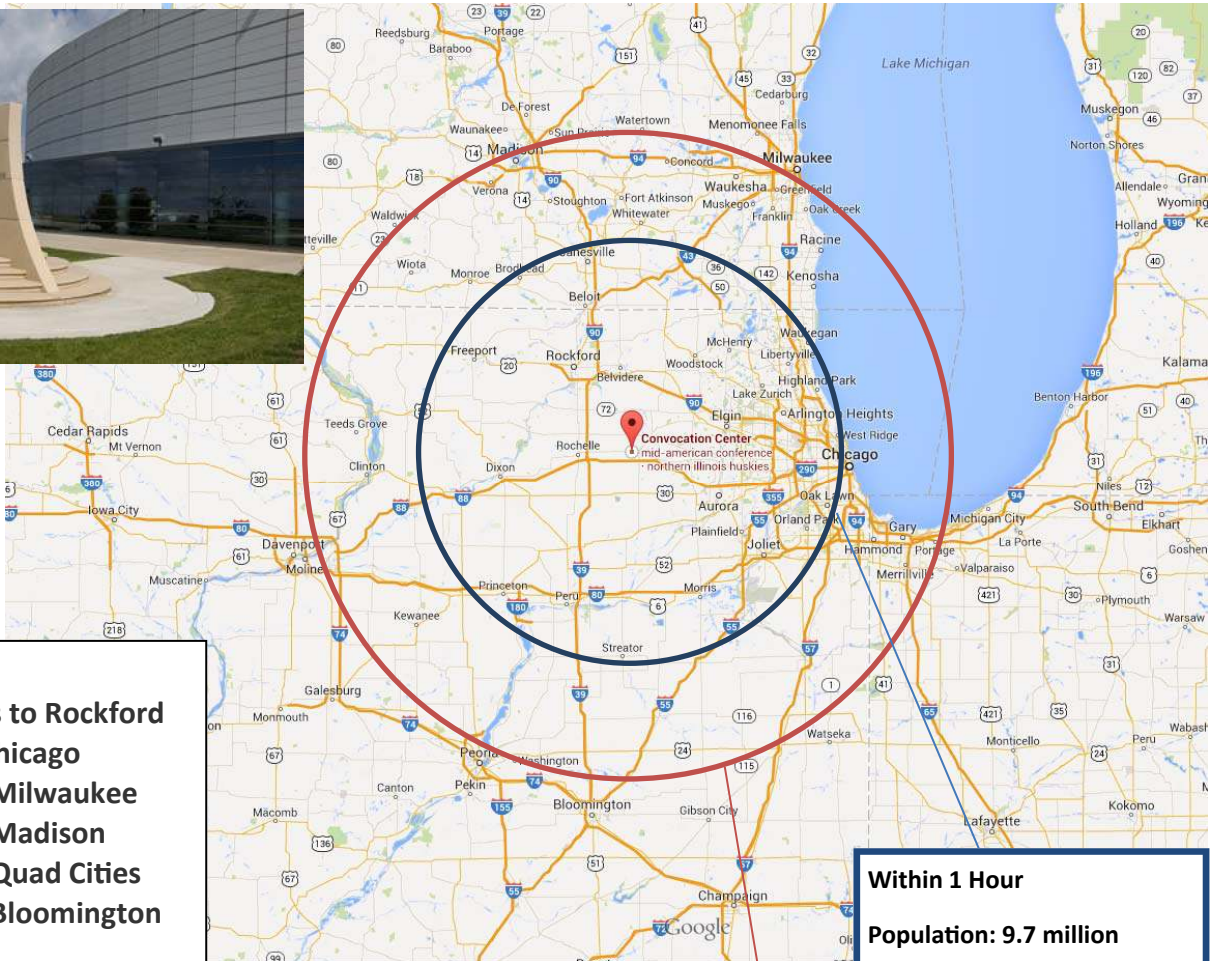


CONVOCAATION CENTER at NIU

1525 W. Lincoln Highway • DeKalb, IL 60115

2016 PROMOTERS GUIDE



Distances
40 Minutes to Rockford
1 Hour to Chicago
2 Hours to Milwaukee
2 Hours to Madison
2 Hours to Quad Cities
2 Hours to Bloomington

Within 1 Hour
Population: 9.7 million

Within 2 Hours
Population: 14.7 million

CONVOCATION CENTER OVERVIEW

The Convocation Center is the focal point of Northern Illinois University’s west campus and is located in DeKalb, Illinois, a community of more than 43,000, just 65 miles west of Chicago.

The Convocation Center, which opened in August, 2002, was approved by the Northern Illinois University Board of Trustees with a construction budget of 36 million dollars. The center is a multi-purpose entertainment and sports complex with 10,000 seats and an attached auxiliary gym. Top acts such as Miranda Lambert, Drake, Bill Cosby, Rascal Flatts, John Mayer, O.A.R., and more have taken the spotlight. Other high profile events include IHSA Basketball Supersectionals, Cheer Competitions, Dog Shows, and Farm Shows just to name a few.

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CONTACT INFORMATION

Convocation Center

1525 W. Lincoln Hwy DeKalb, IL 60115

Phone: 815-752-6800 • Fax: 815-752-6801

www.niuconvo.com

[Facebook.com/niuconvocenter](https://www.facebook.com/niuconvocenter) • [Twitter.com/niuconvocenter](https://twitter.com/niuconvocenter)

Director: Heather Priest	815-752-6818	hpriest2@niu.edu
Associate Director: Eric Schultz	815-752-6855	eschull@niu.edu
Assistant Director—Marketing and Booking: Heather Priest	815-752-6818	hpriest2@niu.edu
Assistant Director—Event Services: Sue Hansfield.....	815-753-9544	shansfield@niu.edu
Assistant Director—Ticket Office: Chris Radord.....	815-752-6816	cradford@niu.edu
Assistant Director—Food and Beverage: Agina Nelson.....	815-752-6820	anelson@niu.edu
Arena Physical Facility Supervisor: Ed Dawson.....	815-752-6831	dawson@niu.edu
Arena Physical Facility Supervisor: Andrew Collins.....	815-752-6836	acollins4@niu.edu

Venue Description

The Convocation Center at Northern Illinois University is a state-of-the art, multi-purpose arena located in the Northwest suburbs of Chicago. We host world-class events such as concerts, family shows, athletic events, and much more with capacities ranging from 2,500 (theater set) to 10,000 (in the round). Fans come from all over Northern Illinois and Southern Wisconsin to experience our top-notch bill of shows and customer service.

Booking Information

To schedule an event at the Convocation Center, please call or email Heather Priest at 815-752-6818 or hpriest2@niu.edu. The rental structure is based on established rates and may vary based on the type of event and the space needed. All events are considered tentative until a contract has been executed and returned with a non-refundable deposit.

At the conclusion of the event, the lessee will be responsible for all event expenses and settlement will occur in the Convocation Center business offices. If there are any questions about settlement, please contact your assigned event coordinator.

Marketing

The Convocation Center has a full service marketing department who can advise or put together a comprehensive marketing plan to ensure the success of your event. To ensure your success we combine media buying, public relations, and promotions with our knowledge of the markets to create a customized marketing plan that is right for your target market.

QUICK FACTS

Seating Capacities:

Basketball	8,809
Center Stage	10,001
End Stage 360	8,990
End Stage 270	7,450
End Stage 180	6,827
Accelerated	5,364
Theater	2,539
GA Floor Capacity	2,500—3,500

Doors open: 60 minutes prior to show time.

Concessions/ Catering: In-House

Merchandise: The Convocation Center can supply staff

Parking: Parking lot with 3,000 spaces



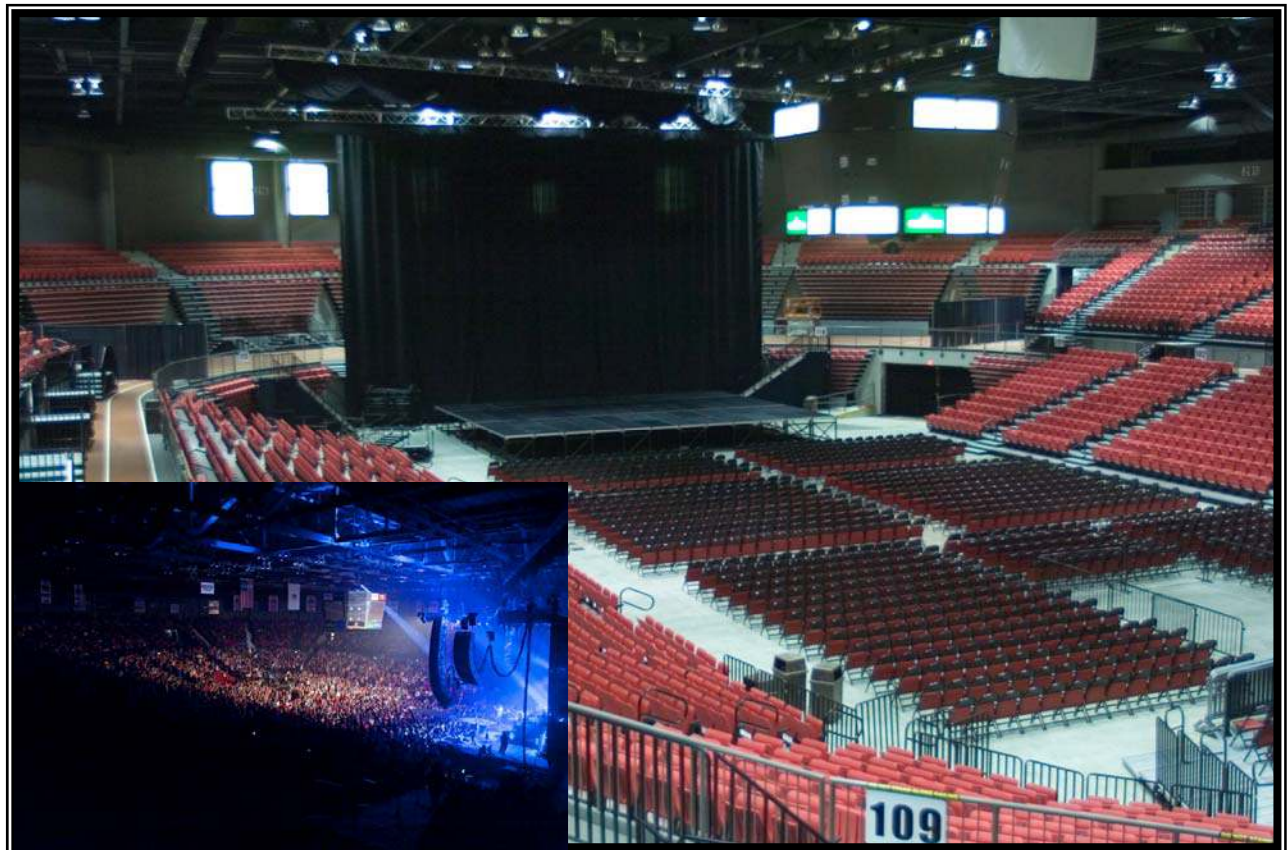
BASKETBALL SET

Floor Seating	40
100 Level Seating	2,570
200 Level Seating	6,131
Accessible Seating	68
Total Seating	8,809



FULL WEST END 360

Floor Seating	1,032
100 Level Seating	1,753
200 Level Seating	6,138
Accessible Seating	52
Total Seating	8,975



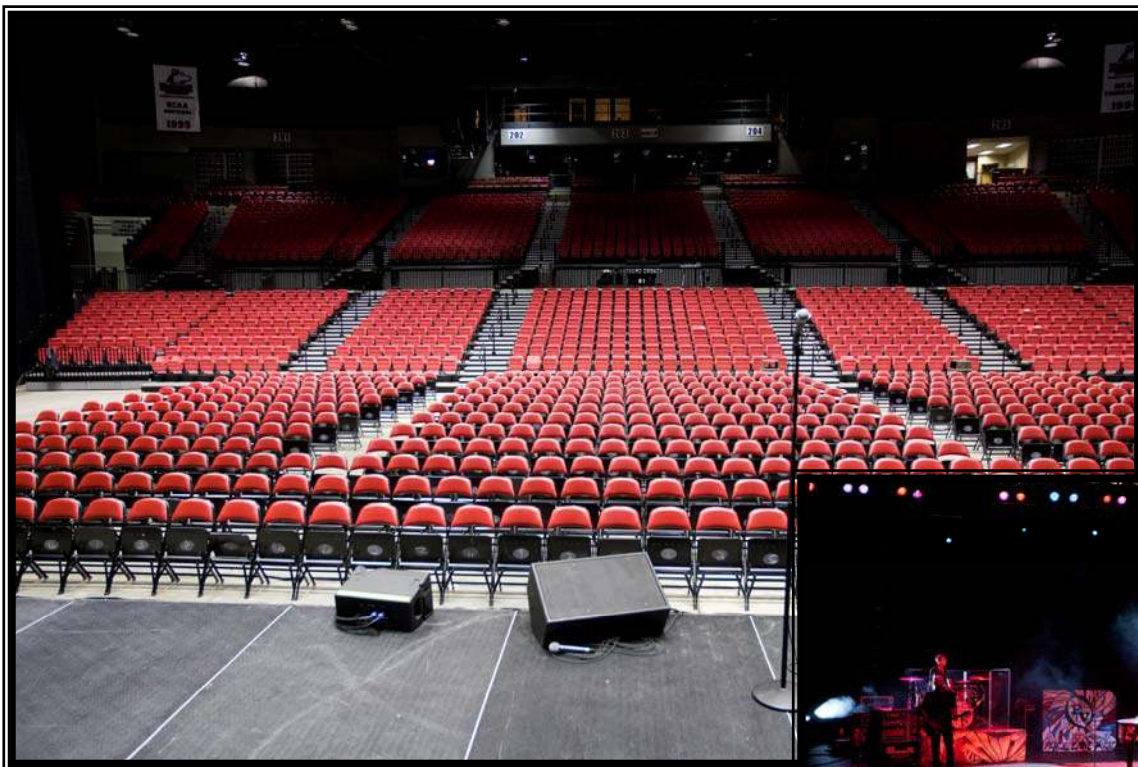
IN THE ROUND

Floor Seating	1,148
100 Level Seating	2,609
200 Level Seating	6,138
Accessible Seating	92
Total Seating	9,987



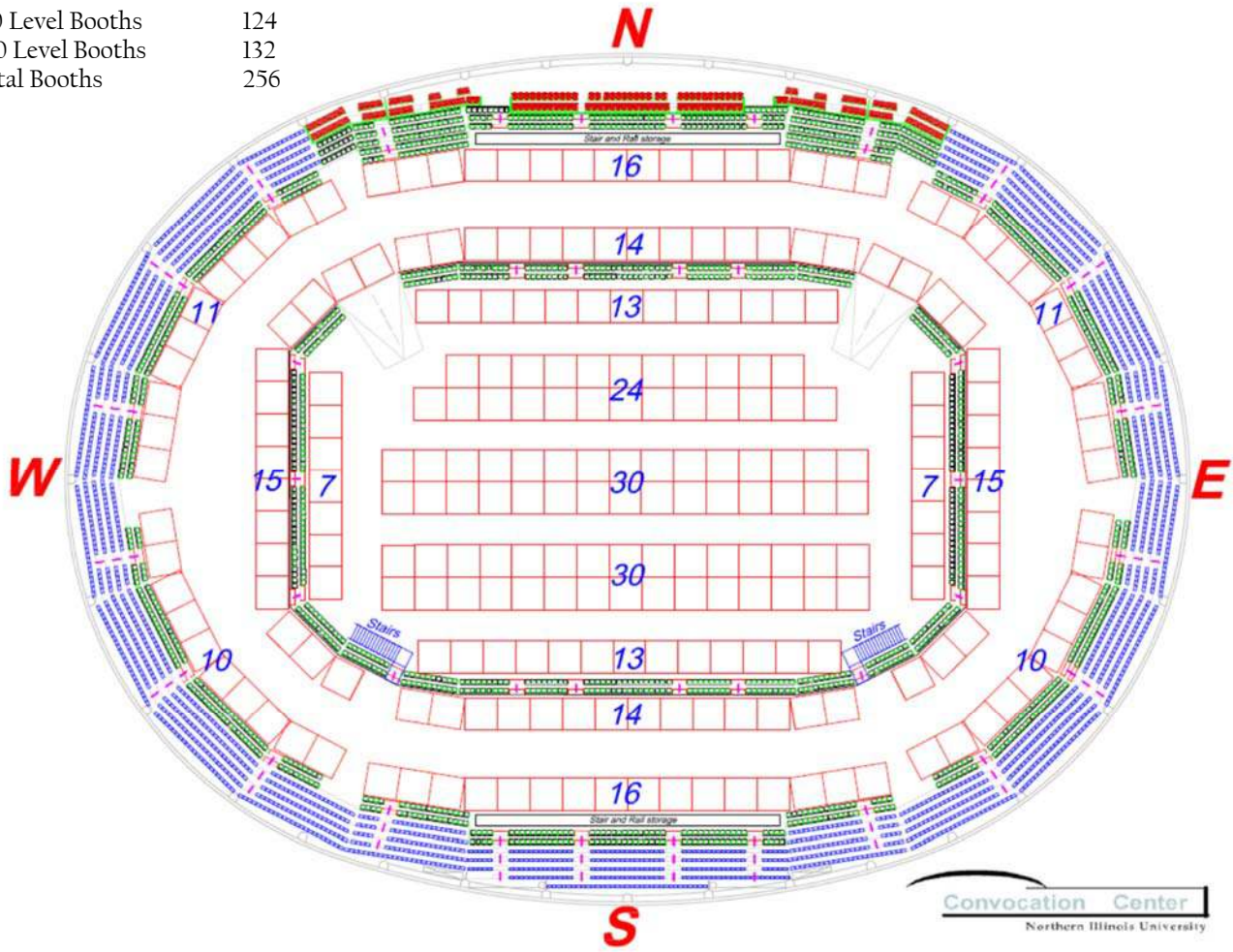
THEATER

Floor Seating	742
100 Level Seating	673
200 Level Seating	1,104
Accessible Seating	20
Total Seating	2,539



TRADE SHOW FLOOR

100 Level Booths 124
 200 Level Booths 132
 Total Booths 256



RENTAL RATES

COMMERCIAL RATE

Commercial Rate is defined as any event where an admission is charged, a fee is taken, a collection is made or any revenue is derived and applies to any rate not covered under other categories.

Full Arena

\$2,500.00 per day vs. 12% gross ticket receipts, after taxes, whichever is greater.

Half-House or Theater

\$1,750.00 per day or 10% of the gross ticket receipts, after taxes, whichever is greater.

TRADE SHOW / FLAT RATE

Based on \$.06 per square foot. The Convocation Center has 47,000 square feet in the arena, 12,500 square feet in the main and south lobbies. There is also an additional 12,500 square feet in the auxiliary gym. The total potential square footage is 72,000.

—

Move-in/move-out days are calculated at 60% of the normal daily rental rates.

Rental rates include lighting, air conditioning, water as installed, and electricity services as installed but only in normal and reasonable amounts. All labor, supplies and equipment are considered additional expenses and will be charged at the rates as outlined in the Staffing, Services and Equipment sections.

The director of the Convocation Center shall have the right to negotiate rental rates different from the approved rates for certain events in order to maximize use of the center. The Convocation Center will entertain both Co-pros and all-end deals.

TICKET SERVICES

The Convocation Center provides ticketing services on an exclusive basis for all events scheduled in the facility at a rate of \$500.00 per day vs. 3% of gross, whichever is greater.

CATERING

SODEXO is the exclusive provider of Food & Beverage at the NIU Convocation Center, including backstage catering. If a performer/band has its own caterer, a "buyout" for backstage catering may be arranged.

BOOKING PROCEDURES

CONTRACT EXECUTION

All arrangements are considered tentative until a contract has been fully executed and returned.

Two copies of the contract will be e-mailed prior to the event. Both copies must be signed and returned. Executed copy is returned for the licensee file at which time a non-refundable deposit is due.

Additional rental deposits may be required by management to cover the following expenses: balance of minimum rental fee, advertising expenses, estimated staffing, equipment, and technical services.

Upon execution of a rental agreement, the event coordinator, who is responsible for all operational details of the event from move-in to event performance and move-out, will advance the event. This individual is the licensee liaison with arena staff and will provide all necessary information and coordination.

After meeting with the licensee, the assistant director-finance prepares an itemized statement of reimbursable expenses for which the licensee is financially responsible at the time of settlement. A copy of the expenses is provided to the licensee and is considered an addendum to the contract.

CHALLENGE POLICY

If a date is already on hold by another party, the following process is enacted:

The prospective tenant must forward to management a written request challenging the first-hold promoter.

Management notifies first-hold promoter of challenge. First-hold promoter is given the opportunity to secure the date through an executed contract. If the first-hold promoter releases the date, negotiation commences with the prospective tenant.

Hold policy—Holds are reserved for 30 days. Hold dates may be released unless reconfirmed by promoter.

FINANCIAL SETTLEMENT

At the conclusion of the event, licensee is responsible for settling all outstanding facility expenses. The settlement takes place in the administrative offices at the Convocation Center.

In the settlement, the licensee is presented with available documented facility expenses including but not limited to: rent balance, ticketing expenses (if applicable). The event settlement will be paid by Northern Illinois University via university check or wire transfer.

If, at the sole discretion of the Convocation Center, ticket sale proceeds are not sufficient to cover facility expenses, licensee may be required to make additional deposits prior to event. If such deposits are not made within a designated time frame, the event may be canceled resulting in forfeiture of the licensee's deposit.

In the event ticket proceeds do not equal expenses due, the licensee shall be responsible to pay amount due in full at this time.

Any unresolved or outstanding expenses from the event are to be settled within 30 days.

Any questions regarding financial settlement should be directed to the assistant director—finance at 815-752-6800.



TECHNICAL INFORMATION

POWER

1600 amps Total (4-400 amp 3 phase 4 wire) of show power in the North West power room.

Power Room Located -30' from arena floor

- * 800 amps of power can be sent to West floor pockets.
- * 800 amps of power can be sent to South floor pockets.
- * 400 amps of power can be sent to arena center floor pocket.

400-amp shore power is available in the loading dock area.

All power tails can accommodate CAM or Bare Ends

LOAD-IN AREA

1 - Dock ramp (12 ft. wide x 9 ft. 2" high opening)

2 - Dock levelers (8 ft. wide x 9 ft. 2" high opening)

Push distance from dock to arena -250'

9 ft. height obstruction at lowest level in hall from dock to arena.

There is a 14' W x 13' 6" H overhead door with direct truck access onto the concourse level.

PARKING

Truck and/or bus parking is available in the backstage exterior dock area.

RIGGING GUIDELINES

Floor to low steel: 50'

Point load capacity: 4,000 lbs.

Maximum center house stage weight permitted: 180,000 lbs.

Maximum end stage weight permitted: 160,000 lbs.

The H beams run from East to West approximately 25' center to center

The I beams run North to South approximately 22' center to center

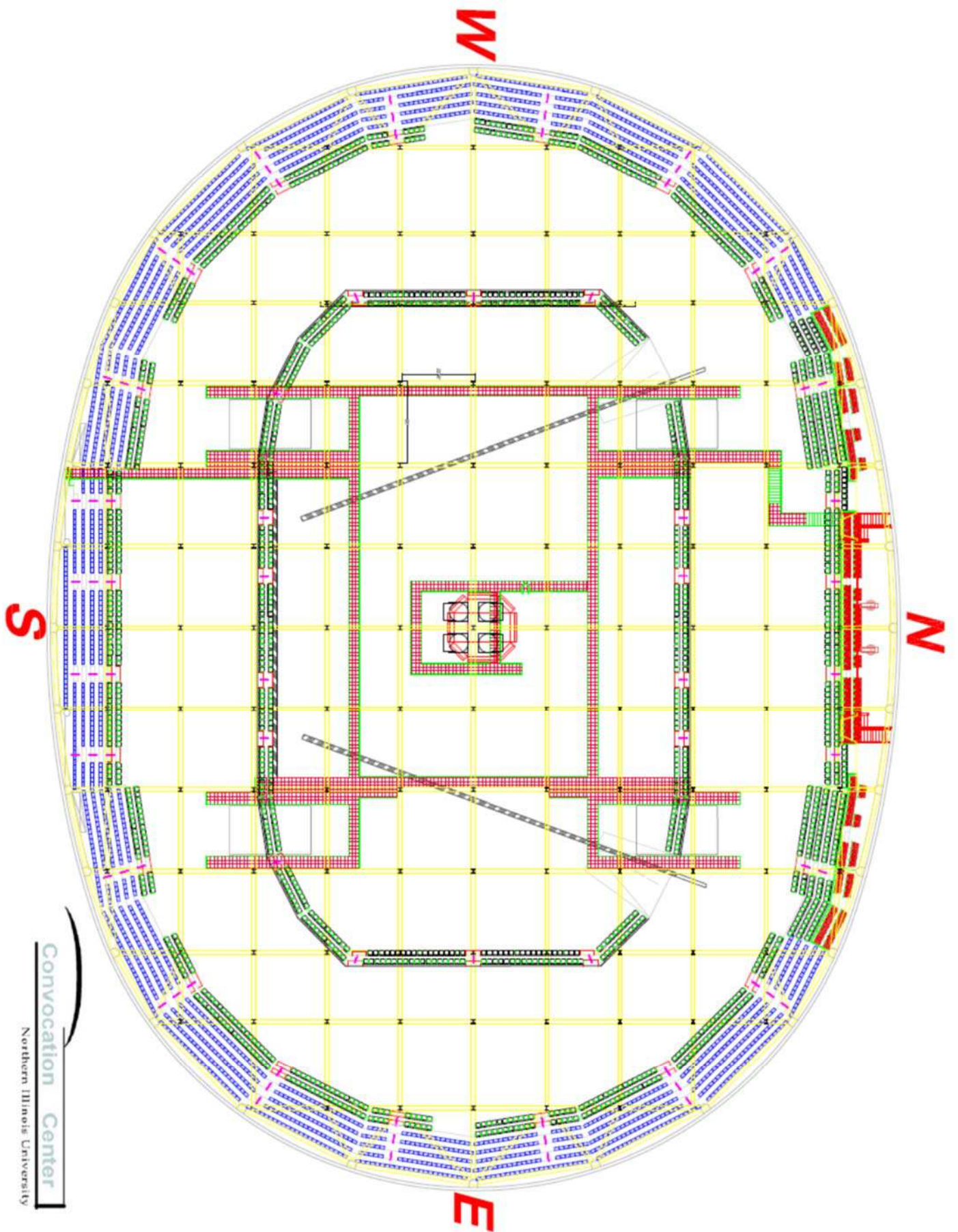
FLOOR

Floor type:	7" concrete
Floor load-arena:	500 lbs. per sq. ft.
Floor load-auxiliary gym:	250 lbs. per sq. ft.
Main arena floor dimensions w/bleachers retracted:	200' x 122' (22,500 sq. ft.)
Main arena floor dimensions w/bleachers in:	127' x 72' (9,000 sq. ft.)
Auxiliary gym dimensions w/bleachers retracted:	112' x 120' (13,440 sq. ft.)
Auxiliary gym dimensions w/bleachers in:	88' x 120' (10,560 sq. ft.)

TRACK

Six lanes, 200 meters, Mondo floor, 25,000 sq. ft.

FULL ARENA RIGGING SCHEMATIC



TECHNICAL INFORMATION (continued)

VIDEO

Center hung Daktronics eight-sided video display board that consists of four 112" x 144" 16.5 millimeter ProStar video boards.

HOUSE SOUND

Custom Renkus Heinz center cluster unit powered by QSC Amplification controlled by the Media Matrix System. Microphones, wireless microphones, CD and cassette players, mixing boards, and a variety of other audio/visual equipment.

LIGHTS

The lighting consists of metal halide fixtures with a Microlite Programmable Controller. Eight 2K spotlights available in a variety of locations.

EQUIPMENT

Forklifts: 1-6,000 lbs. (uses propane fuel)
1-5,000 lbs. (uses propane fuel)
Brand: Toyota
Maximum for height: 15'

Barricade: 80' freestanding StageRight blow through barricade
150 - 8' Bike Rack barricade

Staging: StageRight 4'x8' staging decks Reversible w/ black tech deck or gray carpet
Maximum 60'W x 56'D x Variable 4'-6'H
Variable configurations available.
Stage ramping: StageRight ADA approved - floor to stage (4 ft. high stage only)
Riser stock: StageRight - Variable - 12'-24' in height
Camera platform: 10 portable StageRight platforms available.

Basketball floor: 60' x 112' Horner Pro-King Portable

Pipe & Drape: 8 ft tall

STAGE LABOR

All hands and riggers are Non Union. Electricians are from the University Union
Load In and Load Out will have a 4 hour minimum charge for all staff.

MISCELLANEOUS

Height to highest seat: 30' from floor

Backstage crew restrooms available for men and women

Backstage house phones available for credit card, calling card and collect calls.

House curtain: Moveable black drape system

The facility has full blackout capabilities, via an extensive half-house curtaining system.

The curtain is 51' H x 92' W. Curtain placement is flexible to the needs of the user.

TECHNICAL INFORMATION (continued)

AV SYSTEMS CONNECTIVITY

The Convocation Center video control room is a fully equipped production room. The system features a High Definition 1080i based workflow utilizing HD-SDI video and 4 channels of AES digital audio signals. The building is wired utilizing single-mode fiber (ST connections). There are a total of four cameras, all of which can be configured in studio mode (tripods). We have two 50x sports lens, and two 22x ENG style lens which allow for handheld operations. Recording / playback media includes Sony XDCam, HDV/DV, Bluray and DVD-R.

Control room equipment include

- Chyron Mosaic single channel character generator
- Click Effects Crossfire dual channel playback server
- Scorecube Real Time Data (RTD) graphical scoring display
- EVS replay system - 4 channel recording / 2 channel playback
- High definition streaming

We have designed the system to allow us to provide a handful of different input and outputs types for interfacing to other systems. The single input and/or output can be provided variety of locations throughout the building.

Inputs and Outputs include:

- Digital SD/SDI and HD/SDI (Standard or high definition)
- Analog HD component video (High definition)
- Analog SD component or composite video (Standard definition)
- Four channel balanced audio

TECHNICAL INFORMATION (continued)

STREAMING

Media Services can provide for events in the Convocation Center a live internet video feed and/or a recorded archival version for later distribution.

Currently the production facility uses an end to end high definition all digital video workflow. In order to encode and distribute this video at the highest quality possible, we use Telestream Wirecast encoders coupled with an AJA Kona LHi capture card system directly connected to the internet with gigabit level speeds.

This platform is flexible enough to accommodate several different types of streaming formats and destinations. Our default stream type is H.264 flash based at 1280x720p at 1000kbps. The system is capable of sending out 240p video up to 1080p at varying bitrates and multiple destinations depending on the use case.

Streaming formats supported are: H.264 Flash, Quicktime MPEG-4, VP6 Flash, Windows Media 9 Wirecast is capable of streaming directly to these online destinations and server platforms: Wowza Media Server, Adobe Flash Media Server, any server capable of receiving the RTMP or MMS protocol Youtube, Original Livestream, Ustream, Limelight, Justin.tv, Brightcove, Streaming Media Hosting, Twitch TV, High School Cube

In most cases in order to stream to a specific service we will need an event name/channel and credentials in order to successfully stream an event. Media Services can also record an archive copy of the event and distribute that file via an FTP server. If the event is to be hosted on a non NIU streaming server or streaming service it is the end users responsibility to ensure that it is correctly setup. Media Services cannot install 3rd party encoder software as it may cause compatibility and operational issues with the existing setup.

MESSAGE BOARDS

Two 9' 10" x 15' 2" Galaxy Tri-color message boards. The pixel size is 80 x 128 on 34 mm centers located on the East and West ends of the interior bowl.

OUTDOOR MARQUEE

A double-sided 8' x 13' 60 million color capability located at the front entrance.

BACKSTAGE/LOWER LEVEL

MEDIA/CATERING ROOM

Office: -1,300 sq. ft.

Location: -100' from arena floor.

Media/Catering Room is equipped with phone/data outlets and with a private restroom.

PRODUCTION

Office: -240 sq. ft.

Location: -45' from arena floor.

Production office is equipped

DRESSING ROOMS

Two dressing rooms with private bathrooms; dressing rooms are

Dressing room 1:

Dressing room 2:

Locker room 1: -360 sq. ft.

Locker room 2: -160 sq. ft.

Locker room 3: -160 sq. ft.



PARKING INFORMATION

GUEST PARKING

The Northern Illinois University Convocation Center has three parking lots for parking convenience. The lots are C1, C2 and C3. Disability parking is available in all lots in close proximity to each entrance. Parking capacity is 3,000 cars and includes 47 handicap spaces.

LIMOUSINE / RV / BUS PARKING

The Convocation Center has parking areas available for limousines, recreational vehicles and buses. Please contact your event coordinator for more information.

PARKING LOT POLICIES

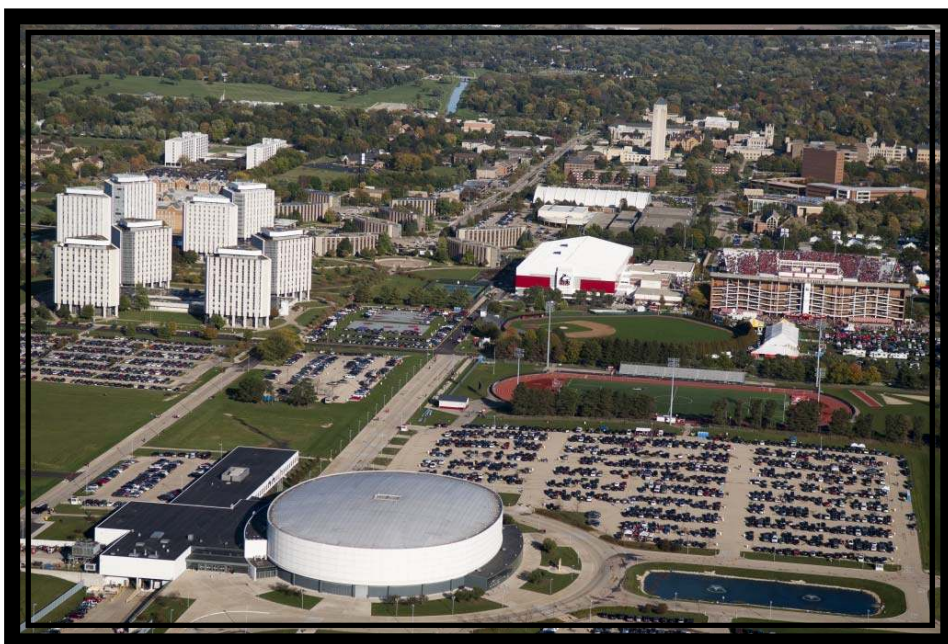
1. No in/out parking privileges unless authorized in advance by management.
2. No overnight parking is allowed unless related to event activities and approved in advance by management.
3. No solicitation activities allowed in the parking lots, e.g., distribution of flyers, sale of products, etc.
4. No consumption of alcoholic beverages in parked vehicles.
5. No tailgate parties, gatherings or similar activities allowed.
6. No free-event parking allowed unless proper parking credentials are displayed and/or pre-authorized by management.

PARKING CHARGES

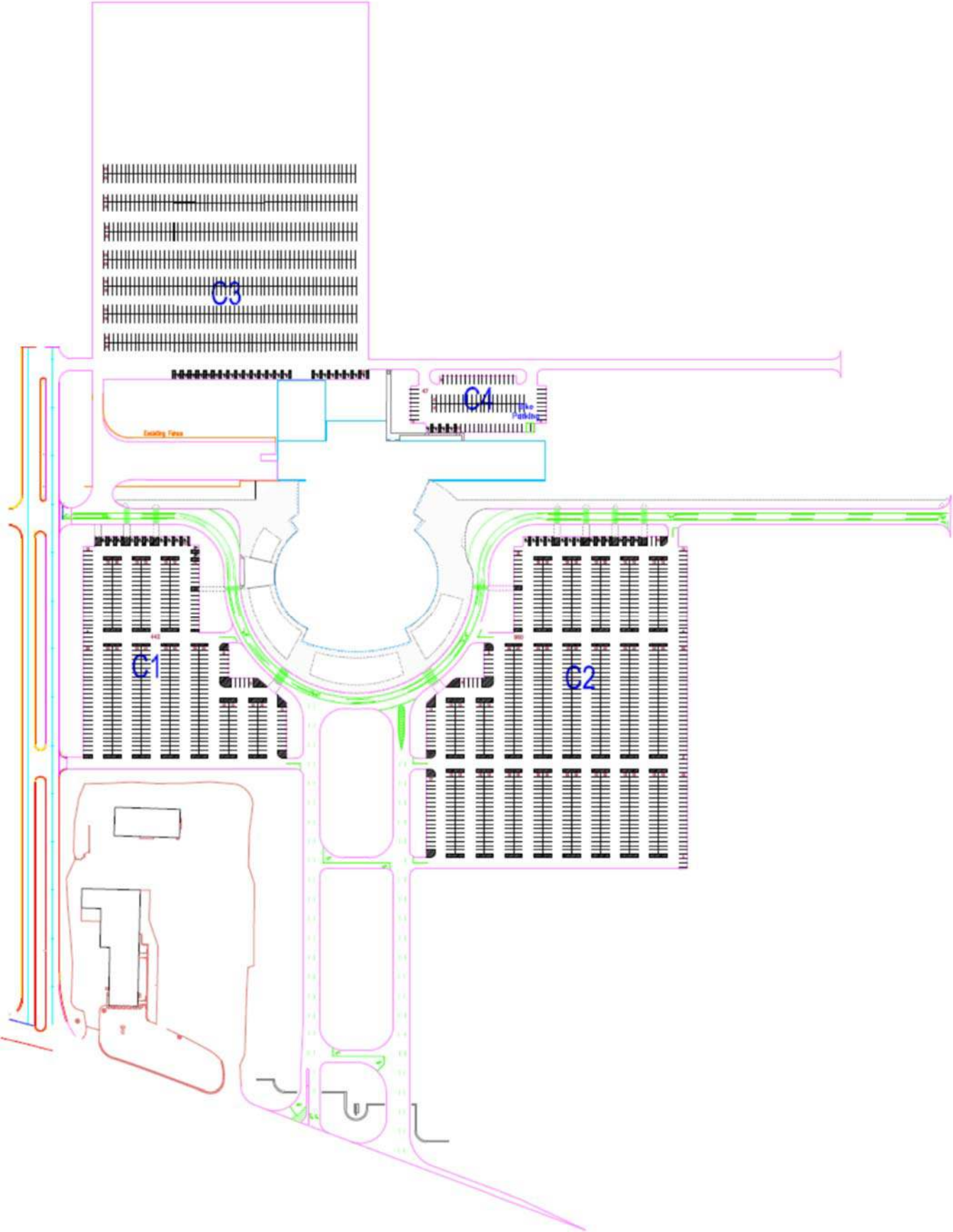
The Convocation Center is responsible for all parking lot operations and revenues collected. The following charges apply:

Cars	\$5.00 to \$20.00 per space
Limousines	\$10.00 (no charge if attended by driver at all times).
RV	\$10.00 to \$20.00 per space (free with group sales agreement).
Buses	\$10.00 to \$20.00 per space (free with group sales agreement).

Parking fee subject to change depending on event.



CONVOCAATION CENTER PARKING MAP



ADDITIONAL RENTAL SPACE

MULTI-PURPOSE ROOM

The multi-purpose room is ideal for seminars, conferences, receptions and banquets. The Convocation Center will assist you in coordinating your event. Additionally, any audio-visual needs you may have can also be accommodated. The multi-purpose room has 1,320 square feet of space available. For more information, please call 815-752-6800.

SOUTH LOBBY

The South lobby is 5,561 square feet of available space that can be used for a variety of purposes such as meetings, conferences, and luncheons.

AUXILIARY GYM

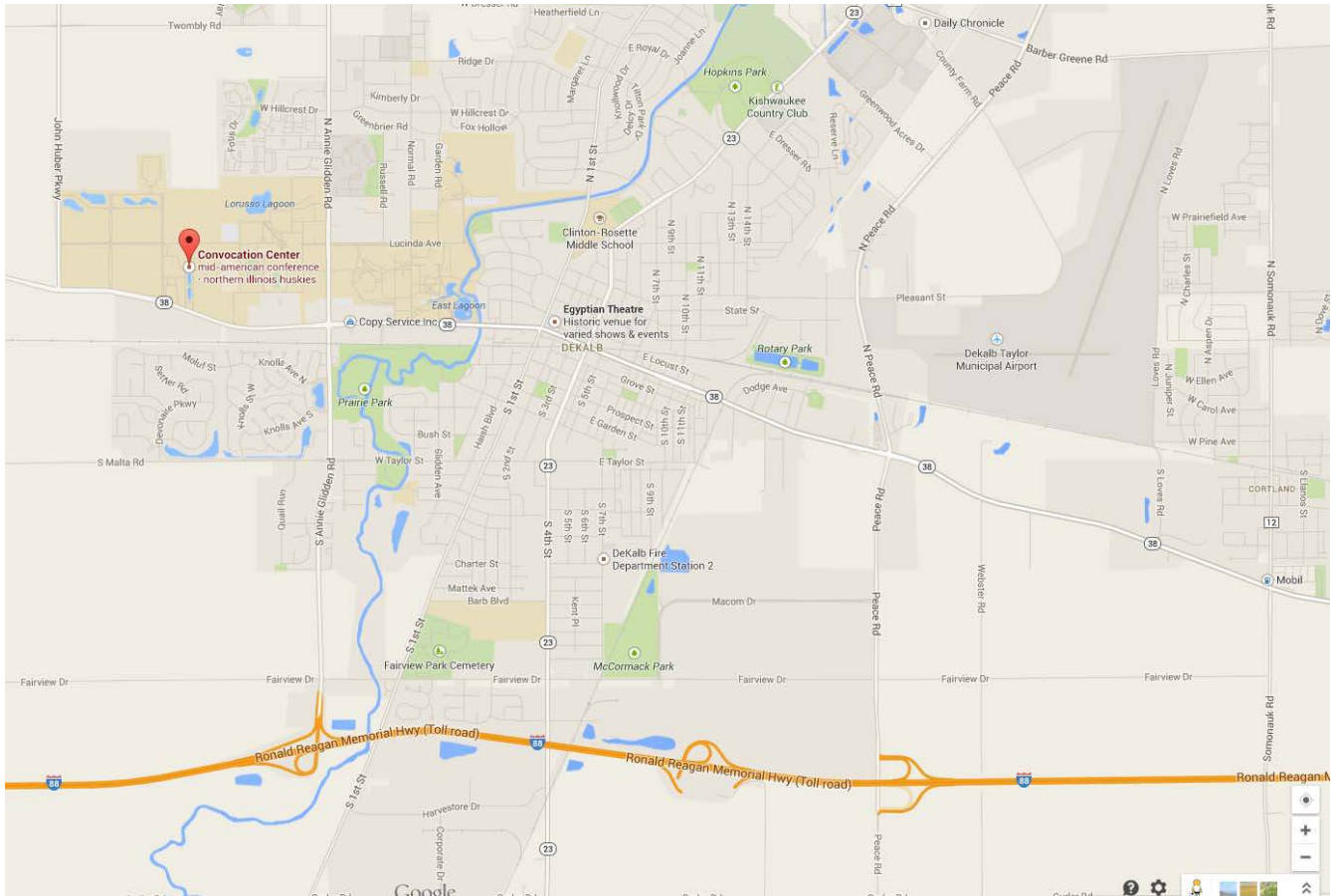
The auxiliary gym is 12,980 square feet with bleachers retracted and 10,502 with bleachers out. It has audio and visual capabilities and can be used for sporting and non-sporting events. There is bleacher seating for 800 and can be divided in half with a curtain system.

PARTY SUITE

The party suite is 1,350 square feet (25' x 54') of available space and includes 54 seats in the arena. The party suite can be divided into two suites each with 27 seats.



DIRECTIONS



From the West

From I-88: Exit onto Annie Glidden Road. From Annie Glidden Road, turn left (west) onto Lincoln Highway (Route 38) to the Convocation Center entrance.

From the East

From I-88: Exit onto Annie Glidden Road. From Annie Glidden Road, turn left (west) onto Lincoln Highway (Route 38) to the Convocation Center entrance.

From I-90: Exit onto Route 47 South. Take Route 38 West approximately 20 miles to the Convocation Center entrance.

From the South

From I-39: Exit I-39 to Route 38 East. Travel Route 38 East to the Convocation Center entrance.

From the North

From I-39: Exit I-39 to Route 38 East. Travel Route 38 East to the Convocation Center entrance.

TRANSPORTATION

AIRLINES

AirTran
800-247-8726
www.airtran.com

Allegiant Air
702-505-8888
www.allegiantair.com

American Airlines
800-433-7300
www.aa.com

JetBlue
800-JETBLUE (538-2583)
www.jetblue.com

Southwest Airlines
800-435-9792
www.southwest.com

Spirit Airlines
800-772-7117
www.spirit.com

United/Continental
877-862-0728
www.united.com
www.continental.com

US Airways
800-428-4322
www.usairways.com

AIRPORTS

O'Hare International Airport (ORD)
773-686-3700
www.flychicago.com

Chicago-Midway International Airport (MDW)
800-832-6352
www.ifly.com/chicago-midway-international-airport

Chicago Rockford International Airport (RFD)
815-969-4000
www.flyrfd.com

DeKalb Taylor Municipal Airport (DKB)
815-748-2020
www.cityofdekalb.com

CAR RENTALS

Enterprise
800-261-7331
815-756-5400
www.enterprise.com

Hertz Rent-a-Car
815-787-7501
www.hertz.com

BUS

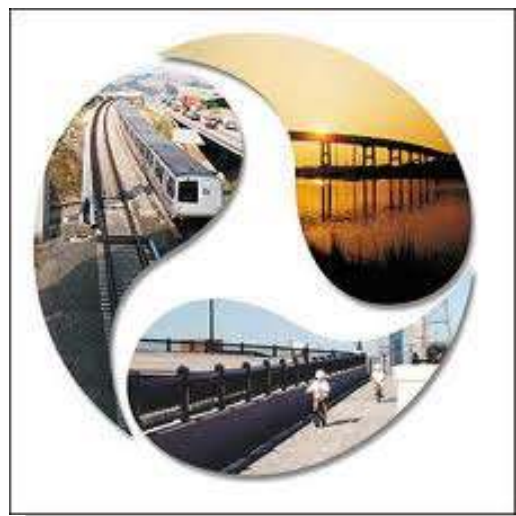
Greyhound
800-231-2222
www.greyhound.com

LIMOUSINES

DeKalb-O'Hare Limo Service
877-367-5525
www.dekalboharelimo.com

TAXI SERVICE

STS Taxi and Shuttle Service
815-899-1902
www.sycamoretaxi.com



LODGING

BAYMONT INN & SUITES

1314 West Lincoln Highway, DeKalb IL 60115
815-748-7000

Located .2 miles from Convocation Center and Northern Illinois University on Route 38. Includes 53 guest rooms, indoor pool, fitness center and Wi-Fi access. Meeting space is available for up to 15 people.

Website: www.baymontinns.com

QUALITY INN

1475 South Peace Road, Sycamore IL 60178
815-895-4979

Located in nearby Sycamore just 6.2 miles from the Convocation Center. Includes indoor pool, fitness center and free continental breakfast.

Website: www.qualityinn.com

COUNTRY INN & SUITES

1450 South Peace Road, Sycamore IL 60178
815-895-8686

Also located in nearby Sycamore, 6.2 miles from Convocation Center, this hotel offers free continental breakfast, indoor pool and free Wi-Fi access.

Website: www.countryinns.com

HOLIDAY INN EXPRESS

1240 Dement Road, Rochelle IL 61068
815-562-9994

13 miles from Convocation Center, this hotel is located near I-39 interchange for Rout 38 and includes indoor pool, fitness center and high-speed internet access.

Website: www.ichotelsgroup.com

FAIRFIELD INN

2096 Bircher Rd, St. Charles Il, 60174
630-845-5500

Located east of DeKalb near route 38 in St. Charles. This hotel offer continental breakfast, pool, fitness center, and high speed internet access. Only 23.9 miles away.

RED ROOF INN & SUITES

1212 West Lincoln Highway, DeKalb IL 60115
815-758-8661

Red Roof Inn & Suites DeKalb offers free Wi-Fi, flat screen TVs, iron & ironing boards, hairdryers, and in-room coffee in all rooms. Courtyard pool, fitness center, and business centers.

Website: www.redroof.com

COMFORT INN & SUITES

1133 North Seventh Street, Rochelle IL 61068
815-562-5551

Located at Hwy 251 and Route 38 (14.8 miles from Convocation Center), this hotel is a full-service conference center and includes fitness center, bar/lounge, free hot continental breakfast, free Wi-Fi access, indoor pool and hot tub.

Website: www.hotelrochelle.com

HOLIDAY INN EXPRESS

1935 DeKalb Avenue, Sycamore IL 60178
815-784-7400

Located just 5 miles from Convocation Center, this hotel has 69 guest rooms and includes indoor pool, fitness center, free high-speed internet and free, hot breakfast.

Website: www.ichotelsgroup.com

JANE FARGO HOTEL

335 West State Street, Sycamore IL 60178
815-895-6789

This fully restored historic hotel is just 8 miles from Convocation Center and offers a full service restaurant inside the hotel. Includes free continental breakfast, whirlpool suites and Wi-Fi access.

Website: www.janefargohotel.com

NIU HOLMES STUDENT CENTER

340 Carroll Avenue, DeKalb IL 60115
815-753-1444

Located in the center of NIU. Four restaurants, one book store, one Huskies Den with bowling, pool tables, and video arcade are all under one roof.

Website: www.niu.edu/hsc/
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LOCAL MEDIA

NEWSPAPERS

Aurora Beacon News
495 N. Commons Drive
Suite 200
Aurora, IL 60504
630.978.8880
630.9788509 (Fax)
beaconnews.suntimes.com

Chicago Sun– Times
350 N. Orleans St
10th Floor
Chicago, IL 60654
312.321.3000
www.suntimes.com

Chicago Tribune
435 N. Michigan Ave
Chicago, IL 6061
800.874.2863
312.222.4674 (Fax)
www.chicagotribune.com

Daily Herald
385 Airport Rd. STE. A
Elgin, IL 60123
847.608.2700
847.608.0849 (Fax)
www.dailyherald.com

TELEVISION STATIONS

WBBM-TV (CBS-2)
22 West Washington St.
Chicago, IL 60602
312.899.2222

WFLD-TV (Fox-32)
205 N. Michigan Ave.
Chicago, IL 60601
312.565.5543

WGN-TV (WB-9)
2501 W. Bradley Place
Chicago, IL 60618
773.528.2311

WIFR-TV (CBS-23)
2523 N. Meridian Road
Rockford, IL 61101
815.987.5300

DeKalb Daily Chronicle
1586 Barber Greene Rd.
DeKalb, IL 60115
815.756.4841
815.758.5059 (Fax)
www.daily-chronicle.com

DeKalb MidWeek (weekly)
1586 Barber Greene Rd.
DeKalb, IL 60115
815.756.4841
815.758.5059 (Fax)
www.midweeknews.com

Kane County Chronicle
333 N. Randall Road, Suite 2
St. Charles, IL 60174
630.3232.9222
630.444.1641 (Fax)
www.kcchronicle.com

Northern Star (Campus)
130 Campus Life Building
Northern Illinois University
DeKalb, IL 60115
815.753.0108
815.753.0708 (Fax)
northernstar.info

WLS-TV (ABC-7)
190 N. State Street
Chicago, IL 60601
312.750.7777

WMAQ-TV (NBC-5)
454 N. Columbus Dr.
Chicago, IL 60611
312.836.5555

WREX-TV (NBC-13)
P.O. Box 530
Rockford, IL 61105
815.335.2213

WTVO-TV (ABC-17)
1917 N. Meredith Rd.
Rockford, IL 61101
815.963.5413

Rochelle News-Leader (weekly)
P.O Box 46
Rochelle, IL 61068
815.561.2111
www.rochellenews-leader.com

Rockford Register-Star
99 E. State St.
Rockford, IL 61104
815.987.1200
www.rrstar.com



MISCELLANEOUS INFORMATION

ACCESSIBLE SEATING

In compliance with the 1990 Americans with Disabilities Act, our facility will provide seating for disabled guests in all areas, levels, and price categories that are also available to the general public. Guests purchasing a ticket for an accessible seat may purchase up to four additional seats for their companions in the same row and these seats will be contiguous with the accessible seat.

Assisted Listening Devices for hearing impaired guests are made available at no additional charge. The Convocation Center will also provide a sign language interpreter for any event at the arena's expense, subject to availability.

For further information regarding our Accessible Seating Policy, please call 815-752-6800 and ask for The Convocation Center's Americans with Disabilities Act brochure.

ADVERTISING/PROMOTIONS

The Convocation Center Marketing Department will provide a comprehensive advertising campaign at a competitive rate. For more information, please contact the marketing office at 815-752-6800.

EMERGENCY PLAN

The Convocation Center has comprehensive emergency plans and coordinate all event activities with Medical, Fire and Police to ensure a safe and convenient event experience.

EVENT STAFFING

The Convocation Center provides all ushering, peer group security, ticket takers, door guards, event cleaning, and parking services on an exclusive basis for all events and activities held at the facility.

MERCHANDISE

The Convocation Center provides for the operation and sale of event merchandise, i.e., programs, novelties, souvenirs, etc. Please call the assistant director-finance at 815-752-6800.

SPONSORSHIP PROGRAMS

The Marketing Department is available to develop sponsorship opportunities to a large northern Illinois region clientele. For more information, please contact the marketing office at 815-752-6800.

FREIGHT DELIVERY

EVENTS WITHOUT DECORATOR SERVICE CONTRACTOR

(Social banquets, meetings, conferences, etc.)

Delivery items will be accepted at the Convocation Center freight entrance at the northwest end of the building no earlier than the day prior to your event.

All deliveries must be addressed as follows:

Name of Event
Date of Event
Name of Event Contact
Name of Convocation Center Event Coordinator
Convocation Center
1525 West Lincoln Hwy.
DeKalb, IL 60115

EVENTS WITH DECORATOR SERVICE CONTRACTOR

(Conferences, conventions, consumer shows)

The Convocation Center cannot accept freight shipments for exhibitors. Freight should be consigned through licensee service contractor or exhibitor's shipping company. The assigned event coordinator can also provide information on local companies that will receive advance shipments and deliver to the facilities on the date requested.

Delivery items may be received at the Convocation Center no earlier than the first move-in day listed on the contract. The service contractor or show management must be present to accept freight deliveries.

Freight deliveries should be addressed as follows:

Name of Exhibiting Company
Date of Event
Name of Show/Booth #
c/o (Contractor's Name)
Convocation Center
1525 West Lincoln Hwy.
DeKalb, IL 60115

LIFE SAFETY PROTECTION

The NIU Environmental Health and Safety (EH&S) Department in conjunction with NIU Convocation Center (hereinafter collectively referred to as “NIU”) shall review and approve fire and life safety requirements for scheduled events in accordance with applicable National Fire Protection Association (NFPA) Codes and other state and federal regulatory authorities.

PYROTECHNICS

A pyrotechnician will be required to include a list of pyro being used, and a copy of insurance, shooter’s license and a list of references. NIU may require that a demonstration be conducted prior to the event during normal business hours.

OPEN FLAME DEVICES

Open flame devices may be acceptable on stages and platforms as a necessary part of a performance. NIU shall review and approve the use of such devices prior to the scheduled event. NIU may require that a demonstration be conducted during normal business hours. No type of open flame device shall be used without the prior consent of NIU. Additional requirements such as permits and licenses may also be required depending on the type of open flame device proposed for use.

LASER DEVICES

NIU and the NIU Radiation and Laser Safety Officer (RLSO) must review and approve plans for laser use prior to the scheduled event. NIU and the RLSO may require a demonstration which shall be conducted during normal business hours prior to the scheduled event.

CHAIR SEATING ARRANGEMENTS

NIU must approve loose chair seating for each event prior to the sale of tickets. Floor plans demarcating proposed seating arrangements must be submitted for approval no less than 3 days prior to an event. A flame retardant certificate for chair construction will be required for any questionable materials.

MERCHANDISE STANDS

Merchandise stand locations must be approved by EH&S Department. Floor plans demarcating proposed locations must be submitted for approval prior to an event. A flame retardant certificate will be required for any questionable materials. All packaging materials shall be removed periodically to prevent a fire hazard. Merchandise or combustibles are not to be stored on the concourse, in the corridors, in stairwells, or any other pathway, which may impede the means of egress from the building.

ELECTRICAL WIRING

Electrical wiring must be grounded and UL listed. Temporary extension cords may be used provided they are plugged directly into an outlet or an approved power strip. Extension cords may not be plugged into another extension cord. Cords shall be taped down and covered to prevent a tripping hazard. Electrical cords, in heavy traffic areas, shall be protected using a Hubbell “TrukTac” or “TredTrak” system or equivalent. Power tools shall be double insulated and/or have a grounded plug. All electrical connections shall be inspected and approved by the NIU electrical shop to verify code compliance.

NIU reserves the right to review and modify this life safety protection plan on an as needed basis. Please contact the assigned event coordinator at 815-752-6800 for questions and inquiries regarding fire protection for scheduled events in the Convocation Center.

SEARCH PROCEDURES

For purposes of public safety and effective crowd management, the Convocation Center management, at its discretion, will conduct a search of guests attending the event. The magnitude and intensity of the search will be consistent at all types of events.

STAFFING

When a search is necessary for an event, the promoter of the event may be required to pay for additional staffing required. Convocation Center management will communicate the exact number of staff used for such purposes, as well as the costs.

VISUAL SEARCH

If, in management's opinion, the possibility exists that certain items might be brought into an event but the volatility of the crowd is low, a visual search will be done at each entrance in the following manner:

1. Visual scan of each guest as they walk by single file.
2. The guest will be asked to open his/her coat. The guest will be asked to open any purses or handbags to display contents.
3. When an inappropriate item is found, the guest will be given the opportunity to dispose of the item before entry or take it back to his/her vehicle.

This type of search will be done as quickly and effectively as possible. Unless the guest is asked to open a handbag or coat, the majority of guests do not realize they have been searched. Inappropriate items include but are not limited to: weapons, coolers, video cameras, food and beverages.

FULL SEARCH

When the potential for inappropriate and illegal items being brought into the building is high, a full search will be implemented, which will include a series of "checkpoints" that:

1. Act as a crowd management tool while guests enter the event.
2. Direct the guests through a series of visual points.
3. Search every guest by either physical pat-down (voluntary) or metal detection device for items not permitted in the facility (i.e. weapons, illegal drugs, alcohol, etc.).

This search is required for the safety of the guests, the entertainer(s), the facility and its staff. If at any time guests do not wish to be subjected to a search, they may return their ticket immediately to the Ticket Office for a refund of the ticket price. When an item is found on a guest during the search, Convocation Center management determines if entry to the event is granted. When illegal items are discovered, Northern Illinois University Public Safety officers will investigate the matter.

EVICTIION POLICY

The following are causes for eviction from the Convocation Center:

1. Offensive or profane language; language threatening to other guests.
2. Possession of any unauthorized banners or signs.
3. Possession of bottles, cans squirt bottles, or other containers not permitted in the arena.
4. Possession of fireworks, knives with or without a sheath, horns, air horns, whistles (or other irregular sound devices), bars, sticks, clubs, poles over 20' in length, slingshots, fishnets or other net material, beach balls, Frisbees, skateboards, roller skates, live pets including all animals or reptiles except Seeing-Eye or hearing-assistance dogs, or any object which may obstruct the vision of adjacent guests.
5. Failure to wear shoes, sandals, or other protective food covering.
6. Refusing to move from an unauthorized area, wrong-seat location, or opposite-gender restroom.
7. Throwing of objects, spitting, or dropping anything on any seating area; throwing objects from the concourse onto the arena floor including all staging areas and/or surfaces; discarding objects outside the arena including the plaza and parking area.
8. Public intoxication.
9. Possession of stolen tickets.
10. Fighting or threatening to fight.
11. Smoking in unauthorized areas.
12. Conduct interfering with other guests' enjoyment of the facility.

Note: Eviction will be determined by facility management and enforced by Northern Illinois University Public Safety and other law enforcement officials.

EQUIPMENT

Tables with Linen:	
5 ft. rounds/8 ft. banquet or classroom size	\$8.00 <i>each per day</i>
Clothed/Skirted tables	\$10.00 <i>each per day</i>
Chairs	\$.50 <i>each per day</i>
Stage	\$.50 <i>per sq. ft.</i>
Barricade	\$500.00 <i>per event</i>
Spotlights	\$100.00 <i>each per day</i>
Forklift (operator extra)	\$25.00 <i>per hour</i>
Photographer Strobe Light (operator extra)	\$50.00 <i>per event</i>
Portable Radios	\$20.00 <i>each per day</i>
Color Television (27")	\$50.00 <i>per day</i>
Color TV/VCR/DVD Combo (20")	\$50.00 <i>per day</i>
VHS Video Player	\$30.00 <i>per day</i>
DVD Disc Player	\$35.00 <i>per day</i>
LCD Projector	\$35.00 <i>per day</i>
ELMO Projector	\$35.00 <i>per day</i>
Portable Sound System	\$100.00 <i>per day</i>
Microphone (Regular)	\$10.00 <i>each per day</i>
Microphone (Lavalier or Wireless)	\$35.00 <i>each per day</i>
Podium (floor or tabletop)	\$20.00 <i>each per day</i>
Coat Racks (50 hanger capacity)	\$25.00 <i>each per day</i>
Screen	\$20.00 <i>each per day</i>
Basketball Floor	\$500.00 <i>per event</i>

ALL EQUIPMENT SUBJECT TO AVAILABILITY. RATES SUBJECT TO CHANGE.
ADDITIONAL ITEMS AVAILABLE UPON REQUEST.

STAFFING

Event Cleaning Personnel	\$20.00 <i>each per hour</i>
Usher	\$13.50 <i>each per hour</i>
Ticket Takers	\$13.50 <i>each per hour</i>
Door Guards	\$13.50 <i>each per hour</i>
Supervisor (Usher/Ticket Takers/Door Guard)	\$15.00 <i>each per hour</i>
Guest Services	\$15.00 <i>each per hour</i>
Parking Attendant	\$14.00 <i>each per hour</i>
Parking Supervisor	\$18.00 <i>each per hour</i>
Ticket Sellers	\$13.50 <i>each per hour</i>
Stage Hands	\$16.00 <i>each per hour</i>
Riggers	\$32.00 <i>each per hour</i>
Stage Manager	\$28.00 <i>each per hour</i>
Peer Security	\$13.50 <i>each per hour</i>
Uniformed Security	\$16.00 <i>each per hour</i>
Overnight Security	\$18.00 <i>each per hour</i>
Security Supervisor	\$18.00 <i>each per hour</i>
Equipment Operator (forklift rental extra)	\$18.00 <i>each per hour</i>
Audio-Visual Technician	\$18.00 <i>each per hour</i>
Carpenters	\$70.00 <i>each per hour</i>
Electrician	\$70.00 <i>each per hour</i>
Medical Attendant	\$47.00 <i>each per hour</i>
Police	\$40.00 <i>each per hour</i>

Eligible employees and student workers are paid overtime at the rate of time and on-half whenever they work in excess of 7.5 hours in a day or 37.5 hours in a week.

FOUR-HOUR MINIMUM CALL. ALL STAFFING RATES SUBJECT TO CHANGE.

SERVICES

Catering	<i>An extensive menu is available with options appropriate for a variety of occasions.</i>
Decorating (non-exclusive)	<i>Decorating company cost plus ten percent (10%)</i>
Electrical Usage Charge (concerts)	<i>\$500.00 per event</i>
Electric Service:	
208 Volt 30 Amp Single Phase	<i>\$30.00 per day</i>
208 Volt over 30 Amp	<i>\$30.00 each additional 10 amps per day</i>
Water and Drain Services	<i>\$20.00 per vendor each day (call for availability)</i>
Telephone Extension (long distance extra)	<i>\$100.00 each per event</i>
Internet Connection	
Wireless/High Speed	<i>\$100.00 each per day</i>
Television Service	<i>\$20.00 each per event</i>
Video Production	<i>Full service video production is provided exclusively by the Convocation Center. For more information, please call 815-752-6640.</i>
Capital Improvement Fee	<i>\$2.00 per ticket sold (concerts, professional, family) \$1.00 per ticket sold (trade shows, conferences, etc.)</i>
Fax Service	<i>\$1.00 per page</i>
Photocopies	<i>\$.30 per copy</i>
Novelty/Souvenir Sales	<i>Thirty-five percent (35%) Convocation Center vends.</i>
Tax Rates	<i>Eight percent (8%) sales tax for all Merch Sales Ten percent (10%) food and beverage tax</i>
On-Site Parking	<i>3,000 on-site parking spaces</i>

ALL SERVICES SUBJECT TO AVAILABILITY.
ALL SERVICE RATES SUBJECT TO CHANGE