

# Century II

Performing Arts & Convention Center

# Facility Information

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## 1. ADA REGULATIONS

*See Appendix A.*

## 2. ANIMALS

Animals are not permitted in the building unless they are deemed a service or companion animal, directly associated with an exhibitor's booth, or with the Division Manager's approval in advance. The owner or promoter is responsible for obtaining any and all necessary animal permits and for cleaning up after the animal. The promoter will be assessed a fee for any additional clean-up or damage to Century II caused by an animal.

## 3. BACKSTAGE REGULATIONS

*See Appendix B.*

## 4. BANNERS, WINDOW CLINGS AND OTHER PROMOTIONAL MATERIALS

See Appendix C.

## 5. CLEAN-UP FEES

If extraordinary or unusual janitorial services are required at the conclusion of an event, as determined by the Division Manager or designee, an additional fee may be charged to the Post Event Invoice. The promoter will be assessed a fee for clean-up if prohibited and/or restricted products are used within Century II.

## 6. CONCERTS

Prior to contracting a performance or concert at Century II, the promoter must provide a technical rider to Century II staff. The facility has lighting and sound equipment; however, it may need to be supplemented, at the expense of the promoter, for certain types of events. Ticket sellers, ticket takers and ushers will be required, as well as security. Standing is not permitted in the aisles and walkways during performances held at Century II.

## 7. DECORATING SERVICES

Henry Helgerson Company is the in-house decorating company at Century II. All decorations, including carpeting, should be provided by, and installed by the decorating company except for hanging or wall decorations. The installation of anything attached to walls or ceilings shall be coordinated through Exhibitor Services, (316) 303-8602, or your Event Manager.

## 8. DRESSING ROOMS

Concert Hall and Convention Hall share dressing room space that includes 10 dressing rooms. Mary Jane Teall Theater has four exclusive dressing rooms. Dressing rooms must be contracted with event space and reflected on the CII Location Lease Schedule in order to be utilized during your event.

## 9. ELECTRICAL

Electrical services for promoters can be coordinated through your Event Manager. Electrical Services for vendors and/or exhibitors must be coordinated through Exhibitor Services (316) 303-8602. **All connections to building electrical must be done by staff electricians.** Century II Clients may, with the approval of Century II Management, purchase electrical packages for their entire event. See *Appendix D* for details.

## 10. EVENT SET-UP AND MANAGEMENT

At least 14 days before the first day of move-in, promoters shall provide a full and detailed outline of all show requirements, including: stage, leased space, equipment requirements and floor plans. All floor plans that do not meet Fire and ADA regulations will be changed accordingly. Additions and changes to the original set-up, within seven days of the event move-in, will incur an additional fee of \$250.

## 11. EQUIPMENT RENTAL

Additional equipment rental charges will apply for pianos, risers, partitions, easels, portable staging, etc. Refer to the Equipment Rental Schedule in *Appendix E* for applicable charges. All equipment must be ordered at least 14 days prior to the scheduled move in to ensure equipment is available and to avoid late fees. Equipment ordered and not used will be invoiced. Lighting (excluding spot lights), sound and building equipment associated with each specific hall is provided at no additional charge. *See Appendix E.*

## 12. FACILITY RENTAL RATES

*See Appendix F.*

## 13. FOOD AND BEVERAGE

Bringing outside food and drink into the facility is strictly prohibited. This includes all areas of the facility, including backstage/dressing room areas. *See Appendix G.*

## 14. FRONT OF HOUSE

All seated events, and certain other events, shall require Front of House operations. The number of required Front of House Staff will be determined during consultation with the Front of House Manager prior to event. Events in Convention Hall that require use of the loge seating will require a minimum of two additional ushers to run each ADA elevator or lift to take patrons into the seating area. Front of House charges will be deducted from the settlement balance or included in the post event invoice.

## 15. INTERNET

Internet connections are available for attendees to purchase while onsite. For larger groups, Century II has group internet rates available to be purchased in advance. *See Appendix H.*

## 16. KEYS AND BUILDING ACCESS

Century II Event Staff will open designated areas of the facility according to the CII Event Confirmation Sheet. Some events may be assigned temporary keys to specific areas based on availability. This must be approved by a Century II Event Manager in advance. No more than 10 keys will be issued to any one event. There must be a Client Representative on-site when event space is occupied. Clients cannot be on the premises outside of contracted hours.

## 17. LEASE AGREEMENT AND LIABILITY INSURANCE

A Century II Lease Agreement must be fully executed and payment made according to the terms outlined prior to clients being admitted on the premises. A public liability and property damage insurance certificate must be on file as determined by the terms of the lease agreement at least 30 days prior to event or event will be subject to cancellation. For questions regarding your lease, please contact the Sales Team at (316) 303-8000 and choose option 3.

## 18. LICENSES

All theatrical, music, and literary licenses are the responsibility of the promoter. Century II does not hold these licenses. Century II staff may request a copy of any license, if applicable.

## 19. KENNEDY PLAZA

All cars must be removed from Kennedy Plaza prior to the opening of Exhibition Hall shows.

## 20. MARKETING – LED SIGNS AND WEB CALENDAR

Promoters have the opportunity to advertise their event on the outdoor LED signs, Century II website calendar, and through the e-mail distribution list. There are also offsite marketing opportunities available for a fee. For additional information regarding these services contact Jennifer Tribue, Communications Specialist, at (316) 303-8611

Events using the services of WichitaTIX will have the opportunity to have their event advertised through WichitaTIX mailings. For mailing requirements, please contact WichitaTIX in advance at (316) 303-8100. All agreements must be fully executed in order for Century II to market any event.

## 21. MERCHANDISE AND NOVELTY SALES

Century II retains all rights for the sale of merchandise and novelty items sold within the facility and facility premises. The following merchandise fees will be applied:

- Twenty percent (20%) of total gross sales of novelties
  - Including, but not limited to, printed programs, souvenirs, T-shirts, etc.
- Ten percent (10%) of total gross sales of recorded items
  - Including, but not limited to, tapes, CDs, DVDs, etc.
- Performances with less than 500 people in attendance, will be subject to a \$350 merchandise buyout fee (exclusive of sales tax).

All inquiries for information and/or to arrange for merchandise sales are to be directed to the assigned Century II Event Manager. Unless prior arrangements are made in writing, all merchandise fees due to Century II are to be paid in cash at the conclusion of the final performance or event. Exhibitors and vendors directly related to a convention, trade show, or consumer show are exempt from this policy.

## 22. PARKING

Century II reserves all parking rights and privileges. All lots surrounding the facility are municipal lots with metered parking. Any vehicles parked in restricted areas (including fire lanes, Kennedy Plaza, and the loading dock area) will be ticketed and/or towed at the owner's expense. The event promoter may purchase surface level parking passes, when available, for event personnel; such parking passes must be displayed to avoid being ticketed. Contact your Century II Event manager for more information.

*See Appendix I*

## 23. PROHIBITED ITEMS

The below list includes those items that are not permitted within the facility. In rare circumstances, Century II Management may give written approval to allow such items. This list is

not all-inclusive and additional items may be banned or restricted by Century II Management, dependent on events.

- Paint, shoe polish and unapproved tape
  - Approved tapes includes: 3M 9589 (double sided adhesive), 3M 471 (single sided adhesive), and Gaffers Tape
- Glitter, confetti, silly-string, etc.
- Metal-wheeled carts
- Flammable gasses including: hydrogen, oxygen, propane, butane, etc.
- Compressors that are not part of a display or machinery

## 24. PYROTECHNICS, FIREARMS, COMPRESSED GAS AND OPEN FLAMES

All use of pyrotechnics, open flame, explosive equipment, firearms, compressed gas, flammable gas, candles, liquid propane gas, etc. must be pre-approved by Century II Management.

## 25. SECURITY

Century II has contracted with Smart Security Inc (SSI) to provide onsite security services. Promoters also have the option of using the Wichita Police Department (WPD). Century II Staff will determine the number of security officers and/or WPD officers needed to ensure adequate safety. The promoter will pay for security officers and/or WPD officers through the Post Event Invoice.

## 26. SHIPPING

Century II will only accept small quantities of shipped items (e.g., boxes with promotional materials) for a promoter when arrangements are made in advance with the Century II Event Manager during the contracted event dates. Any items arriving prior to the contracted dates will be assessed a storage fee of \$10 per day per item.

Century II does not receive large shipments or freight for promoters or exhibitors prior to the contracted move-in date. If items are sent to the facility before the contracted move-in date, the Century II Event Manager will contact the designated decorating company for drayage services. In the absence of a designated decorating company, Century II reserves the right to contact a company of its own choosing.

Promoter and exhibitors will not hold Century II responsible for any lost or misplaced shipments or freight.

## 27. SMOKING

Century II is a non-smoking facility. This includes vaping and or other e-cigarettes.

## 28. SOUND

Due to Century II being a multi-use facility, clients agree to make reasonable efforts to maintain a level of sound that will not be disruptive to other events scheduled in the building. Facility Management will decide if sound levels are reasonable and reserves the right to lower a client's

sound level at any time. Clients are not to approach another client at any time regarding sound but should instead notify Century II staff if they believe there is a sound conflict. Clients who are not cooperative may not be eligible for future lease agreements with the facility. Century II will notify all affected parties of potential sound conflicts at the earliest possible time. Performances and events of any kind will take precedence over rehearsals and auditions. Century II is under no obligation to address sound conflicts affecting rehearsals and/or auditions.

## 29. STAGEHANDS

All usage of permanent stages in Century II requires the hiring of stagehands from the Local 190 I.A.T.S.E. For an estimate on stage labor, contact the Century II Technical Director, John Hale, at (316) 303-8638 or [jhale@wichita.gov](mailto:jhale@wichita.gov) at least 30 days before the event. *See Appendix J.*

## 30. UTILITIES

Promoters must provide vendors/exhibitors with a current Exhibitor Packet and Utilities Order Form. Orders for electric, phones, use of forklift, and sign/banner hanging must be included on the Utilities Order Form. Please contact your Century II Event Manager for more information. *See Appendix K.*

## 31. VENDOR MOVE-IN/OUT

Clients must contract time for the decorating company and vendors to set-up and tear-down to ensure that event insurance is in effect during any activity in the facility. A client representative must be present during move-in and move-out periods. No move-in or move-out is allowed through main guest entrances. Only authorized personnel are allowed to operate the Convention/Exhibition Hall freight elevator, Expo Hall roll-up doors, Mall doors, and Kennedy Plaza doors. Arrangements for move-in and move-out must be made with the Century II Event Manager in advance. Additional fees may be assessed for long-term use on the West Loading Dock.

## 32. VEHICLES

Vehicles on display or left in the building overnight must disconnect battery and have less than a quarter tank of fuel. Wooden wheel pads must be used in all areas of Convention and Exhibition Halls. Tire and vehicle shine are prohibited within the facility. Events utilizing prohibited items will be assessed additional clean-up fees.

## 33. WICHITATIX

WichitaTIX is the ticketing agency for events at Century II. Sales of tickets or paid admissions must contract through WichitaTIX. Once a Lease Agreement has been issued, a Ticketing Spec Information Sheet for the set-up, sales and settlement of the event will be issued no later than 14 days prior to the first day of move-in/on-sale date. All details, including, but not limited to, specific codes, artwork and verbiage, are due at least 72 business hours prior to on-sale. For questions regarding ticketing, please contact (316) 303-8100. *See Appendix L.*



## APPENDIX A: ADA REGULATIONS

### PURPOSE AND DEFINITION OF ACCESSIBLE SEATS

Every seated event by law must have accessible spaces that are large enough for a wheel chair. These spaces must be reserved for patrons with mobility disabilities. This group includes people who use wheelchairs (or other mobility devices), people who cannot climb steps or walk long distances, or people with service animals that cannot fit under seating or lie safely in an aisle.

### TICKET SALES

Venues are required to sell tickets for accessible seats in the same manner and under the same conditions as all other ticket sales. This includes during the same hours, through the same methods (phone, web, third party, etc.) and during the same stages of sales (pre-sales, promotions, general sales, wait lists, or lotteries). Accessible seats cannot be charged at a higher price than non-accessible seats in the same seating location. Accessible seats must be offered in all price categories available to the public.

### PURCHASING COMPANION SEATS

Patrons purchasing a ticket for an accessible seat may purchase up to three additional seats in the same row and these seats must be contiguous with the accessible seat. If contiguous seats have already been sold, the venue must offer other seats as close as possible to the accessible seat. If a venue allows a patron to purchase more than 4 seats, only 3 companion seats are required to be contiguous with the accessible seat. Many venues offer group sales rates of a predetermined size. If a group requires one or more accessible seats, the group must be seated together in an area with accessible seating. If this is not possible to seat the entire group together and the seats must be split then the tickets must be allocated in a way that does not isolate the patrons with disabilities.

### HOLD AND RELEASE OF ACCESSIBLE SEATING

Generally, tickets for accessible seats may not be sold to members of the general public who do not qualify for an accessible seat. However, if all non-accessible seats have been sold, unsold accessible tickets may be released and sold to the general public. If all non-accessible seats in a certain section or price range have been sold, then accessible seats in that respected section or price range can be released and sold to the general public.

### TICKET TRANSFERS AND SECONDARY TICKET MARKET

If venues permit patrons to give or sell their tickets to others, the same right must be extended to patrons with disabilities who hold tickets for accessible seats. This must also be extended to patrons with disabilities who intend to buy or receive tickets on the secondary market. Venues cannot require that accessible seats only be transferred to someone with a disability. A venue may choose to move a patron to another seat in order to give that accessible seat to a patron with a disability who requires it, but is not obligated to do so. An individual who has attained a non-accessible seat through the secondary market, but needs an accessible seat must be permitted to exchange the seat for a comparable accessible seat if available.

### BREASTFEEDING LAWS

A mother may breastfeed in any place she has a right to be.

## APPENDIX B: BACKSTAGE REGULATIONS

### SAFETY GUIDELINES

- Staff, clients, contract labor, and all others working in or entering Century II will adhere to all Federal, State and Local Laws, regulations, and standards relating to safe working conditions and practices.
- All work must be performed in accordance with all applicable Occupational Safety and Health Administration (OSHA), American National Standards Institute (ANSI), National Fire Protection Association (NFPA) standards, local fire regulations, industry recommendation practices, and City of Wichita Department and Division safety policies and requirements.
- All equipment must be operated in accordance with the manufacturers written recommendations.
- All informational, caution, warning, and hazard signs in the facility and on equipment must be followed.
- No unauthorized personnel (i.e. anyone other than cast and crew) shall be allowed backstage during any performance. This includes: call time and 15 minutes after final curtain.
- No one is allowed access to the stage area unless supervisory personnel are present.
- No one is permitted to work alone in the theater space. In case of injury or incident, there must be another present to render aid or seek assistance.
- Any perceived safety concerns or hazards, large or small, MUST be reported to Century II which shall take steps to correct the problem or to report the problem to the appropriate personnel.
- If you are bringing any chemicals into the theater or onto City of Wichita property, (including, but not limited to, fog or haze fluid, spray, or other kinds of paint, costume dyes, etc.) you must supply Century II with the Safety Data Sheet (SDS) in advance of the load-in.
- Blocking of fire exits, egress routes, fire extinguisher cabinets, fire alarm panels, or fire department access boxes is not permitted at any time.
- All interior doors of the facility are considered fire doors and may not be blocked open at any time without written approval from Century II.
- Obstruction of the theater fire safety curtains is not permitted at any time, unless approved in writing by Century II and/or Wichita Fire Department.
- Leave ghost light and safety lights on when exiting the theater.

### PYROTECHNICS

Use of any open flame, pyrotechnics, or similar effects requires written approval from Century II and/or a permit from the Wichita Fire Department. This permit must be applied for no later than two weeks before the event. Pyrotechnic effects require an operator licensed by the State of Kansas. Licenses issued by other jurisdictions may be acceptable, but must be presented to Century II two weeks in advance of load-in.

### SMOKING

It is State Law that **SMOKING, INCLUDING VAPING AND E-CIGARETTES, IS PROHIBITED** in all Municipal buildings including theater facilities. Only such smoking as is absolutely necessary for a production is allowed. Abuse of this exemption can result in permission being withdrawn.

## EQUIPMENT

Century II provides a variety of equipment free of charge to assist in the success of your event. Inventories are provided to you with your contract. Damage, theft, and normal wear and tear may change inventory numbers for your actual performance date. Century II shall not be held liable for replacement of this equipment for a specific event.

- Forestage lifts must be operated by personnel authorized and/or trained by Century II.
- Century II theatrical fly system must be operated by personnel authorized and/or trained by Century II.
- Loading and unloading of Century II theatrical fly system must be performed by personnel authorized and/or trained by Century II.
- Light boards must be operated by personnel authorized and trained by Century II.
- Soundboards must be operated by personnel authorized and trained by Century II.
- Personnel (Genie) Lifts/Scissor Lifts/AWP:
  - must be operated in accordance with the manufacturer's recommendations;
  - must be operated by authorized, trained, and qualified personnel; and
  - must not be operated without the outriggers installed in accordance with manufacturer's requirements.

All incidents resulting in damage to equipment and/or injury to individuals must be reported to Century II. All such incidents will be investigated and a written report must be completed by Century II and Lessee.

## APPENDIX C: BANNERS, WINDOW CLINGS, AND OTHER PROMOTIONAL MATERIALS

- All banners, window clings, and marketing materials that are affixed to walls, windows or other surfaces shall be presented to, and approved by, the Event Manager prior to their placement.
- Century II reserves the right to assess a fee for the placement of marketing and promotional materials as the situation warrants. All costs associated with the creation of banners, posters, and clings shall be the responsibility of the client.
- All banners, window clings, and marketing materials may only advertise events within the facility. Any marketing materials associated with off-site events will be denied.
- With the approval of Century II Management, hard board banners may be hung/flowed in the lobby of Concert Hall (and other spaces throughout the building). Century II will designate spaces where such banners may be flown or hung. Flown banners are to be double sided, 4' wide by 4' tall with a minimum of three grommets along the top. The number of banners flown will be determined by Century II Management.
  - The duration of display of any promotional and marketing material will be at the discretion and judgment of the Event Manager and Century II Management. Unless otherwise specified, clients will be permitted to display Concert Hall banners year-round. Banners will be removed following the respective performance(s) advertised on individual banners.
- No posters, flyers, or other promotional materials may be removed by anyone other than Century II personnel or the organization responsible for said materials. Should anyone have an issue with the placement of another's marketing materials, they should bring their concerns to their Event Manager. This applies to marketing materials throughout the building, not just in Concert Hall.
- For additional information contact Jennifer Tribue, Communications Specialist, at 316-303-8611.

## APPENDIX D: ELECTRICAL BUYOUT

### ELECTRICAL BUYOUT

- Electrical Buyouts for 110v 15A service are available to promoters who wish to provide electrical to their vendors as part of their registration fee.
- There are four packages currently available from Century II.
- Electrical Buyouts guarantee a set price regardless of when electrical services are ordered, eliminating the late fee.
- An Electrical Buyout includes an Exhibitor Services Technician for 8 hours a day during the move-in process. (Scheduled times will be 8-5. Hours can be modified but may incur additional fees).
- If outlets needed exceed the number purchased in a package, the client may purchase a larger package or opt to purchase additional outlets at current regular rates.
- The client will be the sole entity responsible for approving and identifying locations for outlets. A diagram provided by the client is preferred, but not required.

Package Size	Cost	Average Price
25 outlets	\$1,375.00	\$55.00
50 outlets	\$2,550.00	\$51.00
75 outlets	\$3,525.00	\$47.00
100 outlets	\$4,300.00	\$43.00

***THERE ARE NO REFUNDS ONCE INSTALLATION IS COMPLETE.  
Rates subject to change without notice.***

## APPENDIX E: EQUIPMENT RENTAL

Item	Description	Rate	Notes
Tables*	4ft, 6ft, 8ft, 66", 72", Cocktail	\$8.50	
	w/ Short Linen	\$11.50	
	w/ Long Linen	\$21.50	
	w/ Linen and Skirting	\$16.50	
Chairs	Client Use*	\$1.00	
	Exhibitor Use	\$4.50	
Audio Visual Screen	7'	\$27.00	
	10'	\$37.00	
	12'	\$47.00	
Lectern	Table Top	\$8.50	
	Standing	\$13.50	
Portable Sound System	1 channel / multiple channels	\$108 / \$160	
Microphone		\$11.50	
Lavaliere		\$69.00	
25' Mic Cord		\$3.50	
Easels		\$8.50	
Dry Erase Boards		\$8.50	
Flip Charts		\$8.50	
Chalk Boards		\$8.50	
Rolling Partitions		\$6.50	
Folding Screens		\$6.50	
Wenger Stage	Leg heights of 28", 32", and 48"	\$27.00	Per Section
Wenger Bleacher Set-up		\$200	Per Section
Choral Risers		\$6.50	Per Section
Theater Rope and Stands		\$6.50	Per Section
Concert Grand Piano	9' Steinway	\$210.00	\$100 each add'l day Repairs Charged to Client
Grand Piano	6' Baldwin	\$108.00	\$50 each add'l day Repairs Charged to Client
Upright Piano		\$51.00	\$25 each add'l day Repairs Charged to Client
Piano Tuning		\$90.00	Per Upright Piano
Piano Tuning		\$165.00	Per Grand Piano
Orchestra Shell	Portable Small	\$22.00	Per Section
Spotlights 1290XLT	2000W	\$51.00	Per Performance
	1200W	\$51.00	Per Performance
Re-set Fees**	Tables 5 –10; Chairs 20 – 80	\$52.00	
	Tables 11 – 25; Chairs 81 – 200	\$110.00	
	Tables 26+; Chairs 201+	\$160.00	
Other Re-set Fees	\$30/hr. minimum		
Utilities	See Utilities Order Form		

**Rates are for the duration of the event, unless specified differently.**

**\*There is no charge for tables or chairs when set for meetings and banquets (linens and skirting extra).**

**\*\*Leased space includes one set-up of tables and/or chairs.**

**APPENDIX F: FACILITY RENTAL RATES**

## Century II Performing Arts & Convention Center Facility Rental Rates

(effective January 1, 2019 – December 31, 2020)

Location	Event (Day Rate)	Move In/Out, Occupancy, Rehearsal (Day Rate)	Ticketed Events (Per Show)
Concert Hall	\$1165	\$400	\$1,165 (local, 501(c)3) \$2,010 (all other entities)
Mary Jane Teall Theater	\$530	\$190	\$430 (local, 501(c)3) \$530 (all other entities)
Convention Hall <b>Main Floor</b>	\$1,340	\$480	N/A
Convention Hall <b>Main Floor with Loge</b>	\$1,900	\$665	\$1,925 (local, 501(c)3) \$3,690 (all other entities)
Exhibition Hall <b>Main Floor</b>	\$1,340	\$480	N/A
Exhibition Hall Balcony <b>With rental of main floor</b>	\$315	\$120	N/A
Exhibition Hall Balcony <b>Without rental of main floor</b>	\$630	\$225	N/A
Expo Hall	\$3,955	\$795	N/A
Meeting Rooms (101 – 202)	\$190	N/A	N/A
Meeting Room (103A and B)	\$80	N/A	N/A

- The “Day Rate” is defined as 7 a.m. – 11:30 p.m.
- Events occurring from 11:30 p.m. to 7 a.m. require discussion with Division Manager or his/her designee.
- Rentals occurring on City-observed holidays will incur a 25% surcharge.

## APPENDIX G: FOOD AND BEVERAGE

### PURCHASED FOOD & BEVERAGES:

Per the Century II Lease Agreement, all food and beverage service is an exclusive right of the Century II contracted caterers and concessionaire. This includes all food and beverage catering, concessions, vending, and back stage and dressing room services. In addition:

- Century II reserves all concession rights and will determine the dates and times concession areas will be open for business. Special requests for concessions should be made to your Century II Event Manager.
- Free samples of food, beverage or any product may be given away or otherwise distributed by LESSEE's exhibitors under the following conditions: solids must be 1" cubed or less and liquids must be 1 ounce or less. Items must be appropriate for the exhibitor and must not compete with concessions. Century II will make final determination on appropriate items.

For events requiring catering services, all food, beverages, and bars must be provided by the Hyatt Regency Hotel (316) 613-6275 or Culinary Catering (316) 448-5352.

### DONATED FOOD & BEVERAGE:

Events that are promoted by a 501(c)(3) organization are eligible to bring donated food and beverage from a licensed company into the facility for the following reasons:

- For Exhibitor Lounges and Hospitality Rooms that are in designated areas and completely out of the public eye at all times
- For Backstage Areas

Charitable fundraising events that wish to bring in donated food or beverage for attendees will be considered on a case-by-case basis.

The following rules/guidelines must be followed for all donated food and beverage brought into the facility:

- **Company donating the food and beverages must provide written documentation to Century II Management of the donation and the estimated value, a minimum of 14 calendar days in advance of their move-in.**
- All food must remain in the area where it is being served.
- Alcohol must be served through a Century II contracted caterer or concessionaire. Hourly rates and corkage fees will be assessed. State laws and City of Wichita ordinances will apply.
- No delivery vehicles displaying a catering company name or logo may be used to transport the items to the facility.

### ETHNIC FOOD & BEVERAGES:

Events that desire to serve items considered as ethnic will be considered on a case-by-case basis. The menu must be reviewed at the time of contracting and items must be served from a licensed company. If allowed, LESSEE will receive written permission in their Century II Lease Agreement.



## APPENDIX H: INTERNET

### TO PURCHASE INTERNET

- Connect to **Century 2 Wireless**.
- Most devices will automatically display different internet options (this may take a few moments).
  - If internet options do not display automatically open a web browser and refresh the page.
- Select one of the options and follow commands through the payment screen.
- After purchasing a plan, users will be prompted to create a user name and password.
  - This user name and password can be given to multiple users but, depending on the plan purchased, only the respective number of devices can connect at a single time (see below).
- To enter user name and password, select **Log In with Account or Have a Conference Code**.

Internet Type	Cost	# of Devices	Timeframe
Free Internet	\$0.00	1	24 Hours After Purchase
Enhanced Internet	\$16.99	2	24 Hours After Purchase
Premium Internet	\$49.99	6	24 Hours After Purchase

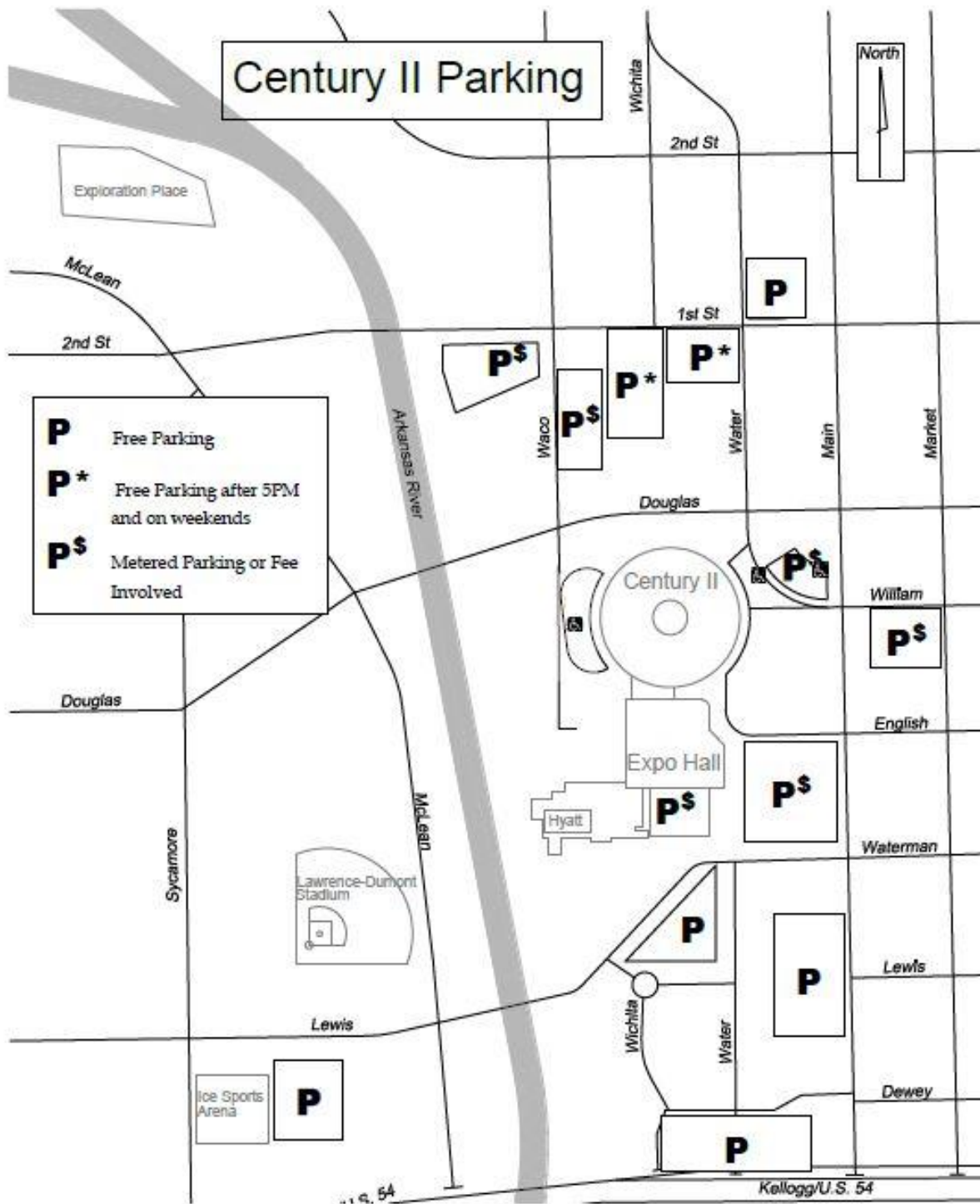
### **Group Internet (Premium Speed)**

1-49	Devices for \$8.00 per day per device
50-249	Devices for \$6.00 per day per device
250-499	Devices for \$4.00 per day per device
500+	Devices for \$3.00 per day per device

***\*Group orders can only be purchased by event promoters and must be ordered at least 48 hours in advance of the event. Please contact your Century II Event Manager for this service.\****

***THERE ARE NO REFUNDS ONCE INSTALLATION IS COMPLETE.  
Rates subject to change without notice.***

# APPENDIX I: PARKING



## APPENDIX J: STAGEHANDS

### GENERAL POLICIES

A stage crew is required to be present whenever work is performed on stage and whenever the house is open before a performance. Any volunteers must be approved beforehand by the Union and client and be under the direct supervision of the Union stage member.

### RATE POLICIES

- Base Rates:
  - HEAD PAY: Includes department heads, fly floor heads, spotlight, forklift operators, camera operators, truck loaders and audio/visual technicians.
  - ASSISTANT PAY: Remaining positions.
  - RIGGER PAY: Personnel called upon to perform duties of ensuring safe attachment of equipment to the facility.
- The first four workers on any call receive Head Pay.
- Hours are rounded up to the nearest whole hour for billing.
- A call to work constitutes four-hour pay period, unless those hours are immediately adjacent to or separated by a meal period or a performance fee period.
- The billing week runs from Sunday at midnight through Saturday at 11:59 pm.
- Hours billed but not worked are billed at base rate.
- After an initial four-hour period, an absence longer than one hour results in the beginning of a new call.
- Truck loading and unloading constitutes a separate call.
- Time-and-one-half pay applies:
  - After 40 hours in a calendar week, including hours within performances.
  - After 8 hours worked in a 24-hour period, excluding performances.
  - Between midnight and 8:00 A.M.
  - When less than 8 hours have elapsed since the end of the previous work day.
  - On these recognized holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.
- Double-time begins after 14 billed hours within a 24-hour period.
- Meal penalty:
  - After five consecutive non-performance hours without a meal break, the prevailing rate is multiplied by 2.5.
  - *Meal penalty can be avoided by:*
    - Breaking the crew for a minimum of one hour.
    - Granting a paid 30-minute break and providing food.
    - Granting a paid 30-minute break and allowing a worker to bring in food.

### PERFORMANCES

- The Performance fee includes the period from 30 minutes before the scheduled performance time until the end of the performance, a minimum of 3.5 hours.
- Performance periods that exceed 3.5 hours are billed as performance fees plus hours at the performance hourly rate, rounded up to the nearest hour.

- Hours within a performance fee, including advance half hour, apply toward overtime over 40 hours but not toward other premium rates.

### **I.A.T.S.E. LOCAL 190 BILLING RATES**

Rates include applicable deductions and administrative fees.

	HEAD	ASSISTANT	RIGGER
Hourly Rate:	\$ 25.29	\$ 23.22	\$ 45.92
Performance Fee:	\$ 88.51	\$ 81.28	\$ 160.74
Performance Hourly Fee:	\$ 25.29	\$ 23.22	\$ 45.92

### **A/V GUIDELINES**

- Video recording that requires no camera platform, no electricity, no connection to the sound system and is not conducted for profit may occur without requiring a Local 190 audio/visual or camera technician.
- Events that require camera platforms, electricity, a sound feed or send, multiple cameras, are commercial in nature or employ audio/visual equipment as a direct component of the presentation must employ audio/visual technicians and/or camera operators provided by Local 190.
- Whenever confusion or controversy surrounds the number or type of technicians, a decision shall be made by Century II after consultation with the producer/client, Century II Technical Director and Local 190's Business Agent.

## APPENDIX K: UTILITIES

ELECTRICAL SERVICE				
ITEM	Advance Rate By*	Regular Rate After	Quantity	TOTAL
20 AMP 110 V. SINGLE OUTLET	\$44.00	\$88.00		
20 AMP 208 V. 1 OR 3 PHASE* <i>circle one</i>	\$60.00	\$120.00		
30 AMP 208 V. 1 OR 3 PHASE* <i>circle one</i>	\$64.00	\$126.00		
50 AMP 208 V. 1 OR 3 PHASE* <i>circle one</i>	\$87.00	\$174.00		
100 AMP 208 V. 1 OR 3 PHASE* <i>circle one</i>	\$144.00	\$288.00		
100 AMP 480 V. 3 PHASE*	\$144.00	\$288.00		
15' EXTENSION CORD (requires 110V order)	\$6.75	\$13.50		
25' EXTENSION CORD (requires 110V order)	\$7.75	\$15.50		
GROUNDING 6 PLUG-IN STRIP (requires 110V order)	\$11.75	\$23.50		
2-300 W. LIGHTS ON POLE (requires 110V order)	\$52.00	\$104.00		
SIGN HANGING				
SIGN – \$62.00; BANNER – \$110.00; OVERSIZE – \$306.00 <i>circle one</i> (See reverse for size descriptions)				
COMMUNICATIONS				
TOUCH TONE PHONE LINE	\$115.00	\$230.00		
TOUCH TONE PHONE	\$12.75	\$25.50		
FREE WIRELESS SERVICE	<b>ALL WIRELESS SERVICES LAST 24 HOURS AFTER PURCHASE AND CAN BE PURCHASED ON DAY OF SHOW CHOOSE Century 2 Wireless NETWORK</b>			
ENHANCED WIRELESS SERVICE: \$16.99 (includes 2 devices)				
PREMIUM WIRELESS SERVICE: \$49.99 (includes 6 devices)				
INTERNET – WIRED DEVICE; one day only	\$192.00	\$384.00		
INTERNET – WIRED DEVICE; each additional day	\$33.00	\$33.00		
SPECIAL SERVICES				
FORKLIFT (5,000 lb) with OPERATOR** per hour	\$87.00	\$87.00		
WATER FILL/DRAIN: 1-100 GALLONS	\$69.00	\$138.00		
101-500 GALLONS	\$94.00	\$188.00		
501 GALLONS & UP	\$124.00	\$248.00		
NATURAL GAS CONNECTION* (\$26.83/additional fitting) Plus plumber fees, inspection fees, and permit.	\$124.00	\$248.00		
COMPRESSED AIR*	\$69.00	\$138.00		
<b>*THERE ARE NO REFUNDS ONCE INSTALLATION IS COMPLETE*</b>				

\* To receive the Advanced Rate, the payment and order form must be received 5 business days prior to the event.

## APPENDIX L: WICHITA TIX

WichitaTIX is the ticketing agency for events at Century II Performing Arts and Convention Center. Public sales of tickets or paid admissions must go through WichitaTIX. Once a Lease Agreement has been issued, a Ticketing Agreement for the set-up, sales, and settlement of the event is required. Ticketing Agreements are due no later than 14 days prior to the first day of move-in/on-sale. All details, including, but not limited to, specific codes, artwork, and verbiage, are due at least 72 business hours prior to on-sale.

### GENERAL INFORMATION

The WichitaTIX Box Office is located adjacent to the Century II Administrative Offices within the Concert Hall of Century II. The Box Office is open for window and phone sales Monday through Friday, 10:00 a.m. until 5:00 p.m. Tickets can also be purchased online at [www.wichitaTIX.com](http://www.wichitaTIX.com). WichitaTIX offices are closed during City of Wichita observed holidays.

Address: 225 W. Douglas Ave. | Wichita, KS | 67202

Phone: 316.303.8100

Email: [wichitaTIX@wichita.gov](mailto:wichitaTIX@wichita.gov)

\* The facility features remote box office locations in each hall for staffing specific events.

### FEES & SETTLEMENTS

Settlements are disbursed by ACH payment or postmarked check. Payments are initiated no more than four business days following an event. A per ticket box office commission will be included in to ticket prices. All additional facility/box office fees are deducted at settlement. Additional costs for performing arts events, such as stagehands, equipment rental, catering, security and sales tax may also be withheld from the WichitaTIX settlement with approval of CII Management.

### STAFFING

For performing arts/live events, the box office will be opened one hour prior to curtain and remain open for an additional 30 minutes once the performance has begun. For general admission and consumer show events, the box office will open 30 minutes prior to the start time and may remain open until 30 minutes prior to the end time. Additional staffing fees may be required and will be deducted from the final ticket settlement

### FRONT OF HOUSE

Front of House Services are contracted though WichitaTIX. The required need of ushers and/or ticket scanners will be determined prior to the event during consultation with the Front of House Manager.

### CONTACT INFORMATION

Jacqueline Eaton: 316-303-8641

Katie Eddy: 316-303-8696

Cathy Duncan: 316-303-8695