

1	Region
2	City
3	Location: Suburb, Airport or Downtown
4	Tentative First Date Option
5	Additional Dates Available
6	Union / Non -Union
7	Venue
8	Contact Name:
9	Contact Tel #
10	Contact E-Mail
11	Venue Type: Hotel or Convention Center
12	Move in Dates/Time
13	Move out Dates
14	General Session Room Name
15	Alternate GS Room Avail? Divis. Room / Alt. Room
16	General Session Square Footage
17	GS Ceiling Height: (Lowest Point / Highest)
18	Maximum Seating Capacity w/: Staging, Rear screen projection, Product Displays, CRseating
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The Pampered Chef 2012 Regional Meetings Site Search Grid

1	Region	MIDWEST	EAST	EAST
2	City	Arlington, TX (Dallas area)	Atlanta	Baltimore
3	Location: Suburb, Airport or Downtown	Suburb	Atlanta Suburbs	Downtown
4	Tentative First Date Option	Feb 3-4 Now available First Option	Jan 27-28 Now available First Option	Ballroom 1-4 OK for 1/27-28/12 First Option
5	Additional Dates Available		Sat: 1/21: 37500 sf Ex hall; Sat, 2/11/12 Ballroom	Dates as shown
6	Union / Non -Union	Non-union	Non-union	Union
7	Venue	Arlington Convention Center	Georgia International Convention Ctr.	Baltimore Convention Center
8	Contact Name:			
9	Contact Tel #			
10	Contact E-Mail			
11	Venue Type: Hotel or Convention Center	Convention Center	Convention Center	Convention Center
12	Move in Dates/Time	Day Prior OK @ 8am	Day Prior OK	Day Prior OK
13	Move out Dates	Event Day OK	Event Day OK	Event Day OK
14	General Session Room Name	Grand Hall	Ballroom 1-5	Ballroom 1-4
15	Alternate GS Room Avail? Divis. Room / Alt. Room	Grand Hall is a 30,000 ft ballroom, carpeted, can divide into halves and thirds.	Tent first option on 2/8 in Ballroom @ 40Ksf; exhibit hall is smaller at 37,500 sf	Ballroom 1-4 is 36K; divisible into 4 sections; 8500 sf each;
16	General Session Square Footage	30,000 sf	30K SF Ballroom; 37k Exh Hall	Blrm: 36K SF
17	GS Ceiling Height: (Lowest Point / Highest)	30 ft	32 ft in Ballroom and Exhibit Hall	34 ft
18	Maximum Seating Capacity w/: Staging, Rear screen projection, Product Displays, CRseating	1200 sr	1200pp in Ballroom; 1200+ pp in Exhibit Hall	1400 in Blrm;
19	Load-In / Load -out access	Three docks, 4 bays.	2 elevated docks, forklifts, handcarts	2 elevated docks, freight elevators to Ballroom
20	Stanchions Provided? 20 Stanchion/ rope units	Stanchions will be provided comp; # tbd		Stanchions not provided
21	House Light control and access	Remote access OK	Remote control access is comp	Remote access ok for ballroom
22	10 easles for event day: cost/ condition	10 easels are available and free		10 easles included in rental
23	Room Rental if applicable; F&B minimum or Sliding Scale?	Set-up at \$1750; show @\$3500 ; no F&B minimum; set by city council	Show day comp, based on F&B; Set- Up at \$5,000, (no tax and tip) based on \$40,000 in catering, using entire ballroom.	\$4500 set-up day; \$9K event day (no tax or tip)
24	Carpeting in the General Session Room	Yes	Yes in Ballroom	Yes, fully carpeted
25	If not carpeted, name of carpet contractor	N/A	Expo Plus; Carlos Francos	N/A
26	Carpet contractor telephone/email	N/A	404-699-0650; cfrancos@expoplus.com	N/A
27	Outside light in ballroom? / Can be blacked out?	No outside light	No outside	No outside light
28	Are chairs and 6 foot/8 foot tables included?	Tables, chairs included, staging extra	Yes	Yes
29	Are table linens and skirting included?	Not needed-- hard surface	Yes; linen provided for all tables	Yes, linen included on SR tables
30	If not included, cost per tablecloth	N/A	Comp	N/A
31	Risers for 12 x 24; available and included?	12x24 staging, camera riser and sound riser will be comp, per Shari. 4/19.	12 x 24 stage provided complimentary for stage, mixing board and camera	Four sections 8 x 8 included; additional extra
32	Are risers carpeted? / Are they in good condition?	Carpeted, good condition	Yes, grey carpeting; good condition	Carpeted, good condition
33	General Session Foyer Square Footage	6000 sf	Blrm @ 18K	12,000 SF
34	Office/ Mom's Room: Available day prior / SF ?	Available and included;	Office and Mom's room	Office included in rental; suite of over 1000SF
35	When can materials be received?	Two days prior ok	Two days	Set-up day; delivered to dec. company prior
36	Parking Fees	\$5 per car	\$5 per car per day	Downtown parking ranges \$7-9
37	Audio Visual Vendor Name: Exclusive/Preferred?	J&S Audio Visual - preferred, not exclusive	Tech-Rental Audio-Visual - preferred	Projection, Inc. - preferred, not exclusive
38	EMT Company: In-House/Suggested Contractor	Arlington Fire Department \$58 / hour	City of College Park EMT \$48 /hr	Rapid Response Rate TBD
39	EMT Contact Name/Tel #	CS Manager, when assigned	CS Manager, when assigned	Mr. Clay Richmond 410-963-2529
40	EMT Contact Email	CS Manager, when assigned	CS Manager, when assigned	Will advise
41	Security Company: In-House/Contractor Name	In-house, Exclusive w/ Usher & More: \$15 / hour	Santeria Security	Any that are bonded w/state of MD; \$18 / hour
42	Security Contact Name/Tel #	CS Manager, when assigned	CS Manager, when assigned	Simmons 301-262-6226
43	Security Contact Email	CS Manager, when assigned	CS Manager, when assigned	Full list being sent;
44	Box Handling - Average price per pallet	First four pallets free; \$85 per hour after that	\$60 per pallet	No fee; delivered by drayage company;
45	List of Hotels within a 5 mile radius	Sheraton Arlington adjoining	Marriott; Spring Hill	Hyatt, Hilton, Sheraton
46	Hotel willing to block rooms on a courtesy hold?	Yes	Yes	Yes
47	Hotel connected to the Conv. Cntr? If not how far?	Not connected, adjoining	Sidewalk attachment to Marriot	Yes; Hilton attached via indoor skywalk
48	In house Caterer	Culinaire	Proof of the Pudding	Center Plate
49	Average Menu Pricing for AM/PM Coffee Breaks	\$8 ++	\$10 ++ ; \$13.10 inclusive per break	\$12 ++
50	Average Menu Pricing for Boxed Lunch	\$18 ++	17++ ; \$22.20 inclusive w/beverage	\$24 ++
51	Other Considerations:	Great location near Fort Worth and Dallas	Great ballroom, shuttle train to Atlanta airport	Downtown Baltimore, great destination, shops, etc.
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