

# TRADESHOWS: AN OVERVIEW



Please see below the following rental rates and information for the Houma-Terrebonne Civic Center, as it pertains to events such as tradeshows where only floor space is used.

The rental period is 8am to midnight.



## **FLOOR ONLY**

HALL A & B - Base rental price: \$2500/day plus one-time set-up fee: \$250

HALL A - Base rental price: \$1200/day plus one-time set-up fee: \$150

HALL B - Base rental price: \$1400/day plus one-time set-up fee: \$200

## **MEETING ROOM WING**

Rental price: \$1000/day for entire wing of 10,000 sq ft. or \$300/room. Each individual room is approx. 2500 sq ft.

## **LOBBY**

Rental price: \$600/day when used for vendor space.

**The rental prices above include setup, reasonable cleanup, and teardown of everything except vendor booths, including vendor waste. If you need an additional move-in day, you will be required to pay a move-in fee, which is half the base rent, when occurring between 8am-5pm weekdays only.**

### **Please note additional expenses below:**

Phone line charge.....	\$100/line/event
Vendor electric usage per day.....	\$10/10-amps/day
Vendor tables.....	\$3/table/event
Vendor chairs.....	\$1/chair/event
Table clothing/skirting.....	\$8/table/event

*(One registration table will also be skirted at no charge. Any other tables that need clothing or skirting will be at the charge stated above.)*

High Speed Internet Access..... \$125/event  
*(Location limited for service; Wireless service available at no additional charge. Civic Center must hold client's credit card number upon client's receipt of the router. It is the client's responsibility to return the router at the end of the event to the Manager on Duty. If router is not returned, the credit card on file will be charged a replacement cost fee.)*

Please note that other fees may apply as deemed necessary as the show is advanced with the Event Coordinator. All estimated expenses must be paid in full before your event. A complete list of equipment rental charges can be downloaded from the website.

Due to the limited number of in-house pipe and drape and skirting, you will need to contract an outside decorator to provide booth setup, tables and skirting, and signage for your exhibit area.

Our Risk Management Department requires that you provide a one-million dollar General Liability insurance policy naming *Terrebonne Parish Consolidated Government* as Certificate Holder and Additional Insured. This must include move-in and move-out days as well as event days. The Civic Center must have this certificate no later than two (2) weeks before your event date.

All food, beverage, and alcohol catering is exclusive through your choice of our approved caterers. An approved caterers list with contact information and/or menu options can be located in the *CATERING* section of the website. Catering quotes are most often provided only after the client signs a contract for the space. If your event has concession needs, the Houma Civic Center's in-house concessionaire can provide you with fixed or portable concessions.

Two Houma Police Officers must be present for your event during show hours. Rates are \$25/hour/officer with a 4-hour minimum. All other staff such as ticket-takers, ticket sellers, overnight security, door guards, etc. would also be available at additional costs which can be provided upon request from our Event Services Department. You may, however, use your own volunteers for these positions.

You must obtain a Special Event Occupational License from the Sales & Use Tax Department. The charge is \$250. For more information regarding this permit, please contact the Sales & Use Tax Department at 985-876-3734.

One of our special features is our paved parking lot capable of parking 1600 vehicles and providing electric and water to 200 guests through our RV pedestals. We also have 8 dump stations conveniently located on site. There is a \$20/day RV hookup charge for vendors/guests that would like to use these services.

Events are not considered booked without a signed contract and deposit for half (1/2) or, on some occasions, full payment for room rental.

For more information, do not hesitate to contact the sales department.

Thank you for your interest, and we hope to host your next event!