



## TARGET FIELD POLICIES, PROCEDURES AND BOOKING GUIDELINES



### WELCOME TO TARGET FIELD

*Welcome to Target Field, home of the Minnesota Twins!*

*We would like to take this opportunity to thank you for choosing our facility to hold your event. The entire staff at Target Field looks forward to assisting you in the planning and coordinating of your event in order to make it a positive and memorable experience for both you and your guests.*

*To plan a successful event, it is essential to understand the policies, procedures, and practices of the venue that you choose. Therefore to help achieve this goal, we have created this Target Field Policies, Procedures and Booking Guidelines (the “Guide”) to assist in the planning and execution of your event.*

---

Target Field is managed and operated by Twins Ballpark, LLC, a limited liability company (“**Twins Ballpark**”). Any and all matters relating to non-game day/non-baseball events at Target Field are to be directed to Twins Ballpark Representatives described in this Guide.



# TARGET FIELD POLICIES, PROCEDURES AND BOOKING GUIDELINES

## TABLE OF CONTENTS

	<b>PAGE</b>
<b>I. GENERAL.....</b>	<b>1</b>
1. TWINS BALLPARK REPRESENTATIVES.....	1
2. EVENT STAFF .....	1
3. OFFICE HOURS AND CONTACT NUMBERS.....	1
4. USE OF FACILITY EVENT SPACES.....	1
5. AGREEMENT FOR FACILITY EVENT SPACES .....	2
6. BOOKING RESTRICTIONS.....	2
6.1 SPECIFIC TYPES OF EVENTS .....	2
6.2 OCTOBER AND EARLY NOVEMBER BOOKINGS .....	2
7. HOURS OF OPERATION .....	3
8. USE FEE INCLUSIONS AND EXCLUSIONS.....	3
8.1 BASIC USE INCLUSIONS.....	3
8.2 BASIC USE EXCLUSIONS .....	3
9. INSURANCE.....	4
10. TERMINATION RIGHTS AND EVENT CANCELLATION.....	5
10.1 RIGHT TO TERMINATE.....	5
10.2 FORCE MAJEURE.....	5
10.3 TWINS BALLPARK RESPONSIBILITIES .....	6
10.4 USER RESPONSIBILITIES.....	6
10.5 CHANGES IN BASEBALL SCHEDULE.....	7
10.6 DAMAGES .....	7
11. AMERICANS WITH DISABILITIES ACT (ADA).....	7
12. PARKING AND ACCESS TO TARGET FIELD.....	7
12.1 PARKING .....	7
12.2 SKYWAYS/WALKWAYS .....	8
13. HOLIDAY LABOR RATES .....	8
14. BALLPARK TOURS.....	8



# TARGET FIELD POLICIES, PROCEDURES AND BOOKING GUIDELINES

## TABLE OF CONTENTS

(Continued)

	<b>PAGE</b>
15. SMOKING .....	9
16. CHILDREN .....	9
17. ANIMALS/PETS.....	9
18. LOST AND FOUND .....	9
<b>II. CATERING / HOSPITALITY .....</b>	<b>10</b>
1. FOOD, BEVERAGE, AND ALCOHOLIC BEVERAGES .....	10
2. MINIMUM NUMBER OF GUESTS.....	10
3. ALCOHOLIC BEVERAGES - IDENTIFICATION (ID) AND CONTROL PROCEDURES.....	10
4. FOOD SAMPLING, TASTING, AND FOOD SHOWS.....	11
<b>III. EVENT DECORATIONS AND SIGNAGE .....</b>	<b>12</b>
1. DECORATIONS.....	12
2. STAPLES, TACKS, AND FASTENING DEVICES.....	13
3. STICKERS .....	13
4. TAPE REMOVAL.....	13
5. BALLOONS .....	13
6. GLITTER / CONFETTI / SILLY STRING / BUBBLES .....	14
7. EVENT SIGNS, POSTERS, AND BANNERS .....	14
8. EXTERIOR SIGNAGE .....	15
<b>IV. ADVERTISING, PROMOTION, SPONSORSHIPS AND MERCHANDISE .....</b>	<b>15</b>
1. ADVERTISING AND PROMOTION GUIDELINES .....	15
2. SPONSORSHIPS .....	15
3. MERCHANDISE .....	16
3.1 MERCHANDISE.....	16
3.2 CUSTOMIZED MERCHANDISE AND PROMOTIONAL ITEMS .....	16
4. EVENT ADVERTISING.....	16
5. USE OF THE MINNESOTA TWINS AND TARGET FIELD LOGO, PHOTOS, AND/OR IMAGES.....	17



# TARGET FIELD POLICIES, PROCEDURES AND BOOKING GUIDELINES

## TABLE OF CONTENTS

(Continued)

	<b>PAGE</b>
<b>V. RENTAL EQUIPMENT AND SERVICES .....</b>	<b>17</b>
1. EQUIPMENT .....	17
2. SERVICE CONTRACTORS.....	17
3. GUEST SERVICES .....	18
4. TELEPHONES.....	18
5. AUDIO/VISUAL SERVICES.....	18
6. VIDEO BOARD / LED BOARDS / SCROLLING RIBBON BOARD.....	18
7. ELECTRICAL SERVICES.....	18
8. EMT'S AND PARAMEDICS (FIRST AID).....	18
<b>VI. FACILITY USAGE.....</b>	<b>19</b>
1. IDENTIFICATION REQUIREMENTS.....	19
2. UTILITIES.....	19
2.1 LIGHTING .....	19
2.2 HEATING AND AIR CONDITIONING .....	20
3. ELECTRICAL EQUIPMENT.....	20
4. USE OF EXTENSION CORDS .....	20
5. ELEVATORS AND ESCALATORS .....	21
6. FLOOR PROTECTION AND TAPE POLICY.....	21
7. VIDEO SIGNAGE .....	21
8. LOBBIES AND COMMON SPACES .....	21
9. TRASH REMOVAL .....	22
<b>VII. MAIL AND NON-FREIGHT DELIVERIES TO TARGET FIELD.....</b>	<b>22</b>
1. MAIL AND NON-FREIGHT DELIVERIES.....	22
2. FREIGHT DELIVERIES TO AND FROM TARGET FIELD FACILITIES .....	23
2.1 LOADING DOCK.....	23
2.2 FREIGHT .....	23
2.3 FREIGHT ELEVATORS .....	23



# TARGET FIELD POLICIES, PROCEDURES AND BOOKING GUIDELINES

## TABLE OF CONTENTS

(Continued)

	<b>PAGE</b>
2.4 MOVE IN AND MOVE OUT .....	24
<b>VIII. DAMAGES .....</b>	<b>24</b>
1. DAMAGE .....	24
2. THEFT AND PROPERTY DAMAGE .....	25
<b>IX. EMERGENCY PERSONNEL AND PROTOCOLS .....</b>	<b>25</b>
1. SAFETY AND SECURITY .....	25
2. FIRE AND SAFETY REGULATIONS .....	26
3. CANDLES (VOTIVE OR OTHERWISE) .....	26
4. FOGGING OR HAZING .....	26
5. GASOLINE/DIESEL POWERED VEHICLES .....	26
6. MISCELLANEOUS VEHICLES AND MOTORIZED EQUIPMENT .....	26
7. PRESSURIZED TANKS .....	27
8. PYROTECHNICS .....	27
9. EMERGENCY PROCEDURES – (PUBLIC OVERVIEW) .....	27
10. FIRE CODE REQUIREMENTS FOR PLACES OF PUBLIC ASSEMBLY .....	29
11. COOKING (DEMONSTRATIONS) AND COMMERCIAL COOKING .....	29
12. INTERNAL DISPLAYS .....	29
13. EXTERNAL DISPLAYS .....	30



## I. GENERAL

### 1. TWINS BALLPARK REPRESENTATIVES

- For game-day events, please contact Rob Malec, *Manager of Group Sales and Service* at 612-659-3565 or [RobMalec@TwinsBaseball.com](mailto:RobMalec@TwinsBaseball.com).
- For all non-game day events, please contact David Christie, *Senior Manager of Facility and Event Sales* at 612-659-3589 or [DavidChristie@TwinsBaseball.com](mailto:DavidChristie@TwinsBaseball.com).

### 2. EVENT STAFF

- Twins Ballpark will assign an event representative to oversee your (“User’s”) event.
- Your Twins Ballpark event representative will:
  - o contact you following execution of User Agreement;
  - o be your primary Twins Ballpark liaison before, during and after your event;
  - o be responsible for gathering all event information and disseminating that information to all Twins Ballpark departments;
  - o generate an event fact sheet for your review and approval approximately one (1) week prior to your event;
  - o assist you with selecting service providers (if needed) for your event, such as speakers, entertainers, transportation, decorations, music, entertainment, etc.

### 3. OFFICE HOURS AND CONTACT NUMBERS

Twins Ballpark staff is available to assist User with User’s event needs. Twins Ballpark’s normal business hours are Monday through Friday from 9:00 a.m. to 5:00 p.m. The following are telephone numbers that may assist User:

Event Sales and Service Department	(612) 659-3589
Delaware North Companies Sportservice - ( <i>catering</i> )	(612) 659-3976
Target Field Operator / Main Number	(612) 659-3400
Target Field Ballpark Operations Center ( <i>staffed 24/7</i> )	(612) 659-3601 or (612) 659-3600 ( <i>Please call for emergency purposes only</i> )

### 4. USE OF FACILITY EVENT SPACES

Target Field has eleven (11) event spaces that may be used on game days in conjunction with purchasing game tickets, and twenty-five (25) multi-purpose event spaces that may be used on non-game days.



## 5. AGREEMENT FOR FACILITY EVENT SPACES

All non-game day uses are based on an eight (8) hour use period for day events and a six (6) hour use period for evening events, including set up and tear down. Any additional time will incur an additional use fee to cover costs of labor, security, utilities, etc. User's acceptance of these fees is acknowledged and agreed to by User's signature on the "Agreement". User's Twins Ballpark Representative will generate an "Agreement" outlining the event specifics and the date(s). User's signature on the "Agreement" is User's acknowledgement and agreement to all of the policies, procedures, terms, conditions and other provisions in this Guide.

## 6. BOOKING RESTRICTIONS

### 6.1 SPECIFIC TYPES OF EVENTS

- Target Field shall not be used by individuals, companies, groups or organizations for any of the following purposes:
  - Events or groups that endanger or advocate discrimination or prejudice for reasons including but not limited to race, color, ethnicity, national origin, religion, age, disability, sex and/or sexual orientation, or for any purpose harmful to our democratic way of life.
  - Events which jeopardize the liquor license for Target Field by violating any city, county, and/or Minnesota laws and/or regulations.
  - Events which, in Twins Ballpark's sole opinion, may endanger its visitors, disrupt the regular business of the Minnesota Twins, LLC, Twins Ballpark, LLC, the Minnesota Ballpark Authority or Target Field.
- The purpose of any event will be determined by Twins Ballpark, based on information reasonably available to Twins Ballpark. Twins Ballpark reserves the right to refuse to use to groups or individuals who have violated this policy in the past, or at any other known venue.

### 6.2 OCTOBER AND EARLY NOVEMBER BOOKINGS

- Because of the Minnesota Twins Baseball Club play-off and World Series® game potential, User and User's guests acknowledge and agree that they are aware that all bookings for dates in the month of October and early November are based and agreed to on a "tentative" basis. Twins Ballpark reserves the right to cancel or reschedule User's event if it appears that the Minnesota Twins Baseball Club will be playoff bound and will require said spaces to accommodate home playoff game(s). Twins Ballpark will reschedule User's event for a date that is mutually acceptable to both User and Twins Ballpark.
- If User and Twins Ballpark cannot, in good faith, agree on a new date for User's event, all monies paid to Twins Ballpark for User's event, minus User's "Event Expenses", will be returned to User. Twins Ballpark will assist User (but will not be obligated to) in finding an alternate event accommodation.



## 7. HOURS OF OPERATION

Target Field is open each day at 8:00 am and closes based on event activity. Administrative office hours are Monday through Friday, 9:00 am - 5:00 pm Central Standard Time. Twins Ballpark offices are closed on most major holidays.

## 8. USE FEE INCLUSIONS AND EXCLUSIONS

Included in User's use fees and charges for their event are basic amenities. In addition to the basic facility location use for User's event, User may incur additional expenses depending on User's needs. Below is a list of both use inclusions and exclusions. The given list is only meant to be a representative checklist and may not be all-inclusive:

### 8.1 BASIC USE INCLUSIONS

- House lighting, ventilation, heat and air conditioning as required during event hours.
- Tables and chairs that are normally staged in each room.
- One (1) wired microphone in rooms equipped with audio jacks.
- Registration space on an as-available basis with one (1) table and two (2) chairs.
- Daily trash removal.

### 8.2 BASIC USE EXCLUSIONS

In addition to the basic building use for User's event, the following is a list of potential expenses, which could be incurred, depending on User's needs. This list is only meant to be a representative checklist and may not be all-inclusive.

- Podium
- Additional tables, chairs, staging and podiums
- Event specific labor (e.g. security, valets, ushers, etc.)
- Damages to facilities or equipment
- Electrical Service
- Event Security or Police
- Forklifts, scissors lift, Genie lift, etc. with operator
- Food and beverage service
- Parking
- Room changeovers
- Sound/lighting technicians
- Telephone, internet, and fax lines
- Utilities for booths and exhibits





- Audio/visual services
- Coat check
- Easels, flip charts, and dry erase boards
- Banner and signage hanging and removal
- Excessive trash removal, including pallets, crates, lumber and oversized packing materials
- Booth cleaning and aisle carpet vacuuming
- Dance floors
- Heating, A/C, and/or maximum lighting during move-in and/or move-out

## 9. INSURANCE

- A certificate of insurance (the "**Certificate of Insurance**") will be required for events.
- If User does not have the ability to purchase liability insurance through their insurance provider, User might be eligible to purchase the required coverage under the MLB TULIP program. User's Twins Ballpark Representative can provide them with all information and forms to apply for this insurance coverage. This coverage is available only to individuals and not to entities.
- The Certificate of Insurance must meet the following specifications:

**USER INSURANCE** - User shall provide Twins Ballpark, at User's expense, proof of insurance coverage a minimum of thirty (30) days prior to start of User's event.

Such insurance coverage is to be as follows: (A) general liability insurance, including host liquor liability coverage including, without limitation, coverage for User and/or its guests and invitees and insuring against loss or damage of any kind, type or nature, for any cause in the amount of at least \$1,000,000.00 per occurrence and \$2,000,000 in the aggregate, and (B) Workers' Compensation in compliance with state statutory laws, including Employers' Liability with minimum limits of \$1,000,000 Each Accident; \$1,000,000 Disease – Each Employee; and \$1,000,000 Disease – Policy Limit.

Such insurance shall be obtained from an insurance company with an A.M. Best Company rating of not less than A-IX. Such insurance shall be primary coverage and (1) name User as insured and the Ballpark parties as additional insured(s), (2) not lapse, be cancelable or subject to material modification until after forty-five (45) days written notice to Twins Ballpark and User, (3) remain valid and enforceable notwithstanding the insured's waiver of its right of action against any party prior to the occurrence of a loss, (4) have coverage for the additional insured(s) apply on a primary basis irrespective of any other insurance, whether collectible or not, and (5) contain a cross-liability endorsement. The Certificate of Insurance should name the following as additional insured:

- Twins Ballpark, LLC

*(List continued on next page) →*



- Minnesota Twins, LLC
- Minnesota Ballpark Authority
- Delaware North Companies Sportservice, Inc. (*Target Field's food, beverage, and merchandise provider*)
- Individuals or entities associated with User's event, but not part of User's event (i.e.: photographers, subcontractors, etc.), must also be covered under User's event insurance.

## 10. TERMINATION RIGHTS AND EVENT CANCELLATION

### 10.1 RIGHT TO TERMINATE

- Twins Ballpark reserves the right to terminate the Agreement and cancel events that Twins Ballpark determines violates the policies, procedures or booking guidelines set forth in this Guide. In addition, Twins Ballpark may terminate any event when, in its sole discretion:
  - o the use or event differs from the intended purpose(s) as set forth in the Agreement. This includes uses, which were misrepresented, or misleading in the Agreement;
  - o the use or event includes activities that may be deemed unlawful;
  - o the use or event may be injurious to the reputation of any of Twins Ballpark, the Minnesota Twins, the Minnesota Ballpark Authority, the Target Field naming rights sponsor or Target Field as an event venue;
  - o User has failed to make timely payment to Twins Ballpark according to the payment schedule.
- If the Agreement is terminated by Twins Ballpark for the any of the above reasons, the use fee will be forfeited to Twins Ballpark, and Twins Ballpark will not be obligated to permit User's use of the Target Field facilities. In addition, if the Agreement is terminated for any of the reasons set forth above, User waives and forgoes any and all rights which might otherwise arise under the Agreement, and User will have no recourse of any kind against Twins Ballpark.

### 10.2 FORCE MAJEURE

The term "**Force Majeure Event**" means any one of the following: fire, earthquake, flood, act of God, riot, hostilities, civil disorder, direct act of terrorism or a credible threat thereof, declaration of war, strike, lockout or other labor dispute, change in law, ordinance, rule or regulation, or other occurrence or condition of a like nature beyond the reasonable control of the party whose performance is affected, or any law, ordinance, rule, regulation or order of any public or military authority stemming from the existence of any of the foregoing or stemming from economic controls. Inclement weather will not constitute a Force Majeure Event unless such inclement weather prevents any significant on-field activities planned in connection with User's event and such activities cannot be held in another location within Target Field as determined by Twins Ballpark in its sole discretion.



### 10.3 TWINS BALLPARK RESPONSIBILITIES

Twins Ballpark is excused from performance of its obligations under the Agreement (including this Guide) hereunder if its performance is prevented or hindered by a Force Majeure Event, and in such event, Twins Ballpark will have the right to either cancel and reschedule User's event for a date that is mutually acceptable to both User and Twins Ballpark or terminate the Agreement upon written notice. The remedies for the foregoing will be as follows:

- If User's event is rescheduled, then Twins Ballpark will retain all monies paid to it by User and Twins Ballpark will then retain for its own account an amount equal to the expenses incurred by Twins Ballpark in connection with its obligations hereunder and User's event, including, without limitation, expenses, fees and charges for third party vendors, pre-ordered and non-reusable food and beverages, pre-event cleaning and preparation labor and event coordination (collectively, the "**Event Expenses**") and will apply the remaining balance toward the fees and expenses for the rescheduled event. User will be responsible for the additional Event Expenses incurred by Twins Ballpark in connection with User's rescheduled event.
- If Twins Ballpark elects to reschedule User's event, but User and Twins Ballpark cannot, in good faith, agree on a new date, then Twins Ballpark will terminate the Agreement and, upon such termination, all monies paid to Twins Ballpark for User's event, minus the Event Expenses, will be returned to User.
- If Twins Ballpark elects to terminate the Agreement and not reschedule User's event as provided in the first sentence of this Section, the refundable damage deposit and all other monies paid to Twins Ballpark by User for the event, less all Event Expenses, will be returned to User. Twins Ballpark will provide User with an itemized statement of User's Event Expenses as soon as reasonably practicable under the circumstances.

### 10.4 USER RESPONSIBILITIES

- Notwithstanding any other terms of the Agreement, User will be permitted to either reschedule User's event for a date that is mutually acceptable to both User and Twins Ballpark or cancel User's event by providing Twins Ballpark with advance written notice thereof no later than fifteen (15) days after the occurrence of a Force Majeure Event, if such Force Majeure Event renders it impossible or infeasible to hold User's event; **provided, however**, that under no circumstances will User inability to pay money, whether or not due to a Force Majeure Event, excuse User performance or otherwise entitle User to cancel User's event.
- As stated above, if User's event is rescheduled, Twins Ballpark will retain all monies paid to it by User and Twins Ballpark will then retain for its own account an amount equal to User's Event Expenses and will apply the remaining balance toward the fees and expenses for User's rescheduled event; **provided, however**, User will be responsible for the additional Event Expenses incurred by Twins Ballpark in connection with User's rescheduled event.

**TARGET FIELD™**



- If User elects to cancel their event altogether, then the Agreement will terminate as of the date that Twins Ballpark receives User's cancellation notice and, upon such termination, all monies paid by User for Event Expenses will be retained by Twins Ballpark and all other monies paid to Twins Ballpark by User for event will be returned to User.

#### **10.5 CHANGES IN BASEBALL SCHEDULE**

A change in the Major League Baseball schedule required by the Office of the Commissioner of Baseball (the "COB") will not constitute a Force Majeure Event. However, if the COB requires a change in the Major League Baseball schedule, and a game is scheduled for the same date as User's event, Twins Ballpark will reschedule User's event for a date that is mutually acceptable to both User and Twins Ballpark. If Twins Ballpark and User cannot, in good faith, agree on a new date, all monies paid to Twins Ballpark for User's event, minus the Event Expenses, will be returned.

#### **10.6 DAMAGES**

At no time will User be entitled to receive any compensation or damages of any nature whatsoever (including, without limitation, consequential, direct or indirect damages) if the Agreement is terminated or User's event is cancelled.

### **11. AMERICANS WITH DISABILITIES ACT (ADA)**

- As a facility of public accommodation, Target Field complies in all respects with the Americans with Disabilities Act (ADA) and regulations issued thereunder.
- User and User's contractors and vendors are also required to comply with all provisions of the ADA.

### **12. PARKING AND ACCESS TO TARGET FIELD**

#### **12.1 PARKING**

- Twins Ballpark has a surface parking lot with approximately 150 available spaces for non-game day events. Twins Ballpark controls & operates this lot.
- Parking is available in this surface lot on a limited basis for events (see Twins rate sheet for costs). This fee is required to be pre-paid by User for the number of parking spaces User anticipates using for their event. Money will not be accepted from individuals who attempt to park in this lot on day of User's event.
- Upon receipt of User's parking pre-payment, User will be provided with a specific parking pass for the event day. User shall distribute the pass to the agreed upon number of guests, employees, and/or participants.
- There is a "no in and out" policy in place. Once User or User's invitees have left the parking lot, they will not be allowed to re-enter.
- User's Twins Ballpark Representative can also arrange valet parking for User at an additional charge.



- There is additional paid public parking available in Ramps A, B, and C which are located next to Target Field and have direct access via indoor skyways. Total available parking in these three (3) public ramps is approximately 7,000 spaces.
- Handicapped parking is available to individuals with valid disability parking permits in surrounding ramps and lots, as well as at parking meters on the street, and the Twins Ballpark surface parking lot.

## 12.2 **SKYWAYS/WALKWAYS**

- Placing of exhibits, signs and/or other equipment in the skyways/walkways is subject to the approval of the Minneapolis Downtown Council. Banners may not be hung over the public street, from any skyway/walkway. All banners and other signage are subject to content and location pre-approval by Twins Ballpark.

## 13. **HOLIDAY LABOR RATES**

- The following dates are considered holidays by Twins Ballpark:
  - o New Year's Eve Day
  - o New Year's Day
  - o Martin Luther King Jr. Day
  - o President's Day
  - o Memorial Day
  - o Independence Day
  - o Labor Day
  - o Thanksgiving Day
  - o Day after Thanksgiving
  - o Christmas Eve Day
  - o Christmas Day
- If a holiday designated above falls on a Saturday, it will be observed on the previous Friday. If a designated holiday falls on a Sunday it will be observed on the following Monday.
- If User's event falls on any of the above-mentioned days, User may be charged time and one-half for room rental, equipment rental, and any labor costs incurred.

## 14. **BALLPARK TOURS**

Tours of Target Field are available for User's guests at a discounted rate. Group tours must be scheduled in advance and accompanied by a Target Field tour guide. Please let your Twins Ballpark Representative know if User would like this service.

**TARGET FIELD™**



## 15. SMOKING

- Target Field is a "smoke free" facility. Smoking is strictly prohibited in the seating bowl, as well as in all interior rooms, concourses, outdoor balconies, and event spaces at Target Field.
- However, smoking is permitted in designated and signed areas. Please ask your Twins Ballpark Representative for specified permitted locations.
- In accordance with Minnesota law, the sale and/or distribution of tobacco products to the general public at Target Field is strictly prohibited.

## 16. CHILDREN

Children under the age of 18 years are not allowed in Target Field during the move in or move out of any event, unless they are legally and gainfully employed by User or User's agents, vendors, contractors, or exhibitors. User is responsible for ensuring compliance with this policy, and User will provide advance notification of this rule to all participants, vendors, and exhibitors in all information packets and during any event/exhibitor meetings.

## 17. ANIMALS/PETS

- Animals/pets are not permitted in the Target Field facility without prior approval of Twins Ballpark. Approval of animals/pets in Target Field is based on whether the animal or pet is part of an exhibit, activity or performance legitimately requiring use of animals.
- Such animals/pets must be on a leash, within a pen and under similar control at all times. Such animals/pets will be kept in the exhibit or performance area at all times. The owner will take full responsibility for their pet.
- A city permit is required to bring any animals that are hooped or "wild by nature" into Target Field. For further information and application forms, call (612) 348-4250 or see [www.ci.minneapolis.mn.us/animal-control](http://www.ci.minneapolis.mn.us/animal-control).
- Service animals are always welcome at Target Field.

## 18. LOST AND FOUND

- Every effort will be made to see that property found and/or turned in will be handled in such a way as to provide the best possible opportunity for return to its rightful owner. If property is found before, during or after an event by a Target Field employee, it will be turned in to the Target Field Operations Center and recorded as to the time, date and place where the property was found and who found it.
- Any item unclaimed after thirty (30) days becomes the property of Twins Ballpark and will be disposed of in a manner Twins Ballpark sees fit.



## II. CATERING / HOSPITALITY

### 1. **FOOD, BEVERAGES, AND ALCOHOLIC BEVERAGES**

- Delaware North Companies (DNC) Sportservice is the exclusive caterer and hospitality provider for Target Field. DNC Sportservice also has exclusive rights to dispense alcoholic beverages at Target Field, and holds all applicable liquor licenses from the City of Minneapolis.
- DNC Sportservice will separately bill User for all catering and hospitality charges.
- DNC Sportservice will provide all catering services including banquets, snacks, luncheons, beverage service and concessions.
- DNC Sportservice has the right to open and maintain concession stands for any event at Target Field, with the approval of Twins Ballpark.
- A DNC Sportservice sales representative can be contacted at (612) 659-3976.
- All food and beverage consumed at Target Field must be provided through DNC Sportservice. No outside food/beverage is allowed in Target Field.
- No food or beverage is allowed to be taken out of Target Field.
- DNC Sportservice and Twins Ballpark must approve any exceptions to this exclusive catering and hospitality arrangement, in their sole discretion.

### 2. **MINIMUM NUMBER OF GUESTS**

- DNC Sportservice requires a twenty (20) person minimum for all events held at Target Field that require food and beverage.
- An event that does not meet this minimum requirement will incur a \$100 surcharge.

### 3. **ALCOHOLIC BEVERAGES - IDENTIFICATION (ID) AND CONTROL PROCEDURES**

- DNC Sportservice holds the liquor licenses for Target Field. As a result, all alcoholic beverages must be purchased through DNC Sportservice.
- Twins Ballpark may require additional staff and/or security for events where alcohol is served. There will be additional charges required by Twins Ballpark for this staff and security services.
- User assumes all responsibility for events where alcohol is served.
- Alcoholic beverages purchased at Target Field may not be consumed or carried off premise.
- Additional staff may be required for such events listed below, at User's expense:
  - o an event with an appropriate equal mix of legal drinking age and potential under legal age attendees;
  - o an event that includes very little or no food service and is primarily for the purpose of social alcohol consumption (e.g. dances, parties, etc.);



- o where all attendees must be of legal drinking age to enter the event;
- o where attendees are required to enter/exit through specific entrances;
- o when DNC Sportservice and/or Twins Ballpark require identification checkers at specified entrance(s);
- o when User is required to provide police and/or security officers to monitor multiple entrances.

#### 4. **FOOD SAMPLING, TASTING, AND FOOD SHOWS**

- All events that User and/or User's exhibitors and vendors want to distribute food and/or beverage samples during event hours must obtain prior written approval from both DNC Sportservice and Twins Ballpark. In addition, User must contact the Minneapolis Department of Regulatory Services at 612-673-2612 for sampling permit application forms and fee information.
- User and/or User's exhibitors and vendors who would like to sample food and/or beverages must adhere to the following regulations, with no exceptions:
  - A. Food and/or beverage samples may only be distributed directly from an exhibit booth, within the show floor exhibit space.
  - B. Food and/or beverage samplings are limited to products manufactured, processed, and/or distributed by the exhibiting company.
  - C. A three (3) section sink for exhibitor utensil cleanup is required to be provided at User's expense.
  - D. Hand washing stations must be within a 30' radius of food distribution at User's expense.
  - E. Costs associated with the disposal of trash, waste, grease, etc. from exhibitor sampling is User's responsibility.
  - F. Securing of all necessary licenses, insurance, permits, etc. is the responsibility of the exhibitor/vendor, and ultimately User.
  - G. User, User's guests, agents, vendors, and exhibitors are responsible for complying with all City of Minneapolis, Hennepin County Health Department, and all other applicable laws and regulations regarding food preparation, sampling, storage, equipment requirements, food temperature, etc. If a vendor is not in compliance or does not obtain the proper permits, licenses, and insurance, the Health Department may take remedial action, such as a shut-down and/or fines for non-compliance.
  - H. All items distributed are limited to sample size:
    - Non-alcoholic beverages are limited to 5 ounces
    - Alcoholic beverage samples are limited as follows:
      - o Beer – 3 ounces
      - o Wine – 1.5 ounces





- o Liqueur or Cordials – .75 ounce
  - o Distilled Spirits – .50 ounce
  - o Food portions are limited to 2 ounces
- I. Exhibitors and vendors who wish to distribute alcohol samples from their booth must contact DNC Sportservice in advance for fees and regulations involved with sampling under the DNC Sportservice liquor license. DNC Sportservice retains the right of final approval on the dispensing of beer, wine or other alcoholic beverages by User and/or User’s exhibitors and vendors.
- J. A temporary license includes User providing trained staff to dispense alcoholic beverages and check identification of guests to ensure that they are 21 years of age or older and that they are not intoxicated when served.
- K. DNC Sportservice and Twins Ballpark reserve the right to require that all attendees receive some form of permanent identification after being identified as 21 years old and over. The preferred form of identification is a wristband. DNC Sportservice may provide wristbands and staff to perform this duty at a cost to the temporary licensee.
- L. Alcohol management and dispensing training must be pre-approved by DNC Sportservice and follow industry recognized alcohol management standards and techniques. DNC Sportservice may provide this training at a cost chargeable to User and/or to the temporary licensee, if needed. DNC Sportservice will not provide training unless it is specifically included in the contract between the temporary licensee and DNC Sportservice.
- M. An alcohol management plan must be submitted one (1) month prior to the event start date which outlines the training, serving policies, age identification procedure and any other plans put in place to minimize the effect of underage drinking and/or over consumption of alcohol.
- N. User is responsible for making arrangements to provide User’s guests and exhibitors with proper food waste containers.
- O. All food waste products should be contained in plastic bags, tied and disposed in the food waste containers.
- P. Food waste will be dumped on a daily basis.
- Q. THE BUILDING TRASH COMPACTOR IS NOT AVAILABLE FOR FOOD WASTE DISPOSAL.

### **III. EVENT DECORATIONS AND SIGNAGE**

#### **1. DECORATIONS**

- Decorations may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, doors, floors, walls, glass, columns, painted surfaces, equipment, fabric or walls.
- Damage resulting from the improper and/or unauthorized installation of materials will be billed to User.





- Please do not use gum as a decoration or a give-away to guests while in Target Field.
- Pressure-adhesive stickers or decals or similar promotional items cannot be distributed or sold within Target Field.
- Painting of any kind in Target Field is not permitted, unless pre-approved in writing by an authorized Twins Ballpark Representative.

## 2. STAPLES, TACKS, AND FASTENING DEVICES

Staples, tacks, residue leaving adhesives, and nails are strictly prohibited and not to be used on any building surface or equipment.

## 3. STICKERS

Stickers are NOT allowed anywhere in or around Target Field including the parking lot and surrounding sidewalks, plazas, and skyways.

## 4. TAPE REMOVAL

- If User contracts for carpet to be laid as a part of their event, it is the responsibility of User or User's carpet contractor to remove all tape from the floors during the final teardown and move-out of the event. If this is not done, User will be billed a minimum of \$500 for removal of the tape. All tape must be non-residue leaving tape.
- If the tape is on a floor that must be stripped and refinished, the charges to return the floor to its original finish also will be billed to User.
- Tape of any type is prohibited in all areas of Target Field unless prior written approval is obtained from an authorized Twins Ballpark Representative. Tape should also not be placed on any tables, chairs, equipment, walls, surfaces, etc.
- User will be billed for any damages resulting from the removal of taped items (e.g. repainting walls and doors due to peeled paint, cleaning of windows and glass, etc.)

## 5. BALLOONS

- Helium balloons may not be sold, given, or distributed inside Target Field. Helium balloons may be approved by your Twins Ballpark Representative for fixed attachment to authorized displays. An additional deposit may be required prior to installation.
- If helium balloons are released for any reason within Target Field, any labor and/or lift equipment costs to remove balloons from ceilings will be charged to User at the prevailing rates and conditions.
- Helium (or like) balloons distributed outside Target Field will not be permitted to be brought into Target Field.
- A balloon drop requires Twins Ballpark and/or appropriate stagehand personnel to hang, release, and/or remove.



- See Fire and Safety Regulations for information about helium tank storage and operation, if permission is given by Twins Ballpark to have "fixed" helium balloons for User's event.

## 6. **GLITTER / CONFETTI / SILLY STRING / BUBBLES**

Glitter, confetti, silly string, bubbles, and any other similar decoration or celebratory material is strictly prohibited and not allowed in Target Field.

## 7. **EVENT SIGNS, POSTERS, AND BANNERS**

- Posters are to be mounted on easels and/or individual sign holders.
- No posters, playbills or any other signage is to be taped, stapled or affixed to any surface at Target Field.
- All signage must be of an electronically printed nature and meet with the approval of your Twins Ballpark Representative. Handwritten signs are prohibited.
- At teardown and move-out, User must remove all posted signage. If any materials are left up, User will be billed for the labor to remove and dispose of said signage.
- Removal of any unauthorized signage will be billed at the prevailing labor rates. There may be additional charges assessed for labor and repair costs for any resulting damage.
- User is required to have Twins Ballpark staff hang any banners that User would like hung for their event. Fees may apply for labor and equipment.
- Signs, posters, banners and/or similar materials may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, doors, walls, glass, columns, painted surfaces, fabric, decorative walls, railings, ceiling tiles or light fixtures.
- Banners and other decorating materials are only to be hung in approved locations.
- Signage may be draped over podiums or affixed to podiums only by approved methods.
- Decorations, signs, banners and/or similar materials hanging on the inside of Target Field may not be hung in such a manner that the front or printed side of the sign can be read from the sidewalks or streets surrounding Target Field.
- Decorations, signs, banners and/or similar materials may not be affixed to any outside glass, door, or window of Target Field.
- Signs, banners and/or other decorations may not be hung in any common areas.
- Target Field's permanent directional and sponsorship signs and/or graphics may not be obstructed or covered in any manner, at anytime.
- The placing of signs or banners in the skyways is subject to the approval of the Downtown Council. Banners may not be hung over the public street, from any skyway.



- Interior third party banners and/or signs of any type in public areas of Target Field may be permitted on a show by show basis, with prior approval by Twins Ballpark.
- Damage resulting from the improper and/or unauthorized installation of banners, signs, or other materials will be billed directly to User.

## 8. EXTERIOR SIGNAGE

Twins Ballpark holds exclusive rights on hanging banners on the exterior surfaces of Target Field. Approval for the hanging of signage on the exterior of Target Field is subject to the following conditions:

- Consideration to place a banner on the exterior of Target Field will only be given to events occupying at least  $\frac{3}{4}$  of Target Field.
- User must obtain prior written approval from an authorized Twins Ballpark Representative at least thirty (30) days in advance of User's first set-up date.
- Banners must have appropriate grommets or rigging hardware subject to the approval of an authorized Twins Ballpark Representative.
- No third party advertisement banners will be allowed.
- No "public sale" banners will be allowed.

## IV. ADVERTISING, PROMOTION, SPONSORSHIPS AND MERCHANDISE

### 1. ADVERTISING AND PROMOTION GUIDELINES

- Advertising for any event is not permitted prior to User's execution of the Agreement and receipt of the first payment required under the Agreement.
- Tickets for any public show are not permitted to go on sale until User's execution of the Agreement and receipt of the first payment required under the Agreement.
- Twins Ballpark reserves the right to have final approval prior to any distribution or other publication in any media form of any materials on all public information regarding User's event (such as advertisements, signs, media releases, video, exhibitor packets, etc.) to ensure that the information is correct and acceptable.
- Advertisements, exhibitor packets, and promotional materials must reference the facility as "Target Field" and use the Target Field Style Guide.

### 2. SPONSORSHIPS

- Twins Ballpark and the Minnesota Twins have sponsorship and other agreements with various companies for exclusive sponsorship, advertising and promotion rights at Target Field (e.g. Target, Best Buy, Qwest, Pepsi, Anheuser-Busch, etc.).
- As a result, no competitive products may be sold, dispensed, sampled, served, displayed, or promoted anywhere at Target Field without prior written approval by an authorized Twins Ballpark Representative.

**TARGET FIELD™**



- In addition, no permanent or temporary advertising, signage or trademark visibility for competitive products will be displayed or permitted anywhere at Target Field.
- If a competitor of one of our sponsors is involved with User's event, we will make every effort to accommodate them if at all possible. However, at no time will any sponsorship signage located throughout Target Field be allowed to be covered or taken down.

### **3. MERCHANDISE**

#### **3.1 MERCHANDISE**

- Twins Ballpark reserves the right to appoint an agent, presently DNC Sportservice, the exclusive sales agent for any event-related novelty items sold, including, but not limited to: t-shirts, caps, jackets, posters, CDs, etc.
- A novelty is defined as any event-related item that is sold at a Target Field public event, or any event-related item that is sold to the general public in a public area of Target Field in conjunction with a private event being held at Target Field. This includes entertainer merchandise.
- A novelty is not considered to be a general merchandise item that is sold from a booth that has no specific event logo or association. The payment of all appropriate local, State and Federal taxes will be the responsibility of the User or User's seller.

#### **3.2 CUSTOMIZED MERCHANDISE AND PROMOTIONAL ITEMS**

- A company logo along with the Minnesota Twins Baseball Club logo can be included on certain merchandise or promotional items. However, due to licensing agreements with Major League Baseball and certain Twins Ballpark sponsors, all orders must be submitted to Twins Ballpark for prior approval. No merchandise and promotional items may be produced or sold without this prior written approval.

### **4. EVENT ADVERTISING**

- Upon approval, User may use the names and logos associated with the Minnesota Twins and Target Field, its photographic archives, exhibits, etc. in User's promotional material including advertisements, tickets, printed materials, photographs, video tapes/recordings specific to User's event. However, all such promotional materials using names and logos of the Minnesota Twins and/or Target Field must be submitted to your Twins Ballpark Representative for written approval prior to production & dissemination. Twins Ballpark reserves the right to cancel User's event and forfeit User's deposit for any and all violations of this condition of the Agreement.
- Videotaping User's event is permitted, provided that any broadcast or recording of the event for reproduction will be for User's proprietary use and not for broadcast to the general public or for sale or resale.
- If User would like to photograph, record, videotape, broadcast or otherwise memorialize User's event (or portion thereof) for commercial purposes, please contact your Twins Ballpark Representative prior to the event, so details surrounding the granting of these rights may be determined. Any such commercialization is absolutely prohibited without the prior written consent of Twins Ballpark.

**TARGET FIELD™**



**5. USE OF THE MINNESOTA TWINS & TARGET FIELD LOGO, PHOTOS, AND/OR IMAGES**

- The use of the Minnesota Twins Baseball Club and Target Field logo(s), photos, images and other proprietary rights is not permitted without prior written consent of the Twins Ballpark President or a Senior Vice-President.
- Names, logos, photos, images and other proprietary rights that are pre-approved in writing by Twins Ballpark can be made available and used for presentations, invitations, and event advertising; however, said logos, photos, and images may not be used for sale or resale.
- Photos that are used must be captioned "Photo courtesy of Twins Ballpark, LLC and the Minnesota Twins, LLC."

**V. RENTAL EQUIPMENT AND SERVICES**

**1. EQUIPMENT**

- A list of equipment/service rates is available upon request from User's Twins Ballpark Representative. This listing includes equipment that may be useful or necessary in producing an event.
- It is important to provide your Twins Ballpark Representative with equipment needs as soon as possible to ensure that there are no equipment shortages.
- Twins Ballpark employees, its designees and its preferred vendors have the exclusive right to install, operate and maintain Target Field equipment.
- Twins Ballpark does not provide furniture, equipment or carts for exhibitors. All arrangements for furniture and equipment for exhibitors should be handled by User's event service contractor.
- Twins Ballpark equipment inventory is subject to availability. When Twins Ballpark inventory is exhausted, arrangements must be made with a Twins Ballpark preferred vendor or other outside approved vendor for additional equipment. Additional equipment obtained through Twins Ballpark over inventory will be billed to User at Twins Ballpark rates, plus any delivery, labor, and/or miscellaneous fees.

**2. SERVICE CONTRACTORS**

- User is strongly encouraged to contact a Twins Ballpark preferred vendor for all event-related needs.
- User's Twins Ballpark Representative will be able to provide User with a list of these preferred vendors (e.g. florists, decorators, transportation, etc.).
- All services provided by an outside service provider and/or contractor must meet and adhere to the policies, rules and regulations of Target Field.



### 3. **GUEST SERVICES**

Twins Ballpark retains exclusive rights to provide the following services at any Target Field event:

- Electrician
- Fire Marshal
- Medical Services
- Police Officers
- Security
- Valets
- Cleaning Crews
- Ticket Sellers, Takers, and Ushers

### 4. **TELEPHONES**

- Both analog and digital phone service is available at Target Field. Telephone service is available by contacting your Twins Ballpark Representative for terms, conditions, and pricing.
- Long distance access can be provided & usage will be billed to User after the event.

### 5. **AUDIO/VISUAL SERVICES**

Twins Ballpark has in-house audio/visual services available. If User's event requires audio/visual service, this can be arranged and billed to User by contacting User's Twins Ballpark Representative prior to User's event. Audio/visual equipment and services that cannot be provided in-house can be arranged through one of Twins Ballpark's preferred vendors.

### 6. **VIDEO BOARD / LED BOARDS / SCROLLING RIBBON BOARD**

For an additional fee, User may utilize any or all of Target Field's video board, LED boards, or scrolling ribbon boards for presentations, special messages, and/or to welcome User's invitees and guests. Please inform your Twins Ballpark Representative if you would like to utilize any of these facilities. Please allow a minimum of 2-3 weeks lead-time if extensive graphics or programming is required

### 7. **ELECTRICAL SERVICES**

- A Twins Ballpark electrician will provide all electrical hook-ups and services.
- One (1) electrical drop consists of two (2) plugs, which is called a duplex. User can use one (1) duplex for two (2) pieces of equipment as long as the usage does not exceed 2,000 watts.

### 8. **EMT'S AND PARAMEDICS (FIRST AID)**

- Twins Ballpark's top priority is the safety, health and well being of event guests.



- Emergency Medical Technicians (EMTs) are required (at User's expense) during events of 2,000 or more attendees at any given time.
- Twins Ballpark reserves the right to provide all necessary EMT personnel.

## VI. FACILITY USAGE

### 1. IDENTIFICATION REQUIREMENTS

The following requirements are mandated for all decorator and other service contractor staff and labor:

- Company logoed shirt:
  - Polo, button, t-shirts, sweatshirts and sweaters are acceptable as long as they clearly display the name of company and a (optional) company logo.
- Identification badge:
  - Plastic or metal badges are acceptable as long as they include the company name, the name of the employee, and the (optional) company logo.
  - Daily paper badges with stick-on adhesive are acceptable as long as they include the name of the company as part of the permanent printing with a write-in space to be filled in with the name of the employee and the current date. Only the current day (not a range of days) may be used (e.g. October 3 thru 8 is not acceptable).
- The shirt and the badge must be worn at all times while the employee is in the Target Field facility, loading dock, and surrounding areas (Target Plaza, adjacent sidewalks, rotundas, etc.) when there is an event on those surrounding properties. Badges must be worn on the upper chest area and the company name/logos may not be covered by any obstruction.

### 2. UTILITIES

#### 2.1 LIGHTING

- Energy conservation is of prime concern and minimal levels of lighting will be maintained during move in/out periods. House lighting will be provided, as required, during event times (the period when delegates and invited guests use the Target Field facility). Generally, "full" house lighting is maintained from ½ hour prior to event until close of event. Audio/visual set-up, rehearsals and similar pre-event activities may be assessed a charge for special lighting and comfort level requirements.
- Special lighting levels can be pre-set in certain meeting rooms. Requests for special lighting levels in lobbies and shared common space for an event must be reviewed in advance by Twins Ballpark. Special lighting requests may result in additional labor, equipment, and/or electricity charges.
- For an additional fee, Target Field can be illuminated during evening events to provide a sensational backdrop and view for User's special event.

**TARGET FIELD™**





## 2.2 HEATING AND AIR CONDITIONING

In-house ventilation, heating or air-conditioning will be provided during event times (e.g. the period when Target Field facility is used by User and User's invited guests). Generally, full house heating or air conditioning is maintained from one (1) hour prior to the opening of an event until close of event. Energy conservation is of prime concern and minimal (if any) levels of heat and air conditioning will be maintained during move in/out periods.

## 3. ELECTRICAL EQUIPMENT

- All electrical equipment must be U.L. approved and properly wired and tagged as to type of current, voltage, phase, cycle and horsepower.
- Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs and Romex cable is prohibited.
- All 110 volt extension cords must be a 3-wire grounded type.
- Twins Ballpark reserves the right to refuse connection to any equipment that is deemed unsafe by Target Field electrical supervisors.
- Utility panels and mechanical equipment rooms may not be blocked at any time.
- Only Twins Ballpark and Target Field staff are authorized to access electrical floor boxes and make electrical connections/disconnections.
- User will be financially responsible for damages to electrical equipment caused by User's event, exhibitors, vendors, guests, participants, and/or service contractors.

## 4. USE OF EXTENSION CORDS

Extension cords are permitted only with portable appliances or fixtures while in immediate use and are subject to the following:

- Each extension cord will be plugged directly into an approved receptacle and will, except for approved multiplying extension cords, serve only one (1) appliance or fixture per cord.
- The extension cord will be maintained in good condition without splices, deterioration or damage.
- The extension cord will be of the grounded type when servicing grounded appliances or fixtures.
- Extension cords and flexible cords will not be affixed to structures, extend through walls, ceilings, floors, under doors or floor coverings, nor be subject to environmental damaging physical impact.
- There is a usage fee for electrical use, so please ask your Twins Ballpark Representative for terms, conditions, and pricing.



## 5. ELEVATORS AND ESCALATORS

- Passenger elevators and escalators are provided for use by the general public and may not be blocked or used to transport equipment or freight.
- Freight elevators are available and may be used by making prior arrangements, but may not be used as a passenger elevator.
- User may be required to pay for the services of a freight elevator operator when it is required for more than incidental use.
- Escalator & elevator operating hours will be based on the schedule of events.

## 6. FLOOR PROTECTION AND TAPE POLICY

- The use of tape on any facility surface is prohibited except as noted. The use of high residue tape is strictly prohibited on concrete floors and carpeted areas. If taping is necessary, Twins Ballpark requires the use of a quality gaffer's tape on carpet. Only professional low residue double-sided carpet tape may be used on floors. Duct tape, clear "cellophane", or packing tape is specifically prohibited. Tape or residue left on any surface will be removed by Twins Ballpark and the cost for removal and repair of any damages will be billed to User.
- Twins Ballpark may require the use of carpet and/or plywood in certain areas in order to protect the flooring from damage caused by displays, counters, etc.
- A leak proof covering must be used on the floor when an event features a display or exhibit which includes using water, peat moss, sand, topsoil or similar materials. The floor must be protected from stains and curbing must be provided to retain liquids and loose materials within the enclosure to prevent the material from being tracked through aisles by show visitors. Watering must be controlled to eliminate leakage or seepage.
- Metal-wheeled vehicles, carts or equipment handling devices are prohibited from use in Target Field. Only vehicles, carts or equipment handling devices with wheels approved by Twins Ballpark will be allowed.

## 7. VIDEO SIGNAGE

Interior event or third party advertising can be arranged on video screens located throughout Target Field for a fee. Please contact your Twins Ballpark Representative for more information and pricing.

## 8. LOBBIES AND COMMON SPACES

- Target Field may host several events at one time. Therefore, all lobbies, hallways and entrance areas are considered shared common space and are under the exclusive control of Twins Ballpark. Twins Ballpark retains the right to require security in shared common space when multiple events necessitate pedestrian traffic management, which shall be at User's expense.



- An event may not disrupt any other event within Target Field. Twins Ballpark must approve activities planned in shared areas including, but not limited to, bands and/or performing groups. Twins Ballpark retains the right to restrict the use of such groups at any time. Twins Ballpark has the right to lower sound levels of any band, audio/visual equipment, and/or group activity. Twins Ballpark retains the right to let DNC Sportservice operate food and beverage stations in shared common space.

## 9. TRASH REMOVAL

- For events producing excessive amounts of trash, a minimum trash removal fee of \$425 per additional scheduled trash pull will be charged to User.
- If User believes their event is going to produce an unusual amount of garbage, User should notify their Twins Ballpark Representative so additional dumpsters may be ordered.

## VII. MAIL AND NON-FREIGHT DELIVERIES TO TARGET FIELD

### 1. MAIL AND NON-FREIGHT DELIVERIES

- Mail and non-freight deliveries should be sent to Target Field's loading dock care of:  
Minnesota Twins  
Target Field Ballpark  
1 Twins Way  
Minneapolis, MN 55403
- Letters only may be received in advance at the loading dock receiving office. Upon User's arrival at Target Field, User's Twins Ballpark Representative will deliver any mail that was delivered prior to User's event day. To avoid any confusion please include:
  - o Event name and date
  - o Event contact to receive the letter
  - o Attn: Name of User's Twins Ballpark Representative
- Boxes and mail will not be accepted prior to User's event unless authorized by User's Twins Ballpark Representative. All shipments must be sent and delivered to the Target Field loading dock, on the southwest side of the ballpark, off of Twins Way (formerly 3<sup>rd</sup> Avenue North), which can only be accessed from 7<sup>th</sup> Street North.
- Twins Ballpark can provide limited locked storage at a nominal cost. It is User's responsibility to make prior arrangements for movement and storage of all crates and packing materials. Any additional work required to move, store, or dispose of packing or transport materials will be subject to additional charges.



## 2. FREIGHT DELIVERIES TO AND FROM TARGET FIELD

### 2.1 LOADING DOCK

Target Field has an "open dock" policy. This policy allows individual exhibitors the right to handle their own freight, if they desire to do so. All full-time employees of any exhibiting company will be allowed to unload, set-up, and dismantle the exhibits of the exhibiting company. Certain times and restrictions may apply based on the Agreement and building requirements. Target Field does not relinquish control of the loading dock during any event regardless of the User and/or outside vendor directing exhibitors and freight during move in/out.

### 2.2 FREIGHT

- Freight must be consigned to the official event service contractor or delivered directly to User's event during the contracted event time. Target Field will not accept advance freight deliveries unless pre-approved in writing by Twins Ballpark.
- Show managers can make special arrangements to ship registration materials to Target Field no more than one (1) day prior to their event by contacting User's Twins Ballpark Representative. Any registration material sent to Target Field must be labeled with the following:
  - o Proper Target Field address:  
Minnesota Twins  
Target Field Loading Dock  
1 Twins Way  
Minneapolis, MN 55403
  - o Event name and date
  - o Event contact to receive the shipment
  - o Attn: Name of User's Twins Ballpark Representative
- There are 4 covered, loading dock bays, each with its own motorized lift.
- The primary building entrance from the loading dock is 11' wide x 10' tall.
- The secondary building entrance from the loading dock is 8' wide x 9'9" tall.

### 2.3 FREIGHT ELEVATOR

- Target Field has one (1) main freight elevator that can access all levels of Target Field.
- The interior of the freight elevator is 11' wide x 20' deep x 10' tall
- The width & height of the freight elevator openings on each Target Field level are as follows:
  - o Service Level – 11' wide x 9'10" tall
  - o Main Concourse – 10'3" wide x 9'10" tall



- Club Level – 9'9" wide x 8'7" tall
- Suite Level – 10'5" wide x 7'10" tall
- Terrace Level – 10'3" wide x 9'6" tall
- The maximum weight capacity for this freight elevator is 15,000 lbs.
- Target Field's freight elevator and loading docks are located on the southwest side of the ballpark off of Twins Way (formerly 3<sup>rd</sup> Avenue North), which can only be accessed from 7<sup>th</sup> Street North.

## 2.4 **MOVE IN AND MOVE OUT**

- Twins Ballpark reserves the right to maintain sole control of the loading docks at all times.
- There are 4 covered loading bays for trailers to load/un-load.
- Twins Ballpark has 2 electric forklifts, both with a 2,900 lb. weight capacity. Labor charges may apply to have Twins Ballpark employees to operate them on behalf of User. Please notify your Twins Ballpark Representative ahead of time to schedule a forklift operator.
- If a more heavy duty forklift is required, please notify your Twins Ballpark Representative at least one week in advance, so one can be rented.
- Twins Ballpark also has 4 pallet checks available for use (rental fees may apply).
- Failure to vacate Target Field by the times agreed upon in the Agreement may result in late fees and penalties.
- Twins Ballpark is not responsible for any items left in the building after an event has moved out.

## VIII. DAMAGES

### 1. DAMAGE

- Any damage to Target Field property or equipment is to be reported immediately to User's Twins Ballpark Representative and/or the Target Field Operations Center.
- User is responsible for any damage done to Target Field property or equipment by User's staff, agents, service contractors, employees, guests, participants, and exhibitors during User's event, including move-in/out periods. Charges for any damages will be charged to User at prevailing rates and/or replacement costs.
- User is encouraged to schedule a mutually convenient "walk-through" appointment with User's Twins Ballpark Representative and a facilities supervisor to verify the condition of the portion of the Target Field facility applicable to User's event prior to the event. A final walk-through by Twins Ballpark will take place at the completion of the event and a damage evaluation report will be completed.



## 2. THEFT AND PROPERTY DAMAGE

- User is responsible for reimbursement for any theft of, and/or damage to, any physical or personal property of Target Field, Twins Ballpark, and/or the Minnesota Twins Baseball Club.
- Twins Ballpark does not assume any responsibility for the damage or loss of articles left unattended in a function room or event space.

## IX. EMERGENCY PERSONNEL AND PROTOCOLS

### 1. SAFETY AND SECURITY

- Twins Ballpark maintains a 24-hour in-house security force responsible for monitoring Target Field's perimeter, interior public spaces, and the Target Field life safety system.
- All desired security services by User must be pre-ordered through their Twins Ballpark Representative. The activities and responsibilities of normal in-house security personnel cannot be restricted by the actions of the events taking place.
- Twins Ballpark reserves the right to require and to provide all event security.
- Twins Ballpark may require minimum levels of security coverage in any use space & other areas (i.e. loading docks, registration area, parking lot, elevators, etc.).
- No doors may be obstructed or locked when Use areas are occupied.
- Event security requirements are subject to Twins Ballpark prior written approval and must be submitted by User thirty (30) days prior to event.
- Twins Ballpark in-house security reserves the final right to refuse access of any personnel to any Target Field rooms or space.
- The prevailing rate per hour will be charged, per guard with a 4-hour minimum. Guard service typically starts thirty (30) minutes prior to activity unless written authorization is given for a variance from policy.
- All holiday and short-notice security requests (less than seven (7) days notice) will be billed at 1½ times the prevailing rate.
- Twins Ballpark is not responsible for any items left in the building or parking lot after an event has moved out.
- User agrees to abide by all applicable laws, regulations and orders of any governmental body, political subdivision or court including those of the federal government, the State of Minnesota, County of Hennepin, and City of Minneapolis relating to health, safety, environmental and criminal law. The foregoing includes (but is not exclusive or exhaustive) laws, regulations and orders relating to food services and intoxicating beverages, disorderly conduct, disturbance of the peace, disseminating or displaying materials harmful to juveniles and/or vicious literature, sexual conduct, nudity, public indecency, pandering of obscenity, and obstructing or interfering with other Users of Target Field facility.



- Lost and Found: All lost and found articles are recorded and secured in our Ballpark Operations Center. Twins Ballpark will attempt to identify the owner and return all lost articles. To inquire about lost items, please call 612-659-3600.

## 2. FIRE AND SAFETY REGULATIONS

Producers of events, service contractors and exhibitors must comply with all federal, state, and municipal fire codes that apply to a place of public assembly, applicable OSHA regulations, and all other applicable laws, regulations and orders.

## 3. CANDLES (VOTIVE OR OTHERWISE)

- An Open Flame permit must be obtained and kept in an exhibit booth at all times
- Candles must be housed in glass or fireproof container.
- The tip of the flame in any state of use may not extend, even partially, above the top of the glass/fireproof housing.

## 4. FOGGING OR HAZING

Prior written approval from Twins Ballpark must be obtained before any fogging or hazing takes place. Only water-based hazers and foggers are permitted.

## 5. GASOLINE/DIESEL POWERED VEHICLES

Operation of gasoline or diesel powered vehicles is not permitted inside of the Target Field facility. Gasoline/diesel vehicles on display in exhibit areas require Twins Ballpark prior written approval and may not be operated during event hours. Gasoline/diesel operated vehicles on display must have:

- o Fuel tank caps locked or taped shut
- o Battery cables disconnected.
- o Fuel level in gas tanks not to be more than ¼ full or 5 gallons, whichever is less.
- o Protective covering under tires.
- o All floor surfaces must be totally covered with a non-porous covering to protect it from fluid leaks.

## 6. MISCELLANEOUS VEHICLES AND MOTORIZED EQUIPMENT

- Any vehicle that drips oil or any other fluids will not be allowed in Target Field.
- Motorized vehicles, forklifts, gas or electric carts may not be operated in any carpeted area without prior written permission from Twins Ballpark.
- Two (2) wheel bicycles, roller blades and skateboards or any type of scooter are not permitted at Target Field. Mobility scooters and Segways are permitted.
- If any vehicles are going to be placed in the main concourse or plaza areas, User must arrange to have a minimum of 6 mil plastic placed on the ground directly under the transmission and rear axle of the vehicle in case of fluid leaks.



- User should also arrange to have 3/4" plywood and pieces of carpet placed under each of the tires of the vehicle.
- Products such as Armor-All and polishes are strictly prohibited from being used in Target Field due to slip hazards that are created when it comes in contact with floors. If any vehicles need to be polished or treated with Armor-All, it should be done outside of Target Field or in the loading dock; and all excess residue must be wiped up immediately.
- Touch-up painting of vehicles and/or equipment is not permitted inside of Target Field.
- Motorized Equipment: User will not, without prior written approval of Twins Ballpark, put up or operate any engine, motor or machinery on the premises, using oils, burning fluids, kerosene, propane, or gasoline for either mechanical or other purposes. User may not use any agent other than electricity for illumination, or bring combustible, explosive or other dangerous or hazardous materials into Target Field.

## 7. **PRESSURIZED TANKS**

All pressurized tanks holding any type of gas (helium, nitrogen, LP, etc.) must be secured to an object in an upright position while being used in Target Field. The object must be one that will keep the tank from falling over, such as a column, appropriate dolly or table that has been approved by Twins Ballpark.

## 8. **PYROTECHNICS**

Pyrotechnics are permitted within Target Field under controlled conditions and only in specific locations. All proper permits must be obtained through the Minneapolis Fire Department by a state licensed pyro-technician and a copy of the permit, as well as liability insurance, needs to be submitted to Twins Ballpark prior to event.

## 9. **EMERGENCY PROCEDURES – (PUBLIC OVERVIEW)**

The following overview is meant to help Users, exhibitors, event attendees and the general public to understand Target Field's emergency procedures. This is an overview and does not detail the procedures. That level of detail is meant only for emergency response professionals and those that have been specifically trained in the execution of the procedures. In case of an emergency after hours, calls and messages should be directed to the Twins Ballpark Operations Center at 612-659-3600 or 612-659-3601.

### **MEDICAL:**

- **DO NOT CALL 9-1-1** in the case of a medical emergency. It is always best to report a medical emergency to the Target Field Operations Center. This is done by calling 612-659-3600. The Ballpark covers a very large footprint and only Target Field staff will know where the "best entrance" is for the responders to enter (consider the difference a 2 or 3 block wrong entrance may make in a response to a heart attack).





**SEVERE WEATHER:**

- Target Field Operations Center monitors the National Weather Service. If a tornado or damaging straight-line winds are imminent near Target Field, Twins Ballpark can provide an announcement via the public address system with instructions for all patrons.
- The instructions may include directions to vacate all common areas such as lobbies and corridors. Additionally, the announcement may direct patrons to move immediately into a safer designated area.
- It is necessary to move immediately away from any open public area that has a line-of-sight to any glass windows or glass doors. When the severe weather threat has passed, the Target Field Operations Center will issue an "all-clear" announcement on the same public address system notifying all patrons that the threat has passed.

**FIRE / EVACUATION:**

- There are state-of-the-art fire detection and suppression systems in Target Field. The Target Field Operations Center also has a Central Alarm Station that is staffed twenty-four (24) hours/day, seven (7) days/week.
- Twins Ballpark has pre-determined fire response protocols in place with the Minneapolis Fire Department and the 9-1-1 dispatch to ensure timely and proper response by the Fire Department.
- Upon verification of a genuine fire event, evacuation of the area or building will take place utilizing the following:
  - o The building-wide public address system;
  - o Standard fire strobe light indicators throughout the Target Field physical plant;
  - o Uniformed security officers to assist individuals to the nearest evacuation exit, ensuring that any disabled persons are also notified and assisted;
  - o When the fire event has been retired by the Fire Department, the Target Field security/safety staff, along with the building monitors will notify occupants via the public address system, bull horns, and personal notifications.

**BOMB THREAT:**

- Upon receipt of a bomb threat call, pre-determined protocols are activated with the Minneapolis Police Department Bomb Squad. Those protocols may include:
  - o cessation of cell phone and radio use;
  - o review of the caller's threat by bomb squad professionals;
  - o a determination of credibility;
  - o bomb dogs;
  - o x-ray devices and/or mechanical bomb "sniffers";
  - o interaction with User during the incident;
  - o possible evacuation (see "Fire/Evacuation" above for evacuation details).



## 10. FIRE CODE REQUIREMENTS FOR PLACES OF PUBLIC ASSEMBLY

- Twins Ballpark general rules and regulations, public safety, and fire management plans are hereby incorporated by reference into any contract or agreement with User. Twins Ballpark reserves the right to change such rules and regulations.
- These requirements will apply to all functions, whether private or open to the general public. Functions open to the general public may be subject to additional restrictive measures than those listed herein by other city, county, or state regulatory agencies or committees delegated by local ordinances to do so.

## 11. COOKING (DEMONSTRATIONS) AND COMMERCIAL COOKING

- Each cooking demonstration area will have a minimum rated extinguisher of 2A 40BC.
- Single-well cooking equipment using combustible oils or solids (i.e. deep fryer, dry pan, etc.) will comply with the following:
  - o be limited to 288 sq. in. of cooking surface;
  - o be placed on a noncombustible surface, such as metal, hardwood, glass, etc.;
  - o Be separated from each other by a minimum horizontal distance of 2 feet.

## 12. INTERNAL DISPLAYS

- No hay, straw or untreated cotton bales are allowed inside a place of public assembly.
- All decorative materials including, but not limited to, draperies, drops and curtains used in places of assembly, will be noncombustible, inherently flame resistant or treated and maintained fire resistant when tested. Certificates denoting that the materials are fire resistant or have been treated to be fire resistant will be required by Twins Ballpark and the City of Minneapolis Fire Marshal.
- No person will cause or permit any open flame, candles, torches, etc. to be used in any place of assembly, except that candles may be used on tables if securely supported on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials, and only if approved by Twins Ballpark. The candle flame will be protected within a glass or fireproof container.
- Exit doors will not be locked, blocked or otherwise concealed or obscured by decorations, drapes, mirrors, tapestries or any other material.
- All electrical connections will be in accordance with the State of Minnesota Electrical Code.
- All electrical cords, sound cables, and other tripping hazards will be covered or safeguarded with OSHA approved material or equipment.
- All fire protection (i.e. fire hose cabinets, extinguishers, fire alarm pull stations, exit signs, etc.) will be visible and accessible at all times.



- No part of a stairway, whether interior or exterior, hallway, corridor, vestibule, balcony or bridge leading to a stairway or exit, will be used in a manner that will obstruct its use as an exit or that will present a hazardous condition.
- All displays are subject to final approval by the City of Minneapolis Fire Marshal.

### 13. EXTERNAL DISPLAYS

- No outside display will block or obstruct any exit door or access to an exit door.
- All outside displays that are under cover of the building roof or extension of the roof or porch area will be governed by the same rules of an inside display.
- All hydrants and fire department connections will be unobstructed at all times.
- All tents and awnings 200 sq. ft. or larger will be treated with a flame retardant treatment. An affidavit confirming this will be kept on location at all times or a label is to be sewn onto the material. Any person erecting a tent 200 sq. ft. or larger will obtain a permit from the City of Minneapolis Fire Marshal's office.
- All cooking equipment will have regulator(s) at appliance and gas cylinder(s). All supply lines (tubing or hoses) will be leak-tight and in good repair. Hoses will be listed for the type of product it supplies.
- All compressed gas cylinders (propane, butane, carbon dioxide, etc.) will be adequately secured to prevent falling or being knocked over by cables, chains, racks, etc. (combustible ropes will not be accepted). Cylinders will be located away from cooking appliances. Fuel cylinders will not be used unless they have a current hydrostatic test.
- All displays are subject to final approval by the City of Minneapolis Fire Marshal.

*Thank you for your cooperation with these policies and procedures.*

*If you have any questions, please feel free to call a Twins*

*Ballpark Representative at (612) 659-3589*



**TARGET FIELD™**

Twins Ballpark, LLC • 1 Twins Way • Minneapolis, MN 55403  
Executive Office: 612.659.3400 • Ticket Office: 612.33.TWINS • [www.twinsbaseball.com](http://www.twinsbaseball.com)