



PLANNING GUIDE



**202 Gists Creek Road
Sevierville, TN 37876
865-453-0001**

PLANNING GUIDE

Dear Valued Customer:

Thank you for choosing the Sevierville Convention Center for your event. The staff of the Sevierville Convention Center welcomes the opportunity to serve you and your patrons.

The planning guide is designed to assist you with most event-related issues, ranging from work rules and fire safety regulations to facility specifications and inventory rental rates. In the early stages of event planning, one of our experienced Event Coordinators will be assigned to your event; they will contact you personally. Your Event Coordinator will personally supervise all aspects of your event as it relates to the facility operation.

Once you have reviewed the planning guide, please do not hesitate to call 865-453-0001 and speak with our sales coordinators if you have any questions. We look forward to serving you.

Sincerely,

The Sevierville Convention Center Staff

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INTRODUCTION

Welcome to THE SEVIERVILLE CONVENTION CENTER, a tradeshow, competitive arts, expo, and sports facility in Sevierville, Tennessee. We believe your time in our community will be both a pleasant and an enjoyable experience.

The Sevierville, Sevier County, and Great Smoky Mountains area is one of the most beautiful areas in the United States and offers a vast array of activities to meet the interests of our visitors. Immediately adjacent to our facility are two golf courses, lodging, dining, entertainment, and shopping for your enjoyment.

An important part of the mission of the Sevierville Convention Center is to enhance Sevierville's economic vitality. We are extremely proud you have chosen the Sevierville Convention Center for your event and the economic impact it brings to our community via your attendees renting hotel rooms, eating in our restaurants, shopping in our retail businesses, and attending our attractions.

We trust the following information regarding our services, policies, procedures, rules, and regulations will assist you and your staff as you plan your event at our facility.

SEVIERVILLE CONVENTION CENTER

The Sevierville Convention Center is a multi-purpose complex in scenic and historic Sevierville, Tennessee and is designed to comfortably accommodate a wide range of events such as tradeshow, competitive arts, expos, conferences, and sports. It is this region's most versatile facility, featuring everything from event coordination assistance to available in-house services such as catering and electrical services.

Our facility offers indoor space listed below and 54,450 square feet of outdoor exhibit space with available utilities and tent anchors.

SPECS AND FACTS

EXHIBIT HALLS

- 107,562 Square Feet (394L x 273W)
- Divisible into two halls
 - Exhibit Hall A – 41,496 sq ft
 - Exhibit Hall B – 66,066 sq ft

BALLROOMS

- 19,290 Square Feet
- Divisible into four rooms
 - Ballroom A – 4,832 sq ft
 - Ballroom B – 4,813 sq ft
 - Ballroom C – 4,813 sq ft
 - Ballroom D – 4,832 sq ft

MEETING ROOMS

- Four meeting rooms
 - Meeting room A – 529 sq ft
 - Meeting room B – 529 sq ft
 - Meeting room C – 511 sq ft
 - Meeting room D – 511 sq ft

Meeting rooms C and D can be combined to make one room – 1,022 sq ft

OTHER EVENT SPACE

- Rotunda
- North Pre-function
- East Pre-function
- South Pre-function
- West Pre-function

AVAILABLE AMENITIES

- Show Manager's Offices
- Ticket/Registration Area
- Cash Room
- First Aid Room

AVAILABLE SERVICES

- Electrical Services – Provided through our exclusive In-house service contractor
 - Power Voltage – Electrical capacity sheet provided
- High Speed Internet/Phone/Water – Order form provided
- Concessions/Catering/Food Court – Provided through our exclusive Food & Beverage Co.

LOADING FACILITIES

- Ten-Bay Loading Dock
 - Two with automatic levelers
 - Eight that require dock plates
- Four Loading Dock Doors
 - One at grade 10' X 10'
 - One at 20' wide & 18' high
 - Two at 12' wide & 18' high

PARKING

- 1,571 spaces adjacent to the facility including surface lots and a three-level parking garage.

SEVIERVILLE, TENNESSEE

Sevierville, Tennessee – Home of the Great Smoky Mountains National Park and So Much More is where Smoky Mountain Fun Begins!

From the moment your event attendees arrive in Sevierville, the overwhelming beauty of the Great Smoky Mountains will envelop them. Located at the base of one of the world's oldest mountain ranges, this area's lush foliage and inviting streams are highlights of the Great Smoky Mountains experience. Couple all that natural beauty with our true southern hospitality and you will see that Sevierville is more than a place to visit, it is a place to return year after year.

Chock full of fishing holes, nature trails, museums, golf courses, baseball games, outlet shopping, and other exciting attractions to entertain, educate or relax any group, Sevierville is conveniently located just off Interstate 40. You will find that Sevierville is equipped for any type of group.

Your group is welcome in Sevierville! Good old-fashioned southern hospitality is what you will find here in the Great Smoky Mountains. With more than 3,000 rooms and cabins, Sevierville has some of the best and newest lodging in the area.

Each year Sevierville adds new restaurants to its wide array of dining options, from local eateries to national chain restaurants. You will find that the wonderful flavors of the Great Smoky Mountains will tempt you to try a little bit of everything. From simple to sumptuous and from local flavor to ethnic cuisine, you are sure to satisfy any craving when dining in Sevierville.

Sevierville is a shopper's paradise! From country crafts and tableware to electronics, Christmas gifts and fashion, Sevierville has everything a shopper is looking for and more. Outstanding values and exceptional service are hallmarks of our quaint local shops and outlet stores.

RULES and REGULATIONS

Air Conditioning / Heating

Air conditioning and/or heating is provided when Licensee pays full rental fees or during show hours. Any air conditioning and/or heating required for move-in or move-out days will be available at an additional cost.

Alteration of Premises

We will provide the Sevierville Convention Center premises in a clean condition. We, in turn, ask that Licensee return the premises in a damage free and clean condition (hard surfaces swept; carpeted surfaces vacuumed) at the conclusion of the period of the lease agreement. No alterations or changes permitted without prior approval by SCC Management. Alterations in this policy include, but are not limited to, movement of equipment or relocation of furnishings. A clean-up fee may be assessed if premises are not returned in an acceptable condition.

Animals

Only service dogs are allowed, all other animals are prohibited. The owner(s) will be fully responsible for his or her animal(s) at all times in accordance with all state and local laws.

Capacities

Capacities vary and are determined by the Sevierville Fire Marshal and are to be adhered to at all times.

Carpeted Areas

During move-in and move-out, carpeted areas must be protected from the movement of crates, registration counters, pallet jacks and all other rolling vehicles or stock. This may be accomplished using visqueen, particle board, or a plywood-type product. The concourse and ballrooms areas are carpeted; therefore, when these areas are being used, special precautions are to be taken to protect the surfaces. The extent of precautions will be determined by the facility superintendent.

Clean-up

The Sevierville Convention Center will provide the premises in a clean condition. We, in turn, ask that Licensee and their staff return the premises to the same condition at the conclusion of the period of the lease. The Sevierville Convention Center will provide general cleaning services for public areas (i.e., restrooms, lobbies, etc.). The Licensee will be responsible for the cleaning of the leased space with the removal of all bulk trash, crates, lumber and packing materials during the term of the lease (move-in, move-out, and show dates). There will be a labor charge for above-normal clean-up services at the Licensor's prevailing rate on the dates of the event.

The removal of bulk trash is applicable to exhibit halls, meeting rooms, and pre-function areas (i.e., registration, show offices). Bulk trash is defined as all trash, boxes, packing materials, and other items not easily removed by a push broom or vacuum. Compactor Service is provided at the prevailing rate at time of event (ask one of our Event Coordinators for the current rate).

Interpretation of these terms is the right of the Sevierville Convention Center.

Licensee Initials _____

Communication Services

- High Speed Internet with Broadband Access is available.
- In-house sound system is available for public address, announcements, paging, etc.

For additional AV services, Licensee may contact one of our Event Coordinators for a list of vendors.

Concessions / Catering

The exclusive Food and Beverage provider at the Sevierville Convention Center, OVG Food Services & Hospitality, manages our full-service catering department and concessions services. Contact an OVG Food Services & Hospitality Representative to discuss concessions for your next event.

Are you in need of a customized menu? They would be happy to help you create options specifically suited for your group or event. Please contact OVG Food Services & Hospitality at 865-868-1513 for more information.

ALL food and beverage must be purchased from OVG Food Services & Hospitality. ALL food and beverage sampling must have prior written approval from OVG Food Services & Hospitality. You, as Licensee, agree to prohibit your employees, exhibitors, partners, and attendees from bringing any food or beverages or portable chairs into the facility. A failure to comply may require special security, which cost will be the responsibility of Licensee. No alcoholic beverages may be brought into or taken out of the Sevierville Convention Center.

Cooking and Heat-Producing Devices

- A minimum of one (1) 20B:C fire extinguisher with current certification will be required to be within thirty (30) feet of the cooking operation or within your exhibit area (whichever is less).
- **No frying allowed on show floor.**
- Tableside cookers/gas-fired devices are permissible when fueled by no more than two (2) 10 oz. LP-gas capacity, non-refillable butane containers. The butane containers must be removed from the building daily and at the close of the show.
- Standard propane gas grills are permitted, but only in approved areas outside of the building.

Damages

To determine and limit liability, any type of damage to the Sevierville Convention Center property or equipment is to be reported immediately to the Event Coordinator on duty. The Licensee or his/her representative shall inspect those areas of the building to be used with one of the facilities Event Coordinators or building foreman prior to move-in and immediately following move-out to determine any damages that may have resulted from the event. If the Licensee chooses not to participate in the pre/post walk through, said Licensee agrees to the findings of SCC management. All damage discovered will be billed to Licensee at prevailing rate incurred to repair.

Licensee Initials _____

Decorations

Decorating both the interior and exterior of any venue is important. Help us maintain our facility. You may not nail, tape, or otherwise fasten materials to any ceiling, painted surface, or walls of the Convention Center. SCC Management must approve any special decorations as to location and method of installation.

A protective covering (i.e., visqueen) must be used on the floor for any display using soil, dirt, sand, or any other landscaping-type materials. In addition, the following are **NOT** permitted:

- Confetti, glitter, and rice (birdseed may only be used outside)
- Dirt, soil, and sand on carpeted areas
- Water displays on carpeted areas
- Adhesive-backed decals, duct tape, or double-sided tape
- The painting of signs, displays, or other objects on Sevierville Convention Center premises

***GAFFERS TAPE ONLY** (Can be purchased from Licensors. Please contact your Event Coordinator for pricing.)

Drones

According to the City of Sevierville Ordinance (11-604 Regulation of Aviation), it is illegal for drones or any other type of aircraft to take off or land within City limits, except at the municipal airport as regulated by the FAA.

Electrical Services

Electrical services will be provided through our Exclusive In-House Electrical Contractor, Griffin Electric. Please contact your Event Coordinator for more information.

Equipment Rental

The Event Coordinator assigned to your event can provide a list of available inventory/services and their prevailing rates upon request.

Event Coordinator

An Event Coordinator is assigned to your event and will be your liaison with our staff from your initial planning through the culmination of your event. All information regarding your event should be communicated to your assigned Event Coordinator no later than thirty days prior to the commencement of the event. Failure to comply may result in additional fees for setup. Receiving information as early as possible enables your assigned Event Coordinator to make all the necessary facility arrangements with our staff, alert you to potential problems, and provide you with a clear explanation of charges for your event.

Exits and Aisles

All exits, aisles, and doorways must be kept clear and unobstructed. Exit signs must always remain visible.

Fire Regulations

Exhibitors, service contractors and all event promoters must comply with all federal, state, and local fire codes. The Licensee, or the Show Manager for Licensee, must provide a floor plan thirty days in advance for review and approval by the City of Sevierville Fire Marshal.

Licensee Initials _____

Fog Machines

Only water-based fog machines are permitted in the facility. Fog machines are not permitted in the Ballroom area unless approved by the Facility Superintendent. Approval will be based on compatibility with fire alarm system.

Hazards

Please report any hazard to facility personnel.

Helium Balloons

Balloons may not be given away or sold. The use of helium balloons may be permitted only with prior facility director approval, provided:

- They are securely anchored or strung together (i.e., arched)
- They are removed at the end of the event
- Licensee will be charged a fee for removal of balloons from the Sevierville Convention Center ceilings
- Helium air tanks must be stored outside the building and appropriately secured

Insurance Requirements

Licensees using any of the facilities of the Sevierville Convention Center are required to have insurance coverage in effect during their entire occupancy, including move-in, event day(s) and move-out. For additional insurance requirements please review “**Package Deliveries.**” The Licensee bears the full cost of insurance coverage.

A **Certificate of Insurance**, complying with the following requirements, is due in our office at least 30 days in advance of your event move-in date:

- \$1,000,000 -- For death, bodily injury sustained by one person in any one occurrence
- \$1,000,000 -- For death or bodily injury sustained by more than one person in any one occurrence
- \$1,000,000 -- For damages or loss of property in any one occurrence
- Worker’s Compensation in amounts as required by Tennessee law

The licensee agrees to provide the Sevierville Convention Center with proof of insurance in the above amounts of coverage. The policy shall name as additional insured the Licensor and the City of Sevierville and shall provide that Licensor shall receive a 30-day written notice of cancellation, change or non-renewal of coverage. In the event Licensee fails to provide such certificates in proper form and/or within required timeframe listed above, Licensee understands and agrees the Licensor reserves the right to purchase insurance on behalf of Licensee, with the premium costs and admin costs added to final invoice. The Licensor shall not be responsible for any loss or damage to machinery, equipment, paraphernalia, costumes, clothing, scenery, trunks, exhibit materials, musical instruments, and items for sale or any other property of the Licensee caused by theft, fire, riot, strikes and/or acts of God.

Certificate of Liability Insurance will need to list the City of Sevierville, TN, and Sevierville Convention Center as additional insured as referenced in the SCC License Agreement (Contract).

Licensee Initials _____

Key Cards

Your Event Coordinator will provide all the necessary key cards for use during the event. Requests for additional key cards should be made through an Event Coordinator and all key cards must be returned to an Event Coordinator on the last day of the event.

Loading Dock

For your convenience, we feature a ten-bay loading dock with drive-on ingress ramps and three roll-up doors. To assist you during move-in and move-out at the loading docks, you must assign one of your staff members to patrol the dock. Your staff must enforce all rules at the dock area and control dock traffic. Loading dock areas are operated under the supervision of SCC Management and are for loading and unloading only. **Loading dock areas and ramps are considered egress areas which cannot be blocked during event hours and may be inspected by the Sevierville Fire Marshal at any time.**

Lost and Found

The Sevierville Convention Center requires show providers to designate an area for Lost and Found during the show. All items are the responsibility of the Show Management Team. Any items remaining in our facility will be kept for one week; those unclaimed after that time will be donated to charity. In most cases any unclaimed credit or debit cards are destroyed immediately as recommended by the issuing financial institution.

Medical Services (EMS)

The Sevierville Convention Center will assist you in scheduling your EMS personnel through The City of Sevierville Fire Department for your event. Please take into consideration the special needs of your event and the anticipated attendance when you determine your requirements. **EMS must be considered for all events open to the public and certain private events; this is the legal responsibility of the Licensee and cannot be transferred to the Licensor.**

Movable Walls

The movable walls, referred to as air walls, in the Sevierville Convention Center exhibit halls, ballrooms and meeting rooms must be put in place and removed by SCC personnel only. Please do not lean or place any objects against the movable walls. The walls in the ballroom areas do have special finishes; therefore, precautions are to be taken to protect the finishes.

Overnight Parking

According to the City of Sevierville Ordinance (15-505 All Night Parking) it is illegal to park overnight in the Sevierville Convention Center parking lot.

Package Deliveries

Unless prior arrangements are made with the Facility Director, or his/her designee, no packages or freight are to be delivered prior to start of contract date. If arrangements are made, there will be a service fee to Licensee based on the number of days stored and number of packages being stored. Licensee hereby waives any right and all claims against Licensor, the City of Sevierville and their officers, agents and employees for deliveries refused, lost, damaged, or returned to Licensee. All deliveries brought into the convention center must be delivered and removed at the loading dock area.

Licensee Initials_____

Pre-Show / Post-Show Walk Through

The walk through allows the Licensee to assess the condition of the space which has been contracted. Licensee or Designee will be responsible to ensure the facility space is returned in the same condition upon departure. If the Licensee chooses not to be present, the Licensee agrees to the findings of the SCC.

Propane

NO propane is allowed in the building during show hours.

Room Changeover

With the rental rate, one setup is included. Any additional set-up or changes during your event will be charged to Licensee on a cost-of-labor basis.

Security

The Sevierville Convention Center offers security through Red Hawk Security at the prevailing hourly rate (minimum of four hours) per officer. Please contact your Event Coordinator for more information.

Signs and Banners

The Sevierville Convention Center Management recognizes that the placement and display of signs and banners is a useful tool in your events. We want your event to be successful and we will make every attempt to assist you with your sign and/or banner requests. However, the Convention Center has certain guidelines and policies regarding location, type, size, and number of signs and banners. All rigging must be completed by the Sevierville Convention Center approved riggers. Our policy includes:

- Decorations, signs, banners, and streamers may not be attached, taped, nailed, or otherwise fastened to any ceiling, painted surface, or wall of the Convention Center.
- The SCC Management must approve any special decorations and/or signs.
- **Under NO circumstances are adhesive backed decals to be given away.** Any cost incurred by the Convention Center from use of or removal of these items will be charged to the Licensee.

Since, on occasion, multiple events are scheduled simultaneously within the Convention Center, it may not always be possible to assign exterior banner / sign locations to all Licensee requesting them.

Smoking / Vaping

By Tennessee Law, TENN. CODE ANN. §§ 39-17-1801 to 39-17-1810 (2007) & 39-17-1551 (1994) and the City of Sevierville Ordinance (096-013, May 1996) Smoking/Vaping is prohibited in any areas inside the facility and public areas outside the facility except where specifically designated as a smoking area.

Staffing and Equipment Rates

The Event Coordinator assigned as your liaison can provide a list of available services and hourly rates. Equipment such as staging, chairs, tables, etc. are available at prevailing rates but limited to our current inventory at the time of your event.

Licensee Initials_____

Trash/ Garbage/ Cardboard/ Dumpsters/ Compactors

Definitions:

- A. GARBAGE: Anything related to food items or office-type garbage
- B. CARDBOARD: ANY CORRUGATED BOXES (including box staples and box tape)

Instructions:

1. All "garbage" collected by SCC Staff is to be placed into the "garbage compactor."
2. All "garbage" collected by Show Decorator is to be placed into the "garbage compactor" (i.e., booth garbage collected in a trade show).
3. FOOD garbage is to be placed into the designated dumpster for FOOD WASTE ONLY.
4. Metal and large wood is to be placed into the "open" roll-off dumpster.

Vehicle Displays

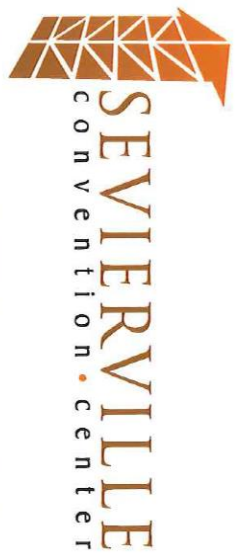
If a vehicle is part of a display or an exhibit inside the facility, the vehicle must meet the following requirements:

- Vehicle must have less than 1/4 of a tank of gas/fuel.
- Any de-fueling must be done outside of the building.
- A spotter must be used to maneuver vehicle(s) into/out of the building.
- Vehicle(s) must remain stationary during show hours.
- Gas caps must be locked or taped.
- Battery cables must be disconnected from the battery.
- An extra set of keys to the ignition must be left with the Show Promoter in case of emergency.

Water Displays

To limit your liability and to protect our facility, those exhibits or displays with fountains, pools, spas and/or decorative water containers are permitted in the exhibit hall or outdoor area only.

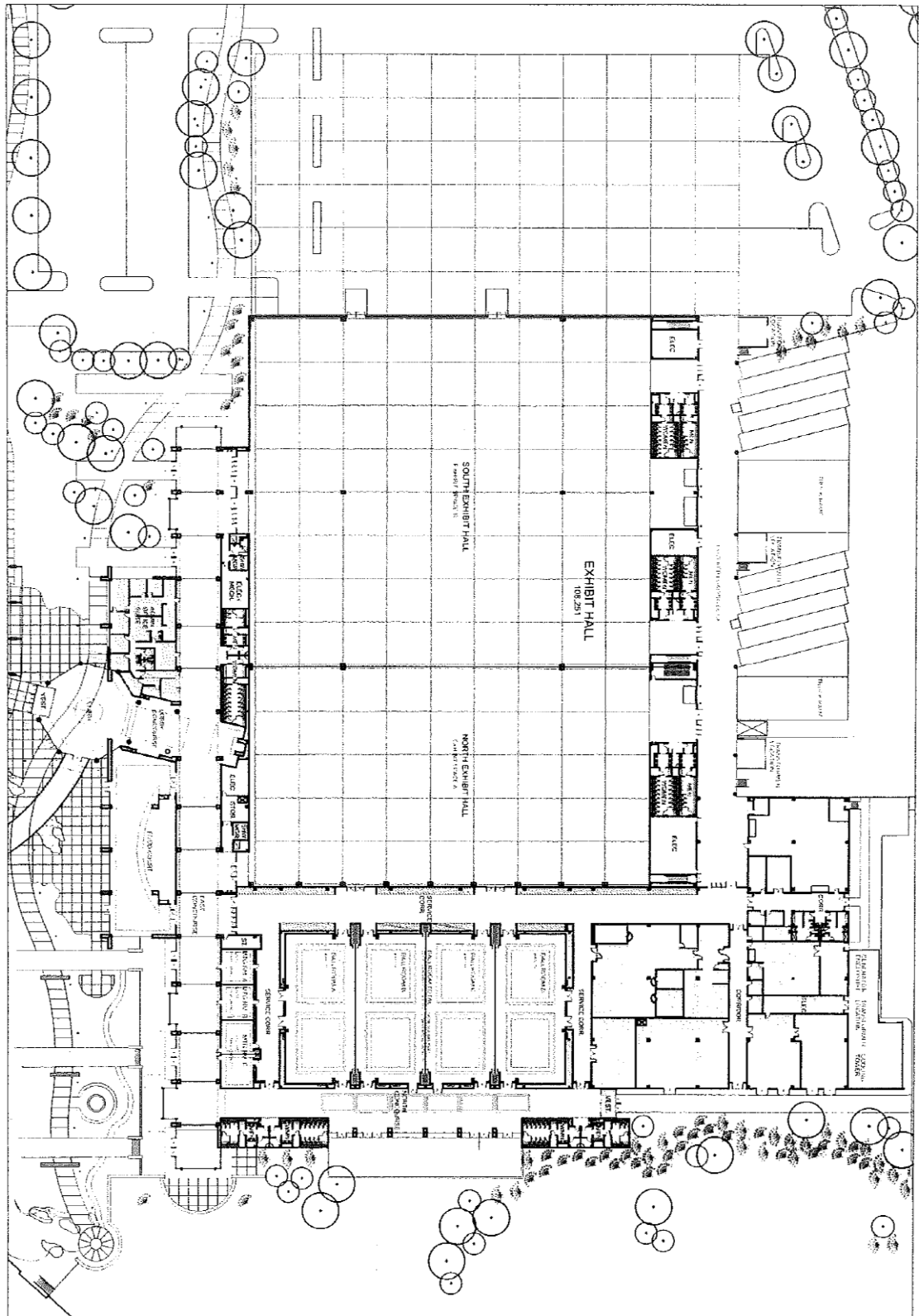
Licensee Initials_____



BALLROOM / EXHIBIT HALL OCCUPANCIES

Room Name	Sq.Ft.	WxL (Feet)	Ceiling Height	Banquet Layout*	Theater Layout**	Classroom Layout	10' x 10' Booths
BALLROOM A	4,832	48' X 102' 9"	24' 0"	280	400	240	25
BALLROOM B	4,813	48' X 102' 9"	24' 0"	280	400	240	25
BALLROOM C	4,813	47' 2" X 102' 9"	24' 0"	280	400	240	25
BALLROOM D	4,832	44' 6" X 102' 9"	24' 0"	280	400	240	25
BALLROOM A+B	9,645	96' X 102' 9"	24' 0"	560	800	480	50
BALLROOM C+D	9,645	91' 8" X 102' 9"	24' 0"	560	800	480	50
BALLROOM A+B+C+D	19,290	188' 4" X 102' 9"	24' 0"	1,120	1,600	960	100
MEETING ROOM A	529	21' 7" X 23' 8"	10' 6"	40	55	35	35
MEETING ROOM B	529	21' 7" X 23' 8"	10' 6"	40	55	35	35
MEETING ROOM C	511	21' 7" X 22' 11"	10' 6"	40	55	35	35
MEETING ROOM D	511	21' 7" X 23' 4"	10' 6"	40	55	35	35
MEETING ROOM C+D	1,022	21' 7" X 46' 1"	10' 6"	80	110	70	70
EVENT HALL A	41,496	273' X 152'	32' 0"	2,715	3,810	2,715	210
EVENT HALL B	66,066	273' X 242'	32' 0"	4,389	7,200	4,200	330
EVENT HALL A+B	107,562	273' X 394'	32' 0"	7000	9,996	6,900	540
TENT AREA	54,450	165' X 330'	VARIES	4,100	5,500	3,600	270
LOBBY	2,500		25' 0"				

OVERALL FLOOR PLAN





7925 Neubert Springs Road Knoxville, TN 37920
Phone (865)249-8295 Fax (865)249-8296
E-mail: griffinelectric@comcast.net

Electrical Services Order Form Sevierville Convention Center

Name of Event _____ Event Dates _____ Booth # _____
Exhibitor/Vendor Name _____ Contact Name _____
Address _____ City _____ State _____ Zip _____
Phone (____) _____ Fax (____) _____ E-Mail _____

BASIC SERVICE: (Flat Rate Per Event) ORDER MUST BE RECEIVED 14 DAYS PRIOR TO MOVE-IN DATE FOR ADVANCE RATE

Code	Quantity	Description	Advance Rate	Standard Rate	Total
E001		120V 20-amp 1-phase (0-2000 watts)	\$90.00	\$150.00	
E003		120/208V 0-50 amp 1-phase/3-phase	\$200.00	\$300.00	
		Specify amp/phase: [] amp [] 1-phase [] 3-phase			
		Provide plug NEMA# or attach picture of plug			
E007		Labor: plug change or hard-wire connection (non-taxable)	\$60.00	\$60.00	
E008		25-ft extension cord	\$25.00	\$25.00	
E009		3-way 15-amp power splitter or 5-way 15-amp power strip	\$12.00	\$12.00	
E010		Double spot light on 8' upright pole w/ base (electricity, cords or splitters not included in price, order separately above)	\$60.00	\$60.00	

BULK ELECTRICITY: (Per Event Day)

Code	Quantity	Description	Rate	Total
E021		120/208V 60-200 amp 1-phase/3-phase cam-locks, no turn-arounds	\$300.00	
		Specify amp/phase: [] amp [] 1-phase [] 3-phase		
E023		120/208V 250-400 amp 1-phase/3-phase cam-locks, no turn-arounds	\$500.00	
		Specify amp/phase: [] amp [] 1-phase [] 3-phase		

Cable ramp and feeder cable are available for rent. Call for pricing.

Payment Policy: To receive advance rates, orders **MUST BE RECEIVED 14 DAYS** prior to exhibitor move-in date and full payment must be included.

Late Request: All orders received late will be charged at standard rate. No exceptions.

Cancellation Policy: No refunds for cancellations.

Subtotal

Sales Tax (9.25%)

TOTAL

Credit Card Authorization:

AMEX ☐ Account Number: _____
VISA ☐
MASTERCARD ☐ Expiration Date: Month _____ Year _____ Verification Code: _____
DISCOVER ☐ 3-digit code on back of card
4-digit code front of AMEX

Cardholder's Name: _____

Card Billing Address: _____

City, State, Zip: _____

Authorized Signature: _____

Print Name: _____

REMIT TO ADDRESS:

Griffin Electric Company
7925 Neubert Springs Road
Knoxville, TN 37920

Fax: (865)249-8296
E-mail: griffinelectric@comcast.net

Conditions and Safety Regulations for Electrical Services

Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors, unless specified otherwise. All equipment, regardless of source of power, must comply with all federal, state and local building and safety codes. All service connections and overload protection to such equipment must be made by Griffin Electric Company only. All equipment must be properly tagged and wired with complete information as to type. All appropriate exhibitor's extension cords must be of the three-wire grounded type; residential-type extension cords and power strip cords are prohibited by local building and safety codes. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.

The parties agree that the implied warranties of merchantability and fitness for a particular purpose and all other warranties, expressed or implied, are excluded from this agreement. Griffin Electric Company does not assume any liability for damages or any type whatsoever or loss of anticipatory profits resulting from the use of equipment or services or delivery or installation, or damage of sort whatsoever to user's goods or equipment arising from any cause whatsoever.

ALL ORDERS MUST BE RECEIVED BY MAIL OR FAX; NO PHONE ORDERS ACCEPTED!
ALL ORDERS SUBJECT TO AVAILABILITY
PAYMENT METHODS ACCEPTED: AMEX, VISA, MASTERCARD, DISCOVER or MONEY ORDER

REVISED MARCH 2023
EFFECTIVE JULY 2023



Internet/Phone/Water Connection Order Form

202 Gists Creek Rd.

Sevierville, TN 37876

Phone: 865-453-0001

Fax: 865-868-1567

Company Phone # ()

Name of Event _____

Date of Event _____

Booth No. _____

Company Name _____

Co. Address: _____

City _____ State _____ Zip Code _____ E-Mail _____

PAYMENT MUST BE RECEIVED BY: ____/____/____ (14 DAYS PRIOR TO EXHIBITOR MOVE-IN DATE) TO RECEIVE PRE-PAID

ALL ORDERS RECEIVED LATE WILL BE CHARGED AT THE SHOW DAY RATE. SEVIERVILLE CONVENTION CENTER

RESERVES THE RIGHT TO CHANGE SHOW DAY RATE IF THE FORM IS RECEIVED AFTER THE DEADLINE. NO EXCEPTIONS.

SERVICES AVAILABLE				
Qty	DESCRIPTION	PrePaid Rate	Show Day	Total
Complimentary Wireless Internet On-Site				
	Individual Wired Internet (ethernet)	\$90.00	\$125.00	
	Group Wireless Internet (set up required with event coordinator)	\$500.00	Cannot order on site	
	Analog phone line (fax, cc, voice)	\$95.00	\$125.00	
			SALES TAX	N/A
			SUBTOTAL	
<input type="checkbox"/>	Check box if you want water	WATER connection	\$125.00	
			TOTAL	

*water connection can only be provided at available location

Make all checks payable to:

Sevierville Convention Center

Remit to address:

Sevierville Convention Center, Attn: Admin

202 Gists Creek Road

Sevierville, TN 37876

Fax: 865-868-1567

Email: jshell@seviervilletn.org

Acct # _____

Cardholder's Name: _____

Exp Date: _____ **V-Code:** _____

Billing Address: _____

Authorized By: _____ **Date:** _____

Email: _____

Sevierville Convention Center assumes no liability for incomplete or incorrect forms.

ALL ORDERS SUBJECT TO AVAILABILITY and MUST BE RECEIVED BY MAIL OR FAX - NO PHONE ORDERS ACCEPTED

PAYMENT METHODS ACCEPTED: VISA, MASTERCARD, COMPANY CHECK or MONEY ORDER

ACORD CERTIFICATE OF LIABILITY INSURANCE					DATE (MM/DD/YY) 01/01/03		
1. PRODUCER ABC Insurance Agency 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234 Fax: (212) 555-6100			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
2. INSURED Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349 Fax: (212) 555-9819			INSURERS AFFORDING COVERAGE INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:				
3. COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS		
A	GENERAL LIABILITY	000P98298-A11	01/01/03	01/01/04	EACH OCCURRENCE	\$1,000,000	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one loss)	\$ 50,000	
	<input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ 5,000	
	<input type="checkbox"/> GENERAL AGGREGATE LIMIT APPLIES PER				PERSONAL & ADV INJURY	\$1,000,000	
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				GENERAL AGGREGATE	\$2,000,000	
						PRODUCTS-COMP/OP AGG	\$2,000,000
B	AUTOMOBILE LIABILITY	SKLS-029499S	01/01/03	01/01/04	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000	
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$	
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$	
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$	
	<input checked="" type="checkbox"/> HIRED AUTOS						
	<input type="checkbox"/> NON-OWNED AUTOS						
	<input type="checkbox"/>						
A	GARAGE LIABILITY	XL1234567	01/01/03	01/01/04	AUTO ONLY-EA ACCIDENT	\$1,000,000	
	<input checked="" type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$	
	<input type="checkbox"/>				AUTO ONLY: AGG	\$	
	<input type="checkbox"/>				EACH OCCURRENCE	\$1,000,000	
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$1,000,000	
	<input type="checkbox"/> DEDUCTIBLE					\$	
	<input type="checkbox"/> RETENTION \$					\$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-P337	01/01/03	01/01/04	<input checked="" type="checkbox"/> WORKERS COMPENSATION	\$	
	<input type="checkbox"/> OTHER				\$		
	E.L. EACH ACCIDENT				\$1,000,000		
	E.L. DISEASE-EMPLOYEE				\$1,000,000		
					E.L. DISEASE - POLICY LIMIT	\$1,000,000	
D	OTHER	000P98298-A11	01/01/03	01/01/04	Each Occurrence & Aggregate	\$1,000,000	
	Professional Liability				\$3,000,000		
5. DESCRIPTION OF OPERATION/LOCATION/SPECIAL EXCLUSIONS ADDED BY ENDORSEMENTS/SPECIAL PROVISIONS GES Exposition Services, Inc. (Official Contractor), Craft & Hobby Association (Show Management), Anaheim Convention Center (Facility), and Craft & Hobby Association (Show) are hereby named as additional insured, except for Workers' Compensation. GES Exposition Services, Inc. and/or the contractor are included as Less Payee. The insurance provided for the benefit of GES Exposition Services, Inc. shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: February 10 - 13, 2008 at city of Anaheim.							
6. CERTIFICATE HOLDER			X ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE John Smith, FOF John Smith, CIC		
Sevierville Convention Center City of Sevierville 202 Gists Creek Rd. Sevierville, TN 37876							

1. PRODUCER: Insurance Agent / Broker who Issues certificate.
2. NAME OF INSURED: Must be the legal name of contracting party.
3. TYPES OF INSURANCE: Must include types required by contract. See Official Contractors Information (form L-3) in this exhibitor manual).
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME ADDITIONAL INSURED: GES Expositions Services, Inc. (Show Contractor), Craft & Hobby Association (Show Management), Anaheim Convention Center (Facility), and Craft & Hobby Association (Show) must be named as additional insureds.
6. CERTIFICATE HOLDER: Must be GES Expositions Services, Inc.
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of exhibitor move-in.
8. POLICY EXPIRATION DATE: Must be on or after the last day of exhibitor move-out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Official Contractors Information (form L-3) in this exhibitor manual).
10. NOTICE OF CANCELLATION: 30 days notice must be provided.
11. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

Rules and Regulations

All rules and regulations established from time to time by Licensor are incorporated in the License Agreement by reference, and Licensee shall comply fully with said rules and regulations. Any violation of said rules and regulations by Licensee, its agents, employees, and attendees shall be a breach of this License Agreement. Licensee hereby acknowledges receipt of a copy of the rules and regulations by signing the License Agreement.

Licensee Initials_____

Sevierville Convention Center Management reserves the right to revise the Rules and Regulations as needed without prior written notice.