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Book of Lists

Convention Center Site Inspection Checklist



The Experient **Book of Lists**



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The most important item in any checklist is the one you forget!

The Convention Center Site Inspection Checklist is a living document. Meeting professionals are encouraged to forward their own checklist items to: meetingmentor@experient-inc.com. Updates will be posted regularly at experient-inc.com.

Many considerations factor into the decision to select an event destination. Among them are accessibility, hotel availability, the appeal of local restaurants and attractions and, of course, the cost/value equation. But for groups that stage exhibits, the search always begins with a detailed workup of the destination's major Convention Center. Can it accommodate a particular event? What services are provided? What are the labor rules? Which special local ordinances apply? What are the costs? The number of details can be overwhelming. The following checklist, developed in conjunction with SMG, serves as a road map for any Convention Center site inspection.

SPECIFICATIONS

- Is the Center publicly or privately owned and managed?
- Are there any special city or state ordinances?
- What permits are required?
- What is the total square footage of exhibit space? Meeting space?
- How is the space configured? Are there columns in the exhibit halls?
- What is the maximum floor load in the exhibit halls?
- Is there a minimum net square footage required in every exhibit hall?
- Where is exhibit space located relative to registration areas? Is the registration area included in the rental?
- What is the number and size of meeting rooms? How many meeting rooms are included with rental of the hall?

- What type of security does the building provide?
- Are all areas of the Center ADA-approved?
- What emergency procedures are in effect at the Center? Are there EMT services on the premises?
- Does the Center offer wireless Internet? Is the building wired to run a signal to all meeting rooms?
- Are there hang points throughout the building? Are there any restrictions on where signage can be placed? Ask for a diagram.
- Is there sufficient parking close to the Center? Does the Center offer daily in and out parking privileges? Is there complimentary parking for show management and/or vendors?
- Are there any anticipated construction projects?
 - Obtain a copy of the Convention Center's standard license agreement and have an attorney review it.

FEES

- Is the Convention Center rental based on a daily rate? Or an event rate?
- Does the rental include move-in, move-out days? If not, are these charged at the same rate as event days?
- Is there heat or air conditioning during move-in, move-out days? What is the charge for use?
- Is there a charge for trash removal?
- What are the deposit and full payment requirements?
- What are the insurance requirements?
- Is there a charge for HVAC services?
- Is there a charge for keys to meeting rooms or offices? What is the cost of a lost key?

SERVICES

- Which services are exclusive? Ask for a list of the specific service providers.
- Which services are complimentary? Request cost schedules for all others.
- Is there a patch fee for using an A-V company not affiliated with the Center?
- Can items be taped to the wall? Is special tape required?
- Does the Center have an in-house floor plan designer?
- Does the Center have a business center?
- Is there a concierge/information desk within the Center?
- What is included in the standard room setup? What additional services/equipment are charged for? Ask for a price list.
- Does the Center charge for room set changes?
- Is water service complimentary?
- What type of reader boards and/or electronic boards are available? Is there a charge?
- Can the Center provide ticket takers, sellers and cashiers, ushers and security personnel? Ask for a fee schedule.

LABOR & SHIPPING

- Is the building a union facility? What are the labor rules? When do the contracts expire?
- Can the group handle its own rigging?
- Are there union regulations specific to certain meeting rooms or other space?
- Is there a marshaling area for trucks?
- How many docks does the Center have? What are the dimensions of the largest dock?
- What is the load limit?
- Does the facility have forklifts or must the decorator provide them? What are the rental fees?
- Are there dollies or push carts available? Ask for a fee schedule.
- Does the equipment require a Center employee to operate? What is the charge?

- Can materials be shipped to the Center? Can materials be stored prior to the start of the event?
- Is there security at the docks...or will the group need to provide it?

FOOD & BEVERAGE

- Who is the food service provider at the Convention Center?
- Are there additional food outlets within the facility? Do they require a guarantee to remain open? What are the hours?
- Is there an option of a food & beverage waiver to cover rental at the Center?
- Can food or beverage be brought into the Center?
- Does the caterer offer "sampling" of food that will be served?

MISCELLANEOUS

- Will there be other groups in the building at the same time? If so, who are they?
- Are there restrictions on automobile displays? Are permits or fire marshal approval required?
- Are doors locked at a certain time? Is there a charge for working after hours?

HOUSING REQUIREMENTS

- How many hotels are connected to the Center?
- How many hotels are within walking distance?
- What would be the room block commitment of the headquarters hotel?
- What is the total committable room block in the downtown area?
- Is free shuttle service provided for hotels that are not within walking distance of the Center? Does the bureau and/or hotels offer a rebate to cover the cost of shuttles?
- Will hotels and the Convention Center sign contracts at the same time?

The **Experient Book of Lists** is sponsored by the Chicago Convention and Tourism Bureau

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