



## **TUCSON CONVENTION CENTER**

Studio Information

260 S. Church Ave.

Tucson, AZ 85701

(520) 791-4101

[www.TucsonConventionCenter.org](http://www.TucsonConventionCenter.org)

*Snappers*, 2007 – PBS *Antiques Roadshow*, 2006 – TLC *Perfect Proposal*, 2005  
ABC *Desperation*, 2004 - *Harley Davidson and the Marlboro Man*, 1990

## **FACILITY INFORMATION**

With 205,000 square feet of meeting space, the Tucson Convention Center has the size and flexibility to accommodate every type of event. The North Exhibit Hall, Exhibit Hall A, B, C and the Tucson Arena are ideal sound stage locations.

The Tucson Convention Center is located in the heart of downtown Tucson. We are conveniently located adjacent to Interstate 10, an ideal site for large vehicular access. We have ample parking for multimedia vehicles, make up and wardrobe trailers, etc. In addition, we have outdoor space available for set construction.

When booking the Tucson Convention Center, you will receive quality service from our team of experts that ensures the success of your event! Once you have booked the facility you will be assigned to an Event Coordinator who will assist you during your time at the Tucson Convention Center.

### **FILMING**

When recording sound, coordinate these times with the Event Coordinator to ensure traffic noise outside the facility doors and other places will be kept to a minimum.



All Electrical and HVAC will be available daily from 8:00 A.M. to Midnight. If the production company needs services other than the times listed this must be arranged with the Tucson Convention Center Staff two (2) hours in advance.

All Tucson Convention Center Staff, Event Coordinators, Stage Supervisors, Certified Forklift Operators are available Monday through Friday from 8:00 AM. To 5:00 PM. If services are needed during times not listed above prior arrangements must be made.

### **OUTDOOR SET CONSTRUCTION**

There are several covered outdoor set construction sites located on the Tucson Convention Center campus. The desired location will be scheduled with the Event Coordinator



## SOUND STAGES

### NORTH EXHIBIT HALL

- Total usable space of the North Exhibit Hall is 24,180 (195' x 124') square feet.
- Height from the floor to the low soffet is 19' and 22' to the grid.
- The North Exhibition Hall does not have a rigging grid.
- Loading into the Hall can be accomplished through a 24'x24' roll-up door located in the Service Yard.
- HVAC is included daily between the hours of 8:00 AM to midnight.
- To accommodate sound needs, HVAC can be switched on and off. This operation can be scheduled with the Event Coordinator.

### ELECTRICAL INCLUDED

- The North Exhibition Hall has many separate road-show power hookups.
- We have a maximum capacity of 200 amps, which is 3 phase.
- A 3Ø-200A 120/208V disconnect is located on the stage right pillar at the west-end.
- Seventeen 3-pole, 4-wire-50A 120/250V, twenty-one 3P4W-20A 120/250V, and thirty-eight 20A 120V utility outlets are located around the wall perimeter.
- Each of the ten pillars also have three 20A utility outlets.
- Overhead in the soffet, two A 3Ø-500A 120/208 V bus ducts with moveable disconnects are present.
- Power is included daily from 8:00 AM. – Midnight.
- Additional electric can be pulled from the Tucson Arena, scheduled with the Event Coordinator.
- The Tucson Convention Center can not be held responsible for any power interruptions unless electrical services are purchased through Tucson Convention Center or Commonwealth Electric Company.



## SOUND STAGES

### Exhibit Hall A, B, C

- Total usable space of Exhibit Hall A, B, C is 89,760 (176' x 510') square feet.
- Height from the floor to the grid is 26'.
- Exhibit Hall A, B, C does not have a rigging grid.
- Loading into Exhibit Hall A, B, C can be accomplished through a 14'x25' roll-up door located in the Service Yard.
- HVAC is included daily between the hours of 8:00 AM to midnight.
- To accommodate sound needs, HVAC can be switched on and off. This operation can be scheduled with the Event Coordinator.

### ELECTRICAL INCLUDED

- Exhibit Hall A, B, C has many separate road show power hookups.
- A 3Ø-400A 120/208V disconnect is located in each Exhibit Hall.
- 104 floor/column pockets are located throughout the Exhibit Halls. Each with a 3Ø-60A 120/208V Hubbell twistlok disconnect and two 20A utility outlets. These pockets are approximately every 30' in a grid pattern.
- Overhead in the catwalk, two 3Ø-800A 120/208V bus ducts with moveable disconnects are present.
- Power is included daily from 8:00 AM. – Midnight.
- Additional electric can be pulled from the Tucson Arena, scheduled with the Event Coordinator.



- The Tucson Convention Center can not be held responsible for any power interruptions unless electrical services are purchased through Tucson Convention Center or Commonwealth Electric Company.



## SOUND STAGES

### TUCSON ARENA

- Total usable space of the Tucson Arena is 29,520 (246' x 120') square feet.
- Height from the floor to the grid is 48'.
- The Tucson Arena does have a rigging grid and information can be obtained from an Event Coordinator
- Loading into the Tucson Arena can be accomplished through a 14'x25'8" roll-up door located in the Service Yard.
- HVAC is included daily between the hours of 8:00 AM to midnight.
- To accommodate sound needs, HVAC can be switched on and off. This operation can be scheduled with the Event Coordinator.

### ELECTRICAL INCLUDED

- The stage area has many separate road show power hookups.
- A 3Ø-400A 120/208V disconnect is located on stage left.
- A 3Ø-200A 120/208V disconnect and a 3Ø-100A 120/208V disconnect are located on stage right.
- A 3Ø-400A 120/208V disconnect is located above the stage in the catwalk and three 3Ø-400A 120/208V disconnects are located in the nearby Exhibit Hall.
- In each of ten portals surrounding the Arena floor is a 3Ø-200A 120/208V service.
- Power is included daily from 8:00 AM. – Midnight.
- Additional electric can be pulled from the Tucson Arena, scheduled with the Event Coordinator.
- The Tucson Convention Center can not be held responsible for any power interruptions unless electrical services are purchased through Tucson Convention Center or Commonwealth Electric Company.



## **GENERAL INFORMATION**

### **CATERING**

Catering is available through the Tucson Convention Center. A Catering site will be scheduled with the Event Coordinator.

### **CHEMICALS**

Any chemicals associated with or needed for your production, including but not limited to, fuel, cleaners, etc., must be pre-approved by an Event Coordinator. All chemicals must be properly labeled with a Materials Safety Data Sheet (MSDS) on site.

### **DECORATIVE MATERIALS**

Nothing may be taped, nailed, stapled, tacked or otherwise affixed to ceilings, walls, painted surfaces, fire sprinklers, columns, doors or windows. Check with the Event Coordinator for further information on appropriate displaying methods. Damages resulting from the improper use of these materials will be charged directly to the client.

### **ELECTRICAL SERVICES**

The North Exhibit Hall, Exhibit Hall A, B, C and Tucson Arena, require that all electrical connections and electrical distribution in our facility including, but not limited to work inside or attached to disconnect switches, panels, motor control centers, panel boards and other electrical equipment controlled by us be preformed by the Stage Department or the house electric company. For electrical services beyond our standard available distributions your Event Coordinator can provide associated cost estimates.

### **EQUIPMENT RENTAL**

The facility maintains basic inventory of production equipment. Your Event Coordinator can provide current prices.

### **FIRST AID**

The client has the choice of whether or not to employ first aid services for event in the Tucson Convention Center. However, should production demographics or numbers demonstrate the need for such coverage, the Tucson Convention Center staff reserves the right to require the client to add first aid services.



## **FOOD AND BEVERAGE**

Exclusively our own in-house Food and Beverage Department will provide catering, concessions, and table linen. The department can provide catering for all types of events and general public concession services.

## **FORK LIFTS**

Forklifts will be operated in accordance to OSHA Forklift standards. The Tucson Convention Center can provide forklifts and qualified operators for a fee.

## **FREIGHT DELIVERIES**

Tucson Convention Center is not able to accept advance deliveries or freight. Freight or materials, including overnight freight services, are not accepted prior to the contracted move-in date. Delivery address should reference the name of the production.



## **GAS BOTTLES**

All flammable and non-flammable gas bottles must be securely fastened to a carriage or to a fixed location at all times.

## **GENERAL PRICING INFORMATION**

Additional services are available to assist with preparations for production. Pricing and information regarding ancillary services can be provided to you through your Event Coordinator.

## **KEYS**

The director, at his discretion, will issue keys to the client. A deposit maybe required for the keys. Keys must be returned upon completion of production.

## **LIGHTING**

Move-in and move-out lighting levels are provided which meet or exceed OSHA work lighting levels. Additional lighting may be requested but is subject to additional fees at prevailing rates.

## **LOADING DOCKS**

The loading docks are available for the loading and unloading of trucks. It is not available for parking of trucks or other vehicles. Loading or unloading of vehicles in any fire lane is strictly prohibited and is subject to fine.



## **LOST, LEFT BEHIND OR ABANDONED ARTICLES**

Every effort shall be made for our staff to see that property found or turned in is handled in such a way as to provide the best possible opportunity for return of that property to its rightful owner. Regardless, the Center is never responsible for lost, left behind or abandoned articles.

## **PARKING**

Truck parking in the service yard will be scheduled with the Event Coordinator. All parking in the service yard must abide by all Tucson Fire Departments guidelines; therefore parking in the fire line is strictly prohibited. The Tucson Convention Center strongly recommends a walk through of all parking spaces with Production Company before move in. Vehicles parked in the service yard are available 24 hours a day.

Private vehicle parking at the Tucson Convention Center is available at a daily rate. Please check with your Event Coordinator for current pricing. Parking in any undesignated parking area including fire lanes is strictly prohibited and is subject to fine.

## **PAYMENT**

Rental payment is due in full thirty (30) days before event date.

## **PYROTECHNICS/USE OF GAS/COVERED SETS**

A special permit is required for the use of the following items. Each event must be individually pre-approved by the Tucson Convention Center Fire Marshall thirty days before event date. An appointment must be made with a City of Tucson Fire Marshal or Inspector for a demonstration and final approval.

- ◆ Displays and operation of any open flame, candles, lamps, torches, cooking, etc.
- ◆ Use of Liquefied Petroleum Gases (LPG)
- ◆ Use, handling or storage of any pyrotechnic materials or devices
- ◆ Temporary membrane structures, tents, canopies, or covered exhibit booths
- ◆ Use of special fuel blends for motor vehicle events indoors

## **RIGGING**

Tucson Convention Center and our approved contractor will provide the labor for all rigging points for production hanging. The client will provide, prior to event a rigging plot of the points they wish to use. The associated costs for rigging and restoration will be determined from this information. Please direct all questions to the Tucson Convention Center Stage Division.



## **RULES AND REGULATIONS**

The Production company can furnish personnel necessary to the operation of the program to include but not be limited to stagehands, ticket takers, ushers, door guards, peer security, uniformed police and paramedics. Said "Staffing" arrangements shall be made through the Event Coordinator. Personnel furnished shall be subjected to the approval of the Director or an authorized representative of the Director

## **SAFETY**

Our goal is to provide a safe environment for you and everyone associated with your event. Please help us to meet our goal by adhering to OSHA, NEC, Uniform Life Safety Code and similar adopted basic safety-related policies, which follow in this section.

- ◆ The client and the production and contractors must comply with all federal, state and local fire and building codes that apply to public assembly facilities. Depending on the type of event, the number of attendees, or use of pyrotechnics, some events may be required to have a Fire Marshal on duty at the client's expense.
- ◆ All equipment must be UL approved. Extension cords shall be three-wire with ground and shall service one appliance or device. Multi-plug adapters must be UL approved and have an overload internal circuit breaker. Spliced wires are heat generators and are, therefore, prohibited.
- ◆ The use of welding equipment, open flames, candles or smoke emitting devices or material is prohibited. Exceptions may be made with prior approval by the Fire Marshal.
- ◆ All display materials must be fireproof according to Arizona fire codes. A fire retardancy certificate of the display materials must be posted or readily available.
- ◆ Exits, entrances, air supply vents, ramps, sidewalks, hallways, stairways, elevators, escalators and aisle ways must be kept clear at all times. Exit signs must be kept visible at all times. Fire extinguishers, pull alarms and fire hose cabinets must be kept clear at all times.
- ◆ In the event that an alarm goes off, please know that we do not deactivate any alarm until the proper emergency response team is on-site, verifies the cause of the alarm and then deactivates the alarm. We operate at a maximum safety level that helps us to insure life. In the case of an emergency following an alarm, we will activate our public address system and provide direction to everyone in the facility. When the public address system starts to operate, please listen and follow the directions. Doing anything else will increase the hazard and will put you and your attendees at risk.
- ◆ Sufficient access and working space as indicated by the National Fire Protection Association (NEC Table 110-16a) shall be provided and maintained around electrical equipment to permit ready, safe operation and maintenance of such equipment. Limited spray painting may be allowed on premises under controlled conditions at designated locations and with the advance approval. Please contact your Event Manager for specific information.



## **SECURITY**

Tucson Convention Center retain control of all public spaces including lobbies, docks and all perimeter areas. Basic services are provided for asset protection. Any additional services that you request in our controlled areas are at an additional cost.

Events are required to use a Tucson Convention Center approved contracted security provider. Tucson Convention Center retains the right to determine minimum levels of coverage.

