



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.

A “**half-day rental**” is designated by the Harlingen Convention Center as a four-hour event including move-in/move-out. A half-day rental will be at 50% less the retail Rate. Event times will vary by meal period.

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						

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 met.

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

Service Charge:

- Our current service charge is 23% and will be going to 24% as of January 1st, 2020.
- Service charge is applicable to all charges on your event.

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.

FOOD TRUCKS

1. All food trucks must complete and turn in the following two weeks prior to any event:
 - Certificate of Insurance
 - Food Handlers Certificate
 - W-9
2. Vendor must provide food handlers certificates to Convention Center two weeks prior to any event
3. No alcohol or beverages to be served/sold or given away from any food truck. (Violating this policy will result in immediate shut down of vendor and termination of our agreement.)
4. All food truck fees will be \$250 per day per event paid directly by the client 30 days prior to event plus a 25% sales percentage per ticket sold by Harlingen Convention Center.
5. Food truck vendors must adhere to all Harlingen Convention Center policies
6. Food truck vendors are responsible for clean-up of their area and are not to utilize our water or electricity while on site. (Additional fees will be added if vendor is requesting. All requests for use of water or electricity must be paid two weeks prior to event.)
7. Food truck vendors must park in designated areas assigned by Harlingen Convention Center general manager only.
8. Food truck vendors must enter and exit through designated areas.

INSURANCE REQUIREMENTS

The following is the requirements for all vendors that enter the Harlingen Convention Center to perform work, delivery of items, set ups, Audio Visual, Food Trucks etc. No exceptions.

- \$2 Million in Coverage
- \$500,000 workers comp
- In addition, they need to have as additional insured "BCLR Convention Services LLC", "BC Lynd Hospitality LLC" and "City of Harlingen".

AUDIO/VISUAL REQUIREMENTS

All audio/visual needs are completed through the in house or third-party Audio/Visual companies. All A/V needs will require a minimum of \$70.00 per hour with a 2-hour minimum plus service charge.

- All DJ's must provide their own sound and mixing equipment
- All A/V technicians will need to provide the above insurance requirements a minimum of 2 weeks prior to any event.