



4100 N 84<sup>th</sup> St | Lincoln NE 68507  
 SandhillsGlobalEventCenter.org  
 Office: 402.441.6545

Questions? Please contact your Event Coordinator  
 People/Spectator Events: Amy Beckstrom  
 ABeckstrom@SandhillsGlobalEventCenter.org  
 Direct: 402.402.441.1809

## 2023 - 2024 PRICING (12/1/23 – 11/30/24)

<b>PEOPLE/SPECTATOR EVENTS</b> <small>(Includes meetings, trade shows, banquets, spectator shows, ticketed animal events)</small>	A	B	C	D Lancaster County
	SET-UP DAY	SHOW DAY	\$20,000+ Sales Merch/Tickets SHOW DAY	Non-Profit & Government SHOW DAY
<b>Sr. Operations Manager, People/Spectator Events – Nate Dowding – NDowding@SandhillsGlobalEventCenter.org, 402.441.1817</b>				
<b>LOCATION/EVENT SPACE</b>				
TractorHouse Pavilion with Amy Countryman Arena <small>with up to 65 tables, 520 chairs</small>	\$1,643	\$3,286	\$6,572	\$2,465
Currency Pavilion, EquineMarket Pavilion or LivestockMarket Pavilion <small>with up to 65 tables, 520 chairs</small>	\$1,352	\$2,704	\$5,408	\$2,028
Ag Society Hall or FR8Star Pavilion with up to 65 tables, 520 chairs	\$1,140	\$2,280	\$4,560	\$1,710
South Hall with up to 65 tables, 520 chairs	\$795	\$1,590	\$3,180	\$1,193
South Hall Meeting Room A or Farm Bureau Room <small>with up to 6 tables, 48 chairs</small>	\$186	\$372	\$744	\$279
<b>MEETING CENTER ROOMS</b>				
ABATE Meeting Room with up to 4 tables, 32 chairs	\$144	\$288	\$576	\$216
Meeting Center Foyer with up to 4 tables, 32 chairs, and 80" TV screen	\$292	\$584	\$1,168	\$438
Good Times Grill Food Court with up to 3 tables, 24 chairs	\$292	\$584	\$1,168	\$438
Lancaster Meeting Room with up to 8 tables, 64 chairs	\$424	\$848	\$1,696	\$636
Nebraska Meeting Room with up to 12 tables, 72 chairs	\$530	\$1,060	\$2,120	\$795
<b>OUTDOOR &amp; OTHER SPACES</b>				
Astro Building (if available)	\$424	\$848	\$1,696	\$636
Parking Lot Rental for event space - Non-parking usage	\$345	\$690	\$1,380	\$518
Outdoor AuctionTime Grandstand Arena: 400' x 600' w/announcer stand   Grandstand: 3300-person, shade cover, seats numbered for reserved seating; Ticket Booth (w/6 selling windows, fiber internet) in Lot E	Quote upon request			
SGEC Portable Trailer for Show Office with lock – 8' x 12'	\$120 per event (up to 5 show days)			
<b>PLEASE NOTE on Columns C &amp; D:</b>				
Column (C) prices do not apply to sales of tickets sold via SGEC eTix reserved seating tix service unless other sales at show over \$20,000.				
Column (D) price available for Lancaster County organizations for events with up to \$5,000 in ticket/merchandise/entry/booth sales.				
<b>INCLUDED WITH SPACE RENTAL AT NO ADDITIONAL COST:</b>				
- Use of assigned lots for free parking   Cafe service w/menus & hours tailored to event needs   Promotion on 84th street digital SGEC street sign up to 7 days prior				
- One (1) Show Office   One (1) two-way radio per building rented to contact SGEC staff   Two (2) wireless connections per major space   Announcement sound system with (one) 1 cordless microphone per building				
- Announcement sound system with one (1) cordless microphone per building				
- NEW! Up to \$150 off invoice for SGEC Cafe Vouchers or catering orders per full show day per Venue Use Agreement. Valid through last show day in return for two (2) announcements per show day to show attendees on cafe specials provided by SGEC in check-in packet. Alcohol excluded due to Nebraska Liquor Laws unless cafe vouchers or catering paid same day. Only valid on food and beverages (no shavings, mats, camping).				
<b>The Sandhills Global Event Center is a 501(c)(3) non-profit organization run year-round to support primarily the Lancaster County Fair and year-round 4-H, youth events as well as a wide variety of community, regional and national events.</b>				
<b>Thanks for your support of SGEC and the local youth and community we strive to serve for years to come.</b>				
<small>All prices are subject to change without notice due to misprints, inflation or supplier increases and will be communicated as soon as possible.</small>				

## FACILITY IMPROVEMENT FEES

These fees are required to be collected by each client from SGEC users as noted below but may be passed on in a manner that works best for your event. We encourage shows to transparently share.

### VENDOR DISPLAY SPACE USER FEE (Fee capped at 5% of vendor's booth rental cost)

Client/show Event Planner to advise SGEC if they are selling booth space for less than \$100 per 10' x 10' space so user fee can be adjusted accordingly. This fee is in addition to any applicable SGEC Outside Vendor Fee, e.g. for food vendors.

Vendor display space rented inside or outside	\$6 per 10' x 10' space
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### SPECTATOR FEE

\$0 - \$4.99 ticket/entry fee including parking fee & free entry	\$0.25/person
\$5 - \$9.99 ticket/entry fee including parking fee	\$0.50/person
\$10 - \$19.99 ticket/entry fee including parking fee	\$0.75/person
\$20 - \$29.99 ticket/entry fee including parking fee	\$1.00/person
\$30+ ticket/entry fee including parking fee	2.5% of ticket/entry revenue

\*If show is free to public with estimated public attendance 1,000 or more, Client required to cover cost of this user fee based on estimated attendance with growth factor annually to be collected from SGEC cafe sales unless attendance tracked reliably otherwise.

## PEOPLE/SPECTATOR EVENT SERVICES PRICE LIST

### MAIL/PACKAGE SERVICES (See address and dates allowed in Rules & Regulations)

Receiving & Storage Services	Requested Delivery Date	Price	Qty	TOTAL
Box Receiving & Storage Fee First 3 per event are N/C, delivery to another location on grounds not included.		\$5/box		
Pallet Receiving & Storage Fee		\$60/pallet		
Intra-Facility Delivery Services from SGEC Storage	Requested Delivery Date	Price	Qty	TOTAL
Box Delivery Fee – min. ½ hour		\$30/hour		
Pallet Delivery Fee – min. ½ hour		\$110/hour		

### CAMPING (taxes included in each price)

Guest Services – Anjanette Rief – [ARief@SandhillsGlobalEventCenter.org](mailto:ARief@SandhillsGlobalEventCenter.org), 402.441.6545

Up to 200 year -round sites available. RVUniverse Campgrounds may be reserved with approx. 1,100 added sites by major events. Reservation highly encouraged no less than 2 days in advance at [SandhillsGlobalEventCenter.org](http://SandhillsGlobalEventCenter.org) (see green button).

Generator Camping (without electric/water)	\$15 /site/night
Tie Out Animal Trailer Camping (without electric/water)	\$30/trailer/event
Camping (with electric/water)	\$35/site/night
Off Season Camping (with electric only, no water) *	\$30/site/night
Weekly Camping (with electric/water)	\$210/site/7 days
Off season Weekly Camping (with electric only, no water)	\$182/site/7 days
Monthly Camping (with electric/water)	\$651/site/31 days
Off Season Monthly Camping (with electric only, no water) *	\$558/site/31 days

\*Off season camping is usually Mid-October to Mid-April depending on weather and first/last freeze.

### UTILITIES SERVICES

ELECTRICAL	Ordered 7+ calendar days or more before first show setup day	Ordered 6 or less calendar days before first show setup day
120 Volt outlet per connection to SGEC outlet or drop	\$30/connection/show day	\$60/connection/show day
208 Volt outlet per connection to SGEC outlet or drop	\$60/connection/show day	\$120/connection/show day
Power strips	\$25 each	Available for purchase – no refund if left after show
Extension cords – 25', 50', 100'	\$50, \$75, \$100	Available for purchase – no refund if left after show
Electrician time on demand	Quote upon request, price varies depending on type of labor and time requested	

Includes use of SGEC outlet or drop with your own cord or power strip with on call electrician service during setup & show days.

Connection = one cord (may be a power strip up to shared outlet capacity).

Every electrical drop or outlet may have 1, 2 or 4 connections so each drop/outlet may be shared with other clients' connections.

Trade shows will have an online ordering portal setup for their show exhibitors to order electric services.

<b>OTHER UTILITY SERVICE – No Outside Vendors Permitted</b>		
NOTE: Shows with large quantity of attendees may have Utility Services surcharge added to their contract cost.		
Extra Garbage Pickup/Garbage Services		ask for quote
Water to fill up exhibitors' spas etc. (1 gallon - 2,499 gallons)	\$50	per exhibitor
Water to fill up exhibitors' spas etc. (2,500 gallons+)	\$0.03	per gallon
Gas hookups for exhibitors – per booth with 1 connection in pre-existing location	\$1,100	per booth natural gas location
Please direct inquiries to Sr. Ops Manager Nate Dowding (NDowding@SandhillsGlobalEventCenter.org or 402.441.1817) on natural gas pre-existing locations. Location includes hookup, city permit, inspection, regulator & natural gas use.		
Cardboard Recycling ( <i>City ordinance requires the recycling of cardboard</i> ) for shows that generate half bale or greater of cardboard	\$125	per 48" x 48" x 30" bale
<b>PORTABLE TOILET SERVICES</b>		
Portable Toilet Unit		1 - <b>\$95</b> ; 2 - <b>\$89</b> ; 3-4 - <b>\$85</b> ; 5-8 - <b>\$81</b> ; 10+ - <b>\$77</b> /per event
ADA Accessible Portable Toilet Unit		<b>\$175</b> /unit/event
Portable Sink Unit		<b>\$100</b> /unit/event
Cleaning Service (for events more than one day)		<b>\$35</b> /unit/trip
<b>INTERNET SERVICES</b>		
Digital & IT Operations Manager – Jason Rief – JRief@SandhillsGlobalEventCenter.org, 402.441.1819		
<b>HARDLINE SERVICES</b>		
<b>Internet Hardline Connection</b>  (if using pre-installed connection in show office or any building OR additional hardline requested)	\$125	<b>Dedicated hardline internet connection</b> - Hardlines can be helpful if the success of your booth hinges on "always-on" access to the internet at high speeds. Hardlines are now available to most booths in Currency Pavilion & EquineMarket Pavilion and may be ordered online in advance. For other buildings, contact SGEC Digital Services Manager Jason Rief at 402.441.1819 or email <a href="mailto:JRief@SandhillsGlobalEventCenter.org">JRief@SandhillsGlobalEventCenter.org</a>
<b>WIRELESS SERVICES – no outside wireless internet service provider permitted</b>		
Two (2) wireless internet connections will be provided at N/C for show staff/show office use per show building rented. Client may not share N/C connection log-in information with guests/visitors.		
Sandhills Global Event Center is proud to offer a state-of-the-art high-speed wireless internet with easy-to-connect self-service connections. This <b>Guest Services Internet</b> will be available not only in all buildings but throughout most of the event areas outside on the grounds including the year-round campground. Designed for individual visitors and home-based business exhibitors, this network name usually will be "SGEC-Guest" in your mobile device Wi-Fi list and guests may then go to their browser to choose level of service and pay by credit card upon arrival at the Sandhills Global Event Center. Wireless services may be available in the RVUniverse Campgrounds with prior arrangements.		
<b>Basic Speed Wireless Internet</b> Separate purchase required for each device.	\$1.95/day	For <b>1 device</b> with up to <b>2 Mbps per device</b> for 24 hours service from time of purchase. Basic access (basic speed for email & basic internet surfing without large images or video)
<b>Standard Speed Wireless Internet</b>	\$2.95/day	For <b>1 device</b> with up to <b>10 Mbps per device</b> for 24 hours services from time of purchase better speed for most emails, internet surfing with videos and images. Separate purchase required for each device.
<b>Premium Speed Wireless Internet</b> Separate purchase required for each device.	\$4.95/day	<b>BEST VALUE!</b> Premium speed for <b>1 device</b> with up to <b>50 Mbps per device</b> for 24 hours access (best speed & recommended for cash register, livestreaming videos, movies, TV, & playing games).
<b>Standard Speed 3-Day Wireless Internet Package</b>	\$9.95	Standard wireless for <b>2 devices</b> with up to <b>10 Mbps per device</b> . <b>Save \$\$ with 3-day discount package.</b>
<b>Premium Speed 3-Day Wireless Internet Package</b>	\$19.95	Premium wireless for <b>5 devices</b> with up to <b>50 Mbps</b> per device. <b>Save \$\$ with a 3-day discount package.</b>
<b>Standard Speed 7-Day Wireless Internet Package</b>	\$19.95	Standard wireless for <b>2 devices</b> with up to <b>10 Mbps</b> per device. <b>Save \$\$ with a 7-day discount package.</b>
<b>Premium Speed 7-day Wireless Internet Package</b>	\$59.95	Up to <b>50 Mbps per device</b> – 7 days of high-speed wireless for <b>5 devices</b> . <b>\$100+ savings over daily service!</b> Recommended for viewing internet videos & complex graphics, TV streaming, & video conferencing.
<b>Premium Speed 30-Day Wireless Internet Package</b>	\$99.95	Up to <b>50 Mbps per device</b> – 30 days of high-speed wireless for <b>5 devices</b> . <b>\$600+ savings over daily service!</b> Recommended for viewing internet videos & complex graphics, TV streaming, & video conferencing.

## EVENT OPERATIONS SERVICES

Sr. Operations Manager (People/Spectator Events) – Nate Dowding – NDowding@SandhillsGlobalEventCenter.org, 402.441.1817

### POWER EQUIPMENT SERVICES (sales and other taxes will be added on final invoice)

Motorized Equipment Rental with client operator pre-certified by SGEC	\$80	per meter hour, based on availability of SGEC or we can quote rental cost for additional equipment
Motorized Equipment Rental with SGEC operator	\$120	per meter hour with operator if SGEC staff available may be added rental cost if no SGEC equipment available
Standby Motorized Equipment Operator	\$40	per hour
Overnight Motorized Equipment Operator (10pm – 8am)	\$60	per hour
Fork Extensions Rental for skid loader, telehandler	\$30	per event
Hitch Plate Rental for skid loader, telehandler	\$30	per event
Fuel—Gasoline, Diesel	SGEC Cost + 5%	per gallon

There will be a \$250 Damage Deposit for SGEC equipment rentals used by pre-approved non-SGEC equipment operators.

### LABOR

Extra Cleaning/Operations/Decorating services/staff beyond standard setup including surcharge for shows with large number of attendees	\$35	per hour/staff member
Operations labor to do extra room setup change One setup/building included in base rental charge (with minimum 3 weeks' notice)	\$35	per hour/staff member
Operations labor overnight (10pm – 8am) (with minimum 3 weeks' notice)	\$55	per hour/staff member 4 hour minimum
On demand SGEC labor (less than 3 weeks' notice)	\$70	per hour/staff member 2 hour minimum
Hanging/Removing Banners with scissor lift	\$120	per hour/staff member 1 hour minimum

\*Shows with large number of attendees may have extra cleaning/operations labor added to their contract.

### SEATING (sales tax will be added on final invoice)

Chairs	\$3	per chair with setup/teardown/cleaning
Tables (round, banquet, classroom)	\$15	per table with setup/teardown/cleaning
4-Row Aluminum Ground Level Bleachers (1 set seats 40)	\$50	per bleacher (17 sets available) 10 aluminum bleachers - 7 wood bleachers
10-Row Aluminum Ground Level Bleachers (1 set seats 110)	\$150	per bleacher (17 sets available)
10-Row ADA Accessible Raised Aluminum Bleachers(1 set seats 110)	\$225	per 10' 6" H bleacher (4 sets available) with 36" ramp plus optional stairs
10-Row ADA Accessible Raised Aluminum Bleachers(1 set seats 100)	\$225	Per 10' 6" H bleacher (3 sets available) with 36" H ramp plus optional stairs

### STAGING (sales tax will be added on final invoice)

Tall Wood Judges Stand (4 available)	\$80	per stand (comes with 1 table & 2 chairs and stairs)
Judge Stage – 2 sections staging	\$60	per set (2 sections staging, 1 set of stairs, 1 table, 2 chairs)
Staging – quantity/sizes available: (20) sections of 4'x8'x16" (10) sections of 4'x8'x32" (16) sections of 4'x8'x36"	\$30	per section includes one set of stage stairs at N/C per stage with carpet
Stage Skirting (3' T)	\$3	per linear foot
Additional Stage Stairs	\$30	per stair

<b>BOOTH PIPE &amp; DRAPE</b> (sales tax will be added on final invoice)		
Pipe & Drape (8' W x 10' T) (Qty. 60' of black)	\$5	per foot
Carpet Panels (12' W x 8' T) (12 available)	\$30	per panel/event
Please ask for quote. Order may include a \$50 or more Delivery Fee depending on quantity of pipe & drape ordered.		
Other Pipe & Drape Options	Contact SGEC approved vendors: Midwest Tent & Awning - Brian Dorn at 402.261.6784; info@midwesttentandevent.com AAA Rents at 402.339.3707 or www.aaarentsevents.com (ask Omaha mileage charge)	
<b>AUDIO/VISUAL EQUIPMENT</b> (sales tax will be added on final invoice)		
Built-in Sound System (note: may not be used to broadcast music using SGEC microphone, see mixers now available for rental)	no charge: 1 cordless microphone per space rented	
Portable Sound System with mixer, 2 speakers and microphone (3 available)	\$400/sound system	
Additional Microphones	\$75/microphone	
Lapel Microphone (1 available)	\$100/lapel microphone	
Additional Two-way Radio Rental to speak with SGEC or use private show channels	\$25/radio/event	
Two-way Radio – if lost or damaged	\$500/radio	
58" Smart TV with a tabletop stand (1 available)	\$250/event	
Projector (3 available)	\$150/event, with one set-up	
<b>OTHER EVENT EQUIPMENT</b> (sales tax will be added on final invoice)		
Building Keys – If not returned	\$250/set (up to 4 keys)	
SGEC Portable Trailer for Show Office with lock – 8' x 12'	\$130/event (up to 5 show days)	
Pallet Jack (2 available)	\$50/event	
Carpet Runners Required by Fire Marshall to cover cords in traffic areas, tape included if needed	\$15/runner/event	
Stanchions with ropes	\$15/stanchion/event	
Sign Stanchions (22" W x 28" T) – does not include sign	\$25/stanchion/event	
Podium- recommended client sign or other covering	\$50/ podium/event	
ABATE Room Combination Safe (use of safe bolted to floor w/combo changed for your show with 30 days' notice to SGEC)	\$50/show	
Coat Racks (2 available) – hangers not included	\$30/event	
<b>CARPET &amp; DIRT FLOORING SERVICES</b>		
Carpet Installation outside of annual carpet season (or change during season)	Quote upon request min. \$0.18/square foot	
Carpet Maintenance Fee: Cost during SGEC carpet season	\$0.05/sq ft	
- FR8Star Pavilion – (27,370 sq ft)	\$4,927	flat rate if carpet requested outside of annual carpet season
- EquineMarket Pavilion (35,680 sq ft)	\$6,423	flat rate if carpet requested outside of annual carpet season
- LivestockMarket Pavilion Arena area (44,240 sq ft) + Back pen area (9,585 sq ft) = (53,825 sq ft)	\$9,689	flat rate if carpet requested outside of annual carpet season
- TractorHouse Pavilion (42,375 sq ft)	\$7,628	flat rate if carpet requested outside of annual carpet season
Roll and Pack Dirt Floor Arena (Livestock Event)	\$500	per arena
Roll and Pack Dirt Floor Arena (Tradeshow Event)	\$1500	per arena for trade show event with pedestrians due to tight control of leveling for walking safety

FLOOR & CARPET DAMAGES		
Carpet Stains	\$50 min.	\$50 min. charge and quote will be based on actual damage
Carpet Rips & Tears	\$100 min.	Minimum per rip/tear (SGEC must replace 1 ft x 12 ft carpet for each tear or rip)
Polished floor damage (small area) (Ag Society Hall, Lancaster Room & Good Times Grill Food Court)	\$100 min.	\$100 min. charge and quote will be based on actual damage
Large, polished floor damage	\$500 min.	per 10'x10' square damaged

### PARKING LOT SERVICES

PARKING LABOR	
SGEC Parking Attendants	<b>\$40/hr/attendant</b>
LPD Patrol Car & Officer to manage traffic light or help with traffic	Quote Upon Request (Per hour/officer/cruiser)

PARKING LOT EQUIPMENT (sales tax will be added on final invoice)	
Concrete Bunkers Includes labor with skid loader to setup & teardown & bunker rental	<b>\$45/bunker/event</b>
Orange Traffic Cones	\$2/cone/event
Grabber Cones	\$5/cone/event

EQUIPMENT STORAGE IN PARKING LOTS		
Equipment storage for 6 days or less	\$30	per day/piece of equipment
Equipment storage for a week or more	\$75	per week/piece of equipment
SGEC assumes no liability for any damage to client or client's exhibitor property and/or equipment left on grounds. Location and timing of drop off and/or pickup must be pre-approved by SGEC Sr. Operations Manager before arrival. Please call 402.441.6545 for questions or to make arrangements for pickup and/or drop off.		

### EVENT SECURITY SERVICES

Security Manager – Sue Morrison – SMorrison@SandhillsGlobalEventCenter.org, 402.441.1823

**SECURITY LABOR**  
***No outside security is allowed to operate on SGEC property without prior SGEC Security Manager written approval and final security plan must be approved by SGEC Sr. Operations Manager.***

Additional guards may be required based on event history, presence of alcohol or number of attendees.  
 Most security will have a minimum of 2 personnel for safety reasons.

SGEC Door Monitors	<b>\$35/hr/monitor</b>	
Overnight SGEC Monitor	<b>\$55/hr/monitor</b>	
Armed Security – security shirt (off-duty officer)	<b>\$95/hr/officer</b> 4 hour minimum	
Armed Security – service uniform (off-duty officer)	Quote Upon Request/hr/officer 4 hour minimum	
Armed Security – service uniform (off-duty officer – <b>special event rate</b> )	Quote Upon Request/hr/officer 4 hour minimum	Holidays, Husker game days, overnight or other city-wide event days TBD

### MEDICAL SERVICES

***No outside medical services allowed on grounds without prior written permission from SGEC Security Manager.***

(1) provider with jump bag (no ambulance) BLS (basic life support) – EMT level	<b>\$105/hour</b>	Contact SGEC Security Mgr. Sue Morrison for quote and/or to get scheduled if not already in your contract/workorder at SMorrison@SandhillsGlobalEventCenter.org or 402-441-1823 no later than 2 months in advance.
(2) providers with jump bags (no ambulance) ALS (advanced life support) crew - Paramedic level	<b>\$145/hour</b>	
(1) Ambulance with Advanced Life Support level crew – Paramedic level Transport not included – LFR will be called as needed per local ordinance.	<b>\$175/hour/ambulance</b> 3-hour min. charge/ambulance Time will include from truck arrival (15 minutes prior to event) until truck departure.	

Prices inclusive of personnel, fuel, mileage, and supplies.  
 \*PLEASE NOTE: Prices based on SGEC preferred supplier. If preferred supplier unavailable, pricing must be quoted based on event needs.

**FIRE APPARATUS**

**No outside fire department services allowed on grounds without prior written permission from SGEC Security Manager.**

Contact SGEC Security Mgr. Sue Morrison for quote and/or to get scheduled if not already in your contract/work order at SMorrison@SandhillsGlobalEventCenter.org or 402-441-1823 no later than 90 days in advance of event.

**FOOD AND BEVERAGE SERVICES**

Food & Beverage Manager – Lisa Bunch – LBunch@SandhillsGlobalEventCenter.org, 402.441.1822

SGEC provides a full range of food & beverage services on grounds from cafes & catering to banquets & food trucks.

No outside food & beverage allowed. *Any outside food vendors must be approved by Lisa Bunch no later than 90 days in advance of event.*

**CAFES** – Contact Food & Beverage Manager Lisa Bunch

Cafes will be open during most events' prime hours (TractorHouse Pavilion, LivestockMarket Pavilion, South Hall, Ag Society Hall, FR8Star Pavilion). We will work together on the appropriate hours. *SGEC reserves discretion to close cafes if slow and will advise on-site client show personnel before closing. If client requests a cafe to be open when sales are insufficient, there will be a \$60/hour charge with a minimum fee of \$240.*

**SGEC FOOD TRUCK**

With or without SGEC Staff

Quote Upon Request

**CATERING SERVICES** (sales and other taxes will be added to final invoice)

Tablecloth (1) & napkins (set of 8 per table)	Ask for quote	per Place Setting
Tablecloths only	Ask for quote	per Place Setting
Cloth Napkins only	Ask for quote	per Place Setting
Cake Cutting	\$30 with at least 3 weeks' notice	per Hour
(2 hour minimum per staff/hour)	\$60 if less than 3 weeks' notice	per Hour

**CATERING MENU HIGHLIGHTS:** Quote upon request

Coffee/condiments/cups	\$30	per 1 ½ -gallon pot - 17 (12oz. cups)
Water	\$6	per 3 gallons
Iced Tea	\$30	per 3 gallons
Lemonade	\$30	per 3 gallons
Juice	\$2.50	4 oz bottle
Bottled Soda/Lemonade/Iced Tea	\$3	per bottle
Bottled Water	\$3	per bottle
Donuts/Muffins	\$24	per dozen
Cookies	\$24	per dozen
Brownies/Cookie Bars	\$40	per dozen
Bag of ice	\$5	per bag
Picnic in a Box – Minimum 10 people (Deli Sand., fruit or veggie, bag of chips, cookie)	\$15.95	per box
Luncheon Bar – Minimum 10 people (e.g., Taco Bar, Baked Potato Bar, Sandwich Bar)	\$16.95	per meal reserved
Buffets – <b>Minimum 20 people</b> (Includes Garden Salad/Dressing, 2 Sides, Dinner Roll, Tea, Lemonade)		
- 1 meat entree buffet	\$18.95	per meal reserved
- 2 meat entree buffet	\$21.95	per meal reserved
- 3 meat entree buffet	\$24.95	per meal reserved
Beef as buffet option - Upcharge	\$5	per meal reserved

Full Menu available: dozens of options available for your event from casual snacks to formal dinners/banquets

**\*Gratuity:** Banquets/Catering Orders will be invoiced a 18% gratuity for meals and beverages. (Gratuity is subject to Occupancy Tax, and will be added to final invoice)

<b>ALCOHOL / BAR SERVICE</b> (sales tax and other taxes will be added on final invoice)			
<i>Sandhills Global Event Center is exclusive liquor license holder for all buildings and grounds. Refunds are not provided on pre-purchased alcohol.</i>			
<b>Note: All bar tabs for drink &amp; all alcohol/token purchases must be paid daily by Client (State Law)</b>			
Liquor service available in most SGEC cafes unless put away for youth & other shows upon request.			
Portable Bar	\$300	per bar requested to be setup	
Beer/Hard Seltzer	\$6	per can	
Canned Cocktails	\$9	per can	
Mixed Drinks	\$7	per drink	
*Volume Discount: 150 beer/hard seltzer tokens	\$4	each	\$2 off price w/min. purchase of 150 nonrefundable tokens
*Volume Discount: 150 mixed drink/wine tokens	\$5	each	\$2 off price w/min. purchase of 150 nonrefundable tokens
*Volume Discount tokens may include both beer/hard seltzer and mixed drinks/wine. For example: 150 tokens = 80 for beer/hard seltzer and 70 for mixed drinks/wine. Refunds not provided on pre-purchased alcohol or tokens.			
<b>SGEC CAFE &amp; BAR VOUCHERS</b> (sales tax and other taxes will be added on final invoice)			
<b>Event Planner Vouchers</b>		<b>Price</b>	<b>Total</b>
<b>Vouchers cannot be used for alcohol (State Law) – use beer/mixed drink tokens instead.</b>			
Accepted at SGEC cafes/bars with no \$ limit, amount filled in at cash register & billed to Event Planner on final invoice. Last date accepted is Client's last show date.		Will be filled in as redeemed at register	
<b>SGEC Cafe Gift Certificates</b>			
Available on SGEC online exhibitor portal or at Good Times Grill on Monday's, or SGEC Office (Ag Society Hall) any day. One-time use, no change given, no end date. Not accepted at outside food vendors. Available on SGEC Online Exhibitor Services Portal set up for tradeshow as well. <b>Must be paid on purchase – cannot be invoiced later (State Liquor Law).</b>			
<b>SGEC Cafe Gift Certificates</b> - snack & drink or sandwich		\$10	
<b>SGEC Cafe Gift Certificates</b> - most meal specials		\$15	
<b>SGEC Cafe Gift Certificates</b> - all meal specials + candy bar/snack		\$20	
<b>SGEC MARKETING AND PRINTING SERVICES</b>			
Marketing Manager – Amy Dickerson – ADickerson@SandhillsGlobalEventCenter.org, 402.441.6645			
<b>SIGNAGE SERVICES</b> (sales tax will be added on final invoice)			
Outdoor Street Electronic Sign (show week)	Promotion on the outdoor electronic sign is provided at no cost starting on the Monday of event show week		
Outdoor Street Electronic Sign (additional non-show week)	\$350 (per non-show week)		
Outdoor Entrance Door Sign (Ag Society Hall, FR8Star Pavilion, Currency Pavilion, Amy's Arena) on show days	Your show name displayed N/C with rental		
One digital screen of advertising (4 screens available: 80" TV Screen in Currency Pavilion/TractorHouse Pavilion, Meeting Center, GTG Cafe, Clover Cafe in Ag Society Hall, Horseshoe Cafe in FR8Star Pavilion)	\$50/screen/additional day during other shows <b>Plus \$100 setup fee</b> (limited availability & subject to approval)		
Custom-banner printing from file by client minimum of 150 dpi	3x7=\$75; 4x8=\$110 or for other services \$3.50 per square foot		
Graphic Design Time for signage and/or banners bought from SGEC	\$75 per hour		
<b>NOTE:</b> Client must provide logos and show flyer to JRief@SandhillsGlobalEventCenter.org no less than two weeks in advance for digital signage or banners.			
<b>MARKETING SERVICES</b>			
Print, radio, TV ad support	Quote upon request		
Social media/digital	Quote upon request		
Sponsor sales support	Quote upon request		



<b>COPIES</b> (sales tax will be added on final invoice)			
8.5"x11" Black & White Copies (single sided)	\$0.10	8.5"x11" Black & White Copies (double sided)	\$0.15
8.5"x11" Color Copies (single sided)	\$0.20	8.5"x11" Color Copies (double sided)	\$0.30
11"x17" Black & White Copies (single sided)	\$0.15	11"x17" Black & White Copies (double sided)	\$0.25
11"x17" Color Copies (single sided)	\$0.30	11"x17" Color Copies (double sided)	\$0.50
8.5"x11" Lamination	\$0.25	11"x17" Laminating Pouch	\$0.50
<b>TICKETING</b>			
<b>SGEC does not allow use of non eTix online ticket sales for SGEC shows of these types without written exception from the SGEC Sr. Operations Manager.</b>			
Ticketing Manager – Lois Harrison – Controller@SandhillsGlobalEventCenter.org, 402.499.0207			
Client is responsible for paying sales tax on all tickets sold or traded for monetary value			
<i>At Entrance Only Ticketing Service – Quote Upon Request</i>			
<b>FULL-SERVICE TICKETING WITH eTIX ONLINE SALES</b> (sales tax may be added on final invoice for services)			
<b>Required for Reserved seating, Controlled Capacity and/or General Admission Pre-sales Online ticket sales.</b>			
<b>Description of Service:</b> Event tickets sold 1. IN ADVANCE at SGEC office and/or online on SGEC website powered by eTix. 2. DAY OF EVENT at event entrance by SGEC staff (including will call, entrance scanning, conversion of pre-sold tickets & coupon upgrades).			
Powered by eTix, an international, affordably priced, robust ticketing service with phone/web customer service. Your event will be featured online next to all of SGEC's eTix events as well as other eTix events in the entire local area for powerful, additional exposure for your event. All SGEC eTix events get free support by SGEC marketing team on our website, social media, email list and on-site signs.			
Client must contact SGEC Ticketing Manager <b>at least 90 days in advance of tickets being printed or going on sale</b> to set entry/ticket/coupon strategy and confirm final seating layout. Any ticketing decisions/changes made less 90 days from ticket sales date could result in a <b>Ticketing Setup Rush Fee starting at \$250.</b>			
<b>FEES for Full-Service Ticketing Service Charged to Client (Event Planner):</b>			
All ticket sales including cash, credit card, online	5% of total ticket sales added to Client's final show invoice (covers SGEC's staff to set up and run pre- sales online and at SGEC Box Office during regular business hours plus day of event sales with SGEC Ticket/Usher staff)		
<b>In-person credit card sales</b>	<b>Added 4% on credit/debit card sales in-person at SGEC Office or box office at event (covers card processor fees)</b>		
Tickets printed at request of Client by SGEC	<b>\$0.50</b> per ticket added to Client's final show invoice (i.e. comp tickets, advertising giveaways, etc.)		
<b>FEES Charged to Online Ticket Buyers:</b>			
Online Credit card ticket sales	Added 4% fee on credit/debit card ticket sales online (covers card processor fees)		
Online ticket sales	Usually \$1-\$5.50/ticket online convenience fee tiered by ticket price (covers eTix online software cost & 24/7 eTix client service & SGEC staff support on SGEC grounds)		
<b>IMPORTANT TO NOTE:</b>			
SGEC reserves right to add surcharges if estimated ticket sales revenue will not cover SGEC ticket service costs for Client's requested ticket selling service/hours.			
Client may provide DAY OF EVENT ticketing/usher staff and receive a credit on their final show invoice currently at a rate of \$12/hour/ticket staff provided in lieu of SGEC Ticket/Usher staff planned by the SGEC Ticketing Manager & to work under the direction of a required SGEC provided Box Office Manager. More details available upon request from the SGEC Ticketing Manager.			
<b>Client is asked to provide ~25 event tickets</b> to be used in SGEC promotion of event (e.g. Facebook giveaways) and as appreciation/recognition for Ag Society Board Members, SGEC team members and SGEC sponsors/donors who help us continue to improve SGEC and services.			