



# Meetings | Information & Requirements

## **RICC Security**

In-house security may be required for the duration of the Event. The number of security guards and the hours will be based on estimated attendance, potential security concerns, and any additional needs requested by the show.

## **Nurse**

A Nurse is required during all show hours when anticipating 1,000+ attendees.

## **Fire Marshal**

A Fire Marshal is required for all show hours when anticipating 1,000+ attendees.

## **Cleaners**

A minimum of two (2) cleaners is required for all show hours. Additional cleaners may be needed based on the estimated attendance and the nature of the show.

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## **Additional Requirements**

- All labor calls are for a four-hour minimum.
- All events taking place over a weekend or holiday require an engineer and electrician to be scheduled for all show hours on those days.

## **For Meetings with Exhibits**

- Requires a RICC loading dock guard for all Show Move-in and Move-out Hours; charges based on estimated Loading Dock traffic and potential security concerns.
- Requires an Electrician for Move-In and/or Show Hours based on the nature of the show.
- Incurs a Final Cleanup fee of \$1,100.00 per Hall/Ballroom used as exhibit space.

