



# PROMOTORS GUIDE AND TECHINICAL PACKET

Ralph Engelstad Arena

One Ralph Engelstad Arena Drive  
Grand Forks, ND 58203  
(701) 777-4167  
[www.TheRalph.com](http://www.TheRalph.com)

## WELCOME TO OUR VENUE

It's impossible to describe the \$104+ million Ralph Engelstad Arena in just a few words, but it is described by many as the "finest facility of its kind in the world." The 400,000 square foot arena is nothing but first class. All concourse floors are granite, each seat is constructed of leather and cherry wood, and there are 50 full luxury suites and two enormous club rooms.

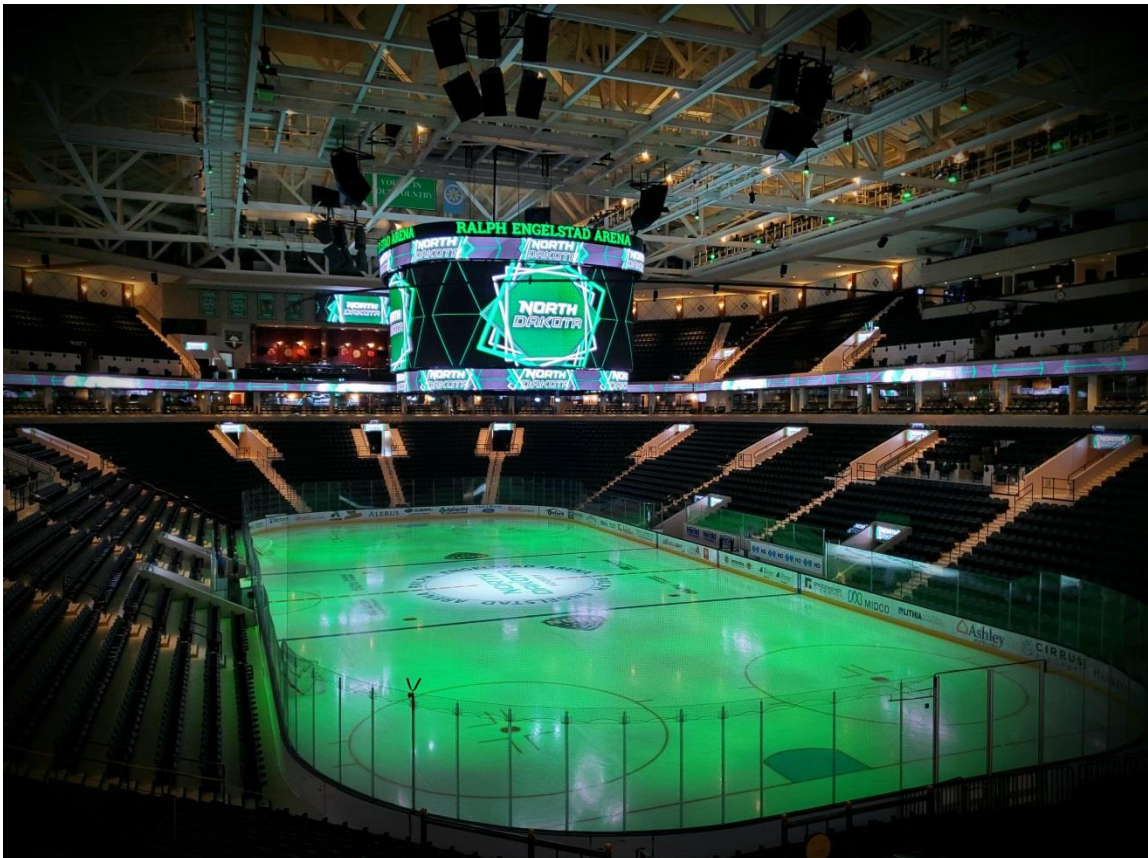
Since opening its doors on October 5, 2001, the Ralph Engelstad Arena has played host too many big attractions, such as Elton John, Kenney Chesney, Carrie Underwood, Sugarland, the Minnesota Wild, Kane Brown, Keith Urban, Eric Church and may other entertainers and professional sports teams.

We offer a full time staff of highly trained professionals in the various fields of Arena management. We also employ dedicated and experienced food and beverage staff, guest service staff, security and production staff.

Thank you for your interest in the Ralph Engelstad Arena. The following information is provided to better acquaint you with our venue and services. If you have any questions, please contact any of our staff for more information. We look forward to working with you and hosting your event at the Ralph Engelstad Arena.

Sincerely,

Jody Hodgson  
General Manager



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## RALPH ENGELSTAD ARENA – STAFF DIRECTORY

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# BOOKING PROCEDURES:

## Promoter Application

All new prospective tenants will need to complete a REA Rental Application prior to placing any dates on hold at the Ralph Engelstad Arena. This application will help us better understand what type of event you are planning and your previous event experience.

## Date Holds

After consideration by the Ralph Engelstad Arena management a date will be placed on a hold status. This does not guarantee an event date; it simply is a temporary hold for that date. There may be multiple holds for one single date. If this is the case, your event will be assigned the next available hold status.

## Date Hold Challenges

If you do not have the first hold on a particular date and wish to confirm that date, you must provide a deposit (typically 50% of rental fee) to challenge the date. Once we receive the deposit, we will contact the higher-ranking holds and give them the opportunity to confirm or release the date. If they confirm the date, your deposit will be returned to you.

## Confirmation of Date

The next step in the booking process is completion of the License Agreement. This is the rental agreement between your event and the Ralph Engelstad Arena. Along with a fully executed License Agreement, you will need to provide a copy of your contract with the Artist (if applicable) and a deposit payment. If you already provided a deposit to challenge a date, that deposit will be applied towards the event.

## License Agreement

All prospective tenants will need to complete a License Agreement. This agreement will outline the financial terms and all other details concerning the rental of the building. You will receive two copies, both copies need to be signed and returned to your office. We will sign and return a fully executed original copy to you. No event is confirmed until a fully executed License Agreement is completed.

## Insurance Requirements

For all events occupying space in the Ralph Engelstad Arena, the Tenant must provide insurance in the amount of \$2,000,000 General Liability and \$5,000,000 Umbrella. The Tenant must supply the Ralph Engelstad Arena with a certificate of insurance naming Ralph Engelstad Arena as additional named insured on the policy. Details of the insurance requirements are outlined in the License Agreement. The Certificate of Insurance must be submitted at least 30 days prior to the event.

## Post-Event Settlement

At the conclusion of the event, the Tenant will be responsible for all outstanding facility expenses per the License Agreement. Settlement will typically take place at the conclusion or near the end for the event. At settlement, the Tenant will be provided with all available documented facility expenses, including but not limited to applicable tax, rental invoices, facility fees, marketing, staff, conversion labor and security. Charges for any and all expenses incurred will be deducted from the ticket proceeds and the balance will be available to Tenant.

# BUILDING SPECIFICATIONS

Items listed below are what we have available in house

<b>Floor Size</b>	200' x 85' (Fixed Dasher & Seating, no retractable seating)
<b>Bowl Seating</b>	11,634 (Hockey Seating)
<b>Concert Floor Seating</b>	1428 (Max) (may vary based on rider)
<b>Low Steel</b>	Height of 75'
<b>Stage</b>	60' x 40' (standard stage)
<b>Stage Right Staging</b>	(108) 4' x 8' piece of staging
<b>Stage Barricade</b>	(17) 4' Total 68'
<b>Bike Racks Available</b>	(9) 6' & (12) 8'
<b>Main Power</b>	All 208 3-phases. Panels of 1200 amps, 800 amps, 400 amps, 200 amps
<b>Gated Area Power (4 Pedestals)</b>	1: (2)-50 amp, (3) 120 volt /20 amp <b>*Pedestal has the capabilities for a 200 amp 3phase cam lock, show to provide cam locks*</b> 2: (2)-50 amp, (3) 120 volt /20 amp <b>*if requested there can be an additional (3) 50 amps put in*</b> 3: (5)-50 amp, (5) 120 volt/20 amp 4: (2)-50 amp
<b>Loading Dock</b>	Located on main concourse in SW corner, this is used for deliveries only. No Loading dock on event level
<b>7 Dressing / Locker Rooms</b>	(4) approx. 1,064 sq. ft. / (2) approx. 1,711 sq. ft. / 1 is approx. 2,200 sq. ft. (each room has Its own locker area, coaches' area, restrooms and shower area)
<b>Laundry Room</b>	Located near backstage area
<b>Green Room</b>	Located in backstage area used as a hospitality room
<b>"Meet-and-Greet" Area</b>	Several space options available within the arena
<b>Catering Area</b>	Full catering kitchen with staff, located near backstage area
<b>Press Box</b>	Located on the East side upper level
<b>Rigging</b>	Total weight capacity 100,000
<b>Spot lights</b>	(6) Xenon Gladiator III's (2 south, 4 north)
<b>Gated Area Parking</b>	1 security guard on duty with controlled access, access to loading dock and bus ramp to backstage area
<b>Ticket Office</b>	Ticketmaster Venue
<b>Ice Deck</b>	200' x 85' ice deck for all "over-ice" events
<b>Fork Lifts</b>	1 available with 3,900 lbs. capacity
<b>Pallet Jacks</b>	2 available
<b>Clear Com System</b>	(2) Interface units, (1) 2-wore adaptor, (40) Com Locations, (12) Single channel Clear Com Belt packs and headsets



## Seating Capacities

### End Stage Configuration (180 Degrees)

Floor Seating	1420
Lower Level	3370
<u>Upper Level</u>	<u>2602</u>
<b>Total Seating</b>	<b>7392</b>

### End Stage Configuration (210 Degrees)

Floor Seating	1420
Lower Level	3601
<u>Upper Level</u>	<u>3016</u>
<b>Total Seating</b>	<b>8037</b>

### End Stage Configuration (240 Degrees)

Floor Seating	1420
Lower Level	4010
<u>Upper Level</u>	<u>3496</u>
<b>Total Seating</b>	<b>8926</b>

### End Stage Configuration (270 Degrees)

Floor Seating	1420
Lower Level	4214
<u>Upper Level</u>	<u>4029</u>
<b>Total Seating</b>	<b>9663</b>

### End Stage Configuration (360 Degrees)

Floor Seating	1420
Lower Level	5123
<u>Upper Level</u>	<u>4522</u>
<b>Total Seating</b>	<b>11065</b>

### In The Round (360 Degrees)

Floor Seating	
Lower Seating	
<u>Upper Level</u>	
<b>Total Seating</b>	

**\*Please note these are approximate numbers, every configuration is different base on stage size and placement\***

### Temporary Floor Seating

Floor seating varies depending on placement of stage, stage size and mix position. Maximum floor seating is approximately 1,420 with the stage on the far South end of the arena. Floor seating is accessible from the permanent seating aisles.

### ADA Seating

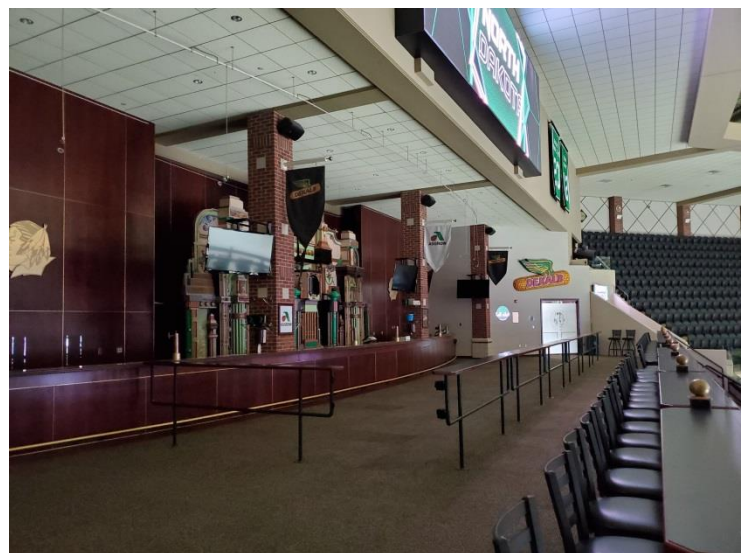
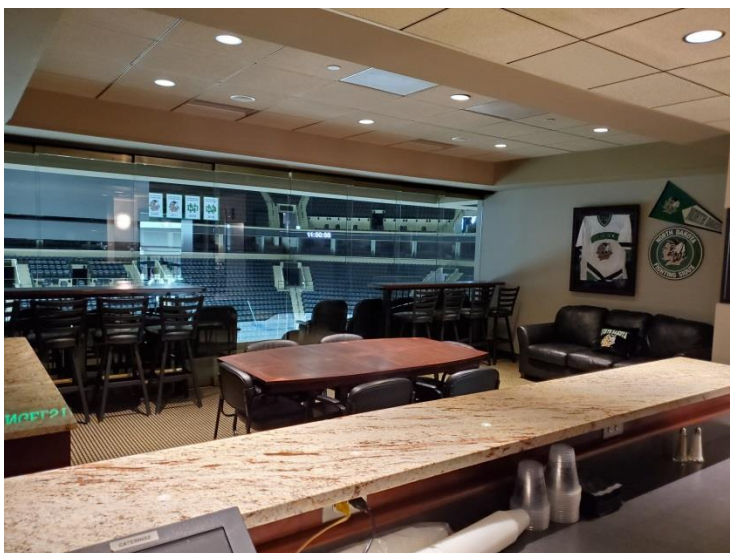
We have ADA Seating in Section 101 (10), 106 (12), 109 (10), 114(18), 301 (10), 311 (18), and 316 (10).

### Suite Seating (No Public Seating) (Non-Manifested)

There are (50) suites with 10 to 30 seats in each depending on the size of the suite.

### Club Seating (No Public Seating) (Non-Manifested)

The club lounges are located on the north and south ends of the arena. The North Club Lounge has a seating capacity of 132. The South Club Lounge has a seating capacity of 132.





# DRESSING ROOMS / LOCKER ROOMS / MEETING AREAS

## Locker Rooms

There are (8) dressing room available for event use. All rooms are located on the west side ice level and have lockers, showers, and restroom facilities.

Locker rooms 1,2,5,6 are approximately 1,060 sq. ft.

Locker rooms 3 & 4 are approximately 1,700 sq. ft.

Locker room 8 is approximately 2,200 sq. ft.

Officials Locker Room is approximately 210 Sq. ft.



## PARENT'S LOUNGE / GREEN ROOM

In the arena we have (2) additional rooms that can be used. Our parents lounge can be used as an office and our Green room is where all meals will be served.

Parents lounge is located on the North end of Ice level and is approximately 780 sq. ft.



The Green Room is located just off the back stage area and is where all meals will be served



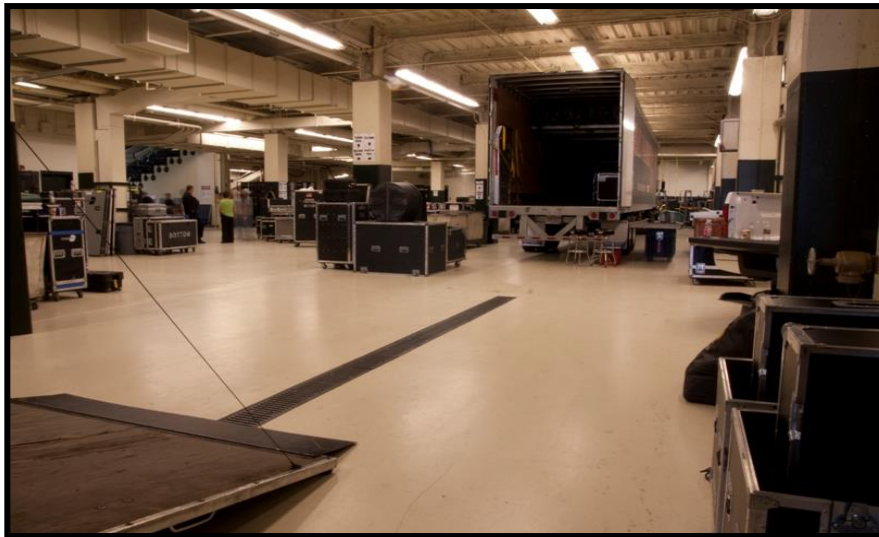
# TECHNICAL INFORMATION

## Electrical Power

- (1) – 1200 amp 120/208 volt (3) phase disconnect, 2 sets of cam locks
- (1) – 800 amp 120/208 volt (3) phase disconnect, 2 sets of cam locks
- (1) – 400 amp 120/208 volt (3) phase disconnect, 1 set of cam locks
- (1) – 200 amp 120/208 volt (3) phase disconnect, 1 set of cam locks / can tie tails if needed
- Power on each spotlight platform, (4) total
  - o (2) – 30 amp 250 volt for spotlights
  - o (1) – Edison duplex outlet 20 amps each
- Bus parking area – (5) – 50 amp 120/220 volt 4 wire
- Video truck (2) 400 amp 120/208 volt (3) phase panel

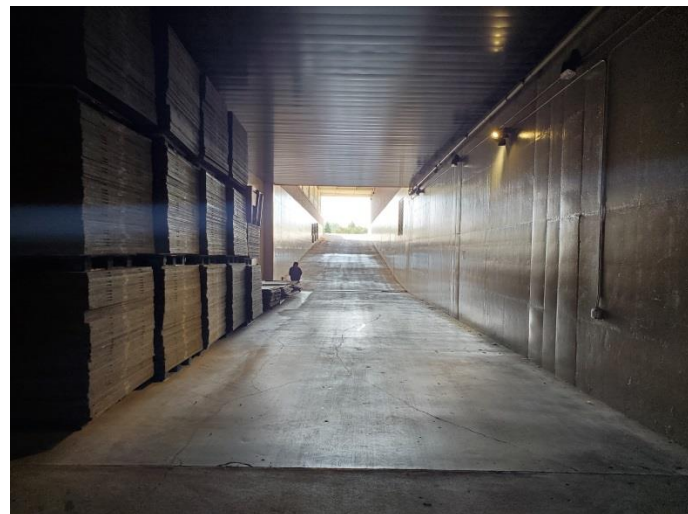
## Backstage Loading Area, (no loading dock)

- Ice level access to backstage area for (2) semi –trucks at a time
  - o Door dimensions: 16’ wide x 14’ high
- Lowest ceiling height at air duct locations is 12’
- Floor loading capacity:
  - o Concourse: 100 lbs. / square foot
- Zamboni opening into arena dimensions: 14’ wide x 21’ 3” high
- Trucks/vehicle parking available in secure parking lot approximately 10,000 sq. ft. Limited power, telephone, and data services available in gated area.



Backstage Area “Ice Level”

Bus ramp coming into the backstage area  
onto Ice Level



## Lighting

- Ralph Engelstad Arena has various lighting systems
  - o (108) Full LED Sport Lights for instant blackout capabilities
  - o Special effect lighting
    - (18) Martin Mac Quantum Profiles
    - (16) Martin Mac Aura XBs
    - (16) Martin Atomic 3000 LEDs
- Spot Lights
  - o (6) Xenon Gladiators III's
    - (4) North
    - (2) South
    - Intelligent Lights

## Telephone and Data Service

- o Telephone and internet services are available at the back stage area, office, and dressing room areas. Please coordinate requests with event manager prior to move in.

## Headset System

- o Patchable Clear Com system
  - (2) interface units
  - (1) 2-wire adaptor (for Telco interface)
- o (40) Com Locations
- o (12) single channel clear com belt packs and headsets
- o System can be used with or without house power supply

## Video & Audio Production

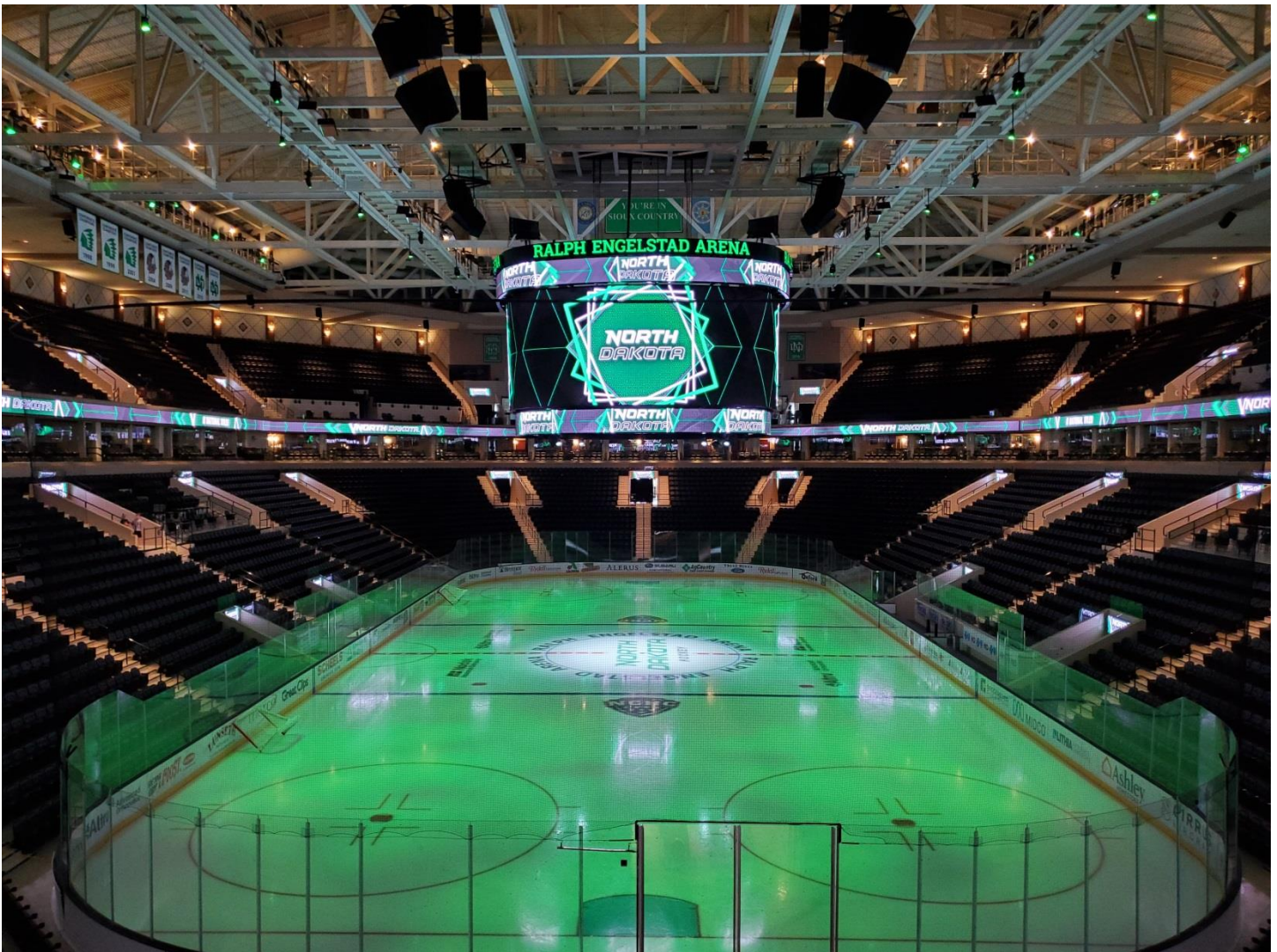
- In-house video production available: (6) HD Cameras, (32) input Ross Switcher, (2) 4-channel instant replay systems
- Internet web casting
- (9) camera locations wired with Triax and LC Fibers, Coax and Audio to 2 Truck pedestal and house media control room

## Sound System

- JBL sound system includes (6) speaker cluster locations
- Speakers at the building entrances and concourses for welcome messages, public address and bowl sound
- Suites have an individual systems with CD, Tuner and bowl input
- Custom dressing room feed available upon request

## Scoreboard and Fascia Ring

- Daktronics Center hung video scoreboard
  - o Center hung is 15.5' wide x 34' height (6.7 Million pixels)
    - Full 360° wrap = 720p x 624p
    - (4) Full 720 HD images
    - (4) 280p x 720p corner wedges
  - o (2) video panels above club lounges 9' wide x 31.5' height
- 900' 360 degree LED video fascia ring (10mm resolution)
- (34) LED Portal signs (10mm resolution)
- (2) Color video marquees are located outside the facility on the edge of the property. The marquee along Gateway Dr. has a 17' x 23' double – face sign. Located along Columbia Rd., there is a second double – faced marquee with 6' x 7' sign.



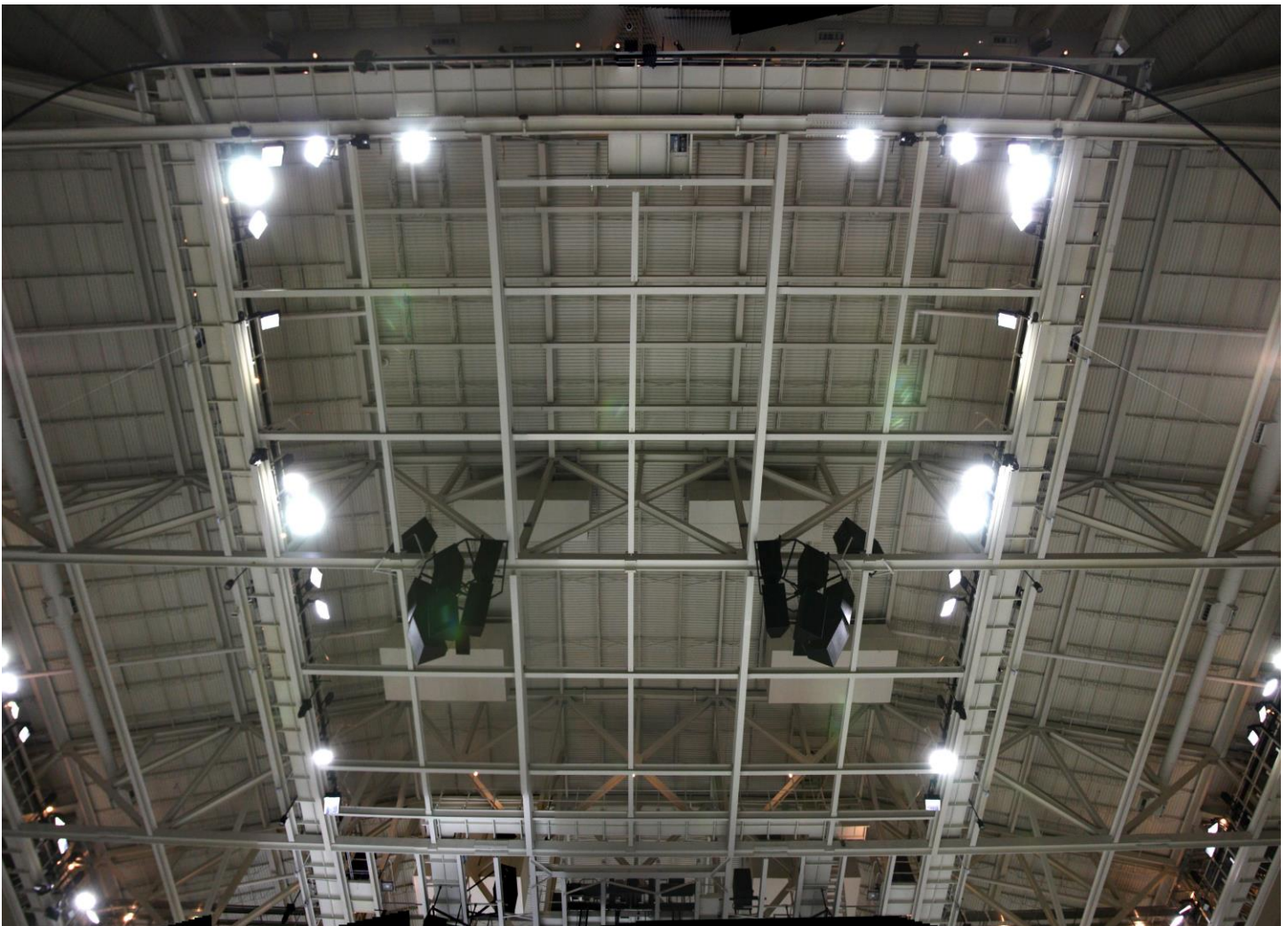
# RIGGING

## Scoreboard center hung Rigging Information

- Approximately 45' in diameter at top and 41' diameter at bottom
- High Trim is approximately 47' of clearance to arena floor
- **No rigging thru or touching scoreboard**

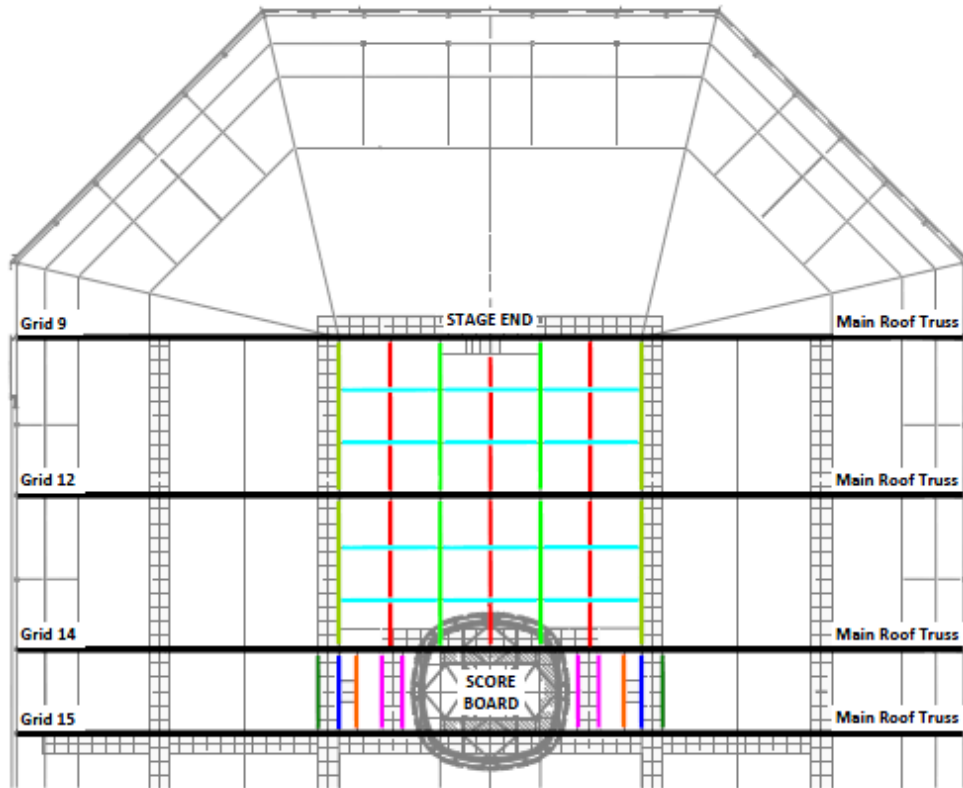
## Rigging Information

- 100,000 pounds maximum total load (Loads above this are sometimes possible with engineering review and approval).
- The south rigging bay above stage area is approximately 86'-4" wide x 89' deep and consists of steel wide flange beams on an approximate 15' x 15' grid.
- The center rigging bay is approximately 98'-4" wide x 24' deep and consists of steel wide flange beams spanning between (2) main roof trusses. Center hung located here
- Rigging grid is located approximately 76' above the arena floor
- All steel within the catwalk area has safety cable to ensure the safety of all rigging personnel



# RALPH ENGELSTAD ARENA - GRAND FORKS, ND

## RIGGING INFORMATION



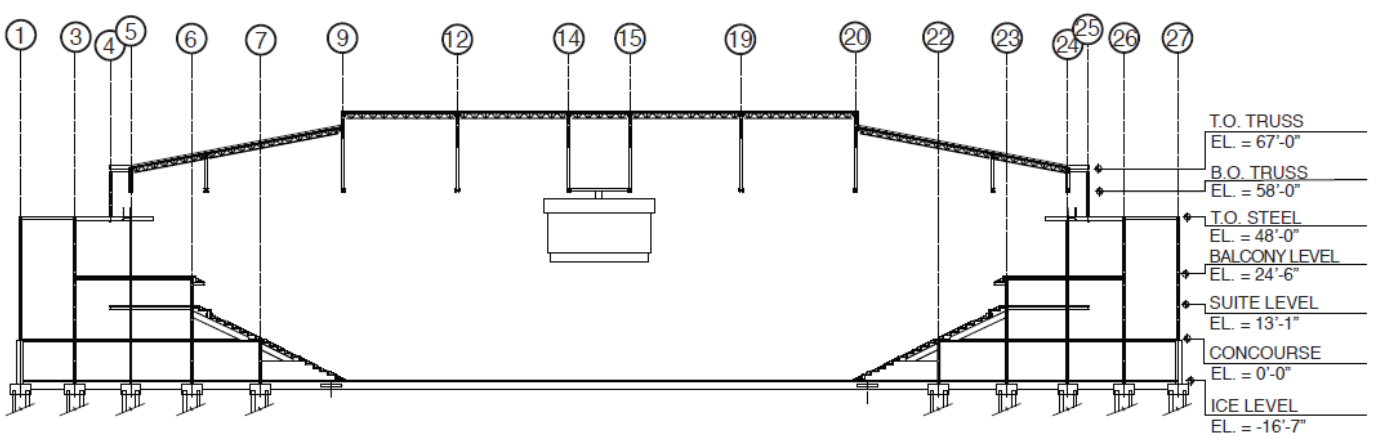
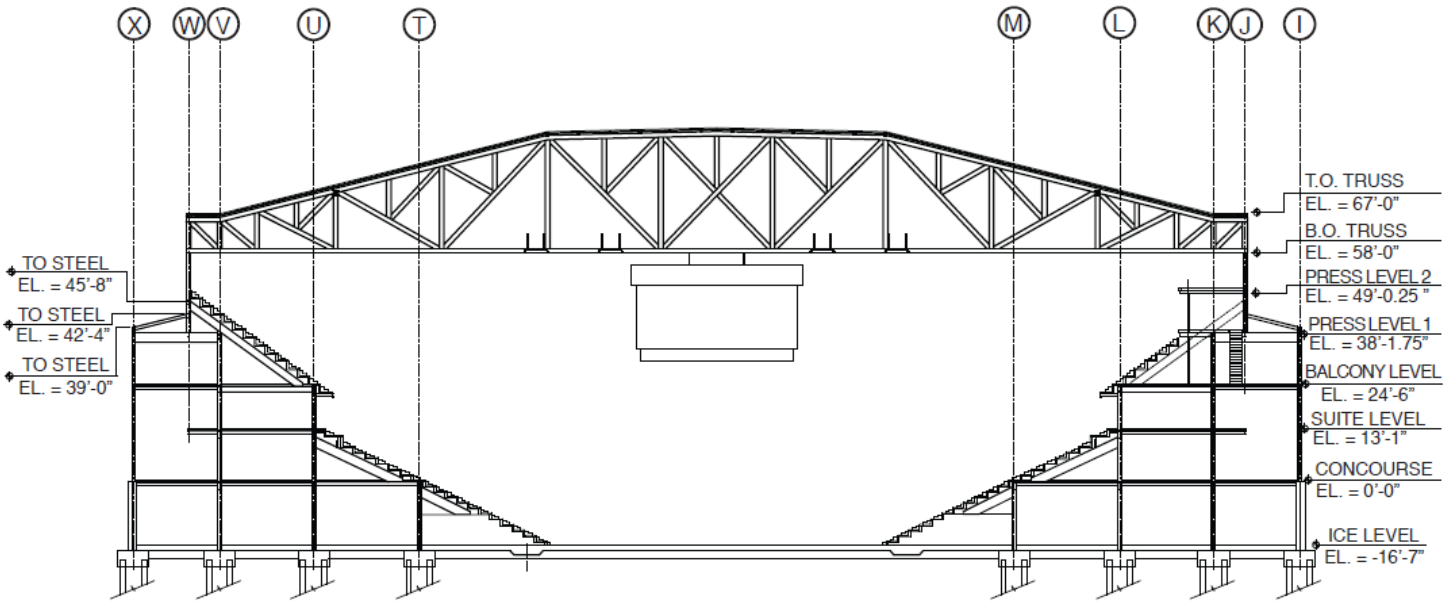
**Notes:**

1. Total allowable rigging capacity is 100,000 lbs. (Unless otherwise reviewed and approved by structural engineer)
2. Loads may be hung vertically or bridled up to 45 degree angle (Unless Noted Otherwise).
3. Rigging grid is approximately 76' above arena floor.
4. Individual member rigging capacities are as follows:

- |  |   |
|--|---|
| <p><b>— Capacity of W10x33 beams as follows:</b></p> <ul style="list-style-type: none"> <li>a) Max mid-span point load: 6000 lbs.</li> <li>b) 2 point loads @ 1/3 points: 2 @ 4000 lbs.</li> <li>c) Uniform distributed load: 700 lbs/ft.</li> </ul> <p><b>— Capacity of W14x53 beams as follows:</b><br/><u>No Load applied to W10 Beams</u></p> <ul style="list-style-type: none"> <li>a) Max mid-span point load: 15,000 lbs.</li> <li>b) 2 point loads @ 1/3 points: 2 @ 7000 lbs.</li> <li>c) Uniform distributed load: 700 lbs/ft.</li> </ul> <p><u>With Load applied to W10 Beams</u></p> <ul style="list-style-type: none"> <li>a) Max mid-span point load: 10,000 lbs.</li> <li>b) 2 point loads @ 1/3 points: 2 @ 4000 lbs.</li> <li>c) Uniform distributed load: 400 lbs/ft.</li> </ul> <p><b>— Capacity of W14 beams as follows:</b><br/><u>With Load applied to W14x53 Beams</u></p> <ul style="list-style-type: none"> <li>a) 2 point loads @ 1/3 points: 2 @ 4000 lbs.</li> </ul> <p><b>— Capacity of Main Roof Truss Bottom Chord as follows:</b></p> <ul style="list-style-type: none"> <li>a) Max point load mid-span: 7000 lbs (Vertical Only)</li> <li>b) Max uniform distributed load: 500 lbs/ft (Vertical Only)</li> </ul> <p>*Loads/capacities noted are between panel points*</p> | <p><b>— Capacity of W14 beams as follows:</b><br/><u>With Load applied to W14x53 Beams</u></p> <ul style="list-style-type: none"> <li>a) 2 point loads @ 1/3 points: 2 @ 5000 lbs.</li> </ul> <p><b>— Capacity of W14x22 beams as follows:</b></p> <ul style="list-style-type: none"> <li>a) Max mid-span point load: 5000 lbs. (Vertical Only)</li> <li>b) 2 point loads @ 1/3 points: 2 @ 3000 lbs. (Vertical Only)</li> <li>c) Uniform distributed load: 450 lbs/ft. (Vertical Only)</li> </ul> <p><b>— Capacity of W14x43 beams as follows:</b></p> <ul style="list-style-type: none"> <li>a) Max mid-span point load: 10,000 lbs. (Vertical Only)</li> <li>b) 2 point loads @ 1/3 points: 2 @ 7500 lbs. (Vertical Only)</li> <li>c) Uniform distributed load: 750 lbs/ft. (Vertical Only)</li> </ul> <p><b>— Capacity of W14x30 beams as follows:</b></p> <ul style="list-style-type: none"> <li>a) Max mid-span point load: 9000 lbs. (Vertical Only)</li> <li>b) 2 point loads @ 1/3 points: 2 @ 5000 lbs. (Vertical Only)</li> <li>c) Uniform distributed load: 750 lbs/ft. (Vertical Only)</li> </ul> <p><b>— Capacity of W14x30 beams as follows:</b></p> <ul style="list-style-type: none"> <li>a) Max mid-span point load: 9000 lbs. (Vertical Only)</li> <li>b) 2 point loads @ 1/3 points: 2 @ 5000 lbs. (Vertical Only)</li> <li>c) Uniform distributed load: 750 lbs/ft. (Vertical Only)</li> </ul> |
|--|---|

# RALPH ENGELSTAD ARENA – GRAND FORKS, ND

## ELEVATION VIEW





# IN HOUSE SERVICES

## Box Office / Ticketing



Tickets to Ralph Engelstad Arena events are available at the REA box Office and on Ticketmaster.com. The Ralph Engelstad Arena Box Office hours are Monday-Friday 10:00 am – 6:00 pm, these hours are seasonal and are subject to change.

Patron pays all convenience charges, processing fees, and credit card charges at the time of online purchases.

Ralph Engelstad arena has a Facility Maintenance Fee of \$3.00

## Taxes

There is a 7.25% tax on all ticket and merchandise receipts (5% State, 2.25% City).

## Concessions (Exclusive)

All food, beverages, and concessions are operated and controlled by Ralph Engelstad Arena. Ralph Engelstad Arena will determine the number of stands required to serve the public. All Arrangements for serving food and beverages, and all sales of concessions are to be made through the Ralph Engelstad Arena Concessions Manager

## Catering (Exclusive)

All catering arrangements for serving backstage food and beverages are to be made through the Ralph Engelstad Arena Suite & Catering Manager.

We have a full liquor license; Beer, Wine, Spirits, and hard liquor

## Merchandise

Merchandise services are available through the REA Sioux Shop as well. All rates and arrangements can be made through the Ralph Engelstad Arena Merchandise Manager, Jason Carlson.

## Security

Event security is provided in-house by Ralph Engelstad Arena and will ensure event guests, artists, and crews are in a safe and comfort environment. Schedule through Kelvin Ziegler, security can be contacted at any time at (701) 777-6640

## Police

Ralph Engelstad Arena contracts with the University of North Dakota Police Department for requested police presence, the Security / Event Services Manager will schedule all police for event. The UND Police Department is (701) 777-3491

## Medics

First Aid Center located behind section 107. REA contracts with Altru Health System for requested ambulance presence, Ambulance has a five minute emergency response time when not on site. The Security / Event Services Manager will schedule all medics needed for event

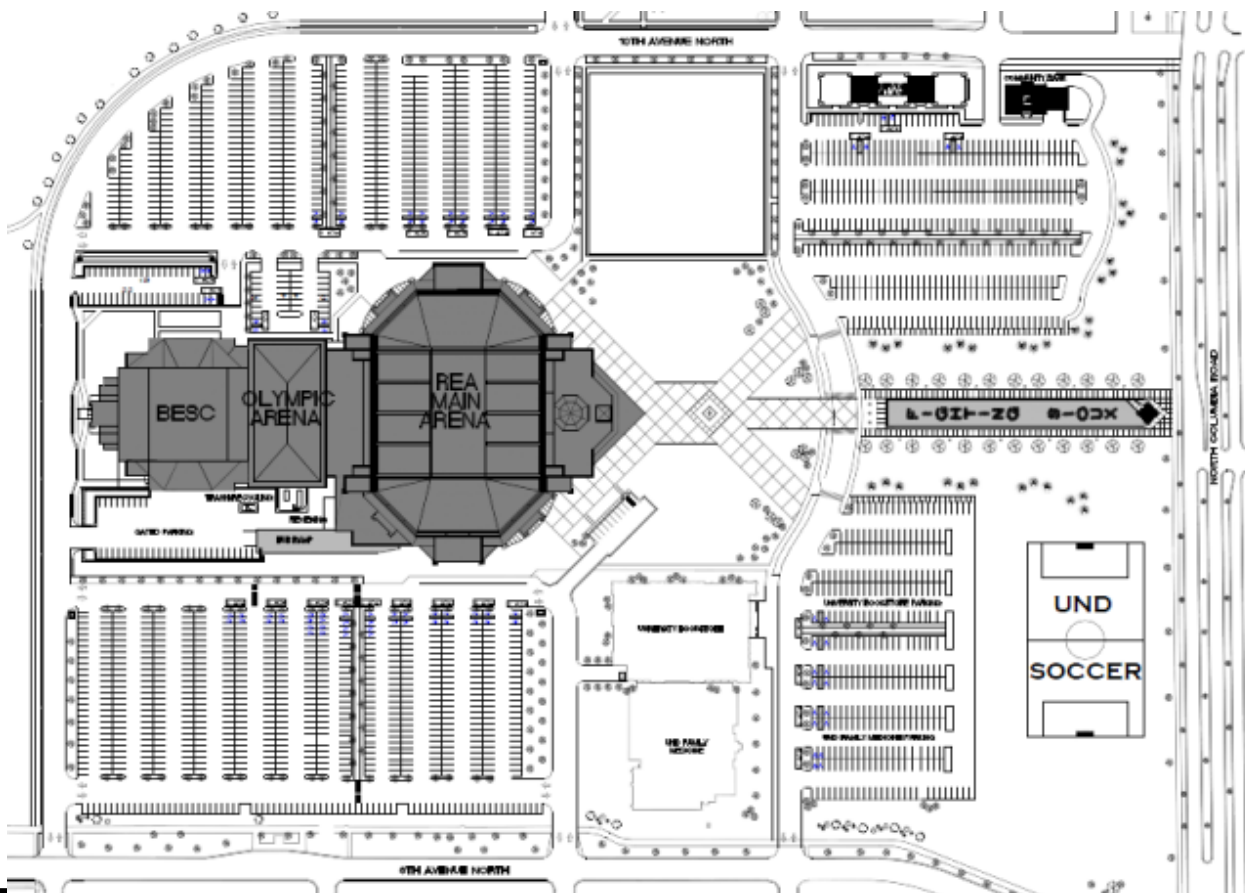
## Pyro Permits

If tour will be using pyro, they will need to purchase a permit from the Grand Forks Fire Department which Ralph Engelstad Arena can help facilitate. The Grand Forks Fire Department phone number is (701) 746-2566 and the address is 1124 Demers Avenue, Grand Forks, ND 58201

## Parking

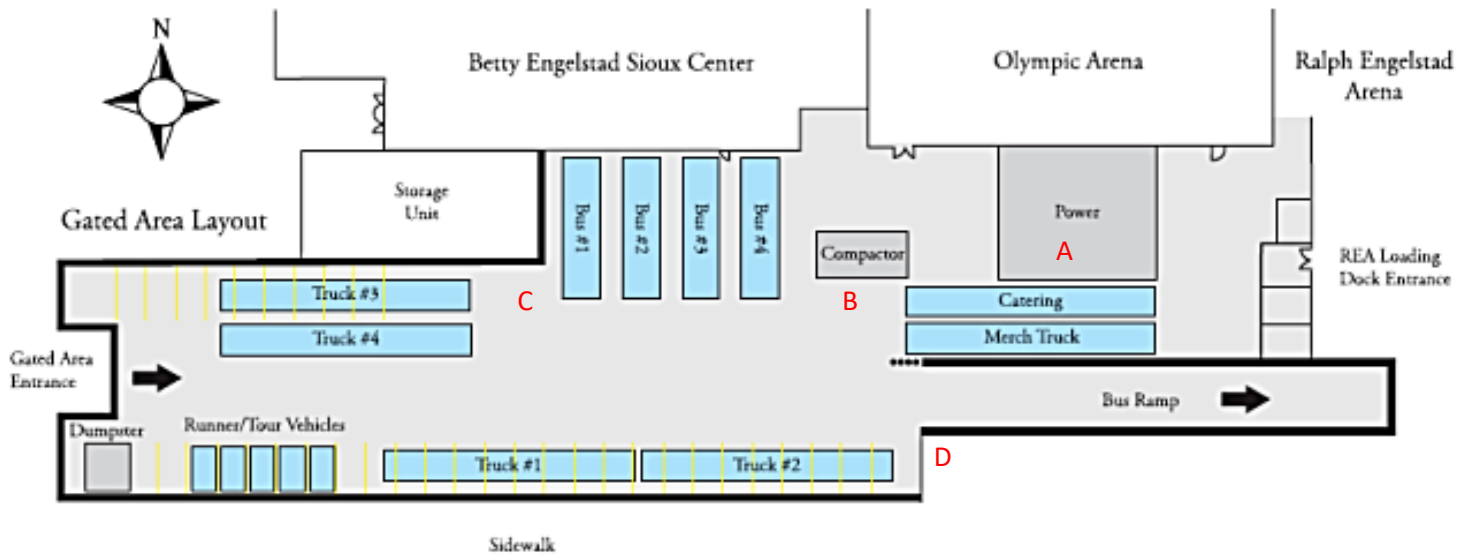
On-site capacity is approximately 1,400

Parking for events is normally \$5 or \$10. We do offer premium parking at \$20 for major events.



# Gated Area Parking

- If more truck parking is needed we will have them park along the south drive lane



## Gated Area Available Power:

- A: (2)-50 amp, (3) 120 volt /20 amp **\*Pedestal has the capabilities for a 200 amp 3phase cam lock, show to provide cam locks\***
- B: (2)-50 amp, (3) 120 volt /20 amp **\*if requested there can be an additional (3) 50 amps put in\***
- C: (5)-50 amp, (5) 120 volt/20 amp
- D: (2)-50 amp



# DIRECTIONS TO RALPH ENGELSTAD ARENA

- **From Interstate 29 Southbound:**
  - o Take Gateway Drive exit and turn left onto Gateway Drive. Travel east and turn right on Ralph Engelstad Arena Drive.
- **From Interstate 29 Northbound:**
  - o Take Gateway Drive Exit and turn right onto Gateway Drive. Travel east and turn right on Ralph Engelstad Arena Drive
- **From Highway 2 Eastbound:**
  - o Highway turns into Gateway Drive. Travel east and turn right on Ralph Engelstad Arena Drive.
- **From Highway 2 Westbound:**
  - o Highway 2 turns into Gateway Drive. Travel west and turn left on Ralph Engelstad Arena Drive.

## Physical Address

Ralph Engelstad Arena  
One Ralph Engelstad Arena Drive  
Grand Forks, ND 58203

## Shipping Address

Ralph Engelstad Arena  
Attn: AnnMarie Lane  
One Ralph Engelstad Arena Drive  
Grand Forks, ND 58203

