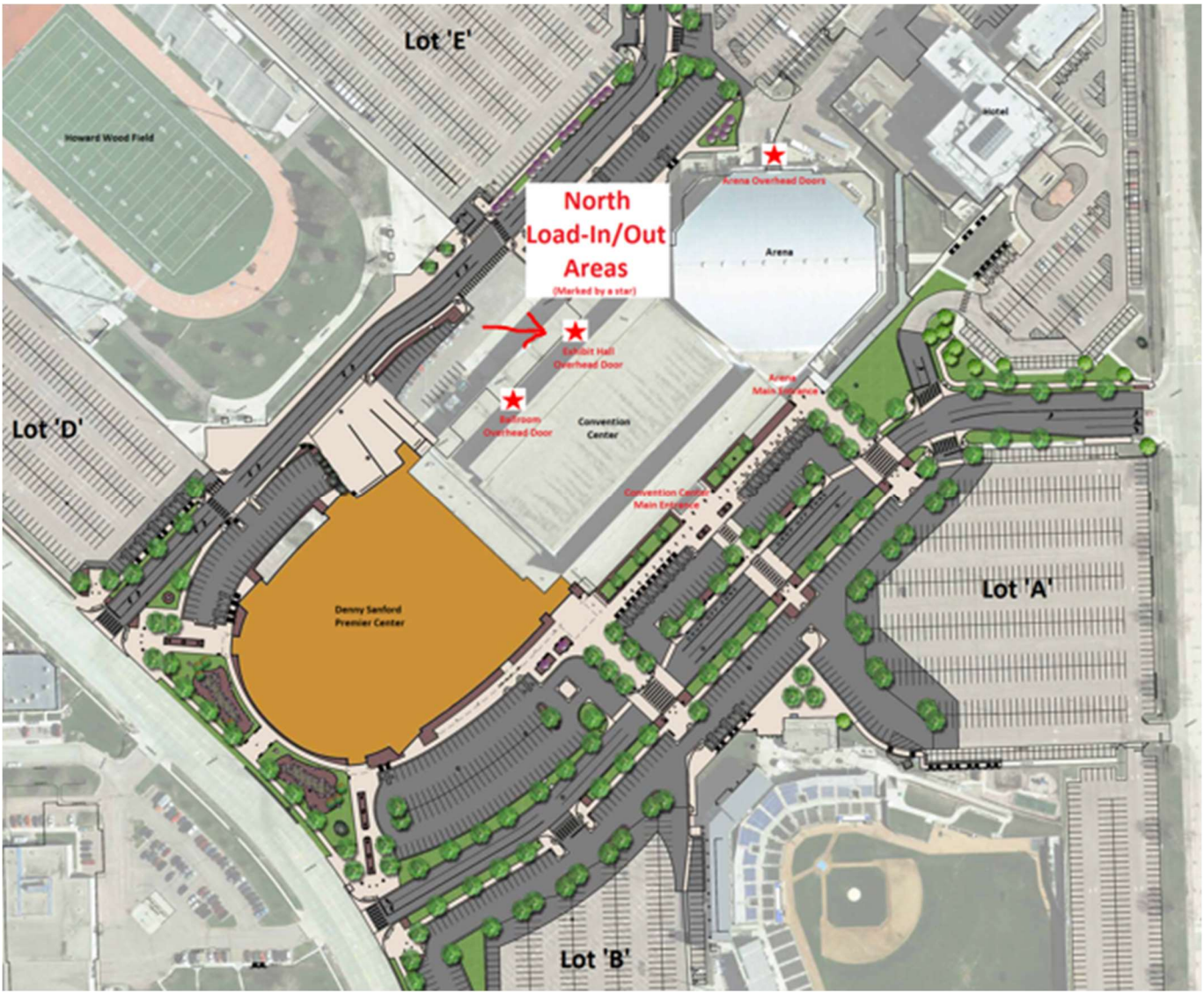
4% Credit Card Transaction Fee	
GRAND TOTAL	

DENNY SANFORD
PREMIER CENTER
Convention Center

FACILITY LOAD-IN / LOAD-OUT AREAS



EXHIBITOR POLICIES AND PROCEDURES

ANIMALS -- For the safety and comfort of all our visitors, animals are not permitted in the CC except in conjunction with an exhibit, display or performance approved by the CC. The Customer is responsible for obtaining all appropriate permits. Guide, signal or service dogs (as defined by Law) are allowed in the CC. All sanitary needs for animals are the responsibility of the Customer.

BANNERS/SIGNS & POSTERS-- Banners, signs, pictures, notices or advertisements may only be placed in locations approved in advance by the CC. We require posters to be mounted on easels and/or individual holders. No taping, stapling, or affixing to any surface in the building. All signage must be of a printed nature and meet with the approval of CC Management. Handwritten signs are prohibited. CC graphics, signs and advertising displays may not be blocked in any manner. This applies to exit signs, restroom signs, and all permanent signage provided by the complex. During move-out upon the completion of an event, all posted signage and any materials brought in for the event must be removed by the service contractor and/or Customer. Fire safety laws demand that all electrical and neon signs must conform to national electrical codes, as also required by the CC. Prior approval must be obtained in order to have these types of signs on display.

BULK TRASH/TRASH REMOVAL -- We ask you, the Customer, to take responsibility for removal of bulk trash, crates, lumber, pallets, packing materials, oil/waste liquids and tape prior to show opening and also following move-out. The goal is to keep your show as clean as possible. For events producing excessive trash, a trash removal fee of $300.00 per trash pull will be charged to the Customer. Failure to remove trash from the show floor, which then requires removal by CC personnel, will be charged at the prevailing rate. For your safety and security, CC personnel will not enter exhibit booth spaces unless arranged in advance through Exhibitor Services.

CONTRACTOR'S SERVICE EQUIPMENT AND MOTORIZED VEHICLES -- For the safety of our exhibitors and employees, all carts, forklifts, bicycles, etc. are restricted to exhibit hall use. No liquid fuel powered vehicles should be operated outside the exhibit halls due to noise, air pollution and fire hazard. Forklifts are not allowed in the pre-function or meeting rooms. Only rubber wheeled, non-motorized freight carts are allowed in these areas. For the safety of employees and exhibitors, only trained and certified personnel must operate forklifts and material handling devices. Operating vehicles and engines shall not be left unattended. Show Management operating any equipment is responsible for damages. To help maintain our facility, any vehicles which drip oil or other staining solutions must have drip pans or dry absorption powder under the parked vehicles and engines.

CRATE STORAGE/BOOTH STORAGE – All cartons, crates, containers, and packing materials that are necessary for re-packing shall be removed from the show floor and not stored behind booths or near electrical outlet services. The CC inspects all exhibits to ensure compliance. Crates, packing materials, wooden boxes and other highly combustible materials may not be stored in the CC. Items such as brochures, literature, giveaways, etc., within the booths are limited to a one-day supply.

DECORATIONS -- The method and location of special installations must be approved in advance by CC management. Final approval will be determined after consideration of other building tenants occupying the space at the same time. This is to ensure everyone has a successful, safe and cost-effective event. Decoration guidelines include the following:

- No one may tape, nail, tack or otherwise fasten to ceilings, painted surfaces, columns, walls, finished floors, or windows decorations of any kind.
- Decorations may not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits or lighting systems.
- Permanent installations in common spaces, such as telephone banks, information kiosks, and ATM machines may not be blocked.
- All decorating materials must be constructed of flameproof material or treated with an approved fire retardant solution. Spot testing may be performed by the Sioux Falls Fire Marshal.
- No one may use adhesive-backed decals or stickers, nor may they be distributed anywhere on the premises.
- Glitter and confetti may not be used in carpeted areas of the building.
- Only CC personnel may move planters, lobby furniture, and other CC equipment in the public areas.
- Distribution of helium balloons in the CC is not allowed. If helium balloons are brought into the facility without management being aware and they become detached from a display, the labor cost to retrieve the balloons will be charged to the Customer. Should the detached balloon activate the fire alarm system, a fee will be assessed to cover the cost of emergency services response.
- For safety reasons, compressed gas cylinders (non-helium) used to inflate balloons must be properly secured to prevent toppling and removed from the hall before guests enter.
- All pools, decorative fountains, etc. must be waterproofed and may be tested by CC Engineering prior to installation.
- Show management will be responsible for removal and cleanup of any dirt, bark, mulch or similar materials used for decorating purposes.

DRONES – All of the following items must be adhered to, otherwise this will be construed as negligence:

- All drone flying must be by a licensed and trained operator
- Dates, locations and times for flying will be determined by Venue Management
- Area must be clear of non-essential personnel

FLOOR DRILLING -- Floor drilling is prohibited. Wall and ceiling drilling are also prohibited.

HAZARDOUS MATERIALS LABELING -- For the safety of the public and all employees, OSHA requires that all containers of hazardous materials be labeled with the identity of the hazardous materials contained therein and appropriate hazard warnings. Exhibitors displaying or using hazardous chemicals must submit material Safety Data Sheets and manifests to the CC no less than (60) Days prior to move-in.

LASERS -- For public safety reasons, only Class I lasers shall be permitted. Class II or greater are prohibited within the building.

MOVE IN & MOVE OUT -- The CC reserves the right to maintain sole control of the dock area during load-in and out. In-house security staff may be required for everyone's safety at the prevailing rate.

PACKAGE INSPECTION -- For your safety and security, cartons, package or other containers brought in or removed from the CC by show personnel, exhibitors or service contractors may be subject to inspection.

PARKING -- The CC has over 3,400 parking spaces on the complex. Exhibitors with large vehicles and trailers are asked to park in Lot E on the North side of the CC, next to Howard Wood Field right off Russell Street.

SAFETY/FIRE CODE REQUIREMENTS -- The safety of all occupants of the CC is of primary concern. Any unsafe condition or activity should be immediately reported to CC Security and supervisory personnel for corrective measures. General safety guidelines include the following:

- All materials used in exhibit construction, decoration or as a temporary cover must be certified as flame retardant or a sample must be available for testing. If there is any flame retardant question and no certificate or recognizable identification is readily apparent, the questionable material will be removed from the facility.
- There will be no use of open flame or any open-flame device unless approved by the Sioux Falls Fire Marshal prior to the event.
- All fire hose racks, fire extinguishers and emergency exits must be visible and accessible.
- All electrical extension cords shall be 3-wire (grounded), #14 or larger AWG, copper wire. Connectors must not be supported by cords.
- Cube tap adapters are prohibited. Multi-plug connectors must be UL approved with built-in overload protection.
- Vehicles, boats or other motor craft equipment on display must have filler caps sealed and batteries must be disconnected. Fuel in tanks cannot exceed one-quarter tank or 5 gallons, whichever is least.
- Vehicles, boats or other motor craft equipment cannot be fueled or de-fueled within the building.
- The use of halogen light fixtures is restricted, prior approval must be obtained.
- Compressed gas cylinders, including LPG, are prohibited inside of the building except as approved by the SFFR Fire Prevention. For safety reasons, compressed gas cylinders must not be kept in event spaces.
- Flammable or combustible liquids are prohibited inside of the building except as approved by SFFR Fire Prevention.
- Any use of LPG (Propane) must be approved prior to arrival by SFFR Fire Prevention.
- Any cooking using a measurable quantity of grease or oil is required to have a hood ventilation system, an automatic extinguishing system, and a "K" Class fire extinguisher.
- Fire extinguishers that may be required for cooking or other special hazards shall be placed and accessible in accordance with NFPA 10, *Standard for Portable Fire Extinguishers.*
- All fire extinguishers shall be currently inspected and tagged by a fire extinguisher company. The inspection tag must be plainly visible on the appropriate fire extinguisher.
- Upper decks or covered areas are required to be limited to dimensions not exceeding 1000 square feet in contiguous area.
- Exhibits with upper decks, covered or roofed areas exceeding 200 square feet in size will require the installation of battery operated smoke detectors. All smoke detectors will emit an audible alarm that can be heard outside of the area and must be installed in accordance with NFPA 72.
- All exits and exit aisles must be kept clear and unobstructed. Designated "no freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out.
- A clear access aisle of at least three feet shall be provided to all fire protection appliances.
- A clear space of at least 10 feet from in front of and the width of all operating concession stands shall be maintained.
- Booths or exhibits located in the main (East-West) entry hallway can only be located along the North wall, or the East and West wall of the entry vestibule; they must not interfere with exiting. The corridor (North-South) along the West side of the Convention Center may only have tabletop displays.
- Fire lanes are not to be used for parking, loading, or off-loading goods or merchandise. Vehicles found in violation are subject to being ticketed and/or towed.
- Perimeter aisles shall be a minimum of 8 feet wide; all other aisles shall be a minimum of 6 feet wide.

SALES TAX -- Customer is required to adhere to all South Dakota Laws regarding sales tax issues. You can visit https://dor.sd.gov/individuals/taxes/sales-use-tax for more information or contact the State of South Dakota Department of Revenue & Regulation by calling 605-367-5800 or toll free 800-829-9188.

SMOKING -- As designated under the State of South Dakota law, the CC is a non-smoking/non-vaping facility.

VEHICLES ON DISPLAY -- Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside the CC shall have no more than 1/4 tank or five (5) gallons of fuel in the tank, whichever is the lesser amount; and all fuel tanks shall be locked or effectively sealed. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in event of emergency. Carpeting or visqueen must be placed underneath vehicles for any possible leakage. If protective floor covering is provided by the CC, charges will apply. Fully electric vehicles are not allowed inside the facility for display purposes, but they may be displayed outside of the venue.

UTILITIES -- For safety reasons, installation of all utility services involving electrical, air, water, water drainage, or Internet/telephone connections must be performed by the CC.

- All electrical equipment must meet the approval rating of U.L. (Underwriter's Laboratory).
- The CC electrical equipment, such as extension cords, electrical panels, spotlights and fixtures are not to be removed by exhibitors, show managers, service contractors, or any other unauthorized persons. Violators will be assessed an appropriate charge for any removals.
- Under no circumstances shall distribution panels or mechanical equipment be blocked or access impeded.
- Floor boxes may <u>not</u> be accessed by anyone other than CC Personnel.

WATER, WASTE DISPOSAL, WARE WASHING -- To ensure timely, quality service, all orders for water service must be placed at least two weeks in advance. No oils, combustibles, or any liquids other than water may be poured in the CC drainage or sewer systems. No tools, machines, cookware, or any other items may be emptied, washed, or rinsed in CC restrooms.
Fountains, aquariums, cookware, pools, etc., may not be filled from CC restrooms or janitors' closets.

WELDING -- For public safety, and to protect our facility, the use of welding equipment and cutting equipment as part of an exhibit must be specifically approved on an individual basis by the CC and the Sioux Falls Fire Marshal before any cutting or welding can be conducted.

EXHIBITOR CATERING SERVICES

CATERING POLICIES AND SAMPLES -- All food and beverages must be ordered through the Convention Center (CC). Please direct all inquiries to ExhibitorServices@premier-center.com and they will get you set up with the Event Manager to place your order. No food or beverage will be permitted into the CC by any exhibitor, show decorators or any other vendors hired by the exhibiting company without prior approval and written authorization of the food and beverage department.

Only exhibitors with booths on the trade show floor may give away sample portions of the product(s) they manufacture, produce or distribute, and it must be show related. Requests to provide sample food or beverage at the show must be made in writing at least two weeks prior to the start of the show and include the name and dates of the exhibit and the exhibitor's product to be sampled. Please direct all approval requests to Kaitlin.schriever@oakviewgroup.com

- Sample sizes must be limited to four (4) ounces of non-alcoholic beverage and/or one (1) ounce (bite size) of food. No products may be sampled or given away outside of the trade show floor (pre-function areas).
- Items such as candy bars and bottled water must be purchased from the food and beverage department. A candy dish provided by an exhibitor at their booth may be exempt, as long as the candy is bite sized, individually wrapped in portions of one (1) ounce or less and manufactured in a licensed commercial facility.
- All food service ordered must be paid in full prior to any service commencing. We will accept company checks or credit card payment. To all food/beverage prices, add 22% Management Charge and 7.2% tax.
- The exhibitor is responsible for supplying any electricity required for food service equipment and trash removal from the booth – please see electrical order form above in this packet for securing electrical service for your booth.
- Please allow a minimum of 10-20 minutes for all replenishment requests during the show.
- All service will be delivered on disposable ware unless special arrangements are otherwise made.
- On-site catering orders are handled in the Events office at the facility. Last-minute orders are subject to availability.

ALCOHOLIC BEVERAGE REGULATION -- As the property licensee, we retain the right to supply and serve alcoholic beverages. By state liquor law statutes, no alcoholic beverages may be provided, served or sold by any other entity while at the Convention Center (CC) and will be removed immediately from the premises. Bartender fee to serve alcoholic beverages at your booth is $28.00 per hour. Only licensed beverage dealers with solicitor's licenses are allowed to provide samples of alcoholic beverages at the CC, retailers are not. There is a $28.00 per station, per hour charge to staff a CC employee to check IDs, to ensure the state liquor license laws are being followed for the Convention Center's license, and to oversee consumption. If consumption becomes more than one sample per person, a corkage fee may apply. **All alcohol samples must be poured into a cup that is no larger than three (3) ounces of beer, two (2) ounces of wine and one quarter (.25) ounce of liquor**. Vendors must provide correct size cups for samples. Approval to distribute alcoholic beverage samples must be received by OVG Food Service 30 days prior to the event. Samples must be given away inside the room in conjunction with the event. No samples may be given out in the pre-function areas. City obtained one-day off-sale package wine license may be obtained through the City of Sioux Falls. Approval must be made in writing from the F&B Director prior to applying for that license and confirmed 30 days prior to the event.