



HARLINGEN CONVENTION CENTER

EVENT RATES

Harlingen Convention Center rates, unless otherwise specified, are on a per “**rental day**” basis.

A “**rental day**” is defined by the Harlingen Convention Center as beginning at 6:00 am and ending 12:00 a.m. Additional charges of \$300.00 per hour or any portion of an hour on events going past 12:00 a.m., will be added to the total with prior approval by the General Manager of the Convention Center.

ROOM	PRICE	SQUARE FT	SIZE	BANQUET	THEATER	CLASSROOM	CONFERENCE	U-SHAPED
GREAT KISKADEE BALLROOM	\$6,000.00	17,100	90'X190'X22'	1,120	1,800	936	660	-
GREAT KISKADEE BALLROOM D/E (per space)	\$2,500.00	4,680	90'X52'X22'	240	609	208	74	94
GREAT KISKADEE BALLROOM A/B/C/F/G/H (per space)	\$500.00	1,350	45'X30'X22'	80	192	72	42	39
KINGFISHER BOARDROOM A/B (per space)	\$200.00	700	25'X28'X12'	50	70	32	24	26
KINGFISHER MEETING ROOM	\$400.00	1,400	25'X56'X12'	120	140	72	48	54
ORIOLE BOARDROOM A/B (per space)	\$200.00	700	25'X28'X12'	50	70	32	24	26
ORIOLE MEETING ROOM	\$400.00	1,400	25'X56'X12'	120	140	72	48	54
GREEN JAY PAVILLION	\$1,500	2,460	60'X41'X10'	200	280	-	-	-
DOVE SUITE	\$200.00	380	20'X19'X10'			-	-	-
Convention Center (entire facility)	\$8,000.00	44,000						

HARLINGEN CONVENTION CENTER

(Rates are subject to change. Rates do not include Holidays or blackout dates)



MOVE-IN / MOVE-OUT

Move-in or move-out is defined by the Harlingen Convention Operations Department as non-event hours for set-up or tear-down. When this occurs beyond the rental period from 12:00 a.m.– 6:00 a.m. it will be charged at \$100.00 per hour or any portion of an hour, with prior approval by the General Manager of the Convention Center. All vendors must sign a Vendor Contract form 2 weeks prior to event.

PAYMENT METHODS

- Visa, Master Card, American Express and Discover
- Certified, Cashier's, or Business Check(s)
- Money Order
- Cash

(Checks are subject to verification of funds)

The Harlingen Convention Center does NOT accept personal checks within 30 days of event. *No exceptions.*

FEES

Electricity Fee for Trade Shows/Vendor Booths:

- \$65 per surge protector – Must be booked 2 weeks in advance
- \$85 – Day of event must be paid in full at time of request by a credit card. Checks **not** accepted on day of plug-ins.

Concession Booth Fee:

Requires a \$500 minimum in sales per rental day.

\$400 Minimum Sales & \$100 Attendant Fee (Per day, per event)

A deposit of \$500 will be taken 30 days prior to event. The \$400 Minimum Sales being refunded if minimum is exceeded.

Refund Policy: \$400.00 check will be mailed to your address within 15 business days after event.

Dance Floor Rental Fee:

- 28x28 recommended for 300 people. \$1,350.00
- 20x24 recommended for 200 people. \$850.00

FOOD SAMPLES

A \$150 fee will be charged per vendor for trade show events that are giving out food or drink samples.

- The vendor giving out samples must pay \$150 directly to the Convention Center 30 days prior to the event.
- An approved city permit must be submitted to Convention Center a minimum of 2 weeks prior to event.
- All Food Safety documents must be submitted to Convention center for review, a minimum of 2 weeks prior to event.