# CONVOCATION CENTER PROMOTERS GUIDE
NORTHERN ILLINOIS UNIVERSITY

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VENUE INFORMATION

CONVOCATION CENTER LOCATION
The Convocation Center is the focal point of Northern Illinois University’s west campus in DeKalb, Illinois, a community of more than 40,000, just 65 miles west of Chicago.

Conveniently located on Rt. 38 (W. Lincoln Highway), the Convocation Center is approximately two miles north of I-88 (Annie Glidden Road exit). NIU is the western anchor of the Illinois Research and Development Corridor extending east along I-88 toward Chicago.

ADDRESS
1525 W. Lincoln Highway
DeKalb, Illinois 60115

WEB SITE
www.niuconvo.com

TELEPHONE/FAX
Administration (815) 752-6800
Administration Fax (815) 752-6801
Ticket Office Manager (815) 752-6800
Ticketmaster (312) 559-1212
Food and Beverage Fax (815) 752-6821
Operations Fax (815) 752-6830

VENUE DESCRIPTION
The Convocation Center, which opened in August 2002, was approved by the Northern Illinois University Board of Trustees with a construction budget of 36 million dollars. The center is a multipurpose entertainment and sports complex with 10,000 seats and an attached auxiliary gym.
RENTAL RATES

COMMERCIAL RATE
Commercial Rate is defined as any event where an admission is charged, a fee is taken, a collection is made or any revenue is derived and applies to any rate not covered under the other categories.

Full Arena
$2,000 per day vs. 12% gross ticket receipts, after taxes, whichever is greater.

Half-House or Theater
$1,500 per day or 10% of the gross ticket receipts, after taxes, whichever is greater.

TRADE SHOW / FLAT RATE
Based on $.06 per square foot. The Convocation Center has 47,000 square feet in the arena, 12,500 square feet in the main and south lobbies. There is also an additional 12,500 square feet in the auxiliary gym. The total potential square footage is 72,000.

BUILDING EDUCATION GROUP RATES
It is the desire of Northern Illinois University to offer special rates for educational and athletic nonprofit events.

Non-ticketed Events:
$1,000 per day, plus all out-of-pocket expenses associated with the event.

Ticketed Events:
$1,000 per day or 9% of gross ticket receipts after taxes, whichever is greater.
Plus all out-of-pocket expenses associated with the event.

Move-in/move-out days are calculated at 60% of the normal daily rental rates.

Rental rates include ticket office services, lighting, air conditioning, water as installed, electricity services as installed, and standard post event cleaning services, but only in normal and reasonable amounts. All labor, supplies and equipment are considered additional expenses and will be charged at the rates as outlined in the Staffing, Services, and Equipment sections.

The director of the Convocation Center shall have the right to negotiate rental rates different from the approved rates for certain events in order to maximize use of the center. The Convocation Center will entertain both Co-pros and all-end deals.
STAFFING

Event Cleaning Personnel  $15.00 each per hour
Usher  $12.00 each per hour
Ticket Takers  $12.00 each per hour
Door Guards  $12.00 each per hour
Supervisor  $14.00 each per hour
(Usher/Ticket Taker/Door Guard)
Guest Services  $14.00 each per hour
Ticket Sellers  $13.00 each per hour
Stage Hands  $13.50 each per hour
Riggers  $28.00 each per hour
Stage Manager  $26.00 each per hour
Peer Security  $12.00 each per hour
Uniformed Security  $16.00 each per hour
Overnight Security  $16.00 each per hour
Security Supervisor  $18.00 each per hour
Equipment Operator  $16.00 each per hour
(forklift rental extra)
Audio-Visual Technician  $16.00 each per hour
Carpenters  $35.25 each per hour
Electrician  $38.75 each per hour
Medical Attendant  $45.00 each per hour
Police  $40.00 each per hour

Eligible employees and student workers are paid overtime at the rate of time and one-half whenever they work in excess of 7.5 hours in a day or 37.5 hours in a week.

THREE-HOUR MINIMUM CALL. ALL STAFFING RATES SUBJECT TO CHANGE.
SERVICES

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catering</td>
<td>An extensive menu is available with options appropriate for a variety of occasions. For more information please call (815) 752-6820.</td>
</tr>
<tr>
<td>Decorating</td>
<td>Decorating company cost plus ten percent (10%)</td>
</tr>
<tr>
<td>Electrical Usage Charge</td>
<td><strong>$ 500 per event</strong></td>
</tr>
<tr>
<td>Electric Service</td>
<td><strong>$ 30.00 per day</strong></td>
</tr>
<tr>
<td></td>
<td><strong>$ 30.00 each additional 10 amps per day</strong></td>
</tr>
<tr>
<td>Water and Drain Services</td>
<td><strong>$ 20.00 per vendor each day</strong> (Call for availability)</td>
</tr>
<tr>
<td>Telephone Extension</td>
<td><strong>$ 100.00 each per event</strong></td>
</tr>
<tr>
<td>Internet Connection</td>
<td><strong>$ 100.00 each per day</strong></td>
</tr>
<tr>
<td>Wireless/High Speed</td>
<td><strong>$ 150.00 each per day</strong></td>
</tr>
<tr>
<td>Television Service</td>
<td><strong>$ 20.00 each per event</strong></td>
</tr>
</tbody>
</table>

ALL ELECTRICAL, WATER, DRAIN, TELEPHONE, AND TELEVISION RATES ARE BASED ON ADVANCE ORDERS. (ALL WEEK OF ORDERS ADD ADDITIONAL CHARGE.)

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video Production</td>
<td>Full service video production is provided exclusively by the Convocation Center. For information please call (815) 752-6640.</td>
</tr>
<tr>
<td>Capital Improvement Fee</td>
<td><strong>$1.00 per ticket sold (concert, professional, family)</strong></td>
</tr>
<tr>
<td></td>
<td><strong>$ .50 per ticket sold (trade show, conferences, etc.)</strong></td>
</tr>
<tr>
<td>Fax Service</td>
<td><strong>$1.00 per page</strong></td>
</tr>
<tr>
<td>Photocopies</td>
<td><strong>$.30 per copy</strong></td>
</tr>
<tr>
<td>Novelty/Souvenir Sales</td>
<td>Thirty-five percent (35%)</td>
</tr>
<tr>
<td></td>
<td>CONVOCATION CENTER vends.</td>
</tr>
<tr>
<td>Tax Rates</td>
<td>Seven and one half percent (7.5%) sales tax</td>
</tr>
<tr>
<td></td>
<td>Nine and one half percent (9.5%) food and beverage tax</td>
</tr>
<tr>
<td>On-site Parking</td>
<td>3,000 on-site parking spaces.</td>
</tr>
<tr>
<td></td>
<td>Parking fee ranges from $3.00 to $20.00 based on event.</td>
</tr>
</tbody>
</table>

ALL SERVICES SUBJECT TO AVAILABILITY. ALL SERVICE RATES SUBJECT TO CHANGE.
## EQUIPMENT

<table>
<thead>
<tr>
<th>Item</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tables with Linen</td>
<td></td>
</tr>
<tr>
<td>5 ft. rounds</td>
<td>$5 each per day</td>
</tr>
<tr>
<td>8 ft. banquet or classroom size</td>
<td>$5 each per day</td>
</tr>
<tr>
<td>skirted tables</td>
<td>$10 each per day</td>
</tr>
<tr>
<td>Chairs</td>
<td>$.50 each per day</td>
</tr>
<tr>
<td>Stage</td>
<td>$.50 per sq. ft.</td>
</tr>
<tr>
<td>Barricade</td>
<td>$500 per event</td>
</tr>
<tr>
<td>Spotlights</td>
<td>$100 each per day</td>
</tr>
<tr>
<td>Forklift (operator extra)</td>
<td>$25 per hour</td>
</tr>
<tr>
<td>Photographer Strobe Light (operator extra)</td>
<td>$50 per event</td>
</tr>
<tr>
<td>Portable Radios</td>
<td>$20 each per day</td>
</tr>
<tr>
<td>Color Television (27”)</td>
<td>$50 per day</td>
</tr>
<tr>
<td>Color TV/VCR/DVD Combo (20”)</td>
<td>$50 per day</td>
</tr>
<tr>
<td>VHS Video Player</td>
<td>$30 per day</td>
</tr>
<tr>
<td>DVD Disc Player</td>
<td>$35 per day</td>
</tr>
<tr>
<td>LCD Projector</td>
<td>$35 per day</td>
</tr>
<tr>
<td>ELMO Projector</td>
<td>$35 per day</td>
</tr>
<tr>
<td>Portable Sound System</td>
<td>$100 per day</td>
</tr>
<tr>
<td>Microphone</td>
<td></td>
</tr>
<tr>
<td>regular</td>
<td>$10 each per day</td>
</tr>
<tr>
<td>lavalier or wireless</td>
<td>$35 each per day</td>
</tr>
<tr>
<td>Podium (stand-up or tabletop)</td>
<td>$15 each per day</td>
</tr>
<tr>
<td>Coat Racks (50 hanger capacity)</td>
<td>$25 each per day</td>
</tr>
<tr>
<td>Screen</td>
<td>$20 each per day</td>
</tr>
<tr>
<td>Basketball Floor</td>
<td>$500 per event</td>
</tr>
</tbody>
</table>

ALL EQUIPMENT SUBJECT TO AVAILABILITY. EQUIPMENT RATES SUBJECT TO CHANGE. ADDITIONAL ITEMS AVAILABLE UPON REQUEST.
BOOKING PROCEDURES

Questions regarding booking an event at Northern Illinois University’s Convocation Center should be directed to the director or the associate director, at (815) 752-6800.

RENTAL EXPENSE
Rental structure is based on established rental rates and determined by the type of event and space used. For further information, please refer to “Rental Rates.”

CONTRACT EXECUTION
All arrangements are considered tentative until a contract has been fully executed and returned.

Two copies of the contract will be mailed prior to the event. Both copies must be signed and returned. Executed copy is returned for the licensee file at which time a non-refundable deposit is due.

Additional rental deposits may be required by management to cover the following expenses: balance of minimum rental fee, advertising expenses, estimated staffing, equipment, and technical services.

Upon execution of a rental agreement the event coordinator, who is responsible for all operational details of the event from move-in to event performance and move-out, will advance the event. This individual is the licensee liaison with arena staff and will provide all necessary information and coordination.

After meeting with the licensee, the assistant director - finance prepares an itemized statement of reimbursable expenses for which the licensee is financially responsible at the time of settlement. A copy of the expenses is provided to the licensee and is considered an addendum to the contract.

CHALLENGE POLICY
If a date is already on hold by another party, the following process is enacted:

The prospective tenant must forward to management a written request challenging the first-hold promoter.

Management notifies first-hold promoter of challenge. First-hold promoter is given the opportunity to secure the date through an executed contract. If the first-hold promoter releases the date, negotiation commences with the prospective tenant.

Hold policy - Holds are reserved for 30 days. Hold dates may be released unless reconfirmed by promoter.
FINANCIAL SETTLEMENT

At the conclusion of the event, licensee is responsible for settling all outstanding facility expenses. The settlement takes place in the administrative offices at the Convocation Center.

In the settlement, the licensee is presented with available documented facility expenses including but not limited to: rent balance, ticketing expenses (if applicable). The event settlement will be paid by Northern Illinois University via university check or wire transfer.

If, at the sole discretion of the Convocation Center, ticket sale proceeds are not sufficient to cover facility expenses, licensee may be required to make additional deposits prior to event. If such deposits are not made within a designated time frame, the event may be canceled resulting in forfeiture of the licensee’s deposit.

In the event ticket proceeds do not equal expenses due, the licensee shall be responsible to pay amount due in full at this time.

Any unresolved or outstanding expenses from the event are to be settled within 30 days.

Any questions regarding financial settlement should be directed to the assistant director - finance at (815) 752-6800.
**TECHNICAL INFORMATION**

**POWER**
1600 (4-400 amp 3 phase 4 wire) amps total of show power in the West power room.
Location- Stage left 92’ from upstage center

* Parallel 800 amps of power located in the East power room.
  Location- 208’ to upstage center left.

200-amp shore power is available in the loading dock area.

800 amps theater power is located upstage center, in theater set it is paralleled.

**LOAD-IN AREA**
1- dock ramp (12’ wide x 9’ 2” high)
2- dock levelers (8’ wide x 9’ 2” high)
Located stage left 150’ to stage area.
8’ 6” height objection at lowest level.
There is a 14’ W x 13’ 6” H overhead door with direct truck access onto the concourse level.

**MEDIA/CATERING ROOM**
Office: 1,300 sq. ft.
Location: upstage left from stage area.
Media/Catering Room is equipped with phone/data outlets and with a private restroom.

**PRODUCTION**
Office: 1,300 sq. ft.
Location: upstage left from stage area.
Production office is equipped with phone/data outlets and with a private restroom.

**DRESSING ROOMS**
Two “star” dressing rooms with private bathrooms, and up to six locker rooms with adjoining bathrooms;
“star” dressing rooms are 370’ to upstage center and the locker rooms are 242’ to upstage center.

“Star dressing room 1:  543 sq. ft.   Women’s/Men’s locker room 1: 446 sq. ft.
                      Women’s/Men’s locker room 3: 234 sq. ft.

**PARKING**
Truck and/or bus parking is available in the backstage exterior dock area.

**FLOOR**
Floor type: 7” concrete
Floor load-arena: 500 lbs. per sq. ft.
Floor load-auxiliary gym: 250 lbs. per sq. ft.
Main arena floor dimensions w/bleachers retracted: 200’ x 122’ (22,500 sq. ft.)
Main arena floor dimensions w/bleachers in: 127’ x 72’ (9,000 sq. ft.)
Auxiliary gym dimensions w/bleachers retracted: 112’ x 120’ (13,440 sq. ft)
Auxiliary gym dimensions w/bleachers in: 88’ x 120’ (10,560 sq. ft.)

**TRACK**
Six lanes, 200 meters, Mondo floor, 25,000 sq. ft.
VIDEO
Center hung Daktronics eight-sided video display board that consists of four 112” x 144” 16.5 millimeter ProStar video boards.

MESSAGE BOARDS
Two state-of-the-art 9’10” x 15’2” Galaxy Tri-color message boards. The pixel size is 80 x 128 on 34mm centers located on the East and West ends of the interior bowl.

OUTDOOR MARQUEE
A double-sided 8’ x 13’ 60 million color capability located at the front entrance.

SOUND
Custom Renkus Heinz center cluster unit powered by QSC Amplification controlled by the Media Matrix System. Microphones, wireless microphones, CD and cassette players, mixing boards, and a variety of other audiovisual equipment.

LIGHTS
The lighting consists of metal halide fixtures with a Microlite Programmable Controller.
Eight 2K spotlights available in a variety of locations.

EQUIPMENT
Forklifts:  1-6,000 lbs. (use propane fuel)
1-5,000 lbs.
Brand: Toyota  Maximum for height: 15’  Weight capacity: 4,000 lbs.

Barricade: 80’ freestanding StageRight
Staging: StageRight maximum 60’W x 40’D x 4’-7’H; 2 - 12’ x 24’ sound wings
Other configurations available.
Stage ramping: StageRight ADA approved - floor to stage. 4 ft. high stage only.

Reversible staging with black tech deck or gray carpet
Riser stock: StageRight - Variable - 12”-24” in height
Camera platform: 10 portable StageRight platforms available.
Basketball floor: 60’ x 112’ Horner Pro-King Portable

MISCELLANEOUS
Height to highest seat: 30’ from floor
Backstage crew restrooms available for men and women.
Backstage house phones available for credit card, calling card and collect calls.

House curtain: Moveable black drape system.
The facility has full blackout capabilities, via an extensive half-house curtaining system.
The curtain is 51’ H x 92’ W. Curtain placement is flexible to the needs of the user.

RIGGING GUIDELINES
Floor to low steel is 51’.
Point load capacity: 4,000 lbs.
Maximum center house stage weight permitted: 180,000 lbs.
Maximum end stage weight permitted: 160,000 lbs.
BASKETBALL SET

ADA Seating  56
Lower Bowl  2,648
Upper Bowl  6,138
Total Seating  8,842
END-STAGE

ADA Seating  40
Floor Seating  1,060
Lower Bowl  1,792
Upper Bowl  6,138
Total Seating  9,030

STAGE
60'w X 40'd
CENTER STAGE

ADA Seating 80
Floor Seating 1,148
Lower Bowl 2,648
Upper Bowl 6,138
Total Seating 10,014
SMALL THEATER

ADA Seating  26
Floor Seating  564
Lower Bowl  640
Upper Bowl  1,104
Total Seating  2,334
EVENT/TRADE SHOW FLOOR
FULL ARENA RIGGING SCHEMATIC
FREIGHT DELIVERY

EVENTS WITHOUT DECORATOR SERVICE CONTRACTOR
(social banquets, meetings, conferences, etc.)

Delivery items will be accepted at the Convocation Center freight entrance at the northwest end of the building no earlier than the day prior to your event.

All deliveries must be addressed as follows:

- Name of Event
- Date of Event
- Name of Event Contact
- Name of Convocation Center Event Coordinator
- Convocation Center
- 1525 West Lincoln Hwy.
- DeKalb, IL 60115

EVENTS WITH DECORATOR SERVICE CONTRACTOR
(conferences, conventions, consumer shows)

The Convocation Center cannot accept freight shipments for exhibitors. Freight should be consigned through licensee service contractor or exhibitor's shipping company. The assigned event coordinator can also provide information on local companies that will receive advance shipments and deliver to the facilities on the date requested.

Delivery items may be received at the Convocation Center no earlier than the first move-in day listed on the contract. The service contractor or show management must be present to accept freight deliveries.

Freight deliveries should be addressed as follows:

- Name of Exhibiting Company
- Date of Event
- Name of Show/Booth #
- c/o (Contractor's Name)
- Convocation Center
- 1525 West Lincoln Hwy.
- DeKalb, IL 60115

www.niuconvo.com
LIFE SAFETY PROTECTION

The NIU Environmental Health and Safety (EH&S) Department shall review and approve fire and life safety requirements for scheduled events in accordance with applicable National Fire Protection Association (NFPA) Codes and other state and federal regulatory authorities.

PYROTECHNICS
A pyrotechnician will be required to include a list of pyro being used, and a copy of insurance, shooter’s license and a list of references. The EH&S Department shall review and approve the proposed plans for use at least 2 days prior to the scheduled event. The EH&S Department may require that a demonstration be conducted prior to the event during normal business hours.

OPEN FLAME DEVICES
Open flame devices may be acceptable on stages and platforms as a necessary part of a performance. The EH&S Department shall review and approve the use of such devices prior to the scheduled event. The EH&S Department may require that a demonstration be conducted during normal business hours. No type of open flame device shall be used without the prior consent of the EH&S Department. Additional requirements such as permits and licenses may also be required depending on the type of open flame device proposed for use.

LASER DEVICES
The EH&S Department and the NIU Radiation and Laser Safety Officer (RLSO) must review and approve plans for laser use prior to the scheduled event. The EH&S Department and the RLSO may require a demonstration which shall be conducted during normal business hours prior to the scheduled event.

CHAIR SEATING ARRANGEMENTS
The EH&S Department must approve loose chair seating for each event prior to the sale of tickets. Floor plans demarcating proposed seating arrangements must be submitted for approval no less than 3 days prior to an event. A flame retardant certificate for chair construction will be required for any questionable materials.

MERCHANDISE STANDS
Merchandise stand locations must be approved by the EH&S Department. Floor plans demarcating proposed locations must be submitted for approval no less than 3 days prior to an event. A flame retardant certificate will be required for any questionable materials. All packaging materials shall be removed periodically to prevent a fire hazard. Merchandise or combustibles are not to be stored on the concourse, in the corridors, in stairwells, or any other pathway, which may impede the means of egress from the building.

ELECTRICAL WIRING
Electrical wiring must be grounded and UL listed. Temporary extension cords may be used provided they are plugged directly into an outlet or an approved power strip. Extension cords may not be plugged into another extension cord. Cords shall be taped down and covered to prevent a tripping hazard. Electrical cords, in heavy traffic areas, shall be protected using a Hubbell “TrukTac or TrakTrak” system or equivalent. Power tools shall be double insulated and/or have a grounded plug. All electrical connections shall be inspected and approved by the NIU electrical shop to verify code compliance.

The EH&S Department reserves the right to review and modify this life safety protection plan on an as needed basis. Please contact the assigned event coordinator at (815) 752-6800 for questions and inquiries regarding fire protection for scheduled events in the Convocation Center.
SEARCH PROCEDURES

For purposes of public safety and effective crowd management, the Convocation Center management, at its discretion, will conduct a search of guests attending the event. The magnitude and intensity of the search will be consistent at all types of events.

STAFFING
When a search is necessary for an event, the promoter of the event may be required to pay for additional staffing required. Convocation Center management will communicate the exact number of staff used for such purposes, as well as the costs.

VISUAL SEARCH
If, in management’s opinion, the possibility exists that certain items might be brought into an event but the volatility of the crowd is low, a visual search will done at each entrance in the following manner:
1. Visual scan of each guest as they walk by single file.
2. The guest will be asked to open his/her coat. The guest will be asked to open any purses or handbags to display contents.
3. When an inappropriate item is found, the guest will be given the opportunity to dispose of the item before entry or take it back to his/her vehicle.

This type of search will be done as quickly and effectively as possible. Unless the guest is asked to open a handbag or coat, the majority of guests do not realize they have been searched. Inappropriate items include but are not limited to: weapons, coolers, video cameras, food, and beverages.

FULL SEARCH
When the potential for inappropriate and illegal items being brought into the building is high, a full search will be implemented, which will include a series of “checkpoints” that:

1. Act as a crowd management tool while guests enter the event.
2. Direct the guests through a series of visual points.
3. Search every guest by either physical pat-down (voluntary) or metal detection device for items not permitted in the facility, i.e., weapons, illegal drugs, alcohol, etc.

This search is required for the safety of the guests, the entertainer(s), the facility and its staff. If at any time guests do not wish to be subjected to a search, they may return their ticket immediately to the Ticket Office for a refund of the ticket price. When an item is found on a guest during the search, Convocation Center management determines if entry to the event is granted. When illegal items are discovered, Northern Illinois University Public Safety officers will investigate the matter.
EVICION POLICY

The following are causes for eviction from the Convocation Center:

1. Offensive or profane language; language threatening to other guests.
2. Possession of any unauthorized banners or signs.
3. Possession of bottles, cans, squirts, or other containers not permitted in the arena.
4. Possession of fireworks, knives with or without a sheath, horns, air horns, whistles (or other irregular sound devices), bars, sticks, clubs, poles over 20’ in length, slingshots, fishnets or other net material, beach balls, Frisbees, skateboards, roller skates, live pets including all animals or reptiles except Seeing-Eye or hearing-assistance dogs, or any object which may obstruct the vision of adjacent guests.
5. Failure to wear shoes, sandals, or other protective foot covering.
6. Refusing to move from an unauthorized area, wrong-seat location, or opposite-gender restroom.
7. Throwing of objects, spitting, or dropping anything on any seating area; throwing objects from the concourse onto the arena floor including all staging areas and/or surfaces; discarding objects outside the arena including the plaza and parking area.
8. Public intoxication.
10. Fighting or threatening to fight.
11. Smoking in unauthorized areas.
12. Conduct interfering with other guests’ enjoyment of the facility.

NOTE: Eviction will be determined by facility management and enforced by Northern Illinois University Public Safety and other law enforcement officials.
PARKING INFORMATION

GUEST PARKING
The Northern Illinois University Convocation Center has three parking lots for parking convenience. The lots are C1, C2 and C3. Disability parking is available in all lots. Parking capacity is 3,000 cars.

LIMOUSINE/RV/BUS PARKING
The Convocation Center has parking areas available for limousines, recreational vehicles, and buses. Please contact your event coordinator for more information.

PARKING LOT POLICIES
1. No in/out parking privileges unless authorized in advance by management.
2. No overnight parking is allowed unless related to event activities and approved in advance by management.
3. No solicitation activities allowed in the parking lots, e.g., distribution of flyers, sale of products, etc.
4. No consumption of alcoholic beverages in parked vehicles.
5. No tailgate parties, gatherings or similar activities allowed.
6. No free-event parking allowed unless proper parking credentials are displayed and/or pre-authorized by management.

PARKING CHARGES
The Convocation Center is responsible for all parking lot operations and revenues collected. The following charges apply:

<table>
<thead>
<tr>
<th>Type</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cars</td>
<td>$3.00 to 10.00/space</td>
</tr>
<tr>
<td>Limousines</td>
<td>No charge (must be attended by driver at all times).</td>
</tr>
<tr>
<td>RV</td>
<td>$10.00 to 20.00/space (free with group sales agreement).</td>
</tr>
<tr>
<td>Buses</td>
<td>$10.00 to 20.00/space (free with group sales agreement).</td>
</tr>
</tbody>
</table>

* Parking fee subject to change depending on event.

DIRECTIONS

From the West
From I-88: Exit onto Annie Glidden Road. From Annie Glidden Road, turn left (west) onto Lincoln Highway (Route 8) to the Convocation Center entrance.

From the East
From I-88: Exit onto Annie Glidden Road. From Annie Glidden Road, turn left (west) onto Lincoln Highway (Route 8) to the Convocation Center entrance.

From I-90: Exit onto Route 47 South. Take Route 38 West approximately 20 miles to the Convocation Center entrance.

From the South
From I-39: Exit I-39 to Route 38 East. Travel Route 38 East to the Convocation Center entrance.

From the North
From I-39: Exit I-39 to Route 38 East. Travel Route 38 East to the Convocation Center entrance.
CONVOCATION CENTER PARKING MAP
MISCELLANEOUS INFORMATION

TICKET SERVICES
The Convocation Center provides ticketing services on an exclusive basis for all events scheduled in the facility. For further information on ticketing services and related charges, please contact the ticket office at (815) 752-6800. Ticketmaster also handles the selling of tickets for Convocation Center events. For more information, contact Ticketmaster in Illinois at (312) 559-1212 or go online at www.ticketmaster.com.

MERCHANDISE
The Convocation Center provides for the operation and sale of event merchandise, i.e., programs, novelties, souvenirs, etc. Please call the assistant director - finance, (815) 752-6800.

EVENT STAFFING
The Convocation Center provides all ushering, peer group security, ticket takers, door guards, event cleaning, and parking services on an exclusive basis for all events and activities held at the facility.

ADVERTISING/PROMOTIONS
The Convocation Center Marketing Department will provide a comprehensive advertising campaign at a competitive rate. For more information, please contact the marketing office at (815) 752-6800.

SPONSORSHIP PROGRAMS
The Marketing Department is available to develop sponsorship opportunities to a large Northern Illinois Region clientele. For more information, please contact the marketing office at (815) 752-6800.

MULTIPURPOSE ROOM
The multipurpose room is ideal for seminars, conferences, receptions, and banquets. The Convocation Center will assist you in coordinating your event. Additionally, any audiovisual needs you may have can also be accommodated. The multipurpose room has 1,320 square feet of space available. For more information, please call (815) 752-6800.

SOUTH LOBBY
The South lobby is 5,561 square feet of available space that can be used for a variety of purposes such as meetings, conferences, and luncheons.

AUXILIARY GYM
The auxiliary gym is 12,980 sq. ft. with bleachers retracted and 10,502 with bleachers out. It has audio and visual capabilities and can be used for sporting and non-sporting events. There is bleacher seating for 800 and can be divided in half with a curtain system.

PARTY SUITE
The party suite is 1,350 sq. ft. (25’ x 54’) of available space and includes 54 seats in the arena. The party suite can be divided into two suites, each with 27 seats.
# TRANSPORTATION

## AIRLINES

<table>
<thead>
<tr>
<th>Airline</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>American Airlines/American Eagle</td>
<td>(800) 433-7300</td>
</tr>
<tr>
<td>Continental Airlines</td>
<td>(800) 523-3273</td>
</tr>
<tr>
<td>Delta Airlines</td>
<td>(800) 927-0927</td>
</tr>
<tr>
<td>Midwest Express Airlines</td>
<td>(800) 452-2022</td>
</tr>
<tr>
<td>Northwest Airlines/ KLM</td>
<td>(800) 225-2525</td>
</tr>
<tr>
<td>Southwest Airlines</td>
<td>(800) 435-9792</td>
</tr>
<tr>
<td>TransMeridian (TMA)</td>
<td>(866) 435-9862</td>
</tr>
<tr>
<td>TWA Airlines</td>
<td>(800) 221-2000</td>
</tr>
<tr>
<td>US Airways</td>
<td>(800) 428-4322</td>
</tr>
<tr>
<td>United Airlines</td>
<td>(800) 241-6522</td>
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## AIRPORTS

<table>
<thead>
<tr>
<th>Airport</th>
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<tbody>
<tr>
<td>DeKalb Municipal</td>
<td>(815) 756-3232</td>
</tr>
<tr>
<td>Midway</td>
<td>(773) 838-0600</td>
</tr>
<tr>
<td>O’Hare International</td>
<td>(773) 686-2200</td>
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<tr>
<td>Rockford Airport</td>
<td>(815) 969-4000</td>
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## BUS

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<th>Company</th>
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<tr>
<td>Greyhound</td>
<td>(800) 231-2222</td>
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## CAR RENTALS

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<th>Company</th>
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<tr>
<td>Enterprise</td>
<td>(815) 756-5400</td>
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<tr>
<td></td>
<td>(800) 325-8007</td>
</tr>
<tr>
<td>Hertz</td>
<td>(815) 787-7501</td>
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## MEDIA

### NEWSPAPERS

<table>
<thead>
<tr>
<th>Newspaper</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Phone</th>
<th>Fax</th>
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<tbody>
<tr>
<td>Aurora Beacon-News</td>
<td>101 S. River St.</td>
<td>Aurora</td>
<td>IL</td>
<td>(630) 844-5858</td>
<td>(630) 844-5818 FAX</td>
</tr>
<tr>
<td>Chicago Sun-Times</td>
<td>401 N. Wabash</td>
<td>Chicago</td>
<td>IL</td>
<td>(312) 321-2353</td>
<td>(312) 321-9655 FAX</td>
</tr>
<tr>
<td>Chicago Tribune</td>
<td>435 N. Michigan Ave.</td>
<td>Chicago</td>
<td>IL</td>
<td>(312) 222-4149</td>
<td>(312) 222-3935 FAX</td>
</tr>
<tr>
<td>Daily Herald</td>
<td>155 E. Algonquin Rd.</td>
<td>Arlington Heights</td>
<td>IL</td>
<td>(847) 427-4624</td>
<td>(847) 427-1203 FAX</td>
</tr>
<tr>
<td>DeKalb Daily Chronicle</td>
<td>P.O. Ticket 587</td>
<td>DeKalb</td>
<td>IL</td>
<td>(815) 756-4841</td>
<td>(815) 758-2079 FAX</td>
</tr>
<tr>
<td>DeKalb MidWeek</td>
<td>650 Peace Rd., Suite F</td>
<td>DeKalb</td>
<td>IL</td>
<td>(815) 758-0696</td>
<td>(815) 758-1418 FAX</td>
</tr>
<tr>
<td>Northern Star (Campus)</td>
<td>130 Campus Life Bldg.</td>
<td>DeKalb</td>
<td>IL</td>
<td>(815) 753-0108</td>
<td>(815) 753-0708 FAX</td>
</tr>
<tr>
<td>Chicago Tribune</td>
<td>435 N. Michigan Ave.</td>
<td>Chicago</td>
<td>IL</td>
<td>(312) 222-4149</td>
<td>(312) 222-3935 FAX</td>
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</tr>
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<td>IL</td>
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<td>(815) 758-2079 FAX</td>
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<tr>
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<td>DeKalb</td>
<td>IL</td>
<td>(815) 758-0696</td>
<td>(815) 758-1418 FAX</td>
</tr>
<tr>
<td>Northern Star (Campus)</td>
<td>130 Campus Life Bldg.</td>
<td>DeKalb</td>
<td>IL</td>
<td>(815) 753-0108</td>
<td>(815) 753-0708 FAX</td>
</tr>
<tr>
<td>Rochelle News-Leader</td>
<td>P.O. Box 46</td>
<td>Rochelle</td>
<td>IL</td>
<td>(815) 562-4171</td>
<td></td>
</tr>
<tr>
<td>Rockford Register-Star</td>
<td>99 E. State St.</td>
<td>Rockford</td>
<td>IL</td>
<td>(815) 987-1303</td>
<td>(815) 987-1204 FAX</td>
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### TELEVISION STATIONS

<table>
<thead>
<tr>
<th>Station</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Phone</th>
<th>Fax</th>
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<tbody>
<tr>
<td>Fox Sport Net Chicago</td>
<td>350 N. Orleans St.</td>
<td>Chicago</td>
<td>IL</td>
<td>(773) 528-2311</td>
<td></td>
</tr>
<tr>
<td>WGN-TV (WB-9)</td>
<td>2501 W. Bradley Place</td>
<td>Chicago</td>
<td>IL</td>
<td>(773) 528-2311</td>
<td></td>
</tr>
<tr>
<td>WMAQ-TV (NBC-5)</td>
<td>454 N. Columbus Dr.</td>
<td>Chicago</td>
<td>IL</td>
<td>(312) 836-5555</td>
<td></td>
</tr>
<tr>
<td>WBBM-TV (CBS-2)</td>
<td>630 N. McClurg Court</td>
<td>Rockford</td>
<td>IL</td>
<td>(815) 987-5300</td>
<td>(815) 335-2213</td>
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<tr>
<td>WFLD-TV (Fox-32)</td>
<td>190 N. State St.</td>
<td>Chicago</td>
<td>IL</td>
<td>(312) 750-7777</td>
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<tr>
<td>WLS-TV (ABC-7)</td>
<td>190 N. State St.</td>
<td>Chicago</td>
<td>IL</td>
<td>(312) 750-7777</td>
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<tr>
<td>WREX-TV (NBC-13)</td>
<td>P.O. Box 123</td>
<td>Rockford</td>
<td>IL</td>
<td>(815) 987-5300</td>
<td>(815) 335-2213</td>
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<tr>
<td>WTVO-TV (ABC-17)</td>
<td>P.O. Box 470</td>
<td>Rockford</td>
<td>IL</td>
<td>(815) 963-5413</td>
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### CABLE TELEVISION

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<th>Cable Provider</th>
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<tbody>
<tr>
<td>Comcast</td>
<td>1430 Sycamore Road</td>
<td>DeKalb</td>
<td>IL</td>
<td>(815)758-1994</td>
<td>(815) 758-1994</td>
</tr>
<tr>
<td>Insight Media</td>
<td>227 North Wyman Street</td>
<td>Rockford</td>
<td>IL</td>
<td>(815) 962-4400</td>
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## AM RADIO STATIONS

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<th>Station Name</th>
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<th>Phone 2</th>
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<tbody>
<tr>
<td>WLBK-AM</td>
<td>1360</td>
<td>1325 Sycamore Road</td>
<td>DeKalb, IL 60115</td>
<td>(815) 758-8686</td>
<td>(815) 756-9723 FAX</td>
</tr>
<tr>
<td>WSCR-AM</td>
<td>670</td>
<td>455 North Cityfront Plaza 6th Floor</td>
<td>Chicago, IL 60611</td>
<td>(312) 245-6000</td>
<td>(312) 245-6094 FAX</td>
</tr>
<tr>
<td>WGN-AM</td>
<td>720</td>
<td>435 North Michigan Ave.</td>
<td>Chicago, IL 60611</td>
<td>(312) 222-4700</td>
<td>(312) 222-5977 FAX</td>
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## ROCK STATIONS

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<tbody>
<tr>
<td>WXRX</td>
<td>104.9, Rockford</td>
<td>2830 Sandy Hollow Road</td>
<td>Rockford, IL 61109</td>
<td>815-874-7861</td>
<td></td>
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<tr>
<td>WKQX</td>
<td>101.1, Chicago</td>
<td>230 Merchandise Mart Plaza</td>
<td>Chicago, IL 60654</td>
<td>(312) 245-1258</td>
<td>(312) 527-3620 FAX</td>
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<tr>
<td>WDEK</td>
<td>92.5, DeKalb/Chicago</td>
<td>6012 South Pulaski</td>
<td>Chicago, IL 60629</td>
<td>(773) 284-8013</td>
<td>(773) 767-1100 FAX</td>
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## TOP 40 / URBAN

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<tr>
<td>WBBM</td>
<td>B96, Chicago</td>
<td>630 N. McClurg Court</td>
<td>Chicago, IL 60611</td>
<td>(312) 951-3831</td>
<td>(312) 202-3308 FAX</td>
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<tr>
<td>WZOK</td>
<td>97.5, Rockford</td>
<td>3901 Brendenwood Road</td>
<td>Rockford, IL 61107</td>
<td>(815) 399-2233</td>
<td>(815) 399-8148 FAX</td>
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<tr>
<td>WTMX</td>
<td>101.9, Chicago</td>
<td>130 E. Randolph Street</td>
<td>Chicago, IL 60601</td>
<td>(312) 540-2321</td>
<td>(312) 938-0712 FAX</td>
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## COUNTRY STATIONS

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<tbody>
<tr>
<td>WCCQ</td>
<td>98.3, Joliet</td>
<td>3410 B Canton Farm Road</td>
<td>Crest Hill, IL 60435</td>
<td>(815) 556-0100</td>
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<tr>
<td>WXXQ</td>
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<td>3901 Brendenwood Road</td>
<td>Rockford, IL 61107</td>
<td>(815) 399-2233</td>
<td>(815) 484-2432 FAX</td>
</tr>
<tr>
<td>WUSN</td>
<td>99.5, Chicago</td>
<td>2 Prudential Plaza Suite 1000</td>
<td>Chicago, IL 60601</td>
<td>(312) 649-0099</td>
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## ADULT CONTEMPORARY

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<tr>
<td>WDKB</td>
<td>B95, DeKalb</td>
<td>2201 North 1st Street</td>
<td>DeKalb, IL 60115</td>
<td>(815) 758-0950</td>
<td>(815) 758-6226 FAX</td>
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<tr>
<td>WKKD</td>
<td>The River (95.9, Aurora)</td>
<td>1884 Plain Avenue</td>
<td>Aurora, IL 60504</td>
<td>(630) 898-1580</td>
<td>(630) 898-2463 FAX</td>
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<tr>
<td>WGFB</td>
<td>103.1 Roscoe</td>
<td>2830 Sandy Hollow Road</td>
<td>Rockford, IL 61109</td>
<td>(815) 875-7861</td>
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<tr>
<td>WQFL</td>
<td>100.9, Rockford</td>
<td>5375 Pebble Creek Trail</td>
<td>Loves Park, IL 61111</td>
<td>(815) 654-1200</td>
<td></td>
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<tr>
<td>WBGL</td>
<td>104.7, Morris</td>
<td>1802 N. Division Suite 403</td>
<td>Morris, IL 60450</td>
<td>(800) 475-9245</td>
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<tr>
<td>WFEN</td>
<td>Rockford</td>
<td>4701 S. Main Street</td>
<td>Rockford, IL 61102</td>
<td>(815) 964-9336</td>
<td></td>
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</tbody>
</table>
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Tel: 815-562-9530   FAX:815-562-9696

SycAmoRe
1475 South Peace Rd., Sycamore Il 60178

Both of the AmeriHost Hotels are only minutes from the NIU Convocation Center.

Massage Therapy can be an effective treatment for reducing muscle tension, muscle pain, decreasing stress and anxiety. Massage can be an important part of an injury prevention or treatment program. I have just received 19 credit hours of continuing medical education on “The Lower Extremity” from the Precision Neuromuscular Therapy Seminars.

I am able to offer a variety of Massage techniques:
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- Seated Chair Massage
- Sports Massage
- Myofascial Release
- Therapeutic Massage
- Prenatal Massage
- Trigger Point Therapy
- Deep Tissue

Daytime, evening, and weekend appointments are available. For more information or to schedule an appointment, call 815-751-4756; or e-mail at janakneadsyou@hotmail.com.

Jana Voorhis, CMT
Certified Massage Therapist
2001 Graduate of Kishwaukee Community College Massage Therapy Program
Member of Associated BodyWorks & Massage Professionals

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◆ Fitness Center
◆ Complimentary breakfast featuring waffles and French toast
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