



BOOKING PROCESS

1. Submit inquiry for space on SGEC calendar:

- a. Existing events: Email requested dates as soon as known. These dates are not confirmed until a Venue Use Agreement is signed.
- b. New events: Email a completed Event Venue Rental Application for fastest response. (See SandhillsGlobalEventCenter.org → Plan Your Event.)

Note that the SGEC public event calendar is designed to guide visitors attending shows and will never serve as a reliable guide for show promoters on availability of space for your show due to private events, events in booking process at variable lengths of time before each event or facility black-out dates (e.g. for maintenance or transition between shows).

2. Your event will be noted on our internal booking calendar as it proceeds through the booking process:

- a. Inquiry Status: Assigned to events that have requested potential space(s) and date(s) at SGEC. Note: most SGEC event dates are requested over a year in advance.
- b. Tentative Status: Assigned to events where a mutual date has been identified, but the Venue Use Agreement has not yet been executed.
- c. Confirmed Status: Assigned to events that have a **signed Venue Use Agreement** and have paid any initial required security deposit and prepayment. *Confirmed public events will appear on the SGEC public calendar online.*

3. A Services Addendum is usually done at same time as Venue Use Agreement and is required no less than 90 days in advance for any added facility services beyond the space reserved in the Venue Use Agreement.

For more information:

1. See SandhillsGlobalEventCenter.org, click on *Plan Your Event* at the top of the page for:
 - Facility maps & pictures
 - Facility spaces & services pricing
 - Brochures with space specifications, food & beverage services
2. Contact your SGEC Event Coordinator if you have questions about filling out your SGEC Event Venue Rental Application:
 - Animal Shows:
Justy Hagan, JHagan@SandhillsGlobalEventCenter.org or 402-441-1811
 - People Shows:
Amy Beckstrom, ABeckstrom@SandhillsGlobalEventCenter.org or 402-441-1809



BOOKING POLICY

Sandhills Global Center Fairgrounds (SGEC) is a public, non-profit facility run by the Lancaster County Ag Society for the benefit of Lincoln/Lancaster County citizens. SGEC was built to be the home of the Lancaster County Super Fair organized each year by the Ag Society as part of its 150+ year mission to promote agriculture with a special emphasis on youth. SGEC strives to provide high quality events to benefit facility users, the general public, and Lancaster County.

The Sandhills Global Center expressly reserves final discretion to accept, modify, refuse, or terminate bookings in accordance with this policy and to solicit, develop or promote any event consistent with Sandhills Global Event Center objectives and the interests of Lancaster County.

Sandhills Global Event Center's policy shall be to prioritize the Lancaster County Super Fair, agricultural events, youth events, and events that have broad public appeal and/or benefit the public as a whole; with the complimentary goal of providing a wide range of public recreational and entertainment activities. Event bookings are made at the discretion of SGEC management and prioritized to benefit the community as follows:

1. Emergency uses
2. Lancaster County Super Fair
3. Agricultural and Youth events
4. Prior events with a history of compliance with SGEC policies, rules, regulations, and timely payment
5. New events which will positively impact the facility, its offerings, and the community

In prioritizing events, SGEC may consider a variety of factors including how the event will impact the quality and variety of events on the SGEC calendar, the event's economic impact on SGEC and the community, whether the event will adversely impact other SGEC events and how the event will impact the community and the quality of life of its residents.

This policy is subject to change and may be amended without notice. Any questions on this policy should be directed to these SGEC staff: your Event Coordinator, your event's Senior Operations Manager or the Managing Director.