

**EVENT GUIDE**

**FOR THE**

**MIAMI BEACH CONVENTION CENTER**

**1901 CONVENTION CENTER DRIVE**  
**MIAMI BEACH, FLORIDA 33139**  
**TELEPHONE: (305) 673-7311**  
**FAX: (305) 673-7435**

(December 2012)

Policies, rental rates, and equipment rental charges noted herein are subject to change without notice and supersede any version of this guide printed prior to December 2012. This Event Guide and its contents are incorporated by direct reference in your lease agreement.

Dear Guest:

Welcome to South Florida and the Miami Beach Convention Center!

We have prepared this Event Guide to provide you with information which will help in making your next event a success, whether it be a convention, trade show, meeting, consumer show, concert, sports event, or other special activity.

Our experienced staff will lend additional information and guidance throughout the planning stages and to the successful culmination of your event. We encourage you to communicate with your Event Manager directly and as often as necessary. Keeping the doors of communication open is the best way in which to ensure the success of your event.

We are proud you have considered the Miami Beach Convention Center and look forward to working with you and your staff on your upcoming event.

Sincerely,

Robert L. Balsam, Jr.  
General Manager  
Global Spectrum  
Miami Beach Convention Center

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# **INTRODUCTION**

## **LOCATION**

Located in the heart of South Florida in world-renowned Miami Beach, the Miami Beach Convention Center is conveniently situated only minutes from the Miami International Airport via State Road 112 and US 195, downtown Miami and the Port of Miami via I-395, Fort Lauderdale and the Palm Beaches via both Interstate 95 and the Florida Turnpike to the Julia Tuttle Causeway (US 195).

Spanning four city blocks of Miami Beach the Center is bound by Washington Avenue on the east, Convention Center Drive on the west, Dade Boulevard on the north and 17th Street on the south. The Center is only moments from one of America's most spectacular beaches and the South Beach Art Deco district, easily within walking distance.

## **SALES DEPARTMENT**

Your initial contact with the Center should be directed to our Sales Department. A Representative will review your proposed event requirements including projected dates, space needs and rate structures. Potential date and space availability in the Center's booking schedule will be discussed as appropriate.

Following the designation of available space, the Representative may enter a space reservation for your event. All space reservations are designated on either a tentative, first option, second option or confirmed basis. An event will be regarded as confirmed following the execution of a lease agreement and payment of deposit. The parameters for issuing and executing lease agreements are dependent upon the type of event being considered.

Where applicable, potential Lessees may request dates from the Greater Miami Convention and Visitors Bureau or the Center. All date requests submitted to the Bureau are subject to Center approval and all tentative reservations are subject to "challenges" where applicable.

Potential Lessees may be requested to submit a facility use and/or a credit application prior to reserving dates.

We encourage you to contact the Sales Department with any questions regarding current booking policies.

## **YOUR EVENT MANAGER (EM)**

An Event Manager will be assigned to your event up to one (1) year in advance and is your principal contact with our Facility from the initial planning process through the successful culmination of your event.

The Event Manager is responsible for coordinating the activities of your various service contractors with our building personnel and partners to ensure proper staffing and building regulations are met.

All information regarding service subcontractors, the move-in/move-out schedule, the set-up of your meeting rooms, exhibits, offices, disability access accommodations, food and beverage locations, requests for municipal services and a schedule of all activities during the event should be received by your Event Manager, in writing, no later than 30-45 days prior to the first move-in date.

By receiving information as early as possible your Event Manager can assist you in avoiding unnecessary charges, alert you to potential problems, and in turn, ensure the smooth operation of your event.

We encourage you to communicate with your Event Manager regularly during the planning process.

On site pre-planning meetings are recommended at least 30 days in advance of the event.

## IMPORTANT INFORMATION TO SUBMIT TO YOUR EVENT MANAGER

	<u>Timeline</u>
1. Preliminary Floor Plans Review prior to distribution or booth sales Include use of lobby, food service, and registration areas	6 - 12 months
2. Exhibitor Prospectus/Preliminary Show Directory	6 - 9 months
3. Preliminary Labor and Equipment Requirements Review estimated labor costs for police, fire, cleaning, stagehands, etc., and equipment inventory	3 - 6 months
4. General Contractor/Sub-contractor List	3 - 6 months
5. Event Time Table Move-in Schedule: Decorator Exhibitors Freight Registration Show Office Registration Exhibits Meetings Special Events/Ribbon Cutting Other Activities Move-out Schedule	3 months
6. Exhibitor's Manual	60-90 days
7. Final Floor Plans Exhibits Registration Lobby Areas	60 days
8. Signage Package Review prior to final arrangements w/contractor	60 days
9. Final Show Directory/Program with set up requirements	45 days
10. Disability needs	30 days
11. Certificate of Insurance	30 days

## BUDGET REVIEW



Air-Conditioning  
Audio-visual labor (I.A.T.S.E.)  
Box Office  
Broadcast Rights  
Business Center Services  
Cleaning  
Cable Services  
Fire Watch  
First Aid (Paramedic)  
Insurance  
Lighting  
Lock Changes  
Lifts  
Miscellaneous equipment  
Novelty & Program sales  
Police (traffic control)  
Recycling  
Security  
Set-ups - tables/chairs  
Staging  
Tablecloths/skirting  
Trash Pulls

**Centerplate (Exclusive)**

Catering and concession service  
Coat & Luggage Check  
Water service

**SmartCity (Exclusive)**

Telecommunications (Voice, Data, Internet)

**Prestige AV**

House sound (**exclusive**)  
Audio Visual (**preferred**)

**FACILITY GUIDELINES AND SERVICES**

**AIR CONDITIONING**

Air-conditioning will be provided as follows: exhibit halls during all show hours up to 12 hours per day; meeting rooms used for “event program” during all meeting hours up to 12 hours per day; all show offices within a single quadrant (A, B, C or D) as needed; attendee registration area during open hours; and exhibitor registration area (excluding exhibit halls) up to three additional days beyond exhibit days. **Air conditioning will not be available in the exhibit halls or lobby areas at any time while the loading dock doors or lobby doors are open.**

Air Conditioning - **Exhibit Hall**                      \$250.00/hour/hall\*  
(Not available when the loading dock doors are open)  
(Included in rent during show hours)

Air conditioning - **Meeting Room Quadrant**  
Non-show days                      \$1,500.00/day\*

**\*Or prevailing rates**

**ADA** - (See Disabilities Access)

## **ANIMALS**

Animals are not permitted on the premises of the MBCC, except in conjunction with an approved exhibit, or as service animals for the physically challenged. Animals that are approved to be on the premises must meet the following guidelines:

- Animal(s) is to be on a leash at all times, if not confined to a pen.
- Animal(s) must be under constant control at all times.
- Animal exhibits are not permitted on carpeted MBCC areas.
- All sanitary needs for guide, signal or service animals are the responsibility of the Patron and all sanitary needs for approved exhibits are the sole responsibility of the Lessee.

## **AUDIO/VISUAL SERVICES**

The Miami Beach Convention Center can provide a full range of audio/visual services, sound reinforcement, slide and video projection, video production, computers, computer/projection

interfacing, etc., through the house A/V contractor.

Outside suppliers are permitted to operate in the MBCC with prior notification. However, use of the meeting room house audio system is the **exclusive** right of the in-house A/V contractor. Outside suppliers will be required to comply with all **Contractor Requirements**. Note the MBCC does have an agreement with the Local 500 (I.A.T.S.E.) Union. Please contact your EM should you have any questions concerning the building standard operating procedures.

**HOUSE PAGING** is available upon request through specific installation points in each exhibit hall. Paging is accessible by use of a microphone provided by the in-house A/V contractor. This system can not be used to play static music that do not meet the ASCAP/BMI Licensing laws. **This is a complimentary service provide by the MBCC.**

**MEETING ROOM SOUND:** All of our attractively appointed meeting rooms are equipped with a built-in sound system. **Use of the house sound system is the exclusive right of the in-house A/V contractor. All microphone rentals and installations will be provided by the house sound contractor.** Set-up and tear-down labor charges apply at the prevailing stagehand rate. Quotes are provided upon request.

**Audio Patch Fees:                   \$100.00 per room\***

**Tape Patch Fees:                   \$50.00 per room\***

Tape Fees for commercial recording sessions will be charged on a per room, per event basis.

**A/V Contractor (in house) Preferred:**

Prestige AV & Creative Services  
[prestigeav@mbcc.com](mailto:prestigeav@mbcc.com)

Phone (786) 276-2660  
Fax (786) 276-2673

**\*Or prevailing rates**

**BALLOONS**

The MBCC has a Balloon Policy that prohibits the use of helium filled balloons, either for displays, exhibits or general public access areas. Helium balloons cause a public safety hazard when they rise to the ceiling and into the lighting and/or electrical system. Further safety hazards are caused when the Facility personnel are required to use a lift to retrieve stray balloons that become entangled in the Facility structure. It is the responsibility of the Lessee to respect the policy and understand that you will be charged for labor and equipment fees at the prevailing rate if balloons are released.

**BOOKING POLICIES**

**I. STATEMENT OF PURPOSE:**

The Miami Beach Convention Center (the “MBCC” or the “Center”) is a national and international convention, tradeshow, and multi-purpose facility owned by the City of Miami

Beach and operated by Global Spectrum. The MBCC was enlarged and remodeled in part with Convention Development Tax proceeds with the primary objective of promoting and facilitating events and activities which have a significant impact in terms of Convention Development Tax generated.

In addition, the MBCC was developed with a secondary objective of providing services and facilities to respond to the needs of County and local activities which promote business and generally enhance the quality of life for the community the MBCC serves.

When booking the MBCC, consideration shall be given by both the Bureau and the Convention Center management to the following factors:

- a) Significant impact in terms of Convention Development Tax generated;
- b) Total number of hotel rooms required;
- c) Projected revenue to the MBCC both in terms of direct space rental revenue, as well as projected revenue from concessions and other building services;
- d) Time of year;
- e) Potential for repeat booking; and
- f) Previous history and experience of the potential user with respect to use of similar facilities.

## **II. SCHEDULING PRIORITIES:**

**A. First Priority Events:** Generally speaking, first priority for scheduling facilities and dates in the MBCC is available to regional, national and international conventions, trade shows, cultural shows, corporate meetings and similar activities which are not open only to the general public, and have a significant impact in terms of Convention Development Tax generated. In order to be considered for a First Priority designation, an event shall:

- require in excess of 115,000 gross square feet of exhibit space contracted in the MBCC;

### **AND EITHER**

- require a minimum of three nights with 1500 hotel rooms occupied on the peak night in Miami-Dade County

### **OR**

be a long standing show, defined as one which has a minimum of 20 consecutive years usage in MBCC under the same ownership, is in good standing, which includes being current on all prior debts, and has paid all contractual obligations in a timely fashion to the facility. If the show has multiple events in MBCC in a calendar year, the first priority designation applies to only one of the show events in the calendar year.

Convention Development Tax impact and hotel room counts are based on prior history of the event and are subject to verification by (1) the Bureau; or (2) at user's expense, a qualified

independent surveyor pre-approved by the Convention Center Advisory Board, provided that such surveyor's results shall be subject to review and approval by the Convention Center Advisory Board. In order to be considered for First Priority designation, an event shall have demonstrated the hotel room count history during presentation of the identical event either in Miami-Dade County or, in the case of events which move from city to city on a rotational basis or are relocating from another location, the hotel room count history of the identical event shall be verified by the Bureau using generally accepted industry standards, ( i.e., IACVB Cinet system or other) for such history verification.

Within the First Priority category, the Bureau will give preference to the event with the most significant impact in terms of Convention Development Tax generated. For purposes of conflict resolution, events having attained First Priority designation through the hotel peak room night verification process shall have precedence over those events having attained First Priority designation through the 20 year process.

In the event that First Priority Event status is granted, based in part upon the hotel room on peak night requirement as set forth above, the Convention Center Advisory Board shall require recertification of said hotel room requirement from First Priority Events every five (5) years from the most recent date of certification. In the instance that an event interrupts its regular scheduling, defined as failing to take place within six (6) months of its next anticipated presentation, First Priority status may be revoked.

**B. Second Priority Events:** Second priority for scheduling facilities and dates in the MBCC is available to consumer or public exhibitions, tradeshow (open to the trade only), local corporate meetings, special events, entertainment events, business meetings, and other activities which essentially draw from or appeal to the general public and/or local regional attendees and participants.

Within the Second Priority category, the MBCC will give preference to recurring public shows and tradeshow held on an annual basis with a proven record of success at the MBCC, which have produced significant revenue to the MBCC, and have a significant impact in terms of Convention Development Tax generated (Convention Development Tax impact data shall be provided by the user). The MBCC may offer alternate dates in a given year which may result in termination of other Second Priority scheduling reservations. The foregoing criteria may also be used by the MBCC to reschedule or select between Second Priority Events in the case where a scheduling reservation for a First Priority Event impacts tentative scheduling reservations for two or more Second Priority Events.

**C. Discretion:** Subject to the priorities set forth above, the General Manager may exercise his discretion as to the issuance, modification, or termination of scheduling reservations.

### **III. BOOKING PROCEDURES**

Reservations more than twenty-four (24) months before an event are normally handled through the Greater Miami Convention and Visitors Bureau (the “Bureau”), subject to approval of the MBCC, and are subject to the guidelines of Section II herein.

Facility and space scheduling commitments for First Priority Events may be made as far in advance as is necessary or appropriate and may supersede requests for other events and activities, unless a Lease Agreement has been previously executed by the MBCC and the user for such other event. Lease Agreements for First Priority Events may be entered into as far in advance as necessary or appropriate at the discretion of the General Manager of the MBCC (the “General Manager”).

Tentative facility and date scheduling reservations for Second Priority Events are generally made not more than three years in advance, and are subject to change to accommodate First Priority Events, unless a Lease Agreement has been previously executed by the MBCC and user for such event. However, large consumer and public exhibitions and trade shows held on an annual basis may, at the discretion of the General Manager, obtain tentative scheduling reservations for facilities and dates on a long-term basis, subject to rescheduling or termination to accommodate First Priority Events. Lease Agreements for Second Priority Events, shall, upon request of the party holding the reservation, be issued twenty-four (24) months prior to the event. The Lease Agreement shall provide that if the Bureau has a potential First Priority Event seeking to lease the facility during Lessee’s contracted dates, and within the fifteen to twenty-four month period prior the Lessee’s event, the Lessee shall agree to use its best efforts to move its event a few days either way in order to accommodate the First Priority Event.

Facilities and dates will be tentatively held pending notification to the contrary by either party. In the event a tentative commitment is released by the MBCC, the requesting party will be notified that the facilities and/or dates have been released.

Facilities and dates reserved on First Option are reserved tentatively, but a conflicting commitment for the facilities and dates generally will not be made in favor of a second requesting party within the same scheduling priority without first offering the party holding a First Option an opportunity to either execute a lease agreement or release its reservation. A First Option held by a Second Priority Event can always be superseded by a First Priority Event, unless a lease agreement has been previously executed. At the discretion of the General Manager, a party with a First Priority Event holding a First Option may be required, within seven (7) days of written notice, to execute a lease agreement and post a deposit at any time that the General Manager has a good faith request in writing from another First Priority Event for the same dates.

Facilities and dates reserved on a Second Option basis will be reserved tentatively, and the absence of a valid First Option hold for the same space and time shall not guarantee the elevation of a Second Option hold to a First Option hold.

Facilities and dates are considered as confirmed or under contractual commitment only upon execution of a MBCC Lease Agreement by the event sponsor and the City of Miami Beach specifying all details of the commitment. However, facilities and dates may be held as “firm” upon receipt of a letter of confirmation signed by both the event sponsor and the General Manager, pending the preparation, negotiation, and execution of a Lease Agreement. In the event such a letter of confirmation is signed by both the sponsor and the General Manager, no conflicting scheduling will be made during a reasonable period to preparation, negotiation, and execution of a Lease Agreement.

#### **IV. PROTECTION CLAUSE:**

A Protection Clause shall, upon the recommendations of the Convention Center Advisory Board, the General Manager, and subject to the approval of the City Manager, be granted to recurring local, regional, and international public and tradeshow with a proven record of success, defined herein as the successful completion of at least two consecutive shows in two years, which have produced significant revenue to the MBCC. If granted, such Protection Clause will be included in the Lease Agreement and, thereafter re-reviewed every three (3) years by the Convention Center Advisory Board and the General Manager, and subject to the approval of the City Manager, in future Lease Agreements. Notwithstanding the foregoing, the granting of a Protection Clause in a Lease Agreement shall not vest any right (s) or reliance on the part of the Lessee as to the granting of said Clause in subsequent or future Lease Agreements, but shall at all times be subject to the review and approval procedures set forth here:

In consideration for the continuation of a Date Protection clause inclusion in subsequent lease agreements, the Convention Center Advisory Board recommendation and City Manager approval shall consider the following criteria:

- Required usage of at least 115,000 gross square feet of exhibit space
- Event history and trending of total revenue to the MBCC
- Event history and trending of net square footage utilized in the MBCC
- Event history and trending of attendance in the MBCC
- Timeliness and adherence to payment terms at the MBCC
- Continuous scheduled presentation of the event at the MBCC
- Compliance by lessee with MBCC building operating policies and procedures

The Protection Period shall not exceed a total of sixty (60) days, plus the show days. The number of days prior to and after the event shall be the subject of agreement between the Lessee and the General Manager, but a minimum of fifteen (15) days shall be required on each side of the event. Upon the recommendation of the Convention Center Advisory Board, a Protection Clause in excess of sixty (60) days may be granted for highly competitive events with highly significant revenue to the MBCC. In the instance that an event interrupts its regular scheduling, defined as failing to take place within six (6) months of its next anticipated presentation, its Date Protection status may be revoked.

If a Protection Clause is granted, it will read as follows:

**PROTECTION CLAUSE:**

Lessor agrees that it will not lease any portion of the Convention Center facility to any Competing Event for the period commencing \_\_\_\_\_ days before Lessee's first show day, and concluding \_\_\_\_\_ days after Lessee's last show day (the "Protection Period"). A "Competing Event" is hereby defined as an event which has thirty percent (30%) or more of the total number of exhibitors/booths in the same event showing/selling product lines in the Lessee's event; provided, however, that a show that is open to the public shall never be deemed a Competing Event with a show open only to the trade, and vice versa. The determination of whether or not an event is a "Competing Event" shall be solely within the discretion of the General Manager, and shall be based upon the product lines in the proposed event's prior shows.



**V. DEPOSIT SCHEDULES:**

Deposits are required for all activities upon execution of a formal MBCC Lease Agreement.

**A. First Priority Events:** A deposit in the amount of one day's minimum guaranteed rental per hall, or such other deposit as the General Manager may authorize, is required upon execution of the Lease Agreement. For events leased several years or more in advance, special arrangements may be negotiated, at the Center's option, for a lesser deposit upon lease execution, with the deposit balance due and payable sixty (60) days in advance of the event.

**B. Second Priority Events:** A minimum deposit will be required upon execution of the Lease Agreement as follows: one day's minimum guaranteed rental for the first hall, and an additional 33-1/3% of one day's minimum guaranteed rental for each additional hall. However, first-time events without a past history of success, and event sponsors with inadequate references, or prior event sponsorships, a record of slow payment, etc., may be required, at the Center's option, to remit up to one hundred percent (100%) of anticipated rental and related expenses upon execution of Lease Agreement.

**VI. VARIANCE FROM POLICY:**

Events and circumstances not covered in the above scheduling policies may be subject to special conditions, and as deemed appropriate by the City Manager. No variance from the Center's policies, as represented in the above terms, may be made without first being submitted to the General Manager and CCAB for consideration.

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**BOX OFFICE PROCEDURES**

## **General Box Office Requirements and Procedures**

The following are the General Box Office Procedures that will apply to all contracted events to be held in the Miami Beach Convention Center that requires box office operations.

When an event is contracted and the need for box office is identified, a meeting will be scheduled with the event promoter and box office manager, or their assistant, to discuss the specific box office requirements and procedures.

- Tickets will not be put on sale for any event prior to a contract being executed, insurance certificates submitted and the required deposit received based on contract terms.
- The box office will require at least three (3) working days to prepare an event to go on sale, if the event will be using an existing manifest.
- Events that require a new manifest will require a minimum of five (5) working days for setup.
- Ticketmaster is the exclusive ticketing agent for distribution, telephone and outlet sales for the Miami Beach Convention Center.
- The promoter must approve all ticket prices in writing, in advance. Evidence of this authorization must be sent to the box office manager.
- Each event is limited to the amount of ticket types offered. This issue must be discussed in advance with the box office manager.
- Ticket holds (promoter holds, press, trade, groups, etc.) must be given to the box office manager in writing prior to the event going on sale.
- Ticket requests (C.O.D. or comps) must be given to the box office manager in writing. The box office will not accept any of these types of orders over the telephone for any reason.
- Box office fax number: (305) 673-7435.
- Complimentary tickets for the City of Miami Beach, as referenced in your contract, will be pulled by the box office manager and will be forwarded to the City Administration.
- Complimentary tickets may not be sold at any price.

## **BOX OFFICE PROCEDURES (Continued)...**

- Consignment tickets (deduct from settlement) will be pulled by the box office manager as

authorized in writing by the promoter under the following circumstances: the promoter must have on file a line of credit payable to the Miami Beach Convention Center for the amount of consignment tickets to be requested, or the consignment tickets must be paid for by cash, money order or cashier's check at the time of receipt. The box office staff unless prior arrangements and authorization has been made through the Finance Director will not accept checks. Any unused consignment tickets must be returned to the box office no later than 24 hours prior to the event or run of the event. No consignment tickets will be accepted back into inventory once the event has begun.

- For security purposes, only authorized Global Spectrum employees will be allowed in the box office.  
One representative from the promoter will be authorized in the box office areas where cash transactions are not taking place.
- The number of personnel to provide will call services will be discussed and authorized by the box office manager.
- All cash advances requested by the promoter requires Finance Director approval. The request must be made no later than seven (7) days prior to the first event.

These General Box Office Procedures are meant to provide general guidelines to the promoter of the operations of the box office of the Miami Beach Convention Center. They are not meant to be all inclusive of each and every situation that can arise related to the event. The box office manager and the Director of Finance will do their utmost to satisfy reasonable requests or situations that are not considered by these general guidelines.

Ticket Seller\*

Ticket Supervisor\*

Box Office Manager (Treasure)\*

**Note: New rates are being established to adhere to union pay scale; please consult with your assigned Event Manager for current rate structure.**

**\*Or prevailing rates**

## **BROADCAST RIGHTS AND RECORDING FEES**

In consideration for granting advertising, radio broadcasting, television transcriptions, live

broadcasts, or recording rights from the MBCC, there is a minimum origination fee of two thousand, five hundred (\$2,500.00)\* dollars per day or per performance, plus any CD/DVD cover or video tape broadcast shall contain credits that the CD/DVD or video tapes were made at the MBCC.

In addition to this, the Lessee should be aware of adjustments to the rate schedule for all stagehands due to the recording of the performance. The hourly rate for union members must be payrolled under Television and Motion Picture Schedule and not under the industrial or amusement rate.

## **BUSINESS CENTER**

The MBCC provides a Business Service Center for use by exhibitors and attendees featuring photocopy, fax, self typing work stations, and fully trained clerical staff. Please consult with your EM for package shipping or other supplies or services you may need.

FAX SERVICES: Send & Receive  
COPIES  
PC RENTAL  
LASER PRINTING  
COLOR INKJET PRINTING  
PRINT YOUR BOARDING PASS  
FEDERAL EXPRESS AND UPS SHIPPING

Various office supplies and shipping supplies are available for sale.

### Terms and Conditions:

1. Prices are subject to change
  2. All Center services are subject to 7% Florida Sales Tax.
  3. All equipment is to be set up by the Center's staff and remains the property of the Center.
- \* Please confirm telephone numbers with your EM prior to publication.

### **The Business Center is located on 3<sup>rd</sup> Floor - Room A31**

Business Center Telephone (786) 276-2696  
Business Center Fax (786) 276-2658  
Hours of Operation: 8:00 a.m. to 5:00 p.m.\*  
\*(based on building event activity and should be coordinated with your EM)

## **CATERING AND CONCESSION SERVICE**

**Centerplate** is the exclusive on-site contractor for all catering and concession services. Review your requirements with your EM who will set-up a planning meeting with a **Centerplate**

Representative.

**Centerplate** provides the expertise of inventive chefs to design menus that will enhance your theme event or special occasion. Each activity is customized to your every specification. From continental breakfast to continental cuisine, **Centerplate** is committed to making your event a successful and memorable occasion.

**General Catering Guidelines: Note, all policies of CENTERPLATE must be discussed directly with CENTERPLATE Management. This is intended to provide general information only.**

- ◆ A signed contract is required thirty (30) days prior to the first scheduled food and beverage service.
- ◆ A 50% deposit is required thirty (30) days in advance based upon estimated charges and must accompany the signed contract.
- ◆ The remaining balance is due three (3) days prior to the first scheduled food and beverage service.
- ◆ **Centerplate** has the existing blanket Alcoholic Beverage License. Proper authorization must be secured from the MBCC, and the state of Florida if alcoholic beverages are to be featured for promotional purposes. Corkage may apply to certain promotional functions.
- ◆ All food and beverage storage space is reserved for **Centerplate** use. Arrangements may be made to rent storage space on-site, on a space availability basis. Contact the Catering Sales General Manager to discuss your requirements.

## **CLEANING**

The MBCC staff takes great pride in the care of the facility. MBCC operates with a "clean hall to clean hall" policy. In an effort to provide efficient service to our clients, the facility will be responsible for the following public areas inside the facility: concession areas, restrooms, lobbies (not being used for

registration), meeting rooms, ballrooms and outside sidewalk areas (not including front of the house, move-in/move-out trash removal).

Client is responsible for event cleaning inside the exhibit halls & ballrooms when used for exhibits or trade shows to include but not limited too: loading dock apron, dock bays, exhibit halls, ballrooms used for exhibits, registration areas, service desk area, and all tape removal.

The show cleaning company is required to be on property everyday to include move in, show hours and move out. The client show cleaning company is required to provide the Operations Manager a copy of the cleaning schedule 14 days in advance of the show.

The client show cleaning company is expected to support the recycling program as administered by the MBCC Operations/Engineering Department. Due to fire marshal/safety regulations, the client show cleaning company is prohibited from bringing their cleaning trailer inside the exhibit hall.

MBCC will provide the client with a “broom clean” floor and client is required to return the building in the same “broom clean” condition it received. If show cleaner does not properly clean the show floor, the MBCC will bill the client for any tape removal after last contracted move out date, at the prevailing rate.

MBCC will provide (1) complimentary trash pull and all additional pulls will be billed at \$500 per pull or prevailing rate. All Recycling pulls will be billed at \$300 per pull or prevailing rate.\*

**Exhibitors who have ordered catering for their booths MUST be required to order booth cleaning services as well.**

The use of "Glitter" is prohibited in the MBCC. Helium balloons or adhesive backed decals may not be given away or utilized without the express permission of the MBCC. Any costs incurred by the MBCC for the removal of these items will be charged to the Lessee in the final settlement.

A Representative from the MBCC Operations staff will review the condition of the facility with you and/or your cleaning contractor in advance of move-in and after move-out.

If the facility is not returned in the same condition as received, the MBCC will clean and include the estimated cost for such cleaning in the Lessee's final settlement.

Cleaning Labor (MBCC in-house)	\$18.00/hour/4 hr. min *
Supervisor	\$25.00/hour/4hr. min*

**\* Or Prevailing rates**

## **COAT/LUGGAGE CHECKING**

**Centerplate** is the exclusive provider for all coat, luggage, and package checking. Coats are rarely needed in our beautiful tropical climate, however, **Centerplate** can tailor a coat check area to suit your group's particular need. Please advise your EM of your requirements.

**Centerplate**

1901 Convention Center Drive  
Miami Beach, Florida 33139  
(305) 672-0006

**COMMUNITY RESOURCES****AIRPORTS**

Miami International Airport  
Ft. Lauderdale/Hollywood International Airport

Information Phone: (305) 876-7000  
(954) 359-1200

**CONVENTION AND VISITORS BUREAU**

Greater Miami Convention & Visitors Bureau  
701 Brickell Avenue, Suite 2700  
Miami, FL 33131  
General Information (305) 539-3000  
Convention Services (305) 539-3053  
Convention Sales (305) 539-3021  
Corporate Sales (305) 539-3052

**CURRENCY EXCHANGE**

Suntrust Bank  
1111 Lincoln Road  
Miami Beach, Florida 33139  
(305) 674-5200

**MAIL/SHIPPING**

Federal Express  
Package Pickup and Information  
(800) 463-3339

**COMMUNITY RESOURCES (Continued)...**

Post Office  
1661 West Avenue  
Miami Beach, FL 33139  
(305) 674-8642

United Parcel Service  
Package Pickup and Information  
(800) 742-5877

## **TAXI SERVICE**

Central Cab  
740 Alton Road  
Miami Beach, FL 33139  
(305) 532-5555

Yellow Cab  
3775 NW 36th Street  
Miami, FL 33126  
(305)444-4444

Metro Taxi  
1995 NE 142nd Street  
Miami, FL 33181  
(305) 888-8888

## **CONCIERGE DESK**

The Miami Beach Chamber of Commerce and the MBCC are pleased to provide a concierge service to assist your registrants and exhibitors during their stay in the greater Miami area. The service is all encompassing from where to seek emergency dry cleaning to making restaurant reservations for a relaxing evening after a busy day at the Center. An attractive Concierge desk, helpful personnel and reservation lines are available for your use at no charge. Consult your Event Manager for details on availability for your event.



## CONTRACTORS' REQUIREMENTS

**ALL contractors** wishing to provide service to events at the Miami Beach Convention Center are subject to approval by the Center prior to commencing work on-site. This applies to all contractors supplying any and all show services such as audio/visual, electrical, cleaning, and security.

The Lessee is required to notify the EM of the contractors selected at least sixty (60) days in advance of the event for the purpose of initiating and securing the appropriate agreements.

In order to qualify, a firm must submit the following:

1. A written request on company letterhead for consideration as an approved contractor. This letter should also contain:
  - ◆ address of firm
  - ◆ general office, emergency, and FAX phone numbers
  - ◆ names and titles of principals
  - ◆ individual responsible for coordinating firm's convention center operations
  
2. The following are required to work on property at the MBCC:
  - ◆ A copy of appropriate operating licenses for the state, county, and city when applicable.
  - ◆ A copy of current Certificate of Insurance confirming firm's liability and workman's comp coverage applicable to Convention Center activities.
  
3. Additional submittals should include:
  - ◆ name of client currently staging an event at the Convention Center
  - ◆ other appropriate letters of reference from comparable exposition facilities/exposition managers
  - ◆ copy of sample employee identification credentials
  - ◆ pictures of standard issue uniforms and variations
  - ◆ summary equipment inventory

Your EM will provide written notice of approval/disapproval. Contractors without approval will not be allowed to work on property.

Prior to all events at the facility, all Contractors will submit a Decorator/Contractor Operation Plan to the Event Services Manager at the Convention Center. A briefing will then be scheduled via phone to confirm specific drop off or parking areas, entrance locations, and credential or security requirements for each event at the Miami Beach Convention Center.

## CRATE STORAGE

1. All combustible materials including, but not limited to, cartons, crates, containers, packing material, etc., which are necessary for repacking shall be removed from the show floor. Vacant areas on the exhibit floor, which do not have access to the general public may be approved for crate limited storage provided they meet the following requirements:
  - a. All crate storage areas must be depicted on floor plans submitted for approval. The crate storage area dimensions approved must then be clearly defined on the exhibit floor with tape, barricades, stanchions, etc., to assure aisle integrity and an overall neat appearance.
  - b. Crate storage areas shall not exceed 1,200 square feet in area. The largest dimension in length or in width of any crate storage area may not exceed 20 feet. (20'x 20'x12'h; 6.10m x 6.10m x 3.66m high). . A minimum of 18 inches of clear space must be maintained below fire sprinkler heads. Individual crates, boxes, and other storage items higher than six feet may not be stacked upon.
  - c. A 24-hour Fire Watch shall be required for crate storage area(s) inside exhibition halls. ***A 24-hour fire watch will not be scheduled nor permitted for the sole purpose of allowing crate storage inside an exhibition hall. Limited crate storage will only be permitted as a result of a previously scheduled 24-hour fire watch.***
  - d. Crate storage areas must be separated by aisles not less than 10 feet in width. Aisles shall terminate at a cross aisle, foyer, door, or vomitory giving access to an exit. Crate storage shall not be arranged so as to create a dead-end aisle.
  - e. Under no circumstance can crate storage obstruct an exit or be located where it might directly expose a required exit(s) to fire. If, during the review of submitted plans or on-site inspection, the Fire Prevention Division staff learn that exists and exit signs are not readily visible from any direction of exit access, recognizable portable and illuminated exit signs will be required to be installed so that no point in the exit access is more than 100 feet from the nearest visible exit sign.
  - f. A storage room having an enclosure consisting of a smoke barrier having a fire resistance rating of one hour and protected by an automatic extinguishing system shall be provided for combustible materials not on display (*packing crates, etc*). Ballrooms subject to approval by Fire Prevention Division and building management. (101:12.7.4.2)

The crate storage location must be separated from any public access area and approved by the Fire Marshal in advance.

## **DAMAGE WALK-THROUGH**

All damages that occur during the event, except for normal wear and tear is the responsibility of the Lessee. In an effort to preserve the facility as a valuable asset to the city of Miami Beach, all known damage should be reported upon discovery. Whenever possible, the client will be apprised of the damage during the event, and a written estimate, complete with a report and photographs will be provided.

Clients and or the General Service Contractor should schedule a pre & post show walk through of the hall with the event manager. You will be required to sign off on the walk through before taking possession of the hall. All damages are the responsibility of the client and will be applied on the final master invoice at the end of the event. There are times (when requested) that the facility will bill the General Contractor, AV Provider or Cleaning Company for related facility damages.

## **DISABILITY ACCESS ACCOMMODATIONS**

The Miami Beach Convention Center is accessible to person with disabilities and includes the following access accommodations:

- Elevators located on the buildings East and West sides, and the center “pod” area.
- Wheelchair ramps on the East side, and on the first floor level. Elevators provide access to the second, third and fourth floors.
- Restrooms on each level have accessible stalls, sinks, towel dispensers and mirrors
- (1) TDD is located in the C Lobby
- Public pay phones with volume controls are located in each lobby
- Disability parking is located in the Preferred lot (Convention Center Drive), the “five story” garage (17<sup>th</sup> Street and Convention Center Drive), the “six story” garage (18<sup>th</sup> Street and Meridian).

As new standards are introduced, it is our goal to implement those changes or upgrades in a timely manner.

## **ELECTRICAL/PLUMBING**

The Facility does not provide electrical services for events. You must have an approved electrical provider from our approved contractors list. (NOTE: Please confirm approved contractors with your EM prior to your selection.)

Lessee must notify the EM of the selection of the electrical contractor at least sixty (60) days in advance of the event for the purpose of initiating and securing the appropriate agreement with the City of Miami Beach. Prior to all events at the facility, all Electrical Contractors will submit an Electrical Contractor Operations Plan.

To the extent possible, all lines should be in the rear of the booth line. Ramping is permitted with fire marshal approval. All fixtures and fittings must be UL (Underwriters Laboratories) approved. **(See Fire and Safety for further information)**

## **EMERGENCY TELEPHONE NUMBERS**

### **AMBULANCE SERVICES**

Medics Ambulance  
45 N.W. 5<sup>th</sup> Street  
Miami, FL 33128  
(305) 539-9080

### **FIRE DEPARTMENT**

City of Miami Beach  
2300 Pine Tree Drive  
Miami Beach, FL 33139  
General Information (305) 673-7120  
Emergency - 911

### **HOSPITAL**

Mount Sinai Medical Center  
4300 Alton Road  
Miami Beach, FL 33140  
General Information (305) 674-2121  
Emergency (305) 674-2200  
Physician Referral Service (305) 674-2273

### **POLICE DEPARTMENT**

City of Miami Beach  
1100 Washington Avenue  
Miami Beach, FL 33139  
General Information (305) 673-7900  
Emergency - 911

## **EQUIPMENT RENTAL RATES**

The facility equipment is available for use in the Convention Center on a first-come first-serve basis for room set-ups. Lessees having equipment requirements exceeding the available inventory are responsible for all related costs. Remember that all facility equipment is shared amongst all in-house clients.

Below is a small list of standard in-house equipment and billable rates used within the facility. It may not reflect all available equipment so please consult your assigned EM regarding your meeting needs.

### **CHAIRS**

Red Stack	\$2/day
Krueger Blue Arena-style	\$2/day

### **MISCELLANEOUS**

Chalkboards, 4 feet (1.21m)	\$15/day
Easels	\$15/easel
Lectern, standing light wood	N/C
Lectern (Specialty Presidential/acrylic etc...)	See AV Provider
Stanchions	N/C
Ticket Boxes	N/C
Dance Floor	\$700.00
Directional Signage	\$50.00/each

### **PERFORMANCE Riser**

4' x 8' - 48", 56", 64", 72" or 78" (1.83m x 2.44m - 1.21m, 1.42m, 1.62m, 1.82m)	\$25.00/unit
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### **MEETING ROOM RISERS**

6' x 8' x 24" - 32" (1.83m x 2.44m - 61cm to 81cm)	\$25.00/unit
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### **TABLES**

Round 72" (1.82m)	\$15/day
8' x 30" (2.44m x 76.2cm)	\$15/day
8' x 18" (2.44 m x 45.72cm)	\$15/day
Table skirting for head tables	N/C
Table skirted and topped	\$50.00/each
Table covering (linen cloths only)	\$7.50**billed via catering

## **EQUIPMENT RENTAL RATES (Continued)...**

### **Terms and Conditions**

1. Prices are subject to change.
2. All Center services subject to 7% Florida Sales Tax.
3. All equipment is to be set up by the Center's staff and remains the property of the Center.
4. Certain items on this list may be provided free of charge as part of the base rental. Consult with the Event Manager for further information.

## **EXHIBIT FLOOR**

At the Center's core is a single expanse with more than 500,000 gross square feet (46,451 gross sq. m) of contiguous and divisible exhibit space on one level. The main floor may be configured as either a vast, centralized facility with up to four points of access or be subdivided into four separate halls. Separate entrances allow self-contained movement of attendees.

The floor is concrete with an unlimited weight bearing capacity.

Utility floor ports are located on 30 foot centers and provide electricity, drainage, and phone connections. Compressed air and water are conveniently located on specific pillars. Consult your floor plan or contact your EM for additional details.

Ramp access to the exhibit floor in Halls A & D via 35' x 23'7" (10.67m x 7.19m) and in Hall B via 22'6" x 29' 10" (6.86m x 9.05m) and in Hall C via 17' 10.5" x 22' 6" (5.45m x 6.86m) entrances provides direct access to each exhibit hall. There are 38 truck bays in total divided equally at the north and south ends of the complex.

A specially designed skywalk provides an unrestricted view of the exhibit floor. The skywalk spans east and west on both sides of a center pod, which houses a buffet kitchen area and four carpeted lounges. Motorized shades can be utilized to conceal the show floor from the skywalk, if desired. At the west end of the skywalk, glass-enclosed show offices overlook each of the two exhibit halls C and D. On the east end of the skywalk, overlooking B hall is a tastefully appointed Board Room, and the MBCC Business Center which overlooks hall A. Escalators link all four (4) lobbies with the Skywalk to allow for additional flexibility of movement for delegates or visitors. The skywalk is also an ideal setting for VIP activities, exhibitor lounge or other special activities.

Each one of the Halls can be utilized as a General Session or Plenary Session for large groups. Exhibit halls can be set-up in theater seating, classroom, banquet, or a combination of these sets. All equipment charges apply in the Hall when it is utilized as a meeting function area. Please discuss with your EM the arrangement you require and review the Equipment Rental Rates in the Event Guide for budget and planning purposes.

## **FIRE AND SAFETY REQUIREMENTS**

In the interest of life safety and fire prevention in the MBCC, the following minimum fire safety requirements shall apply to all events, private or public.

**Boats:** All boats/vehicles on display within an exhibition facility shall comply with the following:

- All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of gas vapors. Fuel tanks shall not be more than  $\frac{1}{4}$  full or contain more than 4 gallons of fuel, whichever is less. The screw in type cap located on the gunnels is considered sealed.
- At least 1 battery cable shall be removed from the batteries used to start the vehicle engine. The disconnected battery cable shall then be taped.
- Fueling or defueling of vehicles is prohibited.
- Boats/vehicles shall not be moved during show hours.
- Boats/vehicles shall not block exits.
- Boats/vehicles shall not block extinguishers/standpipes.
- All propellers shall be removed, padded or located so they do not present a hazard.
- All anchors/pulpits shall be moved, padded or located so they do not present a hazard.
- All temporary stairs/platforms shall have a guardrail installed to prevent persons from falling off the edge.
- The use of flammable liquids inside the Convention Center is strictly prohibited (i.e. . . . paints, solvents and cleaning products).
- fuel tanks must be emptied prior to entering the MBCC (except by permit from the Fire Prevention Bureau).

Note: For larger boat vessels consult with the Fire Marshall with regards to the fuel tank size and maximum allowable policy.

**Combustibles:** Compressed flammable gases, flammable or combustible liquids, open flame devices, hazardous chemicals or materials, Class II or greater lasers, blasting agents, explosives and pyrotechnic devices shall be prohibited within the exhibit halls. Under special circumstances, limited use of the above items may be permitted by the authority having jurisdiction and permits, provided adequate precautions are taken to prevent the accidental ignition of any materials. Application for permit(s) shall be made to the Miami Beach Fire Department through the Event Manager, and a copy of the approved permit must be maintained on the premises throughout the event.

**Cooking:** No gas cooking appliances or deep fat fryers are allowed in the MBCC. Small electric cook tops, grills and ovens will be allowed for cooking. No cooking appliance is to be placed on combustible furnishings or too close to any combustible materials. Cooking areas must have 2A10BC type fire extinguishers provided by show management or the exhibitor.

Butane is okay but an application must be submitted to the Fire Marshal.

#### **FIRE AND SAFETY REQUIREMENTS (Continued)...**

**Exhibit Structures:** Exhibit structures should be made of fireproof/flame retardant or treated



materials not given to flammability. Expanded foam materials should be fire-retardant.

Structurally, any "built-up" (or double decker) booth should have the stamp of a qualified structural engineer attesting to its construction standards.

All electrical installation should be of standard 3-wire grounded wire in conduit. Particular attention should be paid to neon electrical installation due to high voltage and breakable nature of this type of lighting. Exposed wire of any sort is never allowed.

All booths constructed within an exhibit hall should provide for the safe exit of occupants. Two means of exit are required from exhibits, rooms, decks, or platform areas where:

- a) The intended occupant load of the exhibit exceeds 50 persons.
- b) The floor area exceeds 1,600 square feet (148.66 sq. m).
- c) The distance from any point in the floor area to an aisle exceeds 50 ft. (15.24m).

Stairs should be:

- a) A minimum of 36" (91.44cm) wide.
  - b) Stair risers should be between 7 and 4 inches in height (17.78cm & 10.16cm). Treads should have a minimum run of 11" (27.94cm), exclusive of nosing.
  - c) Curved or spiral stairs should not be used unless approved by the local Fire Department.
  - d) Handrails should be provided on at least one side of every stairway.
- Structures up to 12 feet (3.66m) high must withstand a wind force of 5 pounds per square foot (24.41 kg/sq. m).
  - All construction will meet local, state, and federally mandated codes.
  - Guardrails, and hand and eye shields will be provided for all moving equipment and heat generating devices.
  - All exhibits, towers, and other components over 12 feet (3.66m) high will be engineered appropriate to their use and constructed from drawings bearing the stamp of a reviewing structural engineer.

#### **Exhibits with Enclosed Areas, with Ceilings:**

1. Covered or roofed areas should be furnished with acceptable (and tested) battery-powered smoke detectors which emit alarms audible outside of the enclosed or covered area.
2. There must be fire extinguishers, minimum class 2A10BC\*, in each enclosed area.
3. There shall be a locally approved Fire Watch for enclosures larger than 300 square feet (92.90 sq. m).

#### **FIRE AND SAFETY REQUIREMENTS (Continued)...**

#### **Exhibits with Multiple Levels (Double Deck):**

1. Covered areas over 300 square feet (92.90 sq. m) will require a Fire Watch.
2. Upper levels should support a live load of 100 lbs. per square foot (488.24 kg/sq. m).
3. Guardrails should be at least 42 inches (1.07m) in height and have intermediate rails through which a six inch (15.24cm) sphere cannot pass.
4. Covered or roofed area should be furnished with acceptable (and tested) battery-powered smoke detectors which emit alarms audible outside of the enclosed or covered area.
5. A clear firebreak of at least 10 ft.(3.04m) should be provided between double-deck in covered area in excess of 1,000 sq. ft. (92.90 sq. m).
6. There should be stairways, separate and remote from each other, from the upper deck, with an occupancy factor of twenty-five or more people, or where the upper deck size exceeds 500 square feet (46.45 sq. m).
7. Stairways should be at least 36 inches (9.15dm) wide for occupancies of less than 50 people. Stairways should be at least 44 inches (1.12m) wide for occupancies of 50 people or more.
8. Stairways should support a live load of 75 pounds per square foot (366 kg/sq. m).
9. There should be fire extinguishers, minimum class 2A10BC\*, in each enclosed area covered by the floor above.
10. There should be a licensed structural engineer's stamp of approval on all plans.

Note: A 2A10BC refers to a capability and capacity rating of an extinguisher able to put out a fire 10 sq. ft. (.93 sq. m) in area of normal combustible material, flammable liquid, or electrical.

**Exits:** The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50 ft. (15m). No display or exhibit shall be so installed or operated as to interfere in any way with access to any required exit or with visibility of any required exit sign. All required exits, including entrance/exit and lobby areas of each hall, the center exit pod and all corridors/aisles shall be unlocked and kept free of exhibits, booths, tables, registration desks and all other obstructions during show hours.

**Fire Fighting Equipment:** All fire hose cabinets, fire extinguishers, manual pull stations and any other fire protection equipment, including those inside exhibit/booth space, shall be visible and accessible at all times.

**Flame Retardant Treatment:** All decorations, drapes, signs, banners, acoustical materials, hay, moss, split bamboo, plastic cloth and similar decorative materials shall be flame retardant and resistant as demonstrated by passing both the small-scale and large-scale tests of NFPA 701,

## **FIRE AND SAFETY REQUIREMENTS (Continued)...**

Standards Methods of Fire Tests. Oilcloth, tar paper, sisal paper, nylon, orlon and other plastic materials that are not retardant are prohibited. The Fire Prevention Bureau will test any questionable material.

**Floor Plans:** All diagrams must be submitted to the facility for fire marshal approval prior to the sale of exhibit space or tickets. Plans should indicate: location of aisles, utility floor ports, exits, exhibit booths, registration areas, service contractor areas, concession stands, seating areas, and information booths. All aisles must be a minimum of 10' in width, and a 20' clearance at the main entrance and exits of the hall (be aware of pinch points during max floor layouts).

All column locations with fire extinguishers and fire hose cabinets must be noted. There must be a 3' clearance at every column marked with a fire hose. (NO EXCEPTIONS)

Submit the first draft plans for approval 6 months to 1 year out. With the final revision required 60 days out from show date. Indicate a booth inventory key list, which also displays the Event Name and Date. Allow 7 days for Fire Marshal approval. (Note: Fire Marshal out on Fridays)

Provide EM with (4) 32" scale size drawings. (ok to provide pdf, as well)

We recommend that your initial floor plan be reviewed by your electrical contractor and MBCC Telecommunications Department, prior to release for the sale of exhibit space.

Once a floor plan has been approved, any adjustment or obstruction to approved aisles must be reviewed and approved by the MBCC and the Fire Marshal. This review shall occur prior to entering into a contractual agreement with the exhibitor.

**Plan Check Fee:** Rate is once a year to include revisions within the same plan year

- 1 Hall - \$150
- 2 Hall - \$300
- 3 Hall - \$450
- 4 Hall - \$600

**Motor Vehicles:** All vehicles parked in the MBCC during an event shall have locking gas caps or gas caps which are taped over their fuel supplies: Gas tanks must be reduced to less than one-fourth (1/4) tank full not to exceed (4) gallons. The positive lead to the battery must be disconnected. (15.14 liters = 4 gallons). All other gasoline powered equipment shall be gas and vapor free.

Note: Certain vehicles (Porsche, Ferrari etc...) require a factory trained technician to restart the vehicles if the battery is disconnected. In this case, see if the exhibitor can remove the starter relay, a fuse or disable the vehicle in some other way so that it cannot be moved or started.

**FIRE AND SAFETY REQUIREMENTS (Continued)...**

**Obstructions:** Aisles and exits as designated on approved plans must be kept clean and clear of obstructions. Booth construction must be substantial and fixed in a specified area for the duration of the show. Easels, signs, products, chairs, etc., must not be placed beyond the booth area into aisles.

All fire hose cabinets, fire extinguishers, pull stations and emergency exits, including those inside an exhibit space, must be visible and accessible at all times. **All column locations with fire extinguishers and fire hose cabinets must be noted, and there must be a 3' clearance at every column marked with a fire hose. (NO EXCEPTIONS)**

**Painting:** Minor painting will be permitted, only if the following guidelines are followed:

- Permission from Fire Department personnel on duty.
- Rope off or barricade area
- No Smoking
- Have a 2A10BC type fire extinguisher on-site and properly maintained (serviced within one (1) year)
- Have only enough flammable or combustible materials on hand to perform operation

**Permits:** Applications for a permit for the following shall be made to the Miami Beach Fire Marshal fifteen (15) days in advance of the event. Once issued, copies of approved permits shall be kept on the premises throughout the event:

- Display and operate any open flame, flammable liquid device, candles, lanterns, torches, pyrotechnic displays, etc.
- Display or operate an electrical, mechanical or chemical device may be deemed hazardous by the Fire Department
- Use of flammable liquids, compressed gases or dangerous chemicals.

No flammable liquids, compressed gases or dangerous chemicals shall be stored in the MBCC. Compressed gas cylinders must be secured to prevent toppling. Flammable compressed gas containers are **not** allowed in the facility.

## **FIRE WATCH**

Fire Watch requirements are deemed necessary as part of the Miami Beach Fire Department Special Events Guideline. It is the responsibility of the MBCC and its clients to follow and enforce those requirements. In an effort to provide efficient service to our clients, the facility has worked with the fire department to develop guidelines that are within industry standards.

**The following require a 24 Hour Fire Watch inside the MBCC:**

- Pyrotechnic Displays (special permits are required/ See your assigned Event Manager)
- Unusual floor plans or set up that restrict or modify the normal required width of the means of egress, or as determined by the Fire Marshal's Office
- Booths with covered non-permeable ceilings exceeding 300 square feet. This also applies to scrim or draperies hung horizontally from the ceiling.

- Vehicles, boats and similar products with a roofed area exceeding 100 square feet (trailers are defined as vehicles)
- Any fuel operated vehicle (all vehicles with gasoline/diesel engines may be displayed with a maximum of ¼ tank or less of gas, a locking or taped gas cap and all battery cables must be disconnected) and no vehicles can be operated during the show.  
A drip pan must be placed underneath the vehicle. Keys must be given to the security contractor on site for 24hour access. No refueling on site of the facility.
- Multi level booths (double-decker). If top deck is designed to hold over 10 people, a second staircase is required with a minimum of 3 feet in width and a handrail on one side. A minimum of two 2A10BC fire extinguishers must be easily available in unobstructed view, one per level and all areas under the second level or ceilings, need to be equipped with a UL approved battery-operated smoking detector.
- Excessive packing crate or box storage on the exhibit hall floor (approval needed in advance by facility and fire marshal and must follow specific guideline)
- Special hazards such as cooking, flammable materials, etc...  
Cooking and or warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by recognized testing laboratory such as U.L., F.M. Cooking and warming devices shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth or provide a Plexiglas shield 18 inches high, ¼ inch thick across and down both sides of the demo area. A 2A10BC fire extinguisher must be placed in booth. The use of welding equipment, open flames, fryers, decorative candles or smoke emitting material as part of an exhibit are prohibited.

**Note: 24 hour Standby Fire Watch requires (1) inspector per every (2) halls.**

Under special circumstance as determined by the Fire Chief, the Standby Fire watch shall extend to 24 hours a day.

**FIRE WATCH (Continued)...**

The number of firefighters on Standby Fire watch is determined by the Fire Chief based upon the event schedule and estimated attendance. The Lessee is responsible for all related charges. All off-duty fire personnel working at the MBCC must be paid directly to the Fire Department prior to move-in.

Fire Watch	\$42.00/per hour*
Fire Watch (2nd lead inspector)	\$44.00/per hour*
Fire Watch (Supervisor)	\$47.00/per hour*
Rates Include City Administration Fee	

**\*Or prevailing rate**

**FIRST AID/ PARAMEDIC**

The MBCC requires that life safety be considered in the planning stages of all events. As a

requirement from the fire department as part of their Special Events Guide, events will now require either a BLS or ALS emergency team unit when an event reaches 1000 or attendees. The MBCC can provide the use of a furnished first aid center location. A first aid center is recommended during show hours and can be set up in a meeting room reserved by your group or one of the permanent centers located in lobby C or D. It is the responsibility of the MBCC and its clients to follow and enforce those requirements.

**The following require a First Aid/Paramedic at the MBCC for (1000 guests or more)**

- (1) Paramedic BLS unit would be required during event hours for any event that has an expected attendance of 1000 occupants or more. Note that a BLS Unit (consist of (1) paramedic and basic support)
- (2) Paramedic ALS unit would be required during event hours when the occupancy is expected to reach 5,000 or more attendees. Note that an ALS Unit (consists of a (2) paramedic team and full emergency gear)
- For amateur car shows and other specialized events additional Fire Inspectors and at least (1) BLS Paramedic is required. Research and past occupancy (tickets sold/total attendance) can also dictate the number of BLS units that may be required.
- All Boxing events and events where there is a high risk of injury require an ALS Rescue Unit.
- All Cheerleading/gymnastic or sporting competitions require a minimum of (1) BLS Paramedic.
- These services will be billed through the MBCC at the prevailing rate and all services and will be billed on the client’s final settlement.

**Note: Rule of Thumb, a BLS is a (1) man unit or EMT and an ALS is a (2) man fully equipped Paramedic unit.**

**First Aid/Paramedic (Continued)...**

All fire/Paramedic personnel must be paid directly to the Fire Department prior to move-in.

(2) Paramedics and (1) Supervisor is required with a Rescue Unit Vehicle.

Paramedics	\$42.00/per hour *
Supervisor	\$47.00/per hour*
Rescue Unit Vehicle	\$250.00/4 hour shift*
	\$55.00/hour beyond 4 hour minimum*

Rates include City Administration Fee

**\*Or prevailing rates**

**FREIGHT DELIVERIES & FOH LOAD-IN**

**Freight Shipments:** The MBCC **cannot** accept shipments of freight or materials (**including over-**

**night mail or C.O.D. services**), prior to the contracted move-in date. All freight must be delivered to the MBCC by the official service contractor or freight carrier. All shipments to be delivered to the MBCC during the move-in should be sent to the attention of the show organizer or general service contractor.

**Freight may not be transported on passenger elevators or escalators.**

Escalators and passenger elevators are for use by the general public and may not be blocked. Adequate freight elevators are conveniently located for such use.

**FOH Load-In:**

All loading and unloading of exhibit freight must be through designated loading docks and freight doors only. The main lobby glass entrance doors are not available for this purpose. However, we have agreed to allow front of the house load-in on a case by case basis (Must be approved by the facility in advance).

When approved FOH Load-in is for **POV Vehicles ONLY** , unloading cars, mini-vans and standard pick-up trucks. (All large Box Trucks or Heavy Freight must go through the loading docks).

Vehicles should be backed or pulled in at an angle to allow for additional vehicles, and One person must remain with the vehicle at all times. (vehicles can never be parked out front unsupervised). After freight is unloaded, vehicle should be moved to allow for additional exhibitors to load-in.

**FOH Load-In (Continued)...**

All Lobby terrazzo floors must be protected from damage with the use of a carpet runner during load-in/out.

Client must provide security personnel (both inside and out) to ensure all carts remain on the carpet runner & to ensure that exhibitors are moving off the front curbside as required.

All outside cleaning must be maintained by the cleaning contractor during this time.

When outside cleaning does not meet facility standards, the client will be billed by MBCC for cleaning labor at the prevailing rate.

## **GRATUITIES**

Thank you for your thoughtfulness, however, it is against Global Spectrum policy for any employee to accept gratuities or gifts of significant value from a Lessee. Monetary donations can be accepted towards our “How You Doin” Fund which help to finance employee holiday & summer picnic events for all staff.

## **HAZARDOUS WASTE MATERIALS DISPOSAL**

Chemicals, solvents and/or solutions considered hazardous are not allowed to be disposed of through the sewer lines or drains of the Miami Beach Convention Center.

Any materials that are brought into the facility must be accompanied by applicable Material Safety Data Sheets.

Some neutralizers may be available to render harmless chemicals being used. If you are not sure of the product being utilized, please check with the manufacturer.

All items must be handled and disposed of in accordance with the latest Environmental Protection Agency regulations at the time of your event.

Exhibitors using these items are totally responsible for their removal from the Miami Beach Convention Center property. Please check with Official Cleaning Service Supplier prior to the Trade Show to make the necessary disposal arrangements for any **HAZARDOUS WASTE MATERIALS**.

## **HELICOPTER LANDING REQUIREMENTS**

Prior to issuance of a revocable permit from the City of Miami Beach you must submit a written request via your EM stating the following:

1. Where the landing will take place.
2. What time the landing will take place.
3. The purpose for the landing.
4. The name of the Helicopter Company.
5. The name of the Helicopter Pilot.
6. The I.D. # of the helicopter.



Also, enclosed with the letter, to the City Manager, there should be the following:

1. Copy of the Flight Plan showing where, what time and the purpose of the landing.
2. Copy of the Certificate of Insurance, listing the City of Miami Beach and Global Spectrum as additional insured.
3. Copy of the Pilot's License.

## **INSURANCE REQUIREMENTS**

As additional consideration over and above the rental payments made by Lessee herein, Lessee shall, at its own expense, comply with all of the following insurance requirements of the MBCC. Lessee shall not occupy the premises until proof of the following insurance coverage has been furnished to the City and the MBCC.

- (a) Commercial general liability insurance, on an occurrence form, in the amount of One Million (\$1,000,000.00) Dollars per occurrence for bodily injury, death, property damage, and personal injury. The policy must include coverage for premises operations, blanket contractual liability (to cover indemnification section), products, completed operations and independent contractors. If the user's activities involve the sale of alcohol, then liquor liability in the same amount is also required. These policies must name the City of Miami Beach and Global Spectrum as additional insured.
- (b) Automobile liability insurance in the amount of One Million (\$1,000,000.00) Dollars per occurrence to provide coverage for any owned and non-owned vehicles used by the Lessee on the Facility premises, including loading and unloading hazards. This must name the City of Miami Beach and Global Spectrum as additional insured.

## **INSURANCE (Continued)...**

- (c) Workers' compensation and employer's liability coverage as required by Florida Statute. Currently, the State of Florida requires that employers provide workmen's compensation coverage for all employees. The Statute requires coverage from the employer if they have three or more employees. The Operator requires evidence of this coverage.
- (d) It is understood and agreed that all coverage provided by the Lessee are primary to any insurance or self-insurance program the City has for this Facility and the Lessee and their insurance shall have no right of recovery or subrogation against the Operator.
- (e) All policies must be issued by companies authorized to do business in the State of Florida and assigned a rating of A:X or better, per Best's Key Rating Guide, latest edition.
- (f) The City must receive thirty (30) days written notice prior to any cancellation, non-renewal or material change to the required insurance policies. This written notice must be sent to the City of Miami Beach Risk Management Division, 1700 Convention Center Drive, Miami Beach, FL 33139.
- (g) Evidence of the required insurance policies must be provided to Global Spectrum by submission of an original certificate of insurance (\*) thirty (30) days prior to the lease period.
- (h) Alternate coverage to satisfy these requirements is subject to prior approval of the City's Risk Manager. Additional insurance coverage, as determined by the City's Risk Manager, may be required for this lease.

When a certificate of insurance is issued by an agent out of the State of Florida, the certificate must be countersigned by a Florida Resident Agent, and the agency name and address must be included.

**If your exhibitors utilize independent contractors, we require verification of insurance in the same limits defined in your lease with the MBCC.**

One million dollar General Liability coverage may be purchased through the MBCC at the rate of \$.55/person with a minimum of \$200.00\*. Please consult with your EM if you wish to consider this option.

**\*Or prevailing rates**

**KEYS - ROOM SECURITY**

The Center has the capability to change door locks for the majority of the meeting rooms. The cost per lock is \$60.00 and \$1.50 per cut key. Lost keys will be charged at fifty (\$50) dollars each.

It is important to note that no doors may be locked, chained, or otherwise obstructed without prior written approval of Center management. Your EM can provide further information that will allow you to properly secure all items in the Center.

When Box Offices are utilized for office space or storage, the door lock can be changed at the rate below. The safe combination can be changed for security purposes and returned to original combination at the conclusion of the event.

York Lock & Key Co. (Per Service call)	\$90.00*
Door lock (in & out)	\$90.00*
Safe combination (in & out)	\$120.00*
Additional Keys required	\$1.50*

\*\*York Lock & Key Company is exclusive for box offices.

**\* Or prevailing rates**

## **LIGHTING**

Halls A, B, C and D all have High Output T5 Florescent Lights with instant illumination.

Work lights (50% power) are provided in the exhibit halls for the move-in and move-out at no additional charge. Full show lighting for these periods is available at the prevailing rates on an hourly per hall basis.

Full show lighting (100% power) is provided two hours prior to, through the published event closing at no additional charge.

Lighting -	Show Lights	\$65/hall/hour*
	Work Lights (add. move-in/out)	\$45/hall/hour*
	Meeting Rooms	\$45/quad/hour*

## **LIGHTING (Continued)...**

Standard Lighting - On 2 hours prior to show open  
Off ½ hour after show close

**Lights Out** – The Center exhibit halls overhead lights can be temporarily disconnected for special booth requirements only by removal of the fuse at the fixture. This requires access from the ground via lift truck and is billable at \$50.00\* per light. Please make arrangements with your Event Manager prior to move-in.

Meeting rooms are equipped with fluorescent and dimmable incandescent lights.

**\*Or prevailing rates**

## **LOADING DOCK**

The Center and your general contractor will make every effort to maintain a safe and efficient loading dock operation.

Lessees will be required to supply a detailed agenda covering all move-in and move-out activities, including anticipated freight deliveries, general service contractor materials and exhibitor access times. The Center may mandate changes in said agenda to maintain the smooth operation of your event and any other events operating concurrently in the Facility.

**North and South Loading Docks:** When you require the use of the loading docks, MBCC Guest Services must be employed to enforce parking rules and to control truck traffic. The Center does not forego any rights relative to the safe operation of its docks. The overall control of the docks remains at all times with building management.

## **LOST AND FOUND**

All lost and found articles are logged and placed in our Guest Services Office. We attempt to identify the owner and return all articles. To inquire about lost items contact the Guest Services Manager at 305-673-7347.

## **MARSHALLING FOR TRUCKS**

The MBCC does not have truck marshalling facilities outside of the north and south loading docks. However, the City of Miami Beach Parking Department controls the P-Lot Parking Area located on Convention Center Drive and this can be used for Truck Marshalling on non-event days. This lot can be leased for a fee, only to the General Contractor for Truck Marshalling.

P-Lot will be available for marshalling during contracted move-in/move-out dates only. The request for use must be provided to the Event Manager 30 days before anticipated load -in, and paid for in advance of move in date. All payments will go through the CMB Parking Department. Without payment P-lot will not be accessible.

The control of ingress, egress and marshalling of trucks will be the sole responsibility of the authorized general contractor and its personnel. The Lot must be manned at all times during truck marshalling. At any time the lot is left unmanned during the operation, you will be considered in violation and lose the privilege and use of the lot.

Any vehicles and/or trailers left behind and occupying the lot during contracted event days will be ticketed and/or towed at the owners' expense. The daily fee will be imposed on the authorized contract for violations of the above listed requirements.

Marshalling yard fee:

\$300 – for ¼ of the lot, daily\*

\$600 – for ½ of the lot, daily\*

You will need to contact the CMB Parking Department to have the lot Locked/Unlocked daily, by calling (305) 673-7388 or (786) 402-8757 after hours.

**\* Or prevailing rates**

## **MARQUEE**

Your event name and dates will be displayed on the electronic message boards located on the outside canopy in front of each Exhibit Hall at the Miami Beach Convention Center and the electronic marquee at Washington Avenue & 17<sup>th</sup> Street.

## **MEETING ROOMS & REFRESH POLICY**

The meeting rooms at the MBCC were designed to be operated principally as general assembly and meeting

room facilities and not as exhibit facilities. Exhibits permitted in the meeting rooms are traditionally limited to table top or pop-up exhibits. Exhibits of a more elaborate nature must be approved by the MBCC.

In order to preserve the appearance of the Convention Center carpeting for all clients and events, the following regulations for display and exhibition shall apply:

1. Prior to the move-in the entire carpeted area must be covered with no less than 5 mil visqueen. Prior to the move-out all aisles must be covered with no less than 5 mil visqueen.
2. Exhibitor carpeting is prohibited.
3. Double-faced tape, duct tape, gaffer's tape, scotch tape, cellophane tape, drafting tape, decorator tape or other types of tape, shall not be attached to any surface in the meeting room areas including, but not limited to carpeted floors, painted walls, doors, ceilings, etc.
4. Exhibit booths requiring delivery of drayage or freight to the meeting room areas will be permitted with use of pallet jacks only.
5. Boom lifts will be permitted provided the tires are wrapped.
6. Powered and/or motorized equipment or vehicles including scooters may be allowed access to the meeting room areas only with the express written consent of the Convention Center Management.
7. MBCC Guest Service Guards will be required at the freight entrances to the ballroom areas during all move-in and move-out times. Freight access to these areas will be locked off whenever the guards are not on duty during move-in and move-out times.

**CAPACITIES:** See index for capacity chart. Capacities are also provided in the Sales brochure with 3-D floor plans or visit our web site at [www.miamibeachconvention.com](http://www.miamibeachconvention.com).

**REFRESH:** It is the policy of the MBCC to provide one mid-day and overnight refresh for each meeting room in use. For large General Sessions a second refresh may be provided as well.

Refresh includes: straightening of tables and chairs, trash disposal and replacement of the speaker bottle water as needed. As a standard service to our clients, MBCC provides bottle water, as well as logo pads and pencils at each head table.

Additional refresh requirements beyond our usual mid-day and overnight standard will be billed at prevailing rate. (if additional services are required, please contact your event manager for appropriate staffing levels).

#### **MEETING ROOMS & REFRESH POLICY (Continued)...**

**SET-UPS:** All non-exhibit uses (e.g., meeting rooms, meal functions, seminars, etc.), are set per your specifications based on the terms outlined in your lease agreement with the Center.

**C Ballroom Access Doors:** To Hall C - (1) roll up door 12'h x 7'9"w; C125/126 – (2) sets of panel doors 10'4"h x 7'9" w; (2) roll up doors 10'7"h x 7'10"w; (4) access doors to Convention Center Drive 81 ½'h x 76 ¼'w

**D Ballroom Access Doors:** To Hall D – (2) roll up doors 10'9"h x 9'3"w; (6) access doors to Convention Center Drive 81 ½'h x 76 ¼'w

Set-up plans must be submitted **forty-five (45)** days prior to the first day of use, and are subject to the Center's available inventory. The Lessee is responsible for the rental of additional equipment.

The standard meeting room chair is red. The standard chair used in the exhibit hall is blue.

The MBCC will provide a standard head table arrangement at **no additional charge** - the standard head table set consists of 30" (76.2cm) deep plywood tables, topped with a white table cloth and skirted on 3 sides with navy skirting. No other color of skirting is available from the Center. **Complimentary water service will be provided for head tables only.**

If you desire or require another color skirting, please contact your general contractor regarding price and availability. MBCC tables have a metal border and can not be stapled to affix the decorator's skirting. In this instance you will need to have the decorator provide the table as well.

The MBCC standard set up for a class room arrangement is to provide the head table topped and skirted as noted above; seating may be set with 8' X 18" (2.44m x 45.72cm) laminated tables with no cloth or 30" (76.2cm) deep plywood tables depending upon your individual requirements and the inventory on hand.

Banquet rounds are provided by the Center predicated upon inventory. Table coverings are provided through **Centerplate** based upon your individual catering arrangements. MBCC can provide table coverings for meetings without food and beverage service at the prevailing rate.\*

## NOVELTY AND PROGRAM SALES POLICY

The sale of programs and novelties at the MBCC Facility for commercial/public activities is subject to control by the MBCC.

The number of sellers assigned to each event will be determined by the MBCC management based upon anticipated attendance and the volume of merchandise offered. No personnel will be allowed to sell without prior approval by MBCC Management.

The MBCC will acquire thirty percent (30%) of gross receipts based on the total gross receipts on novelty sales which includes sales tax. There will be **no** exceptions to the above rules without the specific consent of the General Manager of the MBCC.

## PARKING

Parking for all vehicles is available at the municipal lot on Convention Center Drive (“Preferred Lot”), as well as parking garage locations on 17th Street and 18<sup>th</sup> Street, one block from this Facility.

Attendee parking in the preferred lot is currently \$15.00 per day subject to space availability. Valet parking will be available. Location of valet will be determined with the assistance of your Event Manager. Please review the history of previous attendance with your EM so we can better anticipate your parking needs.

Parking (Disability-Accessible)	N/C with I.D.#
Parking (Attendees and Exhibitors)	\$15.00/day (no in/out privileges)*
Valet Parking	\$15.00/vehicle *

**\*Or prevailing rates**

## PLUMBING (See Electrical).

Compressed water and drain hook ups for exhibit booths are provided by the official show Electrical Contractor.

## POLICE (see Traffic Control)

## PUBLIC AREAS & LOBBIES

Lobbies, concourses, the skywalk and the food facilities are considered public areas and not under Lessee control. **All activities using public areas**, such as registration, special exhibits or displays, temporary advertising, etc., **must be noted on the Floor Plan submitted sixty (60) days in advance to be approved by the MBCC and the Fire Marshal.** Please note that clear access must be maintained for concurrent events, as well as to all restaurants, cafeterias, lounges, permanent food service facilities, restrooms, telephones, elevators for disability access, and all exit or entrance doors.

**PUBLIC AREAS & LOBBIES (Continued)....**



Service desks and related work stations are not permitted in any public area. Motorized vehicles, forklifts, gas or electric carts, etc., may not be operated in lobbies, concourses or any carpeted or terrazzo area of the MBCC. Heat tape and double face tape may not be used on carpeted or terrazzo floors. Additionally, installations of carpet runners, show carpet or other temporary floor coverings over permanent carpet must be approved in advance.

## **RIGGING**

All rigging at the MBCC is subject to approval by MBCC management and must meet industry standards. A written request for any hanging or attaching (including but not limited to drawings, weights, attachment points, chain motors etc.) must be submitted to the EM at least 30 days before load in.

All structural high steel rigging must be reviewed and approved by the building in-house rigger. At no time will any item be attached to the ceiling grid, roof structure or ceiling tile in the facility. All beam or other painted structures must be covered and protected via soft cloth or material before hanging wire, cable, chains or steel hardware. At no time will electrical lighting conduits, utility pipes or sprinkler systems be used as supports or attachments.

Exhibit hall high steel rigging weight load limit is 1500 lbs per point and must meet facility approval. All rigging is done by union labor based upon standard union "scope of work" jurisdictions, and said union contract. Please consult your assigned EM with any additional clarification in regards to rigging in the facility.

## **SALES TAX/TAX EXEMPTION**

Florida State Sales and Use Tax is applied to the building rental and certain other additional services related to the Lessee's occupancy at the time of the final settlement. The tax is currently 7%\*.

The MBCC will presume each Lessee to be taxable, unless the Lessee provides us with a copy of a "Consumer's Certificate of Exemption" current for the period of the lease, issued by the State of Florida Department of Revenue with a "C" after the last digit. Organizations which are generally exempt from this tax include churches, and not-for-profit religious, education, scientific and charitable organizations. Other special exemptions which may apply are described in Chapter 212, of the Florida Statutes "Sales and Use Tax".

## **SALES TAX (Continued)...**

To obtain an application for exemption from the Florida Sales and Use Tax, you may contact any of the area offices of the Florida Department of Revenue (see attached listing). Completed applications must be filed with **The Florida Department of Revenue, Carlton Building, Tallahassee, Florida 32399**. Please allow six to eight weeks for processing. Exhibitors are required to pay a 7% Florida State Tax on goods sold at the Convention Center. Out of state exhibitors may be able to charge the tax rate of their home state if a reciprocal agreement exists with the state of Florida. Please contact the Florida Department of Revenue in Tallahassee for additional details. Neither the show organizer nor the Miami Beach Convention Center are responsible for collecting the sales tax.

**\*Or prevailing rates**

**AREA OFFICES AND ADDRESSES  
OF FLORIDA DEPARTMENT OF REVENUE**

CLEARWATER 33764-3149

Arbor Shoreline Office Park  
19337 US Hwy 19 N., Ste 200  
Phone (727) 538-7400

LAKE CITY 32055-6123

1401 W. US 90, Ste 100  
Phone (386) 758-0420

DAYTONA BEACH 32114-1230

1821 Business Park Blvd  
Phone (386) 274-6600

LAKELAND 33801-5407

230 S. Florida Ave.  
Suite 101  
Phone (863) 284-4244

FT. MYERS 33901-3851

2295 Victoria Ave., Ste. 270  
Phone (239) 338-2400

MARIANNA 32446-3304

4230 Lafayette St., Ste D  
Phone (850) 482-9518

MIAMI 33126-1831

8175 NW 12<sup>th</sup> St., Ste. 199  
Phone (305) 470-5001

HOLLYWOOD 33024-4000

Taft Office Complex  
6565 Taft St., Ste 400  
Phone (954) 967-1000

ORLANDO 32819-7911

O5401 S. Kirkman Rd.  
Phone (407) 903-7350

JACKSONVILLE 32209-6828

921 N. Davis St., A-215  
Phone (904) 359-6070

PANAMA CITY 32401-2238

703 W. 15<sup>th</sup> St., Ste A  
Phone (850) 872-4165

KEY WEST 33040-4698

3118 Flagler Avenue  
Phone (305) 292-6725

PENSACOLA 32505-5217

3670-C North L Street  
Phone (850) 595-5170

**AREA OFFICES AND ADDRESSES  
OF FLORIDA DEPARTMENT OF REVENUE (Continued)**

SARASOTA 34236-5940

1991 Main St., Ste 2240  
Phone (941) 361-6001

TAMPA 33619-1166

6302 E. Martin Luther King Blvd.  
Ste 100  
Phone (813) 744-6344

TALLAHASSEE 32312-2603

2410 Allen Rd.  
Phone (850) 488-9719

WEST PALM BEACH 33407

2468 Metrocenter Blvd.  
Suite B  
Phone (561) 640-2800

**SECURITY CONTRACTORS /GUEST SERVICES MBCC**

A detailed security schedule and post plan should be forwarded to your EM thirty (30) days

in advance of your event. A meeting between your Event Manager and the MBCC Guest Manager and the security subcontractor is always recommended to ensure the safety of attendees and property. The MBCC may determine that security as planned is inadequate, increased coverage may be required at the expense of the Lessee. The Security subcontractor will be required to submit the Security Contractor Operation Plan to the event manager prior to the event.

**Minimum security required** will be as follows:

- Loading dock gate guard – one for the North, one for the South during all M/I, Show and M/O.
- Outside lobby at street curb to redirect self-unloaders and keep curb area clear of parked cars.
- Additional lobby guards may be necessary due to all lobby glass doors being unlocked during all M/I, Show and M/O or otherwise occupied times.

MBCC **requires a minimum of one off-duty police officer for all events** that have shuttles or high pedestrian crossway traffic. Additional police officers may be required depending on the nature of the event and facility usage. Please see your EM for further details.

See **Traffic Control** for additional requirements.

The facility guest service officers are building security personnel first and foremost. Should your event require additional event security personnel such as: door guards, badge checkers and ticket takers, please contact the approved security vendor for services. Your assigned Event Manager can provide you with the most updated security list.

Other Security companies may work in the facility provided all Contractors’ Requirements outlined on page 36 are met. All off-duty police and fire personnel working at the MBCC must be paid directly to the Fire and Police departments prior to the event.

Off-Duty Police Officer	\$45.00/hour*	\$50.00/hour Sgt.**
	\$53.00/hour Lt.	\$56.00/hour Capt/Maj.

\* The first three officers on duty.

\*\*The fourth man will be the Supervisor at the Sgt. rate.

Rates include City Administration Fee

\*Guest Services Guard (In-House Gate Guard) \$15.00/hour

**\*Or prevailing rate**

**SETTLEMENT**

Upon arrival and **prior** to start of the event, the Lessee is required to deliver to the EM a final exhibit

booth floor plan, list of exhibitors and the anticipated total square footage the event will utilize.

Additional services, i.e., air conditioning, trash removal, labor, requested by the Lessee will initiate an Event Work Order. The event work order will indicate the services desired, the price, and the authorization of the Lessee or designated Representative.

The final floor plan, the event work orders and box office gross receipts and expenses will be included in the final settlement.

All ticketed events are subject to the box office procedures. Please refer to Commercial Public Activities- Box Office Procedures.

**The EM will close out the event settlement with the finance department within 5 business days of the event. Finance will have a final settlement within 7 business days of the event.**

Any additional charges such as lost key, building damages, etc., will be invoiced within seven (7) days of the event and are due and payable upon receipt of the final invoice.

## **SHUTTLES**

Shuttle busing is commonly used for many events from hotels or off-site areas to the MBCC. Washington Avenue, in front of A/B Lobbies and Convention Center Drive, in front of C/D Lobbies, feature an extra lane for shuttle bus pick-up and drop off. All drop off areas provide curb cuts for accessibility. There is a City Ordinance that prohibit bus staging & engine idling of buses on the Washington Avenue side of the facility. When buses are not loading or unloading passengers all engines must be turned off. If attendees require assistance or disability accommodations, please contact your shuttle provider.

## **SIGNAGE AND DECORATIONS**

We encourage Lessees and general service contractors to contact the Center as early as possible to determine feasibility, labor responsibility and costs associated with the placement of signs and hanging of any banners. The Center prohibits affixing any signage on the Facility's glass, walls, doors, ceilings or superstructure, inside or outside. No holes may be drilled or punched into any building surface. Your EM can assist in locating appropriate placement of all signage.

### **SIGNAGE AND DECORATIONS (Continued).....**

The Lessee is prohibited from covering building signage, pay telephones, or other building services

without the written permission of the MBCC. See MARQUEE and LOBBIES for additional information.

Commercial advertising signage or displays set in public areas must be pre-approved by Center management.

## **SMOKING POLICY**

Smoking is prohibited in the facility. Ash/trash units are supplied under the bus canopies at all entrances for those who wish to smoke.

## **TELECOMMUNICATIONS**

SmartCity is the exclusive on-site contractor for your internet, telephone and telecommunication needs. They can provide a full range of telecommunication services to you and your exhibitors.

SmartCity will staff a service desk during most events where exhibitors may pick up phones, place new orders, receive dialing assistance, etc. Show management telephones are installed as you specify.

To accommodate the needs of visitors and attendees with disabilities, there is a TDD located in lobby C. Portable TDDs can be provided with advance notice, as well as telephones with volume controls. Contact your EM about any telecommunications devices you will need at your event to accommodate persons with disabilities.

Your EM will provide you with collateral materials and order forms for inclusion in your exhibitor kits.

## TENT PERMITTING (OUTDOORS)

The South Florida Building Code is the governing authority for the erection and use of all tents. Pursuant to S.F.B.C., section 43, a building permit issued by the City of Miami Beach Building Department will be required for the erection and/or occupancy of any tent. A tent shall be erected by a contractor, licensed by either the state of Florida or by Dade County, working within the limitations of his/her license.

The term shall be used interchangeably with the terms canopy and cabana. Tents are temporary structures, and will not be permitted for a period exceeding 30 days.

The following is the **minimum** submittal for a tent permit. Failure to submit the minimum required will result in a rejection of the submittal until corrections can be made.

1. Application on C.M.B. form, signature of the qualifying agent to be notarized.
2. Owners affidavit on C.M.B. form, signature of owner to be notarized, proof of ownership may be required.
3. Notice of commencement.
4. Insurance papers, made out to City of Miami Beach
  - a. Compensation
  - b. Liability
5. Architectural and Engineering drawings.
  - a. Site Implementation, location drawings
  - b. Structural drawings and shop drawings [if any]
  - c. Structural analysis [rational analysis] and structural design calculations, including foundation design for up-lift [ note 150% safety factor minimum required for stability of foundation]
  - d. All drawings and calculations presented as a submittal for a “Tent Erection Permit”, shall have each page signed and sealed by a State of Florida Registered professional Engineer.

Any tent which is erected without a permit, or which is occupied without a final inspection and approval by the Building Official or his designee, shall be deemed to be unsafe based upon the requirements of South Florida Building Code 202.2.

Tents which are deemed unsafe by the Building Official shall be immediately vacated and struck. If the owner of the tent fails to comply with the order of the Building Official to vacate and strike the subject tent, then the Building Official shall move to vacate and strike the subject tent under the authority vested in South Florida Building Code, section 202.5(a).



## **TENT PERMITTING (Continued)...**

Costs incurred in the performance of vacating and striking of an unsafe tent shall be paid by the appropriate governmental authority and upon the recording in the public records of this county a certificate executed by the Building Official, certifying the amount so expended and why expended, the same shall become a lien against the property involved. Any tent struck by action of the Building Official will be confiscated as being used in the commission of a crime.

Contractors who erect tents without the proper licensing and/or permits or who permit tents to be occupied without proper inspection and/or approval will be charged before the Dade County Board of Rules and Appeals.

## **TRAFFIC CONTROL**

Miami Beach off duty police officers are required to assist you with bus and auto traffic control at the MBCC. A minimum of two (2) officers are required for groups with shuttle requirements and/or a high volume of registrants, exhibitors, or patrons who drive to the event. Additional officers will be required when more than 30 buses are running and/or when the traffic light at 17<sup>th</sup> and Convention Center Drive needs manual operation. Police officers will hold traffic for buses and pedestrians as needed. The Lessee is responsible for all related charges. Your EM can outline the staff requirements and related expenses based on expected traffic.

All off-duty police personnel working at the MBCC must be paid directly to the Police Department prior to move-in.

Off-Duty Police Officer (first three officers)	*\$45.00/hour
Sgt. (4 <sup>th</sup> officer Supervisor)	*\$50.00/hour
Lt.	*\$53.00/hour**
Captain	*\$56.00/hour**
Rates include City Administration Fee	

\*\* For large events/special circumstances as required by the City of Miami Beach Police Department

**\*Or prevailing rate**

## **UNION DEFINITIONS**

Florida is a right-to-work state. However, the Miami Beach Convention Center is party to union agreements with the International Alliance of Theatrical Stage Employees and Motion Picture Machine Operators (IATSE Local 500 & 600) and the International Brotherhood of Electrical Workers (IBEW). All staging and production or audio visual work must be done by union labor in accordance with these agreements. Please contact your assigned EM for further discussion regarding the current union contract.

All issues relative to the amount and types of display work your exhibitors can perform within the confines of their exhibit booth space must be discussed with your general contractor. Lessees are encouraged to clearly define their agreement with regard to union labor hired through the general contractor in their exhibitor instructions.

All union issues should be reviewed with your assigned Event Manager.

## **UTILITIES (See Exhibit Floor pg 27)**

### **WATER SERVICE**

Complimentary water service will be provided for head tables & lecterns only. All other water service should be ordered through the catering department. Please contact your EM for further clarification.