

Event Services Company

*Events are required to utilize a decorating/event services company to perform all set-up of tables, chairs, staging, lighting, a/v equipment, etc. You can use the company of your choice but they must provide the City a certificate of insurance, listing the City as additional insured on their policy.

The Phoenix Design Group is our preferred vendor and we highly recommend their services



281-499-0600

WWW.THEPHOENIXDG.COM

Michael@thephoenixdg.com

Michael Svatek

The Pasadena Convention Center and Municipal Fairgrounds has equipment that you can rent for its indoor venues only.

OUR EQUIPMENT IS NOT ALLOWED OUTDOORS

We need a layout on file at least two weeks before the event for the Director or his designee to review for any changes that need to be made.

Drawing must detail location, dimensions of all exhibit booths and aisles, and utility (electrical) requirements.

*For an additional charge, Convention Center staff can assist with setup of smaller events with an anticipated attendance of less than fifty people, depending on the layout. This must be scheduled at the time of booking.

*Workers Comp must be covered on the insurance policy as well if the occupant decides to handle the setup and breakdown of equipment. If equipment is not clean and put away neatly additional fees will apply.