



Production  
**Manual**

**Mailing Address**  
400 Pinnacle Arena Drive  
Lincoln, NE 68508

**Main Office** 402.904.4444  
**Fax** 402.904.5601  
**Web** [www.PinnacleBankArena.com](http://www.PinnacleBankArena.com)



**SAVOR...**

## TABLE OF CONTENTS

- 2** Staff Directory
- 4** General Information
- 8** Backstage Information
- 12** Equipment
- 15** Rigging Information
- 17** Building Safety
- 18** Seating Info
- 19** Food & Beverage/Catering
- 20** Parking
- 21** Booking Procedures
- 22** Marketing
- 23** Building Policies
- 24** Photos
- 26** Capacity Maps

# STAFF DIRECTORY

## ■ Administration

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## ■ Ticket Office

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**TRACI SCHOEN** Assistant Ticket Office Manager/  
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## ■ Operations

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**TRAVIS LABEAU** Operations Coordinator  
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**BILLIE YORK** Operations Coordinator  
byork@pinnaclebankarena.com 402.904.5659

**ERIN MORRIS** Operations Administrative Assistant  
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# STAFF DIRECTORY

## ■ Finance

**TRENT BROWN** Director of Finance  
tbrown@pinnaclebankarena.com 402.904.5630

**KORI MADSEN** Accounting Manager  
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**KALEIGH ADEN** Food & Beverage Accountant  
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## ■ Marketing

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**KATIE VOELKER** Interactive Mktg & Design Coordinator  
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## ■ Food & Beverage / SAVOR...Lincoln

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**SEAN BUNCE** Warehouse Supervisor  
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### **MACKENZIE FLEMING**

Warehouse INV Control Specialist  
mfleming@pinnaclebankarena.com 402.904.5715

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**PAULA O'BRIEN** Non-Profit Organization Coordinator  
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**ADDIE VALLIER** Catering & Premium Services Manager  
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**LARISA BROCKMAN** Catering & Premium Supervisor  
lbrockman@pinnaclebankarena.com 402.904.5718

# GENERAL INFORMATION

## ■ Address/Shipping Address

**PINNACLE BANK ARENA**      Tel: 402.904.4444  
400 Pinnacle Arena Drive      Fax: 402.904.5601  
Lincoln, NE 68508

## ■ Event Management

An Event Manager will be assigned to your event to be your source of information and your "liaison" to the Pinnacle Bank Arena. The Event Manager takes the information provided by you and dispenses it to the Pinnacle Bank Arena's personnel, as needed. With as much information as you can provide, your Event Manager will work with our entire personnel to insure your event is a complete success.

## ■ Entrances

There are two public entrances to the Pinnacle Bank Arena. The main entry is located at the event concourse level on the south side, on 'R' Street between Canopy Street and Arena Drive. The second entrance is located at the main concourse level at the northeast corner of the arena off the Canopy Street pedestrian ramp.

## ■ Security Operations

Pinnacle Bank Arena staffs both private security and off duty Lincoln Police Officers to provide security before, during, and after events. Pinnacle Bank Arena bases event security on the Homeland Security National Threat Advisory and the performer's security rider.

## ■ Elevators/Escalators

There are five (5) passenger elevators and two (2) freight elevators. Pinnacle Bank Arena has a total of three (3) escalators, with two (2) providing access to the Main Concourse and one (1) providing access to the Upper Concourse.

## ■ Directions to Pinnacle Bank Arena

### From Interstate 80:

From Interstate 80, take the I-180 South / Downtown Exit 401. Follow I-180 south to downtown Lincoln that flows into 9th Street. Follow 9th Street south to N Street. Go west on N Street to Pinnacle Arena Drive. Go north on Pinnacle Arena Drive to the parking areas and the arena.

### From North and East Lincoln:

Take Cornhusker Highway, Vine Street or O Street to the North Antelope Valley Parkway. Follow the North Antelope Valley Parkway to the Salt Creek Roadway. Go west on the Salt Creek Roadway through the round-a-bouts by Memorial Stadium to Pinnacle Arena Drive. Follow Pinnacle Arena Drive to parking areas and the arena.

### From South Central and West Lincoln:

Take 10th Street north to N Street. Go west on N Street to Pinnacle Arena Drive. Go north on Pinnacle Arena Drive to parking areas and the arena.

### From West Lincoln:

Take West O Street to Sun Valley Blvd. Follow Sun Valley Blvd. north to Line Drive. Follow Line Drive to parking areas. A pedestrian bridge connects the north parking areas to the arena. Take Rosa Parks Way east toward downtown to 10th Street. Follow 10th Street to N Street. Take N Street west to Pinnacle Arena Drive. Follow Pinnacle Arena Drive to parking areas and the arena.

### From Central and South Lincoln:

From Capitol Parkway, take the South Antelope Valley Parkway north to Salt Creek Roadway. Go west on Salt Creek Roadway through the round-a-bouts by Memorial Stadium to Pinnacle Arena Drive. Follow Pinnacle Arena Drive to parking areas and the arena.

### Access to the north parking area

#### (Festival Space/1300 surface parking spaces):

Access to the north parking areas is from Sun Valley Blvd. Take Sun Valley Blvd. to Line Drive. Follow Line Drive to the parking area. A pedestrian bridge connects the north parking area (Festival Space) to the arena.

# GENERAL INFORMATION

## ■ Airports

### LINCOLN AIRPORT (4 Miles)

2400 W. Adams Street  
Lincoln, NE 68524

The Lincoln Airport is in the northwest corner of Lincoln and served by Delta Airlines and United Express.

### CHARTER AIR SERVICES:

#### Duncan Aviation

Phone: 1.402.475.2611

#### Silverhawk Aviation

Phone: 1.402.475.8600

### PINNACLE BANK ARENA TO LINCOLN AIRPORT:

- Head north on Pinnacle Arena Dr
- Continue straight onto N 8th St
- At the traffic circle, take the 2nd Exit onto Salt Creed Roadway
- Turn left to merge onto US-6 w/ Cornhusker Hwy toward I-80 W
- Continue onto NW 12th St
- Turn left onto W Adams Street

### LINCOLN AIRPORT TO PINNACLE BANK ARENA:

- Head northwest on W Adams St
- Turn right onto NW 12th St
- Continue onto W Cornhusker Hwy
- Take the US-34 E/I-180 S ramp to Downtown
- Turn right onto R St
- Turn right onto Pinnacle Arena Dr

### OMAHA EPPLEY AIRFIELD AIRPORT (55 Miles)

4501 Abbott Drive  
Omaha, NE 68110  
www.lincolnairport.com

### CHARTER AIR SERVICES:

#### Travel Management Company, LTD

Phone: 1.888.696.0475

#### Silverhawk Aviation

Phone: 1.888.504.8839

### PINNACLE BANK ARENA TO EPPLEY AIRFIELD:

- From I-80 West toward Omaha.
- Merge onto I-80 E via Exit 401D toward Omaha. 3. Merge onto I-480/US- 75 N via Exit 452 toward Eppley Airfield/ Downtown.
- Keep right to take US-75 N via Exit 2C.
- Take Cuming St exit toward NE-64.
- Turn right onto Cuming St. Cuming St becomes Abbott Dr. 4501 Abbott Dr is on the right.

### EPPLEY AIRFIELD TO PINNACLE BANK ARENA

- Go north on Abbott Dr toward Fort Ct.
- Take Abbott Dr toward US-75
- Abbott Dr becomes Storz Expy
- Merge onto US-75 S Toward I-480
- Merge onto I-80 W via Exit 452C toward Lincoln
- Take the I-180/US-34 exit, Exit 401 toward Downtown/ 9th Street
- Merge onto US-34E via Exit 401A toward Downtown/9th Street

# GENERAL INFORMATION

## ■ First-Aid Services

The Pinnacle Bank Arena has professionally trained emergency personnel on site. First aid facilities are available on the Main Concourse outside of Section 112.

## ■ Medical

### Lincoln Fire & Rescue Station #1

1801 Q Street  
Phone: 402.441.8360

### Bryan/LGH West Hospital

2300 S. 16th Street  
Phone: 402.481.1111

### Hartland Urgent Care

965 S. 27th, Suite D  
Phone: 402.477.3505

### Saint Elizabeth Regional Medical Center

555 S. 70th, Lincoln, NE 68510  
Phone: 402.219.8000

## ■ Doctors

Contact Event Manager

## ■ Chiropractor

Contact Event Manager

## ■ Massage Therapist

Contact Event Services Manager for suggestions

## ■ Pharmacy

### Walgreens

1301 O St.	402.476.6898
815 N. 27th St.	402.435.5151
1404 Superior St.	402.477.2622

### CVS

4800 O St.	402.467.1134
1550 South St.	402.477.0367

## ■ Oxygen

Contact Event Manager

## ■ Gym

The Lincoln Gym	402.649.5581
Prairie Life	402.475.3386 >> JoAnn

# GENERAL INFORMATION

## Hotels

<b>Hilton Gardens Inn</b> » 801 R St.	402.475.9000
<b>Courtyard by Marriott</b> » 808 R St.	800.238.0767
<b>Embassy Suites</b> » 1040 P St.	402.474.1111
<b>The Graduate</b> » 141 N 9th St.	402.475.4011

## Limousine

### Limousine Services

4035 S. 81st, Lincoln NE 68506  
Phone: 402.891.1168

## Laundry

<b>Laundry Land</b> » 2042 J St.	402.474.4363
<b>Hangers Dry Cleaners</b> » 2101 G St.	402.435.3217

## CVB

### Lincoln Convention and Visitors Bureau

1128 Lincoln Mall #100  
Lincoln, NE 68508  
Phone: 402.436.2350

The Lincoln Convention and Visitors Bureau is the only officially recognized sales and marketing organization for the Lincoln area.

## Ticket Office Hours & Address

**Hours** » Monday — Friday from 11:30AM — 5:30PM

*Evening, weekend and holiday hours vary according to event schedules and public onsales.*

**400 Pinnacle Arena Drive  
Lincoln, Nebraska 68508**

The main ticket lobby is located inside for comfort in all weather conditions on the south side of the venue.

## Ticketing Information

Ticketmaster is the official ticketing service for non-university events at Pinnacle Bank Arena.

**Purchase tickets online** » [www.ticketmaster.com](http://www.ticketmaster.com)

**Pinnacle Bank Arena ticket office** » 402.904.5600 \*

*\* For general information only, tickets cannot be purchased through this phone number*

To purchase tickets for Husker basketball games, please visit [Huskers.com](http://Huskers.com).



# BACKSTAGE INFORMATION

EVENT LEVEL FUNCTION SPACES	SQ. FEET	SHOWERS	RESTROOMS	TVs
Small Dressing Room	240	1	1	0
Small Dressing Room	240	1	1	0
Large Dressing Room	325	1	1	1
Large Dressing Room	325	1	1	1
Large Dressing Room	300	1	1	1
Green Room	550	1	1	2
Production Office	275	0	0	1
Officials' Meeting Room	280	0	0	1
Locker Room — Men	225	2	2	0
Locker Room — Women	200	2	2	0
Visitor Locker Room	530	5	4	2
Locker Room — Coaches	160	1	1	0
Locker Room — Coaches	130	1	1	0
Office	160	0	0	0
Office / Training Room	190	0	0	0
Character Dressing Room	475	5	4	2
Locker Room — Coaches	130	1	1	0
Locker Room — Coaches	120	1	1	0
Office	140	0	0	0
Office / Training Room	170	0	0	0
Office / Storage	125	0	0	0
Dedication Dressing Room *	325	5	4	2
Office	130	0	0	0
Office / Training Room	175	0	0	0
Office / Storage	90	0	0	0
Courage Dressing Room *	325	5	4	2
Office	130	0	0	0
Office / Training Room	175	0	0	0
Office / Storage	90	0	0	0
Press Workroom	1175	0	0	3
Goldenrod Room **	2225	0	0	4
Cottonwood Room **	625	0	0	2
Haymarket Room	1325	0	0	2
Interview Room	600	0	0	1

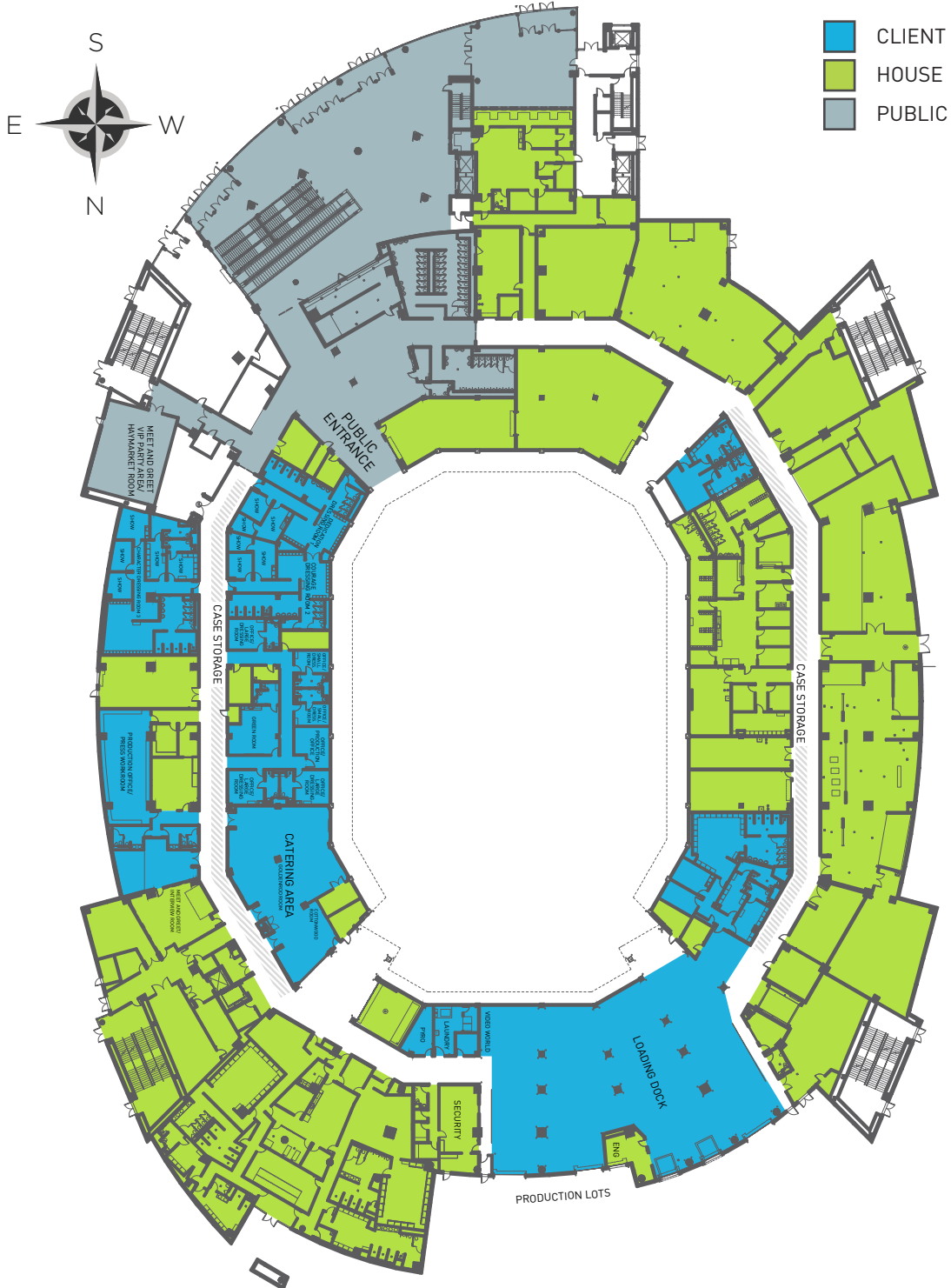
\* Rooms can be combined

\*\* Rooms can be combined

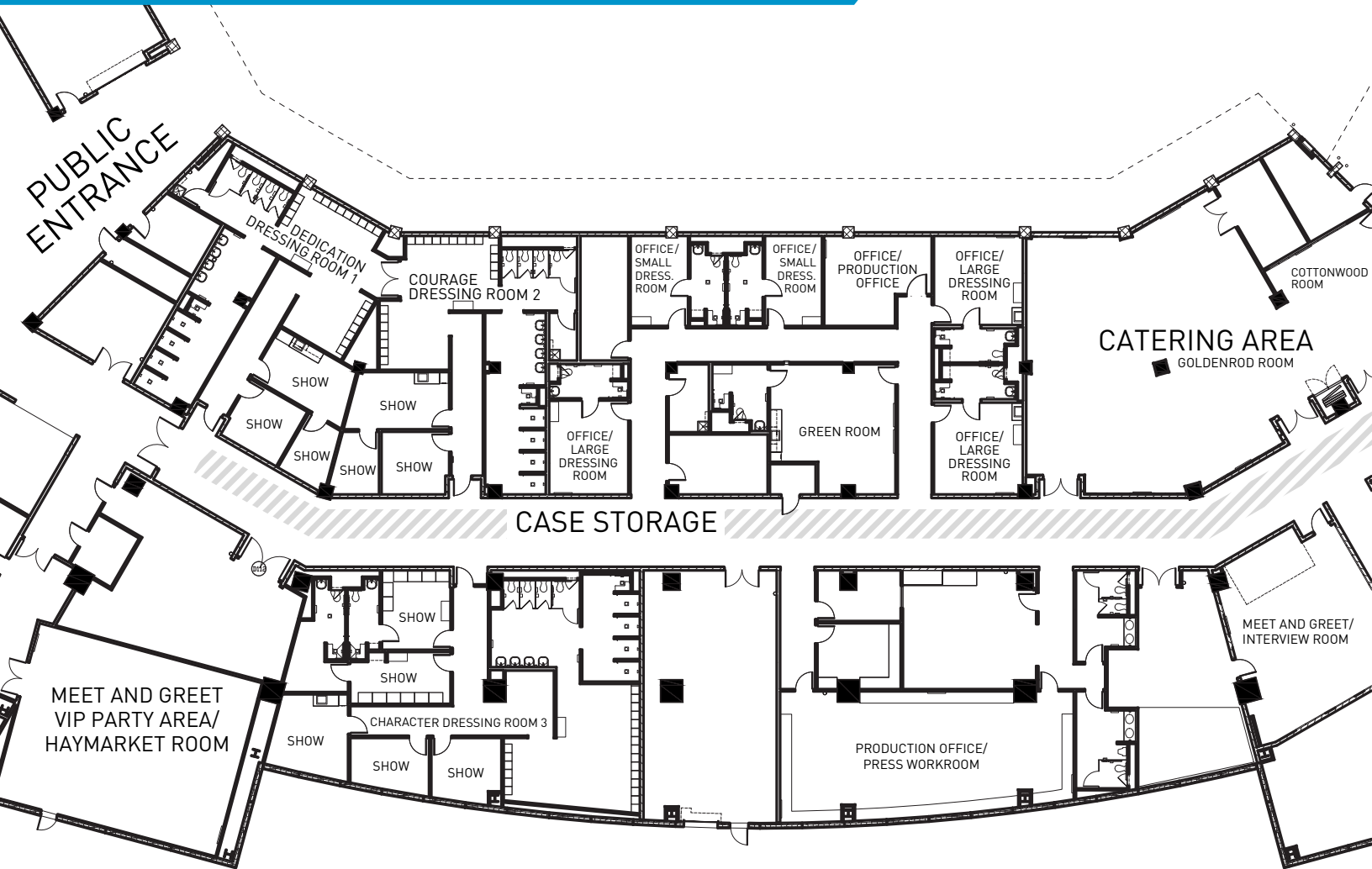
Rooms subject to availability

For photos of event level function spaces, see page 22.

# BACKSTAGE INFORMATION



# BACKSTAGE INFORMATION



## Amenities

**“DEDICATION” DRESSING ROOM 1** » Includes office, training room and lockers.

**“COURAGE” DRESSING ROOM 2** » Includes office, training room and lockers.

**“CHARACTER” DRESSING ROOM 3** » Includes office, training room and lockers.

## Freight Elevators

**FREIGHT ELEVATOR 1 (LARGE FREIGHT)** » 10,000 lb  
 Dimensions: 9'H x 10'W x 15'L  
 Access Door Dimensions: 9'

**FREIGHT ELEVATOR 2 (SMALL FREIGHT)** » 5,000 lb  
 Dimensions: 9'H x 5'9"W x 9'L  
 Access Door Dimensions: 4'5"



# EQUIPMENT

## ■ Electrical Show Power

LOCATION	AMPS	PHASE	VOLTS
Stage Right / Front of House — 200' From Stage *	(3) 400	3	120/208
	(4) 200	3	120/208
Stage Right — Back of House *	(3) 400	3	120/208
	(4) 200	3	120/208
Stage Left — Back of House *	(3) 400	3	120/208
	(3) 200	3	120/208
	(1) 100	3	120/208
Rigging Grid	(4) 100	3	120/208
Truck/Bus Power	(12) 200	3	120/208
	(2) 60	3	120/208
Satellite Truck Power	(1) 200	3	120/208
	(1) 30	3	120/208
Satellite Uplink Pedestal	(1) 200	3	120/208
	(1) 20	3	120/208
Site Power Pedestals - (4)	(1) 60	3	120/208
	(4) 20	3	120/208
Festival Space	(1) 400	3	120/208
	(1) 200	3	120/208
	(9) 100	3	120/208

\* Power is serviced by a 500 kVA Transformer = 1600 amps, 3-phase

# EQUIPMENT

## Operational Equipment

### STAGERIGHT STAGING

- Heights range from 48" to 78" in 2" increments
- 4' x 8' sections (any size from 4' x 8' to 56' x 76' as long as one dimension is divisible by 4' and the other is divisible by 8')
- ADA ramp, stairs, guardrails
- Skirted stage
- Extra staging available

### STAGERIGHT BARRICADE

- 80' of Mesh Barricade CC-500 V2 4' wide, 56" deep, with step extensions
- Includes (2) Corner Wedge Plates, (2) Thrust Assembly Inside Corner, (4) Thrust Assembly Outside Corner Left, (4) Thrust Assembly Outside Corner Right

**RISERS** » 12" to 24" High

**FORKLIFTS** » Total of 3

- (2) Nissan 4000lb capacity
- (1) Nissan 7000lb capacity

**BIKE RACK** » 80 // 8 Foot Sections

**SCISSOR LIFTS** » 2 – Genie 30'

**ARTICULATING BOOM LIFT** » 1 – JLG600AJ with 66' platform height

**CONCERT SEATS** » 2200 Folding Chairs

## Technical Equipment

### SPOTLIGHTS

- (6) 2000 watt Lycian 1290XLT
- (4) 3000 watt Lycian 1295XLT

## Pipe & Drape

- 500' of 8' black Poly Premier Cloth

## Tables

- (160) 72" Round Tables
- (48) 6 x 30 Standard Tables
- (200) 8 x 30 Standard Tables
- (48) 6 x 18 Classroom Tables
- (48) 8 x 18 Classroom Tables

## Tensa Barricades

- (200) 10' stanchions

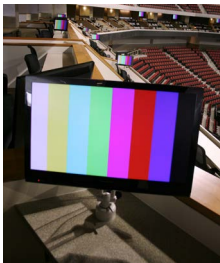
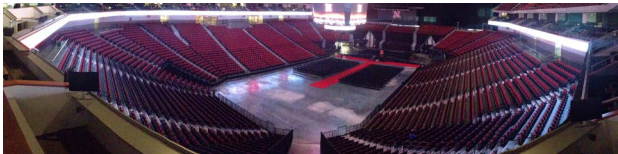
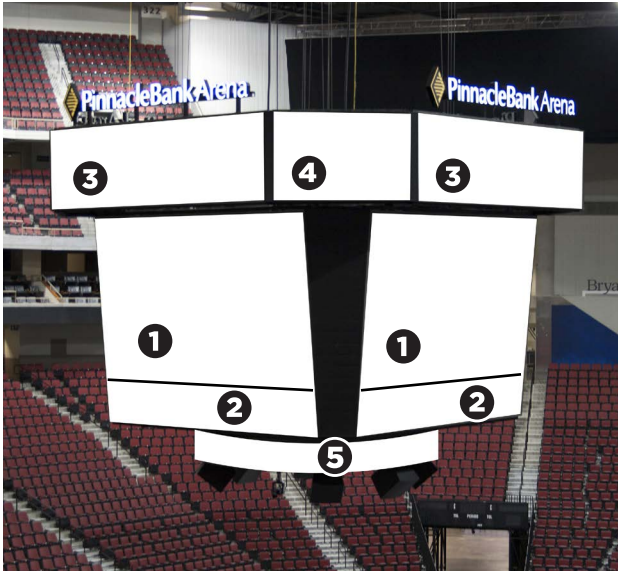
## Dressing Room Furniture

- Two (2) sets of Red Couch and Loveseat
- Two (2) sets of White Couch and Loveseat
- Two (2) Green Couches (6' between arms)
- Two (2) Tan Couches (6' between arms)
- Assortment of end tables, coffee tables and lamps

## Laundry Equipment

- (1) Commercial washer — IPSO IPH060
- (2) Commercial dryer — IPSO IT075
- Washer & dryer hookups

# EQUIPMENT



## Digital Signage Specifications

### 1. MAIN » 1280 x 720

#### VIDEO REQUIREMENTS FOR MAIN:

- Format: 720p DVCPRO HD
- Framerate: 59.94 fps
- Delivery method: link to download file

### 2. SCORE » 1120 x 210

### 3. UPPER » 1120 x 320

### 4. CORNER » 288 x 192

### 5. HALO » 1920 x 72

#### VIDEO REQUIREMENTS FOR 2, 3, 4 & 5:

- Formats: Uncompressed AVI, 29.97 fps  
Quicktime Animation RLE, 30 fps
- Audio: No audio
- Delivery method: link to download file

## RIBBON BOARD

runs the perimeter of the arena floor

» 9712 x 40

#### RIBBON VIDEO REQUIREMENTS:

- Formats: Uncompressed AVI, 29.97 fps  
Quicktime Animation RLE, 30 fps
- Audio: No audio
- Delivery method: link to download file

## IPTV SCREENS

standard 16:9 aspect ratio

» 1920 x 1080

#### IPTV VIDEO REQUIREMENTS:

- Format: MPEG2 Transport Stream
- Framerate: 29.97 or 59.94 fps
- Audio: No audio
- Delivery method: link to download file

## Web graphic requirements

- Main homepage header image: **1944 x 770 px** (We prefer high quality photographs in this space rather than tour artwork/admats.)
- Event detail page image: **965 x 520 px** (Either photography or tour artwork is acceptable for this space. Please do not include event date on image.)
- Event thumbnail image: **544 x 408 px** (Either photography or tour artwork is acceptable for this space. Please do not include event date on image.)

## Video contact

**Joe Mack**, Technology Services Manager  
Office: 402.904.5661  
jmack@pinnaclebankarena.com

## Static/non-motion graphic requirements for all digital screens

- All graphics should be at 72ppi or higher
- Image files should be in JPG or PNG format

# RIGGING INFORMATION

## ■ Rigging Load Criteria

The following defines the acceptable loading criteria applicable to all rigging loads hung from the rigging beams and truss bottom chords for the arena. Please contact an event coordinator for additional information.

**Floor to Rigging Grid** » 90 ft. from floor to bottom of steel

**Rigging Capacity** » 160,000 lbs. end stage and 125,000 lbs. center stage

**Overall grid Dimensions** » 100' wide x 212' long

**Scoreboard Bay Dimensions** » 40' x 40' over centerlines of the arena. Cannot rig through scoreboard bay

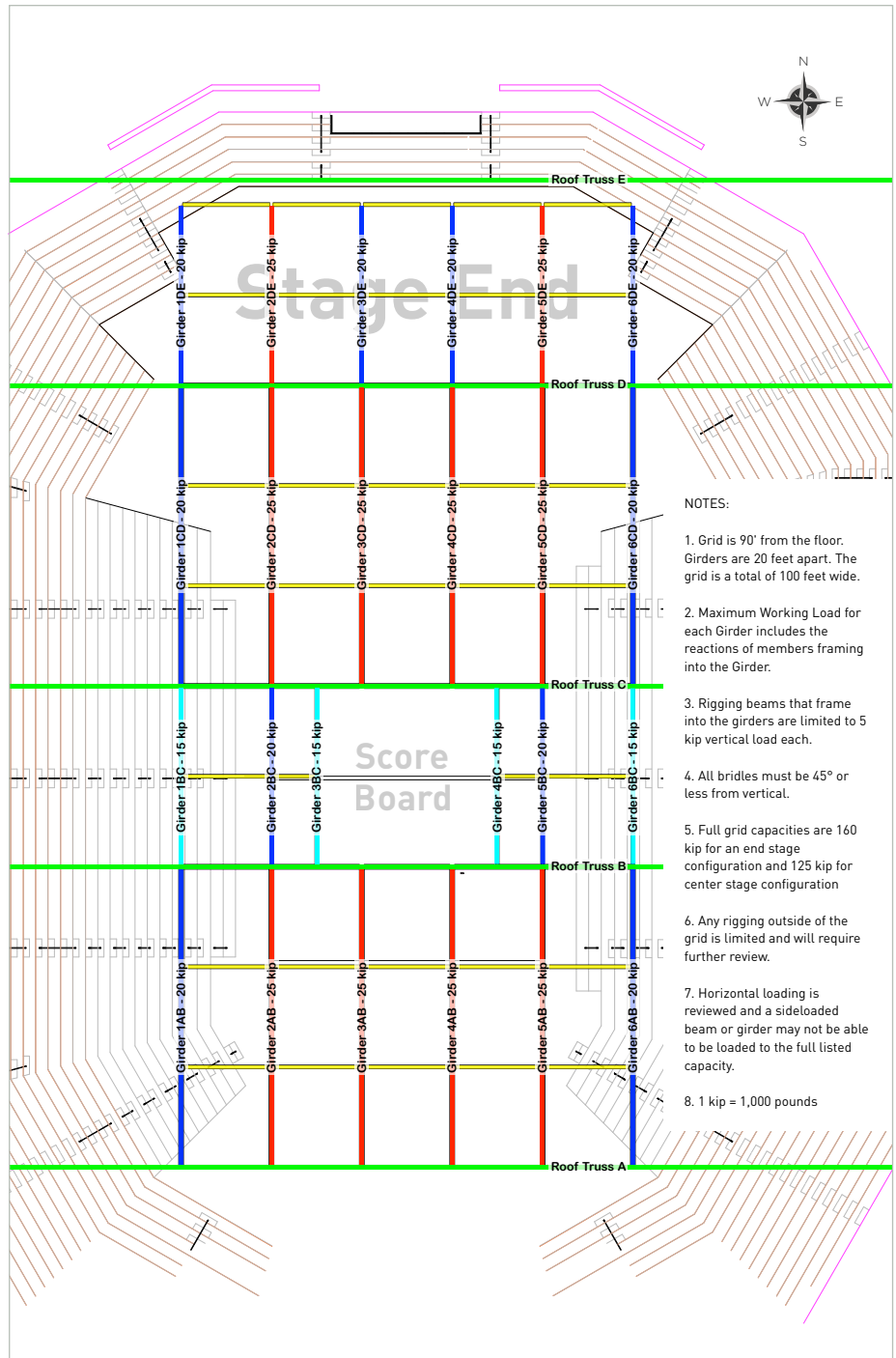
## ■ Stagehand Providers

### Labor Service Company

ASM Global, acting as operator and manager of the Pinnacle Bank Arena, has approved the following stage labor company to provide service at the facility. For scheduling of stagehands, please contact Event Manager to contract labor services for events.

### IATSE Local 151

All event labor invoices are the responsibility of the show promoter and the arena will not become a party to disputes between the promoter and the labor provider.





# RIGGING INFORMATION

## ■ Rigging Policies

- Hard hats are required on the event floor while there are riggers working on the grid.
- All production rigging done in the PBA must be attached to the rigging grid. Any rigging outside of the grid will need to have engineering approval and will include additional charges.
- A scaled rigging plot needs to be submitted to the arena no later than 14 days prior to load in. The rigging plot must include calculated weight per point. The PBA may install load-monitoring equipment on any rigging point hung in the arena to verify loads. Any on-site deviation from the submitted plot will need additional approval.
- Heavier productions will require a higher level of oversight to ensure that they are rigged within the rigging grid capacities. See Rigging Grid Capacities for more details. There may be additional charges.
- The IATSE Local 151 is the arena rigging labor provider. All rigging on the grid must be performed through the contract with Local 151. See Rigging Procedures for further details about attaching to the grid.
- All chain hoists used overhead must adhere to the ASME B30.16 standards.
- All truss used overhead must adhere to the ANSI E1.2 standards
- All hardware used to support equipment overhead must be rated and used appropriately.

## ■ Rigging Procedures

### Up riggers gear requirements:

- ANSI Z359.1 harness
  - dual safety lanyard
  - gloves
  - appropriate length rope
  - locking shiv
  - appropriate shoes
- All up riggers must have a thorough understanding of the horizontal safety system and the safe and correct use of the components of the system.
  - No bridle attachment can be shallower than 45°.
  - “Free rappelling” is not allowed from anywhere in the arena. Use of a rappel to gain access must be used as an absolute last resort and must be done with properly rated equipment and anchorage. A secondary safety system (vertical life line or belay) is required for all rappels.
  - Rescue equipment for the horizontal life line system will be available and regularly inspected. All up-rigging crews will have at least one person trained on the operation and location of the rescue equipment.
  - Solo beam access is not allowed. Any up-rigger working on the rigging grid must have at least one other up-rigger working with them.

# BUILDING SAFETY

## ■ Fire Safety Requirements

### Pyrotechnics

Pyrotechnicians must have an approved Nebraska Pyrotechnic license. A demonstration for the City of Lincoln Fire Marshall is needed prior to the event. There are also additional insurance requirements that your Event Manager can explain.

### Fire Extinguishers

The Pinnacle Bank Arena has six 20 lb dry chemical and six 20 lb CO2 fire extinguishers available to rent. Rates can be obtained from your Event Manager.

### Seating Plans

The Pinnacle Bank Arena Event Services Director must approve all seating arrangements prior to on-sale. The blocking of aisles, exits or corridors of any type is illegal and prohibited.

### Novelty Stands

There are set locations for novelty sells in the Pinnacle Bank Arena. The locations of the novelty stand can be provided to you by your Event Manager.

### Electrical Wiring

Electrical wiring must be grounded and UL listed. Extension cords may be used provided they are plugged directly into an outlet or an approved strip. All cords and wiring must be taped down to minimize any potential tripping hazards. All hard wiring must be done by a Pinnacle Bank Arena electrician.

### Open Flame Devices

Open flame devices are not permitted in the Pinnacle Bank Arena unless specifically approved by the Lincoln Fire Marshall.

### Standby Inspector

If determined by the Lincoln Fire Department, a standby Fire Marshall will be staffed during event. Any costs for this additional requirement will be the responsibility of the promoter.

### Emergency Evacuation Plan

If the need arises to evacuate, an emergency evacuation plan is available for your review if requested. Please see your Event Manager for further information.

# SEATING INFORMATION

## Seating Capacities

CONFIGURATION	SEAT COUNT
End Stage 180°	12,300
End Stage 270°	14,000
End Stage 360°	15,000
Half-House Curtain	3,800 - 9,000
Basketball	15,500
Upper Bowl Curtain Basketball	11,300
GA Floor	3,500

\* These seats are estimates only. Seat counts are subject to change based on individual show requirements. The floor plans are unique for each event. Please see Event Coordinator for the specific event floor plan.

## Event Floor Dimensions

CONFIGURATION	SIZE
Basketball	157'7" x 86'4"
End Stage 270°	211' x 86'4"
Center Stage	157'7" x 86'4"
Open Floor (with retracts)	157'7" x 86'4"
Total Open Floor (all retracted)	234' x 141'

\* The event floor is equipped with floor inserts to accommodate a variety of events. Please consult with the Event Coordinator to determine the requirements of the event productions.

## ADA Seating

Pinnacle Bank Arena complies with the Americans with Disabilities Act (ADA) 1990 and 2010 regulations.

# FOOD & BEVERAGE/CATERING

## ■ SAVOR...Lincoln

SAVOR...Lincoln is the exclusive in-house supplier for all Food & Beverage purposes at Pinnacle Bank Arena. For additional information regarding catering services, please contact Addie Vallier (avallier@pinnaclebankarena.com).

SAVOR...Lincoln offers diverse menus to satisfy any occasion.

## ■ SAVOR...Lincoln Contact

**GLENN BATEMAN** Director of Food and Beverage  
Office: 402.904.5710  
gbateman@pinnaclebankarena.com

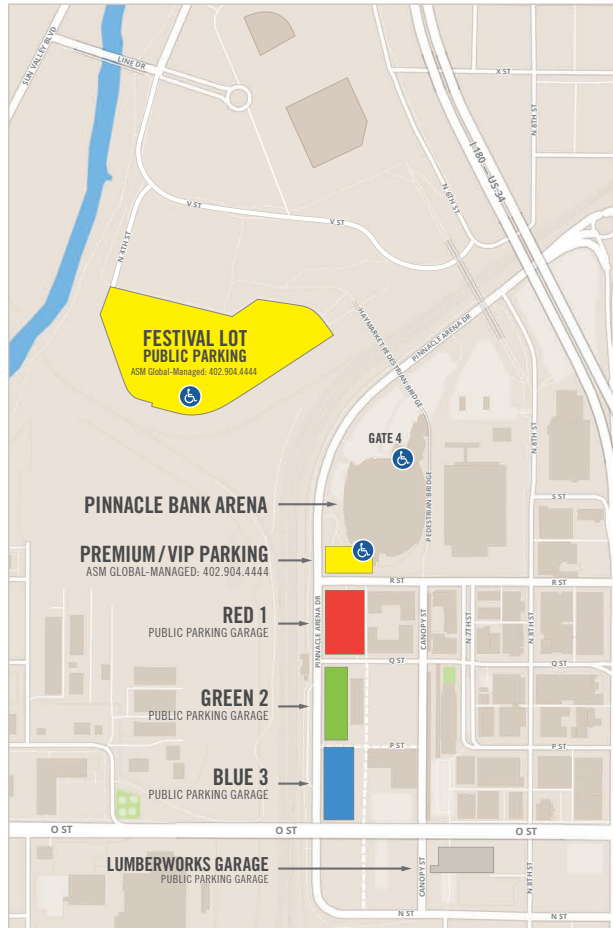
## ■ Hospitality Spaces

Level	Room Title	Square Footage	Banquet Capacity	Reception Capacity
Event	Arena	30000	1600	2300
Event	Haymarket	1325	70	90
Event	Goldenrod*	2225	100	150
Event	Cottonwood*	625	30	50
Concourse	Club Lounge & Bar	4300	100	125
Premium	Premium Bar	4500	225	275
Concourse/Exterior	Capitol Terrace	6800	—	500
Concourse/Exterior	Stadium Terrace	13000	—	1000
Concourse	Bryan Health Zone	12000	400	875

\* Rooms can be combined

# PARKING

PARKING GARAGE / LOT	SPACES
Premium Garage	250 Permit
Festival Space Lot	1300
Red 1 Garage	950
Green 2 Garage (Opens Fall 2014)	700
Blue 3 Garage (Opens Summer 2014)	950
Lumberworks Garage	500
Lots 7 and 18	500
Lots 19, 20 & 21	1650



# BOOKING PROCEDURES

## ■ Calendar of Events

The Pinnacle Bank Arena maintains an official event calendar for the booking of all available areas within Pinnacle Bank Arena. The public calendar found on our Web site is not the booking calendar. Please contact a Booking Manager for tentative open dates for your upcoming event.

## ■ Contract Execution

Pinnacle Bank Arena will prepare a written contract to be signed by the client. All terms are subject to change until the contract has been signed and fully executed by both parties. Any additions made to the contract should be in writing and signed by both parties.

## ■ Rent Deposit

In addition to the rental contract, events may be required to provide a rental deposit. If tickets sales are not adequate to cover building expenses, the client may be required to make additional deposits prior to event date.

If deposits are not made by the agreed upon date, the event is subject to cancellation and deposit forfeited. Pinnacle Bank Arena requires all clients to obtain their own insurance stating City of Lincoln, Pinnacle Bank Arena/ ASM Global & West Haymarket Joint Public Agency as Additional Insured. If insurance is not obtained by the client with (7) seven business days prior to event, event is subject to cancellation.

## ■ Insurance & Indemnification Requirements

Pinnacle Bank Arena requires all clients to obtain their insurance stating Pinnacle Bank Arena/ ASM Global, City of Lincoln and West Haymarket Joint Public Agency as Additional Insured. If insurance is not obtained by the client within (30) thirty business days prior to event, event is subject to cancellation.

**Bodily Injury** » \$2,000,000

**Property Damage** » \$2,000,000

**Additional Insured** » City of Lincoln & West Haymarket  
Joint Public Agency

## Settlement

At the conclusion of the event, the client is responsible to settle all outstanding expenses and contractual fees.

At settlement, the client will be presented with proof of expenses acquired during client's events. (Example: Advertisement Expenses, Ticket Office Reports, Catering, Rent Balance, Taxes, Ticketing Expenses, Reimbursable Expenses, et cetera)

# MARKETING

Pinnacle Bank Arena's marketing team is prepared to provide you with a host of services specifically in target marketing, media planning, promotions, group services, creative services and publicity. Our comprehensive marketing resources will bring exposure to your event, ensuring a distinct advantage for generating maximum ticket sales and a successful event.

Through our extensive relationships with local and national trade, business, sports and entertainment media contacts, Pinnacle Bank Arena can capitalize on optimum publicity for your event.

In addition, each event receives significant exposure through in-house venue resources.

All advertising expenses are due at event settlement, unless prior arrangements have been made. All advertising documentation will be presented at event settlement.

To begin your marketing campaign or for more information, please contact:

**Lynn Higginbotham**, Director of Marketing  
Office: 402.904.5620  
lhigginbotham@pinnaclebankarena.com

**For more information, visit:**  
[www.PinnacleBankArena.com](http://www.PinnacleBankArena.com)

# BUILDING POLICIES

## ■ Camera/Recording Policy

No cameras, video or audio recording devices are permitted inside the Pinnacle Bank Arena unless approved in advance by show or building management.

## ■ Prohibited Items

We ask all guests to arrive early and travel light, as you may be subject to search, which includes metal detecting hand wands upon entry. For safety reasons, prohibited items include but are not limited to:

- BAGS, FANNY PACKS, BACK PACKS, OR LARGE PURSES. (An exception will be made for medically necessary items after proper inspection.)
- Alcohol, drugs, illegal substances or any paraphernalia associated with drug use
- Animals (Service animals are welcome)
- Audio/Video recorders, professional cameras, or tripods
- Cans, glass bottles, bottles, coolers & picnic baskets or other similar containers
- Fireworks
- Flags/Signs with poles
- Frisbees
- Laser pens/pointers of any type
- Musical instruments
- Noisemakers such as air horns or Vuvuzelas
- Outside food and beverage
- Pepper spray/Mace
- Selfie sticks, iPads/tablets/computers
- Signs larger than 8.5" x 11"
- Strollers
- Umbrellas
- Water bottles
- Weapons including pocket knives, tasers, firearms & spiked jewelry (these items will be confiscated and not returned)

If any item is revealed during a search, patrons may dispose of the item or they may return to their vehicle with the item. The Pinnacle Bank Arena does not safeguard any personal belongings or items of any type.

***Pinnacle Bank Arena and show management retains the sole right to determine the type of pre-event screening.***

## ■ Clear Bag Policy

Only CLEAR BAGS and small clutch-sized purses are allowed at entry. See here for clear bag policy: [pinnaclebankarena.com/bagpolicy](http://pinnaclebankarena.com/bagpolicy)

## ■ No Re-Entry Policy

For your safety, once a person exits the Pinnacle Bank Arena, re-entry is strictly prohibited. Any re-entry will be handled on a patron-to-patron basis.

## ■ Children's Entry Policy

Most events do not require a ticket for children under the age of two. However, in order for a child to have his or her own seat, a ticket is required. Some shows intended for young children do require children over the age of one to have a ticket. Please contact the Pinnacle Bank Arena in advance to verify the policy for a specific event.

## ■ Smoking Policy

In accordance with Lincoln City ordinances, smoking is prohibited in all public areas at the Pinnacle Bank Arena including the arena and concourses. There is one smoking area located off the main concourse.



# PHOTOS



CATERING / GOLDENROD ROOM



CATERING / COTTONWOOD & GOLDENROD ROOMS COMBINED



MEET & GREET / HAYMARKET ROOM



GREEN ROOM



PRODUCTION OFFICE

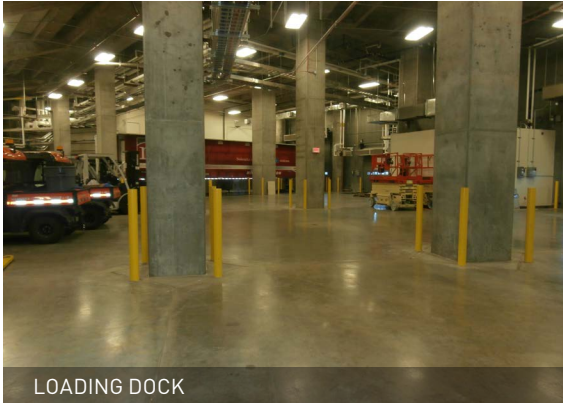


OFFICE / LARGE DRESSING ROOM

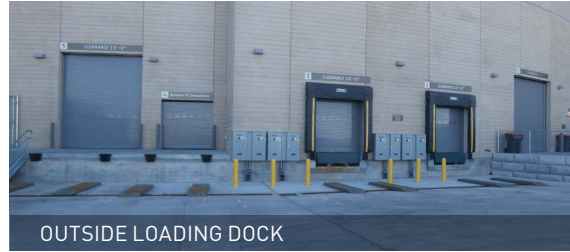


OFFICE / SMALL DRESSING ROOM

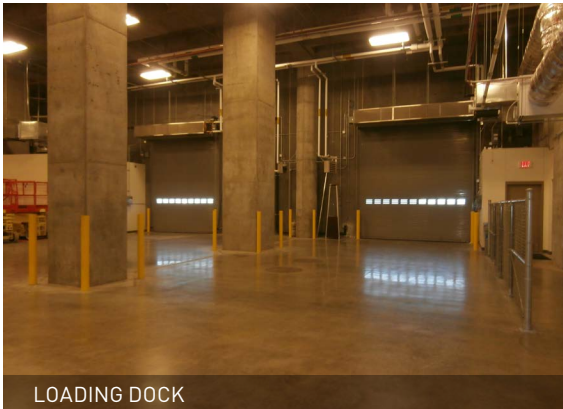
# PHOTOS



LOADING DOCK



OUTSIDE LOADING DOCK



LOADING DOCK



MEET & GREET / INTERVIEW ROOM



PRODUCTION OFFICE / MEDIA WORKROOM



STANDARD LOCKER ROOM

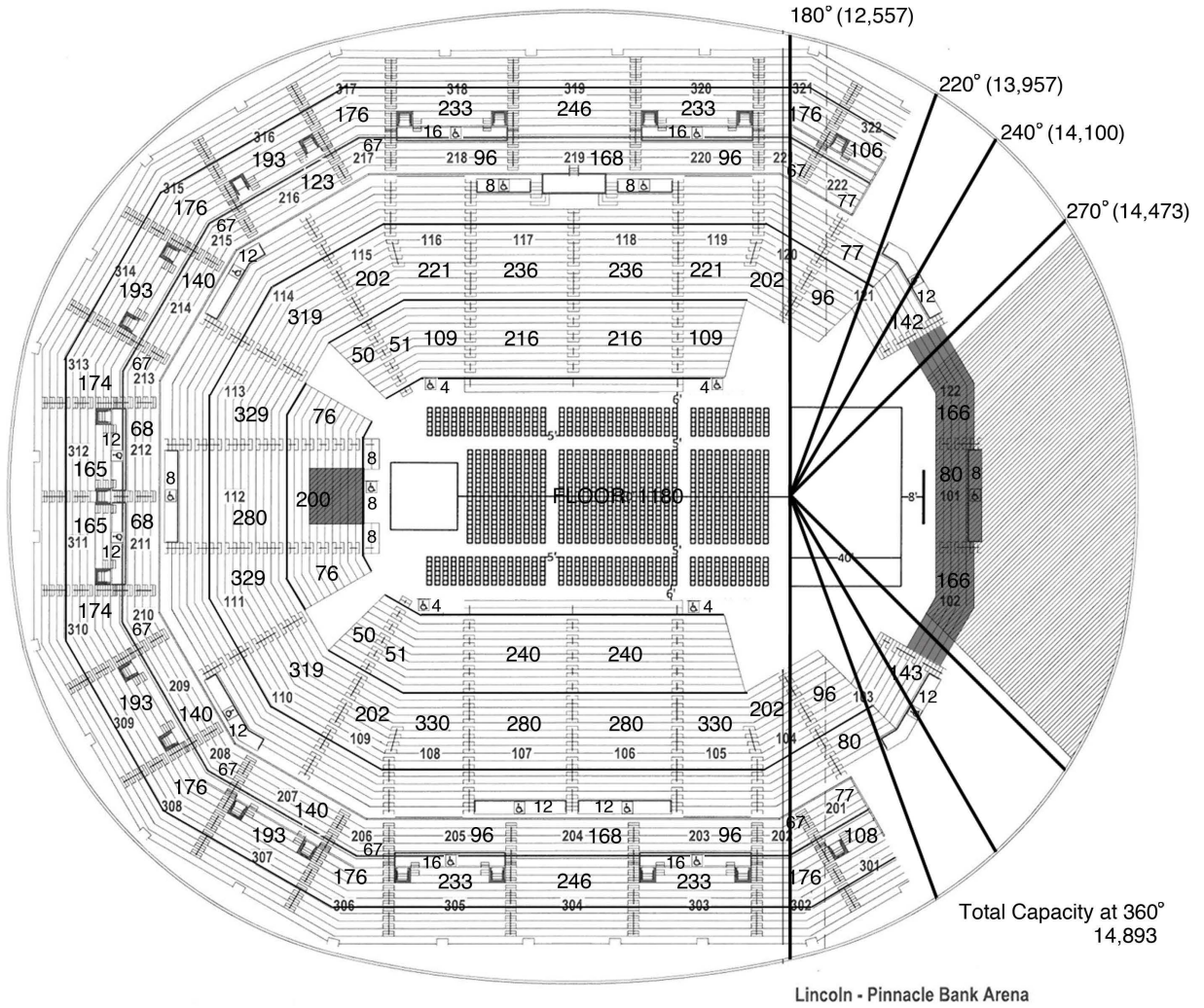


STANDARD COACH'S OFFICE



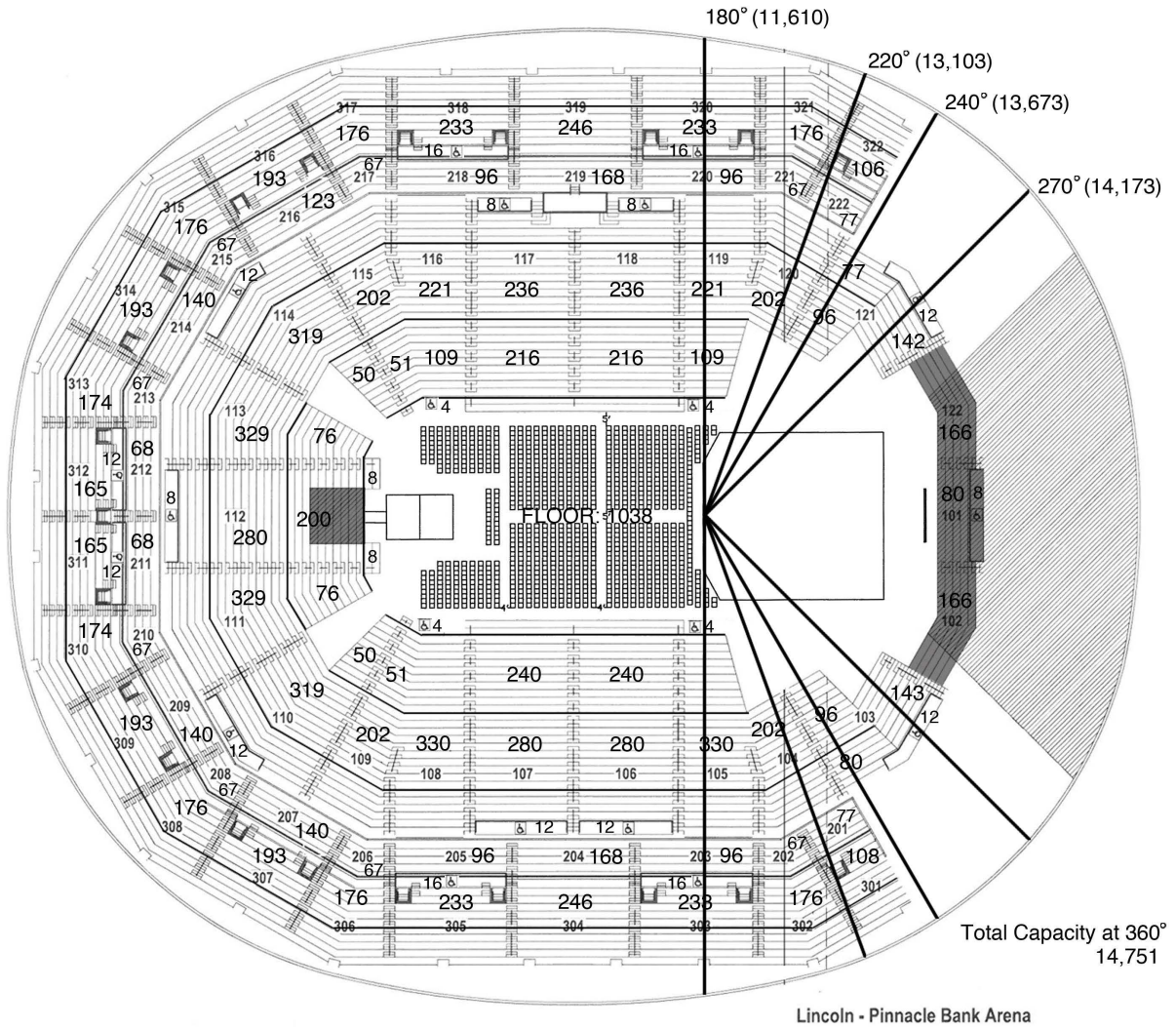
STANDARD TRAINING ROOM

# CAPACITY MAPS





# CAPACITY MAPS





# CAPACITY MAPS

