



## 2025 CONVENTION CENTER APPLICATION

DATE: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

TYPE OF ORGANIZATION: PROFIT  NON-PROFIT

CONTACT PERSON: \_\_\_\_\_

ORGANIZATION ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_

EVENT WEBSITE: \_\_\_\_\_

EVENT DESCRIPTION: \_\_\_\_\_

EVENT START/END TIME: \_\_\_\_\_ SET-UP START TIME: \_\_\_\_\_ CLEAN-UP END TIME: \_\_\_\_\_

Please include my event on the city's website calendar

I want to promote my event on the city's marquee and will complete that form.

### PLEASE CHECK FACILITIES REQUESTED:

Convention Center

Conference Room I

Conference Suite

Conference Room III

Kitchen

### PLEASE CHECK EQUIPMENT REQUESTED:

Sound System

AV Equipment

Tables

Chairs

Type	#
	TBD

Type	#
	TBD

**SPECIAL INSTRUCTIONS:**

DAY	DATE	START TIME	END TIME	FACILITIES	COST
<b>TOTAL</b>					

Fees	Mon - Thurs	Friday	Saturday	Sunday
Convention Center (Non-Profit)	\$600 (\$550)	\$1,500 (\$1,000)	\$1,500 (\$1,000)	\$1,500 (\$1,000)
Conference Suite	\$250	\$250	\$250	\$250
Conference Room 1	\$150	\$150	\$150	\$150
Conference Room 3	\$150	\$150	\$150	\$150
Kitchen	\$175	\$175.00	\$175	\$175
Electric (per event)	\$250	\$250	\$250	\$250
Trash Fee (per event)	\$50	\$50	\$50	\$50
IT/Internet (per day)	\$150	\$150	\$150	\$150

**For internal use only:**

Liability Insurance:  YES  NO

Contract Deposit: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Taken By: \_\_\_\_\_

Security Deposit: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Taken By: \_\_\_\_\_

Balance due: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Taken By: \_\_\_\_\_



## Convention Center Marquee Sign Instructions

Our sign is 270x90 pixels on an 8x3' display board. The sign runs daily from 5AM to 11PM and will display other information besides your own, such as the time and temperature and other upcoming events. Your display card will run in rotation.

The board can display a logo as well as text in many combinations of foreground and background colors. We can also do multiple display cards in sequence for effects such as blinking text or animation.

If your graphics or marketing department can provide us with a 270x90 jpeg image, we can display exactly what you provide.

Web site: \_\_\_\_\_

Display start time and date: \_\_\_\_\_

Display end time and date: \_\_\_\_\_

### **Text only displays:**

Foreground color of text: \_\_\_\_\_

Background color of text: \_\_\_\_\_

Please lay out the text exactly as you wish it to be displayed: