

# THE “NO SURPRISES LIST”

(Uncovering The “Hidden Costs”)

The Spokane Convention Center does its very best to make sure there are no hidden costs or fees associated with your event. However, there are some common costs and fees to keep in mind while budgeting for your event. The cost for the services below may be included in your Use Agreement fee. Exhibit B will outline the space, times, equipment and services that are included. Ask your Event Manager to prepare an event cost estimate before establishing your final budget.

**Air Wall Opening and Closing:** The walls will be set per your first event requirements at no charge. Changes in the configuration of the movable walls during your event are subject to charges. Overnight changes are excluded.

**Audio Visual:** Our in-house AV Department can provide all your presentation needs.

**Event Security:** Event personnel not included in your Use Agreement such as ticket takers, alcohol patrol etc. will be charged at the current rate.

**Excessive Cleaning:** Events that require more than normal cleaning will be charged the cost of extra labor.

**First Aid:** Our on-site medical services provider AMR can provide required services for an additional fee.

**Food and Beverage Services:** Provided exclusively by Centerplate. No outside Food and Beverage is allowed on the site. Coordinate all food and beverage needs with your Catering Director.

**Furniture and Equipment Rental:** The Center has an inventory of furniture and equipment that can be used for your event. If you have needs beyond what is included in your Use Agreement, check with your Event Manager.

**Insurance:** Most Licensees and sub-contractors are required to provide a Certificate of Insurance as stated in the Use Agreement.

**Keys:** The Convention Center has the ability to re-core locks to designated rooms and will do so at no charge.

**Parking:** The Convention Center Garage is a convenient, connected choice for parking on site with easy access to loading and the exhibit halls. Please call 509-279-7000 or speak to your Event Manager about current event parking rates. Other parking garages and lots are located within short walking distance to the facility.

**Permits and Licenses:** Depending on your event activities, you may be required to obtain State or City business or food handling permits and/or licenses (additional fees may be associated with these permits).

**Premier Room Sets:** Pads, pens and table candy can be provided at \$2.00/person.

**Room Sets and Changeovers:** The first set up in each room is included in your rent. Rooms will be set to your specifications. Any changes to the set-up the day of the event or during an event will result in

additional charges. Overnight changes are excluded.

**Ticketed Events:** Ticketing services are provided exclusively by TicketsWest for a fee. Most events will also pay Admissions tax to the City at 5% of the ticket charge.

**Utilities:** Electrical, telecom, water or other utility services are provided exclusively by the Spokane Convention Center employees at prevailing rates.

**Wi-Fi:** The Center has 3G wireless Internet throughout the building at no cost. Higher speeds or hard wire access can be purchased.

**Additions to Contracted Hours:** An hourly charged based on the space use will apply for any extensions to contracted hours.

If you have any questions please feel free to talk to your Event Manager or call 509.279.7007.