



Proposal for Tulsa Sports Commission

2013 College Table Tennis National Championship

January 18, 2012

Facility Proposal

This document intends to propose a relationship between Expo Square (ES), a department of Tulsa County Public Facilities Authority, and Tulsa Sports Commission (TSC) to provide a facility and support services for the 2013 College Table Tennis National Championship.

Terms of the Agreement

ES proposes to provide the facility and support services for TSC that includes:

Central Park Hall – Banquet Venue

- a. 43,000 square feet of clear span exhibit space
- b. Mezzanine and Two Meeting Rooms – located on second floor overlooking event space; ideal for VIP Reception
- c. Two Ticket Offices
- d. One Event Office
- e. Electric on 30ft. Centers
- f. Drive Thru Doors with Convenient Access to Exhibit Floor
- g. Restrooms

Exchange Center – Competition Venue

- a. 58,500 square feet of clear span exhibit space
- b. Three Meeting Rooms
- c. Ticket Office
- d. One Event Office
- h. Electric on 30ft. Centers
- i. Drive Thru Doors with Convenient Access to Exhibit Floor
- j. Restrooms

Event Services

- a. Event Clean-up and Maintenance of Facility
- b. Expo Square Event Coordinator; utilized to assist in logistical / set-up needs

Food and Beverage Services

- a. Please find sample menus attached as Buffet Menu & Plated Menu.
- b. ES Food and Beverage will provide catering and bar services as requested. Please contact Krisa Walsh at (918) 744-1113 ext. 2109.
- c. No outside food or beverage will be allowed.
- d. Great Plains Coca Cola is the exclusive beverage provider of ES.

Event Dates

- Event Dates: April 18 thru 21, 2013
- Move In: April 17, 2013
- Move Out: April 22, 2013

Facility Fee

| | |
|-------------------------------------|---|
| Exchange Center per Event Day: | \$4,180.00 |
| Utility Charge per Event Day: | \$195.00 |
| Move In/Out Day(s): Exchange Center | \$250.00 per day |
| Central Park Hall per Event Day: | \$1,000.00; if catering purchase exceeds \$7,500.00 |
| Round Tables: | \$8.50 each |
| Padded Chairs: | \$1.25 each |

Additionally TSC is responsible for

- a. Liability Insurance Certificate in the amount of one (\$1) million dollars, naming ES as additional insured on policy.
- b. Any additional services requested will be charged at event year's current rates. For more information please refer to the 2011 Event Manager's Guide.

Additional Information/Venue Questions

1. Please see attached for facility photos.
2. Please see attached for facility plat.
3. The flooring in the Exchange Center is bare concrete. Expo Square does not have wood or rubberized athletic flooring available for installation. Flooring would be the responsibility of Lessee.
4. Direct lighting
5. Average of 25-28 foot candles of light intensity.
6. Windows are located on all sides of the facility.
7. Lowest point is 20ft
8. Two men's and two women's multi-stall restrooms.
9. Sponsor/Vendor Booth space is available depending on court placement and seating requirements.
10. There are no locker rooms.
11. Public Address System
 - a. The house PA system in the Exchange Center is comprised of six KDM Octasound SP820a speakers, each independently zoned, thus giving the flexibility to operate on their own, as a whole or as any configuration in between. The speakers are powered by three Crown CDi-1000s (2 per amplifier). Signal processing is achieved using a BSS Soundweb 9088iis DSP unit, which ties the venue via fiber optic audio network to all of the other Expo Square facilities allowing for dynamic routing throughout the grounds. This system was designed with general building announcements and paging in mind.
 - b. Portable stage sound systems are used when live sound reinforcement needs arise. Equipment used in these cases are; JBL Eon G2 Powered speakers, Allen & Heath GL2200 (allowing up to 16 inputs and 4 monitor mixes), dBx direct boxes, equalizers and compressor/limiters, Shure hardwire microphones, Sennheiser wireless microphones and Stage Pro microphone stands.
12. Bleacher seating is available. Seating capacities dependent upon layout.
13. Controlled entrances on all sides of the facility.

14. Parking is free at Expo Square
15. A concession stand is located in the Exchange Center and restaurants are located within one mile of the complex.
16. Meeting Rooms are available in Exchange Center as well as in other facilities at Expo Square.
17. Hospitality/Lounges are not specifically set, but rooms are available that would accommodate a lounge.
18. There are no copier or fax machines in the Exchange Center.
19. Expo Square provides Wi-Fi access and hardline connections.
20. Janitorial Services are provided by Expo Square.
21. CPR/First Aid Certified Personnel is not provided by Expo Square.
22. The venue can be secured with a fully executed facility lease agreement and deposit of 50% of base rental rate.

Competition Venue Information

Expo Square- Exchange Center

1. Two photos of the venue from different angles.-



2. Venue floor plan, diagram indicating key areas and dimensions of the competition venue.- <http://www.exposquare.com/filesSite/Exchange%20Center%20Layout.pdf>
3. Flooring surface in the competition space description.- The flooring in the Exchange Center is bare concrete. Expo Square does not have wood or rubberized athletic flooring available for installation. Flooring would be the responsibility of Lessee.
4. Describe the lighting (direct or indirect). Can indirect lighting be covered for instance with the use of pipe-and-drape?- Direct lighting.
5. Light Intensity in the competition space (lux or foot candles).- Average of 25-28 foot candles of light intensity.
6. Are there any windows visible within vicinity of the competition space?- Windows are located on all sides of the facility.
7. Height of the ceiling over the competition space.- Lowest point is 20 ft.
8. Number of restrooms in vicinity of the playing area. ADA-accessible?- Two men's and two women's multi-stall restrooms.
9. How much space available for sponsor/vendor booths near the competition area.- Sponsor/Vendor Booth space is available depending on court placement and seating requirements.
10. How many locker rooms in the venue.- None
11. Public Address system/sound system in the venue description.- The house PA system in the Exchange center is comprised of six KDM Octasound SP820a speakers, each independently zoned, thus giving the flexibility to operate on their own, as a whole or as any configuration in between. The speakers are powered by three Crown CDi-100s (2 per amplifier). Signal processing is achieved using a BSS Soundweb 9088iis DSP unit, which ties the venue via fiber optic audio network to all of the other Expo Square facilities allowing for dynamic routing throughout the grounds. This system was designed with general building announcements and paging in mind. Portable stage sound systems are used when live sound reinforcement needs arise. Equipment used in these cases are; JBL Eon G2 Powered speakers, Allen and Heath GL2200 (allowing up to 16 inputs and 4 monitor mixes), dBx direct boxes, equalizers and

compressor/limiters, Shure hardwire microphones, Sennheiser wireless microphones and Stage Pro Microphone stands.

12. Seating available for spectators.- Bleacher seating is available. Seating capacities dependent upon layout.
13. Does the venue have a controlled entrance point for admission purposes?- Controlled entrances on all sides of the facility.
14. Venue Parking.- Parking is free at Expo Square.
15. Facility concession stand and restaurants in proximity.- A concession stand is located in the Exchange Center and restaurants are located within one mile of the complex.
16. Extra rooms/meeting rooms at venue.- Meeting Rooms are available in Exchange Center as well as in other facilities at Expo Square.
17. Are there hospitality/lounges available?- Hospitality/Lounges are not specifically set but rooms are available that would accommodate a lounge.
18. Copier or fax machine in the venue.- There are no copier or fax machines in the Exchange Center.
19. Venue's Internet access.- Expo Square provides Wi-Fi access and hard line connections.
20. Are janitorial services available throughout the duration of the Championships weekend?- Janitorial Services are provided by Expo Square.
21. Does the facility/venue employ personnel that are CPR and First Aid certified?- CPR/First Aid Certified Personnel is not provided by Expo Square.
22. Can the host organization secure the venue with contract?- The venue can be secured with a fully executed facility lease agreement and deposit of 50% of base rental rate.



Budget Worksheet for Planning Purposes

Date Last Revised: Wednesday, January 18, 2012,
09:55 am

| | | | | |
|--|--------------------------|----------------------|---------------------|-------------------|
| Client/Organization Tulsa Sports Commission | Event Date | Site Location TBA | Guests 350 (Pln) | Event # E04164 |
| Address 2 West 2nd Street, Tulsa, OK 74103 | | Booking Contact | Booking Tel | Booking Fax |
| Party Name Banquet | Sales Rep Krisa Walsh | PO # | Booking Email | |

For any questions please contact your sales representative:
Krisa Walsh: 918-748-0111 x2109 or 918-853-3923
kwalsh@exposerve.com

On Premise Location

Site Name

TBA

Set-Up Style & Times

| Setup Style | Access | Start | Entree | End |
|-------------|--------|---------|--------|----------|
| Banquet | | 6:00 pm | | 10:00 pm |

FOOD & SERVICE ITEMS

| Food/Service Items | Price | Qty | Total |
|--------------------|-------|-----|----------|
| Buffet Dinner Menu | 23.95 | 350 | 8,382.50 |

Salad

(preset)

Mini Iceberg

Topped with dried cranberries & apples, shaved Parmesan cheese, & grape tomatoes
Served with guest's choice of classic ranch or strawberry balsamic

Preset Breadbasket

Country white, wheat and pumpernickel dinner rolls
Herb Whipped Butter

Buffet

Chef Carved Slow Roasted Top Round

Served with creamy horse radish & au jus

Continental Bone In Chicken Breast

Sautéed with an aromatic shallot & sherry sauce
Topped with sautéed onions

Roasted Red & Sweet Potato Blend

Chef's Seasonal Grilled Vegetables

Includes: squash, zucchini, & cherry tomatoes

* Please make CHECKS PAYABLE TO: EXPO SQUARE FOOD & BEVERAGE *

Dessert

(Preset)

Bourbon Chocolate Pecan Pie

Garnished with whipped cream and mint

New York Style Cheesecake

Topped with strawberry compote

Iced Tea & Water

Coffee available upon request

EVENT NOTES**SERVICE:**

Buffet dinner

BUFFETS

Two double sided buffets with carving stations at the end.

TABLES

Preset - Salad and Dessert

| | Food | Beverage | Liquor | Equipment | Labor | Room | Other | Total |
|----------------|-----------------|-------------|-------------|-------------|-------------|-------------|-------------|-----------------|
| Subtotal | 8,382.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8,382.50 |
| Service Charge | 1,508.85 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,508.85 |
| Total | 9,891.35 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 9,891.35 |

Total Amount Due: \$9,891.35

All price estimates are inclusive of food, beverage, food and beverage equipment rentals, basic staff, applicable sales taxes, delivery fees, party design fees, enhanced staffing option. This price estimate does not include building, facility, utility, equipment rental fees or any other charges incurred through Tulsa County Public Facilities Authority (TCPFA). These items will be billed through TCPFA Facilities Department. A line item invoice will be included with final billing.

Price is based on the number of guests provided by the client. If guest count drops below 10% or 20 people, caterer reserves the right to increase price per person and / or implement an additional service charge.

50% of the deposit is due at the time of contracting. The remaining 50% is due at the time of guarantee, or 3 business days prior to the event.
All credit card payments will be subject to a 3.5% convenience fee

* Please make CHECKS PAYABLE TO: EXPO SQUARE FOOD & BEVERAGE *

Client: _____ Expo Square Food & Beverage Sales Rep: _____

EXPOSERVE Management Corporation
CONFIDENTIAL

The information contained herein is confidential, proprietary, and/or trade secrets. It is protected by law and its disclosure prohibited.

CATERING AGREEMENT

This agreement is made this day of 1/18/2012 by and between Tulsa County Public Facilities Authority (TCPFA) and Tulsa Sports Commission. (Customer)

- 1) Customer acknowledges that the holding of food at Servsafe temperature affects the moisture and doneness of products, and customer accepts all responsibility for impact on food quality resulting from delayed event start times.
- 2) TCPFA sets firm prices 30 days in advance of the event. Quotes given prior to 30 days of the event are subject to proportionate increases to meet any increased cost of merchandise, services, labor, or taxes. In the event of unexpended product shortages from suppliers, TCPFA shall be granted the right to make reasonable menu substitutions with the approval of the customer representative, the approval of which shall not be unreasonably withheld.
- 3) TCPFA must be notified of the exact amount of guests attending the function in accordance with the following schedule:

| | |
|--|---|
| Estimated Attendance up to 500 Guests: | 3 business days in advance (excludes holidays and weekends) |
| Estimated Attendance over 500 Guests: | 5 business days in advance (excludes holidays and weekends) |
- 4) TCPFA will be prepared to increase service by 5% above the guaranteed number of guests to a maximum of 24 persons, if notification is received 24 hours (weekends and holidays excluded) before the event. Any number of meals above the 5% increase or received after the 24 hour notice are not guaranteed and may be subject to a surcharge of the per person price +25% fee.
- 5) The guarantee number provided by the client is the minimum for which the client will be charged, even if lower guests attend.
- 6) No food or beverage is allowed into the building unless TCPFA had approved such food or beverage.
- 7) A service charge of 18% will be added to all sales. If event is held at a location other than TCPFA's property, applicable taxes will be charged.
- 8) A deposit of 50% of the estimated charges is required at the time of signing. The balance is due at the time of guarantee, or 3 business days prior to the event.
- 9) Due to safety risks of food relating to holding time limits, TCPFA reserves the right to as its sole discretion, to determine which products, if any, will be donated to client, designated event attendees and/or charities. Typically, such products will be discarded because of HACCP Standards (Hazard Analysis Critical Control Points).
- 10) If alcoholic beverages are to be served, TCPFA reserves the right to cease any and all alcoholic beverages sales at any time.
- 11) Customer agrees to pay 1.5% per month late fee for balances unpaid in accordance with the terms herein.
- 12) Once guest guarantee is set, Caterer will charge administrative fees for contract charges in excess of 10% of the additional guarantee.
- 13) On the day of the event, once the room is set in accordance with the contracted guarantee, the caterer will make client requested table setting changes for a fee of \$25.00 per table, provided that such changes do not interfere with the execution of the event.
- 14) Event day meal requests not included on the contract will be subject to a change order fee of the per person price +25% fee.
- 15) In the event that the client cancels the event upon at least 90 days notice, the reservation deposit will be refunded; less the amount for the clients' tasting, if one was held. If client cancels the event upon less than 90 days notice but prior to the date the guaranteed number is required to be provided, caterer shall be entitled to retain the reservation deposit as liquidated damages, in consideration of the caterers' agreement to reserve its services for the client's benefits for the event, and in further consideration of the labor and effort devoted to planning for the event. If client cancels the event after the date the guaranteed number is required to be provided, client shall be liable to caterer for the full amount of the projected cost.

* Please make CHECKS PAYABLE TO: EXPO SQUARE FOOD & BEVERAGE *

16) If the performance of this contract by TCPFA is subject to severe weather, acts of God, war, government regulations, disaster, strikes, civil disorder, or any other emergency beyond the control of TCPFA and makes performance of said contract inadvisable, illegal or impossible to provide the services this contract maybe terminated by TCPFA without penalty or liability.

16) Tasting's will be given at client's request once a contract is signed and left to the discretion of TCPFA. Tasting's will not be held for contracts less than \$1500 or within 7 business days prior to event date. Limited tasting menus are determined by the client. Tasting's are to be limited to three (3) guests. Any additional guests are welcome to attend at the cost of the food items. This cost will be predetermined.

17) The attached Catering Contract shall serve as an addendum to this agreement.

* Please make CHECKS PAYABLE TO: EXPO SQUARE FOOD & BEVERAGE *



Budget Worksheet for Planning Purposes

Date Last Revised: Wednesday, January 18, 2012,
09:56 am

| | | | | |
|--|-------------------------------|-----------------------------------|-------------------------------|-------------------|
| Client/Organization Tulsa Sports Commission | Event Date 1/18/2012 (Wed) | Site Location TBA | Guests 350 (Pln) | Event # E04163 |
| Address 2 West 2nd Street, Tulsa, OK 74103 | | Booking Contact Sarah Thompson | Booking Tel (918) 555-5555 | Booking Fax |
| Party Name Banquet | Sales Rep Krisa Walsh | PO # | Booking Email | |

For any questions please contact your sales representative:
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On Premise Location

Site Name

TBA

Set-Up Style & Times

| Setup Style | Access | Start | Entree | End |
|-------------|--------|---------|--------|----------|
| Banquet | | 6:00 pm | | 10:00 pm |

FOOD & SERVICE ITEMS

| Food/Service Items | Price | Qty | Total |
|--------------------|-------|-----|----------|
| Plated Dinner Menu | 23.95 | 350 | 8,382.50 |

First Course

Fresh Spinach Leaf Salad

topped with crumbled feta cheese, candied pecan, dried cranberries & fresh sliced strawberries
Served with guest's choice of classic ranch or raspberry vinaigrette

Preset Breadbasket

Country white, wheat and pumpernickel dinner rolls
Herb Whipped Butter

Second Course

8oz. Seasoned & Grilled Top Sirloin Steak (Medium)

Topped with herb butter

Roasted Red & Fingerling Potatoes

Fresh Roasted Vegetable Blend

Includes: asparagus, yellow squash, zucchini, carrots & purple onions

Third Course

(preset)

Decadent Chocolate Cobbler

* Please make CHECKS PAYABLE TO: EXPO SQUARE FOOD & BEVERAGE *

with fresh berries and Chantilly crème garnished with fresh mint

Apple Clafuti

Fresh apples sautéed with brown sugar and bourbon then baked golden brown in a puff pastry shell garnished with cinnamon whipped cream & mint

Iced Tea & Water

Coffee available upon request

EVENT NOTES

SERVICE:
Plated Dinner

| | Food | Beverage | Liquor | Equipment | Labor | Room | Other | Total |
|----------------|-----------------|-------------|-------------|-------------|-------------|-------------|-------------|-----------------|
| Subtotal | 8,382.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8,382.50 |
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