

**NORTHSHORE  
HARBOR  
CENTER**

# **EVENT PLANNER**

**100 Harbor Center Boulevard**

**Slidell, LA 70461**

**985.781.3650**

**[www.NorthshoreHarborCenter.com](http://www.NorthshoreHarborCenter.com)**

## **I. INTRODUCTION**

We extend to you a warm, southern welcome to the Northshore Harbor Center (“NHC”) and look forward to servicing your event with utmost professionalism. It is our mission to deliver a high level of service while assisting you with the planning and production of your convention, trade show or special event.

To deliver the kind of successful meeting and to demonstrate services that your attendees and exhibitors deserve, a smooth and well-coordinated relationship between our staff and yours is essential. On the premise that we can never provide too much information, we have assembled this guide designed to make your job easier. Our hope is that it will answer your questions, provide time lines and deadlines, and will offer definitions to help us speak the same language. In addition, we will introduce rules and regulations to protect us both, offering helpful tips for each step in the event-planning process.

Once the space in our facility has been reserved through our Sales Department and you have signed a contract for its use, our Event Management Department becomes your primary source of information. Your Event Manager will work with you on every aspect of the planning process. If you have questions prior to that time, we encourage you to call our Event Management Department at 985.781.3650, Monday through Friday, 8:30 am to 5:30 pm. Please send all correspondence (including deposits and payments) to 100 Harbor Center Boulevard, Slidell, LA 70461.

## II. KEY TEAM PLAYERS

### A. Event Management

Your Event Manager is the number one player on the team. This individual is assigned to work with you and your staff from initial planning through move out. Your Event Manager is as crucial to the success of your convention, trade show and/or event as any member of your own staff.

Use your Event Manager as the principal source of information during the planning process and upon your on-site arrival. Your Event Manager will answer your questions, convey information to our operations department, and take full responsibility for the smooth functioning of your activities in our facility.

It is strongly recommended that you arrange a pre-event meeting with your Event Manager. This meeting should be conducted five (5) days prior to your event. This will give you an opportunity to review the event with your planner and meet the members of our staff that will be responsible for your event. If time permits, a post event meeting with your planner to discuss the service received would be helpful to the facility. We welcome your comments about our service as we are continually striving to improve our methods of operation and service.

Your Event Manager is the key player at our facility and functions as the link to all of our operating departments: Exhibitor Services, Engineering, Electrical, Technology, Security, Guest Services, Housekeeping, Sustainability, Building Services, Technical Services, Food and Beverage/Catering, Sales and Facility Services.

### B. Exhibitor Services

The Exhibitor Services staff coordinates and forwards your utility needs to the appropriate departments, i.e. Electrical, Engineering or Telecommunications, to ensure that your requirements are processed in a timely and cost-efficient manner. The Exhibitor Services Department will also assist you with any special features needed, from satellite up links, to wireless internet and special phone configurations. Please make your Event Manager aware of your needs as soon as possible, and she will relay them to our Exhibitor Services Department. There will be a 10% "rush fee" for same-day electrical, audio visual or engineering services not previously ordered.

House lighting, heat or air-conditioning will be provided as required during event hours. Full house lighting, heating and air-conditioning are maintained from one hour prior to event until close of event. Energy conservation is of prime concern and minimal levels of lighting, ventilation, heat and air-conditioning will be maintained during move-in and move-out periods. Special lighting levels can be set by the NHC Management and need to be arranged with your Event Manager.

If you are setting up vendor booth spaces, your exhibitors can order their Electrical, Engineering or Telecommunications services before they arrive on site or can request service once here. Please refer your questions to your Event Manager.

### C. Engineering

Our Engineering Department ensures that the heating, air conditioning and other critical building systems work correctly for the comfort and the safety of your staff, attendees and exhibitors. They also provide water drops for clients and exhibitors.

### D. Electrical

Our Electrical Department takes care of all facility lighting requests and power for all clients and exhibitors. The electricians work directly with the Event Manager and Exhibitor Services staff, to ensure that your event needs are met in a timely and efficient manner.

#### E. Internet

We offer high-speed Internet, as well as turnkey data networking services including local area networks. We have deployed a wireless network throughout the center that offers internet access to exhibitors and attendees.

#### F. Security

Your security profile will be determined by the NHC Management in conjunction with the St. Tammany Parish Sheriff's Department or the NHC's deemed security company. It is the responsibility of the Lessee to disclose estimated attendance figures, activities, entertainment, and all other pertinent information needed to determine security measures. The use of alcohol, profile of the attendees, history of the event, length of event, type of entertainment and space utilized will be taken into account to deem the necessary security personnel which must be hired for the event at the cost of the lessee. In all cases, the NHC Management reserves the right to determine the appropriate amount of security and fire marshal protection during all events held at the NHC. Should the Lessee fail to disclose accurate event statistics, such as attendance figures, the NHC has the right to stop attendees from continuing to enter the facility during the event. The NHC will determine who may be hired for the security of the event, and all event security will be employed by the NHC and not the lessee.

#### G. Guest Services

Plenty of free parking is available right outside of the NHC and is available any time of day for visitors, clients and guests.

Copying, FAX transmission and typing services can be provided by the NHC Management at competitive rates, with arrangements made through your Event Manager.

We do not have an Automated Teller Machine (ATM) located in our facility. However, for your convenience, we can coordinate delivery of a temporary machine to be placed onsite during your event. Please discuss your needs with your Event Manager.

#### H. Housekeeping

Our Housekeeping Department keeps the restrooms, lobbies, corridors and other public areas clean and presentable during your event hours. Meeting rooms will be monitored and refreshed according to the event schedule. Trash generated at registration areas and individual exhibitor booths will also be taken care of at the end of each day. Please inform your Event Manager about special cleaning schedules or restricted housekeeping areas.

You will be responsible for removal of bulk trash, crates, pallets, packing materials, etc. prior to any show or event opening and during move-out. Applicable dumpster fees can be discussed with your Events Manager.

#### I. Sustainability

The Northshore Harbor Center was designed and built as a facility for the future, with a focus on energy efficiency. We are proud to be one of only 16 convention centers nationwide to participate in the convention center benchmarking project for the EPA Energy Star program. Participation in the program is voluntary and just another step that we can take to ensure that the Harbor Center is an environmentally friendly and energy efficient facility.

Ask your Event Manager about our sustainability practices and how we can work together to help you reduce the environmental impact of your event and raise awareness with your attendees and stakeholders.

#### J. Building Services

Our Building Services Department sets all tables, chairs, risers and other equipment, within the limits of our inventory. They move the meeting room air walls and handle your changeover requirements. Some services may involve a labor charge; please ask your Event Manager. We do not loan out or rent ladders, electric or hand tools, lifts or driven loading equipment of any kind.

The NHC inventory is usually adequate to accommodate several events occurring at the same time. However, it is important to notify the Event Manager of your equipment needs as soon as possible so there will be no shortages. Should this occur, your Event Manager will be happy to locate vendors which provide additional rental equipment and materials.

#### K. Technical Services

Our Technical Services Department sets staging, house lighting, and audio. Again, some services may involve a labor charge; please ask your Event Manager. Our Technical Services staff works in conjunction with your contractors. They review all rigging plots, operate house lifts/forklifts and other minor material handling. Blue prints are attainable in the administration office for the designing of safe rigging in the facility. Any renter, staff or decorator may use the available blueprints upon request.

The NHC has a selection of audio visual equipment on site to rent at very competitive prices.

Please note that there is no restriction placed upon you bringing in own equipment to the show or meeting with the setup/installation reviewed and approved by authorized NHC personnel. However, due to insurance restrictions, our staff will not be able to assist with your setup.

#### L. Food and Beverage - Catering

Patton's Catering is our in-house caterer and will be happy to provide food and beverages during your event. They have earned an excellent reputation for their fresh, innovative menus; the quality and presentation of their food; their professional and courteous staff; their attention to detail and quality of service and most importantly, for their repeat performance in satisfying our guests.

Patton's culinary professionals provide a wide selection of heart-healthy, vegetarian, international, American and regional menus for show management, exhibitors and attendees. They will specialize in the creation of custom menus; their highly trained catering specialists are also on hand to help you develop culinary plans based on your distinct food and beverage needs. Together with your Event Manager, Patton's Catering can help plan and execute all details necessary for the success of your event. As such, we encourage you to contact us as soon as you are ready to start planning any of your food and beverage needs.

If preferred, you may utilize an outside licensed caterer of your choice for a fee of 15% of the total bill, excluding taxes. Outside caterers must provide NHC with their certificate of insurance no less than 10 days prior to the event. That caterer will be responsible for food setup, paper products, ice and break down of the food. All catering utensils, chafing dishes, etc. must be removed at the end of the event.

If using an outside caterer, the 15% fee must be submitted to NHC within 3 days after the event, along with a copy of the caterer's signed invoice. Should food be donated to an event the "perceived cost or commercial cost" shall be taken into consideration and a 15% fee shall be levied on such value. No other outside food or beverage product will be allowed in the facility unless ordered by a caterer. See your event manager for information before ordering anything. Should you choose to utilize an outside caterer (not Patton's) then the use of the kitchen shall be made available for a fee of \$250.00 per use. Please note that you must leave the kitchen clean upon exit.

The Northshore Harbor Center is a COKE sponsored facility and by contract no lessee shall utilize any other type of beverage product lines such as Pepsi or other types of bottled water or juices.

All alcoholic beverages must be provided, sold and served by Patton's Catering. *No outside food and beverages are to be carried into or sold at the NHC.* All matters concerning food and beverage must be coordinated with your Event Manager.

If you are planning a public event, food and beverage concessions will be provided by Patton's Catering. The NHC Management reserves the right to erect portable concession stands as needed in prominent locations near the front door or the most traveled path(s) in order to provide convenient quality service for NHC's guests.

Complimentary water service is provided at all head tables or lecterns in meeting rooms upon request. Water stations for attendees can be provided for a fee.

#### M. Sales

Our Sales Department has worked with you since the initial booking of your event and through the administering of your contract. Your contract is our legal commitment to each other. Until it is signed by you and executed by us, the partnership is not complete.

Our rental deposit timeline is as follows:

- To hold a date on the calendar requires a 25% deposit.
- For "all rentals" the remainder of the "known estimated remaining monies due" as furnished by your assigned Event Manager, is due ten (10) days prior to rental date.
- Five (5) days prior to event, all last-minute remaining estimated pre-event costs including catering are due. NHC reserves the right to release the date to another lessee if payment is not made five days prior to event. Any previous deposits will not be refunded.
- Remainder of balance due for changes made during an event will be collected immediately after conclusion of the rental.

In most cases your contract has already been executed and you are now working with your Event Manager.

### III. FACILITY POLICIES

#### General Rules and Policies

The Northshore Harbor Center has the capability to service a wide variety of meeting activities ranging from large trade shows and exhibitions to small-group meetings and conferences. The requirements for production of trade shows and exhibitions differ from those of other types of shows. Some of the following rules and policies apply in a general sense to all of the events occurring at our facility, while others apply primarily to exhibit activities. Please contact your Event Manager if you have any questions or would like further clarification regarding any of the following rules.

#### A. Advertising

*Rule:* The event may not be advertised using the NHC name, logo or location until a contract has been executed. After contracting, you will need to provide a proof of all printed materials to the Event Manager prior to publication in order to avoid errors or misprints concerning the Northshore Harbor Center. Upon request, we will furnish the NHC logo in a camera ready format to you or your agency. Please refer to our facility/location of event as the "Northshore Harbor Center" in all print and electronic mediums.

*Reason:* Sometimes, unforeseen circumstances will prevent you from signing a contract for the dates you had penciled into our calendar. Until you have signed a contract, the dates are not binding and advertising is not allowed. Once a contract has been signed, all advertising using our name and logo needs to be consistent so that we can maintain a strong public brand awareness.

#### B. Animals and Pets

*Rule:* Animals and pets are not permitted in the building without prior approval of NHC Management. Approval of animals and pets in NHC is based on whether the animal or pet is part of an exhibit, or performance legitimately requiring use of animals. Disabled assistance dogs are accepted. Such animals or pets must be on a leash, within a pen, or under similar control at all times. Such pets and animals shall be kept in the exhibit or performance area at all times, except travel to and from the exhibit or performance area. The owner takes full responsibility for his or her pet.

*Reason:* We are responsible for maintaining a safe environment and to preclude any potential damage charges to you.

#### C. Building Damage

*Rule:* As the Licensee who has contracted for the use of the facility, you are responsible for any damage caused by your staff, contractors, exhibitors or attendees. This policy is intended to help us recover costs for repairing damage to the facility (exceeding reasonable wear and tear) caused by anyone associated with your event.

To make certain this rule is applied fairly, your Event Manager will schedule a walk through on your first move in day. You will do a second walk through at the conclusion of the event in order to compare pre-event and post-event facility conditions. This will help to determine if you should be responsible for any repairs or replacements. You will be informed of any damage occurring during your event, with both written reports and photographic accounts if possible.

*Reason:* Since you are the Licensee, we turn to you for responsibility. Our goal is to keep our facility in good repair so every client may equally enjoy the attractiveness and serviceability of the center.

*Helpful advice:* It is difficult to oversee everything that happens when you are on site and we know that you cannot control all of the actions of your contractors. Make sure your exhibitors and speakers in your meetings know the rules and regulations that apply to them. Repeat all applicable rules in your exhibitor information and in the materials you provide to speakers.

#### D. Decorative Materials or Signs

*Rule:* Nothing may be nailed, stapled, tacked, or otherwise affixed to ceilings, painted surfaces, glass, brick walls, fire sprinklers, columns, fabric, floors, decorative walls, permanent directional signs or podiums. This includes all surfaces throughout the building, not just in the exhibit halls. All signage must be professional in nature. Hand lettered signs are not allowed and will be removed. All signage must be of a printed nature and meet the approval of the NHC Management. Neither glitter nor confetti is permitted in the Facility. The use of balloons will require a \$100.00 additional fee. Rentals are for the inside of the building only or in the parking lots. Therefore, no décor, signage or event identification may be attached to the outside of the building. At move out, all posted signage must be removed. If you leave materials in or on Facility property, you will be billed for labor to remove the items. Please distribute this information to your staff, speakers, and exhibitors. Check with your Event Manager for further information on approved adhesives.

*Reason:* To preserve the integrity of the facility for all users and to preclude any potential damage charges to you.

*Rule:* All decorative materials must be flameproof in accordance with the Fire Safety Rules and Regulations. This includes drapes, banners and all decorative fabrics; poster paper and foam core board; all hangings, curtains and drops; Christmas trees, projection screens, plastics and all other decorative materials.

*Reason:* We are all responsible for maintaining a fire-safe environment. Preventing an emergency through careful materials management may help us avoid an unnecessary crisis.

#### E. Floorplans

*Rule:* For your convenience a floor plan will be designed for your event. Your event manager will present you with a floor plan for your approval and signature. Once the floor plan has been agreed upon, the event manager will submit it for fire safety approval. Should the fire Inspector ask for changes, the facility will cooperate in any way suggested for the utmost safety of its employees, guests and lessees, and the client is required to comply. Any changes thereafter will result in a \$125.00 change fee prior to the day of the event and a \$250.00 change fee on the day of the event.

*Reason:* We are a full service facility and pride ourselves on hosting events that run smoothly. For us to be successful, we need to receive your information in a timely manner so that we can a.) be prepared and staff accordingly and, b.) ensure guest safety. We do understand that last minute changes are necessary from time to time and will do everything we can to make those adjustments, including calling in additional staff members. The fees help to offset this cost.

#### F. Freight Deliveries

*Rule:* We do not accept any freight or materials including overnight freight services. All freight must be delivered by your general service contractor or freight carrier to the center during the contracted move-in period. All freight must be brought into the NHC through the loading dock doors. Dock usage is on a 'first come-first serve' basis. Crate storage must be included on the floor plan and is not permissible without specific written permission from NHC Management.

*Reason:* The NHC does not have warehousing facilities on site.

#### G. Insurance

*Rule:* All events are required to secure a Comprehensive General Liability Insurance policy with limits of not less than \$1,000,000 each occurrence. A certificate of insurance naming NHC as additional insured with a Waiver of Subrogation in favor of the Harbor Center must be supplied to the Event Manager no less than 10 days prior to the event.

*Reason:* To comply with your contract.



#### H. Merchandising

*Rule:* Merchandise sold at your event may be subject to either a 25% fee or \$500 total buy-out charge payable to the Northshore Harbor Center. Please check with your Event Manager.

*Reason:* We try to keep our rental rates as low as possible. This merchandising fee allows us to recoup event expenses, while still allowing you to sell your products to the general public.

#### I. Overtime

*Rule:* Events that run beyond the scheduled agreed-upon running time as it appears on the event order will result in an overtime charge of \$250 per hour.

*Reason:* We are a full service facility and provide staffing according to the start and stop times we are given. We do understand that events may run long due to circumstances beyond your control and will do everything we can to make those adjustments, including calling in additional staff members. The overtime charge helps to offset this cost to the facility.

#### J. Sales/Use Taxes and Licenses

*Rule:* You are responsible for acquiring and paying the costs of any and all licenses, permits, and sales tax required by authorities having jurisdiction over the NHC. Although it is the responsibility of the individual exhibitor to obtain their own tax licenses, it is your responsibility to notify your exhibitors of this requirement and to be able to identify those exhibitors to whom the licensing requirement applies.

For additional information and assistance concerning Parish sales tax, please contact the St. Tammany Parish Sheriff's Sales and Use Tax Office at 985.726.7777.

For additional information and assistance concerning State sales tax, please contact the State of Louisiana Sales and Use Tax Office at 225.219.5500.

*Reason:* Whether it occurs on a show floor or in a store, sales are subject to sales tax. We work with both the Parish and State Tax Offices to ensure all laws are followed.

#### K. Smoking Policy

*Rule:* Per State legislation, smoking in our facility is prohibited. The NHC provides a smoke-free environment. There are convenient locations outside of the facility where smoking is allowed.

*Reason:* The State of Louisiana has adopted a non-smoking policy in the interest of public health, recognizing the medical evidence as to the potential health hazards of second-hand smoke.

#### L. Vehicles

*Rule:* Vehicles are only permitted in the Exhibit Hall for loading and unloading and may not be parked in the Exhibit Hall unless they are part of a display. Any public demonstration or exhibition involving a mechanized or motorized part powered by either propellant or electrical system may not be operated without written approval of the St. Tammany Fire Department and NHC Management a minimum of thirty (30) days prior to move-in date. Vehicles parked inside must have battery cables disconnected, have no more than one (1) gallon of gasoline in the tank, and have either locking gas caps or the gas caps must be taped. Vehicles powered by propane fuel are not allowed in the building. Combustion

engines may not be operated as part of the show. Floors must be covered underneath the vehicles.

*Reason:* We are responsible for maintaining a safe environment and to preclude any potential damage charges to you.

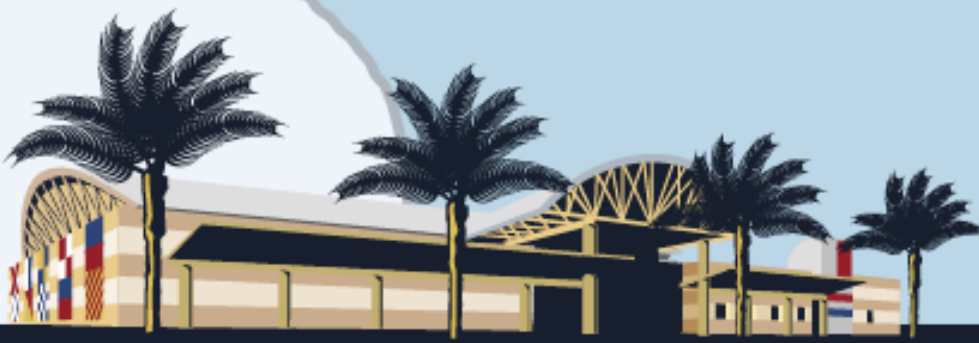
#### M. Weather

*Rule:* Weather is always a factor when booking an event in Louisiana. If you decide to cancel an event due to weather, the following will be adhered to:

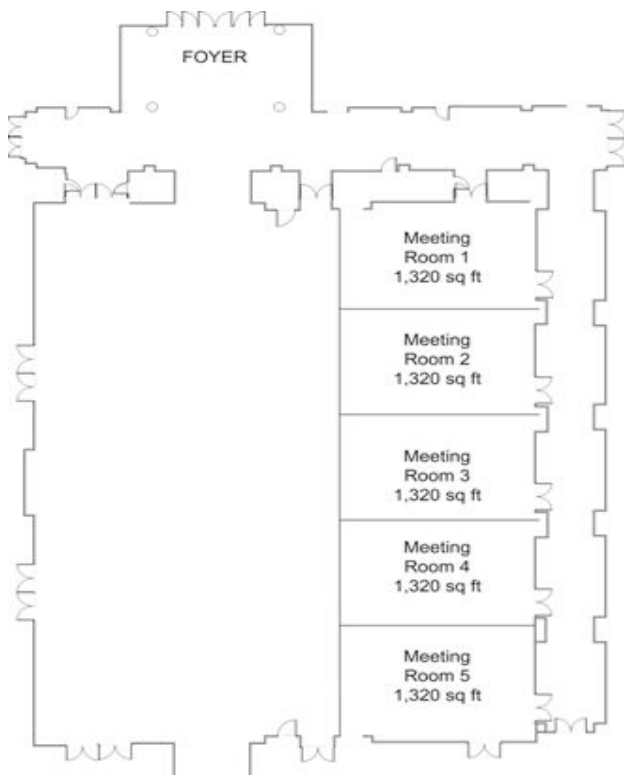
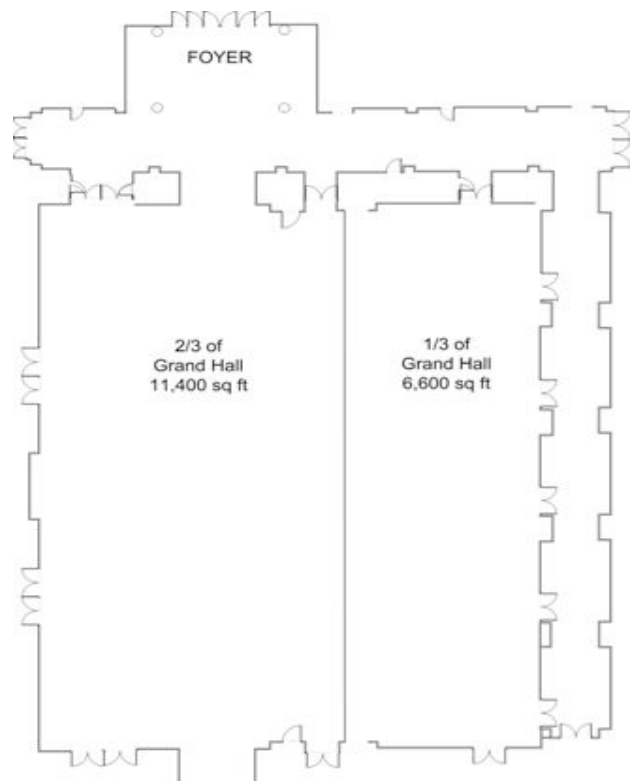
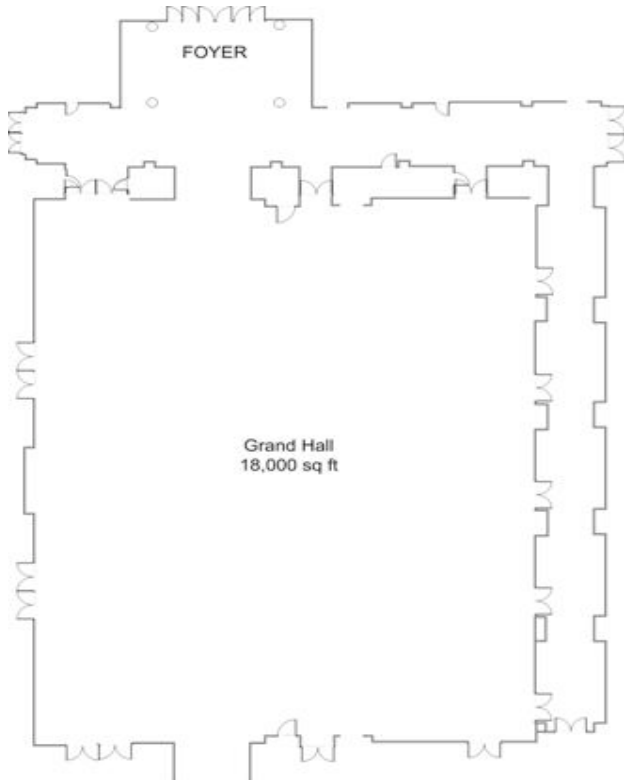
- The deposit fee will not be refunded.
- Rental fees will not be refunded to persons or groups that cancel their booking within 10 days of the event booking due to weather.
- If the weather on the reserved date is so severe so as to cause a widespread cancellation to all groups using the facilities on the day, you will be refunded 80% of rental fee.

*Reason:* There are administrative, cleaning, and set-up expenses related to event arrangements that will be passed on to the lessee if event is cancelled.

# **APPENDIX**

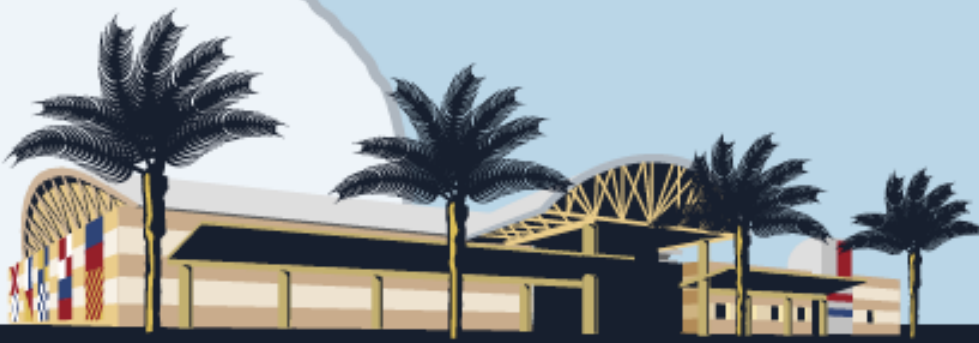


## Floor Plan



Approximate Capacities

Room	Sq. Ft.	Banquet	Theatre	Classroom	Dimensions
Grand Hall	18,000	1,000	2,000	800	150' x 118'
2/3 of Grand Hall	11,400	600	1,100	500	150' x 73'
1/3 of Grand Hall	6,600	360	800	320	150' x 44'
Meeting Room 1	1,320	60	120	64	30' x 44'
Meeting Room 1-2	2,640	132	280	128	60' x 44'
Meeting Room 1-3	3,960	204	420	192	90' x 44'
Meeting Room 1-4	5,280	276	580	256	120' x 44'



## Nearby Hotels & Motels

	Distance Away	# of Rooms	Free Breakfast	Pets Allowed
Sleep Inn 142 Oak Court, Slidell, LA 985.641.2143, 877.424.6423	1.02 miles	80	✿	
Super 8 2010 Old Spanish Trail, Slidell, LA 985.641.4147	3.14 miles	62	✿	
Holiday Inn & Suites 372 Voters Road, Slidell, LA 985.639.0890, 800.465.4329	3.19 miles	91	✿	
Hampton Inn 56460 Frank Pichon Road, Slidell, LA 985.726.9777, 800.HAMPTON	3.28 miles	82	✿	
Days Inn 1645 Gause Boulevard, Slidell, LA 985.641.3450	5.03 miles	120	✿	✿
Days Inn 58512 Tyler Drive, Slidell, LA 985.326.0566, 888.855.1003	5.73 miles	56	✿	✿
The Guest Lodge 58494 Tyler Street, Slidell, LA 985.326.0576	5.74 miles	24		✿
Deluxe Motel 1662 Gause Boulevard, Slidell, LA 985.641.8800, 866.712.8800	5.83 miles	100		✿
Value Travel Inn 58506 Yaupon Drive, Slidell, LA 985.649.5400	5.87 miles	66	✿	
Motel 6 136 Taos Street, Slidell, LA 985.649.7925	6.02 miles	153		✿

	Distance Away	# of Rooms	Free Breakfast	Pets Allowed
LaQuinta 794 E. I-10 Service Road, Slidell, LA 985.643.9770	6.08 miles	172	✿	✿
Americas Best Value Inn & Suites 1516 Gause Boulevard, Slidell, LA 985.726.5100, 888.315.2378	6.12 miles	38	✿	
Best Western Slidell Inn 120 Taos Street, Slidell, LA 985.781.5655, 888.989.0427	6.17 miles	63	✿	
Microtel Inns & Suites 63537 Highway 1090, Pearl River, LA 877.827.8441	10.08 miles	79	✿	✿
Woodridge Bed & Breakfast of Louisiana 40149 Crowes Landing Road, Pearl River, LA 985.326.0120	11.64 miles	5	✿	
Candlewood Inn & Suites 100 Holiday Boulevard, Slidell, LA 985.326.0120	13.21 miles	91		✿
Comfort Inn & Suites 34579 Grantham College Road, Slidell, LA 985.326.0890	13.24 miles	57	✿	
LaQuinta Inn & Suites 126 Holiday Boulevard, Slidell, LA 985.649.2170	13.25 miles	59	✿	✿
Homewood Suites by Hilton 175 Holiday Boulevard, Slidell, LA 985-726-7291	13.34 miles	84	✿	
Best Western Northpark Inn 625 N. Highway 190 , Covington, LA 985-892-2681	30.52 miles	72	✿	✿
Country Inn & Suites 130 Holiday Boulevard, Covington, LA 985-809-0467	30.53 miles	70	✿	

# Northshore Harbor Center

## User Policies and Procedures

**NOTE:** The owner of The Northshore Harbor Center, which is the Northshore Harbor Center District, will be referred to in the body of this policy and procedures manual as the "NHC Management". The Northshore Harbor Center will be referred to as NHC, or Facility. You as the renter will be referred to as the "Lessee" in the body of this policy and procedures manual.

**Advertising:** NO advertising is permitted using the NHC name, logo or location until a contract for said event is written and signed. The Lessee agrees that all advertising of the event will be honest and true and will include accurate information on show times and ticket prices. The Lessee agrees that all printed materials and electronic mediums including, but not limited to, advertising, literature, hands-outs, etc., promoting the event and/or Facility shall utilize logo and colors approved by NHC Management. The NHC Management shall furnish the NHC logo in a camera ready format. The Facility/location of event shall always be referenced as the "Northshore Harbor Center" in all print and electronic mediums. The Lessee agrees to provide a proof of all printed materials to the Event Manager prior to publication in order to avoid errors or misprints concerning the Northshore Harbor Center.

**Animals and Pets:** Animals and pets are not permitted in the building without prior approval of NHC Management. Approval of animals and pets in NHC is based on whether the animal or pet is part of an exhibit, or performance legitimately requiring use of animals. Seeing-eye dogs are accepted. Such animals or pets must be on a leash, within a pen, or under similar control at all times. Such pets and animals shall be kept in the exhibit or performance area at all times, except travel to and from the exhibit or performance area. The owner takes full responsibility for his or her pet. The NHC Management reserves the right to request removal of animal(s) for a noncompliance of above or for disruptive behavior of said animal(s).

**Assigning of Contract:** Lessee shall not be permitted to rent, sublet or grant use or possession of the NHC without the written consent of the NHC General Manager and then only in accordance with this agreement. Lessee shall not have the right to assign this agreement.

**Attorney Fees:** In the event an attorney at law is employed to protect and enforce any right of NHC or Lessee arising under this lease, the party whose actions or inactions necessitate such employment shall be obligated to pay all reasonable attorney's fees and costs incurred by the other party."

**Audio/Visual Equipment:** To accommodate our Lessee and to simplify their events, the NHC has a selection of audio visual equipment on site to rent or that can be leased through their approved vendor at very competitive prices. Audio visual equipment rates are outlined on a separate rate schedule. There is no restriction placed upon the Lessee in bringing its own equipment to the show or meeting with the setup/installation reviewed and approved by authorized NHC personnel.

**Bookings and Scheduling:** The NHC strives to be fiscally responsible and booking guidelines are created to assist the facility in this endeavor. The first priority for the scheduling of the NHC is to make dates available to national, regional and state conventions, trade shows, corporate meetings and similar activities which are not normally open to the general public and/or which generate significant attendance from outside the City. In addition, certain special events may be deemed appropriate to the overall objectives of the NHC and may be offered equal scheduling priority at the discretion of the NHC Management. Facility and space scheduling commitments for first priority events may be made as far in advance as is necessary or appropriate and may supersede requests for other events and activities.

The second priority for scheduling the NHC is to make dates available to consumer or public exhibitions, local corporate meetings, special events, banquets, entertainment events, business meetings and other activities which essentially draw from or appeal to the general public and/or local attendees and participants. Facility and date scheduling commitments for secondary events are generally made not more than nine (9) months in advance and are subject to change to accommodate first priority events. However, major consumer and public exhibitions held on annual basis may, at the discretion of the NHC Management, obtain scheduling commitments for facilities and dates on a long term basis subject to a proven record of success and significant economic impact.

Subject to the priorities set forth above, the NHC Management may exercise its discretion as to the issuance, modification or termination of scheduling events.

If two parties are requesting like shows too close together in date, or for the same dates, if all things seem equal (experience, references, proven track record, etc...) consideration will be given whenever possible to those lessees living or maintaining a business establishment in Wards 8 or 9 of St. Tammany Parish.

Rental rates are assigned to each event in accordance with the NHC Rate Sheet. Tentative dates can be placed on the calendar without a contract being issued. If this date is challenged, the tentative lessee will be notified by the NHC Management of this challenge and be given 48 hours to pay the building deposit and contract the date. The date will be released if the 48 hours expire without a signed contract and building deposit in the possession of the NHC Management.

In the event that the premises are not vacated by the Lessee upon the expiration of the term, NHC Management is authorized to remove from the premises, at the expense of the Lessee, all goods, wares, merchandise, and property of any kind left therein, and NHC Management shall not be liable for any damages to or loss of such goods, wares, merchandise or property which may be sustained by reason of such removal. The NHC Management is hereby released from any and all claims of damages of whatever kind or nature, including but not limited to non-use or unavailability of such property. Nothing contained in this agreement shall in any way constitute the NHC Management as a depository of any such properties whether owned by Lessee or a third party. The NHC reserves the right to preempt any activity. Every effort will be made to notify the affected bookings as far in advance as possible.

\*\* The purpose or event type booked by the lessee does not constitute any endorsement, sponsorship, or support by the NHC Management. There must be no indication in publicity issued by groups using NHC space that their function is NHC Management sponsored.

**Broadcast Rights:** The NHC Management reserves all rights and privileges for all outgoing broadcasts originating from the Facility during the term of this agreement. Should the Facility grant the Lessee such privileges, the Facility has the right to require advance payment for said privilege in addition to rental fee. Such permission must be obtained in writing in advance of broadcast date.

**Business and Office Services:** Copying, FAX transmission and typing services can be provided by the NHC Management at prevailing rates, with arrangements made through your Event Manager.

**Cancellation:** There are administrative, cleaning and set-up expenses related to event arrangements that will be passed on to the lessee if event is cancelled. Total fees will not automatically be refunded. The following will be adhered to:

- a) The deposit fee will not be refunded.
- b) Rental fees will not be refunded to persons or groups that cancel their booking within 10 days of the event booking.
- c) If cancellation occurs within three days of the reserved date, or on the actual event day, payment in full for the total estimated event cost, including catering and event staff, as supplied by your event manager will be due unless the cancellation is caused by weather (see weather clause).

**Clean-up and disposal fees:** The user and their contractors are responsible for removal of bulk trash, crates, pallets, packing materials, etc... prior to show opening and during move-out.

NHC will charge an appropriate waste disposal fee for any event serving or selling food, based on the number of guests, and amount of trash created. Applicable dumpster fees can be discussed with your Events Manager.

An additional service charge may be levied at the discretion of NHC event personnel for excessive clean-up at the direct cost of the clean-up.

**Compliance with Laws:** The Lessee shall comply with all Federal, State, and local statutes, ordinances or regulations; and all of the facility's policies and procedures for the NHC.

**Copyrighted Materials:** The Lessee will assume all costs arising from the use of patented, trademarked, franchised or copyrighted



music, material, devices, processes or dramatic rights used on or incorporated in the event. The Lessee agrees to indemnify, defend and hold harmless the NHC Management from any claims, or costs, including legal fees, which might arise from question of use of any such material described above.

**Credit Card Payments:** For your convenience, NHC will accept credit card payments on your event. There will be a 4% service fee added to your total invoice balance.

**Damage to Facility:** The NHC Management will not be responsible for any damage or injury that the Lessee or its agents, servants, employees, or property sustain from any cause prior to, during, or subsequent to, the period covered by the Lease Agreement; and the Lessee shall expressly release said Facility from any and all claims for such loss, damage, or injury. The Lessee will indemnify, save and hold harmless the NHC Management from all actions or proceedings to recover damages for injuries to persons or property arising from the Lessee's occupancy of the leased premises or the Lessee's activities thereon. The Lessee agrees to pay for any damages to the leased premises resulting from the Lessee's use or occupancy thereof; or resulting from any acts or omissions intentional, negligent, or accidental, whether said acts or omissions are those of the Lessee, its agents or employees, or persons participating in or attending the function contemplated by the Lease Agreement. The NHC Management shall not be liable to the Lessee for any damage, loss, or expense of any kind sustained by the Lessee as a result of vandalism or malicious mischief.

**Decorations, Signs and Special Displays:** Decorations, signs, banners and similar materials may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, doors, walls, glass, columns, painted surfaces, or brick walls. Damages resulting from improper or unauthorized installation of advertising matter will be removed by the Facility, and any cost associated with such removal will be charged to the Lessee. Posters are to be mounted on easels or individual holders.

- NHC's permanent directional signs and/or graphics may not be obstructed in any manner. Adhesive backed decals, stickers and name tags may not be given out on Facility property.
- Glitter is not permitted in the Facility.
- Confetti is not permitted in the Facility.
- All signage must be professional in nature. Hand lettered signs are not allowed and will be removed. All signage must be of a printed nature and meet the approval of the NHC Management. This policy is also applicable to the posting of signs in the exhibition hall.
- The use of balloons will require a \$100.00 additional fee.
- Rentals are for the inside of the building only or in the parking lots. Therefore, no décor, signage or event identification may be attached to the outside of the building. To erect any of the above referenced items in a "free-standing form" on the lawn or on the sidewalks requires pre-approval from the NHC Management.
- Outdoor exhibits shall be considered on a case by case basis based on other show activity and type of exhibit and must be approved by your Event Manager.
- Electric mobile or trailer type signs are not allowed on NHC property without NHC Management consent.
- All signs, banners, lights, sound equipment and/or decorations for installation in the NHC require approval before move-in by NHC Management and must be installed by NHC personnel or an approved audio visual company.
- At move out, all posted signage must be removed by the service contractor or Lessee. If any Lessee leaves materials in or on Facility property, the contractor or Lessee will be billed for labor to remove said items.

**Emergency Procedures:** The NHC is equipped with comprehensive early detection and alarm systems. The sprinkler system is designed to activate by heat sensitive devices and smoke detectors. All building emergency panels are monitored by the NHC staff and Building Engineers. The NHC is equipped with illuminated exit signs, powered by the emergency generator. In the event of an emergency, the highest ranking NHC Management person on duty assumes control of the building, directs the NHC personnel, and acts as a liaison with police, fire, and medical services. The NHC event management staff is responsible for keeping the tenant and service contractors informed and involved in decisions relating to events in progress. For further information about our emergency procedures visit the NHC Administrative offices.

**Equipment:** The NHC inventory is usually adequate to accommodate several events occurring at the same time. However, when inventory has been exhausted or the Lessee has a special request, the Lessee must make arrangements through your Event Manager to acquire the additional equipment. It is important to notify the Event Manager of your equipment needs as soon as possible so

there will be no equipment shortages. All NHC equipment must be operated by NHC personnel, unless previous permission has been granted by the Event Manager. Movement of portable walls in the meeting rooms and the Exhibit Hall is to be done by NHC personnel only.

The NHC does not loan out or rent ladders, electric or hand tools, genie lifts or driven loading equipment of any kind. Lessee must supply their own, or incur costs of center staffing to assist if staff is available. Equipment rates are outlined on a separate rate schedule. For any reason should the NHC pre-approve a decorator or installation A/V company to use its fork-lift or man lift the operator must have previously undergone a 'certified training program' and must show a card stating so that is valid and recent to the Operations Manager or the Events Manager before using the equipment.

The NHC will provide you with a list of vendors who have previously, successfully worked within our facility to assist you in coordinating outside rentals. There are no limitations on which vendors a lessee may use, regardless of whether they appear on the list. The NHC staff will be happy to assist you with measurements or suggestions when you are booking outside equipment. Your Event Manager will need all information regarding any outside equipment rentals coming into the facility. All deadlines and payments imposed by the vendor are the sole responsibility of the lessee.

**Event Services and Expenses:** The NHC offers a list of Event Services which may be necessary for the successful operation of your event. Supplemental expenses for these services may be incurred in addition to the basic rental for your event. Please discuss these services with your Event Manager for cost breakdown before your event.

**Event Settlements:** Billing for all services provided by the NHC Management to the Lessee will take place immediately after the close of the event. Payment is due upon receipt. In some circumstances, the NHC Management may require deposit monies equal to the anticipated billing which may be incurred by the Lessee and/or a security deposit for possible building damages prior to the issuance of the Lease Agreement. On reaching agreement, the NHC Management will issue a Lease Agreement for the Lessee's execution. Upon execution of that Lease Agreement, the deposit monies as defined or required by that Lease Agreement shall be submitted with the lease for the NHC's acceptance and confirmation of the event. All payments shall be non-refundable in the event of cancellation by the Lessee, and the NHC Management may pursue its remedies as provided in the Lease Agreement.

**Fire and Safety Regulations:** Public events may require a Fire Marshal on duty during show hours at the Lessee's expense. Private events may require a Fire Marshal on duty during show hours depending on the number of attendees, and/or type of event.

- All aisles must be kept clear, clean and free of obstructions.
- Exits shall not be blocked or covered.
- The NHC Management reserves the right to designate points of entrance, exit, and concession areas.
- Parking and unloading in the fire lanes in front of the NHC is not allowed. The fire lanes must remain clear at all times.
- Use of fireworks/pyrotechnics in the NHC is prohibited unless all the following conditions are met: a. Prior approval of NHC Management is obtained. b. Permit from St. Tammany Fire Marshal is obtained. c. Fire Marshal is on duty during use of said fireworks/pyrotechnics. d. Licensed personnel are handling said fireworks/pyrotechnics.
- Lighted candles can be used as decorations for banquets on the tables only if the candles are completely enclosed in a glass container. Other use of candles must be approved by the Fire Marshal.
- Materials used in the construction of all displays must be fire resistant. All exhibits and displays are subject to inspection by the designated Fire Department.
- Operation of gasoline powered vehicles will be permitted during move-in and move-out periods. Gasoline operated vehicles may not be operated in the Exhibit Hall, Pre-function and Hallways during show hours.
- All pressurized tanks holding any type of gas (helium, nitrogen, LP, Propane, etc.) must be approved by your Event Manager and secured in the upright position while being used in the NHC.
- During the times of move-in and move-out, the following rules and regulations apply. Violation of these rules and regulations will result in removal from NHC property: a. Absolutely no drinking of alcoholic beverages. b. No horseplay, practical jokes, etc. c. Use or possession of illegal, or controlled substances or look-a-likes and/or firearms of any kind is prohibited: violators will be prosecuted. d. No speeding or reckless use of vehicles or equipment will be permitted. e. No gasoline, kerosene, diesel fuel or other liquids may be stored, permanently or temporarily, in work areas. f. Exit doors may not be blocked with freight, equipment, display materials, etc.

- All cords and cables in aisles and walkways must be matted and taped in place by approved duct-tape.
- All plantings, fountains, etc should have waterproof plastic materials underneath.
- All draping materials, etc... must be flame retardant.
- All Holiday trees must be fire-proofed and bear a tag stating so.
- Running is not allowed in the Convention Facility.
- Bicycles and skateboards are not permitted in the building unless they are show related (entertainment) under controlled conditions with prior written approval from NHC Management.
- Standing on chairs by event attendees is prohibited.
- The NHC Management reserves the right to make or have announcements made pertaining to life-safety issues at appropriate times during the event, in consultation with the event promoter.
- The NHC Management reserves the right to cause interruption of any performance in the interest of public safety and to likewise cause the termination of such performance, when in the sole judgment of the NHC Management, such termination is necessary in the interest of public safety.

**Fire Detection, Hazardous Situations and Reporting System:** Upon activation of a heat/smoke detector or sprinkler system in the NHC, an audible alarm will sound in the building and alarm notification will go to the designated Fire Department. If you discover a fire, or other hazardous situation, contact NHC Administrative Office or call 9-1-1, please notify one of NHC personnel immediately. The NHC Administrative Office becomes the command post in all emergency conditions.

**Floorplans:** For your convenience a floor plan will be designed for your event. Your event manager will present you with a floor plan for your approval and signature. Once the floor plan has been agreed upon, the event manager will submit it for fire safety approval. Should the fire Inspector ask for changes the facility will cooperate in any way suggested for the utmost safety of its employees, guests and lessees, and the client is required to comply. Any changes thereafter will result in a \$125.00 change fee prior to the day of the event and a \$250.00 change fee on the day of the event.

**Food and Beverage Service:** Food and beverage will be catered by the NHC in-house caterer. Some local approved caterers can be accommodated for a fee of 15% of the total bill, excluding taxes.

If using an outside caterer, the 15% fee must be submitted to NHC within 3 days after the event, along with a copy of the caterer's signed invoice. Should food be donated to an event the "perceived cost or commercial cost" shall be taken into consideration and a 15% fee shall be levied on such value. Should a portion of the food costs be donated as an 'in-kind' sponsor the actual entire cost of the food (including the donation) shall be levied a 15% fee. Should product be purchased directly from COKE there will be a 15% fee levied. No other outside food or beverage product will be allowed in the facility unless ordered by a caterer. See your event manager for information before ordering anything. The minimum fee levied for food and beverage provided by an outside caterer is to be no less than \$3.75 per person in all cases.

Should renter choose to utilize an outside caterer (not Patton's) then the use of the kitchen shall be made available for a supervisions fee of not less than \$250.00 per use. The actual fee is to be determined at time of event planning with your Event Manger.

All alcoholic beverages must be provided, sold and served by NHC in-house caterer. The NHC Management reserves the right to approve or disapprove the dispensing of alcohol at any event. The NHC Management will not allow outside food and beverages to be carried into or sold at the NHC. All matters concerning food and beverage must be coordinated with your Event Manager. Lessee must have prior written approval from NHC for any participating vendor to give away food or beverage during an event.

The NHC reserves all food and beverage concessions and concession rights. The NHC Management reserves the right to erect portable concession stands as needed in prominent locations near the front door or the most traveled path in order to provide convenient quality service for NHC's guests. The NHC deems which events shall have concession available. If sales do not exceed \$500 in sales per bar/concession stand, per event day during an event where lessee has requested concessions be available, the difference will be invoiced to the lessee.

The Northshore Harbor Center is a COKE sponsored facility and by contract no lessee shall utilize any other type of beverage product

lines such as Pepsi or other types of bottled water or juices.

**Force Majeure:** LOSS OF USE OF BUILDING. Should the NHC or any part thereof be destroyed or damaged by fire or by any other cause, or if any other casualty, riot or civil disturbance, strike, act of God, floods, epidemics, quarantine restrictions, terrorist acts from a foreign or domestic source, failure of public utilities, exercise of the police power or a proclaimed state of emergency, or any other unforeseen occurrences shall render the fulfillment of a scheduled event impracticable, the NHC Management shall not in any way be liable or responsible to the Lessee for any damage or loss caused thereby. If because of any occurrences listed above or any other such unforeseeable occurrence causes an event in progress to be cancelled or terminated, the NHC Management shall not be liable or responsible to the Lessee for any damage or loss caused thereby.

**Freight:** The NHC will not accept shipment of freight materials, and equipment prior to contracted move-in date. After move-in date, all shipments should be consigned to the attention of the show service contractor. C.O.D. deliveries will not be accepted by the NHC. All equipment brought into the NHC should be delivered and removed at the loading dock area only. All freight must be brought into the NHC through the loading dock doors. Dock usage is on a 'first come-first serve' basis. Crate storage must be included on the floor plan and is not permissible without specific written permission from NHC Management. Requests for permission to store crates must be made by the service contractor. The NHC will not accept the delivery of flammable or combustible mixtures, waste, or liquids to be stored prior to or during an event in the Facility. No exit, fire fighting equipment, or emergency equipment shall be blocked or obstructed. Maintenance of area is the responsibility of the service contractor. All fire safety regulations must be strictly adhered to at all times. All fire prevention and security shall be the responsibility of the service contractor. It is the responsibility of the exhibitor and/or meeting planner to label each box or crate and fill out Bill of Lading for shipment. NHC Management must be notified of method of payment before end of event. Exhibitors and/or meeting planner may arrange own shipment, but NHC Management must be notified.

**General Building Services:** NHC personnel do not clean, nor are they permitted to enter interior exhibit booth areas. Refuse removal from exhibit booths is provided immediately after show hours in exhibit aisles. Services included in the basic rental without additional charges are: -General room lighting, heating, air-conditioning during show hours. Heating and air-conditioning required during move-in or move-out will be provided with an additional charge. There is one room set-up per rental. Changeovers are subject to a charge. Changes to the approved floor plan on the day of an event will be subject to a charge.

**Same-day services:** There will be a 10% "Rush fee" for same-day electrical, audio visual or engineering services not previously ordered.

**General Service Contractors:** The Event Manager can guide you to approved service contractors that provide services beyond those services directly available by the NHC Management. These include: Balloons, Booth Furnishings, Business Equipment, Convention Services, Crate Storage, Decorator Services, Drayage, Entertainment, Furniture/Booth Furnishings, Models, Plants, Speakers. Any changes to previously contracted services may result in charges being billed to the Lessee.

**Handicapped:** The Lessee shall have the responsibility of complying with the Americans with Disabilities Act of 1990 and shall insure that all activities comply with said Act during the term of the Lease. The NHC is accessible to persons with disabilities. Should the Lessee anticipate a need for any further special accommodations for the scheduled event, please contact your Event Manager ten (10) days prior to the event date.

**Hours of Operation:** The normal and customary user day hours for the facility are 7:00 a.m. - 6:00 p.m. (inclusive of set-up and tear-down time). Evening hours are available from 6:00 p.m. until 12:00 midnight (inclusive of set-up and tear-down time). Hours outside of these must be clearly identified and arranged with your Event Manager. Please see the NHC Rate Sheet for rental pricing. The NHC Administrative Office hours are Monday through Friday, 9:00 a.m. - 5:30 p.m. The Administrative Office is closed on all major holidays unless NHC Management deems it necessary to remain open.

**Insurance:** Users shall secure and retain throughout the term of the Lease Agreement the following insurance: a. Comprehensive General Liability - Said coverage shall have limits of not less than \$1,000,000 each occurrence combined single limit for bodily injury and property damage, including coverages for personal injury, contractual liability, operation of mobile equipment, and products/

completed operations. b. Automobile Liability - Coverage shall be acquired for all owned, non-owned, hired, and leased vehicles of Lessee, including the loading and unloading thereof. Limits of not less than \$1,000,000 each occurrence combined single limit for bodily injury and property damage shall be maintained. Lessee shall name as additional insured, **The Northshore Harbor Center, their officers, commissioners, agents and employees with a Waiver of Subrogation in favor of the Northshore Harbor Center.** Lessee shall furnish to the NHC Management at least thirty (30) days prior to commencement of occupancy certificate(s) of insurance as evidence that the required coverage is in effect. Should Lessee fail to provide such certificate(s) as required by this Agreement, the NHC Management may, but shall not be obligated to, obtain said policies of insurance of Lessee's expense or the NHC Management may cancel the Event(s) without penalty to the NHC Management. All insurance as required by this Agreement must carry a mandatory thirty (30) day notice of cancellation to the NHC Management. Lessee will also be expected to furnish a copy of insurance ten (10) days prior to the event to confirm insurance is still in effect. Lessee hereby agrees to obtain at its own expense and to keep in full force and effect during the use or occupancy of the Authorized Areas pursuant to this Agreement, including move-in and move-out periods, the stated insurance coverages. All policies shall be issued by companies licensed to do business in the State of Louisiana and having at least an "A" rating in the current Best's Manual. All such policies of insurance, with the exception of Workers Compensation, shall be endorsed to be primary of all other valid and collectible coverages maintained by the NHC, as respects of their activity at the NHC. All applicable policies will be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with Lessee's obligations under this paragraph. Lessee will be responsible for insurance verification of their vendors. Lessee will be responsible for any and all damages resulting from any vendors participating in their event without insurance.

**Intermissions:** The Lessee agrees that every public performance which is not completed within one and one-half hours will have an intermission period of not less than fifteen minutes.

**Keys:** The NHC Management will not issue outside door keys of the facility to any Lessee, service contractors or any other outside vendor. The Building Engineer will open and secure doors at the beginning and end of each event as instructed by the Event Manager.

**Lease Agreement:** The NHC Management has no commitment to Lessee whatsoever until a Lease Agreement has been executed by both parties and payment of the required deposit has been received. Without an executed Lease Agreement, reservations of days or space are merely for the convenience of Lessee. No commitment for dates or space on behalf of the NHC Management shall be final until a Lease Agreement is signed by the Lessee, and accepted by NHC Management. Multi day events take precedence over single day events in all rentable areas of the NHC.

**Licenses/Permits/Taxes:** The Lessee shall be responsible for acquiring and shall pay the costs of any and all licenses, excises, permits and taxes, including copyright fees, required by authorities having jurisdiction over the NHC. **The Lessee must acquire and pay the cost of any and all licenses, permits and taxes twenty (20) days prior to the first move-in or event day or the event cannot occur.**

**Lighting, Ventilation, Heat, Air-Conditioning:** House lighting, ventilation, heat or air-conditioning will be provided as required during event hours. Full house lighting, ventilation, heating and air-conditioning are maintained from one hour prior to event until close of event. Energy conservation is of prime concern and minimal levels of lighting, ventilation, heat and air-conditioning will be maintained during move-in and move-out periods. Special lighting levels can be set by the NHC Management and need to be arranged with your Event Manager.

**Like Events:** It is NHC Management's preference not to accept space bookings for like or similar public events and trade shows within 60 days prior to or after the other like event; however NHC Management specifically reserves the right to do so in its sole discretion.

**Literature/Handouts/Leaflets:** Distribution of any printed materials on the premises must have prior approval by the NHC Management. A fee to clean-up litter created by such distribution may be imposed.

**Live Entertainment:** A fully executed License Agreement with any related contracts and/or riders pertaining to technical requirements, performing acts, and related information must be received by NHC Management fourteen (14) days prior to the date of the event. The use of any special effects other than standard stage lights must be submitted for review and approval by NHC Management and the St. Tammany Fire Department.

**Lost Articles:** Every effort shall be made by all employees of NHC to see that property found or turned in be handled in such a way as to provide the best possible opportunity for return of that property to its rightful owner. If property is found before, during or after an event by an NHC employee, it will be turned in to the Administrative Office for safekeeping.

**Merchandising:** The NHC shall receive 25% of all merchandise sold by lessee. The NHC can provide employees to sell merchandise for the lessee at an hourly rate or the product can be counted and settled by your Event Manager but sold by your representatives. Sellers must maintain the same decorum and standards the employees of the NHC would be expected to present. Lessee must provide NHC with two weeks advance notice that there will be merchandise sales. Merchandise counts must be taken before and after the event selling takes place with an NHC staff member present. Settlement of merchandise sales will be made at close of the event. If a vendor or lessee shows up with merchandise not already agreed upon to be sold the NHC reserves the right to refuse the lessee from selling the merchandise. Merchandise rules apply to those merchants who sell on the premises but arrange pick-up or purchasing at a later date or another site.

**Movable Walls:** The movable walls in the exhibit hall and/or meeting rooms may not be moved by persons other than authorized NHC personnel.

**Noise Levels:** NHC Management has the right to monitor all noise levels to prevent disruption or nuisance to other events.

**Non-Profit Rates:** Non-profit rates are available as well as special rates for Wards 8 & 9 residents at the NHC. These rates refer to non-profit, tax exempt, community service oriented organizations and groups based in the local community whose activities would be of a public nature (excluding campaigns or events politically partisan in nature) may qualify for this non-profit rate upon submittal and approval of the required application. Upon contracting proof of non-profit status (from the IRS) will be necessary. All of the terms and conditions, as well as extra event fees shall apply as published, including load-in days at full-price rates. Non-profit rates shall not apply to events that compete with commercial events.

Any Non-profit authority who agrees to donate the proceeds to The Northshore Harbor Center is deserving of a preferred price structure of 50% rental fee with preferred rates for other fees applicable as well. Should the rental venture meet the NHC criteria as a profitable venture all in-house rental equipment will be granted at no charge. Labor rates may apply.

**No Smoking Policy:** The use of tobacco products are **not permitted** in any area inside the building. The use of tobacco will be allowed outside in designated areas only.

**Outside Services:** All outside services must be provided by companies approved by NHC Management.

**Overtime:** Events that run beyond the scheduled agreed-upon running time as it appears on the event order may result in an overtime charge as listed on the rate sheet.

**Owner Right of Entry:** In permitting the use of the Authorized Areas to the Lessee, the NHC does not relinquish and does hereby retain the right to enforce all rules for the management and operations of such space. Representatives of the NHC shall at all reasonable times have the right to enter into Authorized Areas without providing notice to the Lessee. All Facility Property shall at all times be subject to the Facility's right to control.

**Paging:** The NHC has a paging system that will reach the entire building. The NHC Management reserves the right to make announcements at any time regarding public safety and operations of the NHC

**Painting:** The act of painting is prohibited on NHC Property, without prior management consent.

**Parking/Loading Dock:** Cars and/or trucks parked illegally in marked fire lanes, loading docks, ramps or on the exhibit floors will be towed at the expense of the vehicle's owner to insure the safety of all our guests and employees.

Recreational vehicles and trailers are not allowed to park in loading docks or dock areas or in the exhibition hall. Recreational vehicles may use the designated parking spaces for daily parking only. Overnight parking is strictly prohibited without express written consent from NHC Management. If special parking arrangements are required, please contact your Event Manager.

The NHC Management reserves the right to collect for parking, or to levy 25% of parking fee collected per car, or .50 per ticket sold (whichever is greater) when Lessee chooses to charge guests for parking.

“Parking Lot events” Outdoor events located in the parking lots will be assessed a \$200.00 street-cleaning fee and lessee will be responsible to remove event trash and debris.

When two or more events require loading dock access, contractors will work out a mutual agreeable dock schedule. Otherwise, NHC Management will allocate the dock to each event as deemed appropriate.

**Performance Approval:** The NHC Management retains approval right of performance, exhibition or entertainment to be offered under this agreement and the Lessee agrees that no such activity or part thereof shall be given or held if the NHC Management files written objection on the grounds of character offensive to public morals, failure to uphold event advertising claims, or violation of event content restrictions agreed to by both parties at the time of execution of this agreement.

**Photography:** NHC Management reserves the right to restrict photography on property at its discretion.

**Pre-Event and Post Event Meeting:** It is strongly recommended that you arrange a pre-event meeting with your Event Manager. This meeting should be conducted five (5) days prior to your event. This will give you an opportunity to review the event with your planner and meet the members of each operating department that will be responsible for your event. If time permits, a post event meeting with your planner to discuss the service received would be helpful to the facility. We welcome your comments about our service as we are continually striving to improve our methods of operation and service.

**Pre-Event and Post Event Walk-through:** A walk-through will be conducted with your event manager before and after the event to ensure the facility is safely set-up for guests, the set-up adheres to the agreement specifications and to note the condition of the facility pre and post-event.

**Premiums/Raffles:** Any promotional giveaway items require the prior approval of the NHC Management. Raffles also require prior approval from the NHC Management and, in some situations, approval from both the State and Parish.

**Publicly Ticketed For-Profit Concerts:** There is facility charge of \$1.00 per ticket for concerts selling 500 or more tickets.

**Rental of Equipment:** The NHC has available for rent various pieces of equipment including, but not limited to, stage sections, dance floors, tables, and chairs. The prevailing rates for equipment are available. **These rates are subject to change without notice.** All NHC equipment will be set up and operated by authorized Convention Facility personnel only.

**Reservation of Rights:** The Northshore Harbor Center reserves the right to refuse to do business with any individual or entity with a record of illegal activities, law enforcement violations, deceptive business practices or excessive consumer complaints (of either a civil or criminal nature). Should such activities of Lessee be discovered or disclosed subsequent to the execution of a Rental Agreement with the NHC, the NHC Management shall have the exclusive and immediate right to terminate such Rental Agreement with Lessee. In the event of said termination, NHC Management shall not be liable to Lessee or any other party for any damages in connection with said termination (neither consequential damages nor otherwise), and Lessee hereby expressly waives same.”

**Rigging/Hanging of Lights, Sound, etc...** No one shall rig/hang anything from the ceiling without the expressed permission of the Operations Manger who will deem the safety of the activity and load to be hung. Blue prints are attainable in the administration office for the designing of safe rigging in the facility. Any renter, staff or decorator may use the available blueprints upon request.

**Sales Tax:** The Lessee is responsible for collecting City, Parish, and State Sales and License Tax on public admissions and sales at the



NHC. For additional information concerning sales tax, please contact the NHC Business Office

**Security:** There is no designated formula for providing necessary security levels. The security profile will be determined by the NHC Management in conjunction with the promoter and the St. Tammany Parish Sheriff's Department, or the NHC's deemed security company. It is the responsibility of the Lessee to disclose estimated attendance figures, activities, entertainment, and all other pertinent information needed to determine security measures. The use of alcohol, profile of the attendees, history of the event, length of event, type of entertainment and space utilized will be taken into account to deem the necessary security personnel which must be hired for the event at the cost of the lessee. In all cases, the NHC Management reserves the right to determine the appropriate amount of security and fire marshal protection during all events held at the NHC. Should the Lessee fail to disclose accurate event statistics, such as attendance figures, the NHC has the right to stop attendees from continuing to enter the facility during the event. The NHC will determine who may be hired for the security of the event, and all event security will be employed by the NHC and not the lessee.

**Taxes:** Renter is obligated to declare and pay all applicable taxes on revenues and sales according to Louisiana law.

**Tenting:** Tenting is allowed in specific areas of the NHC property. Please confirm with your Sales/Events Manager for specific locations and requirements. Tents can never be attached to the outside of the facility. No holes may be drilled in the concrete without prior NHC approval. There are sprinklers implanted on the NHC lawns, please get prior approval. Outside doors to the facility are 8-1/2 feet high. The lights on the walls above the side exit doors are 10 feet high, schedule entrances to outside tents to accommodate door and light heights. By Fire-Marshall regulations; Smoking is never allowed in tents, Candles are not allowed in tents, All tents must have two exits clearly marked with reflective exit signs. All tents are subject to a Fire Marshall inspection prior to the event.

**Treatment of Floors in Exhibit Area:** In accordance with restrictions imposed by the NHC Management, in the interest of preserving the floor surface, the following has been prohibited: - Drilling of holes, attachments to or painting of floor, or any other defacement to floor or walls. - Exhibitors wishing to lay any floor covering may not adhere same to the building floor. The only adhesive tape approved for use on the Exhibit Hall floor by NHC Management in the event of a trade show is Gaffers tape. Tape is available for purchase by the Facility or decorator may supply their own. NO OTHER ADHESIVE TAPE IS ALLOWED ON ANY FLOORS. THE LESSEE WILL ASSUME ALL COSTS ARISING FROM VIOLATION TO THIS POLICY.

**Utility Services:** The NHC is the exclusive contractor for all utility services. All utility connections shall be made by the Facility's in-house electrical technicians and staff. Any exceptions must be approved in writing by the NHC Management. The following telecommunication services are available: telephone lines, fax lines, modem lines, ISDN lines, wireless internet, long distance service, and video conferencing services. The NHC Management will extend the services to the location specified in the request for services. If the Lessee or Lessee's exhibitors order telephone service, a deposit will be required for the telephone instrument which will be refunded upon its return after the event. Should long distance service be requested, a deposit will be required in addition to the instrument deposit. Upon returning the telephone, a detailed list of all outbound long distance calls will be provided, with any money due being refunded or money owed being paid. Orders for all other utilities with advance order pricing must be paid at least 72 hours in advance of the first move-in day as specified in the Lease Agreement. Failure to do so could cause forfeiture of advance price.

**Vehicles:** Vehicles are permitted in the Exhibit hall for loading and unloading only. Vehicles may not be parked in the Exhibit Hall unless they are part of a display. Any public demonstration or exhibition involving a mechanized or motorized part powered by either propellant or electrical system may not be operated without written approval of the St. Tammany Fire Department and NHC Management a minimum of thirty (30) days prior to move-in date. Motorized vehicles cannot be operated in any area outside of the Exhibit Hall (hallways, meeting rooms, Pre-function, etc.) without NHC Management permission. No carts, hand trucks, etc., with hard wheels are permitted on carpeted surfaces. Vehicles parked inside must have battery cables disconnected and have no more than one (1) gallon of gasoline in the tank. Gas caps must be taped. Vehicles powered by propane fuel are not allowed in the building. Combustion engines may not be operated as part of the show. Floors must be covered underneath the vehicles.

**Water Service:** Complimentary water service is provided at all head tables or lecterns in meeting rooms. Water stations for attendees



can be provided for a fee.

**Weather:** Weather is always a factor when booking an event in Louisiana. There are administrative, cleaning and set-up expenses related to event arrangements that will be passed on to the lessee if event is cancelled. Total fees will not automatically be refunded. The following will be adhered to:

- a) The deposit fee will not be refunded.
- b) Rental fees will not be refunded to persons or groups that cancel their booking within 10 days of the event booking due to weather.
- c) If the weather on the reserved date is so severe so as to cause a widespread cancellation to all groups using the facilities on the day, lessee will be refunded 80% of rental fee.

**Rental Deposit Timeline:**

- To hold a date on the calendar requires a 25% deposit.
- A “challenged date” as described in the *Booking and Scheduling* Paragraph, requires a 25% non-refundable deposit and the signing of a rental agreement within forty-eight (48) hours of request. This will guarantee the date.
- For “all rentals” the remainder of the “known estimated remaining monies due” as furnished by your assigned Event Manager, is due ten (10) days prior to rental date.
- Five (5) days prior to event, all last-minute remaining estimated pre-event costs including catering are due. NHC reserves the right to release the date to another lessee if payment is not made five days prior to event. Any previous deposits will not be refunded.

**Important Payment Notes:**

- Should payment not be made previous to the event as stipulated in the contract the NHC reserves the right to not open the facility to the lessee’s event. In the event of this occurrence no refunds will be given for any previous deposits.
  - Event estimate payments may never be made on a weekend day.
  - If payments are made less than 72 hours before the event checks will not be accepted unless certified.
- Remainder of balance due for changes made during an event will be collected immediately after conclusion of the rental.

## Northshore Harbor Center Lease Agreement

Name of Lessee \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Rental Date(s): \_\_\_\_\_

Type of Event: \_\_\_\_\_

Non-profit? Yes \_\_\_\_\_ No \_\_\_\_\_ Non-profit in Wards 8&9? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please initial confirmation \_\_\_\_\_ “that the proposed activities would be of a public nature that would be “for the benefit of and open to” the community (excluding campaigns or events politically partisan in nature)”

Rooms to be rented: Grand Hall \_\_\_\_\_ 2/3 Grand Hall \_\_\_\_\_ 1/3 Grand Hall \_\_\_\_\_ Meeting Room 1-5 \_\_\_\_\_

### Below to be filled out by Northshore Harbor Center Management

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Dates Available and confirmed on calendar: Yes \_\_\_\_\_ No \_\_\_\_\_

Initial Estimated Total Rental Fee at time of signing used for calculating the necessary 25% deposit: \_\_\_\_\_

**Initial estimate:** \_\_\_\_\_ **25% deposit amount:** \_\_\_\_\_

#### Rental Deposit Timeline:

- To hold a date on the calendar requires a 25% deposit. To be considered a confirmed date a signed contract and the required 25% deposit must be completed.
- A “challenged date” as described in the *Booking and Scheduling* Paragraph, requires a 25% non-refundable deposit and the signing of a rental agreement within forty-eight (48) hours of request. This will guarantee the date.
- For “all rentals” the remainder of the “known estimated remaining monies due” as furnished by your assigned Event Manager, is due ten (10) business days prior to rental date. **THIS DATE IS \_\_\_\_\_.**
- Five (5) business days prior to event, all last-minute remaining estimated pre-event costs including catering are due. NHC reserves the right to release the date to another lessee if payment is not made five days prior to event. Any previous deposits will not be refunded. **THIS DATE IS \_\_\_\_\_.**

#### **Important Payment Notes:**

- **Should payment not be made previous to the event as stipulated in the contract the NHC reserves the right to not open the facility to the lessee’s event. In the event of this occurrence no refunds will be given for any previous deposits.**
- **Event estimate payments may never be made on a weekend day.**
- **If payments are made less than 72 hours before the event checks will not be accepted unless certified.**
- **Remainder of balance due for changes made during an event will be collected immediately after conclusion of the rental. Please be sure you are prepared to pay the remainder while on-site.**

**The owner of the NHC, the Northshore Harbor Center District, hereby leases the above-specified room(s) to (Lessee) for the above-specified date(s) and upon the terms and conditions set forth in the NHC user Policies and Procedures and price sheets attached.**

\_\_\_\_\_  
Authorized Lessee Signature                      Date

\_\_\_\_\_  
Authorized NHC Signature                      Date

# NORTHSHORE HARBOR CENTER EQUIPMENT RENTAL PRICES AND PACKAGES

<b>TABLES</b>		Each
36" Cocktail	15	\$5.00
6' X 18" Banquet	43	\$5.00
8' X 18" Banquet	39	\$6.00
8' X30" Banquet	130	\$6.00
60" Round	30	\$7.00
72" x 60" Oval	126	\$8.00
Serpentine Tables	6	\$8.00

<b>CHAIRS</b>		Each
Red/Blue Padded, flex back Chairs	1600	\$1.25
White Wooden Chair w/Padded Seat	200	\$1.00
Portable Telescopic Riser Seats	509	\$1.25

<b>LINEN SERVICES</b>		Each
White linen table cloth (all sizes)		\$3.00
<b>Assorted colored Overlays</b>		
Blue Design	16	\$5.00
Red Design	27	\$5.00
Forest Green	6	\$5.00
Tan	3	\$5.00
Lime green	4	\$5.00
Rust	4	\$5.00
Burnt Orange	1	\$5.00
Copper	3	\$5.00
Chocolate	2	\$5.00
Teal Placements	40	\$2.50
<b>Skirts</b>		
Taupe	15	\$2.50
Navy	22	\$2.50
<b>White Chair Bands</b>	785	\$0.25
<b>Black Chair Covers</b>	764	\$2.00
If Client prefers to dress the chairs, the cost will be \$1.00/cover.		

<b>Dance Floor</b>		Per Event
Dance panels are 4' x 4'		0.32/sq ft
Largest Size 24' x 28'	Total	\$215.04

<b>STAGE</b>		Per Event
<b>Stage Panels</b>		\$0.32/sq ft
Stage panels come in 4' x 8' panels, we can do many stage sizes. The largest sizes are: 56' x 36', 48' x 20', 44' x 24', 40' x 28' or 36' x 32'. (Height sizes 24" - 48"; 4" increments)		
<b>Fold &amp; Roll Stage</b>		\$0.32/sq ft
Stage panels come in 6' x 8' panels, we can do many stage sizes. The largest sizes are: 24' x 12' or 18" x 16" (Height sizes 18" or 24")		
•• Stairs are included in stage prices. A ramp is also available upon request. ••		
Velvet pipe & drape 16' high		\$8/linear ft
Pipe and drape 8' high		\$4/linear ft
<b>Black Velvet Stage Backdrop</b>		\$200.00

<b>Theatre Package</b>		Per Event
Stage up to 56' x 36'		\$1,000.00
Drapes (Red Velvet Grand Drape, opens and closes, valence and wing legs)		
•Package does not include sound or lights		

<b>Lighting</b>		Per Day
Uplighting	10	\$25.00
Gels - blue, green, red		\$5.00
Lighting Truss (30 lights per truss)	2	\$1,000.00

<b>Décor</b>		Each
White pearl lamps		\$3.00
Blue beaded lamps		\$3.00
Hurricane lanterns		\$3.00
Long stem vases		\$5.00
White long stem floral arrangement		\$8.00
Rose bowls		\$1.00
Votive holders with tealight		Comp
Table tent card holders		\$1.00
Velvet pipe & drape 16' high		\$8/linear ft
Pipe and drape 8' high		\$4/linear ft
Silver tone Cylinder Vase	50	\$6.00
Velvet rope 3' or 6'	15/28	Comp
Ceiling Swag		\$850.00
<b>Decorative Table Scarf</b>		
Burgundy, Copper, Gold, Black	50	\$5.00

# NORTHSHORE HARBOR CENTER EQUIPMENT RENTAL PRICES AND PACKAGES

<b>Administrative Services</b>	Each
Black & White Copies	\$0.10
Color Copies	\$1.00
Outgoing Long Distance Faxes	
First page	\$2.00
Additional pages	\$0.50
Incoming Faxes	Comp
Tent Cards	\$1.25
Plastic Printed Name Badges	\$0.50
List of names for cards/badges must be provided to Events	
Manager at least five days prior to event.	

<b>Electrical Service Rates</b>	Per Day
<b>110 Volts</b>	
10 amps	\$15.00
20 amps	\$25.00
<b>208 Volts</b>	
30 amps	\$35.00
60 amps	\$55.00
100 amps	\$75.00
<b>Road Show Power</b>	
200 amps	\$100.00
400 amps	\$200.00
Heat/Air services on load-in days	\$150.00

<b>Miscellaneous Rentals</b>	Each
Power Strips	6 Comp
Sign Extensions	3 Comp
Tape Rolls	
Double sided 2.5"	\$25.00
Gaff 3"	\$15.00
Extension cords	10 Comp
Stanchions Poles	60 \$3.00
Easels - Table top	\$5.00
Easels - Standing	\$5.00
Man Lift (Daily Rate)	\$150.00
Forklift (Daily Rate)	\$100.00

<b>Audio Visual</b>	Per Event
<b>Internet</b>	
Internet - Wired, Per Line	\$50.00
Wireless Internet	\$125.00
<b>Phone Line</b>	Per Day
Polycom teleconference phone (w/ line)	\$75.00
Regular phone service (plus long distance rates)	\$50.00
<b>Flipchart Package</b>	\$20.00
Includes Flipchart Stand, Pad, Markers	
<b>Podium</b>	\$25.00
standing or table top	
<b>TV/DVD/VCR Package</b>	\$100.00
Includes 27" Color Monitor & 44" Draped Media Cart	
<b>8' x 8' Projection screen</b>	\$50.00
<b>Small Meeting Powerpoint Data Projector</b>	\$150.00
<b>Small Sound System</b>	\$150.00
includes wired microphone & 2 small speakers	
<b>Large Sound System</b>	\$100/Speaker
includes wired microphone & speakers	
Grand Hall 6 speakers recommended	
2/3 Grand Hall 4 speakers recommended	
<b>Wireless microphone</b>	\$50.00

<b>Staffing Rates</b>	
The NHC offers trained staff & supervisors to ensure quality production of your event, as well as, safety for the patrons.	
Number of staff required is determined on an individual basis.	
<b>Staffing Rates</b>	Hour
Event Coordinator	\$15.00
Forklift/Manlift Operator	\$15.00
Overnight Security	\$15.00
Sound Technician	\$15.00
Lighting Technician	\$15.00
Building Services Crew	\$14.00
St Tammany Parish Sheriff (4 hr min) if required	\$30.00
1st District Fire Department (4 hr min) if required	\$25.00
Housekeeping/custodian	\$13.00
Staff Supervisor	\$12.00
Usher	\$11.00
Parking Lot Attendant	\$10.00
Ticket Taker	\$10.00
Runners	day \$200.00
Tradeshow Electrician	TBA
4 hr min call. Should IATSE Union labor be necessary, it will be provided at the current price rate. Holiday staffing is charged at double time.	

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