



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
TOTAL					

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 a 8'x3' 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 or image as well as text in many combinations of foreground and background colors.

If your graphics or marketing department can provide us with a 270x90 jpeg image, we can display exactly what you provide. **If you do not have a design ready, please use the box below to show how you want the text and image to appear.**

Website: _____

Desired start time and date: _____

**No earlier than one month in advance of event*

Desired end time and date: _____

Text only displays:

Foreground color of text: _____

Background color of text: _____

Email for approval: _____