



**SHOWCASE AMERICA UNLIMITED
APRIL 7-9, 2017
RENTAL SPACE REQUEST**

RENTAL SPACE

Please refer to the attached maps of room locations available for rent. Space is available on a first-come, first-served basis. Rental rates are provided below. Select your rental space choices below listing three preferences in order of importance. This request form will be accepted no earlier than **9:00AM ON FRIDAY, DECEMBER 2nd, 2016**. Please **DO NOT** submit this form prior to this date & time as it will be disregarded. **The contact information provided below will be responsible for ALL payment.**

NAME: _____ **PHONE:** _____
GROUP: _____ **EMAIL:** _____
MAILING ADDRESS: _____

RENTAL SPACE REQUEST

1st Choice _____
 2nd Choice _____
 3rd Choice _____

If the three choices above are not available, you will be contacted by an Event Services representative to coordinate other room options. You will receive confirmation on which room will be available to you as soon as possible. A rental agreement will then be issued to the person listed above. **A 100% room rental deposit is due immediately upon the execution of a signed rental agreement and should be received no later than Friday, January 13th, 2017 to secure rental space.** Failure to pay the deposit on the said deadline will result in the loss of rental space.

RENTAL SPACE RATES

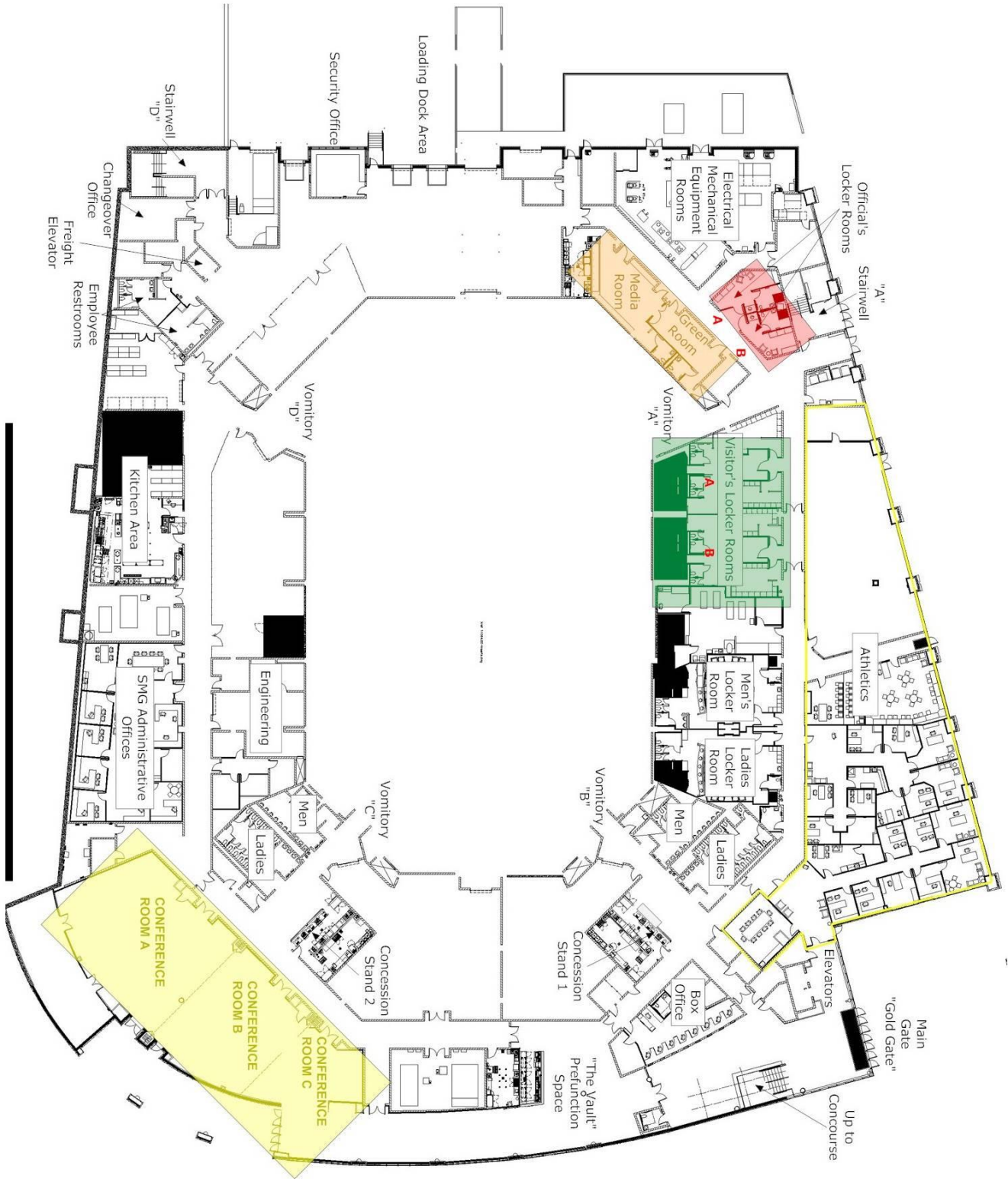
MEETING SPACE	AMENITIES	LOCATION	SQ. FEET	PRICING**
Media Rm.	Private Bathroom, Carpeted	Backstage – Event Level	600	\$875.00
Green Rm.			350	\$575.00
Visitor Locker Room A	Private Bathroom		1050	\$800.00
Visitor Locker Room B			1075	\$800.00
Officials Locker Room A			300	\$500.00
Officials Locker Room B			270	\$500.00
Meeting Rm A	Private, Carpeted		2750	\$1,675.00
Meeting Rm B			1840	\$1,575.00
Meeting Rm C			900	\$1,075.00
Veranda 1*	Semi-Private, Area is Enclosed in Pipe & Drape		Concourse	800
Veranda 2*		800		\$500.00
Veranda 3*		800		\$500.00
Veranda 4		400		\$250.00
Veranda 5		400		\$250.00
Veranda 6		400		\$250.00

* These areas have limited power available. Additional costs incurred in these areas to drop power.

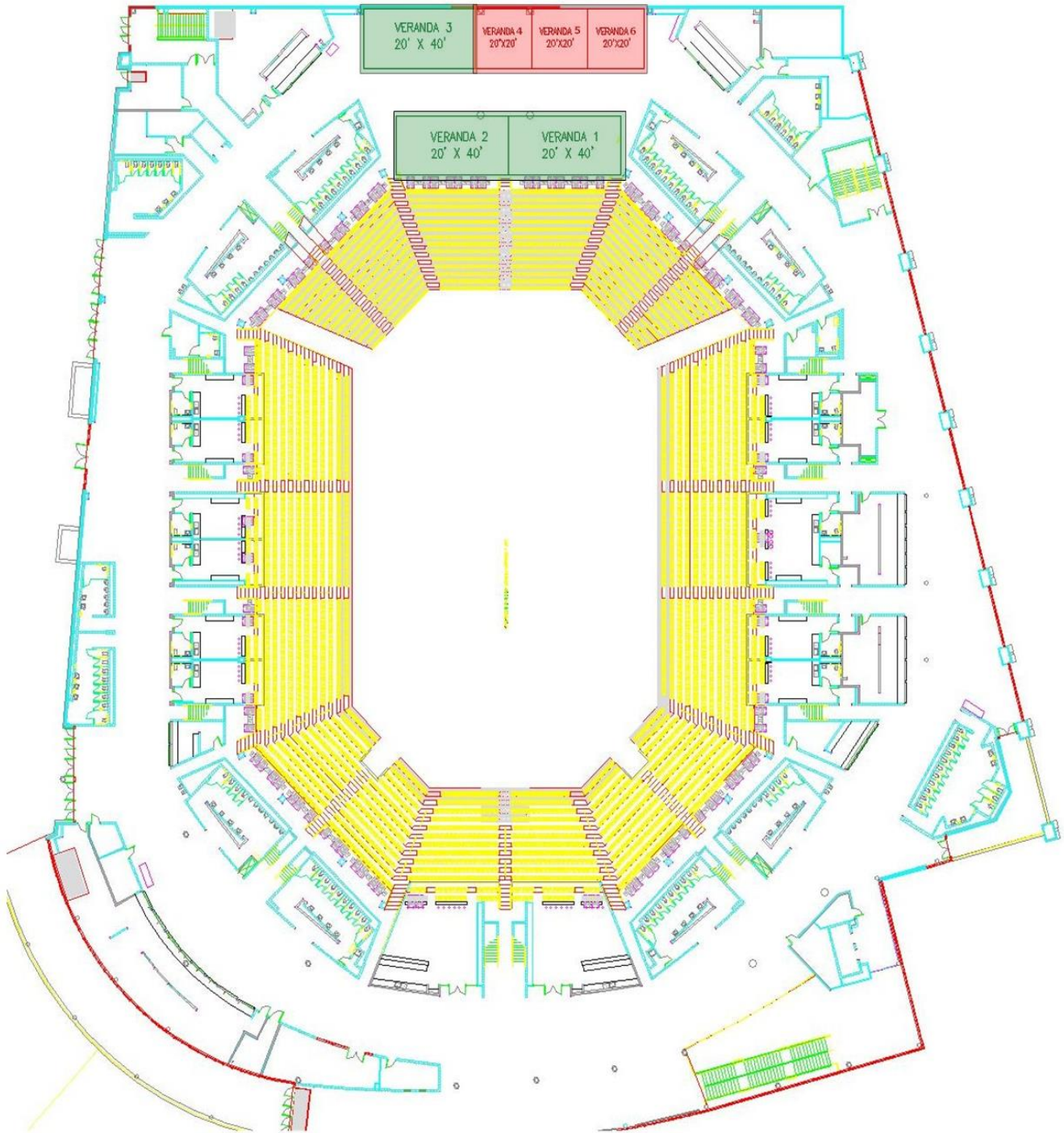
** Rental rate is a flat rate for April 7-9, 2017. Table and chairs also included in the price of rental. Additional costs are applicable to all other equipment. See attached Equipment Rate sheet.

Please return this form to Leah Stacklin, Event Coordinator at lstacklin@thebbtarena.com or via fax to 859-442-2659 **NO EARLIER THAN 9:00am on Friday, December 2nd, 2016**. If you have any questions, please call 859-292-2884.

EVENT LEVEL



CONCOURSE LEVEL





SCAU TEAM EQUIPMENT RATE SHEET

EQUIPMENT RENTAL RATES*

EQUIPMENT	PRICE	UNIT
Table – 8’ x 30”	Included in rent	per table
Table – 6’ x 30”	Included in rent	per table
Table – 8’ x 18”	Included in rent	per table
Table – 6’ x 18”	Included in rent	per table
Chair	Included in rent	per chair
Round Table- 72”	\$10.00	per table
Mirror***	\$5.00	per mirror
Coat rack	\$35.00	per rack
Power**	\$35.00	per drop
Power Strip or Extension cord***	\$5.00	per strip
Internet Line	\$100.00	per line
Phone Line	\$100.00	per line
Pipe & Drape	\$2.00	per sq. ft.

* If you require equipment items not listed above, please contact your Event Services representative.

**Equipment such as blow dryers & curling irons may require more power than the standard wall outlets can provide.

***Limited supply. It is recommended to bring your own.

Upon receipt of a signed rental agreement, an equipment order form will be available to fill-out.



PROHIBITED ITEMS

- BB&T Arena is a smoke-free facility.
- No coolers, bottles, cans or containers allowed.
- No outside food or beverage of any kind.
- No horns, whistles, noisemakers, offensive signs, banners, or laser pens.
- No video cameras or recording devices.
- No illegal substances.
- No weapons or other threatening objects.
- No bags, backpacks or boxes allowed into the facility.
- No helium balloons.
- No selfie sticks.
- No tape of any kind to hang signs or banners. Please consult with Event Services to discuss other options.
- No open flames (i.e. candles) of any kind without obtaining the proper permit.
- No large bags or boxes are allowed in the building without prior authorization.

OTHER POLICIES

- Taping or mounting of signs, posters, etc. with duct tape, box tape, pins, etc is **STRICTLY PROHIBITED** anywhere in the arena, including meeting spaces. Painters tape or adhesive putty that is removable/reusable are the **only acceptable forms of taping/mounting the listed items to meeting room walls.**
- Any heating devices such as irons, blow dryers, curling irons, etc. should not be left unattended at any time. These items should be unplugged when not in use.
- **All jackets and bags will be searched upon entry. Purses, diaper bags and other small personal bags are allowed, but will be inspected at all gate entrances.**
- **All exit doors inside dressing rooms leading to outside areas are not to be left propped open at any time. These exit doors are meant for emergency only and may not be used as a means to enter/exit the building for any other reason.**
- BB&T Arena will pre-set all dressing rooms per the requested setup coordinated with the Event Services department. The facility does not have an available supply of equipment (i.e. carts) or staff on hand to assist with team move-in, i.e. unloading, transport, or loading of equipment, etc. Teams are responsible for their own labor to setup in addition to the equipment required to do so.
- BB&T Arena is not responsible for items left out overnight. It is the responsibility of each team to secure their items at the end of each night.