

As a bonus to our clients, the Convention Center offers a limited number of Parking Passes to show management, providing complimentary parking to the facility's controlled parking lots. The following guidelines shall apply:

- Parking passes are non-transferable and are limited to the contracted date(s) of the event.
- The parking pass shall be presented to the parking attendant upon entry and prominently displayed at all times.
- Parking pass provides unlimited "In/Out" privileges for the holder.
- Vehicles shall park in designated spaces.
- Prior to issuance of passes, show/event management shall provide the Event Coordinator a list of individuals receiving passes (first & last name, organization/business name) and vehicle make/model/license plate number.
- The Convention Center reserves the right to revoke all passes should possessor fail to abide in the above guidelines.

Passes are allocated based on total space (square footage) licensed to Show/Event Management as noted below:

Space Licensed (Sq Ft)	Number of Passes
1,500 - 10,000	2
10,000 - 30,000	4
30,000 – 60,000	6
60,000 – 120,000	8
120,000 - 200,000	10
200,000 +	12

In the event of special needs, deviations from this policy are at the discretion of the General Manager. To request parking passes, please submit a written request (attached form) to your Event Coordinator detailing the number of passes requested and first/last name of holder(s).

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**Exhibitor Parking Passes:** Exhibitor/Vendor passes may be purchased from the Convention Center Parking Attendants or Department of Public Safety. Exhibitor passes provide unlimited "In/Out" privileges. Passes are available at \$7.00 per space per day (oversized vehicles may require additional fee). Exhibitor parking is strictly prohibited in Lots A & B.

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# Parking Pass Request Form

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## Fax request form to 775-827-7701

Event:	_____	Requested by:	_____
Event Days:	_____	Email address:	_____
	_____	Telephone #:	_____
	_____	Fax #:	_____

The "Requestor" acknowledges and agrees to the terms and conditions listed in the attached Parking Pass Guidelines. The Reno-Sparks Convention Center is not liable for damaged, stolen vehicles or lost contents.

	Name (First/Last)	Organization	Vehicle Make	Vehicle Model	License Plate Number
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Approved by: \_\_\_\_\_

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*Your event is our business. Total satisfaction is our goal.*