

FedExForum<sup>SM</sup>

**HOME OF THE  
MEMPHIS GRIZZLIES**





## OVERVIEW

## WELCOME

FedExForum, located in Memphis, Tennessee – the Home of the Blues and Birthplace of Rock 'n' Roll will begin operations in September, 2004. Situated on the historic Blues Highway and just a few feet off Beale Street, FedExForum will serve as the premier entertainment destination for Memphis and the Mid-South. FedExForum is the home of the NBA's Memphis Grizzlies and the Rock 'n' Soul Museum – a Smithsonian Institution. FedExForum, a multi-purpose venue, has been designed to host a wide array of special events including concerts of every configuration, family and ice shows, dirt events, conventions and more.

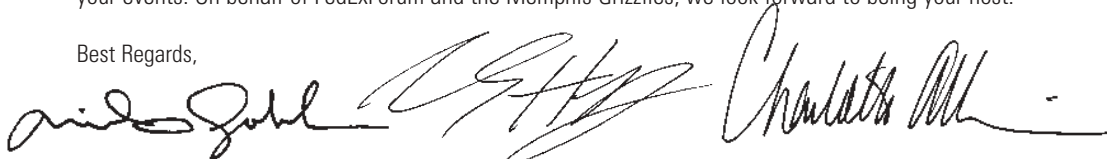
Unique to FedExForum is an integrated theme reflecting the proud musical history of Memphis. Sponsor entitlement zones, restaurants and concessions will represent each of the musical genres prevalent in Memphis ensuring that the proud history of the city is authentically showcased.

FedExForum was designed to serve our guests and our partners, offering the ultimate in customer service and a professional staff to look after your event from initial contact to completion. FedExForum offers all-encompassing, one-stop shopping including conceptual development, advertising, joint-promotional programs, group sales opportunities, and event coordination and management. As a partner – whether patron, promoter or corporate sponsor – we will do our best to ensure your experience in our city and our venue is second to none.

To complement our premier facilities, we proudly offer a group of industry professionals ready to make your visit to FedExForum and Memphis a success. Their talent, attention to detail and customer service will bring any event the best in planning, production, coordination and execution. It is the goal of everyone at FedExForum to provide the highest level of service and personal attention to every event that comes to our venue.

If you are considering or have decided on FedExForum as your host facility, we have assembled this guide as a reference tool to better acquaint you with our venue. From flexible configurations to top-level service, we provide it all. Thank you for considering Memphis and FedExForum for your events. On behalf of FedExForum and the Memphis Grizzlies, we look forward to being your host.

Best Regards,



Mike Golub  
Senior Vice President,  
Business Operations

Don Hardman  
Vice President,  
Arena Operations

Charlotte Allison  
Vice President,  
Event Marketing

# FACILITY OVERVIEW

<b>Architect</b>	Ellerbe Becket
<b>General Contractor</b>	M.A. Mortenson
<b>Owner</b>	New Memphis Arena Public Building Authority
<b>Operator</b>	Hoops LP dba Memphis Grizzlies, Michael Heisley, Majority Owner
<b>Tenants</b>	The NBA Memphis Grizzlies Memphis Rock & Soul Museum University of Memphis Tigers



## CONTACT LIST

### Mailing Address (Administration)

175 Toyota Plaza, Suite 150, Memphis, Tennessee 38103

**Main Switchboard** 901.205.1234  
**Main Fax Number** 901.205.1235  
**Website** fedexforum.com

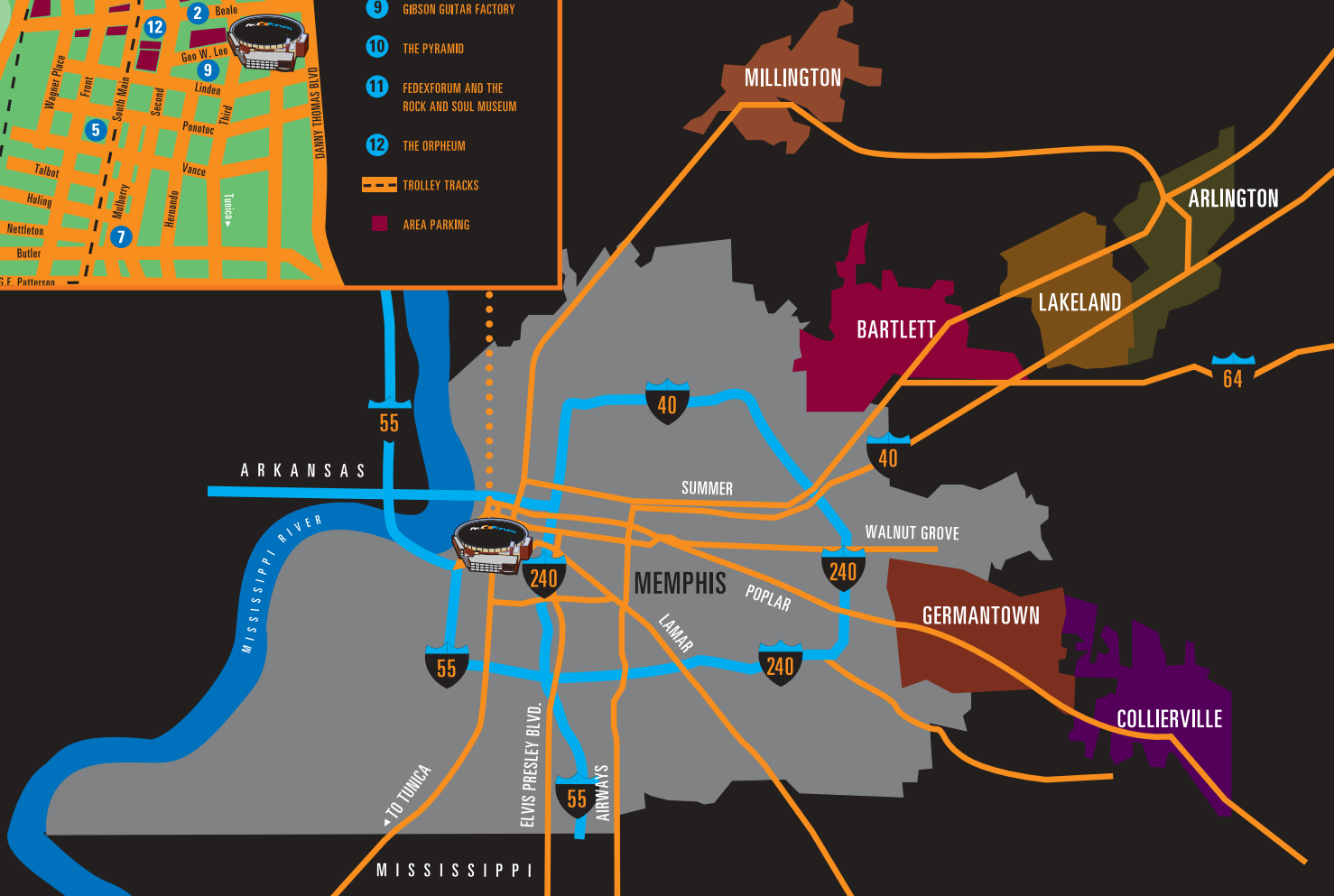
### Staff Directory

<b>Senior Vice President, Business Operations</b>	Mike Golub	mgolub@grizzlies.com
<b>Vice President, Arena Operations</b>	Don Hardman	dhardman@grizzlies.com
<b>Director, Event Operations</b>	Todd Mastry	tmastry@grizzlies.com
<b>Vice President, Event Marketing</b>	Charlotte Allison	callison@grizzlies.com
<b>Manager, Media Marketing</b>	Cynthia Hazell- Cutchin	chazell@grizzlies.com
<b>Manager, Marketing</b>	Summer Owens	sowens@grizzlies.com
<b>Director, Ticket Operations</b>	Garth Webster	gwebster@grizzlies.com





**FedExForum**<sup>SM</sup>



## OVERVIEW

# DIRECTIONS

FedExForum is located on the historic Blues Highway, just steps away from Beale Street on the North, Linden Avenue on the South, Third Street on the West and Fourth Street on the East.

## From Mississippi

Take I-55 North, continue through I-55/I-240 interchange on I-55 North, Exit E.H. Crump. Turn right on E.H. Crump. Take a left on Third Street. Take Third Street to Linden Avenue. Take Linden Avenue to FedExForum.

## From Arkansas

Take I-40N, Exit Second/Third Street (Exit 1A). Turn right on Second Street. Take Second Street to Linden Avenue (One block past Beale). Take a left on Linden Avenue to FedExForum.

## From Nashville/Cordova

Take I-40 South, Continue on I-40 South through the I-40/I-240/Sam Cooper Boulevard interchange on I-40 West. Continue on I-40 West through the I-40/I-240 Interchange on I-40 West. Exit Danny Thomas Boulevard South (Exit 1B). Cross over I-40 on Danny Thomas. Take a right on Linden Avenue to FedExForum.

## Loading Dock and Marshalling Area Directions

The ramp to the loading dock is adjacent to the FedExForum parking garage on Linden Avenue closest to the corner of Linden Avenue and Third Street. The Marshalling Area is located directly across the street from the loading dock ramp on Linden Avenue.





# HELPFUL INFORMATION

Getting into and around Memphis is a breeze, thanks to the Memphis Area Transit Authority's (MATA) downtown trolleys and bus system, daily train service, efficient airport transit, and more than 40,000 parking spaces. AMTRAK runs its passenger service through Central Station Downtown, offering daily transportation north to Chicago and south to New Orleans. Other providers offer taxi and carriage service, motorized buggies, riverboat and train travel, and other modes of transportation to transport you into and around Downtown.

## Local Travel Times

From most anywhere in the metro Memphis area, Downtown is less than a 30 minute car ride.

## Estimated Travel Times to Downtown from Memphis Suburbs

Arlington, TN	34 Minutes	Millington, TN	19 Minutes
Bartlett, TN	28 Minutes	Olive Branch, MS	30 Minutes
Collierville, TN	38 Minutes	Raleigh, TN	17 Minutes
Cordova, TN	25 Minutes	Southaven, MS	16 Minutes
Germantown, TN	27 Minutes	West Memphis, AR	10 Minutes



# HELPFUL INFORMATION

## CONTINUED

### Airport

Memphis International Airport (MEM) is located less than 15 minutes away from FedExForum. It is easily accessible from all major freeways around Memphis. Memphis is served by all major airlines, and is the southeastern hub for Northwest Airlines.

### Hotels

The Memphis Convention and Visitors Bureau provide helpful information, guides and resources to assist you with accommodations in our great city. Feel free to visit [memphistravel.com](http://memphistravel.com) for further information.

### Limousines/Taxis

Guest drop-off is located along Third Street in front of FedExForum. No parking is allowed along the perimeter of the arena or in the drop-off area.

### Recreation/Attractions

Memphis is blessed with many popular attractions in downtown Memphis and the surrounding Metro area. Visit [memphistravel.com](http://memphistravel.com) or [downtownmemphis.com](http://downtownmemphis.com) to see what's happening.

### Rental Cars

Most major rental car agencies operate in Memphis with most having an office in the Memphis International Airport. To see a list of rental car agencies in Memphis, please visit [memphistravel.com](http://memphistravel.com).



# HELPFUL INFORMATION

## CONTINUED

### Restaurants

Downtown is filled with over 160 unique dining experiences. Please visit [downtownmemphis.com](http://downtownmemphis.com) for information on dining in and around FedExForum and the Downtown area.

### Climate\*

	Daily Average Temp Max (F)	Daily Average Temp Min (F)	Average Rainfall (In)
<b>January</b>	49	31	4.24
<b>February</b>	55	36	4.31
<b>March</b>	63	44	5.58
<b>April</b>	72	52	5.79
<b>May</b>	80	61	5.15
<b>June</b>	89	69	4.30
<b>July</b>	92	73	4.22
<b>August</b>	91	71	3.00
<b>September</b>	85	64	3.31
<b>October</b>	75	52	3.31
<b>November</b>	62	43	5.76
<b>December</b>	52	34	5.68

\*Information courtesy of the Weather Channel ([www.weather.com](http://www.weather.com))



# HELPFUL INFORMATION

## CONTINUED

### Blue Suede Brigade (Downtown Ambassadors)

Clad in recognizable white pith helmets and blue suede sashes, the Blue Suede Brigade is the hospitality and safety arm of Downtown. These ambassadors help create a friendly, helpful, and safe Downtown environment.

Brigadiers are trained to provide assistance and information to visitors, workers, residents, and businesses throughout Downtown and the Medical District. In addition, Brigadiers are the supplemental eyes and ears of the business community and our law enforcement agencies.

### Members of the Blue Suede Brigade:

- Patrol Downtown and the Medical District six or seven days a week, 10 - 12 hours a day.
- Provide directions and information about activities, attractions, history, development, businesses, and services.
- Offer daily reports on events, activities, contacts made, and assistance provided, as well as maintenance or safety conditions requiring attention.
- Utilize two-way radios to respond to calls from other brigadiers and to communicate directly with the Memphis Police Department.
- Work with local service providers to get the homeless off the streets and into appropriate programs to receive the help they need.
- Are thoroughly trained in radio and patrol procedures, observation and listening skills, health and safety awareness, history and geography of Downtown, and hospitality and customer service skills.





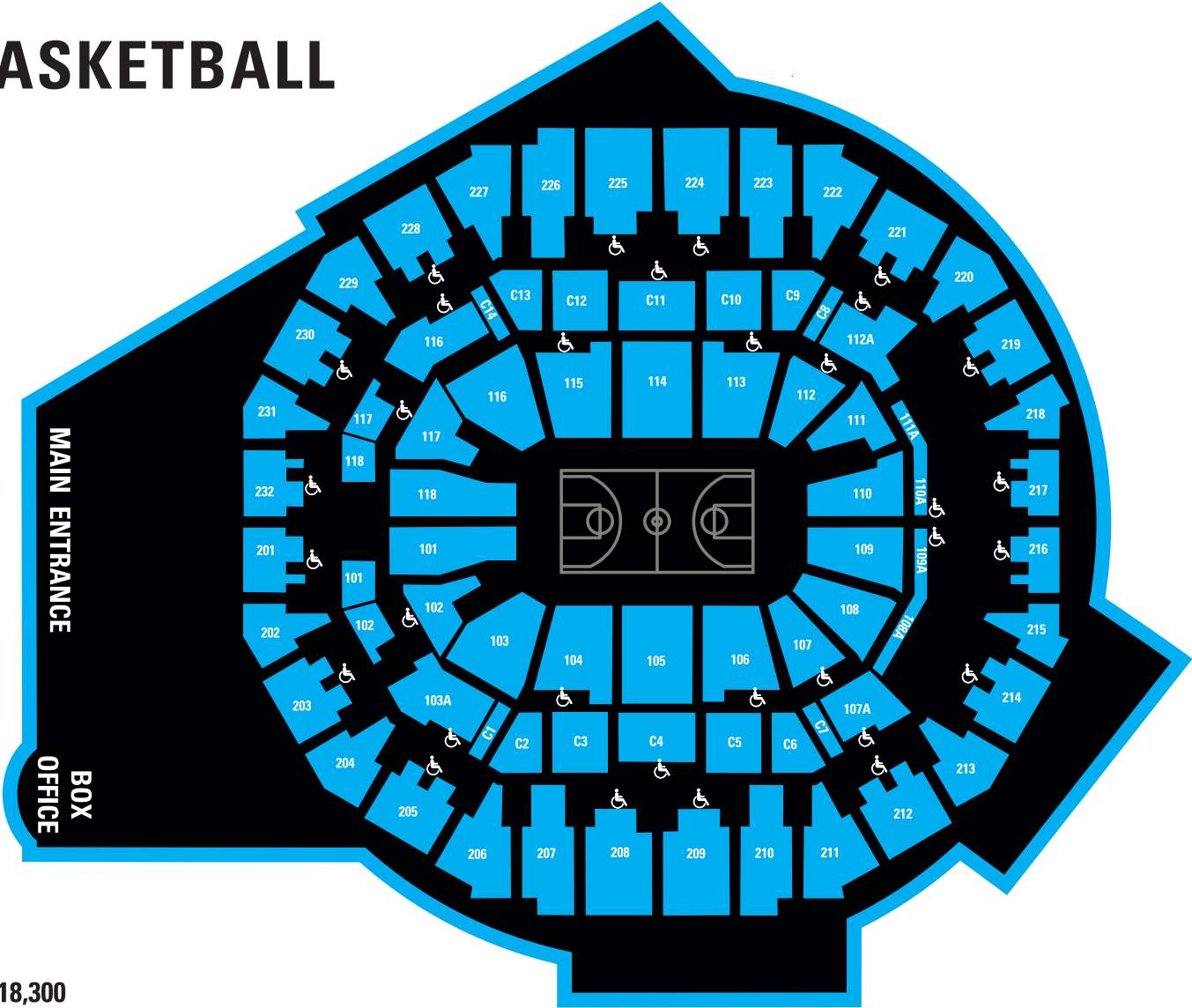
**BUILDING**

## CAPACITY

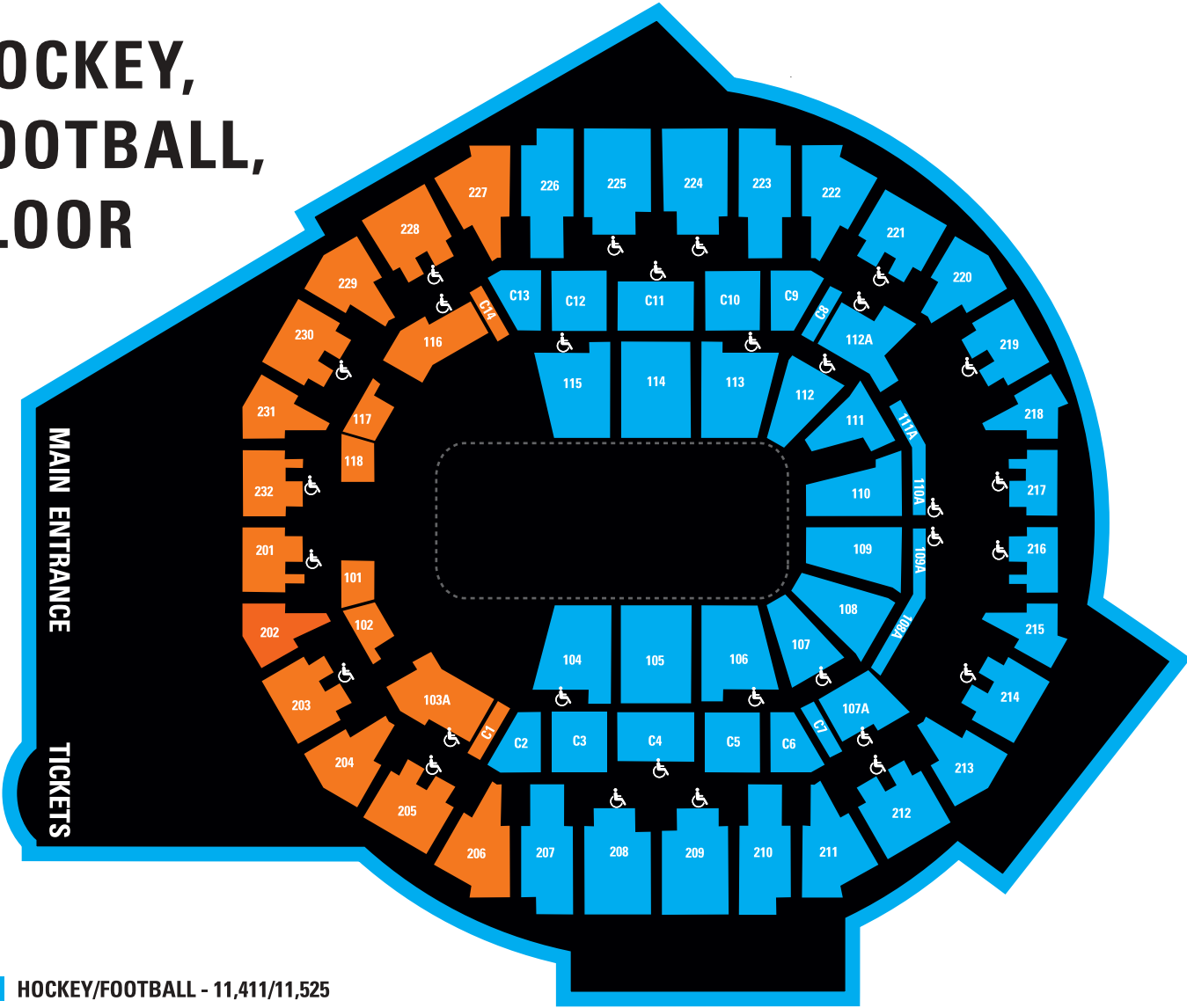
Basketball	18,300
Hockey	11,411
Football	11,525
End Stage - 180°	12,592
End Stage - 240°	14,122
End Stage - 270°	14,584
End Stage - 360°	16,414
Theatre - 180°	7,410
Theatre Proscenium	2,851
Center Stage	17,441
Floor Event	14,724



# BASKETBALL



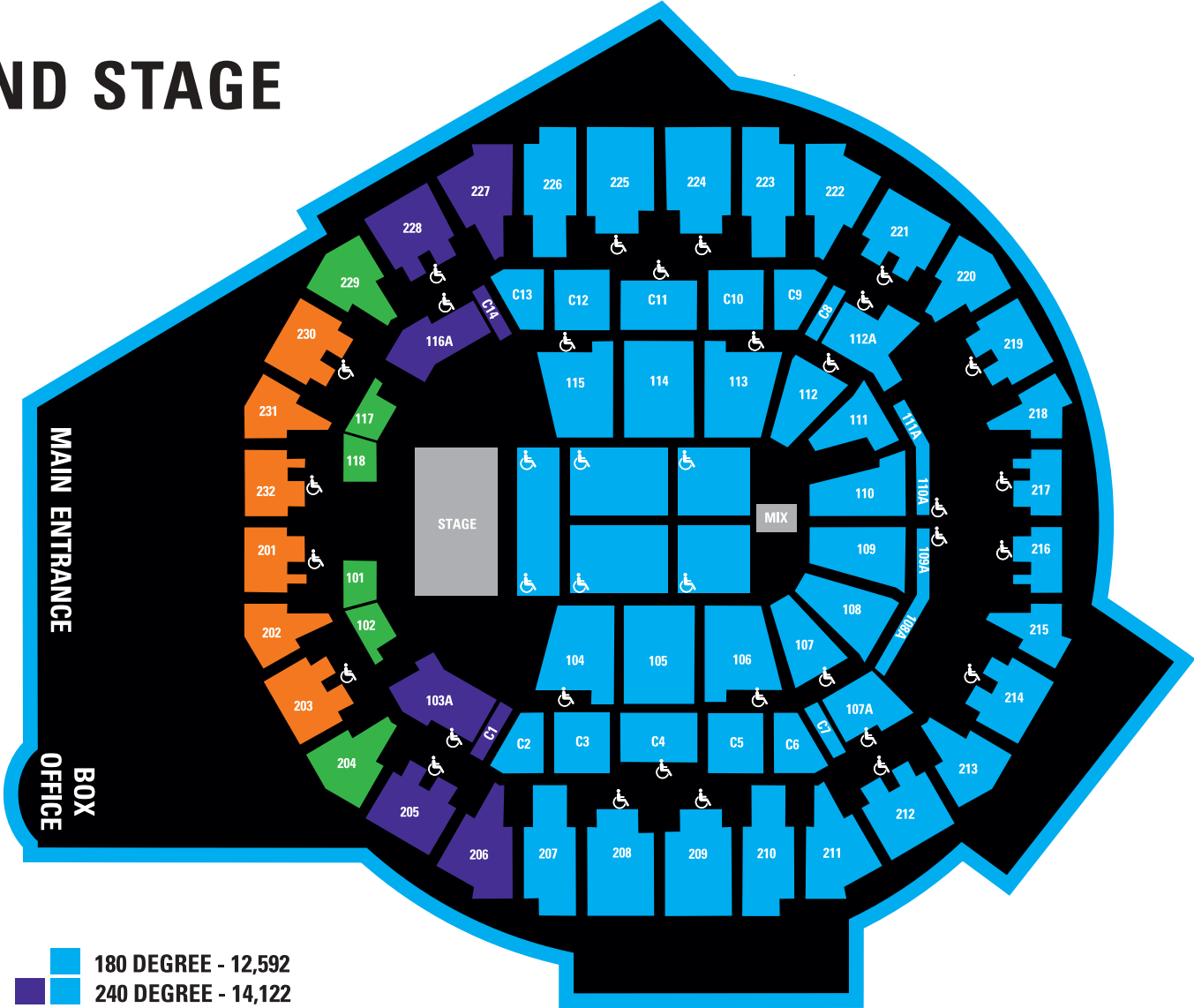
# HOCKEY, FOOTBALL, FLOOR



- HOCKEY/FOOTBALL - 11,411/11,525
- OPEN FLOOR - 14,724

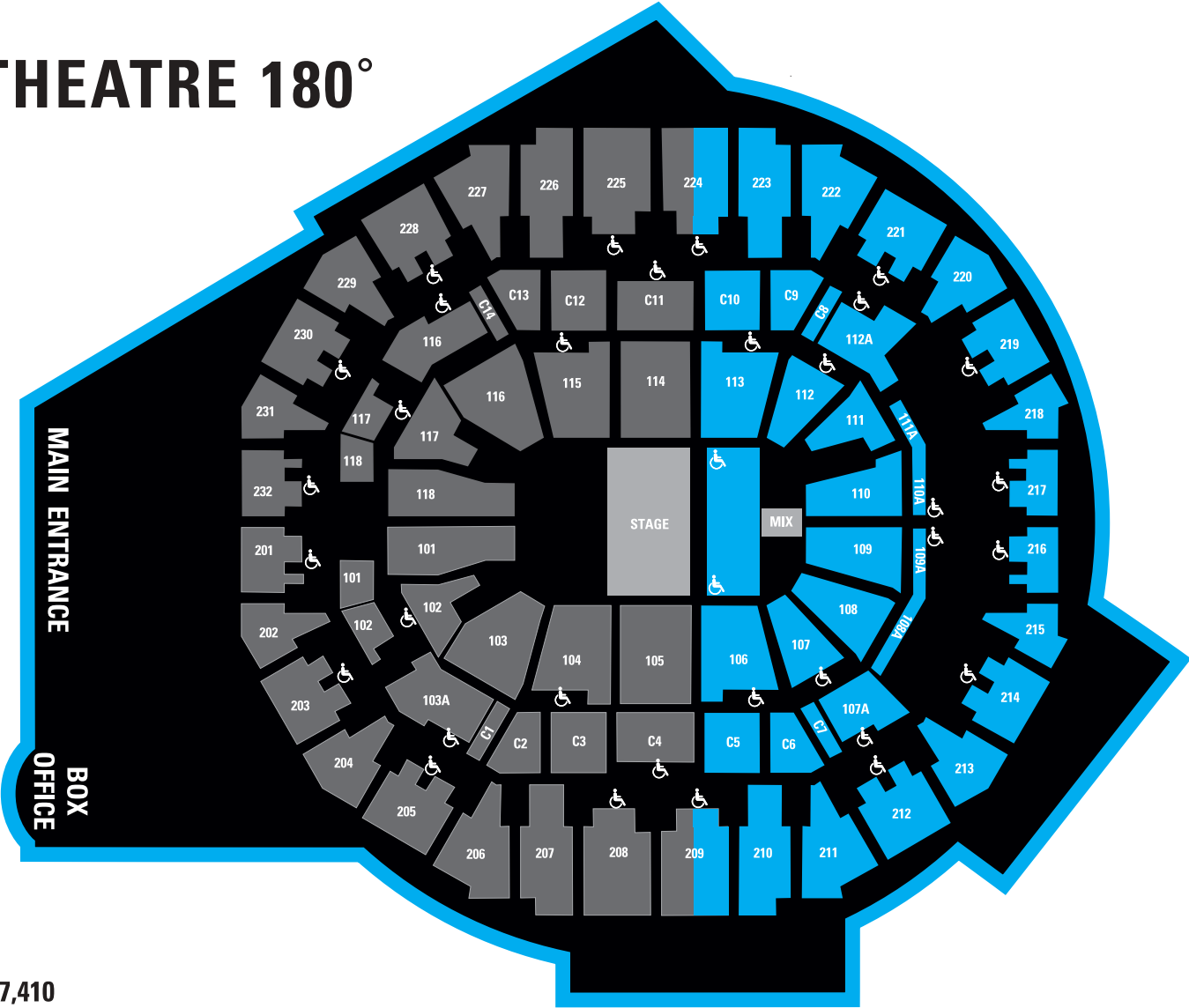


# END STAGE

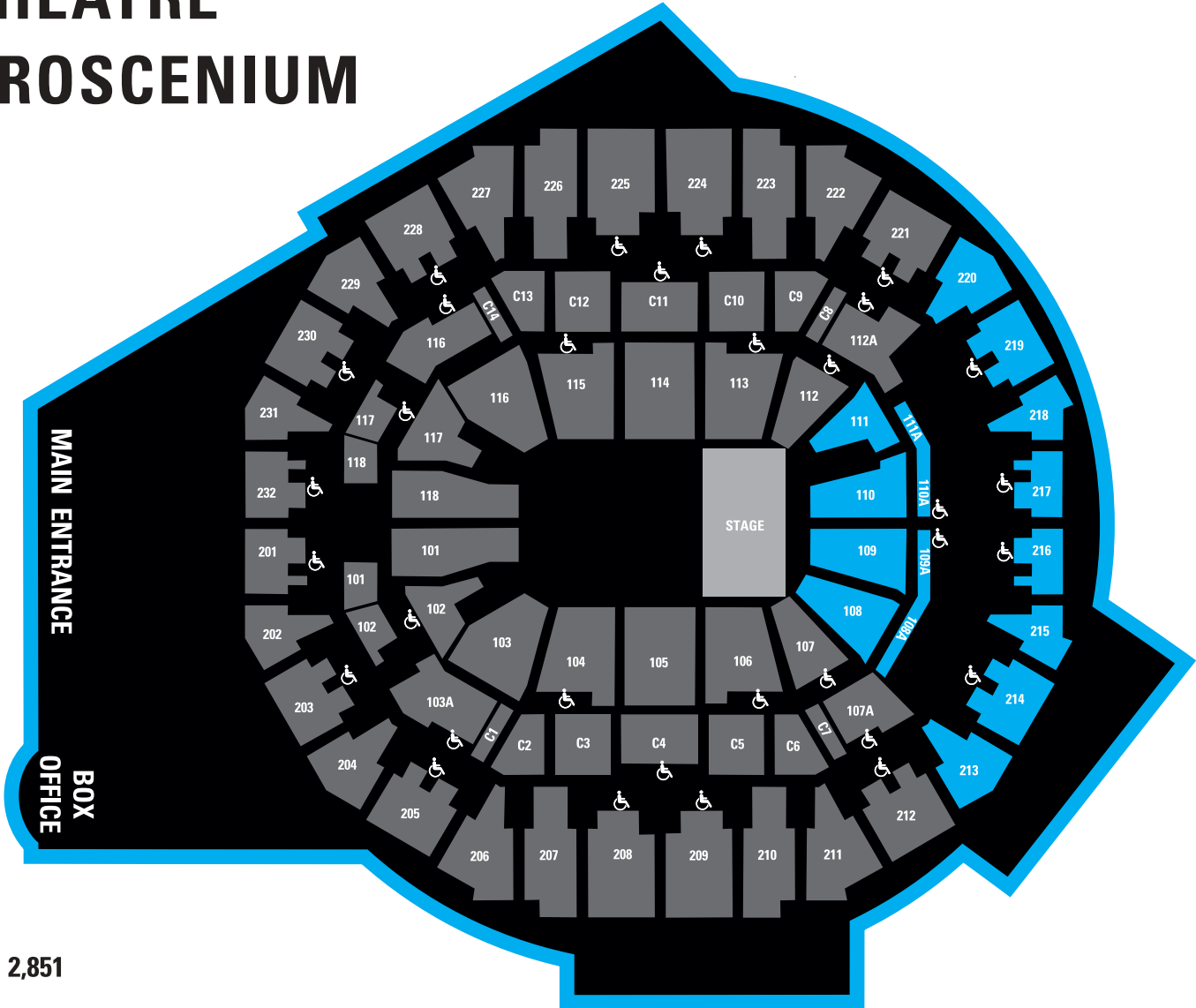


- 180 DEGREE - 12,592
- 240 DEGREE - 14,122
- 270 DEGREE - 14,584
- 360 DEGREE - 16,414

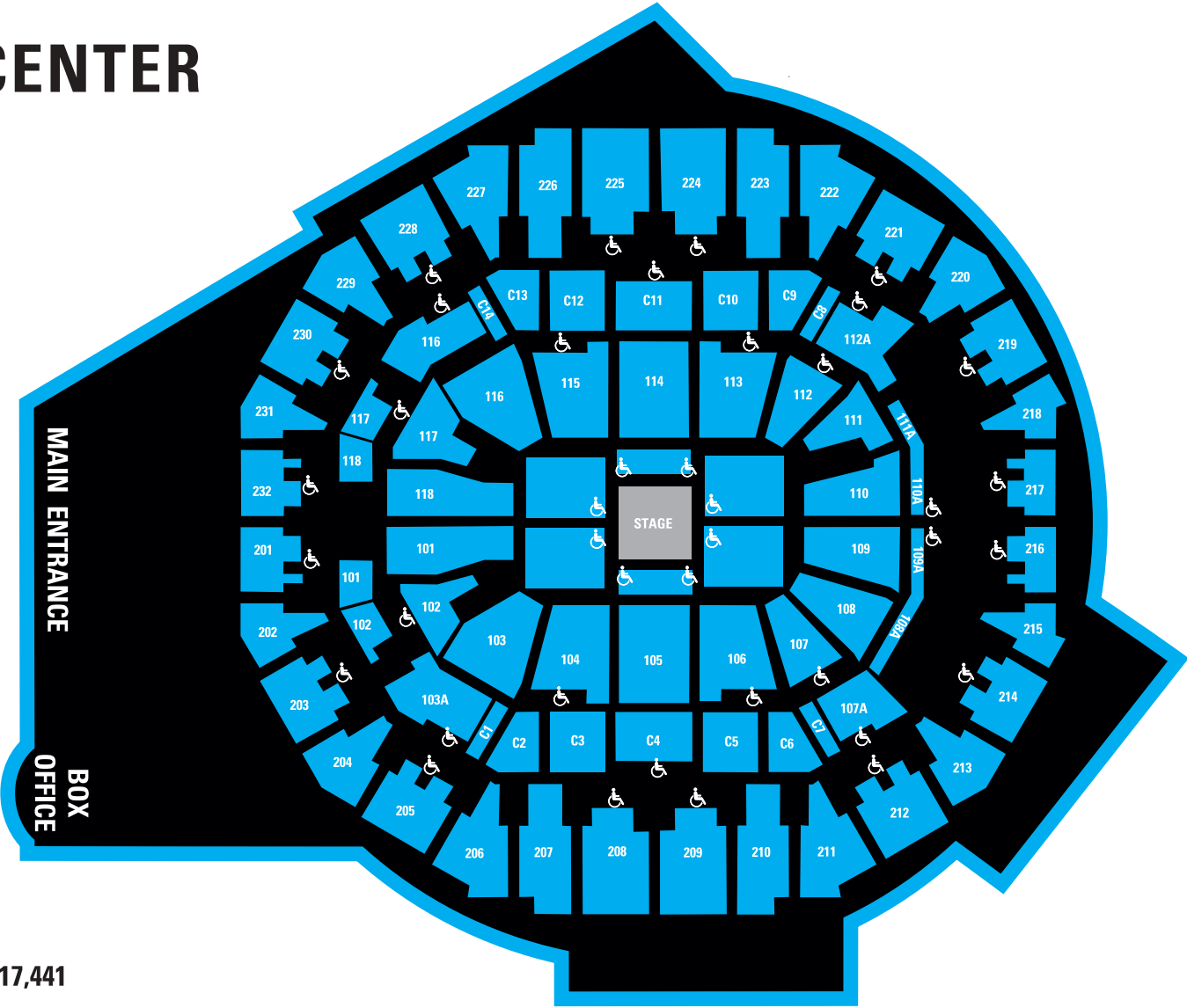
# THEATRE 180°



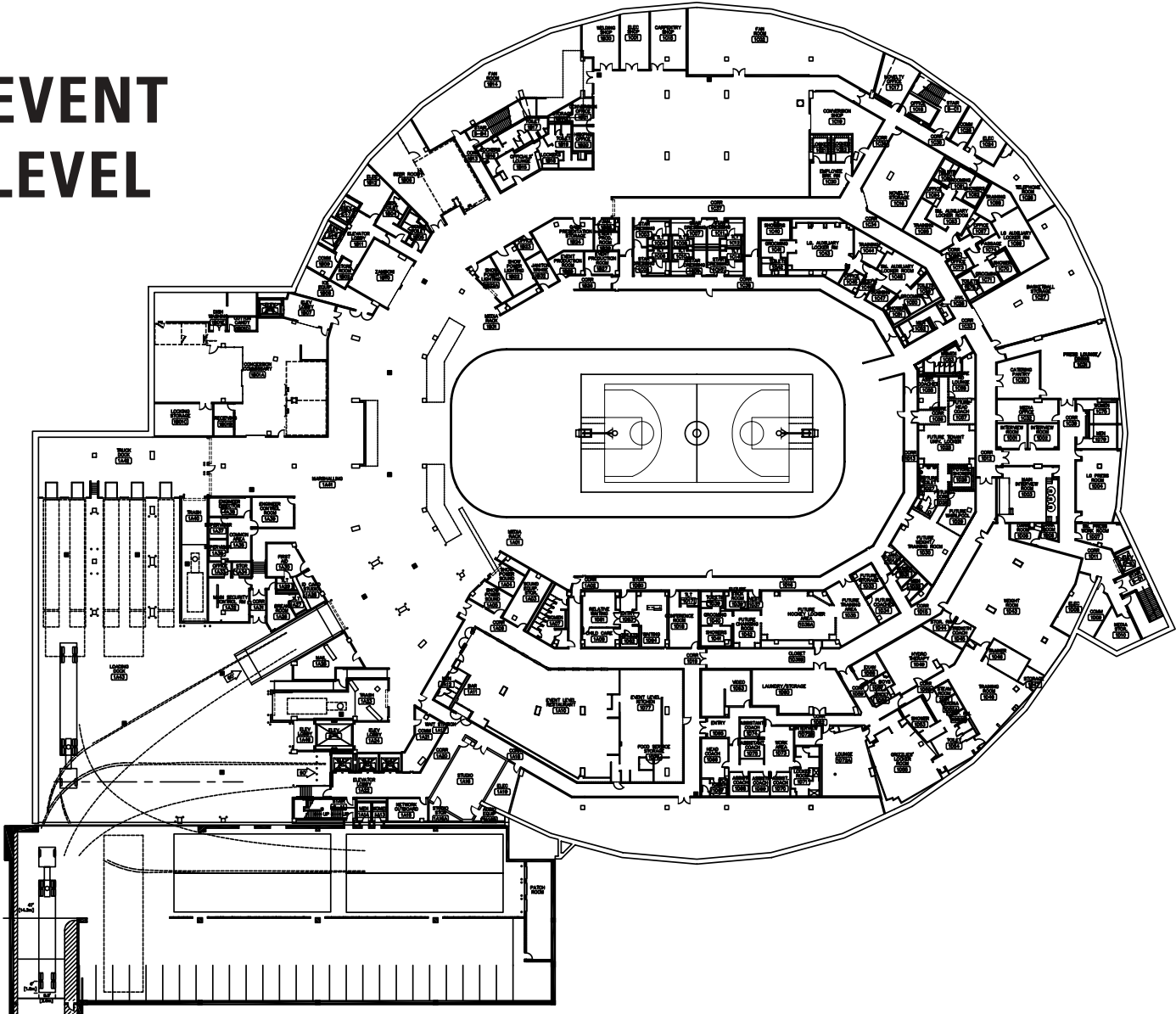
# THEATRE PROSCENIUM



# CENTER

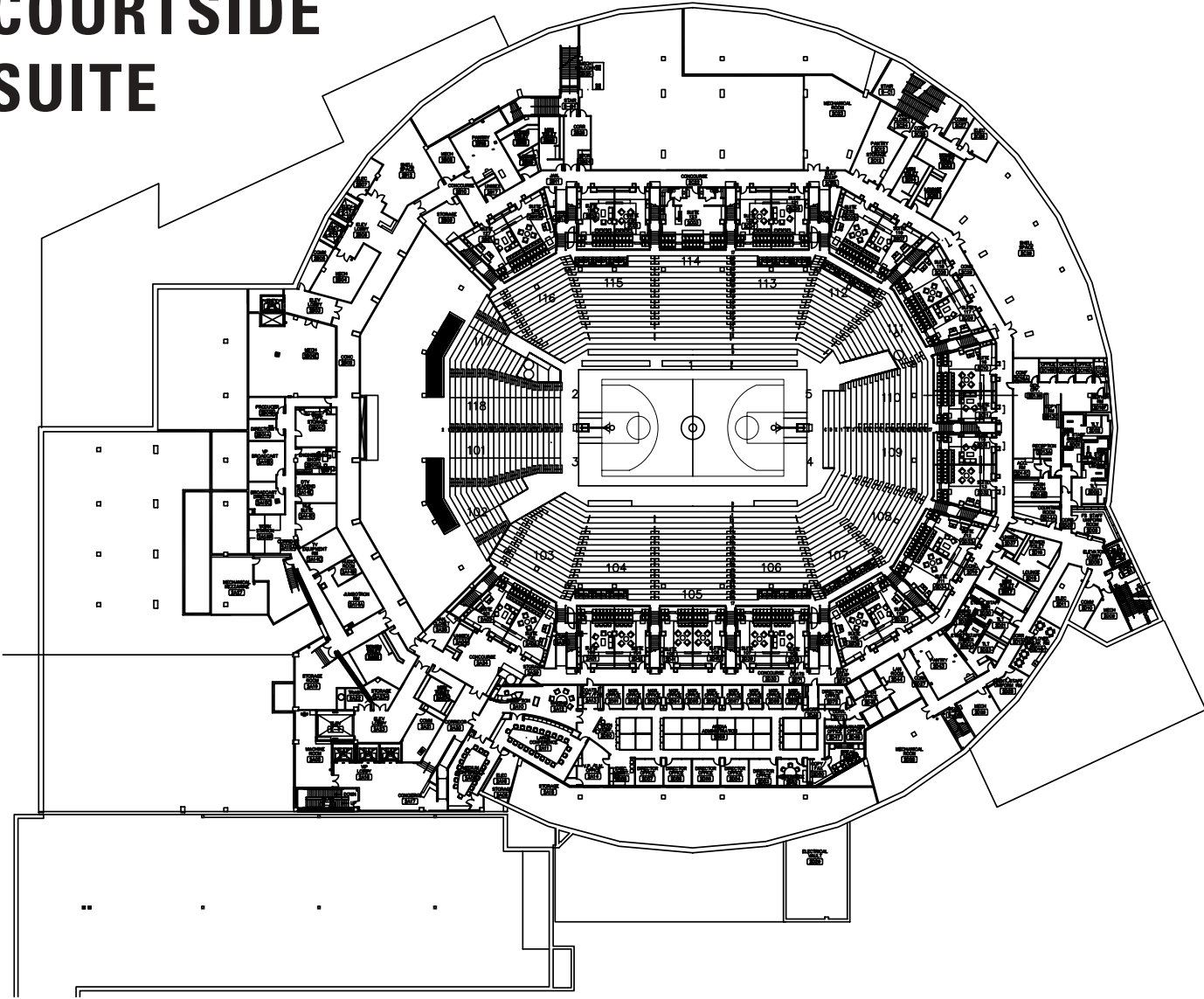


**EVENT  
LEVEL**

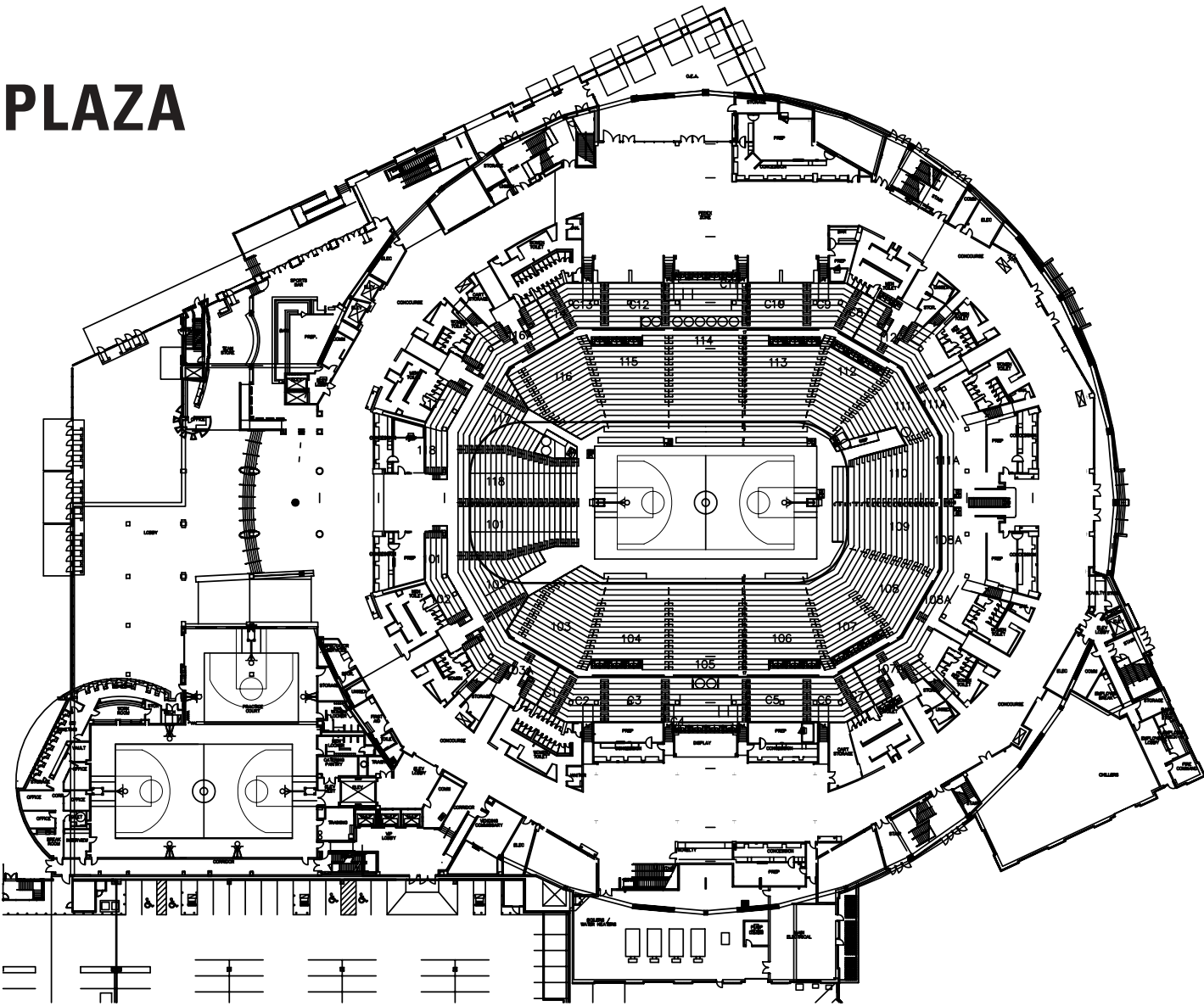


**BUILDING**

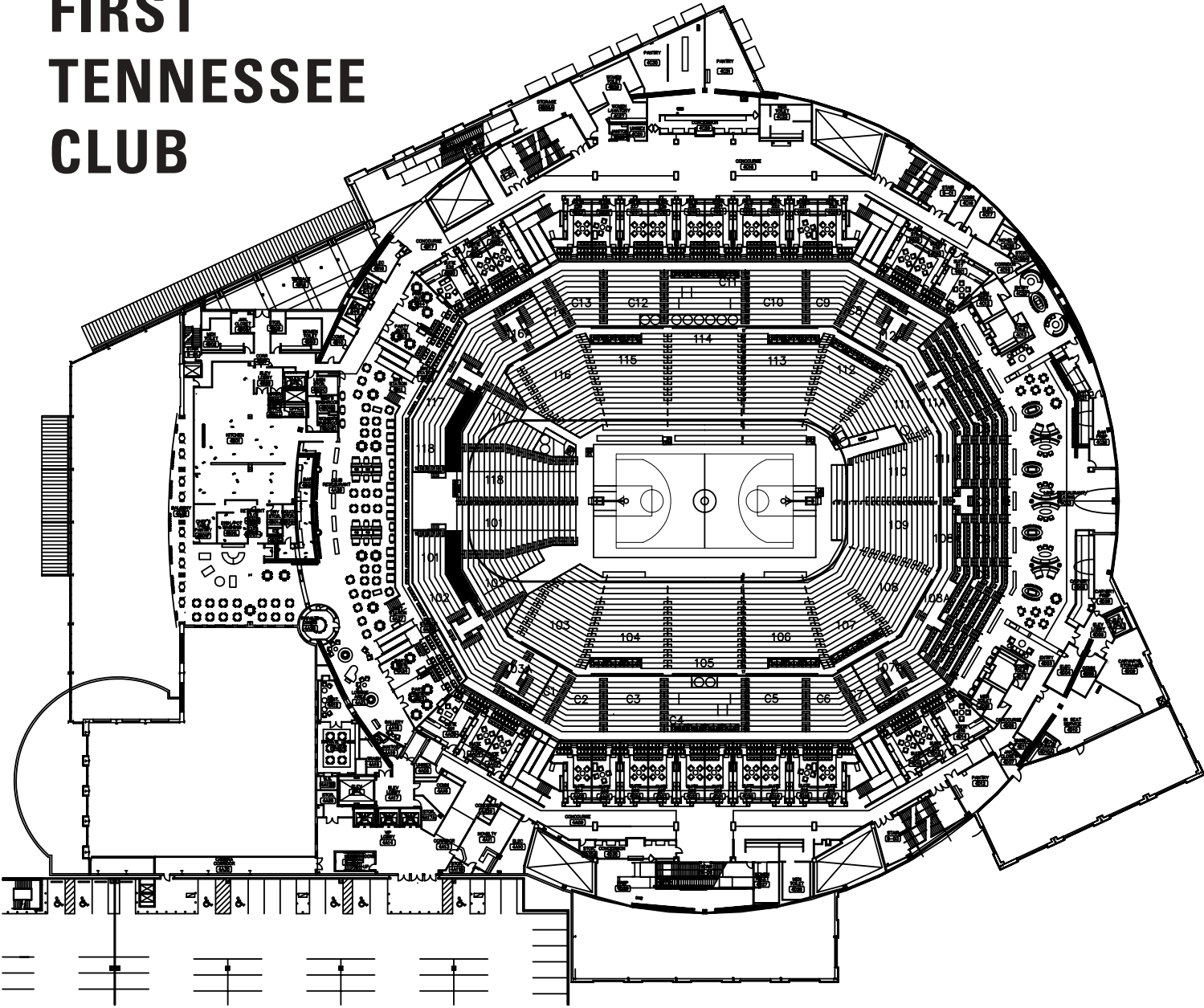
# COURTSIDE SUITE



# PLAZA

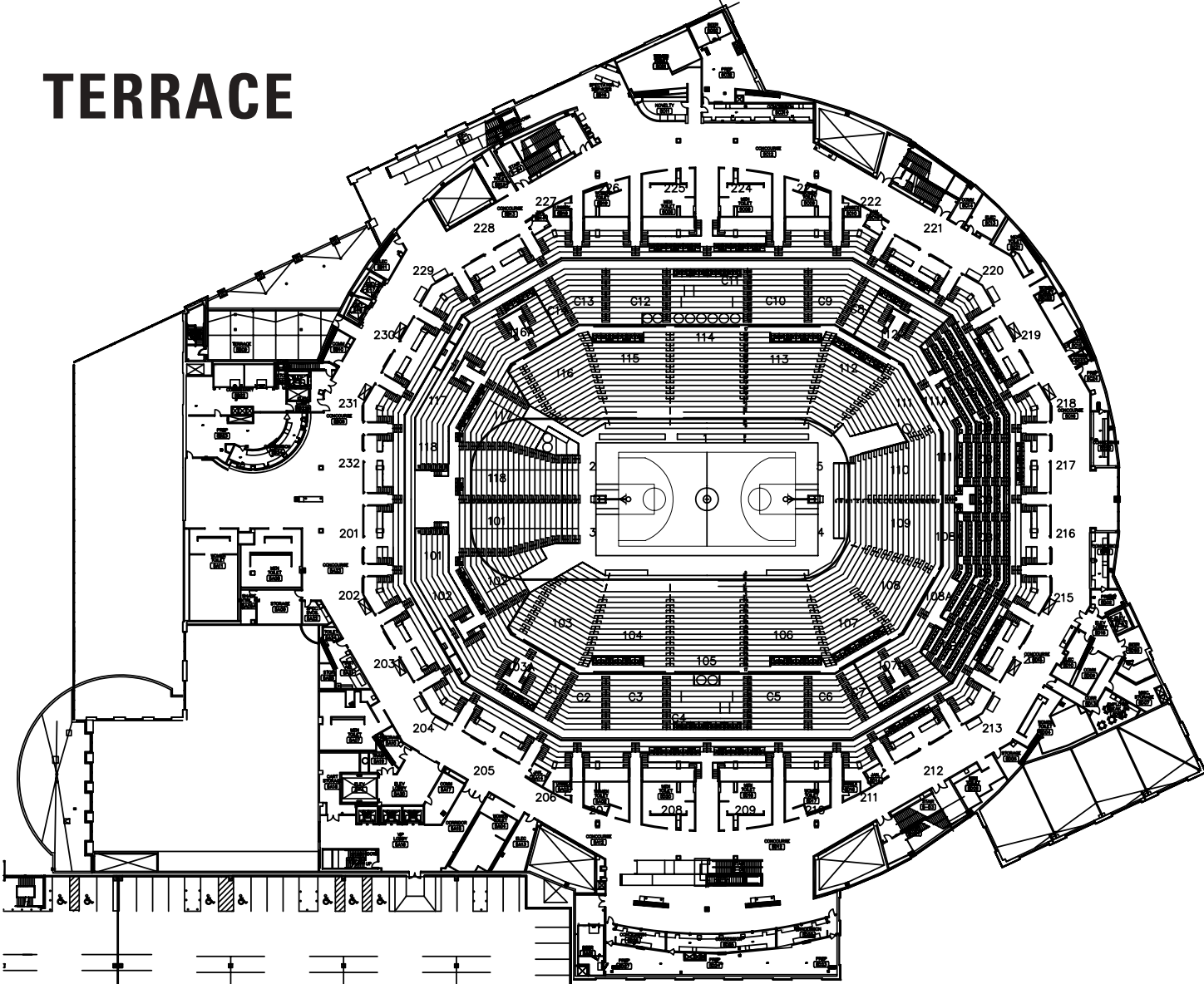


FIRST  
TENNESSEE  
CLUB

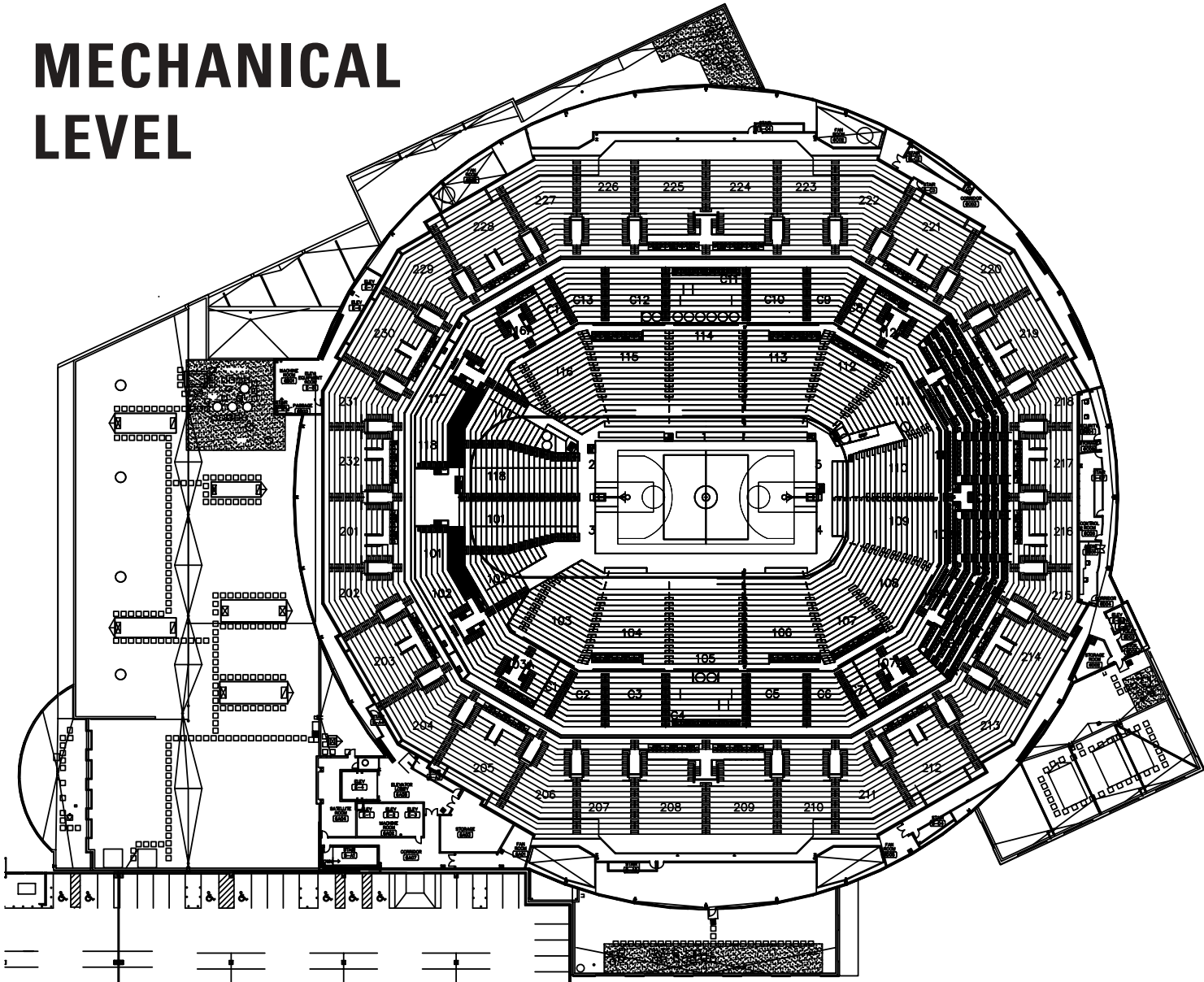




# TERRACE



# MECHANICAL LEVEL



# BOOKING PROCEDURES

## Scheduling Date

Questions regarding the availability of dates should be directed to Charlotte Allison, Vice President of Event Marketing at 901.205.1520 or [callison@grizzlies.com](mailto:callison@grizzlies.com). The fax number is 901.205.1499.

## Rental Expense

Rental structure is based upon established rental rates and determined by the type of event, space used and venue co-operation. Further information can be obtained from the Vice President of Event Booking.

## Holds

A First Hold, or tentative reservation, will be given to individuals requesting a specific date. If another group desires to lease the building for any portion of dates currently held as a First Hold, FedExForum, at our discretion, may require the group holding the initial reservation to pay a non-refundable deposit of 50% of the rent plus expenses due for the event. Failure to complete these requirements in the allotted time will result in a release of the date(s) being held.

## Contract Execution

All arrangements are considered tentative until a license agreement has been fully executed and returned. A deposit may be required upon execution of license agreement to secure your date. In the case a deposit is required and the event is postponed or rescheduled at the request of the Licensee, the deposit may be forfeited. Otherwise, the deposit will be credited at the time of settlement.



# BOOKING PROCEDURES

## CONTINUED

### Insurance

For all events, the Licensee shall provide and maintain in full force and effect, at its expense, insurance coverage as designated in the executed license agreement, which shall protect the Licensee and FedExForum from any and all liabilities, damages, or loss to person or property caused by, resulting from, arising out of or in connection with the Licensee's occupancy of FedExForum. Not less than one (1) month prior to the Event, the Licensee shall furnish FedExForum with an appropriate certificate(s) of insurance evidencing compliance with the insurance requirements as set forth in the License Agreement.

### Taxes, Licenses and Laws

Licensee shall comply with all laws, orders, and regulations of the federal, state, county and municipal authorities, including police, fire and public safety authorities.

Licensee will adhere to any lawful direction or order of public officers imposed upon FedExForum or Licensee with respect to facilities or the use and occupancy thereof.

Licensee must obtain and pay for all other necessary permits and licenses. In addition, the payment of all other necessary federal, state or local taxes, as well as use fees, shall be the sole responsibility of the Licensee.



# BOOKING PROCEDURES

## CONTINUED

### Financial Settlement

All event accounting and settlement will be performed by FedExForum. Settlement is normally completed the night of the event (no later than noon the next business day) with final adjustments and complete financial accounts provided within 30 working days. At the conclusion of the event FedExForum will furnish Licensee with a box office statement detailing the gross revenues received from ticket sales. The final settlement will include all available and documented expenses incurred or estimated.

Licensee agrees to pay promptly any amounts shown to be due to FedExForum which are not paid in full by the box office receipts.

Licensee agrees to examine the statement and to notify FedExForum in writing of any claimed error in the account or objectionable charge within ten business days after receiving the statement. Unless Licensee notifies FedExForum within this timeframe, the statement shall be deemed a true and correct statement of account

Licensee may be required to make additional deposits prior to event, if, in the sole discretion of FedExForum, expenses will not be covered by box office receipts. Deposits must be made by the designated deadline to prevent a possible cancellation of the event and forfeiture of Licensee's deposit.



# EVENT COORDINATION

Upon the completion of an Event License Agreement, FedExForum will assign an Event Coordinator to your event. This individual will become your primary contact throughout your event planning and execution process.

Your Event Coordinator is responsible for the coordination of your event requirements with the departments, technicians and contractors of FedExForum. Your event coordinator is also your day of event contact throughout your stay in the building and will oversee overall facility operations under the supervision of the Executive-in-Charge.

## **Other functions of the Event Operations Department:**

- Staffing and cost estimates
- Floor plan coordination and approval with the Memphis Fire Department
- Shipping and receiving assistance
- Production and technical specifications

Please remember that all pyrotechnic displays must be licensed and approved by both the Memphis Fire Department and FedExForum prior to event day.

## **Executive-in-Charge**

A senior member of the FedExForum management team will be present throughout your event. Any concerns regarding your show should be first directed to your Event Coordinator to facilitate the best response to your needs.



# EVENT COORDINATION

## CONTINUED

### Event Control Center

FedExForum will have an Event Control Center in operation during your event. This Control Center serves as the operational headquarters during all events, and will monitor all activities and communications during your event.

### Production Meeting(s)

Your Event Coordinator will conduct a production meeting prior to your load-in and arrival to review any specifications and arrangements regarding your show. All facility departments will participate to ensure all aspects of your event have been thoroughly reviewed. Prior to the start of your event, a pre-event briefing will be held with all department supervisors to discuss all elements of your event. Your participation in both of these sessions is encouraged.

### Follow Up and Evaluation

Following your event, the Event Booking Department will forward an evaluation of our facility and our staff. Your success and satisfaction is our top priority, and we welcome the opportunity to meet and exceed your expectations.



## **BOX OFFICE & TICKETING**

FedExForum will handle both on-site and remote access ticketing needs for your event. Our Box Office Manager will prepare your show's manifest and coordinate all ticketing programs for your event. You will be provided statements of daily ticket sales and, at the conclusion of the event, a full accounting of all sales.

FedExForum is equipped with 18 on-site ticket windows located adjacent to the Main Entry plaza on Third Street. Ticket Windows will be open for sale of FedExForum events on an as yet to be determined schedule. All major credit cards are accepted (American Express, Discover, VISA and Mastercard). Personal checks are not permitted.

Ticket sellers, hosts and security personnel will be provided by FedExForum at the expense of the promoter.

Tickets are also available for purchase through any Ticketmaster outlet, website or by phone. FedExForum and Ticketmaster support the TicketFast program and self-printed bar code tickets.





## **GROUP SERVICES**

The FedExForum Group Sales Department is available to assist in marketing your event to large groups and organizations in Memphis and surrounding areas. For more information please call Charlotte Allison, Vice President of Event Marketing at 901.205.1520 or email [callison@grizzlies.com](mailto:callison@grizzlies.com).



# BUILDING POLICIES

## Camera/Recording Policy

Video and audio recorders are not permitted inside FedExForum unless approved in advance by show or building management. Typically, FedExForum allows cameras at all events with a lens less than 3", unless requested to change policy by the show promoter in advance of the show date.

## Children's Entry Policy

All guests ages 2 and over are required to have a ticket for admission, unless otherwise specified.

## Re-Entry Policy

FedExForum has a no re-entry policy. Re-entry on the same ticket is prohibited.

## Prohibited Items

Guests to FedExForum are prohibited from entering the arena with the following:

- Cans, bottles, coolers or any similar container
- Laser pens or laser products of any type
- Fireworks
- Air horns or any other mechanical noise makers
- Alcohol of any type
- Weapons of any type, including guns and knives
- Poles or sticks
- Any other item deemed unacceptable by FedExForum



# BUILDING POLICIES

## CONTINUED

In the event that items are revealed during a search, guests must dispose of the items prior to entry. FedExForum will not safeguard any personal belongings or items of any type.

FedExForum management retains the right to determine the type of pre-event screening.

### Smoking Policy

Smoking is not permitted anywhere inside of FedExForum, except in designated exterior smoking lounges on the Plaza, First Tennessee Club and Terrace levels.

### Animals

Animals are not permitted in FedExForum with the exception of service animals, or animals that are part of an approved activity, exhibit, or show (as determined by FedExForum in its sole discretion).

All events displaying live animals as part of their show must notify FedExForum in writing prior to the event date. All animals must have all health documents as required by federal, state and municipality statute. The request to use live animals should include information regarding parameters for animal care including, but not limited to: display procedures, waste control, security barriers, etc.



# BUILDING POLICIES

## CONTINUED

### Balloons

Helium-filled balloons are strictly prohibited from FedExForum. Any balloon removed from FedExForum will result in a \$200 removal fee (per item) billed to the event.

### Stickers

The distribution of stickers or similar adhesive materials is strictly prohibited.

### General Signage Rules

Tape should only be used if it does not leave a sticky residue and/or if it does not remove sealer or paint upon removal. FedExForum requires tape comparable to 3M #355 transparent tape.

No items may be affixed to walls or FedExForum equipment without the prior consent of the Event Coordinator. If approved, the items may not be attached via any mechanism that would result in permanent damage. Removal of event signage is the responsibility of the event. If FedExForum has to remove any signage, it will bill the show for labor, time and other pertinent costs such as damage in removal of signage.

All signs must be flame retardant and approved in advance by the Event Coordinator and the appropriate Memphis Fire Department Official.



# SECURITY AND SAFETY

FedExForum is committed to providing a safe and secure environment for employees, performers, promoters and guests. FedExForum offers the following security and safety:

- Security Control Room staffed 24 hours a day
- CCTV monitoring of the interior and exterior of the facility
- Roving security officers outside and inside the facility
- Secured entry for staff, production, talent and promoters
- Medical personnel on standby
- First aid facilities throughout
- Event Control Room to monitor and dispatch appropriate personnel to all incidents

All special needs and requests for security will be coordinated through your assigned Event Coordinator in conjunction with our Director of Public Safety. Based on your event demand, FedExForum can provide:

- Pre-event venue search and sweeps
- Walkthrough metal detectors and hand wands
- Visual inspection of bags
- Event (T-Shirt) Security

FedExForum retains the right to determine appropriate staffing and security levels, based upon your event requirements, requests and historical performance.

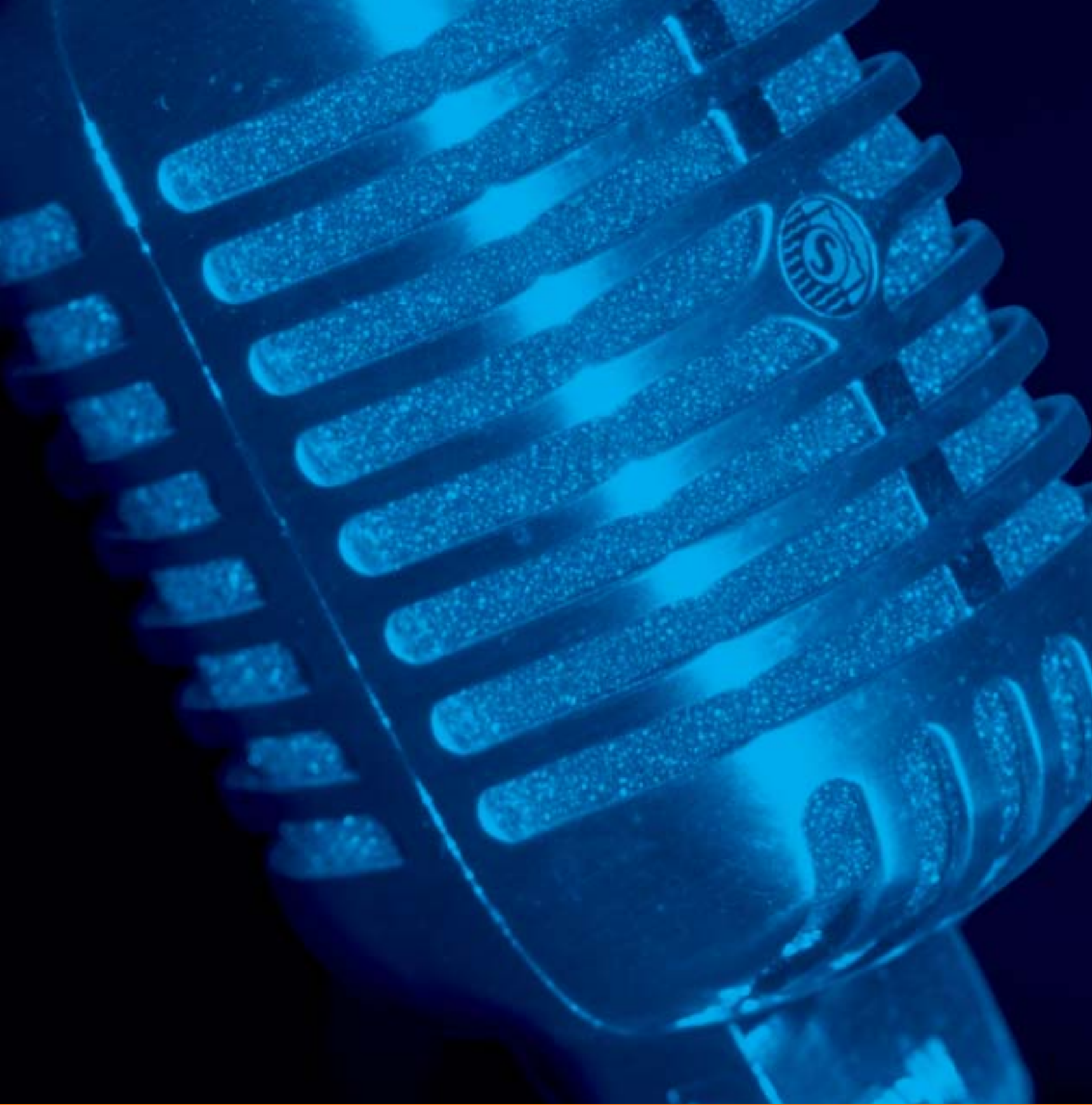


# FORD PARKING GARAGE

FedExForum offers a five-level, 1450 space attached Ford Parking Garage adjacent to the facility as well as over 200 spaces in the Linden Avenue marshalling area.

- Entrances to both the Ford Parking Garage and Linden Avenue surface parking lot are located on Linden Avenue between Third and Fourth Street
- There are over 10,000 parking spots within a 10 minute walk of FedExForum
- HOV/Limo drop-off and pick-up is located on Third Street between Beale and Linden. Limos must be attended at all times and may only remain in the same place for 15 minutes
- HOV/Group Buses may drop-off and pick-up on Fourth Street between Beale and Linden. Buses may park along Fourth, but must be attended at all times
- Limited parking for special event vehicles may be available in the Linden Avenue parking lot. Parking charges will be determined on a per-event basis
- Loading dock access is restricted to approved show vehicles. Staff parking is not permitted in the loading dock. Event Licensee will receive five parking passes for event day parking in the Ford Parking Garage





**PRODUCTION**

# BROADCAST

**FedExForum offers:**

- Distributed in-house TV network
- In-house studio and interview rooms
- In house television, radio and graphics production facilities
- Broadcast panels located throughout the facility, networked to Central Patch Bay in loading dock for signal distribution
- Fiber connectivity out of arena for over the air broadcast

# SOUND

- FedExForum provides state-of-the-art sound reinforcement with an exceptional sound system, offering concert-quality sound reinforcement throughout the bowl
- The sound system includes multiple input connections throughout the interior and exterior of the building and building output mixes to provide ample sound reinforcement to any show
- DSP technology and individual speaker control and isolation offer the flexibility to provide primary show sound, or enhance your event's audio system





## FLOOR / PLANS

FedExForum's floor has 20,500 square feet of contiguous floor space and features a load capacity of 500 lbs per square foot (3.47 psi) which remains constant across the entire floor

All event floor plans must be submitted to both FedExForum and the Memphis Fire Department for review and approval prior to ticket on-sale.

- Concert floor plans must include stage and mix placements, seating layout and count, aisles and corresponding dimensions
- For trade shows, include all aisles, exhibits, exits, registration areas, enclosures and all corresponding dimensions
- All floor plans must comply with federal, state and municipal regulations including ADA
- All diagrams, regardless of show, must be approved prior to any on-sale date
- CAD drawings of your event are available through your Event Coordinator

## CURTAINING SYSTEM

FedExForum offers a complete venue curtaining system, allowing the main bowl to be divided along several north - south lines.

- Also available is a proscenium curtain option, which will enclose your stage, up to 60' x 40'
- Curtain rental includes installation and positioning of the curtain at standard rigging points
- Special requests may incur additional rental fees



# DRESSING ROOMS

FedExForum provides six performer dressing rooms with private hallway access to the floor, four team locker rooms, and three production offices.

## Performer Dressing Rooms – Six (6)    Production Offices - Three (3)

- 250 square feet with private restroom facilities
- Can be grouped in pairs of two
- 190 square feet
- High speed internet available
- Cable television available
- Telephone, fax service available

## Team Locker Rooms – Four (4)

- Between 860 and 1390 square feet with private restroom facilities

## Officials Suite

- 990 square feet
- Includes two separate changing/shower rooms
- Shared lounge

## Event Catering Room

- 1400 square feet
- Pantry available

## Plus ...

- Two interview studios
- Two event work rooms
- One main interview room



# ELECTRICAL POWER

## Stage Left

- 2700 Amp
- 6 – 400/3P/208Y/120AC
- 200A/3P/208Y/120AC
- 2 – 5 pin female connector  
60A/208Y/120AC

## Stage right

- 600 Amps
- 1 – 400A/3P/208Y/120AC
- 1 – 200A/3P/208Y/120AC

## Center Stage

- 400 Amps
- 2 – 200A/3P/208Y/120AC  
(1 north & 1 south)

## East End Mix Position

- 500 Amps
- 1 – 200A/3P/208Y/120AC
- 2 – 5 pin female connector  
60A/208Y/120AC sleeve

## Catwalk

- 1400 Amps
- 2 – 400A/3P/208Y/120AC  
(southwest & northeast side)
- 200A/3P/208/120AC (east side)
- 4 – 5 pin female connector  
100A/208Y/120V sleeve  
(Attached to 400 A services)



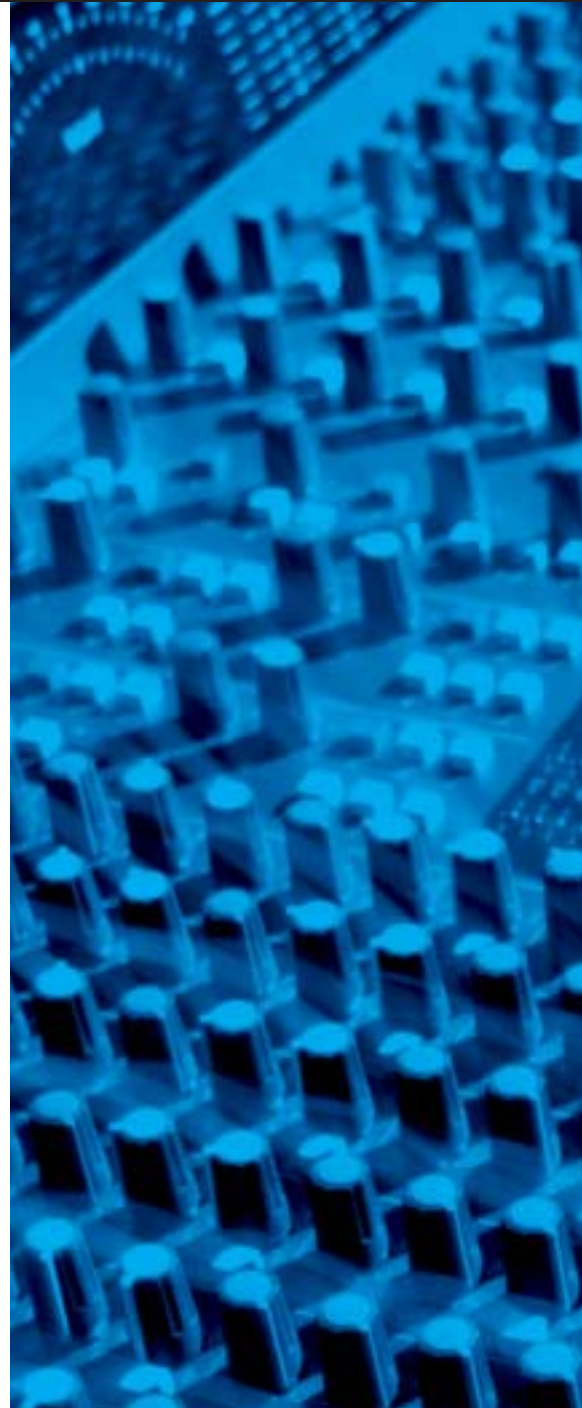
# LIGHTING

## Lighting

- FedExForum has state-of-the-art lighting equipment that is controlled through a centralized computer system located in the Engineering office and mirrored in the Event Control Room.
- Musco Sports Lights with shutters
- Theatrical gel lighting
- Programmable specialty lighting available

## Spotlights

FedExForum will offer quality spotlights to enhance your talent's visibility. Six spotlight bays are located on the catwalk level, plus opposite stage end, above the Event Control Room, offering a total of 20 possible spotlight locations. Arena inventory will include 6 spotlights.



# LOAD IN / LOAD OUT

## Loading Dock

- FedExForum offers over 40,000 square feet of enclosed loading dock space, including up to four docks with levelers for the exclusive use of the event.
- To access the loading dock, trucks enter through the ramp on Linden Avenue. Up to four trailers may park in the loading dock area (depending on availability).
- Please note that only trailers may stay underground. Once stationed, the cabs must detach from the trailer and leave the loading dock area.
- Street level parking for additional trailers, and all tractors, is available in the Linden Avenue marshalling area, located at the top of the loading dock ramp.
- Freight elevator access from loading dock to catwalk level.
- Level underground parking for 4 expandable ENG trucks near building patch room.



# RIGGING

FedExForum requires a rig plot be sent to your Event Coordinator for review and approval no later than one month prior to show.

## Stage Rigging Loading Guidelines

The total rigging load of an end stage or center stage concert is 120,000 lbs of evenly distributed weight. Total rigging load shall be applied within the guidelines given below:

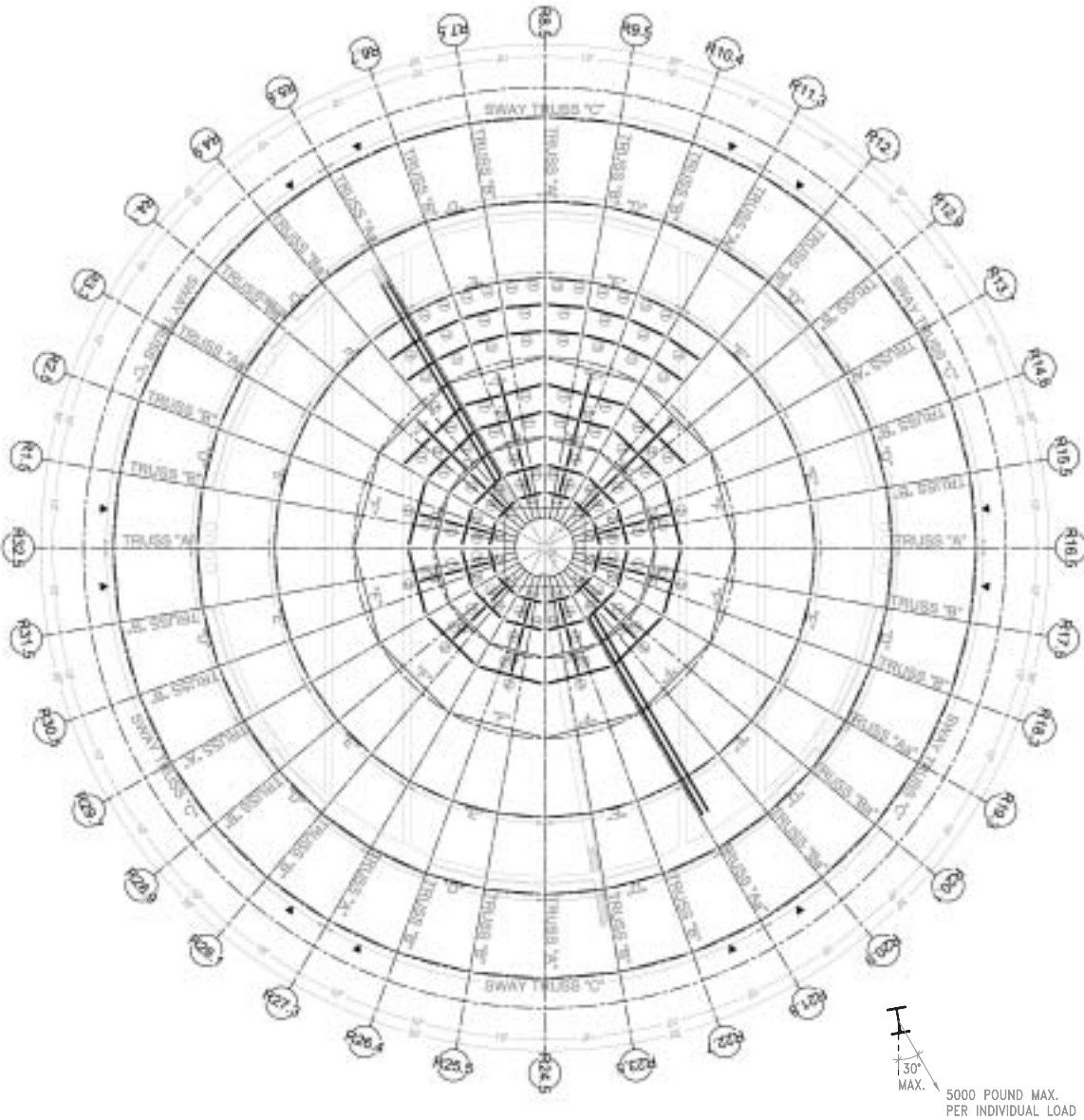
- Maximum angle of any individual load from vertical axis is 30° – see diagram attached.
- Maximum individual load of 5000 lbs.
- Members marked ① on the rigging load diagram is designed to a rigging load of 5,000 lbs applied at any location along the length of the member.
- Members marked ② on the rigging load diagram are designed for an individual 5,000 lb load applied anywhere along the length in addition to reactions from members ①. The total load of the direct load and the reactions from members ① shall not exceed 30,000 lbs.



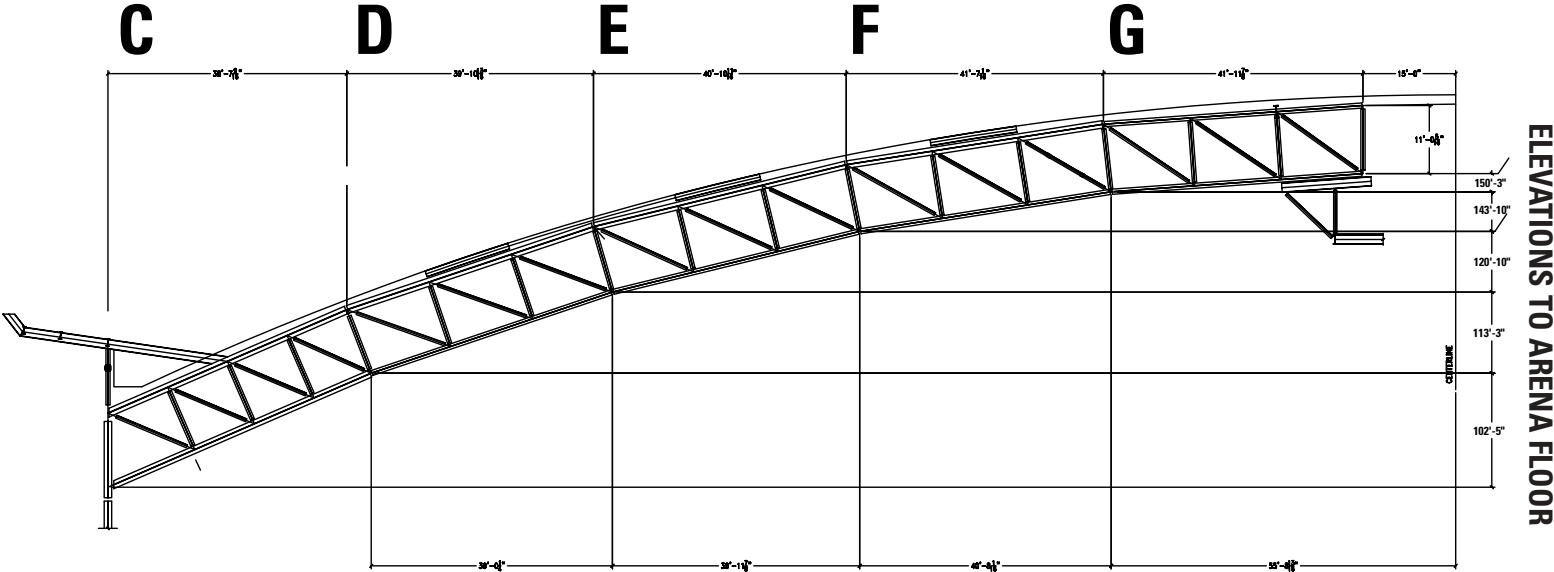
## RIGGING CONTINUED

- 'A' Trusses are designed for several 5,000 lb max. rigging loads applied anywhere along the bottom chord of the truss from the center to sway truss 'E', provided that only one 5,000 lb load is applied per segment between panel points. The accumulated loads from rigging beams ① and ②, in addition to any directly applied rigging loads, adjacent to any panel point shall not exceed 15,000 lbs. The total load supported by the truss bottom chord and accumulated panel point loading shall not exceed 60,000 lbs.
- 'B' Trusses are designed for several 5,000 lb max. rigging loads applied anywhere along the bottom chord of the truss from sway truss 'E' to 'F', provided that only one 5,000 lb load is applied per segment between panel points. The accumulated loads from rigging beams ①, in addition to directly applied rigging load.
- Sway trusses marked 'F' are designed for a maximum of 4 individual 5,000 lb loads applied anywhere along the length of the bottom chord, provided that only one load is applied per segment between panel points of the truss. The total load of the direct loading and the reactions of trusses 'B' and number ② members shall not exceed 60,000.
- Sway trusses marked 'G' are designed for a maximum of 2 individual 5,000 lb loads applied anywhere along the length of the bottom chord, provided that only one load is applied per segment between panel points of the truss. The total load of the direct loading and the reactions of members ① and ② shall not exceed 35,000 lbs.









1 TYPICAL TRUSS "A" AND "Aa" ELEVATIONS  
SCALE

# TYPICAL ELEVATION OF 'A' TRUSS

# FIRE SAFETY REQUIREMENTS

## Pyrotechnics

Pyrotechnician must have all federal, state and municipality licenses to operate special effects in FedExForum. All events using pyrotechnics (including haze machines) are required to apply for pyrotechnic permit with the City of Memphis Fire Department at 901.320.5460. There is currently no fee for the permit; however, the permit must be issued at least one week prior to the event date. All pyrotechnics must comply with NFPA 1126.

A complete list of all effects and a stage plot must be submitted to your Event Coordinator at least one month in advance of your event.

Copies of MSDS sheets for all effects and shooters credentials/licenses should be available on site throughout the event.

The Memphis Fire Department may request of complete pyrotechnics demonstration prior to your event.

## Floor Plans

FedExForum and Memphis Fire Department Fire Marshals must approve all seating arrangement prior to on sale. The blocking of aisles, exits or corridors of any type is prohibited.



# FIRE SAFETY REQUIREMENTS CONTINUED

## Electrical Wiring

Electrical cords will be grounded and UL listed. Extension cords may be used provided that they are plugged directly into an outlet or an approved power strip and are rated for the intended power use.

Extension cords shall not be plugged into another extension cord. All cords and wiring must be taped down or in a cable tray to minimize potential trip hazards. Under no circumstances are zip wires or light duty extension cords approved for use in FedExForum.

## Open Flame Devices

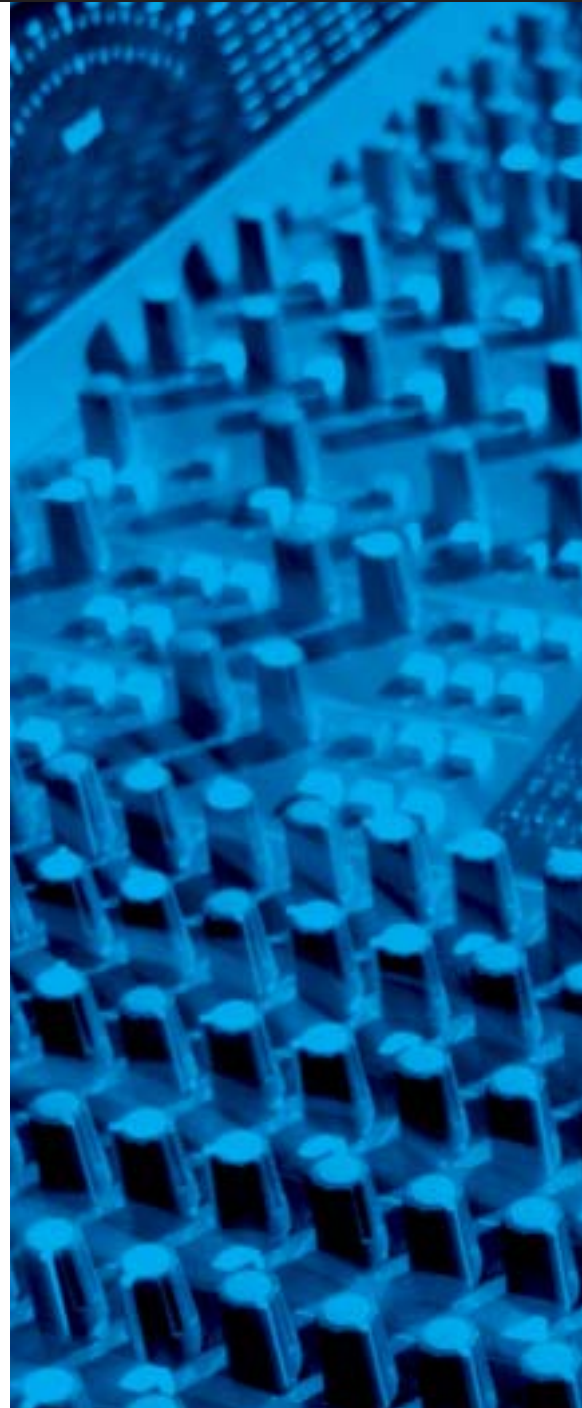
Open flame devices are not permitted in FedExForum unless specifically approved by the Memphis Fire Department and conform to NFPA 106.

## Standby Inspector

If determined necessary by the Memphis Fire Department, a standby fire marshal will be present during the event. Any costs for this additional requirement will be the responsibility of the promoter.

## Indoor Structures & Enclosed Tenting

All indoor enclosed structures are required to have operational smoke detectors and fire extinguishers. All structures are subject to approval by the fire marshal.



# **FIRE SAFETY REQUIREMENTS** CONTINUED

## **Vehicles**

Vehicles are permitted to be shown or used in the facility provided they meet the minimum requirements as set by the Memphis Fire Department.

Display vehicles must have less than 1 gallon of gas in the tank, a sealed gas cap and the negative leg of the battery connection removed. Contact your Event Coordinator for specific details about the use of vehicles in FedExForum.

## **Emergency Evacuation**

An emergency evacuation plan is available for your review. Prior to your event, your Event Coordinator will inform you of the Evacuation Procedures for the facility. Please speak with your Event Coordinator for further information.





**SERVICES**

# GUEST SERVICES

## Main Entrances

The Main Entrance to FedExForum is located on Third Street between Beale Street and Linden Avenue. For guests parking in the onsite parking garage, entrances are located on P1 (Plaza Level), P3 (First Tennessee Club Level) and P4 (Terrace Level). Gates open one hour prior to the event, with earlier access for premium level clients. Your event coordinator will work with you to ensure doors open at an appropriate time.

## Telephones

Accessible public telephones are located throughout the building on various levels. Public TDD/TTY phones are also available at every phone location.

## Restrooms

Restrooms are located on all levels, and are equipped to meet the needs of all guests, including guests with disabilities. Family restrooms are available on all general public access levels.

## Automatic Teller Machines (ATMs)

First Tennessee ATM machines are located on the Plaza, First Tennessee Club, and Terrace levels.



# GUEST SERVICES CONTINUED

## Elevators

5 public elevators are located in the facility. In addition, one elevator in the southeast corner offers preferred access for Media to the Event Level. Public elevators may not be blocked and may not be used to transport equipment or freight.

## Freight Elevators

FedExForum provides a freight elevator located at stage right (Southwest Quadrant). This 11'x17' elevator has a 15,000 lb capacity and travels from the loading dock to the catwalk.

## Escalators

Two escalators are located inside the building. The escalators go directly between the Plaza and Terrace levels only. Access to the First Tennessee Club or Courtside Suite level is via public staircases adjacent to the escalators or one of the five public elevators.

## Guest Relations Centers

FedExForum offers two Guest Relations Centers, one each on the Plaza and Terrace Levels. These Centers will assist guests with facility and event questions, advance ticket purchasing, and general assistance. In addition, Concierge Desks are provided on the Courtside Suite and First Tennessee Club Levels for premium services assistance.



## **GUEST SERVICES** CONTINUED

### **ADA Services**

Guest Relations Centers are able to provide assistive listening devices and alternate format materials (such as brochures, programs and other literature) to guests with disabilities. Headsets and receivers for assistive listening system are provided at no charge to our guests with hearing disabilities. Events may be required to provide a program feed to the building's assistive listening system. Courtesy wheelchairs are available at all spectator service locations.

### **Disabled Parking and Drop-Off/Pick-Up**

Parking for guests with disabilities is available in the FedExForum parking garage, and the Linden Avenue marshalling area. All vehicles must have a current state-issued hang tag or license plate. Disabled drop-off/pick-up is located in the alley way between FedExForum and Beale Street properties. Drivers must accompany vehicles at all times while dropping guests off.

### **Limo/HOV Drop-Off/Pick-up and parking**

Limo drop-off and pick-up is located on Third Street between Beale and Linden. Limos must be attended at all times. Waiting time is limited to 15 minutes. Bus and motorcoach drop off is available on Fourth Street between Beale Street and Linden Avenue. Parking for buses is available for a fee in the Linden Avenue marshalling area. Parking charges will be determined on a per-event basis. Loading dock access is limited to working show vehicles. Show staff parking is not permitted in the loading dock.





# HOSPITALITY

## Plaza

The unique single entry design of FedExForum provides a focal point second to none. A 36,000 square foot outdoor plaza located on Third Street allows for convenient drop-off and a tremendous opportunity for outdoor entertainment. A large 14' x 28' outdoor LED video screen can feature your event on the night of the show, enhancing the overall entertainment experience.

## Entry Lobby

The 12,000 square foot two-tiered indoor grand lobby can be used to host a reception, parties or dinner.

## Grizzlies Practice Facility

The Grizzlies practice facility at 12,500 square feet is a unique event space. It can be used for basketball, or can be turned into a party space complete with varied catering options. Practice facility availability is limited.

## Round Town Bar & Grill

Just off the main lobby is the 110 seat sports bar and grill offering pub fare, an outdoor patio and a full bar.



# **HOSPITALITY** CONTINUED

## **First Tennessee Club Lounge and Restaurant**

The First Tennessee Club is a private level between the Plaza and Terrace Levels, featuring 360 degrees of private hospitality opportunities for the Club Suites, 1500 Club Seat and 320 Club Box Suite Ticket Holders. This private level features the 330 seat Opus restaurant with a Chef's table in a fine dining atmosphere. The modern and sleek Bluenote Lounge features comfortable seating, a full bar and an opportunity to create a themed hospitality area.

All areas of the First Tennessee Club can be combined into one large hospitality space or divided to meet the needs of several different entities.

## **Backstage Restaurant**

Access to this exclusive 250 seat restaurant and lounge is restricted to the Club Suite Level guests.



# **CATERING, FOOD SERVICE, CONCESSION, NOVELTIES, PREMIUMS**

Levy Restaurants is the exclusive provider of concessions and fine dining at FedExForum.

FedExForum is the exclusive provider of novelties and premiums. All requirements and contracts should be coordinated through your Event Coordinator.



# ADVERTISING & PROMOTION SERVICES

The marketing team at FedExForum provides a wide variety of media and advertising services for all events booked at the facility. Our staff has extensive experience in media planning and buying, creative services, sponsorship sales, group sales, promotions, publicity, community relations and public relations. Utilizing the Memphis Grizzlies comprehensive marketing resources to promote your event offers you a unique advantage. We can offer you a preferred pass through advertising rate with several media entities, we can organize and promote media-worthy community appearances at St. Jude Children's Research Hospital through our relationship with Memphis Grizzlies House at St. Jude, and can design a customized media plan leveraging Grizzlies relationships, and will work with you to develop other ways to most effectively promote your unique event.

Each event booked at FedExForum receives significant exposure through existing facility programs. The following resources are available for your event.

- Event message posted on FedExForum reader board systems
- Event listing on FedExForum telephone message system
- Voice over capabilities on telephone message system
- Event advertising on [fedexforum.com](http://fedexforum.com) and [grizzlies.com](http://grizzlies.com)
- Promotion within Memphis Grizzlies radio and television broadcasts
- Promotion during Memphis Grizzlies games at FedExForum (PA, video screen, program advertising, etc.)
- Email offers to Memphis Grizzlies and FedExForum databases
- Press release



# ADVERTISING & PROMOTION SERVICES

## CONTINUED

In addition to media placement, advertising, promotions and public relations, the FedExForum marketing department can also assist in coordinating:

- Photography
- Coordination of promotional tickets and passes
- Trade for advertising
- Media and market research
- Promotional event planning
- Coordination of press conferences and interviews
- Coordination of monetary and in-kind donations to and appearances at local organizations and agencies including Memphis Grizzlies House at St. Jude
- Local sponsorship opportunities

All fees, unless requested, are due at event settlement. Advertising documentation will be presented at settlement. A complete listing of media policies is available upon request.

For more information or to begin your event marketing campaign, please contact Charlotte Allison, VP Event Marketing at 901.205.1520 or email [callison@grizzlies.com](mailto:callison@grizzlies.com).



# LOCAL SERVICES

The following are offered as a service and in no way should be considered as a recommendation.

## Airlines

AirTran	800.433.7300
America West	800.235.9292
American	800.433.7300
BWIA West Indies	800.538.2942
Continental	800.523.3273
Delta	800.221.1212
Japan Air	800.525.3663
Korean Air	800.438.5000
Lufthansa	800.645.3880
Northwest/KLM	800.225.2525
Qantas	800.227.4585
Singapore Air	800.742.3333
US Airways	800.428.4322
United	800.864.8331

## Airlines – Chartered

Premier Air Charter	901.324.0046
Signature	901.345.4700
Wilson Air Charter	800.464.2992

## Charter Buses

All Points	901.432.9042
AmeriCoach	901.382.6366
Bonnie Blue	901.747.1057
Browder Coaches	901.380.0012
Coach USA	800.222.0089
Crown Coach	901.384.9988
Greyhound	800.454.2487

## Limousines

1-800-Book-A-Limo	800.266.5254
Carey Limousine	901.527.2699
EuroStar Limousine	901.348.9080
National Limousine	901.327.8113
Premier Limousine	901.577.7700
River City Limousine	901.396.7291
Tennessee Limousine	901.452.9857

## Taxis

Arrow Transportation	901.523.2002
Checker Cab	901.577.7777
City Wide Cab	901.722.8294
Downtown Buggy	901.529.9677
Metro Cab	901.323.3333
Yellow Cab	901.577.7777



# LOCAL SERVICES CONTINUED

## Hotels

Best Western	901.527.4100
Comfort Inn Downtown	901.526.0583
Hampton Inn & Suites	901.260.4000
Holiday Inn Select	901.525.5491
Madison Hotel	901.333.1200
Marriott Downtown	901.527.7300
Peabody Hotel	901.529.4000
Radisson Hotel	901.528.1800
Sleep Inn Court Square	901.522.9700
SpringHill Suites	901.522.2100
Talbot Heirs Guest House	901.527.9772
Wyndham Garden Hotel	901.525.1800

## Rental Cars

Alamo	888.426.3304
Avis	800.831.2847
Budget	901.398.8888
Dollar	800.800.4000
Enterprise	800.736.8222
Hertz	800.654.3131
National	888.868.6206
Thrifty	800.847.0170

## Health/Fitness

American Golf School	901.521.9693
Downtown YMCA	901.527.9622
Edge Yoga Studio	901.526.9642
Gould's Day Spa	901.578.886
Rachel's Day Spa	901.527.7511
Six50 Sports Club	901.526.7966

## Hospitals

St. Jude Children's	901.495.3300
LeBonheur Children's	901.572.3000
Methodist Hospital	901.726.7000
Regional Medical Center	901.545.7100
UT Medical Group	901.448.4000
VA Medical Center	901.523.8990

## Piano Rental/Tuner

Amro Music Store	901.323.8888
Hendricks Pianos	901.379.0777
Lane Music	901.755.5025
Memphis Music	901.937.8484

## Backline Rentals

Memphis Drum Shop	901.276.2328
Mid-South Music	901.458.8791
Music Town	901.682.0645
Pro-Audio	901.278.6000
Yarbrough's Music	901.761.0414

## Decorators

Grand Rental Station	901.366.0670
Hicks	901.272.1171

## Audio/Lighting

Moonshine Lighting	901.323.1111
Nolan's Audio Visual	901.527.4313
Pro-Show	901.324.4593



## LOCAL SERVICES CONTINUED

### Disability Services

Interpreting Services  
for the Deaf 901.278.9307

### Sign Companies

MidSouth Color 901.278.5536  
Show Image Displays 901.507.2013  
Signs Now Memphis 901.368.0784

