



BOOKING POLICIES & PROCEDURES

GENERAL POLICY STATEMENT

It is the responsibility of the Metropolitan Entertainment & Convention Authority (MECA) to operate the facility in a sound business manner in an effort to maximize both social and economic benefit to the community, and financial stability of the facility. MECA will promote, solicit, develop, and make reservations for any activity deemed appropriate to the Omaha Civic Auditorium's objectives, and to qualify all activities requesting utilization of the facility. All specific policies, procedures, rules and regulations will be conditioned on, and subject to, these overriding considerations. MECA reserves the right to add to, modify, delete, or otherwise change these policies and procedures from time to time. Such changes will become effective immediately upon their adoption by the MECA Board of Directors. MECA will make these updated policies and procedures reasonably available and accessible. Licensees may obtain updated versions, upon request, at any time.

1. GENERAL BOOKING POLICY

1.1 BOOKING

BOOKING PRIORITIES

First scheduling priority is given to conventions, tradeshow, corporate meetings and similar activities that use a minimum of 1,500 room nights during the event, and that are not normally open to the general public.

Second scheduling priority is given to annual family shows and Prime Sports Tenants.

Third scheduling priority is given to all other events on a first-come, first-served basis, at the sole discretion of MECA.

Scheduling for second priority events will not be confirmed more than 18 months in advance; third priority events will not be confirmed more than 12 months in advance. Both second and third priority events are subject to change to accommodate first priority events unless a License Agreement has already been executed by MECA.

1.2 RESERVATION PROCEDURES

In the process of scheduling facilities and dates, the following terms shall always apply to scheduling commitments:

Tentative: Facilities and space on requested dates will be held tentative pending notification to the contrary by either party until the event falls within the appropriate Licensing priority. When a tentative commitment is released by MECA, the requesting party will be promptly notified that the facilities and/or dates have been released.

Contracted: Facilities and space on requested dates are considered Contracted only upon mutual execution of a License Agreement by the event sponsor and MECA specifying all details of the commitment.

First Option: Facilities and dates reserved on first option are reserved tentatively, but a conflicting commitment for the facilities and dates generally will not be made in favor of a second requesting party within the same scheduling priority without first offering the party holding a first option an opportunity to either execute a License Agreement or release its reservation.

Second Option: Facilities and dates will be reserved tentatively, but the tentative reservation will be contingent upon release of a prior reservation which is considered first option.

1.3 EVENT SPACING

A 30 day event spacing shall apply to events that have twenty percent (20%) or more like exhibitors, as determined by MECA, are charging an admission to gain entry to the show and/or are open to the general public rather than being limited to a well defined class of persons who normally belong to a trade or professional association.

All other events will be spaced at the discretion of MECA. In general, such spacing considerations do not apply to first or second scheduling priority activities.

1.4 LICENSE AGREEMENT

A License Agreement must be signed by a legally authorized person representing the user and returned to MECA by the date indicated. Upon MECA's acceptance of the License Agreement, a fully executed copy will be returned to the user and the event will convert from a status of Tentative to Contracted. The user agrees to pay all sums due on or before established due dates stated on the License Agreement. Failure to comply with above terms will subject the date/event to change or cancellation by MECA.

1.5 DEPOSIT/PAYMENT SCHEDULES

Deposits are required for all activities upon execution of a formal MECA License Agreement.

Ticketed Events

On signing 25% of rental
Upon Settlement Balance of Rent + expenses due*

*MECA reserves the right to require full payment of rent and estimated expenses seven (7) days prior to the event if ticket sales in MECA’s possession are insufficient to cover such rent and expenses.

Non-Ticketed Events

On signing 25% of rental
7 days prior to event Balance of Rent + estimated expenses due

Citywide Conventions

7 days prior to event 100% Rent + estimated expenses due

Events may be required to remit up to one hundred percent (100%) of anticipated rental, plus estimated expenses up to 7 days prior to the event at the sole discretion of MECA.

Events and circumstances not covered in the above deposit policies may be subject to special conditions as deemed appropriate by MECA.

2. INFORMATION BY SPACE

2.1 ARENA

2.1.1 Specifications

- Seating: Basketball - 9,300
Hockey - 8,300

Concerts:

- End Stage - 8,215 (270°)
- Half-house - 6,942 (180°)
- In-the-Round - 9,822 (360°)

- Event Floor: 24,300 square feet (225’x108’)
- Ceiling Height: 56’ to Grid
- Staging: 1-48’ x 32’ x 5’
1-24’ x 32’ x 32”
- Rigging: 2,000 lbs per Point
- Show Power: 6-400 amp/3 Phase
1-800 amp/3 Phase

2.1.2 Arena Rental Rates

The current rental for ticketed events in the Omaha Civic Auditorium Arena shall be the greater of \$3,000 or 10% of the Adjusted Gross Ticket Receipts, capped at \$10,000. Adjusted Gross Receipts shall mean the proceeds from the sale of admission tickets, net of any applicable taxes and facility fees.

For non-ticketed events such as conventions, religious shows or other events determined by MECA, in which MECA does not control the sale of tickets, the current rental rate is \$5,000 per four-hour event.

Rental rates are subject to increase based on state and nationally recognized holidays.

2.1.3 Expenses Included in Arena Base Rent

The Base Rental fee includes standard set-up for ticketed events. Set-up labor and/or equipment rental (e.g. floor seating) are not included for non-ticketed events. The Base Rental fee for both ticketed and non-ticketed events includes house lighting, ventilation, heat or air conditioning, as appropriate during the event (exclusive of move-in/move-out days; a fee is charged for air conditioning and/or heat for move-in/move-out days, if requested by user).

2.1.4 Expenses NOT Included in Arena Base Rent

The Base Rental fee does not include ushers, ticket takers, ticket sellers, EMTs, uniformed police, event and post event cleaning, ambulance service, forklifts, forklift drivers, crowd managers (front and back-of-house security), spotlights, spotlight operators, electricians, show power, electrical consumption or connections in excess of standard house lighting, advertising, catering, dressing room furniture, runners, stagehands, telephones, internet, long distance, box office charges, media production and any additional charges incurred as a result of the event. All such expenses will be charged at MECA's standard charge rates and equipment rental rates.

2.2 MUSIC HALL

2.2.1 Specifications

- Reserved Seats: 2,257
- Stage Power: 2-400amp S.R.
1-200amp S.R.
1-200amp S.L.
- Proscenium: 48' x 24'-6"
- Stage to Grid: 63'-6"
- Pit Depth: 8'

- Plaster Line: 40' to Back Wall
- Load in Door: 10' x 12'
- Wing Space: 29'w x 35'd Stage Right
33'w x 40'd Stage Left
- Rigging System: Pipe Battens-63' long/hanging length 57'
Batten Travel-50'
Usable Capacity-33@1,000 lbs
7@1,500 lbs

2.2.2 Music Hall Rental Rates

The current rental for events in the Music Hall shall be the greater of \$1,650 or 10% of the Adjusted Gross Ticket Receipts, capped at \$3,000. Adjusted Gross Receipts shall mean the proceeds from the sale of admission tickets, net of any applicable taxes and facility fees.

Rental rates are subject to increase based on state and nationally recognized holidays.

2.2.3 Expenses Included in Music Hall Base Rent

The Base Rental fee includes standard set-up and house lighting, ventilation, heat or air conditioning, as appropriate during the event (exclusive of move-in/move-out days; a fee is charged for air conditioning and/or heat for move-in/move-out days, if requested by user).

2.2.4 Expenses NOT Included in Music Hall Base Rent

The Base Rental fee does not include ushers, ticket takers, ticket sellers, EMTs, uniformed police, event and post event cleaning, ambulance service, forklifts, forklift drivers, crowd managers (front and back-of-house security), spotlights, spotlight operators, electricians, show power, electrical consumption or connections in excess of standard house lighting, advertising, catering, dressing room furniture, runners, stagehands, telephones, internet, long distance, box office charges, media production and any additional charges incurred as a result of the event. All such expenses will be charged at MECA's standard charge rates and equipment rental rates.

2.3 MANCUSO HALL

2.3.1 Specifications

- Festival Seating: 2,500
- Floor Size: 175' x 145'
- Doors: 16' x 16'/10' x 16'
- Floor Power: 200/400 amp

- Wall Power: 225/400 amp
- Ceiling Height: 20'

2.3.2 Mancuso Hall Rental Rates

The current rental for events in the Mancuso Hall shall be the greater of \$1,650 or 10% of the Adjusted Gross Ticket Receipts, capped at \$3,000. Adjusted Gross Receipts shall mean the proceeds from the sale of admission tickets, net of any applicable taxes and facility fees.

Rental rates are subject to increase based on state and nationally recognized holidays.

2.3.3 Expenses Included in Mancuso Hall Base Rent

The Base Rental fee includes standard set-up for ticketed events. Set-up labor and/or equipment rental (e.g. front-of-house seating and staging) are not included for non-ticketed events. The Base Rental fee for both ticketed and non-ticketed events includes house lighting, ventilation, heat or air conditioning, as appropriate during the event (exclusive of move-in/move-out days; a fee is charged for air conditioning and/or heat for move-in/move-out days, if requested by user).

2.3.4 Expenses NOT Included in Mancuso Hall Base Rent

The Base Rental fee does not include ushers, ticket takers, ticket sellers, EMTs, uniformed police, event and post event cleaning, ambulance service, forklifts, forklift drivers, crowd managers (front and back-of-house security), spotlights, spotlight operators, electricians, show power, electrical consumption or connections in excess of standard house lighting, advertising, catering, dressing room furniture, runners, stagehands, telephones, internet, long distance, box office charges, media production and any additional charges incurred as a result of the event. All such expenses will be charged at MECA's standard charge rates and equipment rental rates.

2.4 EXHIBIT HALL

2.4.1 Specifications

- Floor Space: Approximately 43,400 sq. ft.
Longest Dimension N/S-300'
Longest Dimension E/W-170'
- Floor to Ceiling: 15'
- Overhead Doors: (2) 10' x 10'

2.4.2 Exhibit Hall Rental Rates

The current rental for events in the Exhibit Hall shall be the greater of \$1,650 or 10% of the Adjusted Gross Ticket Receipts, capped at \$3,000. Adjusted Gross Receipts shall mean the proceeds from the sale of admission tickets, net of any applicable taxes and facility fees.

Rental rates are subject to increase based on state and nationally recognized holidays.

2.4.3 Expenses Included in Exhibit Hall Base Rent

The Base Rental fee includes standard set-up for ticketed events. Set-up labor and/or equipment rental (e.g. tables, chairs, staging, etc.) are not included for non-ticketed events. The Base Rental fee for both ticketed and non-ticketed events includes house lighting, ventilation, heat or air conditioning, as appropriate during the event (exclusive of move-in/move-out days; a fee is charged for air conditioning and/or heat for move-in/move-out days, if requested by user).

2.4.4 Expenses NOT Included in Exhibit Hall Base Rent

The Base Rental fee does not include ushers, ticket takers, ticket sellers, EMTs, uniformed police, event and post event cleaning, ambulance service, forklifts, forklift drivers, crowd managers (front and back-of-house security), spotlights, spotlight operators, electricians, show power, electrical consumption or connections in excess of standard house lighting, advertising, catering, dressing room furniture, runners, stagehands, telephones, internet, long distance, box office charges, media production and any additional charges incurred as a result of the event. All such expenses will be charged at MECA's standard charge rates and equipment rental rates.