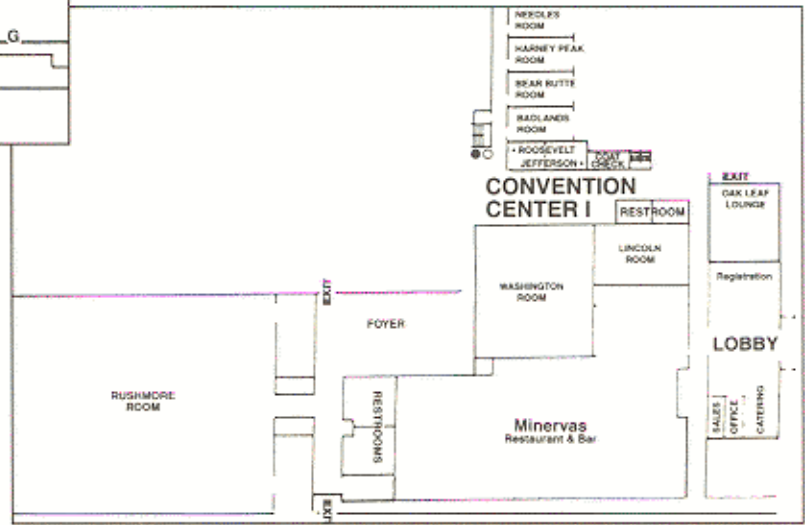
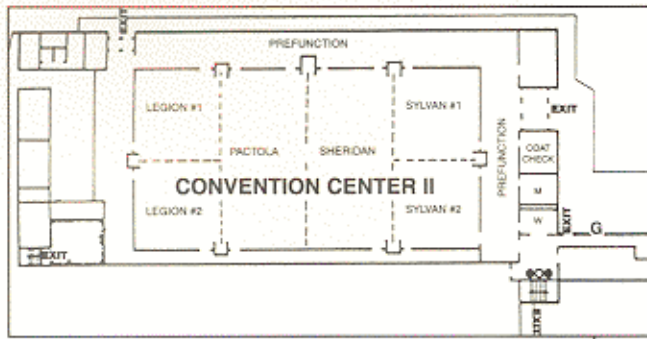




Best Western
Ramkota Hotel
Rapid City, South Dakota



Meeting/Banquet Rooms

MEETING ROOM DIMENSIONS & SPECIFICATIONS

Room	Room Size	Theatre	Classroom	Conference	Banquet Room	Banquet Long Tables	Board Room	8'x10' Exhibit Space	Ceiling	Square Footage
Roosevelt Room	17'x21'	N/A	N/A	15	N/A	N/A	15	N/A	8'	357
Jefferson Room	17'x21'	N/A	N/A	15	N/A	N/A	15	N/A	8'	357
Lincoln Room	30'x40'	125	55	40	56	64		N/A	9'	1,200
Washington Room	60'x62'	475	175	60	200	225		25	11'5"	3,720
Badlands Room	20'x37'	90	50	30	50	75		N/A	8'	740
Bear Butte Room	20'x37'	90	50	30	50	75		N/A	8'	740
Harney Peak Room	20'x37'	90	50	30	50	75		N/A	8'	740
Needles Room	20'x37'	90	50	30	50	75		N/A	8'	740
Rushmore Room	110'x120'	1,680	N/A	N/A	1,000	N/A		90	11' Walls 32' ceiling pt.	13,200
*Sylvan I Room	41'x45'	170	125	N/A	100	170		11	13'9"	1,845
*Sylvan II Room	41'x45'	170	125	N/A	100	170		11	13'9"	1,845
*Sheridan Room	45'x82'	545	250	N/A	200	340		22	13'9"	3,690
*Pactola Room	45'x82'	545	250	N/A	200	340		22	13'9"	3,690
*Legion I Room	41'x45'	170	125	N/A	100	170		11	13'9"	1,845
*Legion II Room	41'x45'	170	125	N/A	100	170		11	13'9"	1,845
*(6 Combined)	82'x180'	1,800	1,020	N/A	1,200	1,360		90	13'9"	15,100

~MEETING PLANNERS GUIDE~

Minerva's & The Best Western Ramkota Hotel Requires:

- ~ Exhibitors should bring their own extension cords to the available power sources.
- ~ Electrical needs must be arranged by the customer. All charges incurred will be the responsibility of the event.
- ~ If we supply tables for the booths, the tables will not be skirted. The conference center will supply ONE table per booth. The table will have a lined tablecloth to drape the table with. Additional tables are available for \$5.00 per table. The Conference Center will not allow tables to be stored by the vendors or any Rental Company.
- ~ ALL FOOD & BEVERAGE MUST BE CONTRACTED THROUGH MINERVAS. Any food purveyors will need to receive approval through the Catering Office. Minerva's reserves the right to dispose or confiscate any products in violation.
- ~ All Exhibitors need to make their own arrangements for shipping their own booths. Please contact our catering department if you plan to ship your booth ahead of time. Storage space is limited due to the back-to-back events that take place. Arrangements may need to be made ahead of time to store large pieces with one of the rental & or storage firms here in town.
- ~ We ask you break down any cardboard boxes you might discard. Our staff will pick them up & dispose of the broken down boxes.
- ~ Any unnecessary cleaning or damage to the physical property (i.e. stains on the carpet, damage to walls, doors, etc.) including move-in & move-out will be ultimately the responsibility of the event or convention. The charges will be determined by the extent of damages, based on the replacement costs. An inspection of the area can be arranged with the Catering Department prior to the move-in & following the move-out.
- ~ Standard cleaning is included in the basic room charge. However, if exhibitors leave their booths & areas filled with debris & left over product for the hotel to dispose of, the convention, conference or event will be ultimately responsible & will be charged an additional clean up fee.
- ~ Security is available at an hourly rate. Arrangements for security must be made at least two weeks prior to the event dates.

I have read & understand the information concerning the exhibits & the exhibit space.

Authorized Signature of the Event _____



Ramkota Hotel
 1-90 at Exit 59
 Rapid City, SD 57701
 (605) 343-8550 / Fax (605) 343-9107

- POP
- ICE
- CANDY

