



# Event Information & Exhibitor Services



**SPECTRA**



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## WELCOME

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Dear Event Organizer,

As General Manager of the Richard M. Borchard Regional Fairgrounds, I would firstly like to thank you for choosing our venue to host your special event. We are excited and ready to begin the planning stages of your future function on our beautiful property.

Enclosed is our Exhibitor Services packet, and in it, you will find information and regulations that are pertinent in a successful event on our property. This packet has vital information for events at the Richard M. Borchard Regional Fairgrounds. It will aid in further explaining, in-depth details regarding our venue, and the possibilities we can attain within it. The Richard M. Borchard Fairgrounds offers numerous amenities to shows and provides most services in-house.

At the back of this packet are documents and order forms used to order services or labor directly through the Fairgrounds. I kindly ask that all documents relating to your event are returned with payment forms to our management team, here on site. You will also find a list of all Administrative Staff and their corresponding phone numbers at the back of this packet or on our website ([www.rmbfairgrounds.com](http://www.rmbfairgrounds.com)). If there are any questions, please do not hesitate to reach out, and someone will assist you in the right direction.

Please note that ordering your items in advance will not only ensure a successful event but will also save on expenses. For the discounted prices, orders and payment must be received one week before the move-in of the event. Payment must be made by check, VISA, MasterCard, Discover, or American Express.

We are looking forward to a successful show for us all. If you need additional assistance at any time, please call our Administrative Assistant at 361.387.9000

Kind Regards,

**Jason Green**

General Manager



## GENERAL INFORMATION

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### Building Management

The Richard M. Borchard Regional Fairgrounds is owned by the Nueces County and professionally managed by Spectra Venue Management & Hospitality. ([www.SpectraExperiences.com](http://www.SpectraExperiences.com)).

Spectra Venue Management and Food Services & Hospitality manage all aspects of facility, associated parking lots, and food & beverage services at the Richard M. Borchard Regional Fairgrounds for the county of Nueces.

### Proposals & Price Quotes

Proposals and price quotations are based on our menu, packages, and current market prices. Prices quoted are guaranteed for (30) days and may fluctuate with current market value.

Should you choose a menu in advance, a price increase due to the market may occur; however, rarely is it a significant amount. Spectra reserves the right to substitute menu items due to market availability and will make every effort to inform our clients of these substitutions.

### Day of Event

The Richard M. Borchard Regional Fairgrounds may have simultaneous events scheduled on the property at any given time. All efforts are made to ensure overlapping functions, and guests do not affect each other.

### Food & Beverage Service

Choose a menu from the listed suggestions or discuss your ideas for your particular needs with your sales manager. Vegetarian, Gluten-Free, and other individual dietary plates are available upon request.

Any custom menus must be finalized (4) weeks before the event date to ensure sourcing availability.

We also offer a complete selection of alcoholic and non-alcoholic beverages to compliment your function. As the Mixed Beverage Licensee for the Richard M. Borchard Regional Fairgrounds, no more than two alcoholic beverage drinks may be served at one time. Spectra is responsible for the administration of all laws and regulations of the Texas Alcoholic Beverage Commission (TABC).

In compliance with TABC regulations, it is illegal to bring into the establishment, any alcoholic beverages or to consume alcoholic beverages in our associated parking lots. TABC regulations require that we refuse alcohol service to those that appear intoxicated or to any underage persons.

Alcoholic drinks may not be removed from the premises. Any outside alcohol found on-premise will be confiscated and held at the manager's discretion.



## Food and Beverage Sampling

Exhibitors may distribute food and beverage samples in authorized spaces, but must not compete with products or services by Spectra. Any exhibitor giving samples must have a permit on file with the City of Robstown Health Department. All samples must be made in a commercial kitchen by a licensed caterer. No homemade consumables are allowed for the safety of our guests.

Sample portions are limited to 2 ounces of food or non-alcoholic beverages. No alcoholic beverage samples may be distributed without prior approval of the General Manager. For public health reasons, restrooms, concession stands, or facility kitchens may not be used as exhibitor clean-up areas. Costs associated with the disposal of trash, waste, grease, etc. from exhibitor sampling are the responsibility of the Event Organizer

## Exclusive Caterer

Spectra Food Services & Hospitality maintains the exclusive right to provide all food & beverage and concession services at the Richard M. Borchard Regional Fairgrounds. Any exceptions, such as specialty food trucks or donated products, must be requested and obtain the prior approval of the General Manager. Food items may not be taken off the premises; however, excess prepared food may be donated under controlled conditions to agencies feeding the underprivileged at the Fairground's sole discretion.

## Air Conditioning and Heating

As full-time practitioners of energy conservation--and to keep our fees as low as possible-- we provide air conditioning or heating during show hours only. Air conditioning or heat will not be available on move-in or move-out days. Additional charges will be assessed for air conditioning or heating requested during non-show periods.

## Animals

For the safety and comfort of all our visitors, animals are not permitted in the Regional Fairgrounds except in conjunction with an exhibit, display, or performance approved by the Regional Fairgrounds. The Event Organizer is responsible for obtaining all appropriate permits. Guide, signal, or service dogs (as defined by Law) are allowed in the Regional Fairgrounds. All sanitary needs for animals are the responsibility of the Event Organizer.

## Americans with Disabilities Act

As a facility of public assembly, the Regional Fairgrounds is sensitive to those with special needs and complies in all respects with the Americans with Disabilities Act (ADA) and regulations issued thereunder. We also require our Event Organizer to abide by provisions of the ADA.



## POLICIES & PROCEDURES

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### Social Distancing & Post-COVID-19 Requirements

As a precautionary action, The Richard M. Borchard Regional Fairgrounds will be fully participating in all requirements released by the government regarding Social Distancing and safety and sanitation measures. It is the responsibility of the Show Organizer to provide or have their vendors provide necessary PPE equipment for their vendors, and guests.

All CDC guidelines regarding cautionary COVID-19 measures must be followed by the Show Organizer and all of their involved parties. This regulation includes vendors, disk jockeys, audiovisual teams, external part-time staff, or any other laborer that might require individual safety and sanitary guidelines.

Following the guidance and recommendations set forth by the CDC and local health officials, we also respectfully request that the following guests not be allowed in the venue for any function:

- Guests who are feeling sick or experiencing cold or flu-like symptoms (including fever, cough, and/or shortness of breath).
- Guests who have been diagnosed with, or believe in having contracted COVID-19.
- Guests who have been in contact with an individual diagnosed with COVID-19 within the past (14) days.
- Guests who have traveled to, or been in close contact with someone who has traveled to, any location subject to a Level 1, 2 or 3 travel notice issued by the CDC (including China, Italy, South Korea, Japan, Iran, and Hong Kong) in the past (14) days.

### Tape Removal

If a carpet is to be laid as a part of the event, it is the responsibility of the carpet contractor to remove all tape from the floors during the final move-out of the event. The Event Organizer will be billed at the prevailing hourly rate for removal of the tape if any is left on-premises. The Richard M. Fairgrounds reserves the right to charge the Event Organizer if the tape removed requires us to refinish or strip any flooring.

Other than approved carpet tape, a tape of any type is prohibited in all areas of the buildings. Tape should not be placed on tables, chairs, walls, etc. The Event Organizer will be billed for any damages resulting from the removal of taped items (i.e., repainting walls & doors due to peeled paint, etc.)

### Shipments to the Fairgrounds

We ask that all items brought on the property for an event be removed from the space promptly, or service fees may apply.



For the security of your freight, we ask for the timely delivery of your products and equipment to our facility. We will not accept any deliveries before your event move-in unless previously discussed with your sales manager. Only your on-site representative is responsible for receipt of any & all deliveries.

## Hazardous Material Labeling

For the safety of the public and all employees, OSHA requires that all containers of hazardous materials be labeled with the identity of the hazardous materials contained therein and appropriate hazard warnings. Exhibitors displaying or using dangerous chemicals must submit material Safety Data Sheets and manifests to the Regional Fairgrounds no less than (45) days before move-in.

## Guarantee Policy

A final guarantee of attendance is required (5) business days before your event. In the event Spectra does not receive a final Guarantee before (5) business days, the expected number will become the guaranteed number. We will make every attempt to accommodate any increase in guarantee numbers after the (5) business days; however, the guarantee may not decrease inside this period.

## Smoking

As designated under the State of Texas law, the Regional fairgrounds is a non-smoking facility. Cigarettes, e-cigarettes, vapes, or any other smoking device must be used in dedicated smoking areas.

## Sign Hanging

Fire safety laws demand that all electrical and neon signs must conform to national electrical codes and are required by the Regional Fairgrounds. The Regional Fairgrounds graphic, posters or advertising displays may not be blocked in any manner.

During move-out following the event, all wires, hooks, screws, and hanging materials used to hang signs must be removed. We require all posters to be mounted on easels or individual holders.

No posters, playbills, or any other signage can be taped, stapled, or affixed to any surface in the building. All signage must be of a printed nature and meet with the approval of the management. Handwritten signs are prohibited.

## Decorations

All banquet event bookings include black, white, or ivory table linens and choice of coordinating linen napkins. Your sales manager is happy to assist you with custom packages that include décor provided by Razzle Dazzle Event Decorating. We also have custom color linen orders for an additional charge. We have a variety of florists, audiovisual teams, entertainment, and other vendors that we recommend. Please ask your sales manager for a list of our vendor partners, as well as our vendor policies and restrictions.

Decoration setup and teardown times are dependent upon building availability. The availability of the room and building times vary daily. All decorations and floral arrangements brought into the facility must meet the approval of local fire codes.



## Decoration Guide Lines

- No tape, nails, tacks, staples, stickers, or otherwise may be used to hang décor on ceilings, painted surfaces, columns, walls, or windows.
- Decorations may not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits, or lighting systems.
- Permanent installations in shared spaces, such as telephone banks, information kiosks, and ATMs may not be blocked.
- All decorating materials must be constructed of flameproof material or treated with an approved fire-retardant solution.
- Glitter and confetti may not be used in any area of the building. Special Events may request to apply glitter at the general manager's approval.
- Only Regional Fairgrounds personnel may move planters, lobby furniture, and other Regional Fairgrounds equipment in the public areas.
- Distribution of helium balloons in the Regional Fairgrounds is allowed at the Event Organizers discretion. If helium balloons become detached from a display, the labor cost of (\$25.00) to retrieve the balloons will be added to the Organizer's final bill. For safety reasons, compressed gas cylinders used to inflate balloons must be adequately secured to prevent toppling and removed from the hall before the guests enter.
- All pools, decorative fountains, etc. must be waterproofed and may be tested by Regional Fairgrounds Engineering before installation.
- Show management will be responsible for removal and clean-up of any dirt, bark, mulch, or similar materials used for decorating purposes.
- Show management will be responsible for the immediate removal of all rented linens, chair covers, decorations, and anything that came into the property. These items must be picked up promptly so that our staff will be able to clean and reset accordingly.
- No next-day pickups will be allowed. Everything externally brought on the property must be removed by the end time of the rented space.

## Merchandise

Due to social distancing guidelines, trying on any merchandise may not be allowed on site. The only person allowed to touch items for sale is the worker assigned to handle the merchandise. Contactless payment is encouraged, and point of sale systems that use Apple Pay or a similar app eliminates the need for workers to touch patron credit cards.

Due to post-COVID-19 measures, no returns or exchanges will be allowed by any vendor; thus, all sales are final. Merchandise sellers must space themselves far enough from each other so patrons can wait in line while maintaining social distance and not block access for pedestrians passing by.



## Vendors

The licensee must provide details of their vendor's requirements at least (30) business days before load-in/event date. All vendors must have a current Business License and General Liability Insurance. We are delighted to help arrange for every facet of your event. Clients are welcome to arrange for vendors or contact Spectra for additional services. All outside vendors must be pre-approved by the Fairgrounds and provide a Certificate of Liability listing the Nueces County, Richard M. Borchard Regional Fairgrounds, and Spectra by Global Spectrum, LP as additionally insured in the amount of one million dollars.

Vendors are not allowed to bring in unauthorized food, beverage, coolers, or any other consumable without prior consent from the Food & Beverage Director or General Manager.

## Sound Levels

Maintaining sound levels will make sure that you do not disturb nor interrupt other events. Regional Fairgrounds Management reserves the right to require sound levels to be lowered at any time. If a booth or guest refuses to turn down the music, they will be asked to leave the property. Microphones are used to direct and inform guests and must be assessable to all parties booked within the Richard M. Borchard Regional Fairgrounds.

## Exhibits

A preliminary exhibit floor plan is required thirty (30) days before the start of the event. Exhibit floor plans must first be sent to your Sales Manager for review to ensure compliance with the City of Robstown Fire Code. The Richard M. Borchard Regional Fairgrounds must approve all floor plans before move-in.

Floor plans are not considered accepted without being signed and "Approved" by the Fairgrounds administration. An approved or modified copy of the floor plan will be returned to the client by the event manager, through electronic mail.

The client is cautioned not to sell exhibit space until the Richard M. Borchard Regional Fairgrounds has approved the floor plan. This recommendation is to ensure that exits, aisles, and fire protection equipment are clear and unobstructed, as well as to achieve the safe and orderly operation of the facility. These measures assure compliance with the contract and the Fairgrounds policies and procedures and coordination of the use of the pre-function/lobby areas of the facility by joint users.

Required specifications for exhibit floor plans-

(any exception must be submitted in writing to your Event or Sales Manager):

- All entrance and exit points must have a minimum of fifteen feet (15') of open space on all sides.
- All aisles must be at least ten feet (10') wide.
- No more than two hundred feet (200') of aisle travel is permitted from any location to the nearest exit.
- Dead-end corridors should be no longer than twenty feet (20').



- All fire extinguishers and alarm call stations must be visible, accessible, and kept clear of obstruction at all times.
- Visual or physical obstructions of fire exits are not permitted.
- Facility graphics, restrooms, and concession areas must be clear and not blocked.

If the final floor plan is different from the initial proposal submitted and approved, the final floor plan must be resubmitted and processed for approval at least thirty days before move-in or fees may apply.

## Fire Codes & Safety Requirements

Of course, the safety of all occupants of the Regional Fairgrounds is of primary concern. Any unsafe condition or activity should be immediately reported to Regional Fairgrounds Guest Services and supervisory personnel of the responsible party for corrective measures.

Those provisions of the NFPA 101 Life Safety Code 1994 edition and the 2012 International Fire Code for public assembly facilities have been established as a standard for review of occupancies and events in the Richard M. Borchard Regional Fairgrounds.

Reference copies of these codes are available in the Event Management Department

## Water & Waste Disposal

No oils, combustibles, or any liquids other than water may be poured in the Regional Fairgrounds drainage or sewer systems. No tools, machines, cookware, or any other items may be emptied, washed, or rinsed in Regional Fairgrounds restrooms. Fountains, aquariums, cookware, pools, etc., may not be filled from Regional Fairgrounds restrooms or janitors' closets.

## Vehicles on Display

Automobiles and motor vehicles utilizing flammable fuels must abide by the following requirements:

- All vehicles placed on Display inside the Regional Fairgrounds must not have more than 1/4 tank or five (5) gallons of fuel in the tank.
- All fuel tanks are required to be adequately sealed, and at least one battery cable must be disconnected from the ignition system.
- In case of an emergency, ignition keys must be available by a crew worker, near the vehicle, in case the automobile requires removal.
- Carpeting or polyethylene plastic sheeting must be placed underneath the car for any possible leakage.

## Utilities

For safety reasons, installation of all utility services involving electrical, water, water drainage, or Internet connections must be performed by the Regional Fairgrounds. All electrical equipment must meet the approval rating of the UL (Underwriter's Laboratory).

The Regional Fairgrounds' electrical equipment, such as extension cords, electrical panels, spotlights,



and fixtures are not to be removed by exhibitors, show managers, service contractors, or any other unauthorized persons. Violators will be assessed an appropriate charge for any unauthorized equipment removals. Under no circumstances shall distribution panels or mechanical equipment be blocked or access impeded.

## Welding

For public safety, the use of welding equipment and cutting equipment as part of an exhibitor must be specifically approved on an individual basis by the Regional Fairgrounds and the Robstown Fire Marshal before any cutting or welding can be conducted.

## Pyrotechnics

The rules governing the use of pyrotechnics are particular. So, if you're considering adding pyrotechnics to your event, please spend a few minutes getting acquainted with them. Any contractor that intends to use pyrotechnics in the facility must be a licensed pyrotechnician.

A copy of this license shall be provided to the Event Management Department at least one month before the event date.

The use of pyrotechnics within the licensed area shall be approved by the licensee, who shall remain directly responsible to the Regional Fairgrounds for all activities as described in the License Agreement. A complete description of the pyrotechnic business shall be prepared and submitted to the facility 30 days in advance of the event. Please see your Event Manager for full Pyrotechnics application and requirements.

## Rigging

For public safety reasons, Regional Fairgrounds management must approve all rigging. The Regional Fairgrounds reserves the right to retain consultants at the Customer's expense to review or verify rigging specifications.

All rigging in the Regional Fairgrounds shall be following all national, state, and local safety codes, including, but not limited to, OSHA and BOCA policy.

## DIRECTIONS

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### Directions from Corpus Christi

- I-37 N toward TX-286 / AIRPORT.
- Merge onto N PADRE ISLAND DR / TX-358 E via EXIT 4A on the LEFT toward TX-44 / PADRE ISLAND / C. C. INTL AIRPORT.
- Merge onto TX-44 W toward C. C. INT AIRPORT / ROBSTOWN.
- Turn RIGHT onto TX-44 W / US-77 N
- Stay on the access road and turn RIGHT on 1213 Terry Shamsie Blvd.

### Directions from San Antonio

- I-37 S toward I-10
- Merge onto US-77 S via EXIT 14 toward KINGSVILLE / BROWNSVILLE.
- Take the exit toward TX-44 EAST / ALICE
- Turn LEFT under the underpass
- Stay FORWARD, and it becomes 1213 Terry Shamsie Blvd,

### Directions from McAllen

- US-77 N via the exit on the LEFT toward RAYMONDVILLE / CORPUS CHRISTI.
- Take the exit toward TX-44 E / CORPUS CHRISTI.
- Stay FORWARD to go onto US-77 N
- Turn RIGHT onto Terry Shamsie Blvd.



Please visit our website at  
[www.rmbfairgrounds.com](http://www.rmbfairgrounds.com)) or  
call 361.387.9000 for more information.



## PAYMENT & INSURANCE POLICIES

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### Payment

Spectra accepts Visa, MasterCard, American Express, and Discover, as well as cashier's checks, cash, and personal checks. Most events require a deposit at the time of booking. No personal checks will be accepted within (30) days of the event. Should overpayment occur, we will process refunds the next business day after the event. No service will commence until the signed License Agreement is returned to Spectra.

Tax-exempt clients must provide a tax-exempt form before the date of the event. We do not accept "payment upon conclusion" as a form of payment.

### Cancellation

Our cancellation policy is listed in the Spectra License Agreement under section H: Special Conditions. Cancellation must be received in writing.

### Deposit

- 25% of total due with a signed contract
- 50% of total due six months before the event date
- 75% of total due three months before the event date
- 100% of total due five days before the event date

### Sales Tax

All food/beverage/audio-visual/equipment is subject to 8.25% Texas state sales tax. Taxes are subject to change. Tax-exempt groups must provide the tax-exempt form before the date of the event.

### Management Charge

All catered events are subject to a 20% Management Charge. This Management Charge is the sole property of the food/beverage service company or the venue owner, as applicable. It is used to cover such party's costs and expenses in connection with the catered event (other than employee tips, gratuities, and wages), and is not charged in place of a tip.

The Management Charge is not a tip, gratuity, or service charge, nor is it purported to be a tip, gratuity, or service charge, for any wait staff employee, service employee, service bartender, or other employees.

No part of the Management Charge will be distributed (as a tip, gratuity, or otherwise) to any employee who provides service to guests. Management Charge is also assessed on audiovisual services and room rental.



## Day of Show Charge

A fee will be assessed at (\$25.00/hr.) per person required to assist in set up on the event day/days. This fee is only needed when asked for an employee to help in any labor requested by the event organizer.

## RV Parking Rules & Regulations

The licensee must have their guests and vendors provide details regarding their vehicles, event days, and overnight parking/electrical & water hook-ups. All guests must abide by the following rules:

## RV RULES & REGULATIONS

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- All pets must be on a leash at all times or in pens. Pet owners are responsible for waste clean-up.
- The RV owner will receive an overnight parking permit and must display the certificate in a visible area of the vehicle dashboard.
- Excessive noise, abusive language, and fighting will not be tolerated. We have a noise curfew of 10 pm.
- Restrooms and showers will be opened only at the discretion of the RMB Fairgrounds Management.
- Trash and garbage must be placed in trash barrels, and guests are required to pick up after themselves.
- An additional clean up fee of (\$50.00) may be assessed if a rented space is left with excessive waste.
- No open fires are allowed.
- No skateboards, rollerblades, ATV's, weapons, drugs, or candles are allowed on the property.
- Riding a bicycle is approved, at the owner's discretion.
- No alcohol is allowed to be brought onto the property.
- No soliciting during events.
- Fairgrounds Management is not responsible for fire, theft, injury, or loss of personal property.
- The Fairgrounds Management reserves the right to assign spaces to any or all guests entering the RV Parking Area.
- Checkout time is noon unless otherwise specified.
- Vehicles that remain in the RV Parking Area after checkout time are subject to an additional night's rental fee.
- Open dumping of waste materials is prohibited under the City Ordinance Codes (#451, Section 14-29)
- Violators of any codes will be prosecuted and must leave the grounds. Please use the dump stations.
- No washing of automobiles or RVs is allowed.
- Restrooms: Small children must be accompanied by an adult while in the bathrooms.
- For public health reasons, restrooms, concession stands, or facility kitchens may not be used as clean-up areas.
- Costs associated with the disposal of trash, waste, grease, etc. from guests staying overnight on the property, are the responsibility of the RV owner. No smoking or food or beverages are allowed in the restrooms.
- Do not wash dishes or clothes or empty porta-potties in the bathrooms. Use the dump stations.
- Children are your responsibility.
- So that other guests in the RV Parking Area can enjoy their stay, please see that children stay within their space and that they do not play with electric boxes, water faucets, or sewers.
- RV Space cannot be leased to another party.
- Please clean your space before leaving the premises, including any trailer waste.
- Failure to follow all rules and regulations will result in being asked to leave the property without a refund.



Clients are welcome to arrange for vendors or contact Spectra for additional services. The Regional Fairgrounds has over 1,500 parking spaces on the complex. Motor Home vehicles (RVs) may use the parking area for parking purposes only. Overnight parking on Regional Fairgrounds property is strictly prohibited. Options are available for the rental of the parking lot areas for outside exhibits or exhibitors and patron parking.

As a reminder, vendors and overnight guests are not allowed to bring in unauthorized food, beverage, coolers, or any other consumable without prior consent from the Food & Beverage Director or General Manager. No outside alcohol is to be consumed on the property and could result in fines through the Texas Alcoholic Beverage Commission (TABC).

## Insurance

The Richard M. Borchard Regional Fairgrounds require all events to obtain event insurance. A Certificate of Liability listing the Nueces County, Richard M. Borchard Regional Fairgrounds, and Spectra by Global Spectrum, LP as additionally insured in the amount of one million dollars, is due to your sales manager (30) days before your event.

The insurance certificate must have an accurate attendance number and may be provided by the Regional Fairgrounds at an additional fee. Please speak with a sales manager for more information.

## Security

The Regional Fairgrounds may require minimum levels of security coverage in any leased space and other areas. The Regional Fairgrounds also requires security during move-in and move-out to monitor traffic flow on the dock and parking areas. No doors may be obstructed or locked when space is occupied.

Event security requirements are subject to Regional Fairgrounds approval and must be submitted 30 days before your event. The Regional Fairgrounds is not responsible for any items left in the building after an event has moved out.

## Package Inspections & Bag Checks

For your safety and the safety and security of our employees, cartons, packages, or any other containers brought in or removed from the Regional Fairgrounds by show personnel, exhibitors, or service contractors may be subject to inspection.

Dependent on the event, all bags, backpacks, purses, or other are subject to a security check. These measures are taken to fully enforce all (TABC) rules, as well as for the security of our community.



EXHIBITOR SERVICES ORDER FORM

Table with 4 columns: Quantity, Description, Advanced, Floor. Rows include various electrical services (120V and 208V single and three phase), recreational vehicle/trailer space, and equipment like extension cords, power strips, tables, chairs, and pipe & drape.

Total Amount: \$ \_\_\_\_\_

Event: \_\_\_\_\_ Event Dates: \_\_\_\_\_

Company Name: \_\_\_\_\_ Exhibit Location/Booth: \_\_\_\_\_

On-Site Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

CHARGE AUTHORIZATION

Type of Payment: \_\_\_\_\_ (Please check one) \_\_\_ Visa \_\_\_ MasterCard \_\_\_ American Express \_\_\_ Discover

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Cash Receipt Number: \_\_\_\_\_ Note: a (\$30.00) fee will be assessed on all returned checks

PAYMENTS ARE NON-REFUNDABLE

Email Address: \_\_\_\_\_



## AUDIOVISUAL & BUSINESS SERVICES ORDER FORM

| Quantity | Description                         | Advanced Rate      | Floor Rate                |
|----------|-------------------------------------|--------------------|---------------------------|
|          | Corded microphone                   | \$25.00            | \$35.00                   |
|          | Wireless handheld microphone        | \$35.00            | \$45.00                   |
|          | Podium with microphone              | \$50.00            | \$75.00                   |
|          | Flat Screen Television              | \$100.00           | \$125.00                  |
|          | Full Color LCD Projector (XGA, MAC) | \$175.00           | \$200.00                  |
|          | Tripod Screen 8' x 8'               | \$40.00            | \$55.00                   |
|          | Tripod Screen 9' x 12'              | \$75.00            | \$90.00                   |
|          | Tripod Screen 10' x 14'             | \$95.00            | \$110.00                  |
|          | Portable Sound System               | \$95.00            | \$110.00                  |
|          | Computer to Projectors Adapter      | \$25.00 - \$100.00 | Dependent on Availability |
|          | Audio Patch Fee (Playback) per day  | \$30.00            | \$40.00                   |
|          | Local Phone Connection – per day    | \$50.00            | \$75.00                   |
|          | Long-Distance Phone Connection      | \$200.00           | \$225.00                  |
|          | Broadband Connection – per day      | \$100.00           | \$125.00                  |
|          | B/W Copies - single page            | \$0.25 per page    | \$0.50 per page           |
|          | B/W Copies - double-sided           | \$0.25 per page    | \$0.50 per page           |
|          | Color Copies - single page          | \$0.50 per page    | \$0.50 per page           |
|          | Color Copies - double-sided         | \$0.50 per page    | \$1.00 per page           |
|          | Facsimile – In or Out Bound         | \$1.00 per page    | \$2.00 per page           |

**Total Amount: \$** \_\_\_\_\_

Event: \_\_\_\_\_ Event Dates: \_\_\_\_\_

Company Name: \_\_\_\_\_ Exhibit Location/Booth: \_\_\_\_\_

On-Site Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## CHARGE AUTHORIZATION

Type of Payment: \_\_\_\_\_ (Please check one)  Visa  MasterCard  American Express  Discover

**PAYMENTS ARE NON-REFUNDABLE**

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Cash Receipt Number: \_\_\_\_\_ Note: a (\$30.00) fee will be assessed on all returned checks



Email Address: \_\_\_\_\_

## RECREATIONAL VEHICLE / TRAILER SPACE ORDER FORM

Event: \_\_\_\_\_ Event Dates: \_\_\_\_\_ RV Site: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Number of People Residing in RV: \_\_\_\_\_ Vehicle Type: \_\_\_\_\_

Check In: \_\_\_\_\_ Check Out: \_\_\_\_\_

The Cost for electrical/water hook-up and access to the dump station is (\$25.00) per day and includes electrical pedestal & water. Only (1) vehicle is allowed per stand.

Cash, Check, MasterCard, Visa, American Express, or Discover Card are accepted.

## CHARGE AUTHORIZATION

 Number of Days: \_\_\_\_\_ x \$25.00 per day = **Total Amount: \$** \_\_\_\_\_

 Type of Payment: \_\_\_\_\_ **(Please check one)** \_\_\_ Visa \_\_\_ MasterCard \_\_\_ American Express \_\_\_ Discover

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

**Cash Receipt Number:** \_\_\_\_\_ *Note: a (\$30.00) fee will be assessed on all returned checks*

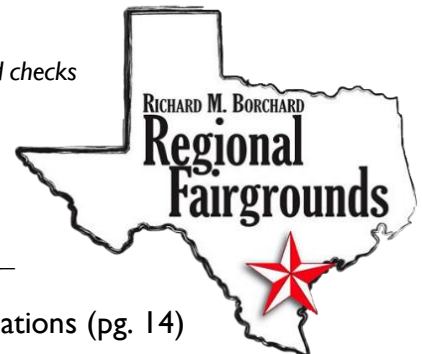
**PAYMENTS ARE NON-REFUNDABLE**

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

For your protection, please read and follow the attached RV Rules &amp; Regulations (pg. 14)

Initial Here \_\_\_\_\_ to confirm that you have read and agreed to the regulations.



**THANK YOU SO MUCH FOR YOUR COOPERATION, AND WE HOPE YOU ENJOY YOUR STAY!**

## HORSE STALL ORDER FORM

Full Name: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

Event: \_\_\_\_\_ Event Dates: \_\_\_\_\_

**CHECK OUT**

Horse Stall with (2) Shavings Package - \$30.00 initial fee

**IS PROMPTLY**

Additional Night Price - \$15.00 per night

**AT 10:00 AM**

Extra bags of shavings - \$8.00 per bag

**NUMBER OF STALLS**

|                                    |                       |                       |                       |       |
|------------------------------------|-----------------------|-----------------------|-----------------------|-------|
| _____                              | 1 <sup>ST</sup> Night | 2 <sup>nd</sup> Night | 3 <sup>rd</sup> Night | TOTAL |
|                                    |                       |                       |                       |       |
|                                    | <b>ADD. SHAVINGS</b>  | Quantity              | \$8.00 per bag        | TOTAL |
|                                    |                       |                       |                       |       |
| <b>NUMBER OF RV SPOTS</b><br>_____ | 1 <sup>ST</sup> Night | 2 <sup>nd</sup> Night | 3 <sup>rd</sup> Night | TOTAL |
|                                    |                       |                       |                       |       |

**Total Amount: \$** \_\_\_\_\_ **Dates:** \_\_\_\_\_

Signature of Fairgrounds Employee: \_\_\_\_\_

## CHARGE AUTHORIZATION

 Type of Payment: \_\_\_\_\_ (Please check one)  Visa  MasterCard  American Express  Discover

**PAYMENTS ARE NON-REFUNDABLE**

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

**Cash Receipt Number:** \_\_\_\_\_ *Note: a (\$30.00) fee will be assessed on all returned checks*

Email Address: \_\_\_\_\_





## CREDIT CARD AUTHORIZATION FORM

I authorize the RMB Regional Fairgrounds to charge to the following credit card account.

Company/Client/Group Name: \_\_\_\_\_

Event Dates: \_\_\_\_\_

Total Amount (if applicable): \$ \_\_\_\_\_

## CHARGE AUTHORIZATION

(Please check one)    \_\_\_ Visa \_\_\_ MasterCard \_\_\_ American Express \_\_\_ Discover

**PAYMENTS ARE NON-REFUNDABLE**

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Cash Receipt Number: \_\_\_\_\_ Note: a (\$30.00) fee will be assessed on all returned checks

Print Name as it appears on the card: \_\_\_\_\_

Billing Address (if applicable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

THANK YOU SO MUCH FOR YOUR BUSINESS -

WE APPRECIATE YOU CHOOSING THE FAIRGROUNDS!



Authorized Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

### RICHARD M. BORCHARD FAIRGROUNDS USE ONLY

Processed By: \_\_\_\_\_

Date: \_\_\_\_\_

# SPECTRA VENUE MANAGEMENT

## RICHARD M. BORCHARD REGIONAL FAIRGROUNDS

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|                              |                      |              |
|------------------------------|----------------------|--------------|
| GENERAL MANAGER:             | JASON GREEN          | 361.767.2514 |
| DIRECTOR OF FOOD & BEVERAGE: | KATRINA VELA         | 361.767.2511 |
| DIRECTOR OF SALES:           | ARCILIA PADRON       | 361.767.2515 |
| EVENT MANAGER:               | JR MARTINEZ          | 361.767.2517 |
| FINANCE / HR MANAGER:        | TIFFANY FLORITA      | 361.767.2513 |
| MARKETING MANAGER:           | BRITTNEY SOLIZ       | 361.767.2520 |
| DIRECTOR OF OPERATIONS:      | RAYMOND VALENZUELA   | 361.767.2526 |
| OPERATIONS SUPERVISOR:       | JOHN EDDIE HERNANDEZ | 361.767.2524 |



To schedule an appointment, please call 361.387.9000 to speak with the administrative assistant.

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