



# HY-VEE HALL TECHNICAL PACKET

## FACILITY INFORMATION SHEET



### Last Updated:

May 2020

### Main Telephone:

515.564.800

### Address:

233 Center Street,  
Des Moines, IA 50309

### Fax:

515.564.8001

### Box Office:

515.564.8300

### Capacity:

16,980

### Restrictions:

Smoke-Free Environment

## CONTACT:

**Chris Connolly | General Manager**

Office: 515.564.8017

**Carrie Jackson | Assistant General Manager**

Office: 515.564.8315

Mobile: 515.418.2628

**Haleigh Biancalana | Director of Events**

Office: 515.564.8143

Mobile: 515.418.8841

**Ali Brackett | Assistant General Manager,**

**Director of Catering**

Office: 515.564.8249

Mobile: 515.418.2601

**Jason Smith | Director of Operations**

Office: 515.564.8022

Mobile: 515.418.2614

**Jake Reichling | Ticket Office Manager**

Office: 515.564.8315

Mobile: 515.418.2620



SPECTRA

**LEVEL 1 RENTAL SPACE**

Meeting Rooms: (8) 30' x 60'  
 60' x 60' room or divided into (2) 30' x 60' rooms  
 (1) 90' x 60' room, divided into (2) 60' x 60' rooms or (3) 30' x 60' rooms  
 The hard walls between 103–104 and 106–107 have (2) 8' x 8' 90° doors for easy access between rooms

**LEVEL 2 RENTAL SPACE**

Exhibit Halls: Hall B & C  
 (2) 46,725 sq. ft. (separated by moveable airwall) or (1) 93,450 sq. ft.

**PARKING**

Truck Parking: (10) Hy-Vee Hall Loading Docks at 5th Ave. and Center St.  
 Overflow Truck Parking located along north curb of Far North Parking Lot

Guest Parking Lot - Far North Parking Lot: 432,580 sq. ft.  
 North of Convention Center – entrances off of 3rd and 5th St.

**LOAD IN**

Loading Dock: West side of the building  
 (10) 8' x 10' with dock levelers

Overhead Doors: (2) 23' x 20'

**UNION LABOR**

Union/NonUnion: Union  
 Which Union: IATSE Local 67  
 Stagehands: **\$33.00/hr. & \$48.50/hr. OT + Premiums**  
 Steward: **\$34.00/hr. & \$49.50/hr. OT + Premiums**  
 Up Rigger: **\$56.75/hr. & \$84.50/hr. OT + Premiums**  
 Down Rigger: **\$46.50/hr. & \$69.75/hr. OT + Premiums**  
*Loaders will not work as hands*  
 Minimum in Call: 4 hr. Minimum/OT before 8:00 am  
 Show Call: 4 hr. Minimum  
 Out Call: 4 hr. Minimum/OT after Midnight

**HOUSE LABOR**

Guest Services: **\$15.25/hr.; Usher, Ticket Taker & Ticket seller**  
 Event Attendants: **\$16.25/hr.**  
 Move In/Out Supervisor: **\$21.00/hr.**  
 First Aid: **\$26.00/hr.**  
*Recommended for 1,000 or more guests*  
 Electrician: **\$80.00/hr.**  
*3 hr. Minimum*

**SECURITY/POLICE**

Bob Swanson - CSC: Office: **515.564.8065**  
 Mobile: **515.418.2609**  
 Event Supervisor: **\$25.75/hr.**  
 Event Staff: **\$22.75/hr.**  
*No external security contractors permitted*  
 Police: **\$50.00/hr.**  
*No external police/armed guard contractors permitted*  
*Please secure all police needs through building Event Manager*  
 Minimum Call: **3hr. Minimum**

**STAGE**

Permanent/Temporary: Temporary  
 Stage Type 1: Stage Right (on wheels)  
 Multi-height 48"-78"; 2" increments  
 Alpha  
 Stage Type 2: Multi-height 16"-40", 8" increments  
 Alpha

**EQUIPMENT**

Forklift Available: (1) 8,000 lbs. LP powered - (2) 6,000 lbs. LP powered  
 Forklift Rental: **\$200/day** + Forklift Operator: **\$30.00/hr.**  
 Tables: 8'x30", classroom, 66" rounds, 72" rounds, tall & short cocktail tables  
 Bike Rack: Yes  
 Boom Lift: **\$200/day**  
 Scissor Lift: **\$200/day**  
 Bleachers: Yes

**MAXIMUM RIGGING CAPACITIES**

Floor to Low Steel: North Grid - 58,000 lbs. South Grid - 48,000  
 35"

**ELECTRICAL**

Floor Boxes: 100 total floor boxes 30' apart throughout Hall A and B  
 Include: 208V 100 amp 3phase marine plug, (2) 208V 30amp  
 3phase plugs and standard 120V plugs  
 Company Switches: Located around the perimeter of the halls  
 Include: 480V 100amp 3phase with cam locks; can step down  
 to 200amp 3phase 208V connection  
 Pricing: 120v - **\$75.00**  
*Other options available upon request*

**LIGHTING**

Type of House Lights: Fluorescents and HID Dimmable Lighting

**SOUND/AV**

House System Available: Yes  
 Drop -Down Screens: Meeting Rooms 101, 104, 108  
 Sound Proofing: K13  
 Markey's AV Rental & Staging: **Tim Cooper: 515.564.8144**  
 (In-House Provider) Email: **tcooper@markeys.com**

**TELECOMUNICATION**

Hard Wired Internet: \$200/connection  
 Phone Line: \$150/connection  
 Wireless Internet: Rate Determined by Internet Need  
*i.e. streaming, open network, staff connection, etc.*

Available for vendor shows needing Exhibitor Services such as power, IT, AV, etc.

**EXHIBITOR SERVICES**

Exhibitor Services Coordinator  
**Carrie Petersen**  
 Office: **515.564.8018**  
 Mobile: **515.418.2615**  
 Email: **Carrie.Petersen@SpectraXP.com**

**RETRACTABLE CURTAINING**

Hall C Curtains: Cover South Window  
 Hall B Curtains: Cover Skywalk

**HOTELS**

Spectra's Preferred Hotel:

**Embassy Suites**

100 E. Locust Street, Des Moines, IA 50309  
515.244.1700

**ADDITIONAL HOTELS:**

**Hilton Des Moines Downtown**

435 Park Street, Des Moines, IA 50309  
515.241.1456

**Holiday Inn Downtown**

1050 6th Avenue, Des Moines, IA 50314  
515.283.0151

**Marriott Renaissance Savery Hotel**

401 Locust Street, Des Moines, IA 50309  
515.244.2151 (connected by skywalk)

**Quality Inn & Suites**

929 3rd Street, Des Moines, IA 50309  
515.282.5251

**Downtown Des Moines Marriott**

700 Grand Avenue, Des Moines, IA 50309  
515.245.55000

**Hyatt Place Des Moines Downtown**

418 6th Avenue, Des Moines, IA 50309  
515.282.5555

**DECORATOR**

Freeman Companies:

Scott Kirstein: **515.265.5601**

**AIRPORT/FBO INFO**

7 miles away/15 minutes—DSM International, **515.256.5100**

**GROUND TRANSPORTATION INFO**

Yellow Cab Co.: **515.243.1111**

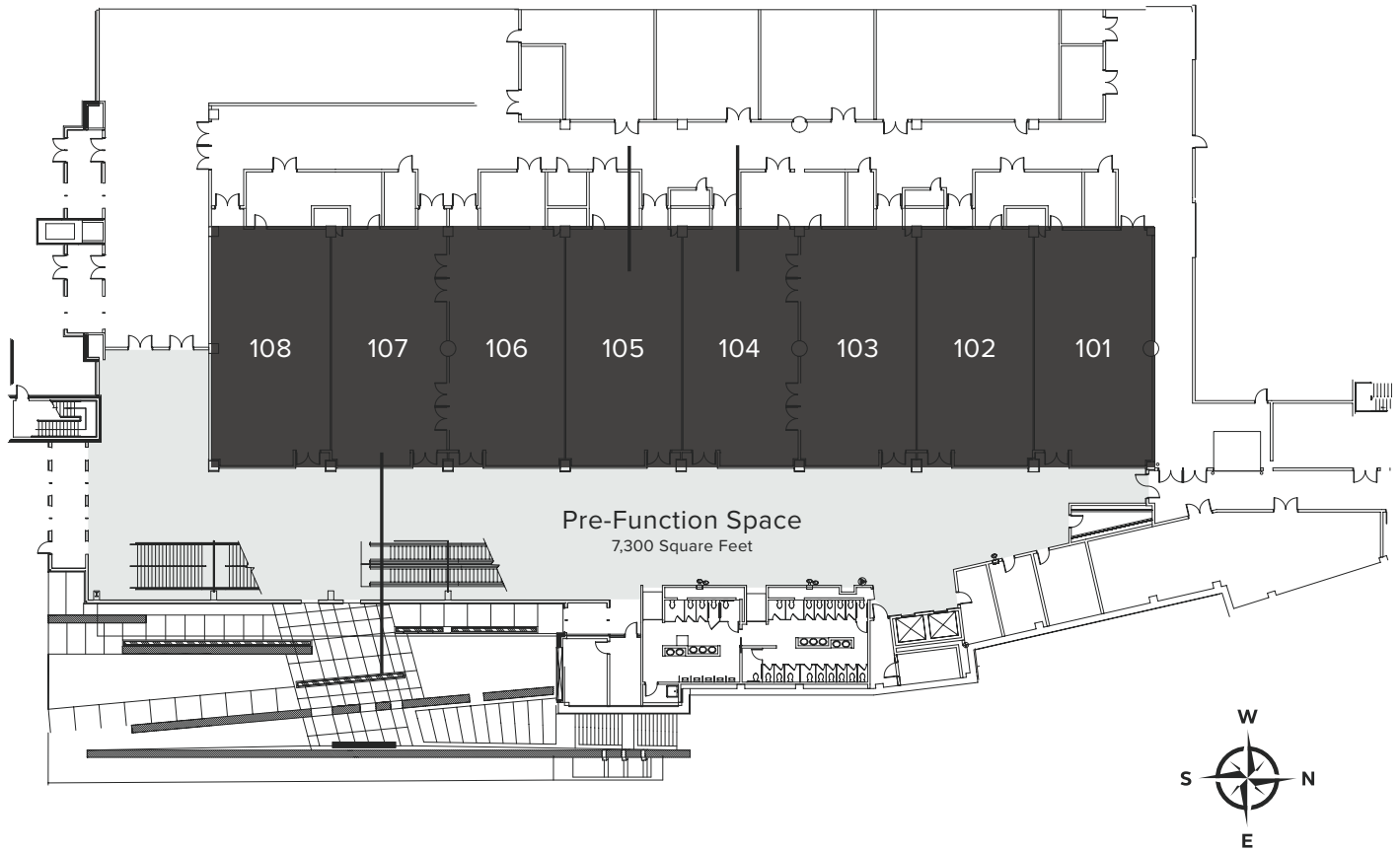
Majestic Limousine: **515.986.0305**

Albee's Old Market: **515.727.HUMV (4868)**

Smithson Limo Service: **515.245.2585**

Avis (Airport Terminal): **515.245.2585**

## LEVEL 1: MEETING ROOM LEVEL



ROOM	SQUARE FEET	DIMENSIONS	CEILING HEIGHT	BANQUET ROUNDS	THEATRE	CLASSROOM
Meeting Rooms 101-108	1,800 each	30' x 60'	12'	110	180	90
2 Meeting Rooms (Rooms 107 & 108)	3,600	60' x 60'	12'	230	360	180
3 Meeting Rooms (Rooms 101-103 & 104-106)	5,400	90' x 60'	12'	340	540	270

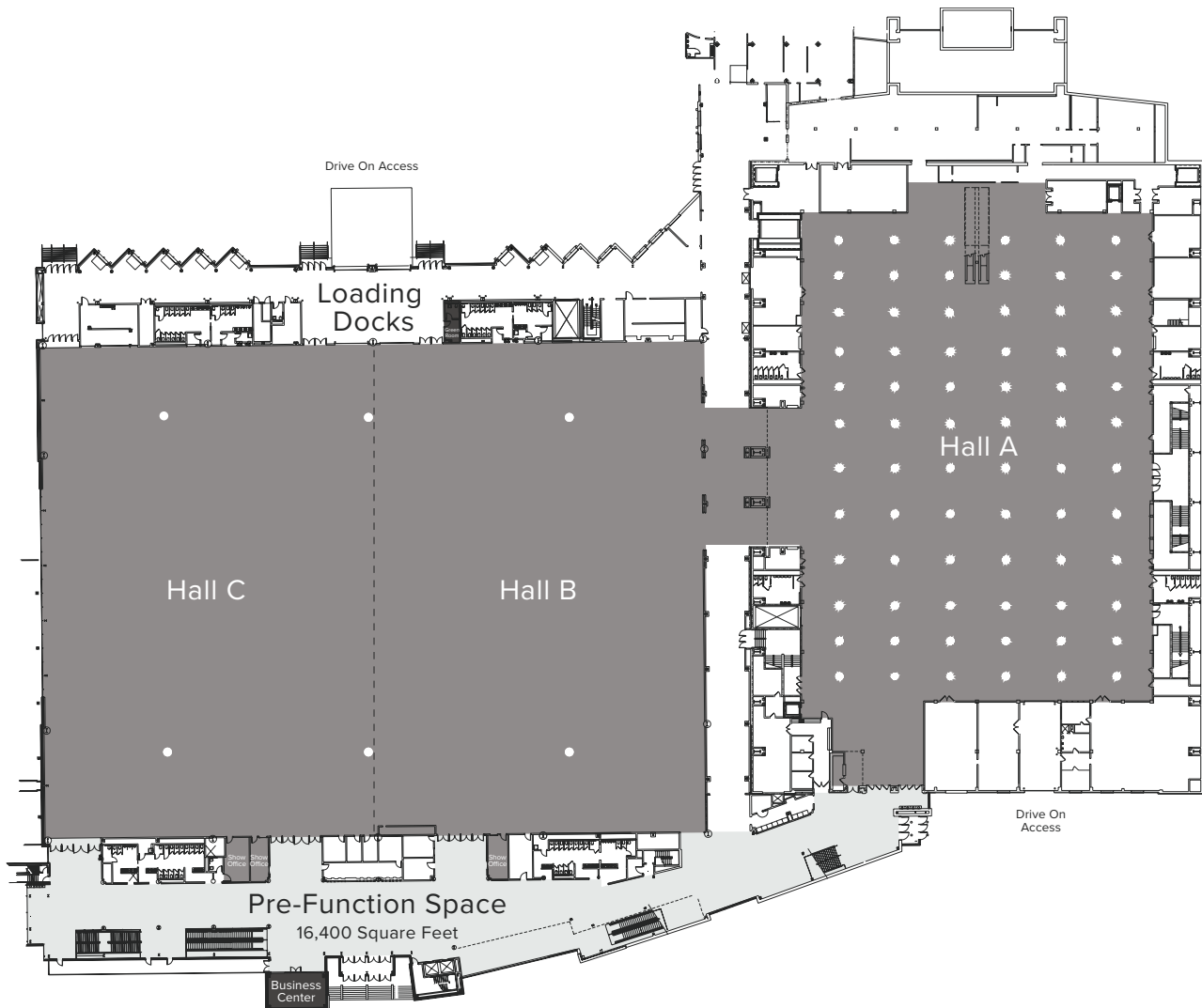
## LEVEL 2: EXHIBIT HALL LEVEL

Consists of 150,000 square feet of continuous exhibition space broken up into three separate halls of approximately 50,000 square feet each.

Drive-on access Halls B/C: two overhead 23' x 20' rollup doors.

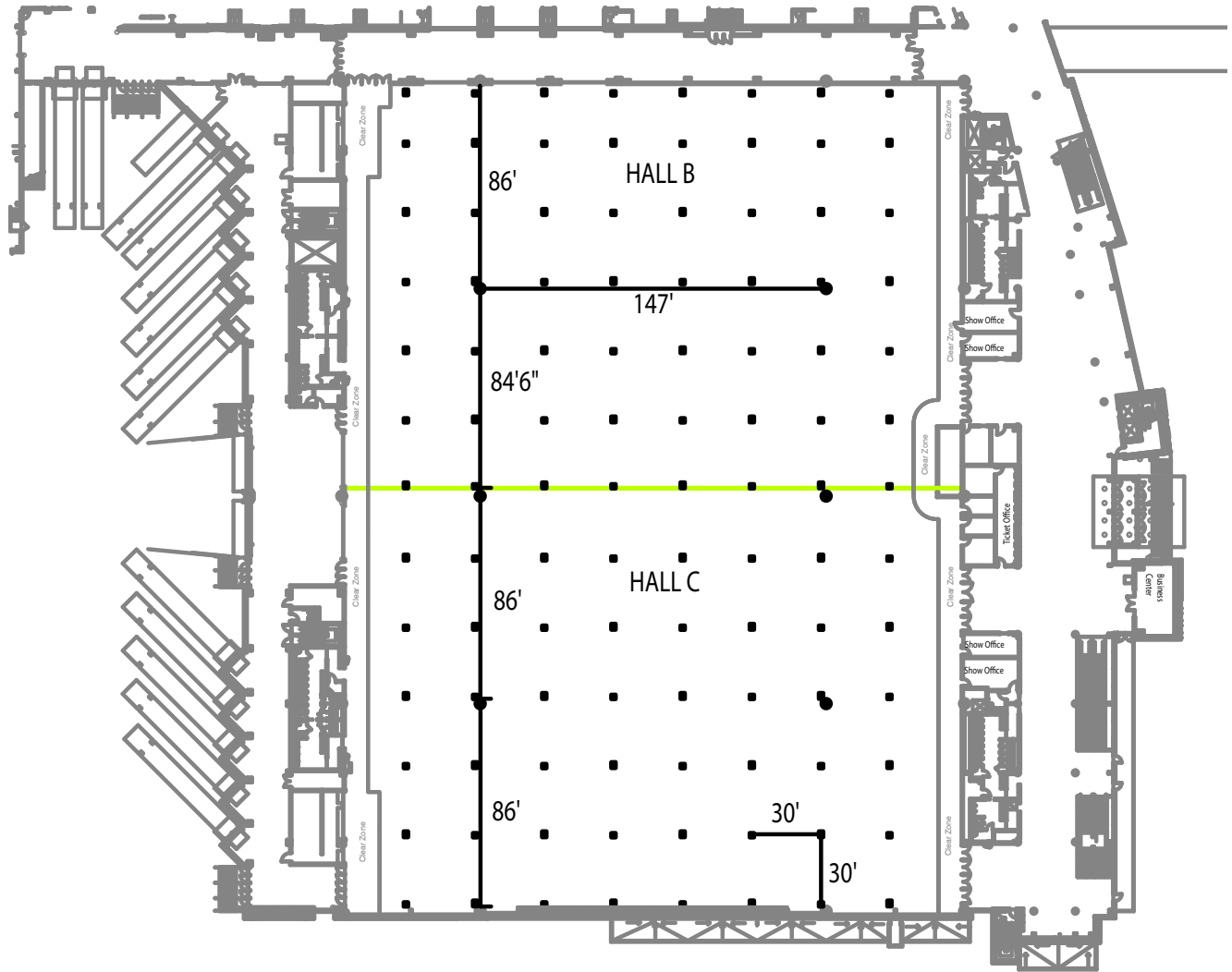
Covered loading dock facilities Halls B/C: 10 - 8' x 10' with levelers.

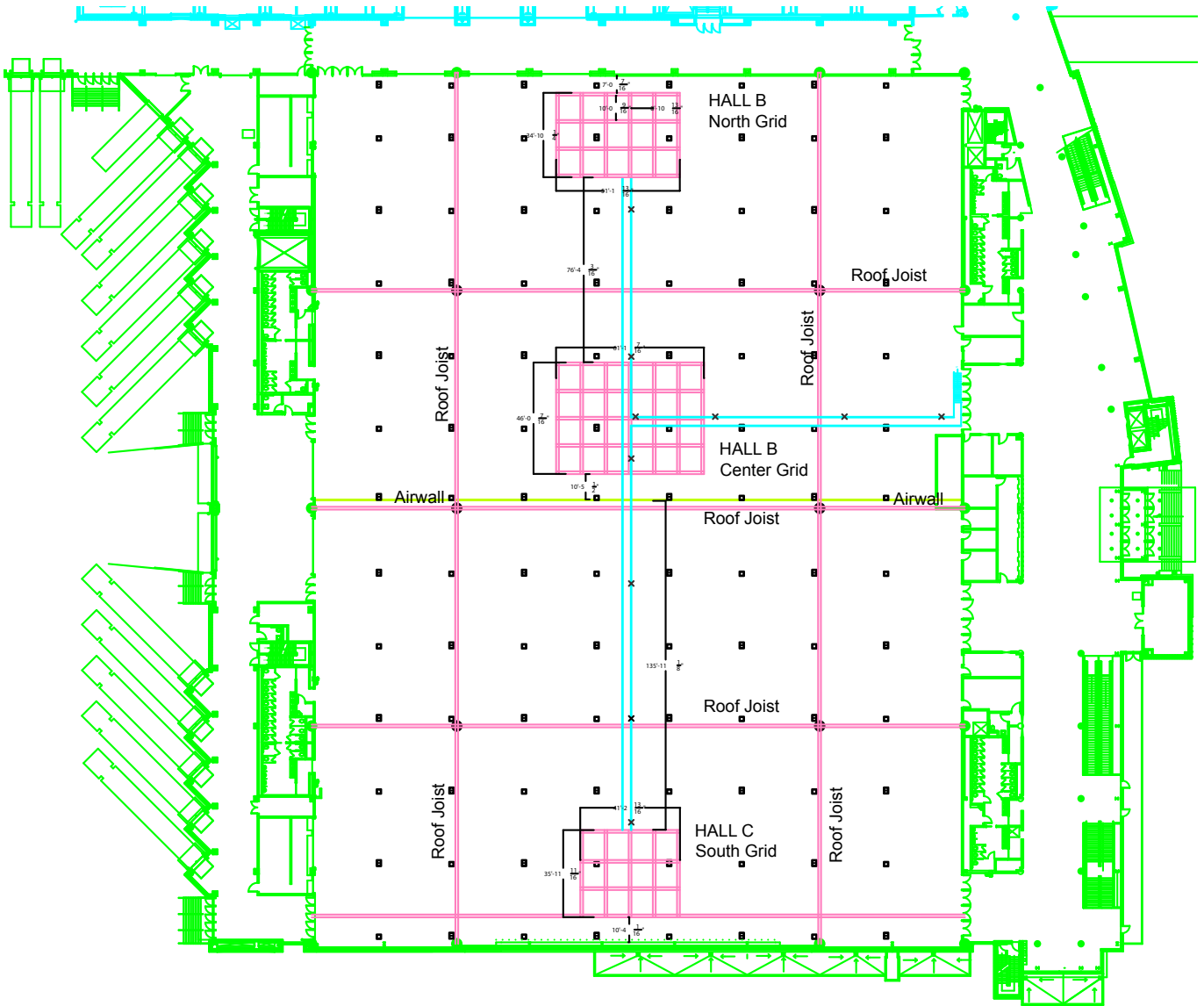
Drive on access Hall A: one overhead 13' x 15' rollup door.



ROOM	SQUARE FEET	DIMENSIONS	CEILING HEIGHT	BANQUET ROUNDS	THEATRE	CLASSROOM	10 X 10 BOOTHS
Hall B	46,725	267' x 175'	35'	3,050	4,247	2,270	260
Hall B	49,395	267' x 185'	35'	3,200	4,490	2,318	281
Halls B & C	96,120	267' x 360'	35'	6,270	8,737	4,545	541
Hall A	50,806	266' x 191'	13'	N/A	N/A	N/A	262
Business Center	527	17' x 31'	10'	30	49	30	N/A
Show Offices	250/office						

## LEVEL 2: HALLS B & C





Each roof truss hanger is designed for a platform load equal to 15,000 pounds.

North grid 51'w x 35'd (Hall B) is designed for a total load of 58,000 pounds.

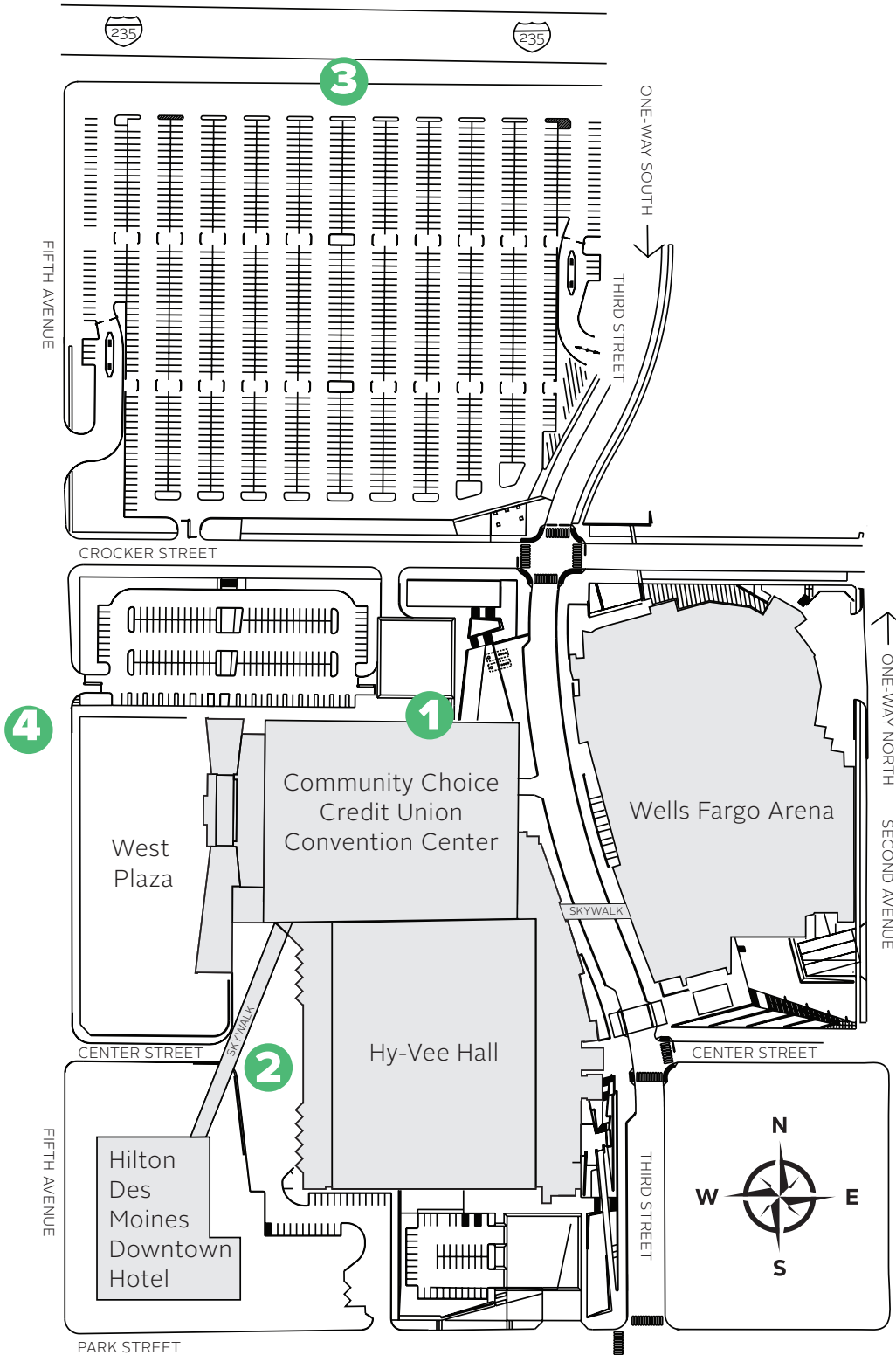
South grid 41' x 36' (Hall C) is designed for a total load of 48,000 pounds.

Roof open web joists maximum load per joist is 1,000 pounds.

Power available on catwalk.

10 outlets total running on (2) 20 amp circuits Breakers for these circuits are located in the Hall B overhang av.





**1) NORTH-SIDE ROLL-UP DOOR**

- Accessed through Near North Parking Lot with entrance off of 5th St.
- Ground Level dock access for 300 & Ballroom level

**2) HY-VEE HALL DOCKS**

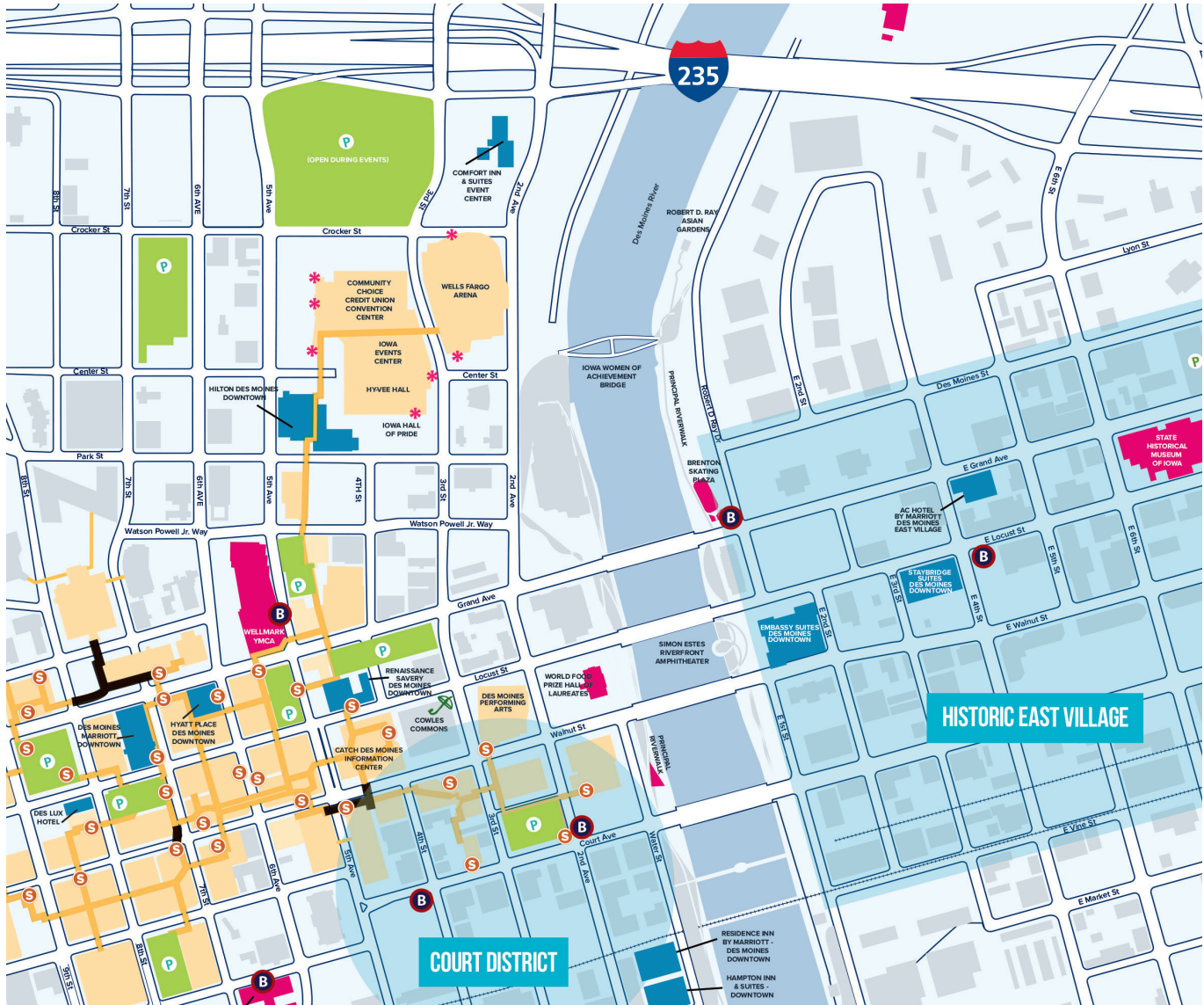
- Accessed via 5th and Center St. - West side of Hy-Vee Hall
- (10) total docks to be assigned based on availability

**3) NORTH CURB OF IOWA EVENTS CENTER NORTH LOT**

- Lot has 650 ft. of curb to park.
- Enter off 5<sup>th</sup> Ave North of Crocker. Exit 3<sup>rd</sup> Ave.

**4) 5TH AVE. EAST SIDE NORTHBOUND**

- 400 ft. of curb to park



**DIRECTIONS TO IOWA EVENTS CENTER PARKING LOT**

**Motorists traveling from the west**, should take the “Downtown Des Moines” exit (Exit 8A) which also reads “Iowa Events Center” and enter the Iowa Events Center’s parking lot at either the 5th Avenue or 3rd Street entrances. **Motorists traveling from the east**, may exit I-235 at the exit market “Downtown Des Moines”, and go South to enter the Iowa Events Center’s parking lot at either the 5th Avenue entrance or the 3rd Street entrance. All Parking garages have skywalk access except the 7th and Center Street Park and Ride.

**PARKING COSTS AND INFORMATION**

- Iowa Events Center Parking Lot — **\$10**
- Public Parking Garages — **\$1/hour with a \$10 daily max** (Free on Sunday)
- On-Street Parking Meters Monday–Saturday **9am–5pm — \$1.25/hour** (Free on Sunday and after 9pm Monday –Saturday)
- On-Street Parking Meters Monday–Saturday **5pm–9pm — \$1.75/hour** (Free on Sunday and after 9pm Monday –Saturday)

**FREE PARKING OPTIONS**

Over **900 FREE** off-street parking spaces are available throughout downtown Des Moines  
**Polk County Administration Building** — Monday–Friday 5pm–5am, all day Saturday & Sunday  
 For latest news and updates about parking visit [parkdowntowndesmoines.org](http://parkdowntowndesmoines.org)



Volleyball Tournament Level 2 Exhibit Halls.



Consumer Show—Iowa's Premier Beer, Wine and Food Expo Level 2 Exhibit Halls.



Dance Recital Level 2 Hall C.



Dinner Banquet Level 2 Exhibit Halls.



Classroom Set Level 1 Meeting Rooms.



Level 2 Prefunction Cocktail Hour