



# MONONA TERRACE COMMUNITY AND CONVENTION CENTER

ONE JOHN NOLEN DRIVE MADISON, WI 53703 TEL 608 261-4000 FAX 608 261-4049

## CONVENTION and MEETING SERVICES

Imagine a 250,000 square-foot, multi-level convention center surrounded by curving, geometric forms that converge with the breathtaking beauty of the natural environment. Spectacular glass vistas that accent flexible meeting and exhibition spaces. Dedicated staff that ensure that every detail is covered—from concept to execution. And all of it in the epicenter of one of the Midwest's most vibrant and inspiring communities.

**Imagine your next conference or convention at the Monona Terrace. And imagine your success.**

### Event Coordinator

Your dedicated event coordinator will be your personal point of contact for all details and logistics. Once space agreements are finalized with your sales manager, your event coordinator will work closely with you in developing event orders and room diagrams for your event. Right up until the event—and every minute during your event—our staff will be available to ensure every detail is attended to.

### AV Services

Monona Terrace is the exclusive provider of all audiovisual services and is poised to handle everything from a simple lecture with a lectern and microphone to the most complex and engaging setups

### Tables, Chairs and Portable Staging

Monona Terrace has sufficient equipment to support the usual needs of events and room capacities. Should equipment requirements exceed or differ from our inventory, an outside vendor rental will be required.

### Security

Monona Terrace maintains security for monitoring the building perimeters, parking areas and pedestrian traffic in interior public space. If you would like to order security personnel for an event related task, please contact your event coordinator.

### Staffing Assistance

We can assist you with ordering special event-related personnel. Badge checkers, security guards or coat check staff—we can help. For registration staff, please contact Destination Madison 608.255.2537 or 800.373.6376

### Coat/Luggage Check

A staffed coat check station can be made available to securely hold the belongings of your attendees for the duration of your event.

### Shipping

For events without a convention service contractor, we can accept shipments no earlier than two days prior to your event. We cannot, however, accept freight shipments for events with a convention service contractor. Freight should be consigned through your service contractor or exhibitor's shipping company. Deliveries may be received at Monona Terrace no earlier than the first move-in day listed on your contract. The service contractor or show management must be present to accept freight deliveries.

Outgoing shipments may be made with the carrier of your choice.

### Parking

The Monona Terrace parking ramp has approximately 400 spaces for general event use during normal business hours Monday through Friday. An additional 200 spaces are available on evenings and weekends. For current rates, please consult with your event coordinator.

### Promotional Materials

Monona Terrace and Destination Madison have current promotional photographs and materials available for your use. Contact the Associate Director of Marketing & Events for more information.

### Official Welcome Letter

Destination Madison can arrange for an appropriate official welcome letter from the City of Madison, Dane County, the State of Wisconsin or any combination of these entities.

### Wireless Internet Access

All visitors have access to the Monona Terrace wireless network with 99.99% reliability. A 1.5Mbps connection is available free of charge and a 10Mbps connection can be paid via Visa, MasterCard, American Express or Discover. We can also set up discounted group rates in advance of your event.

### Gift Shop

The gift shop, located inside Monona Terrace, offers a wide selection of Frank Lloyd Wright and Monona Terrace specialty items suitable for guest gifts. We offer a volume discount on most merchandise. The order is required 21 days before your event to ensure delivery. Please call your event coordinator for more details.



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## EXHIBITIONS and TRADESHOWS

If you're looking for the ideal venue for people to share information, why not do it in a place where people can also find inspiration. With over 37,000 square feet of exhibition space, Monona Terrace offers the ideal setting to create memorable connections and establish mutually beneficial relationships. You'll find world-class amenities and services—all designed to turn an ordinary trade show or exhibit into an extraordinary event.

### Exhibitor Guidelines

Below are some general guidelines for exhibits. Please contact your event coordinator for a complete list.

Exhibit booths and other structures must not have a roof, ceiling or other enclosure that would prevent the sprinkler system from protecting the booth area. All decorative materials must be made from a nonflammable material or treated and maintained in flame-retardant condition. Aisles and exits must be kept clean, clear of obstructions, maintaining an aisle width of at least 10 feet at all times.

The floor load capacity on the exhibit hall floor is 250 pounds per square inch.

Literature must be limited to a one-day supply. Reserve supplies must be kept in closed containers and stored in a neat and orderly manner in an approved location. Empty cardboard boxes cannot be stored in or behind the booth area.

Electric installations must be in conformance with the Uniform Building Code. All extension cords must have grounded plugs.

Any candles that are lit within the facility must have all sides of the flame enclosed by a non flammable cover, i.e, glass or metal.

Forklifts are not allowed in the Ballroom and Hall of Ideas. Electric power is limited for exhibits in these areas.

Hazardous materials, flammable/combustible liquids and compressed flammable gases are prohibited inside the building. Hazardous materials are any substances or materials which have been determined by any state, federal or local government authority to be capable of posing risk or injury to health, safety or property. Hazardous materials include, but are not limited to, pesticides, acids, alkalis, poisons, corrosives, toxins, pool chemicals and aerosols. Only empty containers can be used for display.

Exhibitors must have prior written approval by the event coordinator before affixing any signage or decorations on ceilings, floors, walls, painted surfaces, fabric or lecterns. Glitter, decals, gum, confetti and stickers may not be distributed or affixed inside the facility or near the exterior. Helium balloons are allowed only when they are securely anchored to exhibits. Helium balloons may not be given away or sold. A balloon removal fee will be assessed according to the current Equipment & Services Price List.

### Utilities & Equipment

All utilities will be provided by Monona Terrace

Electric installations are to be completed by qualified Monona Terrace electricians. Your event coordinator can provide you with an Exhibitor Service Order form for you to provide to your exhibitors.

### Food and Beverage Sampling

An exhibitor may dispense or serve a free sample of a food product (20oz or less), non alcoholic beverage (3oz or less), or other type of product provided the product is one that is made or sold in the regular course of business by the exhibitor. In the event an exhibitor wishes to dispense alcoholic beverages, special conditions apply and arrangements must be made in advance with Monona Catering. Exhibitors authorized to offer sample food and beverage product must sign a hold-harmless agreement. For more information, visit the catering section of this web site.

### Vehicle Displays

Obtain authorization from your event coordinator to drive vehicles onto the exhibit hall floors during move-in and move-out. Unless vehicles are an integral part of the display, they must be removed after unloading or loading. You are responsible for any floor damage caused by spillage of fuels, oils or similar substances. Displayed motorized vehicles must comply with the rules and regulations outlined by Monona Terrace and the fire marshal.

### Move-In / Move-Out

Move-in and move-out procedures and logistics will be arranged for each event with your event coordinator. Additional charges may be incurred if your move-in begins before or your move-out extends past the contracted event time. Any outside contracted services must adhere to event contract times.

### Shipping

We cannot accept freight shipment for events with a convention service contractor. Freight should be consigned through your service contractor or exhibitor's shipping company. Deliveries may be received at Monona Terrace no earlier than the first move-in day listed on your contract. The service contractor or show management must be present to accept freight deliveries.

Outgoing shipments may be arranged with the carrier of your choice.

### Loading Docks

Your service contractor is responsible for cleaning the loading dock areas of all excessive trash, debris, pallets, skids and equipment related to your event. Failure to do so may result in additional charges for the costs of cleaning the dock area.

### Storage

Monona Terrace has limited storage capabilities. Your service contractor can assist you and individual exhibitors with bulk crate storage. Movement of crates is the responsibility of your service contractor.

### Service Contractors

You are welcome to work with the service contractor of your choice.



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## EQUIPMENT/TECHNOLOGY and SERVICES

Monona Terrace is equipped with the kind of technology that even its revolutionary visionary—Frank Lloyd Wright—could scarcely have imagined. A dedicated infrastructure of optical fiber cables combined with 10 Gigabit bandwidth, Internet2, and video conferencing services make it easy for presenters to share what they know with thousands of others.

### Telecommunications

All telecommunication and Internet services are provided by Monona Terrace. Internet is powered by redundant 10 gigabit Ethernet connections from our internet service providers. Gigabit network access is provided over Category 5E/6 cabling with single- and multi-mode fiber optic cabling. Enterprise grade wireless internet is delivered by high-density access points located throughout the entire facility. Monona Terrace is among just a handful of convention centers in the U.S. offering Internet 2 access.

### Lighting

The Exhibition Hall features dimmable LED lighting fixtures. Meeting spaces feature adjustable incandescent lighting. Individual controls are located in each meeting space. Need to add drama to your event with theatrical lighting? Our in-house specialists will show you how.

### Sound

Public address system capabilities are available throughout the facility. A variety of mixers up to a 64-channel digital console coupled with a professional line array speaker system with sound engineer can help make any event sound as beautiful as the architecture that surrounds it.

### Video

We offer a variety of high definition video projectors and screens to accommodate detailed PowerPoints to dramatic videos. Complex video productions are easily handled with our multi-channel video switchers. In-house cameras and streaming services are available. Crisp digital cable TV is delivered over the computer network.

### Equipment

In-house inventory includes wired and wireless microphones, sound and lighting, HD projection equipment, video cameras LCD screens, laptops, tables, chairs, skirting, dance floors lecterns, pianos, ADA ramps and much, much more.



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## Equipment & Services List

All equipment and services are subject to availability. Contact your Event Coordinator for more information.

### Included With Room Rental

*Please note: These items are not automatically set in room. If any are needed, please request the items from your Event Coordinator.*

Included at no charge: Tables and chairs for one room setup, lectern with microphone or standard corded microphone, one easel, one dry erase board, riser (16" or 24" high) with skirting, head table with skirting, water service for head table, and one daily cleaning.

### Early/Late Building Access

Daily business hours for Monona Terrace Community and Convention Center are 6:30 am - midnight. Please contact your Event Coordinator to arrange extended event hours.

### Audiovisual Services & Equipment

*Monona Terrace is the exclusive provider of audiovisual equipment and services. All prices include initial setup and testing of equipment. Tax will be added. An AV technician is required when the Lecture Hall is used for presentations with projection equipment or multiple microphones.*

### Rooftop

Due to the unique nature of outdoor events, special audiovisual equipment is required when using Olin Terrace or the William T. Evjue Rooftop Garden.

### Parking

Parking passes may be ordered for your event. Please contact your Event Coordinator for more information.

## Internet & Computers

*Internet access is provided through redundant 10-gigabit Ethernet connections. Please contact your Event Coordinator if you require IPv6 access or for pricing information on usage in excess of 1 gigabit.*

**Wired Internet Connection** - Recommended for presenters

### Wireless Internet Connection

- Individual Basic: speed up to 1.5 Mbps (Suitable for checking email without attachments)
- Individual Premium or Group Rate (Speed up to 10 Mbps)

### Public IP Address Assignment

### 24-Port Network Switch

### Laptop or workstation

## Video & Projection Equipment

### HD Video Pro Package

Two 8,000-lumens video projectors, two 9' x 16' screens, camera with operator for 3 hours, seamless HD video production switcher, internet access, laptop, PerfectCue™, Blu-ray player and AV technician for 3 hours

### HD Video Pro Package—Exhibit Hall

Two 15,000-lumens HD video projectors, two 9' x 16' screens, camera with operator for 3 hours, seamless HD video production switcher, Internet access, laptop, PerfectCue™, Blu-ray player and AV technician for 3 hours

### Video Projector (Includes 5' x 7' screen at no charge)

- Small Room HD Widescreen Projector  
*4,000 lumens, 1920 x 1080 resolution, for use with 5 x 7, 6 x 8 or 9 x 12 screen*
- Midsize Room HD Widescreen Projector  
*8,000 lumens, 1920 x 1080 resolution, for use with 9 x 12 or 9 x 16 screen*
- Large Room HD Projector  
*15,000 lumens, 2048 x 1080 resolution, for use with 9 x 16 or 13-½ x 24 rear-projection screen*
- Lecture Hall HD Projector  
*up to 2048 x 1080 resolution, includes 3 hours tech time*

**1 Camera with Operator** (3-hr minimum includes ½ hour setup & ½ hour teardown)

**2 Cameras with Producer**

### Digital Video Recording

### HD Seamless Video Production Switcher (1 to 4 outputs)

<b>Screen</b>	5' x 7' 6' x 8' 9' x 12'	9' x 16' (Ideal for HD projection--Includes dress kit) 13-½' x 24'
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<b>LCD Screen</b>	60" LCD TV Screen on Stand
24" LCD Monitor	80" LCD TV Screen on Stand
48" LCD TV Screen on Stand	65" Ultra Bright Monitor

### DVD Player or Audio CD Player

## Audio & Presenters' Equipment

### 48" Presenter's Confidence Monitor

### Standard Hand-held or Tabletop Microphone

**Wireless Microphone** – hand-held or lavalier

### Standing or Special Needs Lectern with Microphone

### Tabletop Lectern with Microphone

### Speaker Timer

### SpeakerTimerPro

### PerfectCue™

### Presidential Teleprompter

**Wireless Mouse with Laser Pointer** (or just laser pointer)

**Clear-Com Headset Package** (wired up to 6 stations or wireless up to 4 stations)

<b>Mixer</b>	4-Channel 6-Channel	16-Channel 32-Channel Digital
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### Professional Band Sound System

Includes 4-line array, 2-subwoofers, sound board, operator, 2 monitors and 16 wired microphones

### Auxiliary Speaker

### Press Box

## Special Use Equipment

### Convention Pipe and Drape

- 3' High – Burgundy
- 8' High – Burgundy, Black or White
- 16' High – Burgundy, Black or White
- Professional Truss 12' x 12' x 10'
- ¼- or ½-Ton Motor

### Rope & Stanchion with 6' Rope

### Poster Board - 91" x 44.75" (48 available)

May also be mounted vertically – legs are 34" high

<b>Dance Floor</b>	21' x 21'
12' x 12'	24' x 24'
18' x 18'	30' x 30'

### 5'7" Yamaha Baby Grand Piano

### Piano Lift Fee (to riser or stage)

### Electric Piano

### Stage Equipment

- Stage (3'-4' high) includes stairs, ADA ramp, skirts
- Rooftop Outdoor Stage (3'-4' high) includes stairs, ramp, skirts
- Risers (16" or 24" high) includes stairs, ADA ramp, skirts
- 3-Tier Choral Risers (up to 4 sections)

### Outdoor Tents

- White Tent (10' x 10') including weights
- Tent Wall (10' wide) solid or mesh

### Utility Items & Power

- 20-amp Electrical Circuit
- Power to Seating—placed at table for laptop or small electronic device
- Forklift and Operator (1-hour minimum)
- Platform Scissors Lift and Operator (1-hour minimum)

### Lighting

- Lighting Fixture (includes hanging & focus)
- Color Blast LED Light
- Pin Spot
- Stock Image Gobo
- Custom Image Gobo – steel pattern, simple design, single color

## Tables & Chairs

### Table Without Skirt

42" high cocktail table with 30" diameter top	6' x 18"
Round – 48", 66", 72"	8' x 18"
2' x 4'	6' x 30"
	8' x 30"

### Skirted Table

- Clip-on skirt and linen
- Clip-on skirt only
- Linen only

### Chair

- Upholstered Banquet Chair
- Plastic Rooftop Chair
- Upholstered Barrel Chair

## Meeting Equipment & Business Services

### Private Business Center

3 Computers with Microsoft® Office & high-speed internet access  
High-speed color laser printer & one ream paper  
High-speed copier  
Telephone: Free local calls, long distance charges billed after event

### High-speed Laser Printer (includes 1 ream paper)

Black & White  
Color

### Fax

Local  
Long Distance  
International

### Laser Copies/Printing

Black & White  
Color

### Note Pad (5" x 8")

### Pen

### Note Pad, Pen and Mint Set

### Easel Tripod

### Dry Erase Board with markers

### Flip Chart with 3M Post-It® Paper & Markers

Additional Marker Set  
Additional Paper Pad

### Coat Rack

### Analogue Telephone Line (use with credit card swipe & modem)

### Teleconferencing Unit

## Labor (*Holiday rates available*)

### 3-hour Minimum

General Labor  
Guest Services Attendant  
Maintenance or AV Technician

### 4-hour Minimum

Stagehand

### Security

Security Staff (3-hour minimum)  
Overnight Security (4-hour minimum)  
Off-duty Police Officer (3-hour minimum)

*All security services must be arranged through Monona Terrace. Please contact your Event Coordinator for more information.*

## Sale of Merchandise or Novelties

Except for items that are sold from an exhibit booth as part of a trade/consumer show, Monona Terrace will charge a 20% commission plus sales tax for any merchandise being sold by our guests. A 30% commission plus sales tax will be charged for any merchandise being sold by Monona Terrace staff on behalf of our guests.