



CITY OF SAN ANTONIO
CONVENTION & SPORTS FACILITIES

**ADDENDUM II – CLASS III
HENRY B. GONZÁLEZ CONVENTION CENTER
& LILA COCKRELL THEATRE**

I. RENTAL PERIOD – ADDITIONAL FEES:

- A. A rental “day” is defined as 6:00am to 11:59pm.
- B. If the time for the event goes past 11:59pm, the rental rate is an additional \$400.00 per hour or any portion of an hour. If move-in or move-out occurs between 12:00 midnight and 6:00am, the rental is an additional \$400.00 per hour or any portion of an hour.

II. RENTAL OF MEETING ROOMS AND BALLROOMS:

A. Included In Your Rental

- 1. Rental includes one set-up (theatre, classroom, banquet seating or conference style). Set up includes chairs, 8’x15” classroom tables, 6’x30” & 8’x30” rectangular tables (for head tables and handouts), 66” round tables, and one lectern. Final diagram and set up must be sent to your Event Coordinator a minimum of two weeks prior to the move in date. Diagrams and set ups received after that date will be charged on a per piece basis.
- 2. Any change to the original set up will result in additional fees. Changes result in a charge equivalent to the rental cost for all equipment in the resulting set up. For more details, please contact your Events Services Coordinator.
- 3. Rental includes a maximum of four (4) risers to be used for head table. Additional risers are available at current rental rates. Refer to Section IX Equipment Rental, Services & Labor Rate Schedule.
- 4. Table skirting for head tables, registration tables, and classroom tables is included upon availability of materials. All tables have Formica or aluminum tops.
- 5. Rental of meeting rooms and ballrooms for the purpose of exhibits or displays does not include the set-up or use of any Convention Center equipment, other than tables and chairs needed for food service. Refer to Section IX Equipment Rental, Services & Labor Rate Schedule.
- 6. Rental does not include audio equipment. Refer to Section VII for information on preferred A/V provider.
- 7. Rental includes normal A/C or heating, excluding move-in and move-out times. A/C or heating is at an additional fee during move-in and move-out times. Refer to Section IX Equipment Rental, Services & Labor Rate Schedule.
- 8. Water pitchers are provided for head tables and conference-style room set-ups only. Contact The RK Culinary Group for all other water services.

B. General Policies

- 1. Normal housekeeping services are provided excluding the property of others.
- 2. When meeting rooms or ballrooms are utilized for the purpose of exhibits or displays, a clean-up fee may be assessed if excessive trash removal or floor clean-up is warranted:
 - a. Meeting Rooms \$75.00 - 250.00
 - b. Hemisfair Ballroom (C1-C3) \$500.00 combined
 - c. Hemisfair Ballroom1-C2-C3 \$200.00 per section
 - d. Stars at Night Ballroom \$700.00 combined
 - e. Stars at Night Ballroom \$300.00 per section
- 3. Carpeted Areas: if any carpet is driven over by a motorized vehicle, that area must be protected from damage. The mandatory method of protection is additional clean carpet laid upside down on the area to be driven upon. Masonite or Visqueen are acceptable options. No other method will be permitted.
- 4. Rigging or hanging from the ceilings is prohibited in all meeting rooms and ballrooms (excluding Hemisfair Ballroom and Stars at Night Ballroom), except as allowed by the exclusive rigging contractor.

5. Tape, adhesive products of any kind or puncturing items such as staples, tacks and nails may not be attached to any walls, doors, or glass within the facility.

III. RENTAL OF EXHIBIT HALLS:

A. Included In Your Rental

1. Rental does not include the set-up or use of any Convention Center equipment unless exhibit space is utilized for general sessions. Final diagram and set up must be sent to your Event Coordinator a minimum of twelve weeks (12) prior to the move in date. Diagrams received after that date will be charged on a per piece basis for general sessions and are subject to overtime fees for all other type of functions. Tables & chairs for food service areas provided by our subcontractor inside the exhibit space are provided at no charge. Refer to Section IX Equipment Rental, Services & Labor Rate Schedule.
2. Any change to the original set up is change and will result in additional fees. Changes result in a charge equivalent to the rental cost for all equipment in the resulting set up. For more details, please contact your Events Services Coordinator
3. Rental does not include audio equipment. Refer to Section VII for information on preferred A/V provider.
4. Rental includes normal A/C or heating, excluding move-in and move-out times. A/C or heating is at an additional fee during move-in and move-out times. Refer to Section IX Equipment Rental, Services & Labor Rate Schedule.

B. General Policies

1. Normal housekeeping services are provided excluding the property of others.
2. Exhibit hall clean-up is provided as part of your rental agreement. However, an excessive clean-up fee may be assessed if warranted:
 - a. Exhibit Halls 1-2-3-4 \$700.00 full hall / \$500.00 half-hall
 - b. Exhibit Halls 4A-4B \$400.00
 - c. Bridge Hall \$250.00

IV. PUBLIC ACCESS SPACES:

The Henry B. Gonzalez Convention Center is a public facility and is open to the public. Public Space and Public Licensed Space (defined below) must remain open for safety purposes and public access to other public areas and facilities in and around the facility.

Public Space and Public Licensed Space adjacent to client's Licensed Premises may be used for directional signage, registration tables, information kiosks, or limited casual seating upon approval by the Event Services Manager. Existing signage, artwork, furnishings or in-house advertising displays may not be covered, moved, or altered.

Licensed Space – Space that is rented by the Licensee as “Licensed Premises” in the Short-Term License Agreement where the public is restricted and can only be accessed by event attendees. This definition includes, but is not limited to, exhibit halls, ballrooms, meeting rooms, the LDR, the Boardroom, the Lila Cockrell Theatre, and Bridge Hall if included in the Licensee’s Space Addendum.

Public Space – All areas that are not “Licensed” are always available for public access, such as the Main Lobby, West Lobby, Theatre Foyer, Hall of Statues, and all other hallways. The outdoor Theatre Plaza is a public area shared with the adjacent hotel; approved ground-supported entrance units may be installed at the entrance portals only if client has the east side of the Convention Center contracted.

Public Licensed Space – Any space that is open to the public but can be licensed under certain circumstances and limitations including, but not limited to, Tower View, Park View, Merida Plaza, patios and terraces, and the Grotto.

V. RENTAL OF LILA COCKRELL THEATRE:**A. Included In Your Rental**

1. Rental includes twelve 8'x30" or 6'x30" tables, and 24 chairs. Additional equipment will be charged at current rates. Refer to Section IX Equipment Rental, Services & Labor Rate Schedule.
2. Normal housekeeping services are provided, excluding the property of others. Additional clean up fees may result from the use of production-related or decorative items in the seating area including, but not limited to streamers or confetti (if approved), brochures, other pre-set items, etc.
3. Rental **does not** include stagehands, house technicians, soundboard operators, spotlight operators, security (Off Duty PD), ushers, ticket takers or other needed personnel. Licensee must make necessary arrangements to employ such staff, as approved by the Convention Center General Manager or his designee.
4. **Audio:** Use of the **Basic Sound System**, inclusive of three (3) wired microphones is included in the Theatre rental. For additional A/V needs, refer to Section VII for information on preferred A/V provider.
5. Use of an **Enhanced Sound System** is available for those who place a premium on sound. Refer to the Equipment Rental, Services & Labor Rate Schedule for costs and details of the upgraded system. For more technical details pertaining to the audio systems, contact the Stage Manager at 210-207-6301.
6. **Lighting:** House lights and 20 additional lights (except for spotlights) are included in the Theatre rental. Color gels and filters are not included and must be rented from an outside source. For technical details pertaining to the lighting systems in the Lila Cockrell Theater, contact the Stage Manager at 210-207-6301.
7. Rental includes normal air conditioning (A/C) or heating during event hours, inclusive of appropriate pre-cooling. / Heating time. Upon request, A/C or heating is available during move-in, move-out and rehearsal times for an additional fee. Refer to Section IX Equipment Rental, Services & Labor Rate Schedule.

B. General Policies

1. The location of the Lila Cockrell Theatre is at the main access point into the Henry B. Gonzalez Convention Center on the West Bank. Attendees, displays and all theatre related events must be contained to the lobby area and in no way block or obstruct the main concourse entry. Security personnel may be required to ensure such action, or the Convention Center General Manager may order such personnel at the licensee's expense. The main concourse area is classified as public access area and may not be used for registration, practice, rehearsals, dining, or a congregation area by the theatre users.
2. Food & beverages are not permitted within the main house seating area of the theater. Licensee will incur an additional clean-up fee of \$300.00-\$500.00 if food or beverages are taken into the main house; clean-up fee also applies to all types of glitter, confetti, and adhesive stickers.
3. The Green Room is to be held exclusively for main performers. Production offices and crews are prohibited. If damages or loss occur to the room, Licensee will be responsible.
4. A Convention Center house technician must be on duty during all hours of an event when the theatre's sound or lighting systems or other related house equipment is in use. House technicians may be required prior to and after your event hours to set up, test, monitor and strike any facility systems or equipment.
5. House audio technicians are provided Monday – Saturday during normal business hours (8:00 AM to 6:00 PM) at no charge to Licensee. Beyond that, the Licensee is responsible for arranging for the house technician(s) after 6:00 pm, Monday – Saturday and for Sunday's and City-recognized holidays by calling the Stage Manager at 210-207-6301 or your assigned Event Services Coordinator. The cost for a house technician will be reflected on the final invoice to Licensee. Refer to Section IX. Equipment Rental, Services & Labor Rate Schedule.
6. There is an \$1,500.00 charge to remove or raise the **Orchestra Pit Filler**. The orchestra pit filler requires one full day to raise or remove, and one full day to restore. Requests to raise or remove must be received two (2) weeks in advance of event date and are subject to availability of both time and labor. Requests to adjust pit filler within 72 hours of event move-in or start time will incur a 50% upcharge of \$750.00.
7. To remove the back seating area and install the portable A/V riser platform, a \$200.00 charge will be assessed.

C. Theatre Event Security & Event Staffing

1. The San Antonio Police Department (SAPD), through its Off-Duty Employment Unit (ODEU), has an exclusive contract with the City of San Antonio to provide all event security services in all City operated public assembly facilities. As a result, it is necessary to distinguish between those event security activities (exclusive to the SAPD) and other event staffing related activities. The following definitions are intended to clarify this issue. For additional clarification or questions, please contact your Event Services Coordinator or the Facilities Security Manager.
2. **Definitions:**
 - a. **Event Security:** The SAPD-ODEU is the exclusive provider of all “Event Security” services for the San Antonio Convention Center. These exclusive event security services include the following:
 - **Over Night Security** - Any overnight post required for general exhibit hall rovers, booth specific, meeting rooms, and ballrooms, loading docks or exterior.
 - **Alcohol Control** - Any event function at which alcohol is being served must be staffed by an Off Duty Police officer. The ODEU will determine the number of officers required based on the expected attendance and location of the function.
 - **Traffic Control** - Loading Docks for move in and move out and Shuttle Bus staging.
 - **Armed Security**
 - **Rovers**
 - b. **Event Staffing:** Other event staffing related services, those services not included within the exclusivity of the ODEU are termed “Event Staffing” services. These services include the following:
 - **Badge Checkers**
 - **Door Monitors**
 - **Ushers**
 - **Ticket Takers**
 - **Meeting Room Monitors**
3. If event is open to the public, ushering services are required. The **minimum** staffing levels are as follows. Please contact your Event Services Coordinator for more details.
 - Lower-Level Events - 6 Ushering Staff + Off Duty Police Officers as required
 - Full Theater Events - 14 Ushering Staff + Off Duty Police Officers as required
4. The Convention Center General Manager, his designee (Facilities Security Manager, Event Services Manager) or SAPD-ODEU representative may modify event security requirements at any time in accordance with facility polices and / or recommendations from the federal Office of Homeland Security.
5. **Fire Inspectors:**
 - a. The Uniform Fire Code Article 403.1 specifies that when, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition display, contest or activity, the owner, agent or lessee shall provide one or more fire watch personnel, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted.
 - b. Typically, the Fire Inspector(s) will be assigned approximately 30 minutes prior to opening of the doors to the Theater (glass doors). Fire Inspectors will be scheduled for a minimum 3-hour shift.
 - c. Customers are responsible for contacting the San Antonio Fire Department’s Special Events Coordinator’s Office at (210) 207-3695 for billing information and current rates. Licensee will be billed directly by the Fire Department at current rates.
6. **EVENT SECURITY / EVENT STAFFING: (Refer to Addendum III for details)**

VI. EXCLUSIVE SERVICES:**A. Business Center Services – [The UPS Store](#) / 210-258-8950**

Exclusive business center services include, but are not limited to, word processing, copying, parcel shipping (excluding exhibitor/event materials that are sometimes shipped by the decorator), and the selling of assorted office supplies. Any on-floor sales of these services are considered exclusive.

B. Catering – [The RK Culinary Group](#) / 210-225-4535

Food and Beverage catered functions are to be arranged through the exclusive caterer. Any exhibitor wishing to provide food or beverage (including alcohol) items, must receive prior authorization from the Convention Center General Manager and the Exclusive Caterer.

C. Concessions / Novelties – [The RK Culinary Group](#) / 210-225-4535

This exclusive concessionaire reserves the right to open concession/novelty stands for Class I events (all public events). For Class II and Class III events, concessions/novelties will be opened at the request of the LICENSEE. The Convention Center General Manager will exercise the right to determine when alcoholic beverages will not be sold at public events. Exceptions to the sale of alcoholic beverages at public events include specific circumstances of public safety; religious and/or age groups will be reviewed on an individual event basis.

D. Event Security – [San Antonio Police Dept](#) / 210-207-7020

The San Antonio Police Department (SAPD) Off-Duty Employment Unit (ODEU) is the exclusive provider of all “Event Security” services for the San Antonio Convention Center, including move-in and move-out monitoring; overnight customer required security within the facility, events serving alcohol; and vehicular traffic related services, i.e. shuttle service. Although the San Antonio Convention Center has established suggested minimum event security and event staffing levels, the SAPD ODEU coordinator has the final authority to determine the required “Event Security” staffing level for each event. Security is at the expense of the Licensee. Customers may hire an event staffing company to perform non-security related functions, i.e. badge checkers, ticket takers, door monitoring. **(Refer to Addendum III for details.)**

E. Telecommunication Services/Connections – [Smart City Networks](#) / 210-258-8900

Telephone, Internet and data networking services are provided by an exclusive contractor.

F. Utilities (Electrical, Industrial Air, Industrial Water) – [Edlen Electric](#) / 210-662-9450

E-mail: sanantonio@edlen.com

Web Site: www.edlen.com

[Event Electrical Services by Freeman, Inc.](#) / 210-227-0341

E-mail: freemansanantonioes@freemanco.com

Web Site: www.freemanco.com

Arrangements for connection to all electrical, industrial air, and water must be made through one of the approved exclusive utilities services contractors.

G. Rigging Services – [Encore Global AV](#) / 210-308-0182

All rigging services in the Convention Center are provided by the exclusive contractor.

H. Fire Inspector –

Special Events Office / 210-207-3695

The San Antonio Fire Department Special Events Office is the exclusive provider of all Fire Inspector services. These services include but are not limited to review of submitted floor plans, vehicle inspections, food booth inspection, hazing, pyrotechnic displays and on-site inspections. The San Antonio Fire Department has final authority on all Fire Code related issues and occupancy levels. The SAFD Special Events Office has final authority to determine the required staffing level for each event.

Services provided include:

On-Site Inspector (2 Hour Minimum)	Hourly fee required.
Food Booth Inspection	Fee Required
Vehicle Check	Fee Required
Hazing / Pyrotechnic Display	Fee Required
Assembly	Fee Required
Floor Plan review	Fee Required
On-Site Inspection	
Other Services	

– Contact the Special Events Office at (210) 207-3695 for current rates.

Exhibit approvals will require a final walk-through by the Fire Marshal prior to event opening. Walk-through conducted after normal work schedule, weekends or holidays will be at the expense of clients unless instructed otherwise.

VII. PREFERRED SERVICES

Audio / Visual –

Encore Global AV / 210-308-0182

VIII. EVENT SECURITY / EVENT STAFFING (Refer to Addendum III for details.)

IX. EQUIPMENT RENTAL, SERVICES & LABOR RATE SCHEDULE (equipment subject to availability)

A. Room Set Equipment:

- Chairs – Exhibit Halls, Meeting Rooms & Ballrooms (Grey) \$1.50 each
- Tables (6’x30”, 8’x30”, 8’x15”) \$12.00 each
- Banquet tables (66” round) \$12.00 each
- Risers (4’x8’) (Note these are not performance risers) \$22.00 each.
- Dance floor (3’x3’ sections) \$6.00 each
- Meeting room lecterns \$40.00 each / per day
- Executive / ballroom lecterns \$75.00 each / per day

B. Miscellaneous Equipment & Fees:

- Compactor / Open-top Pull Fee \$600.00
- Lost Key Charge \$200.00 per key
- Lost/Replaced Access Card \$50.00 per card.

C. Video Patch Fees:

- Video Patch / Tie Fee (not Time Warner) \$15.00 per patch / per day
\$300.00 per event max
- Satellite Tie-in Fee (from roof pad to central A/V) \$50.00 per patch / per day

D. Lila Cockrell Theatre Sound & Lighting Packages:

- **BASIC SOUND SYSTEM** **(Included in Theatre Rental)**
Includes a small Ashley 206 six-channel mixer, rack-mounted, located backstage left, allowing the use of up to 6 microphone inputs and one-fold back mix to monitor wedges, maximum of two (2) stage wedges. Three (3) basic wired microphones, CD Player, Auxiliary Input and 3 clearcom sets included. Also includes use of entire LCT speaker system, contact Stage Coordinator at 210 207 8525 for Details. included. Also includes the full-range front of house cabinets. Center cluster is gratis for customers using balcony levels. Facility “approved” personnel required to run sound, light, and rigging systems. If facility personnel are available to operate systems, current labor rates will apply. Sub cabinets and audience front-fill speakers **are not** included. Effects and graphic EQs **are not** included with this package. **Audio technician is not included.**

- **ENHANCED SOUND SYSTEM** **(\$750.00 a day)**
Includes a Yamaha CL5 Audio console with up to 90 inputs and 40 outputs via 3 Yamaha RIO racks. Four (4) basic microphones, four (4) premium microphones, two (2) wireless microphones, four (4) stage monitors and 5 clearcom sets included. **Audio technician is not included.**

- **LIGHTING**
House lights and 20 additional lights **(with exception of spotlights)** are included in the Theatre rental. Color gels and filters are not included and must be rented from an outside source. Lighting technician **is not** included.

- Additional Light Fixtures \$7.00 each / per day
\$500.00 per day max
- Spotlights \$25.00 per hour
(Or any portion of an hour)

- **AUDIO PATCH FEES (Theatre Only)**
 - Recording-Out Patch Fee \$20.00 per patch / per day
\$400.00 per event max
 - Audio-In Patch Fee \$35.00 per patch / per day
\$700.00 per event max

E. Overtime Labor: (City Employees, not stagehands)

- **A/V Technician** \$40.00 per hour
Tech. labor for system troubleshooting and house system monitoring.
- **Sound/Light Board Operators:** \$35.00 per hour
Theatre only

- F. **HVAC:** (Cooling or Heating during nonevent hours) \$10 per unit / per hour

I. Sponsorship and Branding:

A. The HBGCC offers a variety of advertising and sponsorship locations to boost exposure for your exhibitors and sponsors. Our sponsorship and advertising locations are linked to the space contracted for your event, but additional display options are available. Contact your Sales or Event Coordinator or email:

CSEFinfo@sanantonio.gov.

- Rental rates include however no limited to:
 - Banners
 - Column Wraps
 - Digital Displays
 - Floor Clings
 - Free-Standing Signage/Meter Boards
 - Glass Railings/Panel Clings
 - Gobos
 - Trashcans
 - Wall Graphics/Window Clings

Rental does not include production, installation, or removal. These services are available from Encore, RK Group or your production company.