

Branson Convention Center Meeting & Event Planning Guide

The Branson Convention Center consists of 220,000 square feet. The center accommodates up to 6,000 attendees in a state-of-the-art bi-level setting. The first floor features a 50,000 square foot exhibit hall as well as a 23,000 square foot ballroom.



Twelve meeting rooms, ranging from 1,000 to 5,500 square feet make up the second floor. The facility is linked to the adjacent Hilton Branson Hotel by a natural-timber concourse that offers views of the Lake Taneycomo waterfront. Both the hotel and the convention center are located within walking distance from Historic Downtown Branson and the Branson Landing shopping and entertainment district.

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ADVERTISING OPPORTUNITIES

The convention center offers groups and their affiliates/exhibitor opportunities to sponsor/advertise during the specified dates of the meeting/exhibit. Your Event Services manager will provide detailed information and fees.

- Logo products
- Electronic message signage (out-door skybridge)
- Banners/Signage

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AFFILIATES

Groups meeting in conjunction with a conference, but not part of the official convention program who require meeting space will work directly with our Event Services Department. All meeting space, if available, will be at the convention center's normal prevailing room rental rates and will be subject to the convention center's standard contract terms and conditions.

A listing of all affiliates should be sent to the convention center no later than 90 days prior to the actual event, so that they can be individually contacted by the Catering/Event Services Department to set up food, beverage and billing arrangements.

Affiliate groups will be submitted to main group customer for approval.

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AIRLINE INFORMATION

Springfield-Branson National Airport

www.sgf-branson-airport.com

417-868-0500

Branson Airport

[Contact - Branson Airport \(flybranson.com\)](http://Contact - Branson Airport (flybranson.com))

417-334-7813

Harrison, Arkansas - Boone County Regional Airport

[Boone County Regional Airport in Harrison, AR \(HRO\)](#)

(870) 741-6954

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AMERICANS WITH DISABILITIES (ADA)

The Center represents that the Center's facilities being rented or reserved by you including meeting rooms, common areas and transportation services are, and will be, in substantial compliance with applicable public accommodation obligations under the Americans with Disabilities Act. You agree that one week in advance of your event, you will furnish to us a list of any auxiliary aids needed by your attendees in meeting or function space. You agree that you will be responsible for the procurement and payment of all charges for any and all auxiliary aids. We will, upon your request, furnish you with the names of businesses you can contact to obtain these aids. You also agree to be responsible for compliance with the ADA in the set up and conduct of meetings for your event. You agree to pay all charges associated with the provision of such aids by the Facilities.

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AUDIO/VISUAL

Liberty Exposition Services, Inc. specializes in providing the highest quality audio-visual equipment, technical services and sales support to producers, event planners, hotels, resorts, golf courses, convention centers and their customers. Their in-house office located in the Branson Convention Center offers a staff of dedicated, experienced technicians and event coordinators to handle any size event. Liberty Exposition Services offers a wide range of services which includes, but not limited to:

- Audio Visual Support for Exhibitors
- Large Screen Video and Data Display
- Sound, Lighting and Drapery
- On-site Production and Staging Department

Liberty Exposition Services Inc.'s on-site representatives can be reached by dialing (417) 243-7037
www.libertyexpo.com

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AUTOMATED TELLER MACHINES

There is an ATM conveniently located in the Branson Convention Center on the Convention Center Concourse near the north escalators.

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BABYSITTING

The following childcare company is registered with the State of Missouri. Parents should make arrangements directly with the company and direct payment is required to the vendor. No master billings for babysitting services are permitted. Babysitting agencies are not affiliated with the Convention Center, and as such, the Convention Center is not responsible for the services rendered by these agencies.

Nanny2U
Niki Wiltshire, Owner
1-417-294-5900

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BALLOONS

There is a \$250 clean up fee for the use of balloons. There must be prior written approval for the use of all displays and/or decorations proposed by guest. Please see the Sales/Catering Contract (SCC) for other specific contractual information.

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BANQUET CURFEWS

As a courtesy to hotel guests there is an outdoor function curfew of 10:00 p.m. In accordance with Missouri liquor law, all alcoholic beverage sales will begin no earlier than 6:00 a.m. and conclude no later than 1:30 a.m.

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BANQUET MENU SELECTION

We request that banquet menus and other details pertinent to your event be submitted to your Catering/Event Manager 30 days prior to your event date. We are happy to custom design menu proposals for your group and assist in selecting the proper menu items and program arrangements to ensure a successful event. Please advise your Event Manager in advance with any special dietary requirements. [Back to Resource Information](#)

STANDARD BANQUET TERMS AND CONDITIONS

- 1. ASSIGNMENT/CONFIRMATION OF FUNCTION SPACE:** The function space assigned indicates the space is tentatively being held and will be held on a definite basis upon signing of the Sales/Catering Contract (SCC). The terms and conditions of the group sales or catering sales agreement previously signed regarding this event remain in force and the SCC is intended to provide specific function/event information in support of the original agreement. If for any reason the function space reserved is not available for your event, you agree that we may substitute space of appropriate size and comparable quality for your event. If you plan to print or publish the assigned space, please contact us first to confirm the room assignment.
- 2. GUARANTEE OF ANTICIPATED REVENUE:** At least 72 hours (3 business days) before your event, you must inform us, in writing, of the exact number of people who will attend your event. The arrangements set forth on the reserve side of your SCC will serve as the final arrangements for your event. The services, products, fees, etc. as noted will be provided at the time of your event and you will be charged based on the event guarantee that you give us or the number of people indicated at the time you signed the sales agreement or the SCC, whichever is greater. We will not undertake to serve more than 3% more than this guaranteed minimum.
- 3. LABOR CHARGE:** If the guaranteed number for your buffet event is less than 25 persons, we will add a labor charge to your invoice of \$75.00. This will be used to cover our costs of the buffet event and will not be distributed as a service charge or gratuity to our employees working at your event.
- 4. OVERTIME:** You agree to begin your event promptly at the scheduled start time and agree to have your guests, invitees and other persons vacate the designated event space at the end time indicated on the final SCC. You further agree to reimburse us for any overtime wage payments or other expense incurred by us because of your failure to comply with these regulations.
- 5. GRATUITY & SERVICE CHARGE:** Twenty-One percent (21%) of the food and beverage total, plus any applicable state or local tax, will be added to your account as a service charge. This service charge is the property of the Facilities to cover discretionary costs of the Event. Gratuity is included in the service charge and is not an additional expense.
- 6. PRICE INCREASES:** There may be increases in prices due to unforeseen changes in market conditions at the time of your event. We will communicate these increases to you in advance. We will require written confirmation that you agree to pay these increased prices. Alternatively, we, at our option, may in such event make reasonable substitutions in menus and you agree to accept such substitutions.
- 7. SET UP CHARGES.** Should extensive function space set-ups, extensive room set changes or elaborate staging be required, there will be a set-up charge to cover Facilities costs and additional labor. If equipment is necessary that exceeds Facilities' inventory, then you agree to pay for the cost of renting this additional equipment. You agree to indemnify us for any damage caused to any Facilities property as a result of drayage related to your event, whether caused by you, your agents, employees, or contractors.
- 8. OUTSIDE FOOD AND BEVERAGE:** No outside food and/or beverages are permitted.
- 10. PROMOTIONAL CONSIDERATIONS:** We have the right to review and approve any advertisements or promotional materials in connection with your function which specifically reference the Branson Convention Center name or logo. The Branson Convention Center does not offer or accept any terms or conditions which provide commissions, rebates or other forms of compensation related to revenue for food, beverage, room or equipment rental.
- 12. CONDUCT OF EVENT:** Group agrees to comply with all applicable federal, state and local laws including health and safety codes and federal anti-terrorism laws and regulations including compliance with the provisions of 29 CFR part 470, and our rules, copies of which are available from the center's sales department. Group agrees to cooperate with Facilities and any relevant governmental authority to ensure compliance with such laws. You assume full responsibility for the conduct of all persons in attendance at your event and for any damage done to any part of our premises during the time of your event.

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BUSINESS CENTER

For minor copying, faxing & office supply needs please coordinate with your Catering/Event Manager.
Major copying, printing and faxing needs can be provided through area vendors listed below:

Sir Speedy

670 N Branson Landing Blvd, STE 6
Branson MO 65616
417-339-2397

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BUS AND LIMO COMPANIES**1st Class Shuttle**

Phone: 1-417-331-2821
Fax: 1-417-339-1024
www.ttbranson.com

Fisk Limousines

2001 E. Trafficway St.
Springfield, MO 65802
1-417-862-2900
www.fisklimo.com

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CAR RENTAL AGENCIES**Local****Avis**

Branson-Taney County Airport
401 Blue Sky Lane
Hollister MO 65672
417-334-4945
www.avis.com

Enterprise Rent-A-Car

1029 1/2 E State Highway 76
Branson, MO 65616
1-417-336-2000
www.enterprise.com

For Rental Services at Branson Airport & Springfield-Branson National Airports; See Websites below

www.sgf-branson-airport.com

www.flybranson.com

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CREDIT CARDS

The Branson Convention Center accepts most major credit cards including Visa, MasterCard, American Express, Discover and Diners Club. A credit card processing fee of 4% is charged per transaction.

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DIAGRAMS

Diagrams are available on our website or can be provided by your Catering/Event Manager.

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DIETARY REQUIREMENTS

Our Executive Chef will provide meals for your attendees with special dietary requirements. Please advise your Catering/Event Manager if a special meal is required.

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DRESSING/GREEN ROOMS

Please contact your Catering/Event Manager regarding dressing/green rooms.

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ELECTRICAL

www.libertyexpo.com

Electrical wiring and equipment installation must conform to the City of Branson Fire Code. Please submit electrical and utility orders at least one month in advance to avoid additional charges. Liberty Exposition Services will provide all electrical services for the Branson Convention Center. Please contact your Event Manager for specific pricing and information.

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ELEVATORS-SERVICE

The Exhibit Hall and Taneycomo Ballroom are located on the ground level. The Branson Convention Center does not have freight elevators. Multiple service elevators are available to transport equipment and materials to the function space located on the second level.

Service Elevator:

Dimensions: 104"H X 65"W X 104"L

Door opening: 84"H X 48"W

Capacity: 5000 Pounds

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EMERGENCY PROCEDURES

The Branson Convention Center is fully prepared to handle different types of situations to assist our guests. The following is information on our emergency procedures:

- Paramedics, Fire Department, and the Police Department are all located within close proximity of the convention center.
- Our Security Department, as well as a number of our management team are trained in CPR and First Aid.
- Emergency evacuation routes and procedures are located on the inside of all meeting room doors.
- Nearest emergency room: 1 mile
- Nearest hospital: 1 mile

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EXHIBITS AND EXPOSITION SERVICES

www.libertyexpo.com

For professional exposition services the Branson Convention Center has partnered with Liberty Exposition Services, Inc as our preferred exposition company. Two months prior to your exhibit date, your Catering/Event Manager will need to be provided with Fire Marshall-approved floor plans. Please request a copy of our **Exhibit and Production Guidelines** from your Catering/Event Manager or go to the Branson Convention Center website www.bransoncc.com Meeting Planners/Policies.

10'X10' Booth Capacities:

- Exhibit Hall A (142)
- Exhibit Hall B (95)
- Exhibit Hall AB (234)
- Taneycomo Ballroom A (63)
- Taneycomo Ballroom B (42)
- Exhibit Hall/Taneycomo Ballroom connected and combined (342)
- Second Level Concourse (39)

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FIRE CODES

The following are a few general regulations that typically fall under local fire authorities' specifications. They should be considered when planning and coordinating space, decorations, etc., in the ballrooms and meeting rooms, as well as all other applicable laws, codes, and regulations.

Where exits are not immediately accessible from an open floor area, safe and continuous passageways, aisles or corridors shall be maintained leading directly to every exit and shall be so arranged as to provide convenient access for each occupant to at least two exits by separate ways of travel. The aisle needs to be as wide as or wider than the exit to which they are leading.

There will not be any setup permitted in front of any exit doors. All room sets must be in compliance with the local Fire Department regulations pertaining to occupancy load, mandatory aisles and ceiling clearance fire exits. Any event, which has vehicle displays, fueled cooking demonstrations, laser exhibits (including tabletop) or extensive productions with staging and props must have a certified permit from the local Fire Marshall. All associated fees for permits, floor plan approval and stand-by fire watch are your responsibility and final approved copies must be received at least three days prior to the event.

Every required exit, exit access or exit discharge shall be continuously maintained free of all obstructions or impediments to full instant use in case of fire or other emergency.

No furnishings, decorations, or other objects shall be placed so as to obstruct exits, access thereto, egress from, or visibility thereof.

Hangings or draperies shall not be placed over exit doors or otherwise located as to conceal or obscure any exit. Mirrors shall not be placed on exit doors. Mirrors shall not be placed in or adjacent to any exit in such a manner as to confuse the direction of the exit. No open flame devices shall be used in any meeting rooms.

Any furnishings, decorations, and stage settings shall be fire retardant treated and must display certificate of proof. Local fire authorities in advance of event set-up shall approve all extensive production plans. Distance between tables must be equal to or greater than the required aisle width plus 19" for chairs on one or 38" for chairs on both sides.

The use of Pyrotechnics is strictly prohibited within the Branson Convention Center. Please contact your Event Manager for Production Guidelines regarding the use of lasers.

It is ultimately the group's responsibility to ensure that your event complies with all applicable laws, including, but not limited to fire and safety codes, rules and regulations.

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INTERNET SERVICES FUNCTION SPACE

Please contact your Catering/Event Manager with your needs.

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KEY REQUEST

Please contact your Catering/Event Manager if you would like keys to any of your meeting or office. If you wish to have a private lock re-keyed there will be a \$75.00 charge per core/per room and you will be required to sign a hold harmless agreement.

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KOSHER

Please ask your Catering/Event Manager for kosher meal details and suggestions. Orders must be placed 30 days in advance.

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LIQUOR LAWS

The State of Missouri has strict liquor laws that must be followed by the Branson Convention Center. Because the Facility is only licensed-authorized to sell and serve alcoholic beverages that were purchased by the Branson Convention Center, no group may bring in their own alcohol to be served. The legal drinking age in Missouri is 21.

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LOCAL INFORMATION

For information on Branson:

www.bransonlanding.com.

www.explorebranson.com

www.branson.com

www.downtownbranson.org

Branson Landing – Shop, Stay, Eat, & Play

[Branson Landing | Home](#)

(417) 239-3002

Downtown Branson – Historical

[Welcome to Downtown Branson! - Downtown Branson Betterment Association](#)

(417) 334-4084

Hiltons of Branson Convention Center Hotel

[Hilton Branson Convention Center Hotel](#)

(417) 336-5400

The Foot and Bucket Massage Day Spa

[The Foot and Bucket Reflexology & Day Spa - Home](#)

(417) 763-7877

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LOST AND FOUND

It is the policy of the Branson Convention Center to make every effort to return any found property to its rightful owner. All found property in the Convention Center will be recorded, stored, and disposed of, whether it is found in a public space, or any other area of the Facility. We will make every attempt to determine the legitimate owner and return the found property. If the owner cannot be determined within ninety days (or other time period specified by local law), the found property will be disposed of in accordance with the state law. If no local or state law exists, or these agencies decline involvement, the property shall be returned to the finder. This policy does not apply to minor items found on the property such as a toothbrush, ladies hosiery, cigarettes, etc.

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MEDICAL FACILITIES/SERVICES

Medical Services facilities nearby:

Urgent Care/Emergency Room

- Cox Health Center
545 Branson Landing Boulevard
Branson, MO 65616
Emergency Services
417-335-7000, press '2'
24 hours per day, 7 days a week.
Travel time from the Facilities is 5 minutes or less
- Cox Health Center
Urgent Care Services
417-335-7589
Travel time from the Facilities is 5 minutes or less
- Urgent Care
1065 Highway 248
Branson, MO 65616
417-337-5000
Travel time from the Facilities is 10 minutes or less

Hospital

- Cox Community Health Center
Emergency Services
417-335-7000, press '2'
24 hours per day, 7 days a week.
Travel time from the Facilities is 5 minutes or less

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MEETING ROOM CAPACITIES

www.bransoncc.com

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PARKING

The Branson Convention Center offers parking on premise. The Branson Convention Center offers self-parking in our adjacent 650 space multi-level covered parking structure. An additional 485 space overflow lot is located at the South end of the Convention Center.

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PETS (POLICY)

Service animals are always welcome at the Branson Convention Center.

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PYROTECHNICS

The use of Pyrotechnics is strictly prohibited within the Branson Convention Center.

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REGISTRATION DESKS

Your Event Manager is happy to arrange a hospitality desk for your group.

Should you require a larger area for an office, storage or hospitality, please consult your Event Manager for space availability and pricing.

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RESTROOMS

Public restrooms are conveniently located in the lobby & meeting room floors.

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RESUMES

The convention center resume is a document that we share with the rest of our staff, to provide information regarding your group and event to ensure we exceed your expectations. The resume is distributed to our Team Members 7-10 days prior to major arrival to ensure proper staffing. Your Catering/Event Manager will work closely with you to include all pertinent information with each operating department. You will receive a copy of the group resume to ensure your details correctly understood and spelled out.

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SECURITY

In our sole judgment, if security personnel are required because of the size and/or nature of your function, you will provide such personnel at your expense. Security Personnel must be supplied by a reputable licensed guard or security agency doing business in the city or county in which we are located, and agency will be subject to our approval. Such security personnel may not carry weapons.

*** Company hired must provide certificate of liability insurance form ***

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SHIPPING AND RECEIVING

The Branson Convention Center utilizes ***Liberty Exposition Services, Inc.*** for our shipping needs. Please contact your Catering/Event Manager for contact information.

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SIGNAGE/BANNERS

The Branson Convention Center takes pride in the condition and aesthetic appearance of our facility. In order to maintain a quality image for all our Facilities guests, there are a few things we ask of you during your stay:

- Please review your signage placement plan with your Event Manager. Written approval for all placements must be obtained from your Event Manager prior to any signage being hung.

The Facilities bears no responsibility for your signage/banners/posters left in the Facility or any other area of the Facilities; either prior to, during or after a function.

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SMOKING

Smoking is not permitted in any meeting/function space or public area and must be restricted to only the following areas of the facility:

(Limited accommodations available)

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STORAGE

See Liberty Expo

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SUSTAINABILITY

Missouri Statement: The Branson Convention Center will manage our business through a lens of sustainability to benefit this generation and those that follow. Through action and innovation, we will lead our industry in projects and programs that:

- Enhance the guest experience
- Engage our employees
- Improve operation efficiency
- Advance building design
- Strengthen our partnerships
- Serve our communities
- Protect our global environment

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TAXES

The current state and local tax on food and beverage at the Branson Convention Center is 10.725%.

The current state and local tax on meeting room rental and audiovisual items at Branson Landing is 10.35%.

All goods and services are subject to state and local tax including but not limited to food, beverage, labor, and service charge.

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TELEPHONES/TELECOMMUNICATIONS

The following types of telephones are available for guests, event staff and administrative staff. Please advise our telecommunications Department or appropriate team members, if you need the use of a phone for your program.

House phones

- Used for in-house, local and toll-free calls only. Price is \$75.00+ tax per day.
- PolyCom speaker phone includes line, at \$175.00 per day, plus tax and calls.

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TRASH REMOVAL

Please contact your Event Manager should you require shredding services or special handling of trash services. Extraordinary amounts of trash may require additional fees to cover the cost of dumpster removal and replacement.

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WEATHER:

Experience all four seasons with cozy Winters, mild Springs, warm Summers, and beautiful Fall foliage all of which make the area one of the most appealing and enticing vacation spots in the country.

WIRED PAYMENT

If you would like to have payment wired, please notify your Event Manager, and instructions will be forwarded to you.

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