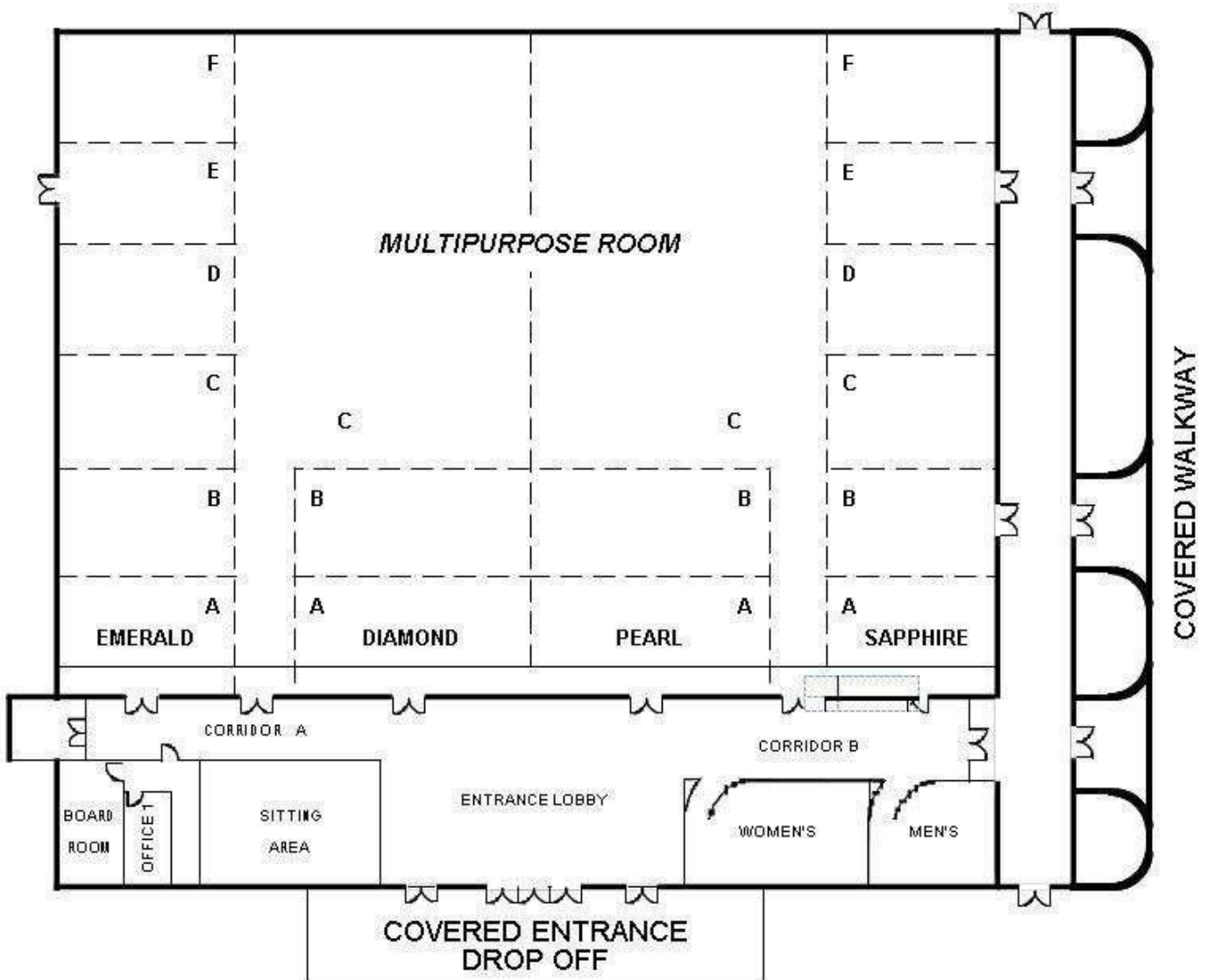




Event Information Guide

The staff of the Alexandria Convention Center is excited that you are considering the opportunity to allow us to host your next event! Our state-of-the-art Alexandria Convention Center offers 23,300 square feet of flexible meeting, exhibit & function space that can be separated into at least 16 different rooms, including 13,000 square feet of unencumbered event space, perfect for any size corporate meeting or social event from 10 to 2,000 guests. Our on-site staff is always on-hand to ensure each event goes above your expectations. With in-house catering, the Alexandria Convention Center can accommodate all your event needs in one convenient location.



Alexandria Convention Center Capacity Guide

With 23,300 square-feet of convention space, the Alexandria Convention Center can host events from a small 10 person board meeting to 2,000 guest's exhibition & every size in between allowing the Alexandria Convention Center to be divided so we can accommodate several events at one time.

The capacities listed below are the maximum capacities of the various sections of the Alexandria Convention Center and do not include space for audio/visual equipment, additional seating & tables, a dance floor, staging, etc. Based upon each event's set-up requirements, these capacities will be reduced with the addition of such items. See a member of our Sales Department to find out which section, or combination of sections, will work best for your special event!

Alexandria Convention Center

Room/Section	WxL	Sq. Ft	Banquet	Reception	Theatre	Classroom	U-Shape	Hollow Square	Boardroom	Exhibit 8x10	Exhibit 10x10
Full Convention Center	172' x 124'	21,328	1774	2133	2367	888	610	512	512	133	107
Half (Sapphire & Pearl)	87' x 124'	10,788	898	1079	1197	449	309	259	259	67	54
Half (Diamond & Emerald)	85' x 124'	10,540	877	1054	1170	439	301	253	253	66	53
Third (Diamond & Pearl)	108' x 124'	13,392	1114	1339	1487	558	383	321	321	84	67

Sapphire

Room/Section	WxL	Sq. Ft	Banquet	Reception	Theatre	Classroom	U-Shape	Hollow Square	Boardroom	Exhibit 8x10	Exhibit 10x10
Full Sapphire	32' x 124'	3,968	330	397	440	165	113	95	95	25	20
Section A	32' x 24'	768	64	77	85	32	22	18	18	5	4
Section B, C, D, E or F	32' x 20'	640	53	64	71	27	18	15	15	4	3
Sections A & B	32' x 44'	1,408	117	141	156	59	40	34	34	9	7
Sections C & D, or E & F	32' x 40'	1,280	106	128	142	53	37	31	31	8	6
Sections A-C	32' x 64'	2,048	170	205	227	85	59	49	49	13	10
Sections D-F	32' x 60'	1,920	160	192	213	80	55	46	46	12	10

Pearl

Room/Section	WxL	Sq. Ft	Banquet	Reception	Theatre	Classroom	U-Shape	Hollow Square	Boardroom	Exhibit 8x10	Exhibit 10x10
Full Pearl	55' x 124'	6,820	567	682	757	284	195	164	164	43	34
Section A	44' x 24'	1,056	88	106	117	44	30	25	25	7	5
Section B	44' x 20'	880	73	88	98	37	25	21	21	6	4
Section C	55' x 80'	4,400	366	440	488	183	126	106	106	28	22
Sections A & B	44' x 44'	1,936	161	194	215	81	55	46	46	12	10

Diamond

Room/Section	WxL	Sq. Ft	Banquet	Reception	Theatre	Classroom	U-Shape	Hollow Square	Boardroom	Exhibit 8x10	Exhibit 10x10
Full Diamond	53' x 124'	6,572	547	657	729	274	188	158	158	41	33
Section A	44' x 24'	1,056	88	106	117	44	30	25	25	7	5
Section B	44' x 20'	880	73	88	98	37	25	21	21	6	4
Section C	53' x 80'	4,240	353	424	471	177	121	102	102	27	21
Sections A & B	44' x 44'	1,936	161	194	215	81	55	46	46	12	10

Emerald

Room/Section	WxL	Sq. Ft	Banquet	Reception	Theatre	Classroom	U-Shape	Hollow Square	Boardroom	Exhibit 8x10	Exhibit 10x10
Full Emerald	32' x 124'	3,968	330	397	440	165	113	95	95	25	20
Section A	32' x 24'	768	64	77	85	32	22	18	18	5	4
Section B, C, D, E or F	32' x 20'	640	53	64	71	27	18	15	15	4	3
Sections A & B	32' x 44'	1,408	117	141	156	59	40	34	34	9	7
Sections C & D, or E & F	32' x 40'	1,280	106	128	142	53	37	31	31	8	6
Sections A-C	32' x 64'	2,048	170	205	227	85	59	49	49	13	10
Sections D-F	32' x 60'	1,920	160	192	213	80	55	46	46	12	10

Event Procedures & Policies

Every event at the Alexandria Convention Center is planned and scheduled through the on-site Sales Department. Our professional team is on-hand & is committed to the success of each event we host. To ensure you and your guests enjoy a well-orchestrated event, we ask that you adhere to the following Alexandria Convention Center Event Policies.

Event Planning Process: Once we receive your inquiry form to host your meeting / conference OR Event need for the Alexandria Convention Center, our Sales team will provide you with a written proposal for the event, accompanied by a Proposed Cost Outline providing you with rough estimate of the event charges. Once you have decided to hold your event with us, you will be sent the Event Contract to confirm and hold your event. The Event Contract must be signed & returned, along with a 25% deposit to the sales manager ASAP. Once we have the signed Event Contract & the required 25% deposit, the convention center space will be reserved for your event on that particular day.

Banquet Event Order - Food: Our Sales team will meet with you, by mutually agreed meeting day and time on OR before thirty (30) days prior to the event date and discuss all the details for your event from room set-up & floor plan to the menu & service times. After all the details have been carefully planned, we will provide you with a Banquet Event Order (BEO) to confirm your acceptance of the details, acknowledged with your signature. Once we receive the signed BEO, your event details will be distributed to all the departments involved with your event for proper execution.

Deposit & Payment: Once you signed BEO, a deposit that is equal to 25% of the BEO amount is due at the time. Please return the signed contract and the deposit to the Sales Department. The deposit is non-refundable and will go towards the total event balance. We do accept all major credit cards, cash or money orders. Personal checks will not be accepted.

The remaining balance is due no later than ten (10) days prior to the event date. If the remaining balance is not paid ten (10) days prior to the event, the event may be cancelled, and you will lose any deposits paid towards the event. Between the time the original deposit is paid and the date the remaining balance is due, you are welcome to make payments to go towards the full balance.

Event Changes: Once the Banquet Event Order has been signed on our file, the Alexandria Convention Center requests that any changes made to the Banquet Event Order (including room set-up, audio-visual equipment, guests count, etc.) must be reported no later than seven (07) days prior to the event. Any food & beverage changes must be reported no later than fourteen (14) days prior to the event to ensure timely delivery. Any changes made after these periods will be charged a \$150.00 change fee.

Guest Count Guarantee: A final count of the number of guaranteed guests is due fourteen (14) days prior to the event. Once we receive the guaranteed count, that count will be the final number of guests for which you will be billed. If the guests count falls below the guaranteed count, you will still be billed for the final guaranteed count provided prior to the event. If the guest count increases, we will revise the BEO to show increased cost. If a guaranteed count is not provided fourteen (14) days prior to the event, the number of guests indicated on the BEO will be the final guarantee number.

Banquet Check & Final Payments: On the day of the event, a final Banquet Check will be presented to you at the conclusion of the event outlining all the event charges and deposit payments made toward the event. If there are any charges that are not covered by the deposit payments, the unpaid balance must be paid at that time or the balance will be charged to the credit card on file for the event.

A valid credit card must be on file via a Credit Card Authorization Form and will be authorized for \$500 the day prior to the event, to cover any additional charges that may be accrued during the event, including additional cleaning and/or property damages if deemed necessary. If there are no additional charges and the Convention Center is left in a clean and acceptable condition, the authorized amount will be released back to your bank.

Room Rental Fee & Assignments: The Alexandria Convention Center will assign your event to a specific convention center room/section. The room rental fees are calculated as a “per day” rate, equivalent to eight (8) hours.

The Alexandria Convention Center reserves the right to re-assign the convention center space to best accommodate your event based on overall needs of the event, final guaranteed number of guests, and/or the ability for the Alexandria Convention Center to host or prepare for an additional event within the same time frame as your function. If for any reason your event is re-assigned within the convention center, the Sales Department will notify you in writing.

Room Set-Up & Decorations: All room set-ups cost & take down the set up are additional cost from the room rental fee and are set by our Convention Center Staff. You are required to use the Alexandria Convention Center all supplies like tables, chairs & standard-length white table clothes etc... For the event.

There are no charge for the convention own tables and chairs. However, there will be separate fee for the linen.

The minimum set up fee \$120 per event.

If larger event needs more set up staffing, it will be charge \$25 per hour / per person for the set up and take down combine hours.

Any **upgraded decorations** are up to your discretion and responsibility. Please see the set up & Decorating Guidelines for full details.

Food & Beverage Catering Services: The Alexandria Convention Center is proud to provide on-site catering for all our events. Our Sales Department will provide you with the catering menus for you to review our various meals & break options. If you are interested in something special that is not listed in our menus, we can give you a cost per person. With our own in-house catering service, everything you need for your event is in one convenient location!

Food & Beverage Minimum: Based upon the approximate number of guests and the food & beverage needs for the event, a food & beverage minimum will be established that must be spent on food & non-alcoholic beverages only. If the minimum established in the Event Contract is not met, you will be responsible for the difference in the total which will be charged on the final Banquet Check for the event.

Alcohol Service: The Alexandria Convention Center is pleased to offer the option of selling & serving alcohol at any event. All alcohol needs must be supplied, and pre-ordered, by the Alexandria Convention Center which operates under the State of Louisiana Alcohol & Tobacco Control Law when it comes to the sale of beer, liquor and wine. Outside liquor cannot be brought into the Convention Center.

For guest safety, firearms are not permitted within the Convention Center while alcohol is being served.

A Bar Set-Up Fee of \$300.00 per bar is required for all events with alcohol service. This include 60 coupons which can use at the bar. Each coupon can buy one of the items – water bottle, soft drink can, beer, wine Or house liquor.

Premium liquor cost is 2 coupon.

You are required to purchase minimum 200 coupon (plus 60 comes free with bar set up fee).

Each coupon cost \$5.

Our policy is - One (1) bar per 100 guests is recommended & 2 mixologist.

Alcohol Minimum: A minimum of \$1000.00 per 100 guests must be met for all events that have alcohol service with a cash bar and is established in the Event Contract.

This minimum does not include the Bar Set-Up Fee (\$300).

If an open/host bar is desired, the charge will be \$30 per person multiplied by 100% of the guaranteed number of guests.

Sales Tax & Service Charges: All charges for an event are subject to the state & local required sales tax of 9.95%, and 22% service charge. The Service Charge is a fee for services rendered during an event by the Alexandria Convention Center staff.

Security Detail: During alcohol service, a security detail must be present and is to consist of a minimum of 1 - one security officers for up to 100 guests. An additional security officer is required at guest 101 – 200. One additional officer for every additional 100 guests. Alcohol service cannot begin until the security detail is present. The Alexandria Convention Center utilizes the Rapides Parish Sheriff's Department for all security detail.

The fee for the security detail is a minimum of \$200.00 per security officer (\$50.00 per hour with a minimum of four-hours per security officer). The total cost for the security detail will be determined by the number of hours the bar is operating and the number of guests attending the event and will be applied to the event total charges as outlined on the final Banquet Check. (For any event that does not have alcohol, a security detail may be requested utilizing the above guidelines.)

Event Staff: The Alexandria Convention Center will supply staffing for each event that utilizes our in-house catering services to ensure a high quality of guest service. The cost to staff the event is calculated based upon the type of catering ordered (reception, buffet, plated and alcohol service), the number of guests guaranteed and the amount of time the staff is needed for each event, with a four-hour minimum, at \$25.00 per hour per staff member. The total cost of staffing will be applied to the final Banquet Check.

To properly staff for each event, the Alexandria Convention Center follows the following industry standard guidelines to allow for proper service:

Reception plated dinner - Two (02) Servers per 5 tables of 10 guests for a total of 50 guests.

Buffet Lunch /dinner – 2 servers per 10 tables of 10 guests for a total of 100 Guests.

Two (2) Restroom Attendants are required for any event with 150 guests or more.

If Coat Check is requested for any event, two (2) Attendants is required for any event that has less than 300 guests, and one (1) Attendant for each additional 100 guests.

Audio/Visual Services: The Alexandria Convention Center is pleased to rent audio/visual equipment for use during the event at an additional fee. The use of any audio/visual equipment must be discussed at the time the details of the event are reviewed & confirmed on the Banquet Event Order. Please see the Audio/Visual Equipment & Rental Fees Guide for a list of available equipment.

Staging: We are pleased to offer a portable stage that is made up of 6-foot by 8-foot sections, and stands 2- feet tall, that can be set in any configuration to accommodate presentations/ceremonies, concerts, runway shows, or head tables from 2 to 20 guests. Various sizes are available and can be customized for your event.

Dance Floor: We are pleased to offer a wooden dance floor that is made up of 3-foot by 3-foot sections that combine to create a small 12-foot x 12-foot dance floor for a small intimate party to a large 1,323 square-foot dance floor for a large social affair. Various sizes are available and can be customized for your event. We figure the size of the dance floor for each event by calculating the number of dancing guests (estimating 30% to 50% of the total guests depending on the type of event & guests) multiplied by nine (9) square feet per couple.

Contracted Services: Outside service providers such as decorators, event/wedding planners, DJ services, sound & lighting services, entertainment, photographers, etc., must be coordinated with the Sales Department at the time the Banquet Event Order is created and schedules will need to be confirmed seven (7) days prior to the event date to ensure proper access to the Convention Center for set-up & tear down. An Outside Service Providers Contact Form, listing all contracted services & the appropriate contact, will need to be submitted with the Banquet Event Order

All the outside service provider – vendor must submit their current insurance certificate for Worker’s Compensation and General Liability (including products liability coverage) and hold a minimum coverage limit of \$1,000,000.00 each.

Event Points of Contact: We understand that each event has numerous people working together to properly execute a function. To ensure that we go through the right people for all aspects of the event, a Points of Contact Form will need to be submitted, with the Event Contract, so we can know who is authorized to discuss event details & charges with prior to and during your event

Cancellations: If an event needs to be canceled for any reason, the cancellation must be made in writing and a percentage of the total lost revenue may be collected, including the forfeiture of all paid deposits, based upon the time frame from the event date the cancellation is received

90 days’ notice of cancellation	25 % cancellation fee of lost revenue
30 days’ notice of cancellation	50% cancellation fee of lost revenue
10 days’ notice of cancellation	70% cancellation fee of lost revenue
24 hours’ notice of cancellation	full – 100% cancellation fee of lost revenue

Outside Catering Services: We have our best catering menu to meet your food requirement. Therefore, we do not allow outside catering. In special circumstance compel us to approve your request to bring outside food, we can only allow outside food from a professionally licensed catering service only. If you choose an outside catering company, the Alexandria Convention Center will not provide nor rent glasses, dishes, utensils, serving dishes, etc

If our menu does not meet your requirement and if the management allows the outside food, the outside catering company must adhere to our Outside Catering Agreement.

The vendor must provide the following.

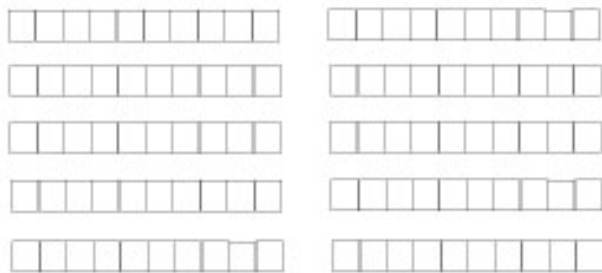
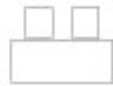
1. Please provide us with a copy of their Department of Health & Hospital Permit to operate
- 2 .Alexandria Occupational License and Certificate of Insurance that shows the minimum coverage of: Worker’s Compensation and General Liability (including products liability coverage) and hold a minimum coverage limit of \$1,000,000.00 each.
3. The outside catering company must file a valid credit card with the Sales Department at the time they sign the Outside Catering Agreement, to be authorized for \$1 000 the day prior to the event, to act as a security deposit to cover any additional cleaning and/or property damage.

If you have any questions regarding our Event Procedures & Policies, feel free to talk to our Sales team at the Alexandria Convention center at 318 619 3300.

We look forward to hosting your special occasion!!

Set-up Styles

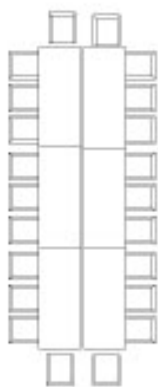
Theatre



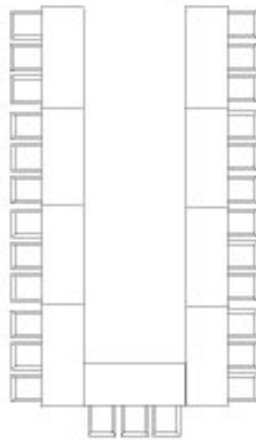
Classroom



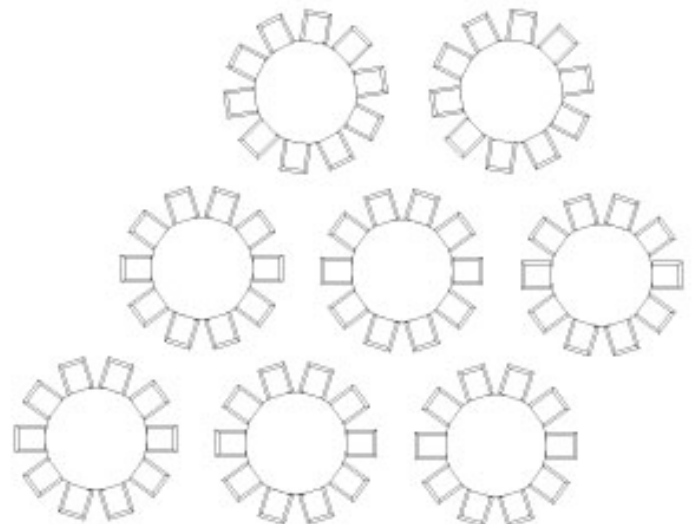
Board



U-Shape



Banquet Rounds



Square



Audio/Visual Equipment & Rental Fees Guide

The following equipment is available to rent for any event within the Alexandria Convention Center. All fees are charged per day and are subject to the 9.95% sales tax and 22% service charge. Audio/Visual packages are available.

Video Projector	\$75.00
8-Foot Portable Projection Screen	\$50.00
10-Foot Portable Projection Screen	\$70.00
Foot Dropdown Screen & Projector*	\$100.00
*Located in the Diamond & Pearl Lobby	
42" Flat Screen Television	\$100.00
TV/DVD Player	\$40.00
Power Strip	\$7.50
Extension Cord	\$7.50
Flip Chart (including easel & markers)	\$30.00
Whiteboard (including markers & eraser)	\$35.00
Tripod Easel	\$7.50
Table-Top Wood Podium	\$25.00
Wood Podium	\$35.00
Plexiglas Podium	\$50.00
House Sound System	\$35.00
Portable Sound System	\$50.00
Hardwired Microphone	\$15.00
Wireless-Handheld Microphone	\$15.00
Wireless-Lapel Microphone	\$15.00

Dance Floor (3-foot x 3-foot section pieces)

Small (144 sq. ft)	\$200.00
Medium (450 sq. ft)	\$250.00
Large (900 sq. ft)	\$400.00
Full (1,323 sq. ft)	\$450.00
Stage piece (6-foot x 8-foot section)	\$25.00

Presentation Stage (for presentations, ceremonies, concerts, etc.)

Small (192 sq. ft)	\$60.00
Medium (432 sq. ft)	\$120.00
Large (720 sq. ft)	\$180.00
Full (864 sq. ft)	\$240.00

Head Table Stage (for lunch, dinner meetings, weddings, galas, etc.)

Small (seats 2-4 guests)	\$50.00
Medium (seats up to 10 guests)	\$100.00
Large (seats up to 20 guests)	\$200.00

Set-Up & Decorating Guidelines

The Alexandria Convention Center has the following guidelines in place to protect its property throughout the duration of your event.

- The event organizer(s) are responsible for the setting up and dismantling of your own displays/decorations.
- Existing fixtures and furnishings in any convention center space may not be moved to accommodate decorations.
- The Alexandria Convention Center shall have the right to discard or otherwise dispose of any displays/decorations that are not dismantled and removed from the property in a timely fashion and shall not be responsible for the value of these discarded or disposed of items.
- Displays/decorations must be prepared and attached in such a way as not to damage the area being decorated. The following are restricted from use on walls, fixtures, furniture and/or equipment anywhere in the Convention Center: Duct tape, masking tape, nails, large pins and tacks, pinning or attaching items to curtains, tacky putty of any kind strictly prohibited. Distribution of gummed stickers or labels is strictly prohibited.
- All large sets or decorations (including flower arrangements, etc.) must be ready to be placed at the time of set-up. Building displays within the Convention Center will not be permitted unless otherwise approved by the Sales Manager or General Manager. The Alexandria Convention Center requests that our facility is not to be used as a crafting area, flower shop, etc.
- The event organizer(s) are responsible for the removal of all display/decorations at the conclusion of the event. If for any reason, all displays/decorations cannot be immediately removed, the event organizer(s) may make special arrangements with the Sales Department to remove the remaining items no later than eight (8) hours after the event, based upon availability.
- Any exhibit/display/decoration layout which will endanger the safety of those attending an event or which will impede traffic flow is prohibited.
- The event organizer(s) are responsible for repair/replacement of any furniture, fixtures, equipment, and/or carpet that is damaged during set-up, the actual event or removal of display/decoration items. If the organizer can't fix the damage items within 48 hours after the event end, the management will hire the 3rd party professional to fix the damage and the 3rd party bill plus 10 % overhead will be billed to organization.
- The use of candles with open flames is not permitted. However, fake candles with battery operated flames are allowed.
- The use of confetti or glitter is strictly prohibited.
- Cleaning or repairs needed to the Convention Center property due to damage obtained during your event will be billed directly to event's master account.
- The Alexandria Convention Center reserves the right to remove offensive materials from public view.
- The Alexandria Convention Center does not provide labor to help with decorations or event set up, including the use of tools, ladders, dollies, etc.
- The Alexandria Convention Center requests that the convention center space be returned in the same condition it was in upon your arrival. Any remaining items from the function will be disposed of properly if left behind.
- If you are permitted to enter the Alexandria Convention Center one day prior to the event for set-up, the set-up must be completed within the hours of 10:00 AM to 4:00 PM. If set-up takes longer than expected and is not completed by 4:00 PM, a charge of \$100.00 per hour will be added to your account.

Outside Catering Guidelines

FOR PROFESSIONAL CATERING COMPANIES

- The Alexandria Convention Center does permit outside catering for events taking place within the Alexandria Convention Center:
- The Alexandria Convention Center provides the use of the facilities only to the outside catering company. Tables and chairs provided by the Alexandria Convention Center will be set prior to the outside catering company occupying the facility.
- The Alexandria Convention Center is not responsible for any catering or preparation in the event of a cancellation from your chosen outside catering company.
- Only professionally licensed caterers in the State of Louisiana are permitted and must supply a copy of their catering license; Worker's Compensation Insurance; General Liability Insurance (including products liability coverage) with a coverage limit of at least \$1,000,000.00; Louisiana Department of Health & Hospital Permit(s) as issued by the city, parish or state health department authority; and the Certified Food Manager Permit for the caterer.
- The outside catering company is not permitted to provide or serve any alcoholic beverage, including wine, beer, champagne and/or liquor. All alcohol beverage needs must go through the Alexandria Convention Center and the State of Louisiana Alcohol & Tobacco Control Law will apply.
- The use of the Alexandria Convention Center's kitchen is strictly prohibited unless approved in advance.
- A refundable security deposit of \$500.00 is required for the use of the Alexandria Convention Center facilities and is due fourteen (10) business days prior to the event. If all facilities utilized by the outside caterer are returned in the same condition it was occupied, the security deposit will be refunded within fourteen (10) business days. The security deposit is payable with cash, credit card or company check.
- The outside caterer is responsible for providing all plates, glassware, cutlery/utensils, serving dishes/chaffers, utensils and napkins as well as serving staff, cleaning staff, supplies and catering needs.
- Details of the basic needs of the outside catering company must be finalized no later than fourteen (10) Business days prior to the event's date with the Food & Beverage Director and/or Sales Manager.
- The outside catering company is responsible for all clean-up of the facility related to catering, including trash cans, trash liners and trash disposal. The outside catering company is not permitted to dispose of trash in the Alexandria Convention Center's dumpsters. All trash must be removed from the building and disposed of off property by the outside caterer. Failure to abide by this will result in the outsider catering company losing the security deposit.
- The Alexandria Convention Center will have a representative on site for the entire time of the event to help with facility and/or audio-visual questions. The representative will not assist with set-up, service or clean-up needed by the outside catering company. The outside catering company is responsible for providing all labor needed for the event's food service and clean-up (including trash can liners and trash disposal).
- All outside catering companies must sign and adhere to the Outside Catering Agreement.