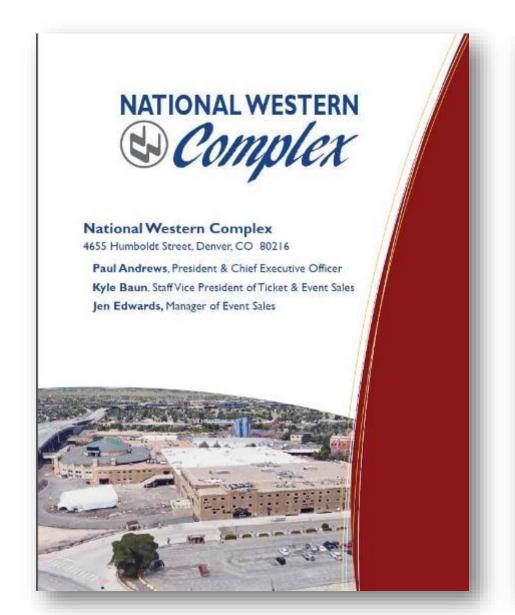
# Office of the National Western Center

Event Planning Advisory Subcommittee 2016 Site Tours

### National Western Complex





The National Western Complex is home to the 110 year old National Western Stock Show. Going into its 111th year, the National Western Stock Show is a 501(c)(3) charitable organization that provides college and graduate level scholarships in agriculture and medicine for practice in rural areas. It is also our mission to serve producers and consumers throughout the world by being the premier Stock Show, Rodeo, Horse Show and center for year-round events.

For more information or to book your event, please contact:

Jen Edwards, Manager of Event Sales Phone: 303-299-5554 Email: jedwards@nationalwestern.com



### INTRODUCTION

The National Western Complex Rules and Regulations are an attachment to, and an integral part of, the License Agreement. These rules and regulations should be read and reviewed prior to the signing of the License Agreement. Solely for the purpose of simplicity and clarity of this manual, the exhibitor is referred to as "him" or "his" rather than his/her each time.

The National Western Complex Management reserves the final and absolute right to interpret rules and regulations and to settle and determine all matters, questions or differences in regard thereto or otherwise arising out of, connected with, or incidental to the National Western Complex. It further reserves the right to determine unforeseen matters not covered by these rules, to amend or add to these rules as in its judgment may determine necessary.

#### GENERAL INFORMATION

- 1.1 The rental is on a "four wall" basis, and includes only house lighting, climate control, where available, and water as they are now installed on the premises during event open times. Energy conservation is of prime concern; therefore, heat and air conditioning are not provided during move-in and move-outs. At Licensee's request and expense, National Western Complex shall provide heat or air conditioning during move-in and move-outs at an agreed upon hourly rate.
- 1.2 The rental includes event personnel. The number and identity of event personnel shall be determined by Complex Show Management. Additional requests for event personnel and additional equipment or services are listed in the Addendum to the License Agreement.

1.3 National Western reserves the right to approve all advertising material with respect to the event. All event advertising shall refer to the facility as "National Western Complex". National Western is a registered trademark of The Western Stock Show Association.

1.4 The rights to all food and beverages served in National Western Complex are reserved by CaterWest/K-M Concessions, the approved food and beverage concessionaire for all events held at our facilities. This means that the Licensee may not sell soft drinks, confections, tobacco, souvenirs, or food, or contract with any outside sources for furnishing same.

1.5 Use of the National Western Complex shall be strictly confined at the time limits set forth in the License Agreement, and the Licensee shall not be permitted to move in early or move out late without the assessment of an additional charge for such time.

1.6 The National Western Complex telephone number may not be published, nor used in the media, as an information number, or as an official show number.





#### DECORATING

- 2.1 Normal decorating time is between 8:00 a.m. and 4:30 p.m. If earlier access is required for your event, arrangements must be made in advance with Complex Show Management. Crepe paper is not allowed.
- 2.2 Decorations, signs, banners and similar materials may not be taped, nailed, tacked, stapled, glued or otherwise fastened to ceilings, doors, walls, glass, columns or painted surfaces unless approved by Complex Show Management.
- 2.3 Helium balloons may not be sold or distributed inside the facility. Table centerpieces may be used providing balloons are secured to the arrangement. A deposit may be required. Approved helium balloons that are released within the facility shall be removed at Licensee's expense. Helium, or other balloons distributed outside of National Western Complex shall not be permitted to be brought into the facility.
- 2.4 No pressure-adhesive stickers or decals or similar promotional items may be distributed in the facility.
- 2.5 All decorations or props must be removed immediately from the building following the close of the event. National Western Complex will not be responsible for any items left on the premises by Licensee.
- 2.6 Glitter is highly discouraged and an additional clean up charge will be assessed if used.
- National Western Complex will not furnish ladders for decorating.
- 2.8 All equipment and freight should be transported utilizing the freight elevator or loading ramp.
- 2.9 The floor load capacity for National Western Complex is 125 pounds per square foot. SET-UP
- 3.1 Changes in physical set-up requested by Licensee may result in additional charges.
- 3.2 Licensee shall provide National Western Complex the event set-up requirements, including stage, hall and chair requirements and any other pertinent information as may be required at least ten (10) days before the first day of the Event.

#### EQUIPMENT

- 4.1 The person's name appearing on the License Agreement shall be the only person authorized to make changes or request additional equipment and/or services to the License Agreement. Should Licensee desire to appoint an additional designee for this purpose, it shall be provided to Complex Show Management in writing.
- 4.2 National Western Complex heating and air conditioning, lighting and sound systems will be operated only by its personnel.
- 4.3 Special lighting or sound needs require additional time. The work will be done by National Western Complex personnel at Licensee's expense. Arrangements should be made when submitting the event set-up requirements ten (10) days prior to the first day of the event.

#### MISCELLANEOUS

- 5.1 Trade shows or exposition shows must have a person designated to open and close the overhead door at the service entrance and to prevent persons from parking in service entrance areas.
- 5.2 All fire lanes must be kept clear of vehicles.
- 5.3 Licensee agrees to adhere to the City and County of Denver Fire Regulations as set forth in the manual provided with the License Agreement.
- 5.4 The tenant is responsible for obtaining all permits required by law.



### OSHA RULES AND REGULATIONS

In an effort to insure the safety and well-being of all Venders, Guest and Staff the National Western Complex strictly adheres to all OSHA rules and regulations. The National Western Complex requires that all Venders comply with all OSHA rules and regulations as well. Fire safety and any preventive measures are one of our top priorities. One area of concern is the use of extension cords and power strips within Vender booths. Under OSHA regulations all extension cords must be a three prong plug with a ground. They must also be properly approved (by Underwriters Laboratory, etc.) OSHA Code of Federal Regulations 29CFR1910.303.

Three prong plug with ground

Two prong plugs are not allowed at the National Western Complex



# NATIONAL WESTERN Complex Livestock Center Auction Arena









# Complex Stockyards Arena

Centered in the middle of the Yards, the Stockyards Arena hosts a collegiate livestock judging contest, yak shows and cattle judging during the National Western Stock Show every January.



## Complex Complex



**Aerial View of Stockyards** 

# NATIONAL WESTERN Complex Hall of Education 1



The Hall of Education 1 serves as a cattle barn during the National Western. It offers approximately 95,000 square feet of space. You'll find the Cowboy Bar in the middle of it all.





### HALL OF EDUCATION HALL OF EDUCATION LEVEL 1 - WEST 35,680 NET SQ FT LEVEL I - EAST 59,346 NET SQ FT + = water RACK WASH RACK COWBOY BAR WASH RACK 0 19 20 30 40 50

# NATIONAL WESTERN Complex Stadium Hall 1



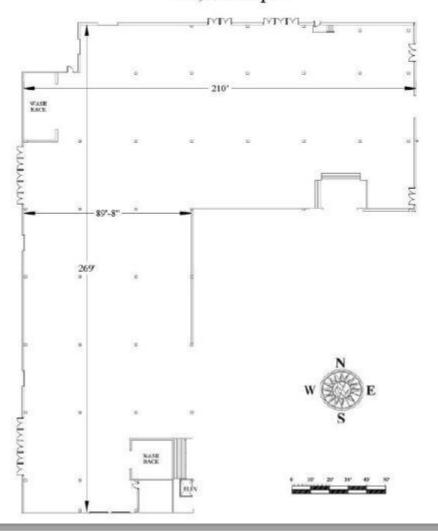




Home to the hog and sheep shows at the National Western every January, Stadium Hall 1 has approximately 32,200 square feet of space.

# Complex

### Stadium Hall 1 32,200 Sq Ft





### Livestock Center Auction Arena

- Unavailable mid-December through January for NWSS
- Hosts a handful of events, but generally available
- Most available during the summer

### Stockyards Arena

- Unavailable mid-December through January for NWSS
- · Generally available during the off-season
- Most available February-early December

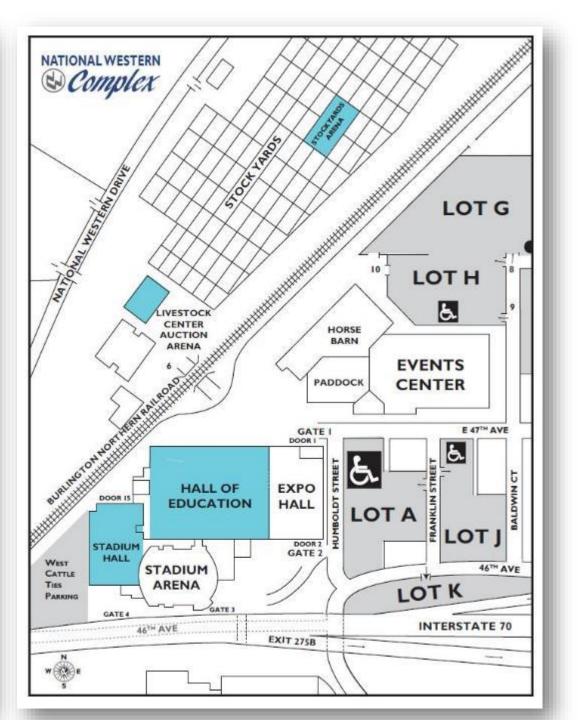
### Hall of Education 1

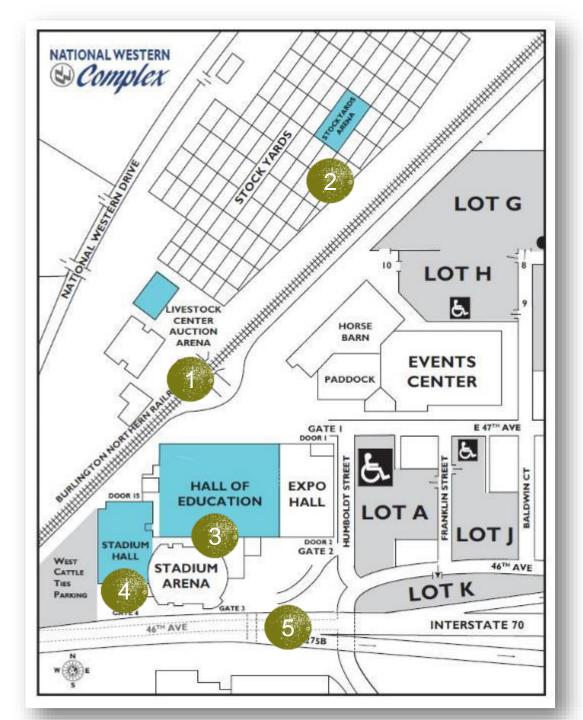
- Unavailable mid-December through January for NWSS
- · Availability more limited during the off-season
- Most available during the summer

### Stadium Hall 1

- · Unavailable mid-December through January for NWSS
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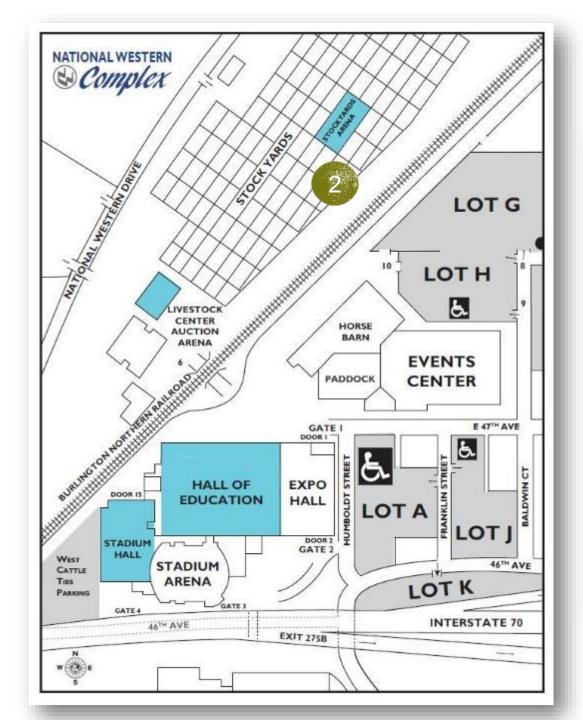


### EPAS Summary

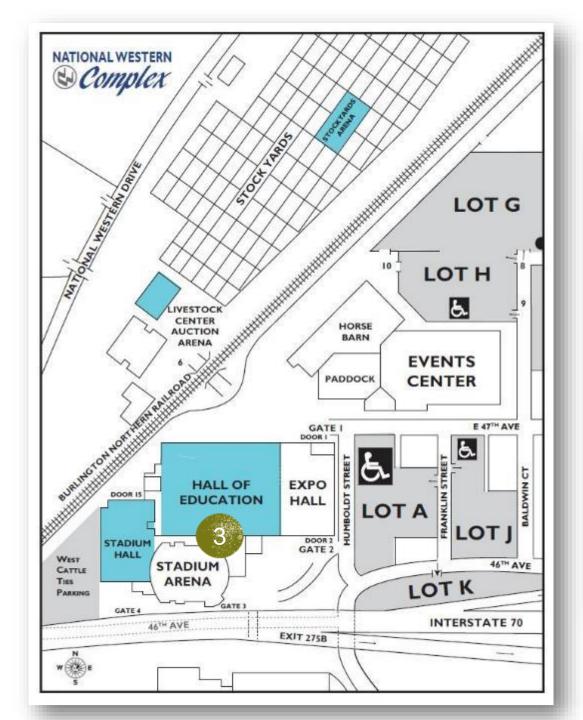
- Livestock Center Auction Arena
- 2. Stockyards Arena
- 3. Hall of Education
- 4. Stadium Hall
- 5. 46th Avenue Underpass
- 6. Potential Riverside Events Partnership (starting with slide 19)



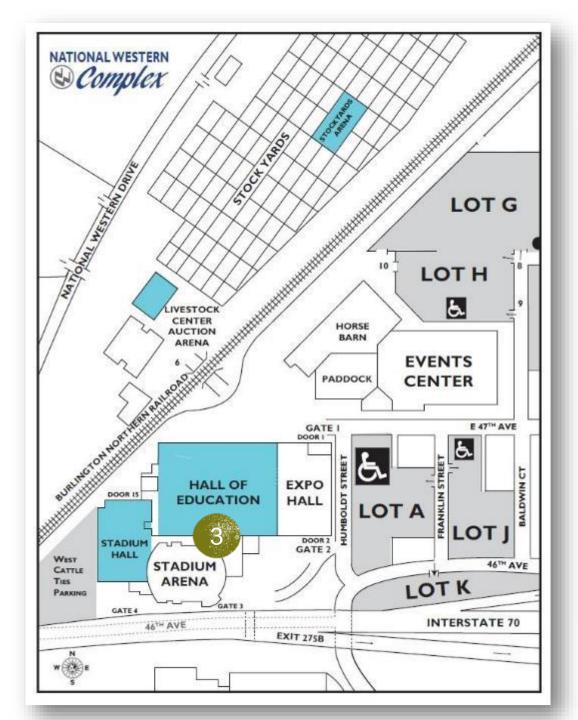




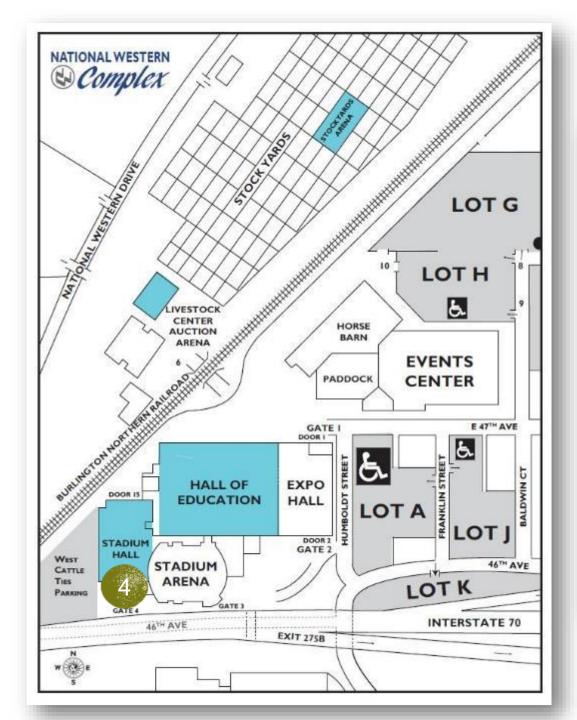


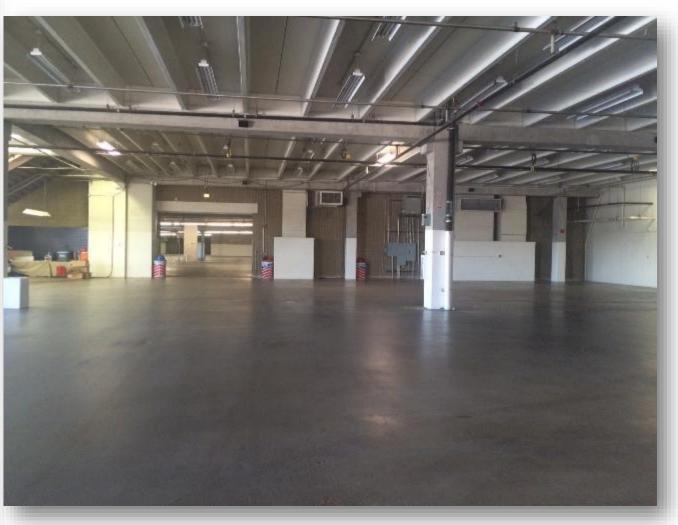


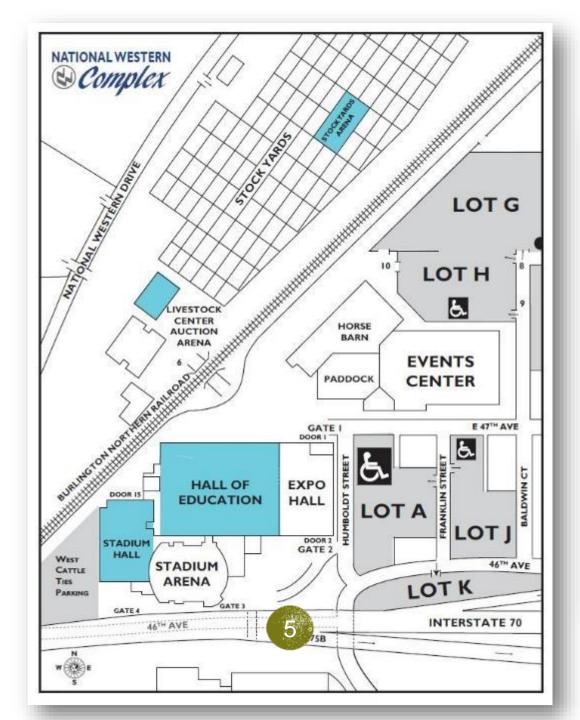














### Riverside Cemetery

