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**ADDITION FINANCIAL  
ARENA**

**PRODUCTION  
GUIDE**

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# STAFF DIRECTORY

## MANAGEMENT

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## BOX OFFICE

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**REESE WILLIAMS** Operations Manager  
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# GENERAL INFORMATION

## ADDRESS/SHIPPING ADDRESS

**Addition Financial Arena**  
**University of Central Florida**

12777 Gemini Blvd N.  
Building 50  
Orlando, Florida 32816

Tel: 407.823.3070

Fax: 407.882.0010

Website: [www.AdditionFiArena.com](http://www.AdditionFiArena.com)

## MANAGEMENT

Addition Financial Arena, managed by Oak View Group, is home to the UCF Men's and Women's basketball programs, as well as concerts, family shows, and other attractions for the Central Florida area.

Oak View Group (OVG) is the global leader in live experience venue development, management, premium hospitality services, and 360-degree solutions for a collection of world-class owned venues and a client roster of arenas, convention centers, music festivals, performing arts centers, and cultural institutions. Founded by Tim Leiweke and Irving Azoff in 2015, OVG is the leading developer of major new venues either open or under development across four continents.

## FACILITY HISTORY

Addition Financial Arena is a 252,000 square foot multipurpose, air-conditioned facility that opened in September 2007. This state-of-the-art facility houses 17,000 square feet of exhibition space which can be utilized for basketball or adapted for various sports such as volleyball, wrestling, gymnastics, cheerleading, boxing, MMA, and weightlifting. The arena facility can also be transformed for concerts and banquets or as a convention/trade show event. Suites, meeting rooms, locker/dressing rooms, a training room, kitchen, and seven concession stands are also housed in the facility.



# GENERAL INFORMATION

## ORLANDO MARKET

Orlando is one of the fastest-growing cities in the United States, with a metropolitan population of over 2 million people, making it the 7th largest metropolis in the Southeast United States. Orlando International Airport is the 13th busiest airport in the United States and the 34th busiest airport in the world. Orlando is best known for its tourism industry, which attracts over 75 million visitors each year. Famous Orlando attractions include Walt Disney World Resort, SeaWorld, and Universal Studios. Along with being the number one tourist destination in the United States, Orlando is also a center for digital media, aviation, agricultural technology, aerospace, software design, and bio medicine. Orlando is also known for its beautiful weather, boasting an average annual temperature of 82 degrees.

## ARENA LOCATION

Addition Financial Arena is located on the campus of the University of Central Florida, which is currently the second largest university in the United States with over 70,000 students and 12,000 faculty and staff. UCF has made noted research contributions in areas such as digital media, engineering and computer science, education, and hospitality management. The UCF Knights are all-sport members of the American Athletic Conference.

Located on the east side of Orlando, the arena is easily accessed from all major roadways. With a population of 2.8 million within a 50-mile radius, Addition Financial Arena has become a prime location for concerts, family shows, and sporting events. Strategically located twenty minutes from downtown Orlando, 90 minutes from Tampa, and three hours from Jacksonville, the arena is easily accessible via route 417 or route 408.

## MAJOR EVENTS

- Lady Gaga - **SOLD OUT**
- Michael Buble - **SOLD OUT**
- Carrie Underwood - **SOLD OUT**
- Reba McEntire - **SOLD OUT**
- Elton John - **SOLD OUT**
- The Killers - **SOLD OUT**
- Brooks and Dunn w/ Alan Jackson - **SOLD OUT**
- Fall Out Boy - **SOLD OUT**
- Avenged Sevenfold - **SOLD OUT**
- Wiz Khalifa - **SOLD OUT**
- Katy Perry - **SOLD OUT**
- Tool - **SOLD OUT**
- Hillsong United - **SOLD OUT**
- Tyler, The Creator - **SOLD OUT**
- AEW Revolution PPV - **SOLD OUT**
- AJR - **SOLD OUT**
- Maverick City Music - **SOLD OUT**
- Harlem Globetrotters
- Kings of Leon
- Mike Epps
- Tony Bennett
- Paw Patrol Live!
- Five Finger Death Punch
- DJ Tiesto
- Stone Temple Pilots
- Lady A
- Adam Sandler
- Paul Simon
- Kevin Hart
- Miranda Lambert
- Bob Dylan
- Sesame Street Live!



# GENERAL INFORMATION

## USEFUL TELEPHONE NUMBERS

**Police:** 407.823.5555  
**Fire:** 407.836.9111  
**Emergency:** 911  
**AdventHealth East Orlando Hospital:** 407.277.8110

## PREFERRED LOCAL HOTELS

**The Celeste Hotel**  
4105 North Alafaya Trail | Orlando, FL 32826 | 407.207.4700  
Website: <http://thecelestehotel.com>  
Use Offer Code UOF for an Addition Financial Arena discount when booking

**Residence Inn by Marriott Orlando East/UCF**  
11651 University Blvd. | Orlando, FL 32817 | 407.513.9000  
Website: <http://residenceinnucf.com>  
Use Offer Code UOF for an Addition Financial Arena discount when booking

**Courtyard by Marriott/UCF**  
12000 Collegiate Way | Orlando, FL 32817 | 407.277.7676  
Website: <http://courtyarducf.com>  
Use Offer Code UOF for an Addition Financial Arena discount when booking

**TownePlace Suites by Marriott Orlando**  
11801 High Tech Ave. | Orlando, FL 32817 | 407.243.6100  
Website: <http://towneplacesuitesucf.com>  
Use Offer Code UOF for an Addition Financial Arena discount when booking



# SEATING & FLOOR CAPACITIES

**ARENA MAIN FLOOR DIMENSIONS**

16,235 sq.ft (191' x 85') with Seats Pushed In (North and South Seats retracted)  
 10,540 sq. ft. (124' x 85') with all Seats Pushed Out/Extended

\*The floor load is 250 pounds per square foot.

**CONCERT AND SPORTS CAPACITIES**

Configuration	Seat Count
Half House Reserved Floor	5,201
Half House GA Floor	5,339
3/4 House Reserved Floor	6,642
3/4 House GA Floor	6,554
End Stage 180 Reserved Floor	7,864
End Stage 180 GA Floor	8,056
End Stage 270 Reserved Floor	9,217
End Stage 360 Reserved Floor	9,986
Basketball	9,574
Wrestling/Boxing	9,993

Note: All capacities are subject to change depending on the event requirements. Capacities do not include production kills including the mix.



# SEATING & FLOOR CAPACITIES

## GENERAL ADMISSION SEATING

General admission or open floor seating is permitted only with arena management approval. A temporary moat (barricade) will extend around the floor to limit access to the floor.

## SEATS

Fixed seating consists of 9,465 seats. 7,113 are non-cushioned Irwin manufactured seats, 502 are upholstered Irwin manufactured seats, and the other 1,850 seats are bench seating located in the north end zone. Portable chairs are upholstered and interlocking and are used on the arena floor (total depends on event set-up).

## ADA SEATING

Addition Financial Arena complies with the Americans with Disabilities Act (ADA) 1990.

## BOX OFFICE/TICKETING

Addition Financial Arena is affiliated with Ticketmaster. Tickets to arena events are available at the Arena Box Office, Ticketmaster.com, or the Ticketmaster mobile app. Addition Financial Arena Box Office hours are Monday-Friday 9am-5pm. Additional hours of operation are subject to event schedule. The Box Office information telephone number is (407) 823-6006.

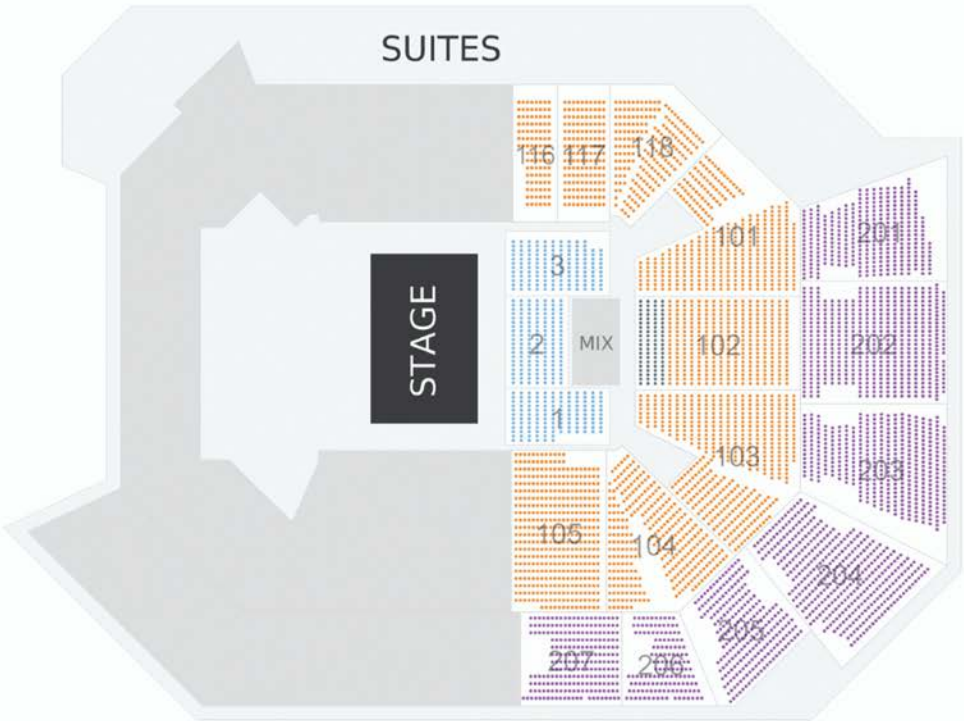
Our Box Office does not recommend buying tickets from a third-party ticketing site as refunds or assistance with ticketing issues are not guaranteed at the venue.





# SEATING & FLOOR CAPACITIES

## HALF HOUSE RESERVED FLOOR

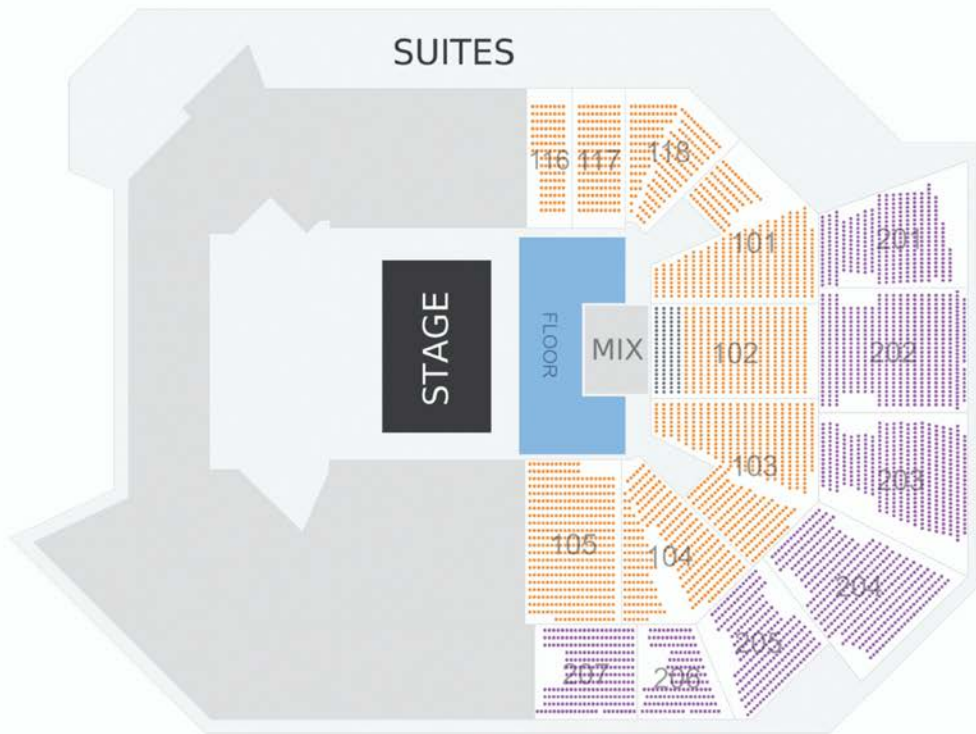


Level	Seats
● Floor Reserved	412
● Lower Reserved	2,403
● Upper Reserved	2,306
● Kills	80
<b>Total</b>	<b>5,201</b>



# SEATING & FLOOR CAPACITIES

## HALF HOUSE GA FLOOR

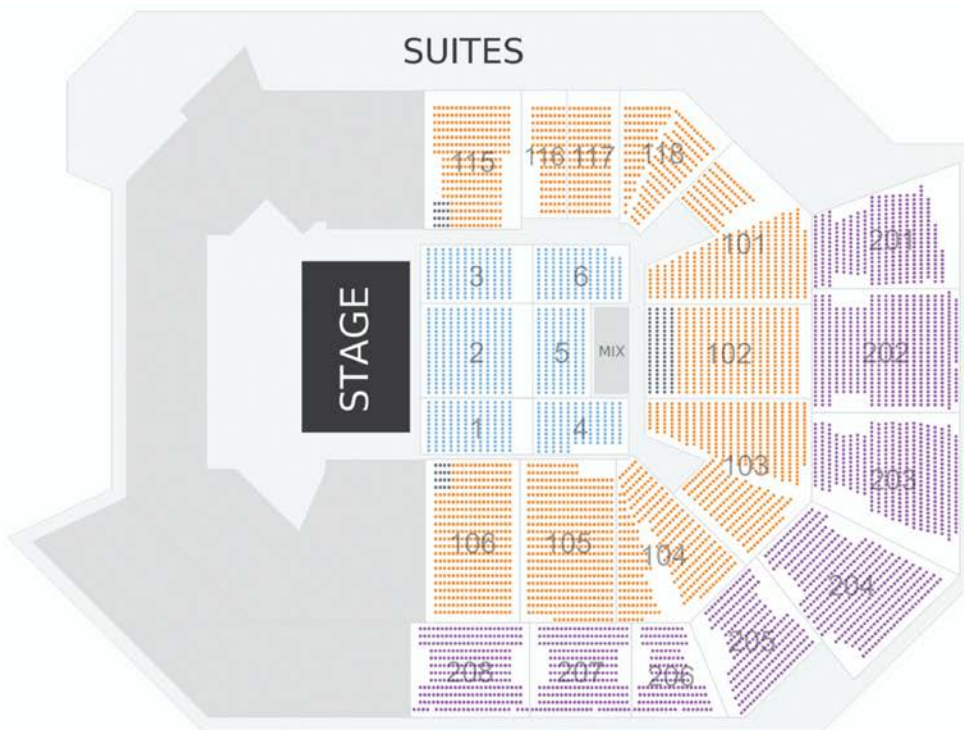


Level	Seats
GA Floor	550
Lower Level	2,403
Upper Level	2,306
Kills	80
<b>Total</b>	<b>5,339</b>



# SEATING & FLOOR CAPACITIES

## 3/4 HOUSE RESERVED FLOOR



Level	Seats
Reserved Floor	938
Lower Level	3,023
Upper Level	2,569
Kills	112
<b>Total</b>	<b>6,642</b>



# SEATING & FLOOR CAPACITIES

## 3/4 HOUSE GA FLOOR

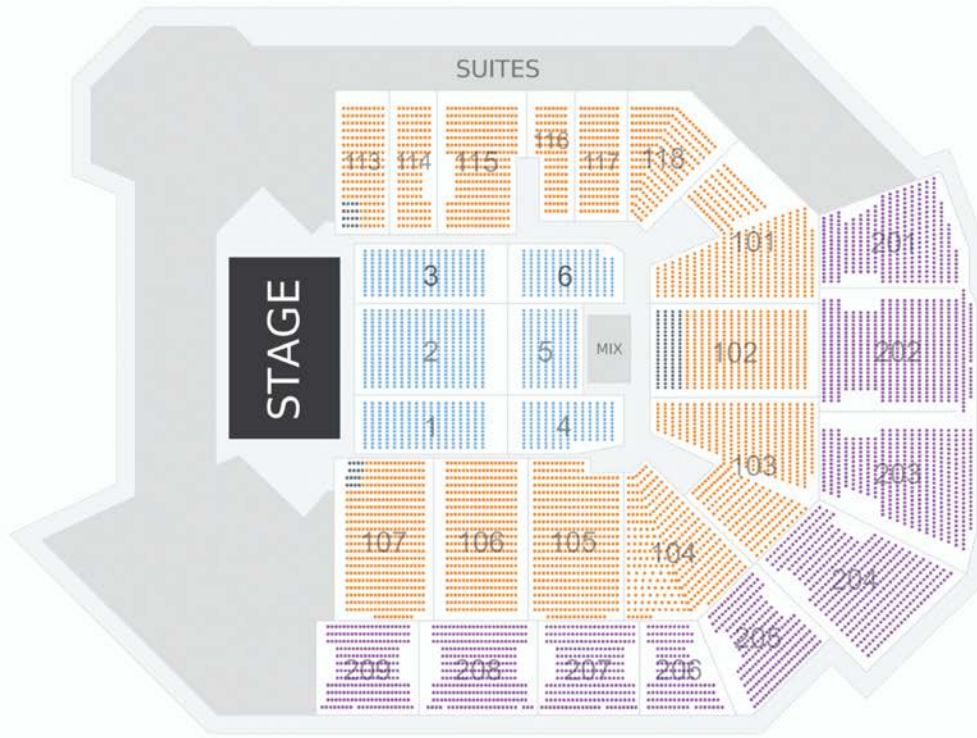


Level	Seats
GA Floor	850
Lower Level	3,023
Upper Level	2,569
Kills	112
<b>Total</b>	<b>6,554</b>



# SEATING & FLOOR CAPACITIES

## END STAGE 180 RESERVED FLOOR



Level	Seats
Reserved Floor	1,204
Lower Level	3,751
Upper Level	2,797
Kills	112
<b>Total</b>	<b>7,864</b>



# SEATING & FLOOR CAPACITIES

## END STAGE 180 GA FLOOR



Level	Seats
GA Floor	1,400
Lower Level	3,747
Upper Level	2,797
Kills	112
<b>Total</b>	<b>8,056</b>



# SEATING & FLOOR CAPACITIES

## END STAGE 270 RESERVED FLOOR

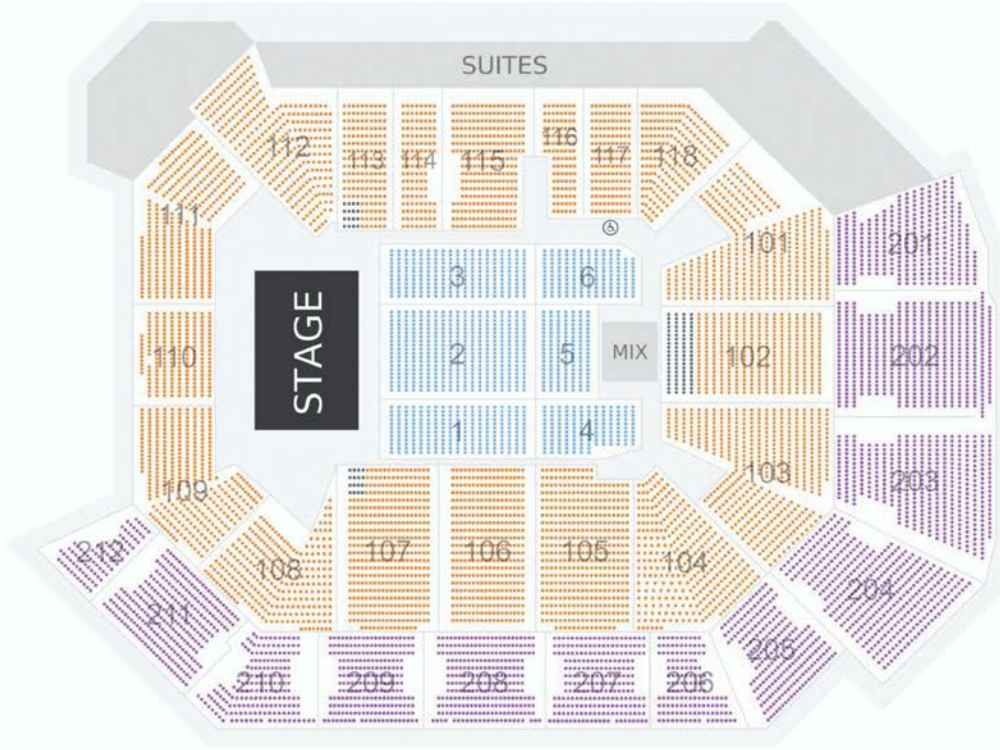


Level	Seats
● Reserved Floor	1,272
● Lower Level	4,561
● Upper Level	3,272
● Kills	112
<b>Total</b>	<b>9,217</b>



# SEATING & FLOOR CAPACITIES

## END STAGE 360 RESERVED FLOOR



Level	Seats
Reserved Floor	1,272
Lower Level	5,237
Upper Level	3,365
Kills	112
<b>Total</b>	<b>9,986</b>





# SEATING & FLOOR CAPACITIES

## BASKETBALL

A portable basketball floor 112'x60' is available.



Level	Seats
● Courtside	200
● Lower	5,508
● Club - Lower	502
● Upper	3,364
● Kills	0
<b>Total</b>	<b>9,574</b>



# BACKSTAGE

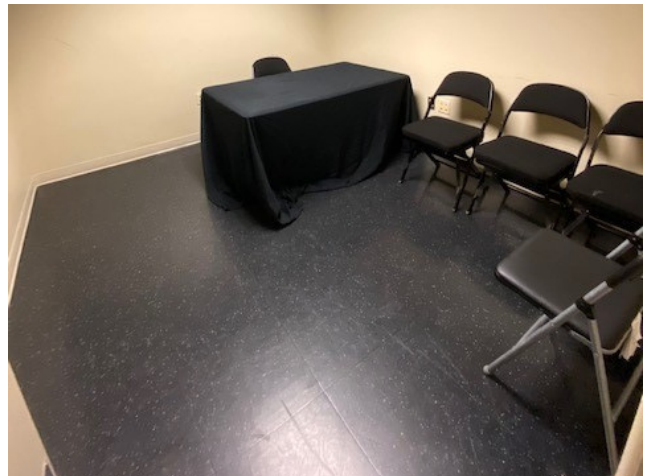
## EVENT LEVEL ROOMS

Room Name	SQ. FEET	Showers	Restrooms
Promoter Office	153		
Auxiliary Office	108		
Green Room	809		
Star Dressing Room Suite (2 sides)			
-Main common area	324		
-Left Side Dressing Room	198	X	X
-Right Side Dressing Room	203	X	X
Dressing Room 2	503	X	X
Locker Room 1	378	X	X
Locker Room 2	259	X	X
Locker Room 3	259	X	X
Locker Room 4	378	X	X
Press Work Room	352		

### PROMOTER OFFICE



### AUXILIARY OFFICE



# BACKSTAGE

## GREEN ROOM



## STAR DRESSING ROOMS



# BACKSTAGE

DRESSING ROOM 2



PRESS WORK ROOM

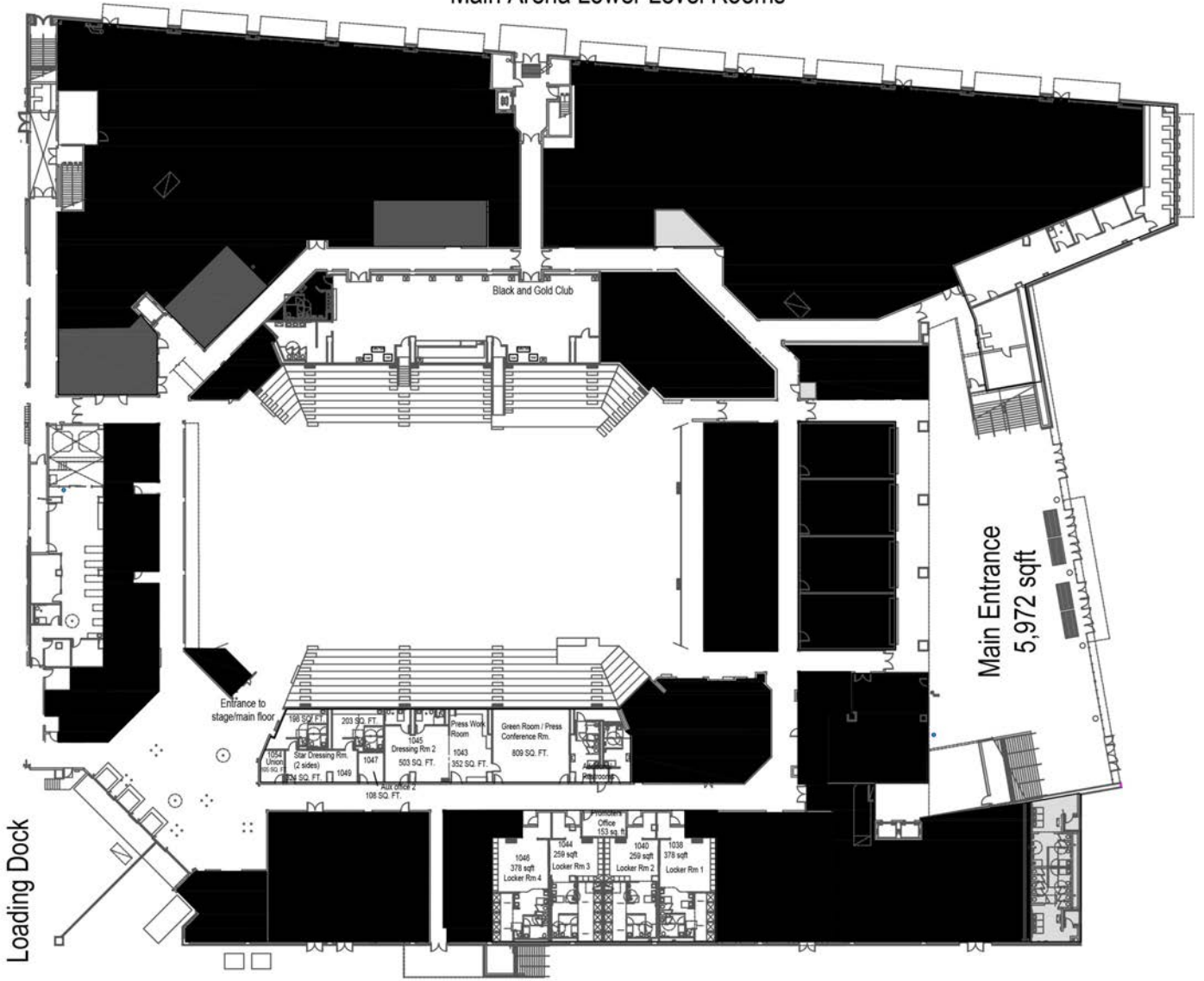


LOCKER ROOMS



# BACKSTAGE

Main Arena Lower Level Rooms



# BACKSTAGE

## FREIGHT ELEVATOR

**Freight Elevator #1:** 4,500 lb weight capacity

**Dimensions:** 5'8" W x 8'8"D x 7'4" H

**Access Door:** 4' W x 7'H

## LOAD IN INFORMATION

Addition Financial Arena's loading dock is located on West Plaza Drive. It is on the NW side of the Arena. There are four (4) bay doors – three (3) with dock leveling capabilities and one (1) at ground height.

**Bay Door 1 & 2:** 8'w x 10'h

**Bay Door 3:** 9.5'w x 12'h

**Bay Door 4:** 12'w x 12'h

**Bay Door to Arena Floor:** 15.5'w x 12'h; bleacher height inside door is 9.5'h

**Distance from Loading Dock Bay Door to Front of House Mix:** 90'

**Push from Loading Dock to Arena Floor:** 43'

There is adequate parking to unload up to four (4) trucks at one time. Please note we will go over parking of trucks and buses during the advancement of your show.



# ELECTRICAL SHOW POWER

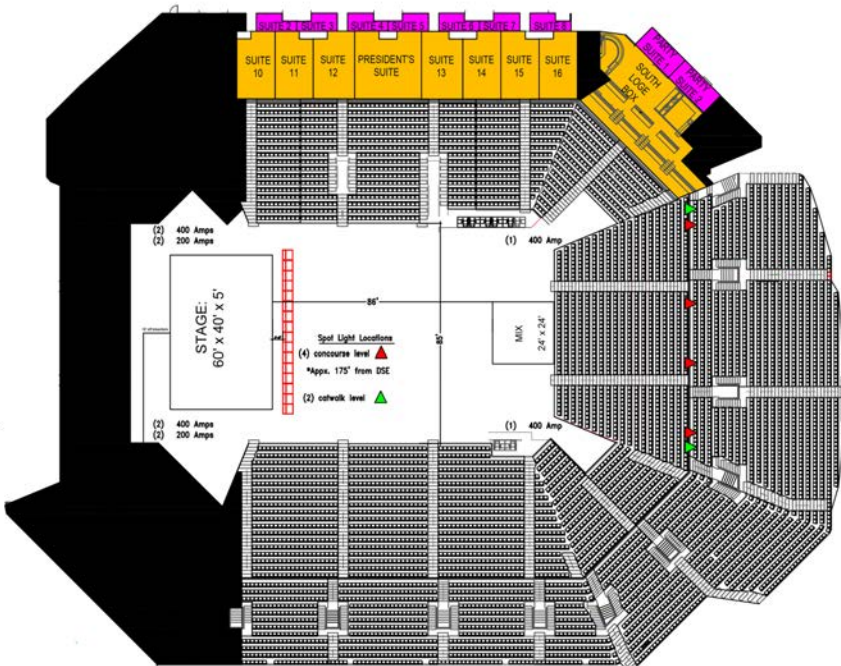
Show power is located in all four corners of the floor. Show power consists of four (4) 400-amp services and four (4) 200-amp services. All are 3 phase, 120/208 volts. Power is located 75' from stage center. Two (2) additional 400-amp services are located 75' from the front of house mix.

Shore power is also available for buses and TV production trucks. There is a 400-amp and 200-amp -- all 3 phase.

Power connections are all camlock.

Location	Amp	Phase	Voltz
Northwest Vomitory Stage Right	(2) 400	3	120/208
	(2) 200	3	120/208
Northeast Vomitory Stage Left	(2) 400	3	120/208
	(2) 200	3	120/208
Southeast Vomitory	(1) 400	3	120/208
Southwest Vomitory	(1) 400	3	120/208
Shore Power (Outside)	(1) 400	3	120/208
	(1) 200	3	120/208

ADDITION FINANCIAL ARENA  
180 GA FLOOR MAP WITH  
POWER, AND SPOT LOCATIONS



# EQUIPMENT

## STAGING

- Stage Right Staging Equipment: Height Range from 48"-72"
- Stages built in 8'x4' increments (Deck Size)
- Risers: Height Range from 8"-24"
- Barricade: (Stage Right) 120' mesh barricade CC-500. Sections = 4' wide; 56" deep
- ADA Ramp available
- Mixer Platform: Standard mix size is 24'x24' with a distance of approximately 90' from the DSE to the front of the mix

## SPOTLIGHTS

- (6) Lycian 1290 XLT 2K Xenon Spotlights
  - Two (2) live in the catwalk
  - Four (4) additional can be placed on the South Inner bowl concourse

## HOUSE LIGHTING

- The house lights can be controlled from either the arena floor or concourse level sound booth.
- Lighting controls have several programs that can be used for various event lighting scenes.
- The event lighting consists of 80 Ephesus Lumadapt G8 LED fixtures. Fixtures have integrated RGB changing capabilities as well as a dimming function.
- Fixtures are capable of output of up to 50,000 lumens. Foot candle levels for typical sporting events average 208 Horizontal and 146 Vertical.

## SOUND SYSTEM

- State-of-the-art house sound system providing a full range of high power sound to all seats in the arena.
- The system is made up of a custom, full range, sound cluster suspended above the scoreboard from the catwalk throughout the center.
- A small portable PA is available for specialty mixing on the floor and for small speaking engagements.
- The sound control room is located on the concourse level.
- There are multiple XLR inputs around the arena walls at floor level to a patch in the sound control room.
- Individual speakers are located at concession stands, bathrooms, suites, main lobby, and function rooms.
- The arena is also equipped with an in-house listening device system for the hearing impaired.





# EQUIPMENT

## PODIUMS

- Two (2) Available

## FORKLIFTS

- Total of Two (2)
  - (1) Toyota Forklift Truck - max height reached = 131"
    - Height of unit is 80" - Free lift 5"
    - Capacity = 6,000 lbs @ 28" load center
  - (1) Hyster - max height reached = 179"
    - Height of unit is 85.5" - Free lift 5.5"
    - Capacity = 2,500 lbs @ 28" load center

## PALLET JACKS

- Total of Three (3)
- Capacity of each is 6,000 lbs

## BIKE RACK

- 8 ft sections - inventory approximately 130

## STANCHION BARRIER

- Please contact your Event Manager for available inventory

## ARIEL WORK PLATFORM

- Scissor Lift Electric Genie (max height 38' reached)
- Scoreboard trim clearance height is 38'

## CONCERT SEATING

- 1,200 Black Padded Seats

## PIPE & DRAPE

- 500 feet worth of black P&D (8' height)

## TRUSS CURTAIN SIZES

- Center = 96' x 50'
- Outer/ Side Truss = 74' x 50'

## COMMUNICATIONS

- Arena 2-way Radios (Motorola): work building wide on different frequencies
- Clear Com wireless units (8 units available)

## PRODUCTION PHONE LINES

- Please contact your Event Manager for setup

## EMERGENCY EQUIPMENT

- Fire sprinklers, smoke sensors, and fire extinguishers are located throughout the arena and office areas.
- An emergency generator will provide power in case of a power failure.

## BASKETBALL EQUIPMENT

- Type of Floor: Connor Sports
- Hoop Style & Brand: Spalding Baskets & Rims
- Rim is a Spalding SD180 Vision Rim
- Basket is a Spalding SP 10 (we have 3 baskets)
- Scorers Table (Static): We have 10 ft & 8 ft models; both are 32" high
- Digital Ad Panel: Daktronics Brand; 102" (8.5 ft) long & 34" high



# RIGGING AND STAGEHAND SERVICES

## RIGGING

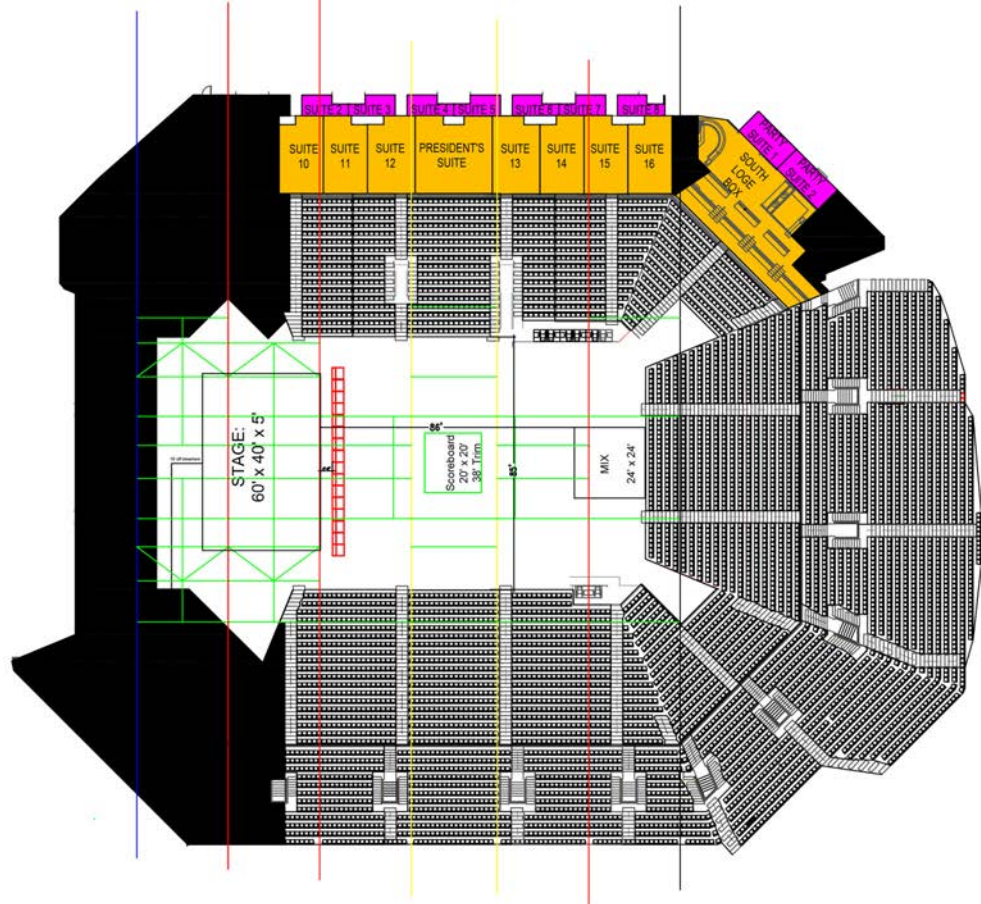
Distance from the arena floor to low steel is 54' to 58' due to an arch roof. Distance from floor to high steel is 67' to 71'. Most bays measure 16' x 12' which gives the ability to make most of the points dead hangs. There are no East to West beams to rig off of. Each panel point can hold 4,500 lbs. per panel point and most points will be hung from the low steel. The total rigging grid can hold up to 120,000 lbs. All show rigging plans, including the weight of each point, must be submitted to and approved by Addition Financial Arena management before any rigging is done.

## STAGEHANDS

Spectra Venue Management, operator and manager of Addition Financial Arena, is in contract with IATSE (International Alliance of Theatrical Stage Employees). IATSE is a union labor workforce. All labor needs will go through your Event Manager and the facility at all times.

ADDITION FINANCIAL ARENA

180 GA FLOOR MAP WITH GRID,

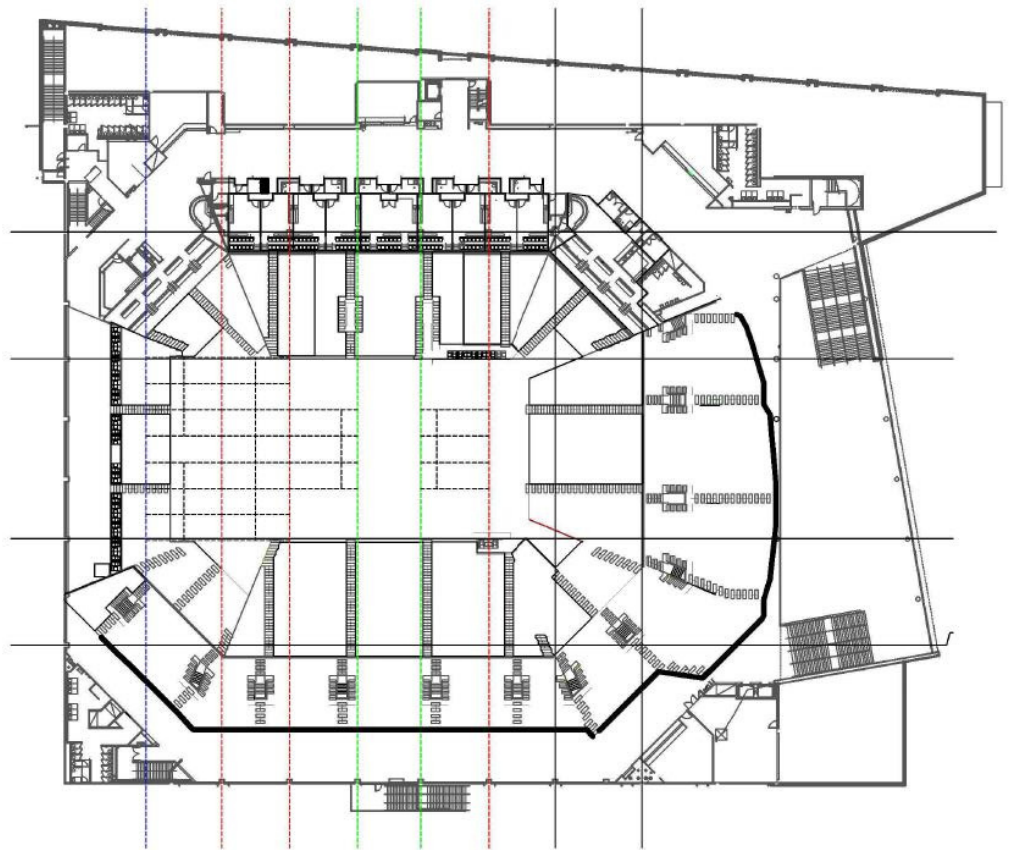


# RIGGING AND STAGEHAND SERVICES

**RIGGING CAPACITIES - MAIN TRUSS**

- TRUSS A MAX CAPACITY 20,000lbs
  - TRUSS B MAX CAPACITY 55,000lbs
  - TRUSS C MAX CAPACITY 20,000lbs
- 4,500lbs per Panel Point  
Distance Between North & South Rigging Beams is 12'  
Distance Between East & West Rigging Beams is 16'

TOTAL RIGGING CAPACITY FOR END OR CENTER STAGE NOT TO EXCEED 120,000lbs



# PERMITTING

## SPECIAL PERMITS NEEDED

Special permit applications for the following activities shall be made to the Department of Environmental Health and Safety (EHS) on the campus of the University of Central Florida. All permits need to be submitted thirty (30) days prior to the event.

- Display and operation of any unusual electrical, mechanical or chemical device, which may present a hazard. The device, its application and the operation itself, must be approved by, but not limited to EHS.
- Display or operation of any heater, barbeque, open flame, candles, lamps, torches, etc.
- Use or storage of flammable liquids, compressed gases or dangerous chemicals, as determined by the Fire Marshal.
- Any pyrotechnics, fireworks or special effects display or process.
- Any unusual use of motorized vehicle inside a structure.
- Any special cooking requirements. This includes cooking inside of the arena, locker rooms, or areas where cooking is not normally done. Any mobile kitchens must be up to date with all codes including propane usage and storage on or within their vehicle.
- Tents in excess of 100 sq. feet (10X10) erected inside and/or outside the host facility. A separate permit will be required by EHS.

Permitting forms are available from the Department of Environmental Health and Safety (EHS). Local assistance can also be given from your Event Manager representing the facility.

## FIRE LANES AND FIRE PROTECTION EQUIPMENT

- Booth displays, signs, etc., shall not block or obstruct any fire hose, fire extinguishers, fire alarm pull stations or any other fire protection appliance inside of the Arena. A certified fire watch representative must be on duty during an event.
- No fire department equipment outside of the building shall be obstructed or blocked in any way. This includes sprinkler system valves, standpipes, hydrants, fire escape/ smoke evacuation roll up doors, fire command rooms, or any item, location or device designated for protection use.
- No vehicles shall be parked in the fire lanes outside of the Arena.



# INSURANCE AND INDEMNIFICATION

## INSURANCE

Addition Financial Arena requires all clients/licensees, at their own cost and expense, to obtain their own commercial general liability insurance in the name of the Licensee. Such insurance shall be written with a limit of at least One Million Dollars (\$1,000,000.00) combined single limit for bodily injury and property damage liability, personal injury liability and coverage for all acts and/or omissions of any employees, agents, players, performers, contractors or sub-contractors retained by Licensee.

Such insurance shall be endorsed to be primary to and not contributory with any coverage of Licensor, Global Spectrum LP, University of Central Florida Convocation Corporation, University of Central Florida Athletic Association, Inc., UCF, the Board of Trustees of the University of Central Florida, and the State of Florida, which may be applicable to the claim. Licensee shall also cause the required policy of insurance to be endorsed to include Licensor, Global Spectrum LP, UCF Convocation Corporation, University of Central Florida Athletic Association, Inc., UCF, the Board of Trustees of the University of Central Florida, and the State of Florida as additional insureds.

Licensee shall also maintain, at its own cost and expense, Workman's Compensation Insurance in respect of its players, performers and other employees.

Licensee shall also maintain, at its own cost and expense, with insurance companies currently rated A VIII or better by Best's Key Rating Guide, commercial automobile liability insurance, including coverage for the operation of owned, leased, hired and non-owned vehicles, in the minimum amount of One Million Dollars (\$1,000,000.00) per accident, combined single limit for personal injury and property damage.

Certificates evidencing insurance shall be provided to Addition Financial Arena no less than ten (10) days prior to the event day. The policies shall also provide, and the certificate shall so note, that the coverages may not be canceled or that a major change in coverage may not be implemented without at least thirty (30) days' prior written notice given to Addition Financial Arena.

## INDEMNIFICATION

Licensee agrees to indemnify, defend, save and hold harmless Licensor, Global Spectrum LP, University of Central Florida Athletic Association, Inc., University of Central Florida, UCF Convocation Center Corp., and the State of Florida, and UCF Properties Corporation and their trustees, directors, officers and employees from and against any and all claims, suits, losses, injuries, damages, liabilities and expenses.



# SECURITY

## SECURITY STAFF

All of our event security is staffed by Contemporary Services Corporation (CSC). Addition Financial Arena will schedule staff based on event needs. CSC is responsible for entry, back of house, and crowd control during the event.

**Note: If you have personal security traveling with the artist/performer, they are not allowed to carry a weapon on campus without prior approval from the University of Central Florida Police Department.**

## SECURITY CHECKS

Security checks are conducted for all guests entering the Arena via walk-through metal detectors and bag searches.

## POLICE DEPARTMENT STAFFING

The University of Central Florida Police Department will handle all law enforcement needs, including special escorts on and off of campus.

## ON-SITE MEDICAL TEAM

Addition Financial Arena will hire "Onsite Medical" for all event needs. An ambulance can also be arranged as needed.



# EVENT MARKETING

When an event is booked at Addition Financial Arena, our full-service marketing department will assist in promoting your event throughout the community. We can support your efforts by offering recommendations with marketing plans, promotions, media buying, digital marketing, public relations, and grassroots efforts to help ensure the correct level of exposure is being attained. We also offer group sales services.

Please contact our Director of Marketing, Jason Refermat at [Jason.Refermat@oakviewgroup.com](mailto:Jason.Refermat@oakviewgroup.com) for further information and costs associated with our services.

## WEBSITE

[www.AdditionFiArena.com](http://www.AdditionFiArena.com)

## SOCIAL MEDIA

**Facebook:** Facebook.com/AdditionFiArena

**Instagram:** @AdditionFiArena

**Twitter:** @AdditionFiArena

## WEBSITE SPECS

Website Asset	Specs (saved at 72 dpi in jpeg file format)
Primary/Homepage Slideshow	675w x 430h
Main Event Image	808w x 504h
Event Thumbnail	589w x 380h
Homepage Overlay*	1000w x 850h

\*Additional cost may be associated with this asset

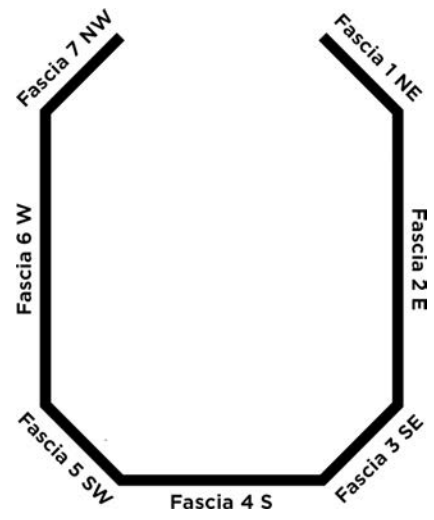
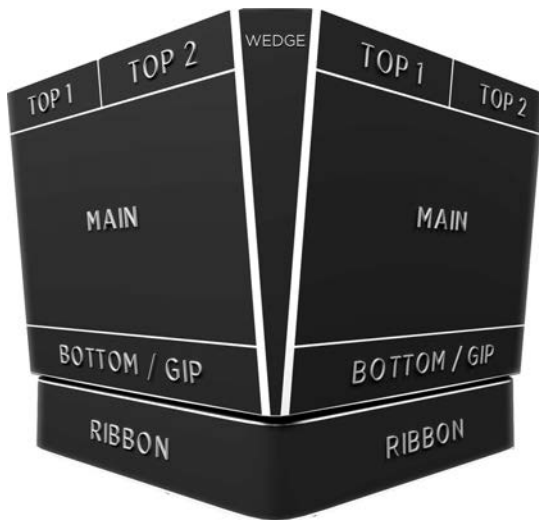


# EVENT MARKETING

## VENUE DIGITAL BOARD SPECS

Video Display	Specs	Compatible File Format
Arena Event Loop/Outside Spires	1920w x 1080h	RGB, .jpeg format
<b>Centerhung Board*</b>		
Top 1	408x x 100h	<b>Graphic files:</b> RGB, .jpeg format
Top 2	408w x 100h	
Top Full	816w x 100h	<b>Video files accepted:</b> .mp4, .mov, .avi
Main	1920w x 1080h	
Bottom/GIP	816w x 111h	<b>Ribbon:</b> Within the comp (3216 x 144), your visible message must be animated or duplicated 4x (804 x 144) so that it can be seen by everyone
Ribbon	3216w x 144h	
Wedge	132w x 672h	
<b>Wedge:</b> Wedge taper is 24 pixels long centered within a 132 x 672 comp. Please use the template that is provided.		
<b>Ribbon Boards*</b>		
F1 NE/ F3 SE	1056w x 40h	<b>Graphic files:</b> RGB, .jpeg format
F2 E	2880w x 40h	
F4 S	2112w x 40h	<b>Video files accepted:</b> .mp4, .mov, .avi, 15 second duration. Progressive, square pixel, 29.97 fps.
F5 SW	1152w x 40h	
F6 W	2944w x 40h	
F7 NW	1120w x 40h	

\*Additional costs may be associated with using Centerhung and Ribbon Board assets





# EVENT MARKETING

## VENUE SIGNAGE COLLATERAL SPECS

(ADDITIONAL COSTS ASSOCIATED WITH ALL)

Signage	Specs (saved as .pdf file format)
Arena Door Cling	24" w x 68" h
Arena Lobby Poster	24" w x 36" h
Arena Box Office Poster	22" w x 28" h

### DOOR CLINGS



### BOX OFFICE POSTERS



### LOBBY POSTER



### GOBO (EPS FILE NEEDED)



# ON-SITE ACTIVATIONS

## SPONSORSHIP

The University of Central Florida owns signage rights inside and outside the arena. Advertising signs or banners tenants wish to display must be pre-approved by Addition Financial Arena.

## GENERAL RULES

- Helium balloons are not allowed in the building.
- Stickers and adhesive backed decals are not to be given out in or around the building.
- The cost of removing excessive tape will be the responsibility of the tenant.
- Nails and screws are not to be driven into the arena floor and walls.

## GUIDELINES FOR EXHIBITING MOTORIZED VEHICLES

- The maximum amount of fuel contained shall be no more than 1/4 tank or 5 gallons per vehicle.
- Any vehicle with any type of leak will not be permitted to be displayed.
- There shall be no refueling of vehicles inside the building.
- There shall be no repair work done on vehicles while inside the building.
- There shall not be any storage of flammable fuel in the building except for that which is in the vehicle.
- Vehicles may not be started except for move-in and move-out.
- Batteries must be disconnected at all times while in the building except for move-in and move-out.
- Fuel tank doors must be locked or fuel caps taped shut.

Please contact your Event Manager for additional questions/information.

# MERCHANDISE/NOVELTIES

Addition Financial Arena partners with OuiVend for all merchandise sales.



# FOOD AND BEVERAGE / CATERING

All food and beverage, concessions, and catering are operated and controlled by OVG Hospitality. Together with Addition Financial Arena, OVG Hospitality will determine the number of concession stands needed to serve the public for your event. All arrangements for serving food and beverages and sale of concessions should be made directly through OVG.

For questions related to concessions and/or catering, please contact OVG Hospitality General Manager Bruce Smith at [Bruce.Smith@oakviewgroup.com](mailto:Bruce.Smith@oakviewgroup.com).



# ARENA RULES AND REGULATIONS

## SECURITY CHECKS

Security checks are conducted for all guests entering the Arena via walk-through metal detectors and bag searches.

## BAG POLICY

Addition Financial Arena does not allow backpacks of any kind or bags larger than 12" x 6" x 12" inside the arena. Guests who bring backpacks or large bags will be asked to return them to their car before entering the building.

**APPROVED BAGS**

12" x 6" x 12" (or smaller)  
TOTE BAG

CLUTCH WITH SHOULDER STRAP

CLUTCH WITH WRIST STRAP

**SMALL PURSES PERMITTED**  
APPROXIMATELY THE SIZE OF A HAND WITH OR WITHOUT A HANDLE OR STRAP. NO LARGER THAN 5.5" X 8.5" WITH OR WITHOUT A HANDLE OR STRAP. CAN BE CARRIED SEPARATELY OR WITHIN AN APPROVED PLASTIC BAG

1 GALLON PLASTIC FREEZER BAG (or smaller)

**PROHIBITED ITEMS INCLUDE, BUT ARE NOT LIMITED TO:**

BACKPACK SEAT CUSHION BINOCULARS CASE CAMERA CASE

PURSE OVERSIZED TOTE BAG DIAPER BAG MESH BAG FAMILY PACK

AN EXCEPTION WILL BE MADE FOR MEDICALLY NECESSARY ITEMS AFTER PROPER INSPECTION AT THE FRONT DOORS. PLEASE LIMIT THE NUMBER OF ITEMS YOU BRING TO THE ARENA ON EVENT DAYS.



# ARENA RULES AND REGULATIONS

## PATRON REGULATIONS

### The following items cannot be brought into the arena by its patrons:

- Pets (Service Animals are permitted)
- Outside food and beverages
- Illegal Substances
- Drugs or Drug Paraphernalia
- Marijuana, Marijuana Products or Associated Paraphernalia
- Laser Pointers
- LED Light Gloves, LED Finger Lights or LED Hand Light Toys
- Hula Hoops
- Balloons
- Large Chains or Spiked Jewelry
- Drones
- Wagons
- Skateboards
- Scooters (motorized and non-motorized)
- Glow Sticks
- Inline skates
- Shoes with built-in wheels
- Bicycles
- Motorcycles
- Tricycles
- Unicycles
- Pogo sticks
- 2-wheeled vehicles, including Segway™ Human Transporters
- Any trailer-like object that is pushed or towed by an ECV, wheelchair or stroller.
- Coolers (Exceptions may be made for special medical or religious needs.)
- Folding chairs, with the exception of cane-chair and seat-walker mobility aids
- Glass containers including vases
- Water pistols, toy guns and replica weapons
- Sporting goods or equipment (e.g., baseball bats, helmets, hockey sticks, golf clubs, bows and arrows, camping equipment, chairs, stools, tables and Frisbees)
- Weapons of any kind (including—without limitation—guns, knives, billy clubs, brass knuckles, nunchucks, stars and other martial arts equipment)
- Self-defense equipment (e.g., pepper spray, mace, stun guns)
- Restraining devices (e.g., handcuffs, zip ties) or any suspicious items (e.g., box cutters, razor blades, duct tape, wire)
- Items that may be disruptive (e.g. laser pointers, slingshots, stink bombs, air horns, fireworks)
- Cremated remains (e.g., urns, vases, boxes)
- Miscellaneous other items (tools, fire extinguishers, musical instruments, megaphones, pots and pans)
- Items with spikes (e.g. purses, bracelets, etc.)
- Selfie sticks (hand-held extension poles for cameras and mobile devices)
- Tripods or free-standing photography equipment of any kind
- E-cigarettes or vaporizers including JUUL's
- Large and/or offensive signs that could obstruct the view of someone else
- Guests are not permitted to pull items behind them. Any item that requires a Guest to pull it behind him or her, including a stroller, is not permitted into the arena.



# ARENA RULES AND REGULATIONS

## CAMERA POLICY

As a general rule, professional cameras with a detachable/zoom lens and recording devices of any kind (including tablets) are not permitted inside Addition Financial Arena. This is subject to change on an event-by-event basis. If photography is permitted during an event, the device's flash **MUST** be turned off or the patron will be asked to leave the building. If by chance, a patron brings a camera or recording device to an event, the patron will be asked to return that item to his or her vehicle.

## RE-ENTRY POLICY

As a general rule, once a patron leaves Addition Financial Arena during an event, there is no re-entry permitted unless another ticket is purchased.

## LOST AND FOUND

Lost and Found is located at the Guest Relations office on the southeast main concourse.

## ATM

An Addition Financial ATM is located on the second-floor concourse.

## ALCOHOL

Alcoholic beverages are served for select events at Addition Financial Arena. For UCF collegiate events, alcoholic beverages will not be served in general public areas.

## SMOKING

The University of Central Florida is a Smoke Free Campus. Smoking is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or other inhalant device in which tobacco, tobacco substitute, or other material is smoked. This extends to e-cigarettes and vaporizers. To read more about UCF's smoke free policy, please visit [www.ucf.edu/smokefree](http://www.ucf.edu/smokefree).



# ARENA RULES AND REGULATIONS

## RE-SELLING OF TICKETS (HUCKSTERING/SCALPING)

Re-selling of tickets by private parties is allowed on property but must be done away from the Box Office in designated area.

## SELLING OF ILLEGAL MERCHANDISE (BOOTLEGGING)

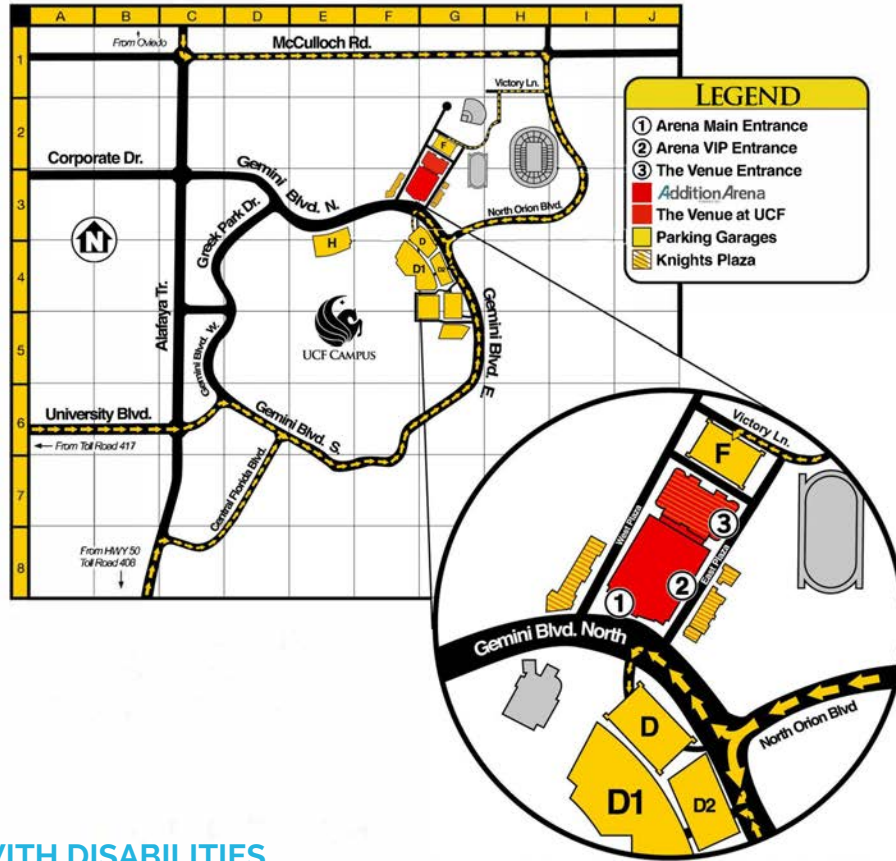
Selling of illegal merchandise (merchandise not sold under the approval of Addition Financial Arena Management) is prohibited on Addition Financial Arena and University property.

**Additional Arena Rules & Regulations can be found on our website, [www.AdditionFiArena.com](http://www.AdditionFiArena.com).**



# PARKING

There are over 4,000 parking spaces within walking distance to Addition Financial Arena that can be utilized for event parking as needed. This includes four (4) parking garages and two (2) surface lots. Parking charges vary per event.



## FOR PATRONS WITH DISABILITIES

The entrances at the Main Lobby level of the arena are wheelchair accessible. Designated handicapped parking is available in Garages F & D. Two elevators are available inside the arena in the Main Lobby. ADA seating is available at various locations around both the floor and concourses. The arena is equipped with an in-house listening device system for the hearing impaired.





# NOTES

