



2021

# FACILITY HANDBOOK

**CATERERS, DECORATORS, EVENT COORDINATORS,  
EXHIBITORS, LESSEES & MEETING PLANNERS**

## MISSION STATEMENT

The **Mission** of the River's Edge Convention Center is to be a catalyst for increased economic development and improved quality of life for the St. Cloud community.

The **Values** of the River's Edge Convention Center:

- We strive for balance between economic benefit to the community and prudent management of the facility for the taxpayers.
- We strive for balance among facility uses that bring out-of-town visitors and those that enhance the quality of life for area residents.
- We recognize the value of community events staged in the facility, and seek an appropriate way to price the facility's services.
- We have a special responsibility to the hospitality industry, the source of considerable tax revenue that partially supports the facility.
- We recognize that the majority of the revenue that supports operations at the facility is from earned revenues.
- We believe that the facility should be managed in a flexible, business-like way that maximizes management's ability to achieve its goals.
- We are a significant driver of the downtown economy.
- Our emphasis on local economic development leads us to prefer local management and local vendors, to the extent that these local arrangements are cost-effective and provide excellent service to customers.
- Our collaboration with the Convention and Visitors Bureau is critical to our – and their – success.

# River's Edge Convention Center Staff Directory

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## **ACCESSIBILITY (ADA)**

The Americans with Disabilities Act (ADA) was enacted to ensure that persons with disabilities are afforded the same opportunities to participate in American society as all other persons. The ADA is legislation designed to protect the civil rights of persons who have physical or mental disabilities.

River's Edge Convention Center is responsible for permanent facility access accommodations such as, but not limited to, wheelchair ramps, elevator standards, door width standards and restroom accessibility. In addition, River's Edge Convention Center can provide special seating, hearing assistance devices (Terry Haws Center A & B only), bariatric benches and access ramps for stages. Lessee is responsible for non-permanent facility access accommodations such as, but not limited to, registration, information booths, accessible seating, auxiliary aids and other services/programs available to exhibitors, guests or public.

Prior to an event, Lessee shall provide River's Edge with the number of disabled persons planning to attend the event and an outline of the accessibility services that Lessee will provide to the disabled guests.

Electrical mobility scooters and wheelchairs are available to rent from MN Mobility, St. Cloud.

Handicapped parking is available to individuals with valid disability parking permits in surrounding parking ramps, surface parking lots, as well as at parking meters on the street.

## **ADVERTISING**

All advertising of performances at which an admission is charged must state the total admission price. Lessee shall not advertise any performance until the rental agreement between River's Edge and Lessee has been fully executed.

Lessee shall also not advertise or promote its event by stating or implying that River's Edge is sponsoring such event.

### **THIRD-PARTY ADVERTISING**

Third-party advertising is regulated by River's Edge Convention Center in all non-rented and/or public spaces. All third-party advertising in non-rented/public spaces must be approved by Building Management prior to the first contracted day of the event for content and location/application within the facility. Fees may apply.

## **AIR CONDITIONING AND HEATING**

Comfort level in-house ventilation, heating or air-conditioning will be provided during event open times, i.e., the period when the facility is used by delegates and invited guests. Generally, full house ventilation, heating or air conditioning is maintained from one hour prior to the opening of an event until close of the event. Energy conservation is of prime concern and comfort level in-house ventilation, heating or air conditioning may not be provided on move-in or move-out days. Please notify your Building Management should you need in-house ventilation, heating or air conditioning on a non-show day. An hourly fee for this service may be charged which Building Management can provide.

## **ALCOHOL**

City ordinance prohibits any individual from bringing alcoholic beverages onto the River's Edge property or consuming alcoholic beverages except as part of a contracted event. During a contracted event, alcoholic beverages may not be taken from the room or rooms in which the beverages are served.

The St. Cloud Holiday Inn and Suites is the sole approved vendor of alcoholic beverages in the River's Edge Convention Center. No other vendors are permitted to serve in the facility. River's Edge reserves the right to require wrist-banding or segregation of alcohol consumption areas for public events. The Building Management will provide Holiday Inn contact information to Lessee who is responsible for contracting with Holiday Inn for alcoholic beverage service, if desired.

## **ALTERATION OF PREMISES**

Lessee shall accept the premises in the condition they find them and shall return the premises in the same condition at the conclusion of the period of lease. No alterations or changes shall be made without the prior approval of the River's Edge Convention Center Building Management.

## **ANIMALS OR PETS**

No animals or pets are permitted in the facility except as an approved exhibit, activity or performance legitimately requiring the use of animals. Such animals or pets must be on a leash, within a pen and under similar control at all times. The animals or pets shall be kept in the exhibit or performance area at all times. The owner will be fully responsible for his or her animals or pets at all times.

Service animals are exempt.

## **ATM MACHINES**

ATM machines or cash machines are available in the facility. They are located on the first floor of the facility near Terry Haws Center A and B; and near Terry Haws Center C.

## **BABY CHANGING FACILITIES**

Men's and women's restrooms located on the first and second floor (west end of the facility) are equipped with baby changing facilities.

## **BANNERS AND SIGNAGE**

**See Also: DECORATIONS; RIGGING (UNDER PRODUCTION PERSONNEL); THIRD-PARTY ADVERTISING**

Events are required to contact Building Management regarding any banners or signs that they would like to hang. River's Edge rigging policies apply to banner and signage installation. Fees may apply.

Decorations, signs, banners, posters and/or similar materials may **not** be taped, nailed, tacked, stapled or otherwise fastened to ceilings, doors, walls, glass, columns, painted surfaces, fabric or decorative walls, railings, ceiling tiles or light fixtures.

Banners and other decorating materials may only be hung in locations approved by Building Management.

Signage may be draped over podiums or affixed to podiums only by approved methods.

Decorations, signs, banners, posters and/or similar materials may not be affixed to any outside glass door or window of River's Edge.

River's Edge permanent directional signs, third-party advertising and/or graphics may not be obstructed in any manner.

Damage resulting from the improper and/or unauthorized installation of materials will be charged directly to Lessee.

### **EXTERIOR BANNERS & SIGNS**

River's Edge reserves exclusive rights to hang banners on the exterior surfaces of the facility. All outdoor banners and signs must be free-standing and have the approval of Building Management prior to installation. No outdoor banners or signs are to be hung on the exterior surface of the facility.

No third-party advertisement banners allowed.

No "Public Sale" banners allowed.

### **MARQUEES (INTERIOR AND EXTERIOR)**

The River's Edge Convention Center shall have total discretionary control over the messages displayed on the exterior and interior marquees. All Lessees will receive complementary message time on the marquees.

### **BICYCLES**

Bike racks are located outside near Doors C and D on the south side of the facility. Bike racks are provided to accommodate our visitors. River's Edge is not responsible for bikes left unattended. No bikes are allowed inside River's Edge. Bike racks are not available during winter months (October through April).

### **CAMERA POLICY**

All camera policies are event specific. Please contact the River's Edge Convention Center to confirm the policy for a specific event.

### **CATERERS**

#### **QUALIFICATIONS**

1. Caterers shall secure a St. Cloud River's Edge Convention Center Catering Permit and shall renew said permit annually, including payment of the required license fee. Said permit must be approved by River's Edge Convention Center Building Manager and the City of St. Cloud Health Department.
2. Caterers shall have a current City of St. Cloud Food Caterer's License.
3. Caterers must submit a Certificate of Insurance covering the permit period in an amount not less than \$2,000,000 naming the City of St. Cloud as an additional insured and also as a certificate holder.
4. Caterers shall provide constant, visible supervision of food service at events. The supervisor or attendant(s) shall be readily available for patron assistance. This is especially important for buffet line presentations. Caterers must have sufficient staff present to ensure efficient service.

#### **COMMISSIONS**

Caterers shall pay a 15% commission fee as approved by the River's Edge Advisory Board on May 12, 2015. Said fee shall be calculated on all food, beverage, china, delivery, rental of catering items and service costs/charges but shall not include tax or gratuity. River's Edge shall be paid the commission rate of the original value for all trade

outs. Within fifteen (15) days following an event, the caterer must forward to the River's Edge Convention Center a copy of the invoice presented to the customer together with a check made payable to River's Edge Convention Center for the 15 percent commission. If an invoice has to be requested by letter or verbal reminder, there will be a \$25 service fee charged. Failure to provide the invoices to the River's Edge Convention Center will be grounds for suspension and/or elimination of your privilege to cater at the River's Edge. A finance charge will be made on all commission fees not paid within 30 days of due date. The finance charge is computed at the rate of 1% per month on the unpaid balance. This is an annual rate of 12%.

### **ACCESS AND PARKING**

Access to the facility can be obtained through the loading dock area or the freight elevator via the parking ramp. For the purposes of security and energy conservation, the loading dock/garage area doors shall be kept closed when not in immediate use. Vehicles shall be moved from the loading dock/garage areas as soon as possible after active use is completed. Caterers shall park their vehicles in accordance with St. Cloud River's Edge Convention Center parking regulations. The reserved stalls on the north and south ends of the facility are for vehicles identified as a caterer or decorator. Employees of catering companies need to park personal vehicles either in the River's Edge Convention Center Parking Ramps, Grand Central Parking Ramp or use on-street parking or a surface parking lot. After the caterer's permit has been approved, parking placards for the catering stalls will be issued. Unmarked vehicles will be ticketed. It is understood that from time to time, the caterer may have to alter their normal mode of operation in order to accommodate special circumstances. Examples may include rapid clean-up to facilitate a room change-over, etc. In these cases, River's Edge management will attempt to accommodate the caterer as much as possible; however, caterers agree to abide by any special instructions. Any facility access required by a caterer prior to 6:00 AM or after 12:00 midnight needs approval of the St. Cloud River's Edge Convention Center management and additional hourly fees may apply.

### **KITCHEN USE**

The St. Cloud River's Edge Convention Center prep kitchens are not intended as "full-kitchens" but rather a staging/holding area. All caterers are entitled to use the prep kitchens and its facilities. Caterer's food and/or equipment shall not be stored overnight except under special circumstances and with permission from the management. Shared use of the prep kitchens and its facilities requires cooperation and the responsible use of the freight elevator, ice machines, dishwashers, coolers and freezers, carts, prep tables and loading dock. The caterer shall clean the prep kitchen after its use, including tables and floor. The River's Edge Convention Center reserves the right to bill caterers for the cost of any extraordinary cleaning of the kitchen. The prep kitchens' dishwashers are available for use to all caterers provided they are operated as intended and thoroughly cleaned after use. The ice machines are intended for caterer's use for St. Cloud River's Edge Convention Center events only. Walk-in coolers and/or freezers may be used at no charge but shall require prior approval from the management. Coffee may be brewed in the prep kitchens only. Molded, insulated coffee urns, i.e. Cambro servers, etc., shall be used to dispense beverage in public areas. No electrically heated urns are allowed in meeting rooms and public spaces.

### **EQUIPMENT**

The River's Edge Convention Center's low-boy, 4-wheel carts are available for transporting food and equipment to the eating venue. They are not intended to be used as a storage vehicle through the course of the event. If carts are used, they shall be returned immediately to the kitchen for alternate use. Caterers may use their own carts within the River's Edge Convention Center, however carts may not be stored in active hallways and common spaces. The Operations staff should be consulted regarding acceptable, temporary storage areas.

### **CLEANLINESS AND DISPOSAL OF GARBAGE**

It shall be the caterer's responsibility to:

- ✓ Clean all spills, wall-spattering and messes related to their food function, including mishaps in the prep kitchen, common areas and event space
- ✓ Sweep and wash floor of prep kitchen
- ✓ Remove all food items from walk in cooler and/or freezer areas; sweep and wash floor as needed
- ✓ Clean coffee maker in prep kitchen
- ✓ Wipe down all kitchen counters and tables in prep kitchen
- ✓ Clean all sinks in prep kitchen
- ✓ Do not put food waste or grease in eye washing station
- ✓ Clean and remove any food debris and/or dishes and silverware from dishwasher
- ✓ Collect and dispose of all rubbish and debris. Rubbish shall be placed in compactor or other designated area. Rubbish shall include all food containers, discarded food and paper products used to serve meals. This also includes all rubbish and debris generated in the event space as a result of food or coffee service.
- ✓ Caterer shall separate all recyclable materials and dispose of it in the provided containers.
- ✓ In the case of potentially serious damage, particularly to carpets or sheetrock, caterer shall alert Operations staff immediately.
- ✓ Report any defective equipment in prep kitchen to Operations staff so that a service call can be arranged.

### **ALCOHOLIC BEVERAGES**

Under no circumstance shall any caterer, other than the authorized alcoholic beverage vendor (currently the Holiday Inn & Suites) serve any alcoholic beverage, including wine or beer.

### **SODA DRINKS AND BOTTLED WATER**

Under the Convention Center's contractual arrangement for exclusive soft drink service, caterers are required to serve a product line (this includes bottled water) available through the current River's Edge Convention Center vendor. Currently Pepsi has the contract for providing product served at the Convention Center. Some brands are: Pepsi, Diet Pepsi, Sierra Mist, Diet Sierra Mist, Mountain Dew, Diet Mountain Dew, AMP Energy Drink, Mug Root Beer and Aquafina.

### **OUTDOOR FOOD PREPARATION**

Any outdoor cooking or food preparation requiring special arrangements in the St. Cloud River's Edge Convention Center must be approved by the management prior to the event.

The City of St. Cloud and the River's Edge Convention Center reserve the right to terminate a caterer's privileges for failure to abide by these rules.

### **CATWALK – TERRY HAWS CENTER C**

Only authorized River's Edge staff are allowed access to catwalk in Terry Haws Center C.

## **CHILDREN**

### **MOVE-IN/MOVE-OUT**

Children under the age of 16 years old are not allowed on the show floor during the move-in or move-out of any event. Lessee is responsible for ensuring compliance with this policy and shall include advance notification to all exhibitors in exhibitor information packets and during any exhibitor meetings.

### **UNATTENDED CHILDREN**

River's Edge is not responsible for the care or supervision of unattended children. It is the responsibility of the parent/guardian to ensure that no child is left unattended in the facility. Lessee is responsible for providing adult supervision for events that provide child care rooms and/or play areas during event hours.

### **CHILDREN UNDER THE AGE OF 12 OR DEPENDENT INDIVIDUALS**

Children under the age of 12 years old or dependent individuals of any age must be accompanied by a parent/guardian at all times.

### **CHILDREN AGES 12 TO 17**

Children ages 12 to 17 years old may be in River's Edge without adult supervision. However, their parent/guardian is responsible for their behavior, safety and well-being. If the child is disruptive or if the child's well-being is deemed to be compromised, River's Edge will take appropriate action.

## **CLEANING AND VACUUMING**

### **See Also: ROOM REFRESHES AND TURNS**

The River's Edge Convention Center shall provide normal cleaning of common area premises before and during the event at no additional cost to the Lessee. However, there may be a labor charge for above-normal clean-up services. The cleaning will include non-carpeted aisles, lobbies and restrooms but does not include vacuuming of carpets or any other custodial services in the individual exhibit booths unless contracted otherwise. Lessee shall be responsible for the removal of all bulk trash, boxes, crates, lumber, pallets, plastic sheeting, and packing materials prior to the event opening and following moving out. Any costs incurred by the River's Edge Convention Center for bulk trash removed by Lessee will be charged to the Lessee at prevailing rate. Additionally, a dumpster charge for trash removal from the facility may be charged to Lessee at prevailing rate.

## **COAT CHECK**

River's Edge does not provide coat or baggage check service however Lessee has the option of renting one of the Show Offices in the facility and providing the service.

## **COFFEE SERVICE**

River's Edge offers coffee service items, appropriate for any type of event. Contact Building Management for further information. More information is also available on our website at [www.stcloudriversedgeconventioncenter.com](http://www.stcloudriversedgeconventioncenter.com).

## **CONCESSIONS**

River's Edge has two concession stands that are available to serve guests at events. There is a minimum sale requirement of \$500.00 per day that is applied to concession stand operations and failing to meet this minimum may lead to additional cost to the Lessee. Contact Building Management for further information.

## **CONSUMER/EXPO SHOWS**

Additional rules and guidelines apply to the scheduling and conducting of consumer/expo shows. Please contact River's Edge Convention Center for more information.

## **COPYRIGHT FEES**

All Broadcast Music, Inc. (BMI), the Society of European Stage Authors and Composers (SESAC), American Society of Composers, Authors, and Publishers (ASCAP) or other copyright fees applicable to an event will be the full responsibility of the Lessee. The Lessee will make payment of the fees directly to the applicable copyright agency.

## **DAMAGE**

Any type of damage to property or equipment of the River's Edge Convention Center will be reported immediately to River's Edge Convention Center staff. The Lessee or his or her representative is invited to inspect the areas of the facility to be used with a representative of the River's Edge Convention Center management prior to move-in and immediately following move-out to determine any damages resulting from the event.

## **DECORATIONS**

**See Also: FIRE & SAFETY REGULATIONS; BANNERS AND SIGNAGE**

Decorations, signs, banners and streamers may not be attached, taped, nailed or otherwise fastened to any ceiling, painted surface or wall of the River's Edge Convention Center. Any special decorations or signs must be approved by Building Management as to location and method of installation. No duct tape or packing tape allowed. Under no circumstances are adhesive-back decals to be given away or permitted to be used in River's Edge. Any costs incurred by River's Edge from the use or removal of these items will be charged to Lessee. Existing advertising contracts include certain restrictive language that may impact event signage. Building Management must approve all signage beyond normal booth identification.

## **BALLOONS**

The use of helium balloons is not prohibited; however, Lessee shall be responsible for any retrieval costs in the case that the balloons become lodged in ceiling or ceiling truss-work. Helium balloons may not be sold or distributed inside River's Edge. Helium balloons may be approved through Building Management for permanent attachment to authorized displays. A deposit may be required prior to installation. If helium balloons are released for any reason within the facility, any River's Edge labor and/or lift equipment costs to remove balloons from ceilings and/or truss-work will be charged to Lessee at the prevailing rates. A balloon drop requires appropriate stagehand personnel to hang, release and remove. See the Fire and Safety Regulations section (under Pressurized Tanks) for information about helium tank storage and operation.

## **PROHIBITED DECORATIONS**

Crepe paper, cellophane, confetti, streamers, cotton, cornstalks, leaves, evergreen boughs, sheaves of grain, straw, paper, vines, moss, coniferous foliage or any similar flammable or combustible materials are prohibited in the River's Edge Convention Center. All decorative materials must have prior approval of Building Management. Chewing gum,

glitter, pressure-adhesive stickers or decals or similar promotional items cannot be distributed or sold within River's Edge. Costs associated with the cleanup of these or similar items are the responsibility of the Lessee.

## **DECORATORS**

### **QUALIFICATIONS**

Decorators shall secure a St. Cloud River's Edge Convention Center Decorating Permit and shall renew said permit annually, including payment of the required license fee. Said permit must be approved by River's Edge Convention Center Building Manager.

Decorators must submit a Certificate of Insurance covering the permit period in an amount not less than \$2,000,000 naming the City of St. Cloud as an additional insured and as a certificate holder.

### **COMMISSION RATE**

The decorating commission rate is five percent (5%).

### **COMMISSION FEE**

The commission fee is charged on all goods & services the decorators charge the client and individual exhibitors for the event. This includes trade outs, extra orders by vendors, specialty items, etc.

### **INVOICES**

Copies of all invoices for events decorated at the St. Cloud River's Edge Convention Center must be submitted to the Administration Office within 15 days of the event you serviced. If an invoice has to be requested by letter or verbal reminder, there will be a \$25 service fee charged. Failure to get the invoice to the River's Edge Convention Center can be grounds for elimination of your privilege to decorate at the St. Cloud River's Edge Convention Center.

### **PARKING**

The catering/decorating parking stalls located at the north and south ends of the facility are only for vehicles identified as a caterer or decorator. Employees of decorating companies are not to park in reserved catering stalls.

After the decorator's application has been approved and permit fee paid, two parking placards for the catering/decorating stalls will be issued. Unmarked vehicles will be ticketed.

### **DOORS**

Interior and exterior doors shall not be propped open or any automatic closing devices or panic hardware be removed.

### **ELECTRIC AND NATURAL GAS SERVICES**

The River's Edge Convention Center serves as its own electrical and natural gas service contractor. Electrical service rates are outlined on a separate rate schedule.

Any electrical or natural gas service work must be performed by a licensed contractor.



## **ELECTRIC VEHICLE (EV) CHARGING STATIONS**

River's Edge currently does not have any EV Charging Stations available for its guests. Other accommodations can be made though for your electric vehicle by contacting the Administration Office at 320-255-7272.

## **ELECTRICAL EQUIPMENT**

All electrical equipment must be U.L approved and properly wired and tagged as to type of current, voltage, phase, cycle and horsepower. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs and Romex cable is prohibited. All 120-volt extension cords must be a 3-wire ground type.

River's Edge reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by River's Edge Operations staff. Utility panels and mechanical equipment rooms may not be blocked. Only River's Edge Operations staff is authorized to access electrical floor boxes and make electrical connection and/or disconnections. The Lessee will be financially responsible for damages to electrical equipment caused by the show, exhibitors and/or Lessee.

All electrical equipment, i.e. extension cords, electrical distribution panels, spotlights, etc., owned by River's Edge shall not be removed by exhibitors, show managers or service contractors.

All gas service equipment must be U. L. approved. Natural gas service is available in Terry Haws Center A and B.

All electrical, utility and natural gas services must comply with all laws, ordinances and regulations adopted or established by federal, state or local government agencies or bodies.

## **ELEVATORS**

Passenger elevators are provided for use by the general public and may not be blocked or used to transport equipment or freight. Freight elevators are not available for the public, but arrangements may be made to use freight elevators for the Lessee and/or exhibitor move in/move out.

## **EQUIPMENT/AV EQUIPMENT RENTAL**

The River's Edge Convention Center has available for rent various pieces of equipment including, but not limited to: staging, dance floors, risers, tables, chairs and various audio/visual equipment. The prevailing rates for this equipment are available on a separate rate schedule.

Building Management will provide Lessee with the River's Edge list of rental equipment that may be useful or necessary in producing an event. It is important that Building Management is provided with equipment needs as soon as possible to ensure that there are no equipment shortages. River's Edge Operations staff shall install, operate and maintain River's Edge equipment exclusively. River's Edge does not provide furniture or equipment for exhibitors. All arrangements for furniture and equipment for exhibitors shall be handled by the decorators handling the event.

The River's Edge equipment inventory is subject to availability. When River's Edge inventory is exhausted, arrangements must be made with Building Management or other outside vendor for additional equipment. Additional equipment obtained through River's Edge, over inventory, will be billed at cost plus a 5% handling fee and any labor required for setting up and taking down.

The River's Edge Convention Center can serve as an audio/visual contractor and arrangements for audio/visual equipment can be made through Building Management. Audio/visual equipment and operator rates are outlined on a separate rate schedule.

## **EVENT PERSONNEL**

All event personnel, exhibitors, service contractors, food and beverage caterers, temporary help and other personnel affiliated with an event taking place at the River's Edge Convention Center may be required to enter and exit the facility by way of a management-designated door.

All event personnel, exhibitors, service contractors, food and beverage caterers, temporary help and other personnel working at the River's Edge may be required to wear an identification badge provided by their respective employer. The badge shall clearly identify the individual and the name of the firm he or she represents.

## **USHERS/TICKET TAKERS**

River's Edge Convention Center requires ushers/ticket takers for all public events.

## **EXHIBITS**

**See Also: FIRE AND SAFETY REGULATIONS; FLOOR PROTECTION POLICIES; LOBBIES AND COMMON SPACES; LOADING DOCK ACCESS**

### **EXHIBIT CONSTRUCTION AND SAFETY**

Lessee and exhibitors are responsible for the proper and safe construction, materials and maintenance of their exhibits or displays. Materials used in the construction of displays, e.g. draping, table coverings, banners, props, scenery, evergreen trees, shrubs, etc. must be fire resistant. All exhibits or displays are subject to inspection by the St. Cloud Fire Marshal.

### **LOBBY EXHIBITS**

Lobby space is reserved for registration and food service connected with an event. Booths, exhibits, displays and/or table top exhibits set in any lobby space must be approved in advance by Building Management.

### **OUTDOOR EXHIBITS**

Lessee shall not place any exhibit, display, vehicle, or equipment outside River's Edge Convention Center or in any parking area unless that area has been contracted for as exhibit space with approval by Building Management.

## **FIRE AND SAFETY REGULATIONS**

**See Also: DECORATIONS; EXHIBITS; VEHICLES**

Lessees and exhibitors must comply with all Federal, State and City fire codes that apply to places of public assembly, as well as any applicable OSHA regulations.

## FLOOR PLANS AND LAYOUTS

All floor plans must be submitted for review and approval by Building Management a minimum of 30 days prior to move-in. Floor plans must include the name of the event, show dates, room name and decorator.

If changes are made to the floor plan after it has been approved, the floor plan must be resubmitted for approval prior to move-in. When planning exhibits in any area of the facility, please note the following requirements:

- Floor plans are required for all areas of River's Edge.
- Floor plans must be drawn to scale and include all structures and obstructions.
- All aisles must be 6 feet in width and be kept clear, clean and free of obstructions.
- Exhibit halls are required to have at least three main aisles located in the north/south direction and at least three aisles in the east/west direction.
- Exits in all areas shall not be blocked or obstructed.
- Firefighting and emergency equipment shall not be blocked or obstructed.
- No exhibit or its drapery can block the reasonable view of an exit sign.
- Displays are to be kept at least 15 feet from any exit and concession stand.
- All empty crates and boxes must be stored in areas approved and assigned by River's Edge and the St. Cloud Fire Marshal. Storing empty crates and boxes behind exhibit booths is prohibited.
- Clear access must be maintained to all permanent food facilities, restrooms, and elevators.
- All areas to be used as food function areas must be clearly marked on the floor plan.
- Exterior doors shall not be propped open or any automatic closing devices or panic hardware be removed.
- Exhibits or displays, planned for areas immediately adjacent to River's Edge permanent concession stands, require approval from Building Management.

Please contact Building Management for a detailed diagram of the exhibit halls indicating where exhibits or displays are prohibited.

## CANDLES

Candles can be used with approval of Building Management. **NO OPEN FLAME IS ALLOWED.**

## DISPLAYS OR EXHIBITS

Materials used in the construction of displays or exhibits must be fire resistant, i.e. draping, table coverings, banners, props, scenery, and evergreen trees and shrubs, etc. (It is the exhibitor's responsibility to ensure proper and safe construction and materials.) All exhibits, displays, etc. are subject to inspection by the Fire Marshal.

## FOGGING OR HAZING

Prior approval from River's Edge must be obtained before any fogging or hazing takes place. Only water-based hazers and foggers are permitted.

## GASOLINE OR DIESEL-POWERED VEHICLES

Vehicles are not permitted in the exhibit halls for loading or unloading. Any vehicle that remains in the exhibit hall as part of a display or exhibit must conform to the following regulations.

- Prior approval by Building Management.
- Vehicle displays are subject to weight limits.
- Vehicle batteries must be disconnected while vehicle is on display.
- Fuel in gas tanks shall not exceed one-quarter tank or five gallons, whichever is less.
- Gas caps shall be taped or locked.
- No propane tanks are allowed.
- Drip pans shall be placed under the vehicle's drive train.
- Protective covering under tires on any type of flooring.
- Keys must be available to show management during the entire event.

Gasoline or diesel-operated vehicles shall not be operated in the exhibit area during event hours without prior approval of River's Edge.

Motorized vehicles, forklifts, and gas or electric carts or equipment may not be operated on any carpeted area in the facility. Two-wheeled bicycles, rollerblades, skateboards and scooters are not permitted in River's Edge. Mobility scooters are permitted.

Lessee is required to ensure that all vehicles and equipment operated in the facility by his or her service contractors do not drip oil or any other solutions. Any vehicle or equipment that drips oil or solutions shall be removed immediately from River's Edge. The person responsible for the vehicle or equipment will be charged with the cost of cleanup at prevailing rates.

#### **PROHIBITED DECORATIONS**

Crepe paper, cellophane, confetti, streamers, cotton, cornstalks, leaves, evergreen boughs, sheaves of grain, straw, paper, vines, moss, coniferous foliage or any similar flammable or combustible materials are prohibited in the River's Edge Convention Center. All decorative materials must have prior approval of Building Management.

Chewing gum, glitter, pressure-adhesive stickers or decals or similar promotional items cannot be distributed or sold within River's Edge. Costs associated with the cleanup of these or similar items are the responsibility of the Lessee.

#### **LIQUID PETROLEUM (LP)**

No LP nor open flame is allowed by the St. Cloud Fire Marshal. All liquid petroleum (LP) tanks are to be removed from trailers and other equipment. No LP tanks, empty or filled, are authorized to be stored in the facility. No LP equipment is allowed to operate in the facility.

#### **PRESSURIZED TANKS**

All pressurized tanks holding any type of gas (helium, nitrogen, etc.) must be secured to an object in an upright position while being used in River's Edge. The object must be one that will keep the tank from falling over, such as a column, appropriate dolly or table that has been approved by River's Edge.

#### **STERNO**

Sterno heating elements are permitted when used by licensed caterers.

#### **FIRST AID**

Basic first aid supplies (band aids, eye wash, gauze, etc.) are available in the Administration Office. All accidents, injuries or illnesses occurring in River's Edge should be reported immediately to River's Edge staff.

## **FLOOR PROTECTION POLICIES**

### **FLOOR COVERINGS**

A leak-proof floor covering must be used when an event features a display or exhibit that includes water, peat moss, sand, topsoil, saw dust, animal bedding and waste or similar materials. The floor must be protected from stains and curbing must be provided to retain liquids and/or loose materials within the enclosure to prevent the material from being tracked through aisles by show visitors. Watering must be controlled to eliminate leakage or seepage.

### **FLOOR COVERINGS - VEHICLES**

All floor surfaces must be totally covered with a non-porous covering during vehicle cleaning and/or during the application of waxes, polishes or other detailing products. Spray cans or bottles are not permitted. Touch-up painting of vehicles is prohibited.

### **PROHIBITED EQUIPMENT**

Metal-wheeled vehicles, carts or equipment handling devices are prohibited from use in River's Edge. Only vehicles, carts or equipment handling devices with approved wheels shall be permitted in the facility.

### **TAPE & FLOOR CLINGS**

The use of tape on any facility surface is prohibited, except as noted. The use of high-residue tape is prohibited on concrete floors and carpeted areas. If taping is necessary, River's Edge requires the use of a quality gaffer's tape on carpet. Only professional low-residue, double-sided carpet tape may be used on exhibit hall floors. Duct tape, clear "cellophane" or packing tape is specifically prohibited. Vinyl tape or chalk can be used to mark the floors. The Lessee is responsible for removal of any tape applied to the floor, as well as any tape residue left after removal. Tape or residue left on any surface will be removed by River's Edge and the cost for removal will be billed to the Lessee.

Permission to use any type of sticker or floor cling on River's Edge carpeted surface must have prior approval by River's Edge Building Management. If such permission is granted, Lessee is responsible for removal of stickers or floor clings. Stickers or floor clings left on any surface will be removed by River's Edge and the cost for removal will be billed to the Lessee

### **WEIGHT LOAD LIMITS**

Equipment used in the lobby and common spaces of River's Edge that contain terrazzo flooring must meet the following guidelines:

- Uniform load of 125 pounds per square foot (wheel-base x width divided by weight) not to exceed.

Equipment use on the second floor of River's Edge must be approved in advance.

Equipment must display the above loads or have a certified document from a licensed structural engineer that provides the needed information.

## **FOOD AND BEVERAGE SAMPLING**

Food and beverage sampling permits and inspections are under the authority of the City of St. Cloud Health Department. Lessee must also obtain approval for food and/or beverage sampling from River's Edge.

In addition to any City Health Department regulations, exhibitors who would like to sample must adhere to the following River's Edge regulations, with no exceptions:

- Food and/or beverage samples may only be distributed directly from the exhibit booth, within the show floor exhibit space
- Food and/or beverage samplings are limited to products manufactured, processed or distributed (i.e., foodservice distributor) by the exhibiting company
- All items distributed are limited to SAMPLE SIZE:
  - Food portions are limited to 3 oz.
  - Non-alcoholic beverages are limited to 5 oz.
  - Alcoholic beverages are limited as follows:
    - Beer – 3 oz.
    - Wine – 1.5 oz.
    - Liqueur or Cordials – .75 oz.
    - Distilled spirits – .50 oz.
- Exhibitors who wish to distribute alcohol samples from their booth must inform Building Management in advance and make arrangements with the licensed liquor vendor for River’s Edge Convention Center. Sampling fees may apply.
- Non-profit entities may be allowed to dispense sample-size alcoholic beverages (please note sampling fees will apply). River’s Edge reserves the right to require that all guests receive some form of permanent identification after being identified 21 years old and over. The preferred form of identification is with a wristband. The licensed liquor vendor for River’s Edge Convention Center is required to be on site to supervise sampling; fees may apply.

#### **ALCOHOLIC BEVERAGES – IDENTIFICATION (ID) AND CONTROL PROCEDURES**

River’s Edge management has the right to approve the dispensing of alcohol and location at any event within River’s Edge. Alcoholic beverages purchased within River’s Edge may not be consumed or carried off premises. Additional staff may be required at Lessee’s expense based on the nature of the event as determined by River’s Edge and the liquor vendor.

#### **FOOD SAMPLING**

**Consumer Shows Open to the Public.** Renting organizations that elect to offer food sampling booths for guests rather than use approved caterers will be assessed a facility fee to offset the facility’s costs and lost revenue. Any food vendors who are not approved caterers must provide proof of required City licensure and liability insurance naming the River’s Edge Convention Center/City of St. Cloud as an additional insured. The facility fee is \$650 for the event plus \$50 per sampling vendor or booth. The facility fee for vendors who wish to sell food products only in bulk is \$50. All of these facility fees cover the entire run of the event. Vendors may give away bottled water in containers of six ounces or less if bottled water is part of their product line. Other vendors who wish to give away bottled water are subject to the \$50 facility fee. When the River’s Edge concessions service is in operation, vendors may provide free samples of their own products, but may not sell or offer items that compete with house concessions.

**Trade Shows and Conventions Closed to the Public.** When the River’s Edge concessions service is in operation, vendors may provide free samples of their own products, but may not sell or offer items that compete with house concessions. Vendors who wish to sell their food products in bulk are subject to the \$50 facility fee. Bulk sales means items sold in large quantities intended to be taken offsite for consumption that do not compete with River’s Edge concessions. River’s Edge Convention Center management reserves the right to deny permission to sell in small quantities.

**Charitable Fundraising Events.** For charitable nonprofit fundraising events, the facility fee will be the same \$50 per booth or vendor, with a minimum of \$200 and a maximum of \$650. Any food vendors who are not approved caterers must provide proof of required City licensure and liability insurance naming the River’s Edge Convention Center/City of St. Cloud as an additional insured. The renter must provide sufficient staff to remove garbage from

the show floor and place it in appropriate containers.

**Kitchen Fees.** In all cases the River's Edge Convention Center reserves the right to assess an additional cleaning surcharge if the kitchen is not suitably cleaned after the event.

## **FOOD AND BEVERAGE SERVICES, CATERING AND CONCESSIONS**

All food and beverage services (including alcohol), catering, concessions, and other merchandise sales are operated and/or controlled by the River's Edge Convention Center exclusively. Any dispensing and/or sale of food or beverage in the Convention Center are prohibited except by licensed caterers acting with the expressed permission of the Convention Center. This includes free samples, promotional giveaways, hospitality rooms, etc. For more information, contact Building Management.

## **FORKLIFTS**

Electrical and/or propane forklifts are permitted in the exhibit halls and dock areas only. Forklifts are not permitted on the second floor of the facility nor are they allowed on any carpeted area.

All equipment owned by the River's Edge Convention Center will be operated by authorized River's Edge Operations staff only.

## **FREIGHT/DRAYAGE**

### **EXHIBITORS**

For events utilizing a decorator, exhibitor freight must be consigned to said decorator or delivered directly to the exhibitor during exhibitor move-in hours. For events without a decorator, River's Edge will accept exhibitor freight under certain conditions. River's Edge reserves the right to refuse freight/drayage shipments. Please contact Building Management for further information.

### **SHOW MANAGEMENT**

Lessees can make special arrangements to ship registration materials to River's Edge no more than three days prior to their event through Building Management.

### **ADDITIONAL INFORMATION**

- Any shipments sent to River's Edge must include this information:

River's Edge Convention Center  
10 4<sup>th</sup> Avenue South  
St. Cloud, MN 56301  
Receiving Door Number 10  
Name of the Recipient/Lessee  
Name of the Event  
Booth Name/Number

- All deliveries that are accepted by River's Edge will be delivered by River's Edge Operation staff or released to the Lessee.
- The City of St. Cloud (or its officials, agents or employees) will not be held liable for any loss, damage or injury to property of any kind that is shipped or otherwise delivered to River's Edge, even if the River's Edge is providing freight handling.

- You must arrange all outgoing shipping arrangements with the carrier of your choice in advance for the exhibit materials to be picked up as soon as possible at the close of the event. All return address labels and/or bill of lading must be affixed to the exhibit materials. The Carrier should be notified that exhibit materials can be picked up at Receiving Door Number 10 (located on the north side of the River's Edge Convention Center facility), unless otherwise instructed.

The River's Edge Convention Center does not provide storage. Under no circumstances will C.O.D. deliveries be accepted by River's Edge. All equipment and freight brought into the facility will be delivered to and removed from the loading dock area or alternate delivery area designated by the River's Edge Convention Center Building Management.

## **GRATUITIES**

The St. Cloud River's Edge Convention Center policy strictly prohibits any employee from accepting any gifts, gratuities, loans, favors or any other items of monetary value from parties doing business with the River's Edge Convention Center. All Lessees and exhibitors shall be aware of this policy and refrain from any such activities.

## **HOURS OF OPERATION**

All times listed are in Central Time:

- River's Edge ground floor exterior doors open each day at 6:30 a.m. and close based on event activity.
- River's Edge skyway is open to the general public from 6 a.m. to midnight each day. If the skyway needs to remain open after midnight for an event, please contact Building Management to make arrangements. Additional fees may apply.
- Administrative office hours are Monday through Friday 8 a.m. to 4:30 p.m. The Administrative Office is closed on all major holidays.

## **INSURANCE REQUIREMENTS FOR EVENTS**

Large or complex public events require a Certificate of Insurance by River's Edge no later than 14 days prior to the day of the event. The Certificate of Insurance must include the following:

\$1,000,000 – General Liability  
 \$1,000,000 – Personal Injury  
 \$2,000,000 - Combined

The certificate must name the "City of St. Cloud" as an additional insured in the "Description of Operations/Locations/Vehicles".

The certificate must also name the "City of St. Cloud" as the Certificate Holder using the address of 400 2<sup>nd</sup> Street South, St. Cloud, MN 56301.

Small or mid-sized groups that have difficulty meeting the requirements can work with the TULIP program through the League of Minnesota Cities.



## **INTERNET**

Internet service is available in all exhibit halls and meeting rooms at the River's Edge Convention Center for an additional fee. To order internet service, contact Building Management at least two weeks in advance of the event.

Any outside internet service must be reviewed and approved by River's Edge Convention Center Building Management two weeks prior to the event.

## **KEYS**

Building Management will issue inside door keys to Lessee or other outside vendors on an event basis. In the event that any keys are lost, a fee will be charged. All keys must be returned on the last day of the event to either the Administration Office or to Operations staff.

## **LICENSE AND PERMIT REQUIREMENTS**

Lessee is responsible for obtaining and paying for all necessary permits and licenses and shall comply with all laws, ordinances, rules or requirements.

### **CATERING LICENSE**

See section on "Caterers" for licensing information.

### **DECORATING LICENSE**

See section on "Decorators" for licensing information.

### **NOISE PERMIT**

Any amplified sound on the Mississippi River front or River's Edge exterior requires a noise ordinance exemption application to be on file with the City of St. Cloud. Application must be made at least 30 days in advance of event. For further information and to obtain a noise ordinance exemption application, please contact the St. Cloud Police Department at 320-345-4444.

### **PRIZE DRAWINGS OR RAFFLES**

Events conducting prize drawings or raffles must have applicable State and City licenses. For further information and application forms, please first contact the Minnesota Gambling Control Board at [www.gcb.state.mn.us](http://www.gcb.state.mn.us) or call 651-539-1900. Contact information for the City Clerk for the City of St. Cloud is 320-255-7210.

## **LIGHTING**

Energy conservation is of prime concern to River's Edge Convention Center and minimal levels of lighting will be maintained during move-in, move-out periods. House lighting will be provided during event open times (the period when delegates and invited guests use the facility). "Full" house lighting is maintained from one hour prior to an event until close of the event.

Special lighting levels can be preset in the exhibit halls. Contact Building Management to assist you with getting the proper lighting levels organized for your event.

## **LOADING DOCK ACCESS**

River's Edge Convention Center allows individual exhibitors the right to handle their own freight, if they desire to do so. Employees of any exhibiting company shall be allowed to unload, install and dismantle the exhibits of the exhibiting company under direct supervision of River's Edge Operation staff. Certain times and restrictions may apply based on facility needs.

River's Edge Convention Center does not relinquish control of the loading dock during any event.

## **LOBBIES AND COMMON SPACES**

River's Edge Convention Center is a multi-purpose facility and often hosts several events at one time. Therefore, all lobbies, hallways and entrance areas are considered shared common space and are under the exclusive control of River's Edge. River's Edge management retains the right to require security in shared common space when multiple events necessitate pedestrian traffic management at the Lessee's expense.

An event may not disrupt any other event within the River's Edge Convention Center. River's Edge must approve activities planned in shared common space, including, but not limited to, bands and/or performing groups. River's Edge Convention Center retains the right to restrict equipment and/or group activity within the shared common space.

Power outlets are provided for guest use throughout the lobbies and common spaces for show-related features, registrations, décor or exhibits that require power.

Registration space shall be made available to the Lessee at no additional cost on an 'as available' basis and in consideration of other events occurring at the same time.

## **LOST AND FOUND**

Every effort shall be made to see that property found and/or turned in after an event, performance, or exhibition shall be handled in such a way as to provide the best possible opportunity for return to its rightful owner. Lost and Found items are held in the River's Edge Administration Office. Please contact the office at 320-255-7272. If after hours, please leave a message.

## **MEDIA/PRESS**

When covering an event or convention at River's Edge, please follow these guidelines:

### **PUBLIC SPACES**

Members of the media are welcome in River's Edge Convention Center during normal business hours. Please contact River's Edge Convention Center in advance of your arrival to coordinate access, parking and permission.

### **PRIVATE EVENTS**

Members of the media seeking access to private events must secure permission from the event Lessee.

### **PUBLIC EVENTS**

Public events may also require permission from Building Management, at the event's discretion. Please contact the event manager or River's Edge Convention Center to locate a contact person.

## **SATELLITE/MEDIA TRUCK PARKING**

Parking for satellite/media trucks is available on a limited basis. Please pre-arrange these needs with River's Edge at least two days in advance of the event.

## **MOBILITY ASSISTANCE**

If you have mobility concerns while visiting the River's Edge Convention Center, help is available through MN Mobility in the form of:

- Access ramps
- Mobility scooters
- Power wheelchairs
- Other assisting devices

For more information including costs, please call MN Mobility at 320-259-1451 or visit [www.mnmobility.com](http://www.mnmobility.com).

## **MOTHER'S ROOM (NURSING ROOM)**

A Mother's Room is available to nursing mothers during all hours of an event. The room is located on the 2<sup>nd</sup> floor of River's Edge (near the west end of the facility). The room offers privacy (locked door) along with a comfortable chair, electrical outlet, and a sink with hand soap and paper towels. Since the room is private, a key must be picked up in the Administration Office. River's Edge staff are also available to assist guests.

## **MOVEABLE WALLS**

The moveable walls in the River's Edge Convention Center meeting rooms shall be put into place and removed by River's Edge Convention Center Operations staff only. No signs, banners, posters or tape may be attached to the moveable walls.

## **NOVELTY SALES**

A novelty is defined as any event-related item that is sold at a River's Edge public event, or any event-related item that is sold to the public in a public area of the River's Edge Convention Center in conjunction with a private event. This includes entertainer merchandise such as recordings, clothing, and memorabilia. A novelty is not considered to be a general merchandise item that is sold from a booth that has no specific event logo or association. The payment of all appropriate city, county, state and federal taxes shall be the responsibility of the seller.

## **OUTSIDE CONTRACTORS**

Service contractors are responsible for the conduct of their employees. Employees under their supervision who do not comply with facility rules will be subject to dismissal from the facility and may be restricted from the premises as deemed appropriate by the River's Edge Building Management.

## **PARKING**

### **EVENT PARKING**

Parking for River's Edge Convention Center is available in the parking ramp located underneath the building (River's Edge East Parking Ramp). There are also metered parking stalls in the Mississippi Parking Lot located south of the facility. Parking is available in the Grand Central Parking Ramp located at 400 St. Germain Street West, as well as at the River's Edge West parking Ramp located at 25 5<sup>th</sup> Avenue North. Maps showing surrounding parking are available on the River's Edge website at [www.stcloudriversedgeconventioncenter.com](http://www.stcloudriversedgeconventioncenter.com) or through the

Administration Office.

There is a fee for parking in any of the parking ramps as well as in the Mississippi Lot or in any on-street parking stall. For more information on parking in downtown St. Cloud, please refer to [www.stcloudparking.com](http://www.stcloudparking.com) website. Cash, VISA, MasterCard, and Discover credit cards are acceptable forms of payment.

#### **RAMP BUY OUT**

Event parking for guests at the River's Edge East Ramp can be handled by ramp buy out. Contact Building Management for more information.

#### **SHUTTLE BUSES, TRACTOR TRAILER UNITS OR LARGE SERVICE VEHICLES**

If shuttle buses, tractor trailer units or large service vehicles will be utilized for your event, please contact Building Management for further information.

#### **VALET PARKING**

Valet parking is another option for guest parking at the River's Edge. Again, please contact Building Management for more information.

#### **PHONE CHARGING STATION**

River's Edge has a phone charging station in-house for your use. There is a service fee. The charging station is located on the 1<sup>st</sup> floor of the facility near Terry Haws Center C.

#### **PICNIC TABLES**

Picnic tables are available on the plaza area located in the front of the facility. Picnic tables are available during the summer months (May through October) for our guests to use.

#### **PLAZAS**

River's Edge Convention Center controls and leases two plazas - the plaza under the west parking ramp (River's Edge West Parking Ramp) and the plaza adjacent to the Beaver Island Trail (located behind River's Edge along the Mississippi River). Use of these areas are subject to all River's Edge Convention Center policies and procedures, and any use of the plazas must be approved by River's Edge Convention Center and requires insurance.

#### **PRODUCTION PERSONNEL**

**See Also: BANNERS AND SIGNAGE; FIRE AND SAFETY REGULATIONS**

#### **RIGGING**

All rigging requires approval in advance by River's Edge Convention Center. Qualified riggers shall complete any technical, decorative and/or theatrical rigging. Any item to be hung in any area of River's Edge weighing more than 50 pounds shall be installed by qualified rigging personnel. Additional insurance is required along with a layout with rigging points and weights.

#### **RENTAL AGREEMENT**

All requests for rental of space at the River's Edge Convention Center must be made through the Administration Office. A two-week tentative hold for a date will be held pending confirmation. Once confirmation is received by the Administration Office, a rental agreement outlining the required deposit, insurance and other pertinent requirements will be prepared and emailed to the Lessee. The rental agreement must be fully executed by the

Lessee and returned to River's Edge within 30 days to secure the date and space. Lessee will have use of the space from 6:00 a.m. to midnight. Prior approval from River's Edge Convention Center must be obtained when the event requires these hours be extended and an additional hourly rate will apply. A down payment of 25 percent is required at the time of execution of the rental agreement. All payments shall be made in cash, check or credit card (MasterCard, VISA or Discover).

Rental agreements for social events will not be issued more than one year in advance of the event date.

## **RESIDUAL MATTERS**

All matters, rules, regulations or deviations therefrom, not expressly provided for herein, shall be decided upon by the River's Edge Convention Center Building Management.

## **RESTROOMS**

There are numerous restrooms available throughout River's Edge on the 1<sup>st</sup> and 2<sup>nd</sup> floors. All are ADA accessible. A family restroom is available on the 1<sup>st</sup> floor near Terry Haws Center A.

## **ROOM CAPACITY OR OCCUPANCY LIMITS**

Room capacity or occupancy will not be permitted inside any facility in excess of the established capacity. Contact Building Management for specific room occupancy limits.

## **ROOM REFRESHES AND TURNS**

One mid-day room refresh is provided for each meeting room in use. A minimum of 30 minutes is required to complete a room refresh. The refresh includes straightening of tables and chairs, trash disposal and replacement of water. If an event requires refreshes beyond the mid-day refresh, appropriate labor charges will apply in relation to the scope of the work to be done.

### **ROOM TURNS FOR FOOD FUNCTIONS:**

A total room turn during the day will be at a pre-rate charge based on the following requirements:

- River's Edge Convention Center is given a minimum of two hours to complete the turn in meeting rooms and six hours to complete turns in the exhibit halls.
- The banquet set is not a specialty set, i.e. angled spacing, combinations of table varieties, etc.
- Specialty set, changes and/or adjustments from one food function to the next will be billed at prevailing rates. Simple changes in guarantees from one food function to the next will not be billed.
- Changes from food functions to non-food function meeting sets will be billed at prevailing rates.

## **SALES TAX**

### **TAX EXEMPT ORGANIZATIONS**

Organizations claiming a state sales tax exemption must provide River's Edge Convention Center with a copy of a valid and current "Certificate of Exemption" (ST3). The ST3 and the "Application for Nonprofit Exempt Status – Sales Tax (ST16)" can be obtained from the Minnesota Department of Revenue. A federal income tax exemption is not the same as a state sales tax exemption.

## **RIVER'S EDGE**

Rates listed on separate schedules are the current price plus sales tax, if applicable. The current sales tax rate in St. Cloud is 7.625 percent (and 8.625 percent when adding 1 percent for food and beverage tax).

## **SECURITY AND SAFETY PERSONNEL**

River's Edge reserves the right to require professional event security or police presence at the sole expense of the Lessee. River's Edge shall have final approval for all security arrangements for all events conducted within the facility.

### **ARMED SECURITY**

River's Edge Convention Center requires prior notification of "armed" security in the facility. The only "armed" security allowed in the facility shall include:

- Any licensed law enforcement officer;
- Any licensed security company making cash pickups or deposits, i.e. Brinks, Pinkerton, etc.

### **MEDICAL SERVICES PERSONNEL**

River's Edge Convention Center maintains the right to require emergency medical technicians (EMT) for any size or type of event.

## **SKYWAYS**

### **See Also: HOURS OF OPERATION**

The skyways that are directly connected to River's Edge Convention Center are open to the public from 6:00 a.m. to midnight every day of the week. If the skyway needs to remain open after midnight for an event, please contact Building Management to make arrangements. Additional fees may apply.

## **SMOKE AND TOBACCO-FREE ENVIRONMENT POLICY**

In accordance with state law and city ordinances, River's Edge Convention Center is a City-owned facility that is tobacco-free. Our goal is to provide employees and guests a tobacco-free environment. This policy applies to all tobacco products and shall include electronic (i.e. e-cigarette) devices. In addition, state law prohibits the sale or distribution of tobacco products to the public at no cost or nominal cost. Smoking is only permitted outside the facility in designated areas where ash receptacles are provided. If ash receptacles are not available, the area is a non-smoking area.

### **E-CIGARETTES**

Under the Minnesota Clean Indoor Air Act, e-cigarette use is subject to the same prohibitions and restrictions as smoking in facilities owned or operated by the State of Minnesota, as well as Minnesota cities, counties and townships.

## **SUBLETTING**

Subletting of rental space to any other person, firm or organization for any purpose including, but not limited to, hospitality rooms, demonstrations and/or sales meetings is not allowed. Any other firm or organization that wishes to have an event in conjunction with another contracted event is required to make independent arrangements for space with River's Edge Convention Center. Rental space may be used only for purposes directly related to Lessee's meeting, convention and/or trade show.

## **TELEPHONE SERVICE**

Telephone service is available in all exhibit halls and meeting rooms at the River's Edge Convention Center for an additional fee. To order telephone service, contact Building Management at least two weeks in advance of the event.

Any outside telephone service must be reviewed and approved by River's Edge Convention Center Building Management at least two weeks prior to the event.

## **TICKETS AND TICKET SERVICE**

**See Also: USHERS/TICKET TAKERS (UNDER SECURITY & SAFETY PERSONNEL)**

River's Edge reserves the right to require the use of a designated ticketing service, at the sole discretion of the River's Edge Building Management. River's Edge retains the right to require Lessee to use a reputable ticketing service and furnish proof that ticket purchasers are protected from default. River's Edge reserves the right to make determinations of ticket refunds for cause, in keeping with River's Edge policy, in order to retain public trust. This shall include but not be limited to seats blocked by equipment when exchange for comparable location is not possible, failure of projection equipment, and failure of an act to perform or to go on stage within reasonable time of scheduled performances as advertised by Lessee.

## **TRADEMARKS AND PATENTS**

Lessee is responsible for all costs arising from the use of patented or trademarked materials, equipment, devices, processes or dramatic rights used in the conduct of Lessee's events.

## **UNMANNED AERIAL VEHICLE (UAV)**

The use of a UAV or "drone" device is subject to the following rules and conditions:

- Prior approval must be given by River's Edge Building Management and Lessee prior to usage. Requests by the UAV operator(s) must include:
  - Location intended to fly the UAV or "drone"
  - UAV or "drone" use schedule
  - Make and model of UAV or "drone"
  - Insurance as required
- UAV operation is limited to rented spaces; use within public corridors and lobbies is prohibited. The River's Edge Convention Center plazas are considered rentable space and, in addition to requiring River's Edge approval, may be subject to FAA regulations.
- River's Edge Convention Center reserves the right to limit UAV usage based on location, height, duration, etc.
- UAV operation may require additional security at Lessee's expense.

## **VEHICLES**

**See Also: FIRE AND SAFETY REGULATIONS; FLOOR PROTECTION POLICIES; FORKLIFTS**

Vehicles are not permitted in the exhibit halls for loading or unloading. Any vehicle that remains in the exhibit hall as part of a display or exhibit must conform to the following regulations.

- Prior approval by Building Management.
- Vehicle displays are subject to weight limits.
- Vehicle batteries must be disconnected while vehicle is on display.
- Fuel in gas tanks shall not exceed one-quarter tank or five gallons, whichever is less.
- Gas caps shall be taped or locked.
- No propane tanks are allowed.
- Drip pans shall be placed under the vehicle's drive train.
- Protective covering under tires on any type of flooring.
- Keys must be available to show management during the entire event.

Gasoline or diesel-operated vehicles shall not be operated in the exhibit area during event hours without prior approval of River's Edge.

Motorized vehicles, forklifts, and gas or electric carts or equipment may not be operated on any carpeted area in the facility. Two-wheeled bicycles, rollerblades, skateboards and scooters are not permitted in River's Edge. Mobility scooters are permitted.

Lessee is required to ensure that all vehicles and equipment operated in the facility by his or her service contractors do not drip oil or any other solutions. Any vehicle or equipment that drips oil or solutions shall be removed immediately from River's Edge. The person responsible for the vehicle or equipment will be charged with the cost of cleanup at prevailing rates.

## **VENDING MACHINES**

Food and drink vending machines are located on the 1<sup>st</sup> floor of River's Edge near Terry Haws Center B and near Concessions East.

## **VISITOR INFORMATION**

Displays for *Greater St. Cloud* (the official visitors guide) are available throughout the facility. The magazine contains a wealth of information regarding accommodations, dining, shopping, recreational activities, and more to help you plan your next visit to River's Edge and the City of St. Cloud. Help yourself, these magazines are free!

## **WATER**

River's Edge shall furnish water by means of the appliances installed for ordinary toilet, custodial, or drinking fountain purposes only. Water closets and water apparatus will not be used for any purpose other than for which they are constructed. Any damage resulting to fixtures because of misuse shall be paid by Lessee.

## **WEAPONS**

Per state laws and statutes, the Lessee is allowed to prohibit fire arms within their rented occupied space(s). The Lessee may prominently post a conspicuous sign at every entrance to their occupied space(s) containing the



following language: "(LESSEE BUSINESS NAME) BANS GUNS IN THESE PREMISES." Building Management can assist with the interpretation and compliance of these state laws and statutes.

## **APPENDIX A**

### **EMERGENCY AND DISASTER PROCEDURES**

It is the policy of the River's Edge Convention Center (Convention Center) that its staff, its customers, patrons, and visiting public be protected in case of emergency or natural disaster. Emergency and/or natural disaster preparedness plans are in place and rehearsed to guarantee to every extent possible that the health and wellbeing of all individuals will be protected.

Because it would be impossible to predict and/or categorize each and every emergency situation or natural disaster for which hard and fast guidelines could be drawn, the Convention Center staff shall be trained and rehearse situation emergencies using as basic guidelines the information listed below. An individual's training and judgment will remain the primary link to a safe and efficient response.

The Building Manager of the Convention Center shall have the primary responsibility for activating emergency plans and preparedness training. In addition, a chain of command shall be established in case the Building Manager is absent from the facility.

### **PROCEDURE FOR FIRE**

- a. In case of fire, the fire alarm sounds automatically notifying the security company and the St. Cloud Fire Department.
- b. River's Edge is a fully sprinkled building.
- c. Upon hearing the alarm, Operations staff shall first check the fire panel located in Room TR-1 on the first floor of the building for the location of the alarm.
- d. Once the location of alarm has been determined, Operations staff shall check the location.
- e. If the alarm is false, Operations staff shall silence the fire panel and then contact the security company who in turn will contact the SCFD. Phone number for security company is posted on the wall near the fire panel.
- f. If the alarm is genuine, Operations staff will immediately evacuate people in the building and tell them to walk at least one block away from the Convention Center.
- g. Operations staff will advise people to use the stairs and not the elevators.
- h. Operations staff will utilize radios to communicate with each other
- i. Notify Building Manager of issue.
- j. SCFD will notify the utility companies.
- k. Elevators may continue to operate depending on location and amount of smoke. SCFD upon arrival will manage elevator system.
- l. Lockbox for Fire Department located on outside of building near water hookup and contains current set of keys for building and elevators.

### **PROCEDURE FOR TORNADOES, SEVERE WEATHER, LIGHTNING AND/OR HAIL AND SNOW EMERGENCY**

#### **SIREN ACTIVATION INFORMATION**

Stearns County Emergency Management will sound sirens in the impacted communities based on the following criteria:

- If at any time the National Weather Service has issued a tornado warning; or
- Severe weather warning with storm containing confirmed golf ball size hail or greater or measured 70 mph winds or greater; or
- A public service official reports a funnel cloud or tornado; or
- If a tornado or funnel cloud has been spotted within 10 miles of the municipality and is moving in that direction.

## **TORNADOES**

- a. Sirens sound for three minutes.
- b. Operations staff shall direct customers, patrons and members of the public to the Lower Level of the River's Edge East Parking Ramp (ramp located beneath the Convention Center).
- c. Operations staff shall direct customers to take stairways to the Lower Level (LL) of parking ramp and stand against the **west** wall of the parking ramp (wall farthest away from river).
- d. If evacuation to the parking ramp is not possible, a restroom on the first floor is considered the best alternative location.
- e. Operations staff shall not allow customers to evacuate to Terry Haws Center A/B/C, Glenn Carlson or any hallways or lobby or mezzanine areas or to stand nears the windows, doors or outside walls.
- f. Operations staff shall check rooms systematically while evacuating the building.
- g. After evacuating the building, Operations staff will go to the Lower Level of the parking ramp.
- h. Notify Building Manager.
- i. Monitor weather using City issued cell phone.

## **SEVERE WEATHER, LIGHTNING AND/OR HAIL**

- a. Sirens sound for three minutes.
- b. Operations staff shall take necessary steps to protect and notify customers, patrons, and members of the public from dangers of severe weather, lightning and/or hail.
- c. Notify Building Manager.
- d. Monitor weather using City issued cell phone.

## **SNOW EMERGENCY PROCEDURES**

- a. Monitor weather using City issued cell phone.
- b. Operations staff shall necessary action to protect patrons, staff and visitors from inclement weather elements.
- c. Operations staff shall maintain and clear parking lot entrances and exits with snowplow.

## **PROCEDURE FOR UTILITY EMERGENCY**

### **NATURAL GAS LEAK**

It is important to recognize potentially dangerous natural gas leaks, so use your senses:

Smell: Natural gas has no odor in its natural state, so a harmless odorant is added which people describe to be similar to rotten eggs or sulfur.

Hear: A natural gas leak may produce a noise that ranges from next to nothing to a slight hissing or blowing sound to a loud roar.

See: A leak can also cause dust, dirt or debris to fly, or create blowing or continuous bubbling movement in water. It can also cause a spot of dead or discolored vegetation in an otherwise green area.

- a. If Operations staff suspect a gas leak, get everyone out of the Convention Center as soon as possible.
- b. Move customers, patrons and general public at least one block away from the Convention Center.
- c. Call 9-1-1
- d. Contact Xcel Energy at 800-895-2999
- e. Notify Building Manager

Because an electric spark can ignite an explosion, remember the following:

- Avoid using electric appliances including telephones of any type
- Do not turn electrical switches on or off
- Do not start or shut off motor vehicles or any other mechanical equipment.
- Avoid open flames or other ignition sources; do not strike a match
- Stay away until Xcel Energy or emergency responders have told you it is safe to return.

## **POWER OUTAGE**

- a. In the case of a power outage, the emergency lighting for the Convention Center will automatically turn on.  
Lights will remain on for 90 minutes.
- b. Operations staff shall try and determine the cause of the power outage.
- c. If there are people in the building, Operations staff will make contact with them and advise them of the current situation and keep them up to date.

## **BOMB THREAT PROCEDURE**

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly but remain calm and obtain information.

If threat is received by phone:

- Remain calm. Keep the caller on the line for as long as possible. Do Not Hang Up, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- If possible, write a note to a co-worker to call 9-1-1 or as soon as the caller hangs up, immediately notify them yourself.
- If your phone has a display, copy the number and/or letters on the window display.
- Write down as much detail as you can remember. Try to get exact words.
- Immediately upon termination of the call, DO NOT HANG UP, but from a different phone, contact 9-1-1 with information and await instructions such as evacuating the building.
- Notify Building Manager.

If threat is received by handwritten note:

- Call 9-1-1.
- Handle the note as minimally as possible.
- Evacuate the building.
- Notify Building Manager.

If threat is received by email:

- Call 9-1-1.
- Do not delete the message.
- Evacuate the building.
- Notify Building Manager.

DO NOT use two-way radios or cell phones. Radio signals have the potential to detonate a bomb.

DO NOT touch or move a suspicious package.

## **ACTIVE THREAT SITUATION RESPONSE PLAN**

### **PURPOSE:**

To provide assistance to all people who are confronted by an active threat situation within the River's Edge Convention Center (Convention Center). An active threat situation is so unique and can unfold rapidly that it requires a response that is tailored to the specific situation.

### **POLICY:**

The activation of this plan will alert staff to take appropriate action steps in order to provide for the safety of all people at the River's Edge Convention Center.

### **DEFINITIONS:**

Active Threat Situation is an individual displaying a weapon, having made threats, and shown intent to cause harm or act out in violence.

Weapon is any firearm, knife or instrument that can cause bodily harm, injury or death.

Containment is a security and safety measure which controls and limits entrance into the Convention Center. The purpose of containment procedures is to ensure the safety of persons inside the Convention Center when a threat to public safety has been identified in the immediate area surrounding the Convention Center. When containment procedures have been activated, all exterior doors to the Convention Center will be locked. All people inside the Convention Center will be instructed to stay inside the building until notified that it is safe to leave. Examples of when containment procedures would be utilized may include situations occurring in the immediate area surrounding the Convention Center that pose a risk to public safety such as a police chase, a report of a shooting with suspect at large, or a large fight or disturbance. Containment procedures may also be activated during a bomb threat inside the building in order to limit the number of people entering the Convention Center.

Lockdown is a security and safety measure taken during an active threat situation to prevent people from leaving or entering the building. Lockdown would be used in a situation where a person inside the building is actively engaging in killing or attempting to kill people.

**CONTAINMENT - INITIAL RESPONSE PROCEDURE**

- A. Receipt of Information
    - 1. An active threat situation may be identified by employees, customers and/or visitors as an actual or perceived threat. St. Cloud Police Department may advise the Convention Center to go into containment.
  
  - B. Activation and Initial Notification
    - 1. Any employee who encounters or suspects an active threat situation should:
      - a. Call 9-1-1 or delegate someone to call 9-1-1 and attempt to provide the following information:
        - 1) The name of the person reporting the active shooter situation
        - 2) Number and description of assailant(s)
        - 3) Current location or last known location
        - 4) Type of weapon
        - 5) Door closest to location of assailant(s)
- 
- C. Response of On Duty Manager or Operations Staff
  - 1. Announce (3 times) the following message through two-way radio transmission.
  - 2. Notify all employees.

**Two-Way Radio Transmission**

Security Alert, Activate Containment Procedures.
- 
- D. Response of On Duty Manager or Operations Staff
  - 1. Establish Unified Command with St. Cloud Police Department.
  - 2. All entrances will be locked.
  - 3. Signs will be posted on all entrances informing the public of the situation (see Exhibit C).
- 
- E. Response of All Employees
  - 1. Movement throughout the building is business as usual.
  - 2. Employees assigned to lobby areas should post signs informing the public of the situation and directing them that the Convention Center is in containment mode.

**LOCKDOWN - INITIAL RESPONSE PROCEDURE**

- A. Receipt of Information
  - 1. An active threat situation may be identified by employees, customers and/or visitors as an actual or perceived threat.
  
- B. Activation and Initial Notification
  - 1. Any employee who encounters or suspects an active threat situation should:
    - a. Call 9-1-1 or delegate someone to call 9-1-1 and attempt to provide the following information:
      - 1) The name of the person reporting the active threat situation
      - 2) Number and description of assailant(s)

- 3) Current location or last known location
- 4) Type of weapon
- 5) Door closest to location of assailant(s)

C. Response of On Duty Manager or Operations Staff

1. Announce the following message continuously through two-way radio transmission.
2. Notify all employees.
3. Lock all exterior doors.

**Lockdown Announcement, Two-Way Radio Transmission**

“Security Alert. Activate Lockdown Procedures”

D. Response of On Duty Manager or Operations Staff

1. Establish Unified Command with St. Cloud Police Department.
2. The on-duty Manager or Operations staff will interface with St. Cloud Police Department and assist with coordinating response actions such as providing floor plans and master keys.
3. Assist the St. Cloud Police Department with establishing a command post.
4. Assist the St. Cloud Police Department by providing logistical and resource support.

E. Response of On Duty Manager and Operations Staff

1. **Lockdown**

- a. Close office, exhibit hall and meeting room doors and consider placing customers in same.
- b. Conduct a sweep of the hallway, sequester customers and visitors and lead them to a lockable/secure room (public bathrooms, offices).
- c. Shout out warning to others.
- d. Grab mobile phones if possible.
- e. Silence personal cell phones.
- f. Call 9-1-1 only if you witness the active threat situation or have another emergency.
- g. Do not make any unnecessary phone calls.
- h. Go to a lockable room and secure the door.
- i. Close blinds.
- j. Dim lights.
- k. If in an area that is normally locked, ensure no occupants exit the area permitting unwanted entrance to the locked area.
- l. Stay in the locked room until an “all clear” is announced or until the door is unlocked with a key.

**Options when lockable rooms are not available:**

- a. Find a place of concealment and consider quick actions to block doors with furniture or other items

**If unable to protect oneself with lockdown procedures: Follow Steps 2 & 3 below:**

2. **Take action** – As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the intruder(s) by:

- a. Acting as aggressively as possible against him/her.

- b. Throwing items and improvising weapons.
  - c. Yelling.
  - d. Committing to your actions.
3. **Evacuate** – If there is an accessible escape path towards law enforcement, leave the building.
  4. If and when law enforcement is encountered:
    - a. Stay calm and follow officers’ instructions.
    - b. Ensure your ID is prominently displayed.
    - c. Put down any items in your hands.
    - d. Immediately raise hands and spread fingers.
    - e. Avoid making quick movements towards officers such as holding onto them for safety.
    - f. Avoid pointing, screaming and/or yelling.
    - g. Do not stop to ask officers for help or directions when evacuating, just proceed in the direction from which officers are entering the Convention Center.

**ALL CLEAR PROCEDURE**

The St. Cloud Police Department will determine when an active threat situation is cleared to be safe. When directed by SCPD, the following steps will be taken by the on-duty Manager or Operations Staff of the Convention Center:

1. Announce (3 times) the following message over two-way radio transmission:

**“Containment/Lockdown All Clear”**

2. St. Cloud Police officers will sweep the Convention Center, unlocking doors.
3. When the “all clear” is provided, open locked doors in your area of responsibility, search for hiding persons and account for all people.
4. Resume normal operations.

**RECOVERY**

- A. The recovery process will be directed by the on-duty Manager or Operations staff.
- B. A debriefing will be scheduled.

**AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

Sudden cardiac arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart’s electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart’s normal function of pumping blood, resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short time of the onset of VF.

An Automated External Defibrillator (AED) is used to treat victims who experience sudden cardiac arrest. It is only to be applied to victims who are unconscious and not breathing normally. The AED will analyze the heart rhythm and advise the operator if a shockable heart rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.



**In the case of SCA:**

- a. Call 9-1-1
- b. Start chest compressions
- c. If an AED is immediately available, grab it or send someone to retrieve it and bring to you. Apply the AED electrode pads to the person's bare chest as shown on the diagrams on the pads.
- d. Follow the voice and/or visual prompts. If a person is in a heart rhythm that needs to be shocked, the AED will automatically shock the heart. This electrical therapy can restore a normal heart rhythm if it is used quickly enough. Do not be concerned about harming the victim. AEDs are safe and effective and can only help. AEDs will not shock someone who does not need to be shocked.
- e. Post event review with Building Manager.

**POST EVENT REVIEW/DOCUMENTATION**

Following each use of an AED, a review shall be conducted to learn from the experience. All key participants in the event shall participate in the review. Replace used pads to place the unit in a "ready" mode.

The Building Manager will be responsible for the maintenance, training and post-event documentation for all AEDs located in the Convention Center.

A monthly safety inspection shall be conducted on all AEDs in the Convention Center. Currently there are two AEDs located in the Convention Center on the first floor. See monthly checklist Exhibit

**OTHER MEDICAL EMERGENCIES**

Other medical emergencies shall be handled as the situation deems necessary. A first aid kit is available on the first and second floors of the Convention Center.

- a. Notify event coordinator (typically found at registration desk) for association or group hosting event.
- b. Notify the Building Manager.
- c. Complete Incident Report.

## APPENDIX B

### ROOM SPECIFICATIONS

<b>Terry Haws Center A</b>	
DIMENSIONS	117' x 142'
SQUARE FOOTAGE	16,000 square feet
CEILING HEIGHT	24'
FLOOR LOAD LIMIT	No limit
LIGHTING	Ceiling
CURTAIN	Curtain used to resize room
SHOW MANAGEMENT OFFICE	Show Office A
DOCK AREA ELECTRIC	Yes
LOADING DOCK HEIGHT	14'
TRUCK BAY	Door 11
DRIVE IN DOORS TO DOCK AREA/HALL	14' x 14' - on grade
FREIGHT DOORS TO DOCK	Door 9
FREIGHT ELEVATORS	Yes
EXHIBIT HALL DOORS	
UTILITIES	Heat, AC, Electric, Wi Fi, Telephone, Natural Gas
GREEN ROOM	Second floor access
STAGE	Portable (6' x 8' sections)
RIGGING POINTS/BEAMS	Beams 5' apart; 1600 pounds per beam
SOUND SYSTEM	Yes
TRUCK WASH	Yes
POWER DROPS	16 separate outlets (20 amp, 110 volt) per ceiling grid
RAISED SEATING (PERMANENT)	875 seats
THEATER SEATING	1,800
CLASS ROOM SEATING	800
BANQUET ROUND SEATING	1,000
BOOTH/EXHIBIT (8' X 10')	108

# APPENDIX C

## ROOM SPECIFICATIONS

<b>Terry Haws Center B</b>	
DIMENSIONS	110' X 142'
SQUARE FOOTAGE	15,620 square feet
CEILING HEIGHT	24'
FLOOR LOAD LIMIT	No limit
LIGHTING	Ceiling
CURTAIN	Curtain used to resize room
SHOW MANAGEMENT OFFICE	Show Office B
DOCK AREA ELECTRIC	Yes
LOADING DOCK HEIGHT	14'
TRUCK BAY	Door 12
DRIVE IN DOORS TO DOCK AREA/HALL	14' x 14' - on grade
FREIGHT DOORS TO DOCK	Door 9
FREIGHT ELEVATORS	Yes
EXHIBIT HALL DOORS	
UTILITIES	Heat, AC, Electric, Wi Fi, Telephone, Water, Natural Gas
GREEN ROOM	Second floor access
STAGE	Portable (6' x 8' sections)
RIGGING POINTS/BEAMS	Beams 5' apart; 1600 pounds per beam
SOUND SYSTEM	Yes
TRUCK WASH	Yes
POWER DROPS	16 separate outlets (20 amp, 110 volt) per ceiling grid
THEATER SEATING	2,000
CLASS ROOM SEATING	800
BANQUET ROUND SEATING	1,000
BOOTH/EXHIBIT (8' X 10')	115

## APPENDIX D

### ROOM SPECIFICATIONS

<b>Terry Haws Center C</b>	
DIMENSIONS	108' x 166' and 98' x 79'
SQUARE FOOTAGE	26,000 square feet
CEILING HEIGHT	26'
1/2 TERRY HAWS C	125'
1/3 TERRY HAWS C	90' from south wall to east concession doors
CATWALK	Yes
FLOOR LOAD LIMIT	125 pounds per square foot (wheel base x width divided by weight)
LIGHTING	Ceiling
CURTAIN	Curtain used to resize room
SHOW MANAGEMENT OFFICE	Show Office C
DRIVE IN DOORS TO DOCK AREA/HALL	Door 19
HEIGHT OF DRIVE IN DOORS	12' wide x 14' high on grade
FREIGHT ELEVATORS	No
EXHIBIT HALL DOORS	
UTILITIES	Heat, AC, Electric, Wi Fi, Telephone
GREEN ROOM	No
STAGE	Portable (6' x 8' sections)
RIGGING POINTS/BEAMS	Beams 6' apart; 26' 2 1/4" in length; 400 pounds per 40' beam
SOUND SYSTEM	Yes
TRUCK WASH	No
POWER DROPS	16 separate outlets (20 amp, 110 volt) per ceiling grid
THEATER SEATING	3,000
CLASS ROOM SEATING	1,400
BANQUET ROUND SEATING	1,800
BOOTH/EXHIBIT (8' X 10')	160

# APPENDIX E

## ROOM SPECIFICATIONS

<b>Glenn Carlson Hall</b>	
DIMENSIONS	114' x 140'
SQUARE FOOTAGE	16,000 square feet
CEILING HEIGHT	26'
1/2 GLENN CARLSON	82' from west wall & 60' from east wall
CATWALK	No
FLOOR LOAD LIMIT	125 pounds per square foot (wheel base x width divided by weight)
LIGHTING	Ceiling
CURTAIN	Curtain used to resize room
SHOW MANAGEMENT OFFICE	No
DOCK AREA ELECTRIC	Yes
LOADING DOCK HEIGHT	14'
TRUCK BAY	Yes
DRIVE IN DOORS TO DOCK AREA	Yes
FREIGHT DOORS TO DOCK	12' wide x 14' high; on grade access to exhibit hall
FREIGHT ELEVATORS	Yes
EXHIBIT HALL DOORS	
UTILITIES	Heat, AC, Electric, Wi Fi, Telephone
GREEN ROOM	No
STAGE	Portable (6' x 8' sections)
RIGGING POINTS/BEAMS	Beams 6' apart; 26' 2 1/4" in length; 400 pounds per 40' beam
SOUND SYSTEM	Yes
TRUCK WASH	Yes
POWER DROPS	16 separate outlets (20 amp, 110 volt) per ceiling grid
THEATER SEATING	1,800
CLASS ROOM SEATING	700 (1/2 Glenn Carlson - 320)
BANQUET ROUND SEATING	950
BOOTH/EXHIBIT (8' X 10')	102