

*Little Rock*

CONVENTION &  
VISITORS BUREAU

# EVENT PLANNING OVERVIEW

## GENERAL PLANNING & BUILDING INFORMATION

- All LRCVB properties are smoke-free facilities.
- Animals assisting disabled patrons are allowed in the facilities.
- Space is leased from 6:00 AM - 11:59 PM. Access to the building before or after these times will incur overtime fees.
- A preliminary agenda is required forty-five (45) days before the first contracted day.
- All setup and tear-down for an event must take place during contracted dates of leased space.
- A final agenda is due thirty (30) days before the first contracted date. Building opening and closing times will be based on final agenda given by lessee.
- Leased space is based on one standard set. Re-set/labor fees will apply to changes made from the original set up for the duration of the leased space.
- Changes made to setup within thirty (30) days of first contracted date will result in re-set/labor fees.
- The use of tape or adhesive products, nails, tacks, pins, etc. on any surface in the facility is not allowed.
- Clean-up of special effect items, such as glitter, confetti, balloon drops, etc., will be charged to the lessee at the prevailing rate.
- Lessees must return the facility to the condition in which it was received, with the exception of normal wear and tear. Additional fees are assessed for the disposal of excess refuse or display materials left onsite.
- Equipment inventory is maintained to accommodate simultaneous events and is assessed on a first come first serve basis. Equipment needs above and beyond the inventory of the LRCVB are the responsibility of the Lessee to obtain and provide labor for setup and teardown.
- Drones are not allowed to be flown inside any LRCVB property.

## EXHIBITS AND FLOOR PLANS

- Lessees can only sell exhibit space once the floor plan has been approved by the event coordinator and/or fire marshal to avoid costly changes involving exhibitions.
- A preliminary floorplan is required one (1) year prior to first contract date.
- Aisles in exhibit halls must be at least ten feet (10') wide.
- The exhibit hall utility boxes are located on thirty foot (30') centers. Plan exhibit layout accordingly.
- An exhibitor list, both in alphabetical and numerical order, is required ten (10) days prior to exhibitor move-in so prompt service may be provided to exhibitors.
- Exhibits in the ballroom require prior written approval. Utilities in the ballroom are limited and the cost of providing utility and technical services to exhibits is the responsibility of the lessee.
- Events for the show or sale of firearms require the security director's approval.
- Lessee is responsible for providing or hiring a general services contractor to provide equipment for exhibit booths, i.e. tables, chairs, booth cleaning, etc.

## FIRE REQUIREMENTS

- All event floor plans require LRCVB approval. Some floor plans may need to be submitted to the fire marshal for additional approval.
- Fire hose cabinets, fire pull stations, aisle ways and exits may not be blocked or obstructed.
- Please refrain from using open flames in the facilities.
- Toxic or hazardous materials are subject to immediate removal if the required information is not received and fire marshal instructions are not followed. All costs associated with safe handling of materials, including insurance, are the responsibility of the lessee.
- Haze and smoke machines must be approved thirty (30) days prior to event start date and a fire watch will be required.

## CATERING AND CONCESSIONS

- The exclusive caterer for Statehouse Convention Center is the Little Rock Marriott. A food and beverage representative can be reached at 501-399-8040.
- The exclusive caterer for Robinson Center is the DoubleTree by Hilton . A food and beverage representative can be reached at 501-372-4371.
- No outside food or beverage is allowed inside Statehouse Convention Center or Robinson Center.

## AUDIO/VISUAL

- LRCVB has an in-house technical services department. Ask your event coordinator for more information and pricing.
- Audio-visual equipment is not exclusive. Lessee may choose to bring in equipment.
- If lessee hires third party for production, lessee is responsible for all fees (damages, labor, equipment, etc.) that may be associated. See operational policy for more information.

## UTILITIES

- Utility services (electrical, water/drainage, telephone and technical services) are exclusive services managed by the LRCVB.
- Exhibitors are expected to process utilities requests and payments directly with the LRCVB. An online ordering link will be provided to lessee once contract is signed.
- Credit is unavailable for ordered services unused.

## SECURITY

- Security is an exclusive service with LRCVB.
- During exhibitor move-in and move-out at Statehouse Convention Center, a minimum of two (2) security personnel is required.
- The LRCVB determines the number and type of security personnel required for an event and follows the standard practice of one (1) security personnel per 250 people. Amount of security may vary based type of event, event history, anticipated attendance, etc.
- A four (4) hour minimum for labor is charged.
- For live performances and ticketed events open to the public, walk-through magnetometers are required at the lessee's expense.