The Miami Beach Convention Center (MBCC) sits on a slice of paradise, centrally located in one of the most sought-after meeting destinations in the world. The MBCC, located in Miami Beach, Florida, is owned by the City of Miami Beach and managed by Spectra Venue Management (Spectra), with food service provided by Centerplate. The Greater Miami Conventions and Visitors Bureau (GMCVB) is the official sales agent for top-priority, citywide convention business to maximize use of the MBCC. In a city filled with spectacular beaches, world-class hotels, fine dining, exciting nightlife, diverse shopping experiences and historic architecture, The Miami Beach Convention Center plays host to a wide variety of conventions, trade shows, consumer shows, meetings and banquets.

Together, we strive to provide our clients and guests with exceptional customer service and unforgettable experiences, collaborating through clear communication to ensure the success of all events at the MBCC.
WELCOME TO THE MIAMI BEACH CONVENTION CENTER (MBCC)!

Following a $620-million renovation and expansion, this magnificent venue situated on a tropical island is the jewel box at the heart of the Miami Beach City Center District. Offering 1.4 million square feet of flexible event space, the MBCC stands ready to be customized for your next event.

I Invite you to explore the City Center District and the campus surrounding the MBCC, and be sure to enjoy everything it has to offer: 9-acres of green spaces at Pride Park, Collins Canal Park and Miami Beach Botanical Garden, recreation at the Miami Beach Golf Club, dramatic art installations by the City’s Arts in Public Places (AIPP) program, great restaurants and shopping on world-famous Lincoln Road, inspiring culture from art at the Bass Museum to music from New World Symphony ... and of course, don’t forget to enjoy our beautiful beaches!

Let us connect you with our partners at the Greater Miami Convention and Visitors Bureau (GMCVB), the Miami Beach Visitor Convention Authority (VCA), Greater Miami Hotel and Beaches Association (GMBHA) and Miami Beach Chamber Commerce to fully experience everything Miami Beach has to offer. From shopping, museums, fine dining, spas, concerts, art, recreation, golfing, beaches, nightlife and more, Miami Beach has something for everyone!

At the MBCC we believe in “One Team, One Voice, Under One Roof.” Our exclusive and preferred partners at Centerplate, Smart City, 1st Class Parking and Everlast Productions are standing by to help you plan and execute a successful event. We look forward to providing excellent customer service to show organizers, event planners, attendees, exhibitors, contractors and all other guests at our venue.

At the MBCC, the health, safety, security and wellbeing of all who enter our venue is the number one priority. You can visit our website to learn more about initiatives and operations in place at the venue to support your event.

If you have any questions, I encourage you to contact your event manager, or email us at info@miamibeachconvention.com. Visit the website at www.miamibeachconvention.com for additional resources. And be sure to follow us on social media for the latest in event information and exciting happenings at the MBCC.

Thank you for choosing the MBCC and the City of Miami Beach for your event.

Sincerely,
Freddie Peterson
General Manager
Miami Beach Convention Center
@TheMiamiBeachC
Miami Beach Convention Center
TABLE OF CONTENTS

GENERAL INFORMATION 08
MIAMI BEACH CONVENTION CENTER FUN FACTS 09

SECTION 1: MIAMI BEACH CONVENTION CENTER (MBCC) OVERVIEW 12
Event Planning Guide 13
History 13
Location 13
Safety Features 14
Leed Certified 14
Services and Amenities 14

SECTION 2: SALES AND BOOKING 18
Sales Department 18
Booking Policy 19
Scheduling Priorities 19
Booking Procedures 20

SECTION 3: LICENSING PROCEDURES 24
Space Confirmation 24
Deposits 25
Use of Common Areas 25
Insurance Requirements 26
Licenses & Permits 27
Net Square Footage 27
Complimentary Space 27
Billing and Invoicing 28
### SECTION 4: CONVENTION AND EVENT SERVICES TEAM

- Event Manager
- Audio Visual and Production
- Food and Beverage
- Housekeeping
- Internet and Telecommunications

### SECTION 5: EVENT CHECKLIST

### SECTION 6: PUBLIC SAFETY

- Overview
- Contracted Security and Crowd Management Providers
- Staff Identification
- First Aid
- Medical Emergencies
- Securing Your Meeting Rooms
- Lost and Found
- Protests and Demonstrations
- Exhibitor Hand-carry Procedures
- Security Service Minimums
- MBPD Officers
- K-9 Search
- Weapons Policy
- Severe Weather
- Hurricanes
- Smoking and Vaping

### SECTION 7: ENTRANCES AND ACCESS

- Public Entrances
- General Contractors (Gc), Labor and Exhibitor Appointed
- Contractors (Eac) Entrance
- Loading Docks and Loading Dock Access Procedures
- 24-hour Access

### SECTION 8: EVENT CHECKLIST

- Public Furniture
- Water Service
- Coat and Luggage Check

### SECTION 9: DIGITAL BANNERS, SIGNS AND ACTIVATIONS IN COMMON AREAS

- Signage, Advertising, Window Graphics, Kiosks, Flags and Banners
- Interior
- Vertical Banners
- Exterior
- Glass Door and Window Signs

### SECTION 10: DIGITAL SIGNAGE SERVICES

- Overview
- Services
- Marketing Support – Mbcc Social Media and Website
<table>
<thead>
<tr>
<th>SECTION 11: EXHIBIT HALLS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor Plan Guidelines</td>
<td>63</td>
</tr>
<tr>
<td>Exhibitor Lists and Exhibitor Manuals</td>
<td>64</td>
</tr>
<tr>
<td>Taping</td>
<td>64</td>
</tr>
<tr>
<td>Roof and Catwalk Access</td>
<td>65</td>
</tr>
<tr>
<td>Floor Load</td>
<td>65</td>
</tr>
<tr>
<td>Airwall Movement</td>
<td>65</td>
</tr>
<tr>
<td>Overhead Lighting</td>
<td>66</td>
</tr>
<tr>
<td>Hvac</td>
<td>66</td>
</tr>
<tr>
<td>Noise</td>
<td>67</td>
</tr>
<tr>
<td>Labor Unions and Show Labor</td>
<td>67</td>
</tr>
<tr>
<td>Maximum Occupancy in Exhibit Halls</td>
<td>67</td>
</tr>
<tr>
<td>Multi-story Booths</td>
<td>67</td>
</tr>
<tr>
<td>Crate Storage</td>
<td>68</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 12: MEETING ROOMS AND BALLROOMS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Room Capacities and Setup Styles</td>
<td>70</td>
</tr>
<tr>
<td>Initial Meeting Room Setup</td>
<td>71</td>
</tr>
<tr>
<td>Changeovers</td>
<td>72</td>
</tr>
<tr>
<td>Water Services</td>
<td>72</td>
</tr>
<tr>
<td>Room Refresh</td>
<td>72</td>
</tr>
<tr>
<td>Linens</td>
<td>72</td>
</tr>
<tr>
<td>Equipment Inventory</td>
<td>73</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 13: TRANSPORTATION SERVICES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Management Company (Tmc)</td>
<td>76</td>
</tr>
<tr>
<td>Shuttle Buses</td>
<td>76</td>
</tr>
<tr>
<td>Marshalling Yard Suggestions</td>
<td>77</td>
</tr>
<tr>
<td>Parking</td>
<td>77</td>
</tr>
<tr>
<td>Americans With Disabilities Act (Ada)</td>
<td>77</td>
</tr>
<tr>
<td>Valet</td>
<td>77</td>
</tr>
<tr>
<td>Public Transportation</td>
<td>78</td>
</tr>
<tr>
<td>Public Parking Near the Convention Center</td>
<td>79</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 14: FIRE AND SAFETY GUIDELINES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Code Regulations</td>
<td>81</td>
</tr>
<tr>
<td>Hazardous Work Areas</td>
<td>91</td>
</tr>
<tr>
<td>Osha Standards</td>
<td>91</td>
</tr>
<tr>
<td>Balloons and Blimps</td>
<td>91</td>
</tr>
<tr>
<td>Drones</td>
<td>92</td>
</tr>
<tr>
<td>Hoverboards</td>
<td>92</td>
</tr>
<tr>
<td>Cables Across Doorways</td>
<td>92</td>
</tr>
<tr>
<td>Electrical Equipment</td>
<td>92</td>
</tr>
<tr>
<td>Firefighting and Emergency Equipment</td>
<td>93</td>
</tr>
<tr>
<td>Rigging and Overhead Hanging Guidelines</td>
<td>93</td>
</tr>
<tr>
<td>Vehicles on Display</td>
<td>93</td>
</tr>
<tr>
<td>Cadaver Guidelines</td>
<td>94</td>
</tr>
<tr>
<td>Medical Waste and Texting</td>
<td>94</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

The Miami Beach Convention Center
1901 Convention Center Drive
Miami Beach, Florida 33139

MBCC Main Office: 786.276.2600
MBCC Main Fax: 305.673.7435

24-Hour Security Command Center: 305.673.7347
Centerplate: 786.276.2700
Everlast Productions: 786.276.2660
Smartcity: 305.673.5189
## Quick Facts

| Location                           | The Miami Beach Convention Center  
|                                   | 1901 Convention Center Drive  
|                                   | Miami Beach, Florida 33139     |
| Original Groundbreaking           | August 1956                    |
| Original Opening                  | October 1, 1958                |
| Re-Imagined Groundbreaking        | December 11, 2015              |
| Re-Imagined Opening               | September 22, 2018             |
| Re-Imagined Project Cost          | $620 million                   |
| Project Site Area                 | 1.4 million square feet (426,720 square meters) |
| Architect                         | Fentress & Arquitectonica      |
| Construction Manager              | Clark Construction Group       |
| Structural Engineer               | Wallace Engineers              |
| MEP Engineer                      | ME Engineers                   |
| Exhibit Halls (A, B, C & D)       | 491,651 square feet (149,855.2 square meters) |
| **THE GRAND (WEST) LOBBY** | 98,495 square feet (30,021.28 square meters) |
| **THE GRAND BALLROOM** | 60,979 square feet (18,586.4 square meters) |
| **THE GRAND BALLROOM PRE-FUNCTION SPACE** | 17,950 square feet (5,471.16 square meters) |
| **JUNIOR BALLROOMS** | Ocean Drive Room (15,858 square feet/4,833.5 square meters)<br>Lincoln Road Room (16,020 square feet/4,882.9 square meters)<br>Sunset Vista Room (19,714 square feet/6,008.8 square meters)<br>Art Deco Room (12,194 square feet/3,716.7 square meters) |
| **TOTAL MEETING ROOMS** | 84 |
| **COLLINS CANAL PARK (TO THE NORTH)** | Carl Fisher Clubhouse: 168,600 square feet (51,389.28 square meters) |
| **NORTH LOADING DOCK** | 18 Dock Spaces<br>(108,543 square feet/33,083.9 square meters) |
| **SOUTH LOADING DOCK** | 13 Dock Spaces<br>(31,020 square feet/9,454.9 square meters) |
| **PARKING ON-SITE** | 800 Spaces on Roof |
| **GRAND LOBBY RIBBON DISPLAY BOARDS** | 80 feet wide x 3 feet<br>(24.4 meters x 0.91 meters) high<br>Total Pixel Count = 3,490,560<br>Total Nixel Count = 606 |
| **LEED CERTIFICATION** | LEED Silver |
| **CITY OF MIAMI BEACH ART IN PUBLIC PLACES** | Franz Ackermann About Sand<br>Ellen Harvey Atlantis<br>Joseph Kosuth Located World, Miami Beach<br>Sarah Morris Morris Lapidus<br>Joep Van Lieshout Humanoids<br>Elmstreet & Dragset Bent Pool<br>$7.1 million worth of art |
| **CONCESSIONAIRE (EXCLUSIVE)** | Centerplate |
| **INFORMATION TECHNOLOGY (EXCLUSIVE)** | SmartCity |
| **AUDIO VISUAL (PREFERRED)** | Everlast Productions |
SECTION 1
MIAMI BEACH CONVENTION CENTER (MBCC) OVERVIEW
EVENT PLANNING GUIDE

The Miami Beach Convention Center (“MBCC,” or “the Center”) Event Planning Guide provides an overview of the venue and responds to frequently asked questions.

The Event Planning Guide (EPG) is an addendum to the event license agreement. Please carefully read and familiarize yourself with all parts of this important document. Note the timeline of important dates, milestones and deadlines that are included in this guide. The timeline details the necessary information you are obligated to provide to the Event Manager. If you have any questions about this timeline or this guide, please contact the Event Manager (or the Sales Manager, if you have not yet been assigned an Event Manager).

Events differ, and the policies, rules and regulations detailed herein cannot cover every scenario. The Miami Beach Convention Center reserves the right to determine necessary considerations specific to events on an as-needed basis. Our sole effort is to ensure the success of your event and safeguard the safety and experience of all our visitors.

The entire Miami Beach Convention Center team is looking forward to working with you toward a very successful event! We thank you for choosing the Miami Beach Convention Center and the City of Miami Beach.

The MBCC reserves the right to change, amend and update the EPG at its sole discretion.
HISTORY

The Miami Beach Convention Center (MBCC) opened in 1957 at a cost of $4 million. In 1964, Muhammed Ali won his first heavyweight championship in Hall C, defeating Sonny Liston. In 1968, the Miami Beach Convention Center hosted its first Republican National Convention (RNC). The first Miami International Auto Show took place in 1971. In addition, the MBCC hosted both the Republican National Convention and the Democratic National Convention (DNC) in 1972. It was the last time both party conventions took place in the same city, in the same year.

The MBCC underwent a $15.7 million expansion in 1974, followed by a $92 million expansion in 1989, doubling in size. The first Art Basel Miami Beach was hosted at the MBCC in 2002. 2015 marked the groundbreaking on the latest MBCC renovation, a $620 million investment, which was completed in 2018. In 2018, the MBCC hosted its first citywide destination event (AHIMA in September) and first consumer event (the 48th Annual Miami International Auto Show in October) following the renovation.

The re-imagined MBCC now includes a 60,000 square-foot (18,288 square-meter) ballroom, 127,000 square feet (38,709 square meters) of meeting space and outdoor gathering areas. The complex is designed to achieve a LEED Silver rating from the U.S. Green Building Council, as it will employ the latest sustainability techniques that Fentress Architects has helped pioneer over the past 20 years. The exterior facade was extensively studied with solar analysis technologies to determine how to best minimize or maximize available daylight. The new design has been strongly influenced by characteristics of the ocean, and waves, manta rays and coral reefs were studied as part of the creative process.

Since its opening in 1957, the Miami Beach Convention Center has offered meetings and exhibition space in the heart of sunny Miami Beach. Today, the Miami Beach Convention Center is proudly managed by Spectra.

LOCATION

Located in the heart of world-renowned Miami Beach, the MBCC is conveniently situated just minutes from the Miami International Airport (12 miles) via State Road 112 and US 195, Downtown Miami (10 miles) and the Port of Miami (12 miles) via I-395, Fort Lauderdale (30 miles) and the Palm Beaches (60 miles) via Interstate 95, the Florida Turnpike and the Julia Tuttle Causeway (US 195).
SAFETY FEATURES

The Miami Beach Convention Center (MBCC) features state-of-the-art life safety systems (which include fire detection, fire suppression, CCTV and electrical back-up) as well as the latest communication systems. For example, when a fire alarm is activated, the system will transmit a signal to local emergency communication centers and internal communication centers (the Command Center). With the redundancy of back-up electrical power systems, a timely, coordinated response can be put into effect and crowd movement can be managed.

In the event of a power failure, backup generators will automatically engage and power all emergency lighting and other essential critical systems to support an effective response. Exit doors are clearly marked and illuminated. Exit stairwells contain emergency lighting and illuminated graphics for greater visibility and accessibility.

In the event of an emergency evacuation, adaptive escape chairs are strategically located to transport persons with disabilities or help those individuals who may require assistance walking down several flights of stairs.

MBCC staff is trained on the proper techniques to prevent transmission of illness, including COVID-19 and PPE (Personal Protective Equipment) training provided by the State of Florida Department of Health. The majority of MBCC’s staff are also Certified Crowd Managers, which will be of great assistance in the event of an emergency evacuation.

The Miami Beach Convention Center is a non-smoking venue. As such, smoking is prohibited inside the venue and in the immediate vicinity of portals which allow entrance into the venue.

LEED CERTIFIED

The Miami Beach Convention Center is designed to achieve a LEED Silver rating from the U.S. Green Building Council, as it will employ the latest sustainability techniques that Fentress Architects has helped pioneer over the past 20 years.

SERVICES AND AMENITIES

ATMs
Several ATM machines are located in the pre-function space of the Miami Beach Convention Center for our attendees to use.
Business Center
Business center services include: copying, computer rental, faxing and limited shipping services (via FedEx, UPS and DHL) for small packages.

Dining Options
Centerplate, the MBCC’s exclusive in-house caterer, will work closely with you to provide all of your food and beverage needs, such as catering, concessions, alcohol and exhibitor booth catering.

Wireless Internet
Complimentary wireless services, called “Free Internet,” are available at the MBCC. This free internet service has the bandwidth connectivity of 768k (upload and download), allowing MBCC attendees to conduct basic web searching and send and receive emails. “Free Internet” is available in select meeting rooms and all ballrooms, common areas and lobbies. If needed, a more robust wireless internet speed of 1.544 MB (upload and download) can be purchased right from attendees’ devices. This faster internet speed will appear as “Exhibitor Internet.”

Art in Public Places
Miami Beach’s reputation as a world-class arts destination is shining brighter than ever. Since 2002, the City of Miami Beach has hosted Art Basel, staging the biggest contemporary art fair in the Americas every December.

The City of Miami Beach’s Art in Public Places program has buoyed the city with art since 1995, bolstered by a city ordinance that allocates two percent of construction costs for capital construction projects to commissioning site-specific works of public art.

The City of Miami Beach Art in Public Places Program commissioned and curated large-scale works by six renowned artists at the Miami Beach Convention Center. These projects present the largest single commission by a municipal percent-for-art program in the U.S.

The MBCC showcases a diverse collection of art that includes:

- Franz Ackerman’s installation *About Sand* (SE corner of the building)
- Ellen Harvey’s *Atlantis* (Grand Ballroom exterior)
- Joseph Kosuth’s *Located World*, Miami Beach (Grand (West) Lobby)
- Sarah Morris’ *Morris Lapidus* (Grand Staircase exterior)
- Joep van Lieshout’s *Humanoids* (Collins Canal Park)
- Elmstreet & Dragset’s *Bent Pool* (Pride Park)
Public Transportation
Miami Beach provides a free trolley system from 6AM-1AM every Monday-Saturday and 8AM-Midnight on Sundays. The Miami Dade Metro Bus system is also a great service. In addition to those options, there are free, eco-friendly ride services via Freebee or Swoop throughout Miami Beach.

Digital Signage
Digital signage is located throughout the Miami Beach Convention Center. It is operated by our IT Department in tandem with the MBCC Marketing Department.

The Concierge Desk
The Concierge Desk is located in the Grand (West) Lobby. Our concierges provide information related to events, buildings, restaurants and entertainment. The Concierge Desk is also the location for scooter rental and mobile phone chargers.
SECTION 2
SALES AND BOOKING
SALES DEPARTMENT

Your initial contact with the Miami Beach Convention Center (the “MBCC,” or the “Center”) should be directed to our Sales Department. A representative will review your proposed event requirement, including projected dates, space needs and rate structures. Potential date and space availability in the MBCC’s booking schedule will be discussed, as appropriate.

BOOKING POLICY

The MBCC is a national and international convention, trade show and multi-purpose venue owned by the City of Miami Beach. One of the MBCC’s primary objectives is to promote and facilitate events and activities which have a significant impact in terms of Convention Development Tax (“CDT”) generated.

When booking the MBCC, consideration shall be given to the following factors:

- Significant impact in terms of CDT generated;
- Total number of hotel rooms required;
- Projected revenue to the MBCC, both in terms of direct space rental revenue and projected revenue from concessions and other building services;
• Time of year;
• Number of move-in and move-out dates required for the event;
• Potential for repeat booking; and
• Previous history and experience of the potential user with respect to use of similar facilities.

**SCHEDULING PRIORITIES**

**First Priority Events:** Generally speaking, First Priority designations for scheduling events at the MBCC go to regional, national and international conventions, trade shows (open to the trade only), cultural shows, corporate meetings and other events which have a significant impact in terms of Convention Development Tax (CDT) generated. In order to be considered a First Priority Event, an event shall:

- Require at least 115,000 gross square feet (35,052 square meters) of exhibit space in the MBCC;
- Require a minimum of three (3) nights in Miami-Dade County, with 1,500 hotel rooms occupied on the peak night; and
- Generate over 4,000 room nights in Miami-Dade County in total.

CDT impact and room count calculations are based on contracted hotel room nights, as demonstrated by room block agreements with hotels in Miami-Dade County. CDT impact and room count calculations are subject to verification by the City.

In order to be considered for First Priority designation, an event shall demonstrate the hotel room count history during presentation of the identical event either (1) in Miami-Dade County; or (2) 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 Greater Miami Convention and Visitors Bureau (“GMCVB”) using generally-accepted industry standards (i.e., DMAI MINT system or written verification from a prior location CVB).

Alternatively, for an event that is booked in the future, First Priority designation may also be determined based on CDT generated by looking at the prior history of the event, subject to (1) verification by the City; and (2) at the user’s expense, a qualified independent auditor licensed to perform audits within the State of Florida.

Within the First Priority Event category, the City will give preference to the event with the most significant impact in terms of Convention Development Tax (CDT) generated.
Marquee Events: Notwithstanding the aforementioned, the City Commission may also, upon written recommendation of the City Manager and a 5/7ths vote of the City Commission, grant First Priority status to unique, high-profile events that the City determines will bring significant benefit to the City and/or Miami-Dade County in terms of overall economic impact. In this case, an “event” is defined as a regional, national and international convention, trade show (open to the trade only), cultural show, corporate meeting or other occurrence which has a significant impact in terms of CDT generated.

Second Priority Events: Second Priority Events will have similar characteristics as First Priority Events. The room block requirement will be for a minimum of two (2) nights in Miami-Dade County, with one (1) peak night ranging from 500 to 1,499 hotel rooms occupied on that night. A Second Priority Event will utilize 1,500 to 3,999 hotel rooms in total.

Third Priority Events: Third Priority Event designations for scheduling facilities and dates at the MBCC are available to all other events. Third Priority Events do not have a peak room night requirement. The MBCC revenue and community impact will be important characteristics in securing Third Priority Events.

Subject to the scheduling priorities set forth in this Section II, the MBCC General Manager (General Manager) may exercise his/her discretion as to the issuance, modification or termination of scheduling reservations.

BOOKING PROCEDURES

Reservations more than twenty-four (24) months before an event are normally handled through the GMCVB, subject to approval of the General Manager, and are subject to the guidelines of Section II herein.

Venue 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, unless a License Agreement has been previously executed between the MBCC and the user for such other event. License Agreements for First Priority Events may be entered into as far in advance as necessary or appropriate, at the discretion of the General Manager. A License Agreement will be presented to the user by the General Manager no later than 60 days from the date the event commits to the MBCC. Provided that the event is committed at least 24 months in advance of the first move-in date, the user will be allowed 90 days from the receipt of the License Agreement from the General Manager to execute and return it to the General Manager, along with the required deposit. In the event the License Agreement is not executed or the deposit is not received within 90 days, the event will lose its First Priority status, opening the requested dates and space to be secured by another event. For events that commit to the MBCC fewer than 24 months in advance of the first move-in date, the General Manager will determine an appropriate period of time to execute the License Agreement and pay the required deposit.
Venue and space scheduling commitments for Second Priority Events cannot be secured more than 24 months in advance of the first move-in date and are subject to change to accommodate First Priority Events, prior to a License Agreement being executed by the General Manager and user for such event. License Agreements for Second Priority Events may be issued to the user by the General Manager 24 months prior to the first move-in date of the event.

Venue and space scheduling commitments for Third Priority Events cannot be secured more than 13 months in advance of the first move-in date. License Agreements will not be finalized prior to 13 months in advance.

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.

**First Option:** 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 the party holding a First Option having the opportunity to execute a License Agreement within the timeline specified. A First Option held by a Second or Third Priority Event can always be superseded by, respectively, a First or Second Priority Event, unless a License 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 License Agreement and post a deposit any time the General Manager has a good faith request in writing from another First Priority Event for the same dates.

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

**Definite Booking:** Events are considered a Definite Booking (under contractual commitment) only upon execution of a License Agreement by the user and the General Manager, accompanied by the required initial deposit.

**Definite 1 Status:** In the case of extraordinarily large, citywide conventions, an event may qualify for Definite 1 Status. Definite 1 Status commits the agreed-upon space for five (5) years in advance of the first move-in date, contingent on no other interest in the space. If another user expresses an interest in the space and a commitment to sign a License Agreement, the user with Definite 1 Status will have first right to confirm the space within 60 days of being notified of the other interest. Upon return of the executed License Agreement accompanied by the agreed upon additional non-refundable deposits, the space will be held without any other contingency as a Definite Booking (as defined above).
For an event to qualify for Definite 1 Status, it must satisfy all of the following criteria:

- Use of all four (4) Exhibition Halls at the MBCC; and
- Utilize a minimum of 3,500 hotel rooms in Miami-Dade County on the peak night; and
- The first move-in date is five (5) years or more in the future; and
- The user is unable to execute a formal License Agreement more than five (5) years in advance of the event; and
- A Letter of Intent, in the standard form used by the GMCVB and subject to prior written approval by the City Manager, is executed by and among the user, the GMCVB, the General Manager and (if the event will take place outside the terms of the MBCC Management Agreement) the City Manager, and shall, at minimum:
  - Be accompanied by an initial, non-refundable deposit, payable to the MBCC, of not less than $1,000; and
  - Establish a schedule of additional annual, non-refundable deposits, payable to the MBCC, of not less than $1,000 per year; and
  - Provide evidence of a room block(s), including specific documentation from the headquarter hotel and supporting hotels totaling no fewer than 8,000 committed room nights; and
  - Commit user to executing a License Agreement no later than five (5) years prior to the first move-in day of the event.
SECTION 3
LICENSING PROCEDURES
SPACE CONFIRMATION

In order to deliver the highest quality of service, the MBCC requires several types of information from you. These logistical details include an event schedule detailing the daily use of the licensed space(s), exhibit hall floor plans, proposed registration, a banner and signage plan, a safety/crowd control plan, meeting room setup requirements and a list of contractors and suppliers who will be involved in your event.

To assist in gathering this critical information, please refer to the Event Checklist, which has a list of the items needed as well as suggested deadlines for the delivery of each. Please find the checklist in Appendix E and use it as a tool for your planning. The Event Manager can provide further details, as needed.
DEPOSITS

Deposits are required for all activities upon execution of an MBCC License Agreement.

**First Priority Events:** A non-refundable deposit, in the amount of one day’s minimum guaranteed rental per hall (inclusive of tax), or such other deposit as the General Manager may authorize, is required upon execution of the License Agreement. For events licensed five (5) years or more in advance, special arrangements may be negotiated, at the General Manager’s option, for a lesser deposit upon License Agreement execution and a defined schedule for intermediate deposit payments, with the balance of all estimated charges being due and payable thirty (30) days in advance of the event.

**Second Priority Events:** A minimum, non-refundable deposit will be required upon execution of the License 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, inclusive of tax. However, first-time events without a past history of success, as well as users with inadequate references, prior event sponsorships, a record of slow payment, etc., may be required, at the General Manager’s option, to remit up to one hundred percent (100%) of anticipated rental and related expenses upon execution of License Agreement, with the balance of all estimated charges being due and payable thirty (30) days in advance of the event.

**Third Priority Events:** A minimum non-refundable deposit of 100% of one day’s minimum guaranteed rent (inclusive of tax) for all secured space at the MBCC will be required, with the balance of all estimated charges being due and payable thirty (30) days in advance of the event.

USE OF COMMON AREAS

Lobbies and concourses (Pre-Function Space) are considered public areas and under the purview of the MBCC. 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 Marshall. Please note that clear access must be maintained for concurrent events, as well as access to all restaurants, cafeterias, lounges, permanent food service facilities, restrooms, telephones, elevators for disability access and all exit or entrance doors.

Service desks and related workstations 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 by the MBCC. Contact the Event Manager for detailed coordination.
All public space furniture can be used by MBCC attendees in the Pre-Function Space ONLY. All public space furniture must stay where it has been placed and is not to be moved, rearranged or removed, unless approved by the General Manager.

**INSURANCE REQUIREMENTS**

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

- Commercial general liability insurance, on an occurrence form, in the amount of $1,000,000.00 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 Spectra, and their officers, agents and employees are included as additional insured.

- Automobile liability insurance in the amount of $1,000,000.00 per occurrence to provide coverage for any owned and non-owned vehicles used by the Licensee on venue premises, including loading and unloading hazards. This must name the City of Miami Beach and Spectra as additional insured.

- 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.

- It is understood and agreed that all coverage provided by the Licensee is primary to any insurance or self-insurance program the City has for this venue and the Licensee and their insurance shall have no right of recovery or subrogation against the Operator.

- 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.

- 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.

- Evidence of the required insurance policies must be provided to Spectra by submission of an original certificate of insurance thirty (30) days prior to the start of the lease period.
• 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 outside 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 according to the same limits defined in your lease with the MBCC.**

$1,000,000.00 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 Event Manager to consider this option. Rates are subject to change and prevailing rates can be applied.

**LICENSES & PERMITS**

All licenses, permits and approvals that may be required in connection with the use of the MBCC (including without limitation those required by local government ordinances, rules and/or regulations of governmental authorities, and all licenses required by any performing arts societies such as ASCAP or BMI for music or other copyrighted works) are to be secured by the event organizers and utilized and/or displayed at all events. Event organizers will not be required to secure any permits for the general occupancy of the Center.

**NET SQUARE FOOTAGE**

Net square footage is calculated by the actual occupied booth space used by exhibitors.

**COMPLIMENTARY SPACE**

In the net square footage calculation, an allowance of a 5% cap of the total net square footage can be designated as complimentary space. Approved complimentary booths would typically include not-for-profit organizations, educational exhibitors or other community service-oriented displays generating no direct or indirect revenues or expenses to the Show Management/Licensee.
BILLING AND INVOICING

Time permitting, the Event Manager will schedule a meeting before the last event day, possibly with a member of the Accounting Department, to review the preliminary event billing summary. Outstanding balances and any new charges that have accrued are reviewed at this meeting. During this meeting, the MBCC will require the Licensee to approve the net square footage that has been calculated by the Event Manager so that a correct final invoice can be issued.
SECTION 4
CONVENTION AND EVENT SERVICES TEAM
EVENT MANAGER

The MBCC Event Services Department is comprised of a team of Event Professionals with years of event operations experience.

Once the License Agreement is executed, an Event Manager will be assigned to the event. The Event Manager (EM) is the principal contact for the venue from the initial planning stages all the way through to the successful culmination of the event.

The Event Manager is responsible for coordinating the activities of all service contractors with building personnel and partners to ensure proper staffing, smooth operations and building regulations are maintained. The Event Manager works directly with Show Management and all subcontractors, while coordination with sponsors and partners with regard to the leased space remains the responsibility of the Licensee.

All information regarding service subcontractors, move-in/move-out schedule, meeting room setup, exhibits, offices, disability access, food and beverage locations, requests for municipal services and a schedule of all activities during the event should be received in writing by your Event Manager no later than forty-five (45) days prior to the first move-in date.
By receiving this and other information as early as possible, the Event Manager can assist in avoiding unnecessary charges, alert you to potential problems and, in turn, ensure the smooth operation of the event.

Onsite pre-planning meetings are recommended at least forty-five (45) days in advance of the event. The Miami Beach Convention Center encourages regular communication with the Event Manager during the planning process.

**Local 500 I.A.T.S.E. Union**
The MBCC maintains an agreement with the Local 500 (I.A.T.S.E.) Union governing production technicians. Please contact your Event Manager for details regarding standard building operating procedures. All Rigging must be reviewed and approved by Everlast Productions.

**AUDIO VISUAL AND PRODUCTION**

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 in-house A/V contractor, Everlast Productions.

Everlast Productions is the onsite, audiovisual and rigging partner for the Miami Beach Convention Center. Everlast Productions has in-depth knowledge of the venue and state-of-the-art equipment inventory, and is here to partner on all your general session, breakout and exhibit audiovisual needs.

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 Everlast Productions. Outside suppliers will be required to comply with all Contractor Requirements.

Note, the MBCC maintains an agreement with the Local 500 (I.A.T.S.E.) Union governing production technicians. Please contact your Event Manager for details regarding standard building operating procedures. All Rigging must be reviewed and approved by Everlast Productions.

**House Paging**
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 cannot be used to play static music. This is a complimentary service provided 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. Licensees should request a quote for these services from the Event Manager.

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

A/V Contractor (In House) Preferred
Everlast Productions
Phone: (786) 276-2660
Fax: (786) 276-2673

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 conducted by union labor in accordance with these agreements. Please contact the Event Manager for further discussion regarding the current union contract.

All issues related to the amount and types of display work exhibitors can perform within the confines of their exhibit booth space must be discussed with the General Contractor. Licensees are encouraged to clearly define their agreement with regard to union labor hired through the General Contractor listed in their Exhibitor Instructions. All union issues should be reviewed by the assigned Event Manager.

FOOD AND BEVERAGE

Centerplate is the exclusive onsite contractor for all catering and concession services at the MBCC. A review of event requirements will be accomplished with the Event Manager, who will set up a planning meeting with a Centerplate representative.

Centerplate’s expert and inventive chefs design menus that enhance a themed event or special occasion. Each activity is customized to every specification. From continental breakfast to continental cuisine, Centerplate is committed to making every event a successful and memorable occasion.
ALL EVENT CATERING, CONCESSIONS, ALCOHOL AND EXHIBITOR BOOTH CATERING ARE PROVIDED BY CENTERPLATE.

Arrangements for Centerplate food and beverage services on the MBCC campus must be made through a Centerplate Catering Sales Manager. Outside food and beverages, including alcohol, will not be permitted into the MBCC by the Licensee. Any exhibitor’s installation company, or any other entities hired by the exhibiting company, are not allowed to bring in food and beverages without prior approval and written authorization by Centerplate.

Food and beverages are not permitted on premises unless purchased through Centerplate, the MBCC’s exclusive food and beverage partner, or as an approved exhibit by the legal manufacturer and/or distributor. Food or beverages may not be brought in or delivered to the MBCC for personal consumption. Exhibitors planning to distribute food and beverages, whether manufacturer or distributor, must make arrangements with Centerplate in advance.

A special permit is required from the State of Florida for alcoholic beverage samples used as part of an exhibit or display. Contact MBCC Event Management for permitting procedures.

Alcoholic beverages must be served according to Florida Statute and identification must be checked prior to serving alcoholic beverages. See Florida State Statute 561-569 (www.leg.state.fl.us).

Exhibitors may distribute food and beverage samples as an approved exhibit if the exhibiting company is the legal manufacturer and/or distributor of the product. To make that happen, a Booth Sampling form must be completed. Sample sizes must be limited to four (4) ounces of beverage and three (3) ounces of food. No products may be sampled or given away outside the exhibit hall or inside any meeting room of the MBCC. All other food and beverage samples must be purchased through Centerplate.

Cooking permits must be obtained from your Exhibitor Kit or Show Management, and be completed and accepted by the MBCC prior to any cooking activity. A 2A 40-BC fire extinguisher must be in the booth no more than thirty (30) feet (9.14 meters) from each cooking device. Exhibitors shall comply with all Miami-Dade County Health Department rules and regulations. Exhibits involving cooking or food preparation must provide a clean-up area or use those provided by Show Management. Disposal of cooking residue into the MBCC’s drainage system is prohibited. Holding tanks for disposal of cooking residue (oil, grease, etc.) are required.

“Day tanks” of bottled gas may be used, during show hours, for cooking or demonstration purposes. Tanks must have a release valve and must be removed from the MBCC at the end of the day.
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 90% 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 holds 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 fees 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 onsite, depending on space availability. Contact the Catering Sales General Manager and Event Manager to discuss event requirements.

HOUSEKEEPING

The MBCC staff takes great pride in the care of the venue. The MBCC operates with a “clean hall to clean hall” policy. In an effort to provide efficient service to our clients, the MBCC is responsible for maintaining public areas inside the venue from pre-show to post-show concessions, including restrooms, lobbies, and corridors, but is not responsible for areas related to event registration, marketing campaigns, bookstores, exhibitor-related service areas or special spaces unique to the event.

In the event that the Licensee requires specialty cleaning above and beyond what is outlined in this guide or in addition to standard venue operations, a premium hourly labor rate would apply and is contingent on availability of labor and equipment. Please contact the Event Manager for a quote for this service.

The Licensee is responsible for certain event cleaning inside the exhibit halls and ballrooms, including but not limited to: the loading dock apron, dock bays, exhibit halls and ballrooms used for exhibits, registration areas, service desk areas, meeting rooms used as offices and all tape/residue removal.

The Show Cleaning Company is required to be on property every day, including during move in, show hours and move out. The Show Cleaning Company is required to provide the Operations Manager and Event Manager with a copy of the cleaning schedule thirty (30) days in advance of the show.

The 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 Show Cleaning Company is prohibited from bringing their cleaning trailer inside the exhibit hall.

The MBCC will provide the Licensee with a “broom clean” floor. The Licensee is required to return the building in the same “broom clean” condition as it was received. If the Show Cleaning Company does not properly clean the show floor, the MBCC will bill the client at the prevailing rate for any additional cleaning services (including tape/residue removal) after last contracted move out date.

Trash Removal
The MBCC provides custodial service for the following spaces before, during and after an event at no additional cost to the Licensee:

- All public areas
- Restrooms
- Meeting Rooms
- Non-carpeted food service areas
- Corridors

The Licensee is responsible for cleaning and trash removal in the following locations:

- Registration Areas
- Show Offices
- Exhibit Booths
- Exhibit Hall(s)
- All Show-installed carpeted areas in a meeting room
- All Show-installed carpeted areas for an event, including aisles, booths, food service areas and staging
- Special effects items and/or cleanup of these special effects items by the MBCC Operations staff will be charged to Licensee at the prevailing rate. Confetti and balloon drops are not permitted.
- All installed waste receptacles on the Exhibit Floor

The Licensee is responsible for returning the space to its original condition at the conclusion of the term of the lease. Any applicable charges may apply if cleanup is not complete.

Bulk Trash
Bulk trash is defined as boxes, crates, lumber, pallets, packing materials and other items not easily removed by a standard push broom or vacuum.
During the final move out of an exhibit hall, the Licensee is responsible for the complete trash removal of all bulk trash items as detailed above and the complete removal of all non-MBCC inventory items remaining in the hall.

Any costs incurred by the MBCC for trash not removed by the Licensee will be charged to the Licensee at the prevailing rate.

Trash receptacles provided by the General Contractor and located in all areas of the venue (e.g., registration, show offices, exhibit space, etc.) must be serviced by the General Contractor.

**Recycling and Bulk Waste**  
The MBCC complies with Miami-Dade County’s Recycling Program. The MBCC has worked with clients to reduce bulk trash and increase recycling, with some clients obtaining recycling rates as high as 8% for their MBCC-hosted events. Contractors and providers are expected to participate in the correct disposal of cardboard, bulk and irregular waste. To help ensure the MBCC’s future success, material disposal shall be handled as follows:

Cardboard can only be disposed of in separate, specifically-marked compactors that read “cardboard only.” Any other type of material in the compactor that would contaminate the contents (including, but not limited to: wooden material, wooden pallets, cement blocks, carpet, padding or hazardous materials) should not be placed in cardboard compactors.

Bulk and irregular waste can only be placed in open-top dumpsters. Waste shall not extend beyond the top or sides of the dumpsters.

Recycling bins for Show office paper are available at the request of the Licensee. Each trash pull will be billed at $700.00 per pull or prevailing rate.

Coordinate ordering additional open tops with the Event Manager if entire booths are to be discarded at the close of an event. The cost for each open top is $700.00 per pull plus an additional $200.00 delivery fee for each.

We encourage show organizers to implement single stream recycling and waste-to-energy initiatives at the MBCC. The EM can provide resources for implementation.

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

The use of glitter and confetti is prohibited at the MBCC. The use of balloon drops is prohibited at 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 Licensee in the final settlement.
The MBCC Event Manager will review the condition of the venue with Show Management and/or Show Cleaning Contractor in advance of the move-in date and immediately after the move-out date. If the venue is not returned in the same condition as received, the MBCC will clean the venue and include the estimated cost for such cleaning in the Licensee’s final settlement.

INTERNET AND TELECOMMUNICATIONS

Network and telephone services at the MBCC are provided exclusively by Smart City.

Through Smart City, the MBCC offers state-of-the-art networking capabilities and high-speed Internet access. Each of the MBCC’s 30 IDFs were designed with redundancy and throughput in mind to ensure maximum uptime and the highest data transfer rates available. At the heart of the MBCC’s network infrastructure is the MDF (Main Distribution Frame). Redundant cores, mesh topology 10GB fiber and multiple fiber back hauls ensure that the MBCC venue stays online and provides clients and exhibitors with the best and most reliable internet and network services available.

All meeting rooms, ballrooms, pre-function spaces, and floor boxes are wired with Cat6 and 10GB fiber.

Clients and exhibitors are provided with unique VLANs and IP subnets as part of the basic service offering. The MBCC is connected to the Internet at three (3) diverse locations and uses three (3) separate Internet Service Providers for complete redundancy. The MBCC has a total bandwidth of 10Gbps to the Internet. Each meeting room, pre-function space and exhibit hall utility floor port or column has Category 5 twisted pair and multi-mode fiber optic connections. When network service is ordered, MBCC technicians will deliver a single Category 6 cable with a male RJ45 connector to the exhibitor’s booth or meeting room. The MBCC staff will provide end-to-end testing for in-house connections; and in the case of Internet services, the staff will confirm that routing and DNS is correctly functioning to external sites. All MBCC Internet services include one initial line and are delivered DHCP. Public addresses are available upon request and all IP addresses are provided with each cable drop. A printed copy of the complete TCP/IP address information will be provided at the beginning of the Show.

The Licensee may bring their own switches and cables or purchase them through their Event Manager. In order for computers to correctly access the network, they must have a 10/100 Ethernet interface card and a standard TCP/IP stack installed. IT Support Services (ITSS) staff are available for technical assistance during all event activity hours. ITSS staff do not set up or wire devices.
Wireless (Wi-Fi)
With the increased demand for wireless communications, the MBCC has installed a state-of-the-art Wi-Fi system providing clients, exhibitors and attendees with the fastest and most reliable connectivity available. This new system is centrally controlled. With over 400 active access points throughout the venue, attendees can connect anywhere in the building and get real-time troubleshooting, robust security and policy enforcement.

Telephone
The MBCC offers telephone services with an analog, single-line dial tone or a digital, multi-line service. Complimentary handsets are provided for each single-line service ordered; multi-line units must be returned at the close of the event. Special services, such as call waiting and voicemail, are available at additional charges. Connectivity is over CAT6 cable for all telephone services. The gateway can also provide Internet IP phones through the network system over Cat6 wiring.
SECTION 5

EVENT CHECKLIST
In order to deliver the highest quality of service, the MBCC requires several types of information from you. These logistical details include an event schedule detailing the daily use of the licensed space(s), exhibit hall floor plans, proposed registration, a banner and signage plan, a safety/crowd control plan, meeting room setup requirements and a list of contractors and suppliers who will be involved in your event.

To assist in gathering this critical information, please refer to the Event Checklist, which has a list of the items needed as well as suggested deadlines for the delivery of each. Please find the checklist in Appendix E and use it as a tool for your planning. The Event Manager can provide further details, as needed.
OVERVIEW

The MBCC Public Safety Department’s (MBCC-PSD) mission is to provide a safe and friendly environment for everyone. The MBCC-PSD maintains twenty-four (24) hour security overseeing all public areas, pre-function spaces, back of house areas, parking lots and related exterior grounds. In addition, the MBCC-PSD maintains an extensive relationship with the Miami Beach Police Department, as well as many federal law enforcement agencies. The Miami Beach Police Department (MBPD) assigns officers to the venue on a regular basis.

CONTRACTED SECURITY AND CROWD MANAGEMENT PROVIDERS

The Licensee is responsible for hiring an Event Security Services Provider to secure the Exhibit Halls. An adequate level of event security staffing is required, including door guards and rover position(s) for each exhibit hall, ballroom or meeting room that is under the client’s lease agreement. The Licensee is responsible for reviewing the MBCC Emergency Procedure Plan with his/her contracted Event Security Service Provider. To secure the leased premises and support areas, the Event Security Service Provider must be selected from the approved MBCC list which you can obtain through your Event Manager.

During move in and move out, contracted security staff must help ensure compliance with MBCC energy consumption policies. Exhibit hall doors adjacent to air-conditioned Pre-Function space and
lobbies must be kept closed, except when in use for pedestrian or equipment transport. **Curbside load-in/out is prohibited.** Event security supervisors are expected to review and emphasize this door policy during daily briefings and to work with MBCC personnel to minimize the loss of air-conditioning.

The event staffing service must be contracted to secure the leased premises and support areas from the scheduled move-in date through the completion of the move-out date. At least one (1) event staffing person must be posted at any open freight door during move in and move out. No freight or personnel door(s) will be opened until event staffing personnel have been posted within the leased space. Event staffing personnel must be posted before any equipment, show material or freight may be moved into the venue. Twenty-four (24) hour event staffing is required once equipment, Show material or freight has been moved into the venue.

The Event Security Services Provider may not place locks or chains on exhibit hall, meeting room, ballroom, meeting room or office doors.

A detailed staffing plan must be submitted to the MBCC-PSD for review and approval no less than forty-five (45) days prior to the beginning of the Lease term. The plan will indicate the number of event security personnel and supervisors, dates, times and assigned locations (posts). The MBCC may request reasonable modifications to any proposed security plans and will require that any plan meets the minimum requirements of MBCC regulations.

Event security service staffing levels for events that are open to the public, such as youth events, concerts, plays, ride and drives and/or sporting tournaments, may have additional coverage requirements that will be determined on a case-by-case basis and may necessitate the contracting of off-duty Miami Beach Police Department officers. Contact your MBCC Event Security Liaison or Event Manager for MBPD off-duty rates and associated costs.

Individuals working for the Licensee, the Licensee’s contractor or any third-party employer must wear an approved photo identification badge provided by their respective employer or obtained from the MBCC-PSD.

Event security personnel must immediately report any and all incidents to the MBCC PSD. An Event Security Supervisor must be available to take reports on all incidents (theft, injury, etc.) which occur in areas under the care custody, and control of the Licensee. Copies of all incident reports must be submitted to the MBCC-PSD within twenty-four (24) hours of each and every reported incident.
Appropriate event staffing levels for stand-alone events will be determined on a case-by-case basis by the MBCC.

Law enforcement officers are required for events that generate large quantities of cash, display products with extraordinary value, require special crowd control and/or heavy traffic flow or pose harmful or threatening situations. The MBCC reserves the right to determine the minimum number of officers and assigned locations based on individual event requirements.

The Licensee and exhibitors shall secure the necessary licensed law enforcement officer services through the Miami Beach Police Department, Support Services Division, Off-Duty Employment Office.

**STAFF IDENTIFICATION**

All Show Management and Exhibitors must wear an approved Show Management badge for admittance to any exhibit hall. It is highly recommended that Show Management provide badges to their staff, exhibitors and service providers in advance of the show. All other personnel working at the venue must be badged with an approved Show Management, ESCA-WIS or MBCC photo badge.

Any person without an MBCC photo badge or Show Management badge wanting access to an exhibit hall should be provided with an alternative form of identification, for example, an ESCA-WIS Temporary Badge. In order to be issued an ESCA-WIS Temporary badge, a list has to be provided in advance (a minimum of 12 hours) to the MBCC-PSD. This ESCA-WIS Temporary badge MUST be returned before leaving the venue, or potential replacement costs may be incurred by the Show. As an alternative to providing the list in advance, an authorized Show Representative must be present in the Labor Check-In location (on the west side of the 1800 block of Washington Avenue) prior to the employee’s arrival.

**FIRST AID**

The MBCC requires life-safety considerations to be applied during the planning stages of all events. As a requirement from the fire department and published as part of the Fire Department’s Special Events Guide, events require either a BLS or ALS emergency team unit when the event’s expected attendance reaches 1,000 or more attendees. The MBCC can provide the use of a furnished first aid center location. A first aid center is mandatory during show hours and can be set up in a meeting room. It is the responsibility of the MBCC and Show Management to comply with and enforce those requirements.

The permanent first aid station is located on the second floor of the MBCC, on the northwest side of the building.
MEDICAL EMERGENCIES

The Miami Beach Convention Center (MBCC) is ready and equipped to handle most any type of medical incidents, while more complex medical issues require a higher level of training, equipment and expertise. The MBCC is just blocks away from Advanced Life Support (ALS) and Basic Life Support (BLS) provided by the City of Miami Beach Fire Department’s Fire Rescue. There are two fire stations located within a 10-block radius of the MBCC.

In Miami Beach, there are two major hospitals within minutes of the MBCC: Mount Sinai Hospital (located at 4300 Alton Road in Miami Beach) and a Level 1 Trauma Center Jackson Memorial Hospital (located at 1611 Northwest 12th Avenue in Miami). Both hospitals are capable of supporting life flight operations.

At the MBCC, we have numerous locations with first aid supplies. For exhibitors, guests and employees, industrial-grade first aid kits are located in the Command Center. The Command Center can be reached at 305.673.7347.

For events where attendance exceeds 1000 people, a Paramedic is required to be in attendance during the course of the event. At the MBCC, we have a dedicated first aid room on the second floor, in the northwest quadrant of the venue. This room is equipped to support BLS operations. Most shows will establish a first aid room on or adjacent to the MBCC halls.

In all cases of illness and/or injury, it is important to contact the MBCC Command Center at 305.673.7347 so that requests for medical assistance can get the necessary response. As always, in the case of an extreme emergency, it is always best to call 911 first. After you do, contact the MBCC Command Center at 305.673.7347 so the response can be coordinated.

SECURING YOUR MEETING ROOMS

If necessary, the MBCC can change door locks for the majority of meeting rooms. The cost per lock is $60.00 and $10.00 per key card.

No doors may be locked, chained or otherwise obstructed without prior written approval of MBCC management. The Event Manager can provide further information regarding proper security of all items at the MBCC.

LOST AND FOUND

Generally, Show Promoters run their own Lost and Found protocols, so it might be prudent to first check with the Show Promoter. The Miami Beach Convention Center’s (MBCC) Public Safety
Department also receives, records and stores found property, so they can also be contacted to ascertain if we are in the custody of property attendees may have lost. The Command Center is staffed 24 hours a day, 7 days a week, including holidays. Although all property is important to us, property of apparently high value (i.e. high end jewelry, a large amount of currency, etc.) may be turned over to the MBPD for safekeeping at the police station. The Command Center will also keep a record of any property turned over to the MBPD for safekeeping. The telephone number for the MBCC Command Center is 305.673.7347.

PROTESTS AND DEMONSTRATIONS

Protests and demonstrations are not allowed inside the Miami Beach Convention Center (MBCC), which includes all interior public spaces. Protests and demonstrations planned to be held outside the MBCC must be permitted by the City of Miami Beach. If during the planning or course of your event you become aware of a protest or demonstration, please contact the MBCC-PSD at 305.673.7347 or the Miami Beach Police Department at 305.673.7901.

EXHIBITOR HAND-CARRY PROCEDURES

Guests hand-carrying items can enter the venue carrying a package. Smaller roller type bags (for example, the size of carry-on luggage approved by the FAA) are allowed to enter via the east and west sides of the venue. No trolleys or carts are allowed.

SECURITY SERVICE MINIMUMS

Minimum security required will be as follows:

- One (1) Loading Dock Gate Guard is needed for both the North Loading Dock and South Loading Dock during all move-in, Show and move-out periods.
- 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 move-in, Show and move-out periods or otherwise occupied times.

MBPD OFFICERS

Miami Beach Off-Duty police officers are required to support events with bus and auto traffic control at the MBCC. A minimum of three (3) 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 17th Street and Convention Center Drive needs manual operation. Police officers will hold traffic for buses and pedestrians, as needed. The Licensee is responsible for all related charges. The Event Manager can outline the staff requirements and related expenses based on expected traffic.

All Off-Duty Police personnel working at the MBCC must be paid at prevailing rates directly, through payments made to the City of Miami Beach Police Department, prior to move in.

Large events and special circumstances may require additional support, as requested by the City of Miami Beach Police Department.

**K-9 SEARCH**

The MBCC requires the Licensee to conduct a K-9 sweep for explosives (and other potentially dangerous substances) prior to opening the doors to the general public on every Show day. The size, type, nature, scope and any other external threat considerations related to the Show will all require careful consideration when planning for staffing the police K-9 search.

A meeting between the Event Manager, the MBCC Public Safety Department (Director or Manager) and the Event Security Services Provider is always recommended to ensure the safety of attendees and property. If the MBCC Public Safety Department determines that the security as proposed is inadequate, increased coverage may be required at the expense of the Licensee. All security subcontractors are required to submit the Security Contractor Operation Plan to the Event Manager prior to the event.

Generally, the minimum staffing required to conduct a K-9 sweep for explosives is as follows:

- Two (2) MBPD K-9 officers and their dogs for a 4-hour minimum.
  - The purpose of requiring two officers and two dogs are to improve the effectiveness of the search, provide relief for the dogs and to verify an “alert” should one be identified.
  - All K-9 teams utilized by the MBPD will possess, and maintain all necessary standards required by the Florida Department of Law Enforcement. These records will be maintained by the Miami Beach Police Department.
- Anticipate that each search will last approximately three (3) hours and is dependent on the size, type, nature and scope of the event, as well as any external threat considerations.
- Once the search is conducted, the building will be certified as being “clear” and determined safe to be opened to the general public. Thus, it is recommended that this search be conducted with adequate time to allow for its completion.
WEAPONS POLICY

No individual may be eligible to carry a weapon into the Miami Beach Convention Center (MBCC), with the exception of sworn law enforcement officers possessing full-time, active duty status with a law enforcement agency that has jurisdiction within the City of Miami Beach, and who possesses the requisite certifications.

SEVERE WEATHER

Upon occasion, the MBCC can be subject to a severe weather condition, such as heavy thunderstorms, tropical storms and hurricanes. The MBCC-PSD has a detailed response plan that is available upon request, which provides extensive planning information regarding venue preparations for such conditions.

HURRICANES

The City of Miami Beach, in conjunction with Miami Dade County, has an extensive hurricane preparation plan. The main goal of this plan is to protect the life and property within the City of Miami Beach.

The decision about when and how the MBCC will be secured, and whether or not it will be closed, will be made by the MBCC General Manager; frequently, in consultation with the City of Miami Beach and other governmental agencies. Generally, the category and timing of projected hurricane landfall will be considered in the determination of whether or not an evacuation of the MBCC should be placed into effect. Usually, the City of Miami Beach City Manager (or his/her designee) will make their decision to evacuate the city in consultation with numerous outside governmental authorities.

The MBCC will work with clients and guests to keep them informed and strive to facilitate accommodations (or shelters) on the mainland, should the City of Miami Beach be evacuated and conditions allow.

SMOKING AND VAPING

Florida health initiatives are intended to protect people from health hazards related to second-hand smoke and vapor. As of July 1, 2019, the State of Florida Constitution’s Article X Section 20 prohibits the use of vapor-generating electronic devices in enclosed indoor workplaces. This legislation complements existing laws as an extension of the 1985 Florida Clean Indoor Air Act. Smoking and vaping are prohibited on MBCC property and the prohibition is strictly enforced. Additionally, all local, state and federal laws are applicable with regards to hemp and hemp-related products. Ash trash units are supplied in designated areas outside of the bus canopies (at all entrances) for those who wish to smoke.
SECTION 7
ENTRANCES AND ACCESS
PUBLIC ENTRANCES

There are three primary public entrances to the Miami Beach Convention Center.

The entrance on Convention Center Drive, between 18th Street and 19th Street, is the main entrance. This is where valet, shuttle and ride share drop off/pickup occurs.

We also have entrances on the east and north side of the venue. The east side entrance is located on Washington Avenue, between 18th Street and 19th Street. The north entrance is located on Washington Avenue and 19th Street. These entrances are also heavily used for pedestrian access only. Vehicle staging and/or equipment load-in are strictly prohibited in these public entrance areas.

Pre-Function space is an integral part of the entrance and exit areas of the venue. As such, it is not under the control of any event or Licensee unless the entire venue has been booked for their exclusive use.
GENERAL CONTRACTORS (GC), LABOR AND EXHIBITOR APPOINTED CONTRACTORS (EAC) ENTRANCE

The designated labor entrance is located in the southeast corner of the building, on Washington Avenue and 18th Street. The Public Safety Department manages this entrance. Workers arriving at this entrance must show their ESCA badge to gain entrance to the MBCC.

LOADING DOCKS AND LOADING DOCK ACCESS PROCEDURES

The Miami Beach Convention Center and event's General Contractor will make every effort to maintain a safe and efficient loading dock operation.

Licensees 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 the event in tandem with any other events operating concurrently in the venue.

MBCC Security must be employed to enforce parking rules and to control truck traffic when an event requires use of the loading docks. The MBCC retains all rights relative to the safe operation of its docks. The overall control of the docks remains at all times with building management.

The North Loading Dock holds approximately thirty (30) tractor trailers (18 in spaces and 12 staged within the North Loading Dock) or 100 personally-owned vehicles (POVs). Any number of vehicles (including a mixture of trucks and POVs) which cannot be contained within the North Loading Dock will have to either be staged off-site and dispatched as space becomes available, or arrive at a designated time. We have included a list of potential marshalling yards that are not affiliated with the MBCC in this guide. Under no circumstance are vehicles to be staged on either Convention Center Drive or along Washington Avenue, nor on any perimeter streets around the MBCC. During North Loading Dock operations, only POVs will be allowed to exit the North Loading Dock via the northeast entrance (20th and Washington Avenue). All trucks MUST enter and exit the North Loading Dock area via the northwest entrance to the loading dock (via the 20th Street and Convention Center Drive).

The South Loading Dock holds approximately thirteen (13) tractor trailers in spaces and three (3) staged within the South Loading Dock area, or 40 POVs. Any number of vehicles (including a mixture of trucks and POVs) which cannot be contained within the South Loading Dock area will have to either be staged off-site and dispatched as space becomes available, or arrive at a designated time. We have included a list of potential marshalling yards that are not affiliated with the MBCC in this guide. Under no circumstance are vehicles to be staged on either Convention Center Drive or along Washington Avenue, nor on any perimeter streets around the MBCC. During South Loading Dock operations, vehicles will enter into the South Loading Dock off of Convention Center Drive at 18th
Street. Only POVs will be allowed to exit via the east side of the South Loading Dock. All trucks are MUST enter and exit the South Loading Dock via the 18th Street and Convention Center Drive entrance.

24-HOUR ACCESS

We secure the public entrances and loading docks at the end of event activities each day. Please discuss overnight access, if required, with your Event Manager, who will identify the best entrance(s) to use and coordinate those efforts with the Public Safety Department.
Our Pre-Function spaces are designed to move people quickly throughout the building. They are key to our overall safety plan for the MBCC and must remain reasonably open to all guests. Pre-Function space is not under the control of any event or Licensee, unless the entire venue has been booked for their use exclusively.

**PUBLIC FURNITURE**

All Pre-Function space furniture is for use in the Pre-Function space ONLY. At no time is Pre-Function space furniture to be moved into a meeting room or ballroom. In general, unless approved by the GM, all Pre-Function space furniture is to stay in its fixed location and is not to be moved, rearranged or removed.

**WATER SERVICE**

Complimentary water service will be provided throughout the Pre-Function space. All other water service should be ordered through Centerplate. Please contact your Event Manager for further clarification.

**COAT AND LUGGAGE CHECK**

Coats are rarely needed in our beautiful tropical climate. However, Licensees should advise their Event Manager if a coat check area is needed.
SECTION 9
DIGITAL BANNERS, SIGNS AND ACTIVATIONS IN COMMON AREAS
SIGNAGE, ADVERTISING, WINDOW GRAPHICS, KIOSKS, FLAGS AND BANNERS

The MBCC strives to promote and maintain an aesthetically-appealing venue for all users. As such, it has developed the following standards regarding the use of graphics on surfaces throughout the venue.

We encourage Licensees and general service contractors to contact the MBCC as early as possible to determine feasibility, labor responsibility and costs associated with the placement of signs, static cling graphics and the hanging of any banners or flags. Your Event Manager can assist in locating appropriate placement of all signage.

The required affixing of any signage on the venue, walls, windows, doors, ceilings or superstructure, inside or outside, must be submitted to the Event Manager for approval by the MBCC General Manager at least 60 days prior to installation. The Center prohibits stickers and adhesive clings. Graphics should be easily removable from the applied surface. Static cling graphics must be submitted for review and approval by the MBCC General Manager. Signs and banners may only be hung from approved rigging points.

No holes may be drilled or punched into any venue surface. The Licensee is prohibited from covering venue signage or other venue services without the written permission of the MBCC. Commercial advertising signage or displays set in public areas must be pre-approved by MBCC management.
As the graphics and signage plan is being developed, we ask that event planner and general service contractors aim to use green materials. The MBCC is working towards a goal of 75% land waste diversion by 2020. Each event can help achieve these sustainability goals by using recyclable and re-usable materials, as well as materials that can be donated. Please work closely with the General Contractor to explore green materials.

**INTERIOR**

Advertising is permitted in the common areas of the Miami Beach Convention Center, provided that the Licensee submits a floor plan identifying all advertising locations, subject to the written approval of the MBCC. All approved advertising is commissionable to the MBCC at a rate of $500.00 per exposure and per location. The General Contractor can provide a list and description of banner and signage locations that have been approved by the building, as well as a list of approved materials for each application. All sponsor locations must be submitted to the Event Manager 60 days prior to the first move-in day.

**VERTICAL BANNERS**

Vertical banners may be suspended from the existing rigging points. The banners must be installed at least 10' from the floor to prevent guests from touching or walking into them.

**EXTERIOR**

Only signs with show branding and event directional messages may be displayed on the exterior of the Miami Beach Convention Center, provided that designs and specifications are submitted and approved by the venue at least 60 days prior to installation. The Licensee is responsible for obtaining approvals and making sure that all installations respect appropriate labor jurisdictions. Exterior signage may not include advertising or sponsorship identification. The Event Manager and General Contractor can provide details regarding size, location and methods of attachment.

The affixing of any signage on the venue, walls, windows, doors, overhangs or superstructure must be submitted to the Event Manager for approval by the MBCC General Manager at least 60 days prior to installation.

If you plan to place signs on City property throughout Miami Beach (including city-owned kiosks, light poles, etc.), you must first contact the Tourism, Culture & Economic Development Department of Miami Beach at 305.673.7577 or events@miamibeachfl.gov to obtain permission.
GLASS DOOR AND WINDOW SIGNS

Written approval is required from the MBCC General Manager for any exterior treatment. To be considered for approval, three copies of a full-color rendering with final copy, event identification and a production plan for installation, removal and window cleaning should be submitted to the Event Manager no less than 60 days prior to installation. If approved, the rendering will be signed and dated, and one copy of the rendering and production plan will be returned. Revisions to the approved layout must also be submitted for approval.

With the approval of the General Manager, window graphics can be applied to glass surfaces, provided that a number of conditions are met at least 60 days prior to installation.

These conditions include:

- Licensee accepts sole responsibility and liability for damage to any venue surface or component caused by application or removal of graphic materials, up to and including prompt replacement of damaged glass panels. Licensee also accepts sole liability for any other damage or injury caused by or resulting from such application or removal process.
- Licensee submits three copies of full-color renderings, with all final copy and/or graphics and a production plan for installation, or for digital submission, a PDF file containing all final graphics and copy.
- Only perforated film material may be applied to flat glass surfaces. Window graphics are prohibited on doors and points of entry. No adhesives of any kind can be used to attach to the glass, only static cling is permitted. Please check with your General Service Contractor and Event Manager for available materials and approved locations.
- Installation must respect appropriate labor jurisdictions.

For large window graphics and treatments of the MBCC exterior windows, a $500 window cleaning fee may be assessed per side of the building.
SECTION 10
DIGITAL SIGNAGE SERVICES
OVERVIEW

The MBCC offers eighty-eight (95) digital displays for clients to display and showcase content, like sponsors, program schedules, transportation information, dining options, wayfinding information, etc. All content must be approved by the Event Manager and submitted. A list of the digital displays available at the MBCC is below:

- (10) 65” Touch Screen displays
- (61) 22” HDLED displays are available at the entrance to all meeting rooms
- (19) 32” HDLED displays are available at the entrance to all ballrooms
- (2) 3’x 80’ HDLED displays at the West entrance to the exhibit halls
- (2) 6’x 9’ outdoor marquee
- (1) 65” display in Reception Area

SERVICES

All final play-ready content must be submitted to the Digital Media Coordinator at least 15 days before application. This allows time for testing, approval and scheduling.

Content must comply with the MBCC brand guidelines. Displays can be used to showcase both imagery and videos and are segmented to have multiple pieces of content displayed on the same screen.
Custom Content Guidelines
All imagery submitted to the MBCC for digital display should be the highest resolution possible and fit within the dimensions of 1080 pixels wide by 1920 pixels high for meeting room and ballroom displays (vertical orientation). Content submitted for the interior 3’x 80’ ribbon displays should also be the highest resolution possible and within the maximum resolution of 360 pixels high by 9696 pixels wide (horizontal orientation).

Acceptable image formats include JPG, PNG and TIFF. Video should be in .MP4 format and encoded as H.264 at 25-29.97fps. Do not exceed 29.97fps. Digital display questions should be directed to Robert Urdahl, Digital Media Coordinator, at Robert_Urdahl@MiamiBeachConvention.com or 786.276.2623.

MARKETING SUPPORT – MBCC SOCIAL MEDIA AND WEBSITE

Spectra’s commitment to success includes marketing support to promote events taking place at the MBCC. As Spectra builds a vibrant image library for the newly-renovated MBCC, we require implicit approval from contracted events to allow Spectra to capture images and video of event load-in, opening activities, trade show floor and event load-out. Additional capture opportunities may be requested by Spectra on an event-by-event basis.

Photos and videos captured by Spectra’s marketing team (or their representative) are for immediate use as part of an operational library of images for reference by other programs or for future presentations by Show Management. Images are included in MBCC-printed materials only, with Show Management approval. Select images and videos captured by Spectra are for scheduled use on MBCC’s social media platforms and the MBCC website photo gallery. Spectra’s marketing team will provide a minimum of two posts per show taking place at the MBCC on social media platforms, in support of contracted events. Spectra is committed to diversifying post styles and leveraging platform tools such as stories, livestreams, posts, albums, etc. in order to maximize newsfeed placements. Social media content will be collected by Natalie Mesa, Social Media Coordinator, who can be contacted at Natalie_Mesa@MiamiBeachConvention.com and 786.447.7205.

Spectra requires specific marketing content, such as show logo, event descriptions and promotional images) to be provided by Show Management in a timely manner for inclusion on the MBCC website event calendar. Content may be used by Spectra for custom promotion on MBCC social media, such as in descriptions of events and attendees, by sharing Show posts or following a Partner’s shows. Website content should be submitted with the executed contract agreement to Robert Urdahl, Digital Media Coordinator, at Robert_Urdahl@MiamiBeachConvention.com.

All social media posts, website content and promotional initiatives are subject to review and approval by the MBCC Director of Marketing.
SECTION 11
EXHIBIT HALLS
At the MBCC’s core, is a single expanse with just under 500,000 gross square feet (46,451.52 gross square meters) of contiguous and divisible exhibit space. The main floor may be configured as either a vast, centralized venue or be subdivided into four separate halls.

Utility floor ports are located on 30’ centers and provide electricity, drainage and phone connections. Compressed air and water are conveniently located on most columns. Consult the event floor plan or contact the Event Manager for additional details.

Each one of the Exhibit 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 Exhibit Hall when it is utilized as a meeting or function area. Licensees should discuss the required arrangement with their Event Manager and review the Equipment Rental Rates in the Event Planning Guide for budget and planning purposes.

**FLOOR PLAN GUIDELINES**

All diagrams must be submitted to the venue for Fire Marshal approval prior to the sale of exhibit space or tickets. Plans should indicate the 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, with 15’ perimeter aisles and 20’-wide cross aisles. There
must be a 20’ clearance at the main entrance and exits of the hall. (Be aware of pinch points during max. floor layouts). Meeting rooms must have 4’-6’ aisles.

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. There are no exceptions.

No display or exhibit shall be installed or operated in a way that interferes with access to any required exit, or interferes with the visibility of any required exit or exit sign. All required exits (including, but not limited to, the entrance, exit and lobby areas of each hall, the center exit pod and all corridors/aisles) shall be unlocked and free from obstruction during Show hours.

The first draft of floor plans must be submitted for approval 6 months to 1 year prior to the move-in date, with the final revision required sixty (60) days prior to that same move-in date. The Event Manager must be provided with four (4) 32”-scale sized drawings for review (PDF digital format is acceptable), as well as a booth inventory key list, which also displays the Event Name and Date. It can take up to seven (7) days for Fire Marshal approval. (Note: The Fire Marshal out on Fridays.)

**EXHIBITOR LISTS AND EXHIBITOR MANUALS**

The initial exhibitor list and subsequent updates should be provided to the Event Manager when booth sales efforts have begun. The preferred format of the exhibitor list information is Excel format, and it should be provided with complete contact information (include company name, contact person, phone, email and booth number) at least sixty (60) days prior to the event. The list will be shared with service partners who provide electrical, technology and catering services to exhibitors, in an effort to provide assistance with planning needs. Please also provide the Event Manager with a link to the Exhibitor Kit.

**TAPING**

In order to promote and maintain an aesthetically-appealing venue, the MBCC has developed standards regarding the use of taping on Show Floor surfaces. Tape should be easily removable and leave little or no adhesive residue. Tape must not fragment on the applied surfaces. Taping on vertical or overhead surfaces is prohibited. Using tape on equipment is prohibited. Labor and material costs associated with residue removal from equipment will be charged to the Contractor. Tape being used will be reviewed on an ongoing basis and contractors will be notified if a certain type of tape is not approved for use.
ROOF AND CATWALK ACCESS

Access to the catwalks is limited to Show Management, and the approval of specific personnel requires prior approval by MBCC management. Any placement of event-related equipment on the roof or catwalk must be approved by the Event Manager. No unauthorized personnel are allowed on the roof, nor is any unauthorized event-related equipment.

All personnel approved to work on the catwalks will be responsible for all damage to any part of the venue, including equipment, structure and catwalk pathways. Also, anyone working on the catwalks is responsible for bringing down any equipment used during the event and removing any trash generated from the setup of the event.

FLOOR LOAD

The Exhibit Hall floor is concrete and has an unlimited weight-bearing capacity.

AIRWALL MOVEMENT

Exhibit Halls and specialty ballrooms are fitted with operable airwalls which divide the respective sections. The initial placement is set as detailed in the Event License Agreement. Customized airwall configurations and the strike/re-set of airwalls throughout the Event requires significant labor, appropriate change time and some degree of safety considerations. As such, it will be subject to a labor fee.

The Licensee will receive the contracted space with operable airwalls in place, as predetermined in the event specifications provided to the Event Manager. In the event the Licensee requests airwalls to be moved or adjusted after the initial set-up, labor fees will apply.

Moving of operable airwalls, after the initial contracted placement, requires detailed labor planning and is contingent upon the complexity of the move, the allotted time for the move and the Exhibit Hall/Ballroom setup. Due to mechanical and safety considerations, certain customized airwall moves may be limited. Licensees should work directly with their Event Manager early on in the planning process and be strategic when developing floor plans to optimize potential airwall moves.

Airwall moves are subject to the advance approval of the MBCC. The following factors will be considered in all airwall moves: complexity of the airwall move requested, the designated time frame to successfully achieve the move, the availability of labor, the structures and flooring in place and safety considerations. Built-in airwall doors cannot be moved and must remain in their standard manufacturer’s designation. All portions of the track lines needed to support airwall moves must be free of any structural obstruction or flooring.
OVERHEAD LIGHTING

Exhibit Halls all have High Output T5 Florescent Lights with instant illumination. Work lights (50% power) are provided in Exhibit Halls for move in and move out at no additional charge. Full Show lighting (100% power) for these periods is available at the prevailing rate on an hourly, per-hall basis. The use of halogen lights is not permitted in the Exhibit Halls. Full Show lighting is provided two hours prior to published event start time, through to the published end time of the event, at no additional charge.

Lighting:
Show Lights - $75/hall/hour
Work Lights (add. move-in/out) - $55/hall/hour

Standard Lighting:
Turned on 2 hours prior to show open
Turned off 1 hour after show close

Meeting rooms are equipped with LED lighting.

In an effort to conserve energy, lighting outside and around the perimeter of the MBCC is turned off two (2) hours after the close of an event and turned on (if necessary) one (1) hour prior to event opening. Should an event require additional outside lighting, the rate for outside lighting is $55.00 per hour, or prevailing rates.

HVAC

The Miami Beach Convention Center provides cooling in the Exhibit Halls during show hours. Air-conditioning will be provided in Exhibit Halls during all show hours.

The MBCC will maintain contracted and public spaces at a constant temperature range of 71 degrees Fahrenheit to 73 degrees Fahrenheit during show hours. Adjustments to the temperature can be made at the Licensee’s request.

The MBCC charges a fee per hall, per day, for cooling during non-show days. Air conditioning will not be available in the Exhibit Halls at any time while the loading dock doors are open. Requests for air-conditioning/HVAC outside show hours will incur an extra charge.
NOISE

Volume levels in booths and events may not infringe on other events. Decibel levels must not exceed safe limits or the rules set by Show Management.

LABOR UNIONS AND SHOW LABOR

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 the assigned Event Manager for details regarding the current union agreements.

All issues related to the amount and types of display work exhibitors can perform within the confines of the exhibit booth space must be discussed with the General Contractor. Licensees 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 the Event Manager.

MAXIMUM OCCUPANCY IN EXHIBIT HALLS

As of 2019, the maximum fire code occupancies for the exhibit hall are:

- Hall A = 7,970
- Hall B = 7,571
- Hall C = 7,285
- Hall D = 7,060

MULTI-STORY BOOTHS

All multilevel booths/structures will need to be approved by a Florida licensed structural engineer and permitted by the Miami Beach Building Department.

Design requirements for multi-story booths are as follows:

- Upper level floor systems shall support a live load of one hundred (100) pounds per square foot (488.21 kilograms per square meter) and have guardrails a minimum of 42” (1.07 meters) in height and intermediate rails through which a 4” (10.16 centimeter) sphere cannot pass.
- Stairs for upper levels shall support a live load of seventy-five (75) pounds per square foot (366.18 kilograms per square meter) and have a minimum width of 36” (91.44 centimeters)
when serving less than fifty (50) occupants and 44” (1.12 meters) when serving fifty (50) or more occupants.

- Stair risers should be not less than 4” (10.16 centimeters) nor greater than 7” (17.78 centimeters) in height and treads shall have a minimum run of 11” (27.94 centimeters), excluding nosing.
  - Spiral stairs are not recommended for areas occupied by the general public, visitors or clientele, unless specifically approved by the Miami Beach Fire Department.
  - Handrails shall be provided on at least one side of every stairway.

- Upper level(s) shall have at least two (2) exits for every three hundred (300) square feet (27.87 square meters) of occupied space, and these shall be as far from each other as possible.

**CRATE STORAGE**

Empty crate storage is permitted only with prior approval by the Miami Beach Fire Department and the MBCC, and within specific guidelines.
SECTION 12
MEETING ROOMS AND BALLROOMS
MEETING ROOM CAPACITIES AND SETUP STYLES

All non-exhibit uses (e.g., meeting rooms, meal functions, seminars, etc.) are set per event specifications, based on the terms outlined in the Event License Agreement. Rental of meeting rooms includes the initial setup (in theater, classroom, banquet, U-shape, hollow-square, chevron or conference settings, with standard head table sets) as outlined in the Event License Agreement. If the space is being used for a full-service catered meal or function, linens will be included in the initial room set.

Room set changes requested after the initial set are subject to a changeover labor fee. The fee applies each time a room set is requested. Contact the Event Manager for a schedule of room changeover fees.

Setup plans must be submitted forty-five (45) days prior to the first day of use, and are subject to the MBCC’s available inventory. The Licensee is responsible for additional equipment rentals.

The standard meeting room chair is brown.

The MBCC will provide a standard head table arrangement at no additional charge. The standard head table set consists of 30” (76.2 centimeter) laminated tables, topped with a white tablecloth and skirted on three sides with black skirting.
If you require another color of skirting, please contact your General Contractor regarding price and availability. MBCC tables have a metal border and cannot be stapled to affix the decorator’s skirting. In this instance, the decorator will have to provide the table as well.

The MBCC standard setup for a classroom arrangement is to provide the head table topped and skirted as described above. Seating may be set with 8’ X 18” (2.44 meters x 45.72 centimeters) laminated tables with both cloth and skirt.

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

**INITIAL MEETING ROOM SETUP**

The meeting rooms at the MBCC were designed to be operated principally as general assembly and meeting room space, and not as exhibit space. Exhibits permitted in the meeting rooms are traditionally limited to tabletop or pop-up exhibits. Exhibits of a more elaborate nature must be approved by the MBCC. Exhibits in the Grand Ballroom or Sunset Vista are subject to the approval of the MBCC Management.

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

- Prior to move in, the entire carpeted area must be covered with no less than five (5) mil. Visqueen.
- Prior to move out, all aisles must be covered with no less than five (5) mil. Visqueen.
- Exhibitor carpeting is prohibited.
- 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 and ceilings.
- Exhibit booths requiring delivery of drayage or freight to the meeting room areas will be permitted with use of pallet jacks only.
- Boom lifts will be permitted, provided the tires are wrapped.
- 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 MBCC.
- MBCC Security 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 whenever the guards are not on duty during move-in and move-out times.
- Floor loads vary for ballrooms at the MBCC. Equipment, vehicles and other displays of significant weight load are subject to the review and approval of the MBCC to ensure it does
not exceed the floor weight loads. The Licensee is responsible for obtaining manufacturer specifications to ensure weight distribution does not compromise the integrity of the ballroom floor load.

To review meeting room capacities, contact the Event Manager or visit the MBCC website at www.miamibeachconvention.com.

**CHANGEOVERS**

There is a fee to reset meeting rooms. The Event Manager will offer suggestions for room set styles and the best use of the rooms to minimize charges.

**WATER SERVICES**

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 Event Manager for further clarification.

**ROOM REFRESH**

It is the policy of the MBCC to provide one midday and overnight refresh for each meeting room in use. For large General Sessions, a second refresh may be provided as well. Room Refresh includes: straightening of tables and chairs, trash disposal and replacing the speaker’s bottled water, as needed.

As a standard service to our clients, MBCC provides bottled water, as well as logo pads and pens at each head table.

Additional refresh requirements beyond our usual midday and overnight standard will be billed at the prevailing rate. If additional services are required, please contact the Event Manager for appropriate staffing levels.

**LINENS**

The standard meeting room tables have finished surfaces. There is an additional charge for linens on these tables. Round tables used in show offices and for small non-food and non-beverage setups are covered at no charge. Centerplate’s food and beverage staff place linens on all round tables used for catered meal functions. Please discuss special linen requirements with the Event Manager.
EQUIPMENT INVENTORY

Our equipment inventory is usually sufficient to accommodate standard setup requirements for several simultaneous events (see the equipment inventory in the appendix). When our inventory is exhausted, it may be necessary for Licensees to rent additional equipment and labor from an outside vendor at their own expense.
The MBCC Event Services Department is responsible for working with each event to get attendees in and out of the building as safely and efficiently as possible. The MBCC works closely with the City of Miami Beach (CMB) Transportation Department to achieve that goal.

The Transportation Manager can help guide Licensee through this process and answer any questions or concerns they may have. The Transportation Manager will contact a Licensee well in advance of the event (usually shortly after the contract is signed) to begin the transportation planning process. Depending upon the type, size and scope of the Show, outside entities may also need to be brought into the planning process. For this reason, the MBCC requests that Licensees submit their Transportation Plan at least 30 days prior to the event, along with Traffic Manager contact information to provide to the MBCC Dock Manager for logistical coordination.

Any plan has the potential to be altered in order to address certain unexpected issues or events as they arise. As such, certain events, like an automobile show, will require the off-loading and on-loading of merchandise in certain (oversized) carriers. Certain limitations may need to be applied to address these circumstances; for example, the loading and off-loading of vehicles may be required during a specific point in the Show. The process of loading in and loading out may be phased (i.e. during load-in, trucks may be required to be first to build up the Show, followed by exhibitors to set up the booths, and then vendors delivering their product). The process is strategic and has to be carefully planned and choreographed. The MBCC will work with Licensees and their event support team to obtain the best possible experience for all events and attendees.
TRAFFIC MANAGEMENT COMPANY (TMC)

In order to fulfill a working partnership that benefits and guarantees the success of all involved, the MBCC (in conjunction with the client’s TMC) will develop a Transportation Management Plan (TMP) that will account for all critically-important transportation issues. The TMP will be used as a tool to optimize traffic control and ensure that all modes of transportation utilize the venue’s appropriate pick-up/drop-off locations. It is the duty of the MBCC to ensure that all TMPs comply with MBCC regulations, will not pose any risks to the safety of MBCC patrons, and will not adversely impact local and regional traffic. The MBCC reserves the right to alter and adjust all TMPs when necessary to alleviate safety or traffic issues that may arise. All TMCs/TSPs must be approved by the MBCC.

SHUTTLE BUSES

The MBCC’s mission is to ensure the safe and efficient movement of event traffic and to minimize the impact on the transportation infrastructure in the City of Miami Beach (CMB) while meeting the needs of clients, exhibitors and attendees. This is accomplished through extensive planning and coordination with the Events Department, City of Miami Beach, CMB Transportation Department, state transportation agencies and local police.

Shuttle bus operations will be managed by a private Transportation Service Provider (TSP) that is hired by the Licensee. Generally, the only location for Shuttle Bus operations (pick-up and drop-off) will be curbside, along the eastern-most lane of Convention Center Drive.

Due to the fact that the eastern-most lane of Convention Center Drive, closest to the MBCC, is shared amongst valet, shuttle bus services, ride shares (i.e. Uber and Lyft) and taxis, all shuttle bus plans must be submitted to the Transportation Manager at least thirty (30) days in advance of the event for proper coordination. There will be no curbside drop-off or pick-ups on the east side of the MBCC, on Washington Avenue or any surrounding streets. The MBCC Event Services Department will work with the TSP, whose contact information must also be provided at least thirty (30) days prior to the event, to determine appropriate access points in and out of the MBCC, as well as pick-up and drop-off locations.

Shuttle Bus Marshalling

In an effort to be a good neighbor to City of Miami Beach residents and businesses, all Transportation Management Companies (TMC) and Transportation Service Providers (TSP) are reminded that shuttle buses are prohibited from illegally staging anywhere in the vicinity of the MBCC, as well as along Washington Avenue. It will be the responsibility of the TMC/TSP to inform all contracted carriers of this fact in writing, prior to the event. Bus operators must also be made aware of this on the day of the event by TMC staff. Please find a list of potential marshalling locations in Appendix G.
Drop-off/Pick-up Requirements
Shuttle buses are not permitted to facilitate drop-off or pick-up on the Washington Avenue side of the MBCC. They are permitted to use only the Convention Center Drive curbside. There is a capacity to handle up to 10 buses in an area that will be shared with valet, ride share and taxi operations. Additionally, shuttle bus activity may need to be coordinated with other events occurring at the MBCC at any given time.

The MBCC will coordinate with the Licensee to designate an active passenger drop-off and pick-up area. This area will be designated so as to maximize the level of coordination with other transportation elements of the event or other events within the building. The preferred location for active passenger drop-off and pick-up is in the 1900 block of Convention Center Drive, north of the taxi stand. Please note that this area is not intended to serve as a load-in or load-out location.

MARSHALLING YARD SUGGESTIONS
Please see Appendix G.

PARKING
The MBCC has approximately 800 onsite public parking spaces. There are other municipal parking areas within a comfortable walking distance from the MBCC. The Transportation Manager will be able to provide Licensees with additional information as to the location of these parking facilities, as well as an estimated number of available parking spaces. Please remember that, outside of events, these facilities are quite active during the work week. We strongly suggest that attendees use a shuttle bus service, public transportation or a ride share service. The parking element of the Transportation Plan will describe the use of these parking resources. The Transportation Plan will seek to minimize displacement of parkers from existing facilities and parking-related impacts within the residential neighborhoods. Please see Appendix D for examples.

AMERICANS WITH DISABILITIES ACT (ADA)
If valet service is available for the event, those attendees that are driving themselves can park with valet. There are other ADA-compliant parking spaces conveniently located within the immediate area of the MBCC, including within the 800 parking spaces located onsite at the MBCC.

VALET
In order to maintain flexibility, the designated location for the valet service is coordinated as part of the transportation planning process for the event. Additionally, the Licensee should note that the valet parking lot capacity is limited, and the service will be closed once the lot(s) are filled. Valet service may also be temporarily shut down at any time at the sole discretion of the MBCC in order to facilitate the smooth flow of traffic into the venue. Licensees who have a specific valet service need should contact their Transportation Manager.
PUBLIC TRANSPORTATION

A robust Transportation Plan boosts an event’s qualification score and facilitates a streamlined review of a Licensee’s booking inquiry. For that reason and more, it is beneficial for Licensees to include both public and private transportation services in their Transportation Plan.

The Miami Beach Convention Center is conveniently located only 14 miles from Miami International Airport and 6 miles from the Port of Miami. The Center is accessible from major interstate highways, including I-195 and I-395. Miami Beach offers public transportation and private solutions to facilitate guests’ and attendees’ arrivals and departures from the MBCC to hotels, restaurants, area attractions and more.

- **The South Beach Local:** The South Beach Local is a compact blue trolley that exclusively operates throughout South Beach from 8am – 1am (daily), with a riding fee of only 25 cents. Used by residents and tourists alike, The South Beach Local offers multiple stops, detailed routes and a consistent schedule throughout South Beach’s 23-block radius. The South Beach Local trolley facilitates pick-up and drop-off for attendees to nearby hotels, restaurants and attractions. Visit [www.miamibeachfl.gov/city-hall/transportation/trolley/south-beach-trolley/](http://www.miamibeachfl.gov/city-hall/transportation/trolley/south-beach-trolley/) to learn more.

- **Taxis:** Taxi meters start at $2.50 but can vary, and tipping is expected. Taxis may not be the most cost-effective solution, but should be considered as support to attendees and guests who will need to travel off of Miami Beach. Visit [www.taxifarefinder.com](http://www.taxifarefinder.com) to learn more.

- **Ride Share Apps:** Uber Pool and Lyft Line allow ride-sharing with other passengers, significantly cutting costs in exchange for a slightly longer drive. Most attendees already have these apps on their phones, but Uber and Lyft apps can be downloaded for free from the Apple App Store (for Apple devices) or the Google Play Apps Store (for Android devices). Include ride share apps as options on your Transportation Plan to offer attendees and guests the most flexibility for exploring South Florida.

- **Miami Airport Service:** With SuperShuttle.com, transportation from Miami International Airport can be booked in advance and offer a guaranteed, worry-free ride to any destination. SuperShuttle fits the needs of any traveler with shared-ride, non-stop, black car or SUV service. Include SuperShuttle in your Transportation Plan as a resource for guests and attendees upon arrival at the airport or for departure to the airport. Visit [www.miami-airport.com/services-and-amenities.asp](http://www.miami-airport.com/services-and-amenities.asp) for details about how to reserve your ride from the airport to Miami Beach.

- **Text for a Swoop Ride:** Swoop is a pioneer in the green transportation industry in Miami
Beach, offering a free ride program to the community. Attendees can simply text their location to 305.900.6367 to arrange a Swoop ride. Include Swoop Ride as an option on your Transportation Plan to offer attendees and guests the most flexibility for exploring South Florida. Visit www.theswoopride.com to learn more.

- **Download the Freebee Ride App:** Freebee offers FREE eco-friendly rides throughout South Beach and Mid Beach. The City of Miami Beach partnered with Freebee to offer a FREE On-Demand Transit (ODT) service to riders throughout Mid Beach. This ODT service will provide first/last mile service to and from the existing Miami Beach Trolley and Miami-Dade County Bus within the service area, as well as door-to-door service for trips originating and ending within the service area. This free Freebie service is available from 6:30 AM to 10 PM every Monday through Saturday, and from 8:30 AM to 10 PM on Sundays. Include the Freebee Ride App as an option on your Transportation Plan to offer attendees and guests the most flexibility for exploring South Florida. Visit the Swoop Ride website to learn more. Visit the Freebie website to learn more.

**PUBLIC PARKING NEAR THE CONVENTION CENTER**

Parking for all vehicles is available at the Convention Center parking garage locations on 17th Street and 18th Street, one block from the MBCC, as well as in the Convention Center Garage on 20th Street and Washington Avenue. Attendee parking is subject to space availability and charged at the prevailing rates. Valet parking is available at the prevailing rates. The location of valet will be determined through coordination with the Transportation Manager. Please review the history of previous attendance with the Transportation Manager in order to better anticipate parking needs.

- **Parking (Disability-Accessible)** N/C with I.D. #
- **Parking (Attendees and Exhibitors)** $2.00/hour or $15 (flat rate)
- **Valet Parking** $30.00/vehicle (no in/out privileges)

*Please see Appendix O for details about City Parking Garages.*
SECTION 14
FIRE AND SAFETY GUIDELINES
FIRE CODE REGULATIONS

The City of Miami Beach Fire Marshal is authorized by Florida Statutes and the Florida Fire Prevention Code to ensure fire and life safety for the public. Conventions, trade shows and exhibits are reviewed for compliance with the requirements of NFPA 101 Life Safety Code, as adopted by Florida Administrative Law, State Fire Marshal’s Rules and Regulations Chapter 693 and the Florida Fire Prevention Code. Additional technical codes and standards may apply to specific events.

Exhibitors, General Contractors and Event Promoters must comply with all federal, state and local fire regulations and building codes that apply to places of public assembly. Firefighting and emergency equipment, including fire extinguishers, strobes, fire hose cabinets and standpipes, may not be hidden, blocked or obstructed. All emergency exits, hallways and aisles leading from the MBCC must be kept clear and unobstructed. Fire lanes must be left open at all times.

For the protection of the MBCC and those guests either working or attending an event on premises, the MBCC offers a brief overview of Fire Rescue Information that may apply to various aspects of event planning:

Capacity Concerns
Exhibit Hall Floor Plan Approval
Fire Watch
Flame Resistance
Gas Information
  Gas (Compressed/Inert):
  Inert Gas Cylinders
  Gas (Liquid Petroleum (LP))
  Gas (Storage)
Gasoline and Diesel Fuel
Hazardous Chemicals
Open Flame, Pyrotechnics and Special Effects
  Open Flame
  Candles
  Pyrotechnics
  Special Effects (Fog and Hazers):
  Special Effects (Lasers)
Permit Overview/Cooking Information
  Cooking, Gas (Natural/LP), Open Flame or Heat Producing Device Notice
Propane
Regulated Materials
Welding

Capacity Concerns
The MBCC will not permit any leased space to be occupied by persons numbering greater than the listed capacities.

Exhibit Hall Floor Plan Approval
Preliminary Exhibit Hall floor plans, including general session, registration and Pre-Function space, must be submitted to the MBCC Event Manager at least six (6) months prior to the first move-in day for approval by the City of Miami Beach Fire Department.

Please refer to the Floor Plan Review section for further planning details regarding the floor plan approval process. All Exhibit Hall floor plans must be reviewed and approved by the City of Miami Beach Fire Department six (6) months prior to the first move-in day. Possible move-in delays may occur if the Fire Marshal has not approved a floor plan prior to move-in.

Fire Watch
A Fire Watch is a detail performed by City of Miami Beach Fire Department personnel who are specifically trained for special events and trade shows. A fire watch is ordered through the MBCC Event Manager. All requests should be submitted no less than twenty-one (21) days before the Exhibit Hall move-in begins.

A Fire Watch and Fire Watch personnel are required for the following types of exhibits and activities...
• Covered booths over 301 square feet (91.7 square meters) without automatic suppression
• All multi-level booths without automatic suppression
• Cooking without a flue connection
• Cooking appliances without automatic suppression
• Movement of a vehicle during a show or event
• Battery terminals connected to a vehicle during a show or event
• Open flames
• Pyrotechnic displays
• Tents in accordance with OCFR Standard #6000
• Use of nominal five (5) pound (2.27 kilogram) containers of Liquid Petroleum

A Fire Inspector will be required on event days in the Exhibit Hall. The number of personnel requested will be determined by the City of Miami Beach Fire Department. The exhibitor is required to order Fire Watch personnel through the MBCC event services team no less than two (2) weeks before the show move-in date.

Flame Resistance
All woodwork, stage scenery, furnishings, decorations and sets used in an exhibit or on a working permanent or temporary stage shall be coated or treated by approved methods to render them fire-retardant.

• All fabrics, films, draperies, curtains and similar furnishings must be flame resistant, as demonstrated by testing, in accordance with NFPA 701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.
• Acoustical and decorative material, including, but not limited to, cotton, foamed plastic, hay, paper, wood chips, split bamboo and thatch, must be treated with a flame retardant. Documentation of fire retardants must be available for review upon request.
• Additional fire-retardant treatments shall be applied, in accordance with the appropriate product direction.
• The use of Styrofoam products for set construction is not permitted.

Gas Information
The Lessee shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the MBCC, would or might be dangerous to persons or property or otherwise incompatible with the MBCC structure, systems and furnishings. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressurized cylinders and tanks and hazardous chemicals (including oxidizers), are prohibited inside the MBCC.

The intended use of LP gas (i.e. propane, butane, etc.) or natural gas must be disclosed on a Cooking,
Gas (Natural/LP), Open Flame or Heat Producing Device Notice form prior to any gas installation or onsite use. Cooking, Gas (Natural/LP), Open Flame or Heat Producing Device Notice forms can be obtained via the MBCC Event Manager, which are then submitted for review and approval to the City of Miami Beach Fire Department.

The use of gas cooking appliances must be disclosed on the Notification Form. Each exhibit using cooking or food warming devices may be subject to an individual inspection. In addition, a 2A 40-BC fire extinguisher must be within thirty (30) feet (9.14 meters) of all cooking and/or heat producing appliances.

Gas (Compressed/Inert): Compressed inert gases may be used, provided the vessels are stored in a safe manner and the MBCC Event Manager has been notified about their intended use and preferred storage location. Demonstrations involving inert gases must comply with all federal and local regulations.

Inert Gas Cylinders: Compressed gas cylinders may not be stored on dock areas or on the Exhibit Floor during move in or move out.

Compressed inert gas cylinders may be located in an exhibit space after move in is complete. Cylinders must be properly secured at all times.

Other Compressed Cylinders: Introduction of all other compressed liquids and gases into the building is prohibited, without prior approval from the Fire Marshal.

Gas (Liquid Petroleum (LP)): The use of Liquid Petroleum is limited on the MBCC premises. The Lessee or exhibitor may use liquid petroleum, with prior approval of the Fire Marshal, if it is in non-refillable cylinders with a nominal capacity of 1 pound.

Please also see the Open Flame, Pyrotechnics and Special Effects section for additional information.

The use of portable, butane-fueled appliances listed for commercial use, up to a maximum of (2) 10 oz. non-refillable container, is permitted with prior approval of the Fire Marshal. The containers must be connected directly to the appliance. Manifolding of the cylinders is not permitted. The maximum number of stored butane containers is limited to twenty-four (24) per day and must be removed at the end of each day.

The use of nominal five (5) pound Liquid Petroleum containers, when installed at the MBCC by the Event Utilities Department, is permitted with prior approval from the Fire Marshal. A mandatory Fire Watch is required.
Multiple nominal five (5) pound Liquid Petroleum containers, when installed at the MBCC, must be separated by a minimum of 20 feet (6.096 meters). Storage of the Liquid Petroleum product must comply with NFPA 58 Liquefied Petroleum Gas Code. A mandatory Fire Watch is required.

All Liquid Petroleum must be removed from the display area at the immediate close of Show hours. Any other Liquid Petroleum product not listed above is strictly prohibited at the MBCC.

**Gas (Storage):** Gasoline, kerosene, diesel fuel, combustible gases (cylinders) or other flammable liquids may not be stored (permanently or temporarily) within the MBCC venue, or on dock areas, during an event or its move-in and move-out period.

**Hazardous Chemicals**
The Licensee shall not bring any exhibit, equipment or vehicle on premises that, in the judgment of the MBCC, would or might be dangerous to persons or property, or otherwise incompatible with the structure, systems and furnishings of the MBCC. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the MBCC.

Compressed inert gases may be used, provided the vessels are stored in a safe manner and your MBCC Event Manager has been notified regarding their intended use and preferred storage location. Demonstrations involving inert gases must comply with all federal and local regulations. Gasoline, kerosene, diesel fuel, combustible gases and other flammable liquids may not be stored (permanently or temporarily) in the MBCC during an event or its move-in and move-out periods.

The Licensee is responsible for the removal of all hazardous waste and must comply with all applicable federal, state and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic or a bio-hazard (as defined under 40 CFR 261 subpart C and D). If materials are questionable, contact the MBCC Event Manager for more information. Costs or applicable administrative expenses incurred by the MBCC for the removal of hazardous waste left in or around the MBCC will be assessed to the Licensee.

**Regulated Materials**
The Licensee shall not bring any exhibit, equipment, vehicle or material on premises that, in the judgment of the MBCC, would or might be dangerous to persons or property or otherwise incompatible with the structure, systems and furnishings of the MBCC.

Many materials are regulated for their use, handling, storage, transport and disposal. Regulated material may be classified as hazardous, non-hazardous, biomedical or another classification. These
materials are defined by Florida Administrative Code FAC 62-730, FAC 64E-16, FAC 62621 and the Code of Federal Regulations 40 CFR 261. Regulated materials include a wide range of gaseous, corrosive, ignitable, reactive, toxic, biomedical and potentially-infectious materials.

If a Licensee or exhibitor intends to bring a regulated material into the MBCC venue, he or she must notify the MBCC Event Manager prior to move in and provide all documentation required by the related regulations governing that material. The Licensee and exhibitors are both expected to be knowledgeable about the regulations governing the materials brought into the MBCC and comply with those regulations. The Licensee and exhibitors must ensure that General Contractors involved in the use, handling, transportation, storage and disposal of any regulated material is knowledgeable about the related regulations and complies with them at all times. Licensees are responsible for regulatory compliance and the costs associated with the removal, disposal and administration of regulated materials. If materials are questionable, contact your Event Manager to get material determination and instructions prior to the move-in date. All costs and expenses incurred by the MBCC for the administration and removal of regulated material will be assessed to the Licensee.

**Open Flame, Pyrotechnics and Special Effects**

The use of open flame devices, including candles, is permitted on MBCC premises with prior approval from the Fire Marshal and the MBCC Event Manager, provided Licensee or exhibitor adheres to the following conditions.

**Open Flame:** Open Flame and Flame Effects must comply with NFPA 160 — Standard for Flame Effects Before an Audience. Depending on the intended use of an open flame product, a Special Effects permit may be required. A demonstration of the open flame device may be required, at

The discretion of the Miami Beach Fire Marshal, while on the MBCC premises. Depending on the intended use of an open flame product and the demonstration of an open flame device, a Fire Watch may be required. Consult your Event Manager for further information and approval by the Miami Beach Fire Department.

**Candles:** All candle flames must be enclosed and protected at all times. Candles may be used on tables if securely supported on a substantial noncombustible base and located in a position to avoid danger of ignition of combustible material. Advance notification about the intended use of candles and/or candle products must be submitted to your Event Manager prior to the event.

**Pyrotechnics:** Pyrotechnics must comply with NFPA 1126 Standard for the Use of Pyrotechnics before a Proximate Audience. A pyrotechnics permit is required. A demonstration of the pyrotechnics display may be required at the discretion of the Fire Marshal.
A mandatory Fire Watch will be required. A fire engine stand-by may be required, per the discretion of the Miami Beach Fire Marshal’s office.

**Special Effects (Fog and Hazers):** Approval must be obtained through your Event Manager twenty-one (21) days prior to first use of fog/smoke machines. A schedule for the use of fog/smoke machines that includes rehearsal and show times must be submitted in advance to your Event Manager. Smoke/fog atmosphere effect must not impede visibility or egress. Notification of use of fog/smoke machines less than twenty-one (21) days prior to first use may result in denial of use. Fog, smoke and special effect equipment must not be operated in areas where the effect could enter adjacent spaces, e.g., Exhibit Hall entrances, concourses, etc. The use of fog and haze machines for lighting and theatrical effects is permitted within the MBCC, provided that the fog/haze fluid used in those machines is water-based. The use of non-water-based fog/haze fluid, specifically with an oil-based composition, is prohibited.

In order to comply with various state and federal life-safety codes, it is required that all fog and haze fluid be appropriately labeled and available for inspection by the Miami Beach Fire Department, if necessary. MBFD guidelines apply to the use of fog and haze machines and their interactions with MBCC building safety devices and/or detectors.

Should the use of fog or haze fluid create a residue or slippery coating on any of the MBCC infrastructure (catwalks, stage steps, handrails, etc.), the clean-up or wipe-down of those areas will be charged to the Licensee at the prevailing rate.

**Special Effects (Lasers):** The use of lasers for lighting and theatrical effects is permitted on MBCC premises, with prior approval from the Fire Marshal, provided Lessee or exhibitor adheres to the following conditions:

- A Laser Permit from Miami Beach Fire Department is required. In order to apply for this permit, the requestor must provide information about the proposed laser light show that includes classification of the lasers, and sketches indicating the location of the lasers, operators, performers, viewers, beam paths, viewing screens, walls, mirror balls and other reflective or diffused surfaces which may be struck by any and all laser beams, including scanning beam patterns, scanning velocity and frequency in occupied areas.
- For open air shows where a laser beam is projected into the sky, requestor must submit basic beam information about intended laser use and a copy of the notification provided to the Federal Aviation Administration.
• All lasers must be registered with the Florida Department of Health, State Bureau of Radiation. A separate registration is required for each location of intended use. Out-of-state lasers brought into the state for temporary use require notification to the State Bureau of Radiation.

• The Laser Safety Officer must establish and supervise a program of laser radiation safety for compliance with all applicable rules.

• Laser system users and staff must be trained on fire safety features prior to the lasers first use and at least annually, thereafter.

• Staff members must be trained in the use of portable fire extinguishers.

• All training must be documented and available for review.

• A Fire Watch will be required during Show Hours.

Permit Overview/Cooking Information
Special permits are required for event activities and exhibits that involve cooking, lasers, pyrotechnics, tents, multi-level or covered exhibits and/or potentially hazardous situations. Each situation must be individually approved. Permit information may be obtained by contacting your Event Manager. Appropriate permit applications for the following activities must be made to the Office of the Fire Marshal at least twenty-one (21) days prior to the event move-in date:

• The display and operation of any unusual electrical, mechanical or chemical device that may present a hazard. The device, its application and the operation must be approved the Fire Marshal.

• The display or operation of any heater, barbecue, open flame, candles, lamps, torches, etc.

• The use or storage of flammable liquids, compressed gases or dangerous chemicals, as determined by the Fire Marshal.

• The display or operation of a laser. A permit is required from the Miami Beach Fire Department and proper notification to the Florida State Bureau of Radiation is required. (See previous page for laser regulations and restrictions.)

• Any pyrotechnics, fireworks or special effects display or process.

• Any unusual use of a motorized vehicle inside an enclosed structure.

• Any special cooking requirements, including cooking inside of ballrooms, convention areas and/or display areas.

• Multi-level exhibit booths.

• Tents or covered exhibits in excess of 301 square feet (91.74 square meters) erected inside the MBCC.

• Tents erected outside the MBCC building in excess of 100 square feet (30.48 square meters) will require a permit issued by the Miami Beach Building Department.

• If stakes or other items are inserted into the grass, asphalt and/or concrete pavement to anchor the tent, the Lessee is required to conduct a locator search of buried underground
utilities using Sunshine State One-Call of Florida, Inc. at www.callsunshine.com. Repair expenses incurred by the MBCC to restore grounds and parking lots to their pre-exhibit condition will be billed to the Licensee.

- All exterior exhibit space must be leased and requires prior approval from the Event Manager, regardless of the Licensee’s contracted space agreement.
- Exterior tent installation.

**Cooking, Gas (Natural/LP), Open Flame or Heat Producing Device Notice Form:** A Cooking, Gas (Natural/LP), Open Flame or Heat Producing Device Notice form must be obtained prior to any onsite cooking and/or food-warming activities. Cooking Notice forms can be obtained from Event Managers, and are then submitted for review and approval by the Miami Beach Fire Marshal’s office.

The use of cooking appliances must be disclosed on the Cooking, Gas (Natural/LP), Open Flame or Heat Producing Device Notice form. Each exhibit using cooking or food-warming devices may be subject to individual inspection. Cooking devices must be separated from the public by at least four (4) feet (1.22 meters), or by a substantial barrier between the devices and the public. In addition, a 2A, 40-BC fire extinguisher must be within thirty (30) feet (9.14 meters) of all cooking appliances. All fire extinguishers must be properly charged and tagged by a licensed fire extinguisher contractor.

Events involving cooking or food preparation must provide an appropriate number of utensil clean-up areas. Disposal of cooking residue into the MBCC drainage system is prohibited. Licensee shall provide holding tanks for disposal of all cooking residue (oil, grease, etc.) and these must be removed at the end of the Lease. The MBCC has grease barrels and portable sink units available at prevailing rates. The Licensee must make arrangements for proper disposal of cooking residue. Costs or expenses incurred by the MBCC for the removal of cooking residue left in or about the MBCC will be assessed to the Licensee.

For planning purposes, the MBCC has portable sink units available and Centerplate has grease barrels (with removal service) available at the prevailing rate. The Licensee shall also comply with all related Health Department rules and regulations.

Allowed cooking appliances are as follows:

- Equipment fueled by small heat sources (such as Sterno)
- Flaming sword or other equipment involving open flames and flaming dishes, provided that precautions (subject to the approval of the Fire Marshal) are taken. Prior approval from the Fire Marshal is required.
- Portable, butane-fueled appliances (listed and approved for commercial use) with a maximum of two (2) 10-ounce, non-refillable containers. The containers must be connected
directly to the appliance. Manifolding of the cylinders is not permitted. The maximum number of stored butane containers is limited to twenty-four (24) per day and must be removed at the end of each day. Prior approval from the Fire Marshal is required.

- Listed and approved vent-less, self-contained exhaust systems with an automatic suppression system that complies with the NFPA 96 Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations. Prior approval from the Fire Marshal is required.

Cooking appliances that require automatic suppression and/or flue connection:

- Fryers
- Grills, ranges, griddles, broilers and chain-broilers
- Ovens

A Fire Watch may be provided in lieu of automatic suppression and/or flue connection, with prior approval from the Fire Marshal.

**Gasoline and Diesel Fuel**

Gasoline-powered equipment, such as industrial vacuum cleaners for Show carpet cleaning, is not permitted inside of the venue.

Gasoline, kerosene, combustible gases or other flammable liquid containers may not be stored inside of the venue.

**Propane**

Propane tanks may not be stored inside of the MBCC. Propane tanks must be stored in locked storage cages on the South Loading Dock. Contractors must provide their own storage cages. Contractors must work closely with the Public Safety Department and the Dock Manager for cage placement.

**Welding**

Lasers, welding and/or cutting equipment are prohibited in the MBCC, except as part of an exhibit, and must be approved in advance by the Miami Beach Fire Department through your Event Manager.

Under certain conditions, welding or brazing in an Exhibit Hall may be permitted, with prior approval from the Fire Marshal. In addition, depending on the scope of work that requires the onsite welding, a mandatory Fire Watch may also apply. Any unauthorized welding activity is strictly prohibited and will be subject to immediate termination of the activity.
HAZARDOUS WORK AREAS
During move-in and move-out periods, leased space, loading docks, truck staging areas and service corridors are considered hazardous work areas.

The following are strictly prohibited:

- Alcoholic beverages
- Possession or use of controlled substances of any kind
- Speeding or reckless use of vehicles or equipment
- Irresponsible behavior
- Music or noise that may limit the audibility of back-up signals, fire alarms or emergency messages
- Children under sixteen (16) years of age.

OSHA STANDARDS
Licensee, providers and contractors must comply with the most current edition of the Occupational Safety and Health Administration (OSHA) standards. OSHA standards can be accessed online at www.osha.gov.

In the event OSHA arrives onsite, the MBCC Event Manager and General Manager should be notified immediately.

BALLOONS AND BLIMPS
The MBCC balloon/blimp policy prohibits the use of helium-filled balloons and/or blimps, either for displays, exhibits or general public access areas. Helium balloons and blimps may cause a public safety hazard when they rise to the ceiling and interact with the lighting and/or electrical system. There are additional safety risks to venue personnel when required to use a lift to retrieve stray balloons and blimps that become entangled in the venue structure. It is the responsibility of the Licensee to respect this MBCC policy. Events will be charged for labor and equipment fees at the prevailing rate if balloons are released.

Balloons may not be released outside, due to airport flight patterns in the area and environmental concerns.

Smaller, air-filled balloons may be used for decoration and/or handouts. Show Management and the Event Manager must approve the use of all balloons.
DRONES

The Miami Beach Convention Center (MBCC) has established the following UAV/RPA/Drone Policy:

An Unmanned Aerial Vehicle/Remotely Piloted Aircraft/Drone is defined as a “powered aerial vehicle which cannot carry a human operator, uses aerodynamic forces to provide vehicle lift and can fly autonomously or be piloted remotely”.

Unmanned Aerial Vehicles are not permitted to be operated on the MBCC campus without prior approval from the MBCC. Casual or recreational use of aircraft is strictly prohibited at the MBCC.

If the aircraft is to be used to video tape an event, additional approval must be obtained from Show Management and MBCC Management.

Approved flight use areas and requirements:

- Drones may be operated outdoors, in the Bus Drop Area, with approval from FAA Exemption Section 333.
- Fly area zone must be contained within the Licensee’s contracted space, such as inside unoccupied, leased Exhibit Halls.
- All drones must be less than 55 pounds.
- Documentation must be completed and approved.

HOVERBOARDS

With the exception of motorized means of transportation for disabled persons, the use of hoverboards on the City of Miami Beach public property is prohibited per Ordinance Section 70-67 “Prohibited Areas.”

CABLES ACROSS DOORWAYS

All cables need to be run underground, through floor boxes or dropped down from the catwalks. As the last option, the MBCC will allow cabling on the Show floor, with events’ best effort to keep it from becoming a trip hazard. If cabling is in a walking pathway, it needs to be run through a yellow cable ramp.
ELECTRICAL EQUIPMENT

Electrical equipment must meet applicable local and national electrical codes. Electrical fixtures and fittings must be U.L. listed. The use of 14-gauge wire or better is required for all connections. All extension cords must be 3-wire grounded. Only MBCC staff and authorized service partners are authorized to move the MBCC’s electrical equipment. Utility panels and mechanical equipment rooms may not be blocked under any circumstances.

FIREFIGHTING AND EMERGENCY 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.

RIGGING AND OVERHEAD HANGING GUIDELINES

There is no rigging permitted from the ceiling in any of the meeting rooms. Please see rigging information in Appendix K.

Adhesive

Adhesive or glue tape is not acceptable due to its tendency to loosen when weight is applied. The use of any type of adhesive for attaching signs, banners or decorations to building walls or decorative surfaces (inside or outside) is not permitted.

VEHICLES ON DISPLAY

Vehicles on display within an exposition venue such as the Miami Beach Convention Center shall comply with the following:

All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall not be more than one-quarter full or contain more than four (4) gallons (15.14 liters) of fuel, whichever is less.

At least one battery cable shall be removed from the batteries used to start the vehicle engine. The disconnected battery cable shall then be taped.

Fueling or de-fueling of vehicles shall be prohibited. Vehicles shall not be moved during Show hours.
CADAVER GUIDELINES

It is extremely important that the doors stay closed during sessions and the ventilation system is increased. Adhere to the following guidelines for cadaver use:

• Cadavers should be managed by a reputable company.
• The room temperature must be kept cooler than normal (around 65 degrees).
• Ventilation will need to be increased, as cadavers will most likely have a very strong odor.
• All bio-waste must be removed by a reputable company.
• Cadavers will need to be moved through the back of house during off-peak hours.
• Locks should be changed in the selected room to create a secure environment.
• Staff should be notified so that if anyone has issues, they can be assigned another location to work.
• Floors should be covered with plastic.
• Tabletops should be covered with plastic.
• A drape or tarp should be placed inside of the room, in front of the door, to prevent anyone from looking in from the Pre-Function area.
• MBCC trash cans should be placed outside of the room at the end of each day.

MEDICAL WASTE AND TESTING

All medical waste must be removed at the end of the event, according to federal and local regulations.
SECTION 15
VENUE GUIDELINES
ANIMALS

Emotional Support or Comfort Animals
While Emotional Support Animals or Comfort Animals are often used as part of a medical treatment plan (i.e. therapy animals), they are not considered service animals under the ADA and are therefore not permitted inside MBCC.

Domesticated Animals
Domesticated Animals are not permitted inside MBCC.

ART IN PUBLIC PLACES

All of the art in the building must stay exposed and cannot be covered, moved or tampered with.

PRE- AND POST-EVENT INSPECTIONS

All damages that occur during the event (except for normal wear and tear) are the responsibility of the Licensee. In an effort to preserve the venue as a valuable asset to the City of Miami Beach, all known damage should be reported upon discovery. Whenever possible, Show Management will be apprised of the damage during the event, and a written estimate, complete with a report and photographs, will be provided.
Show Management and/or the General Contractor should schedule a pre- and post-event walk-through of the contracted areas with the Event Manager. Licensees will be required to sign-off on the walk-through before taking possession of the contracted event spaces. All ensuing damages are the responsibility of the Licensee and will be applied on the final master invoice at the end of the event at prevailing rates.

FREIGHT DELIVERIES

Freight or package deliveries (including, but not limited to, UPS, FedEx, etc.) will not be accepted by the MBCC at any time. Carriers will not deliver to individual booths.

Shipments delivered to the MBCC during the term of the Lease must be sent to the attention of the Licensee's General Contractor or the onsite Business Center. Events without a General Contractor should contact MBCC Event Management for referral to the Business Center Office.

CARPET AND TERRAZZO PROTECTION

In order to preserve the longevity and quality of the carpet and terrazzo flooring throughout the MBCC, policies have been established regarding the use, delivery or display of freight, equipment, display material or product into all areas of the MBCC with carpet or terrazzo flooring.

All work being performed on any of the carpeted and/or terrazzo surfaces must be accomplished in such a manner that no damage occurs to said flooring. The company performing the activity is responsible for any damage caused by their activity.

Carpet and terrazzo floors must be protected from damage from the movement of all furniture, tables, crates, registration counters, concession carts and all other items needed for the event. It is required to have floor protection when using pallet jacks, lifts or forklifts. Non-marking tires are required on all lifts and forklifts when moving over the carpet and terrazzo flooring. The MBCC may require additional floor protection, like shrink-wrapping all wheels and covering floors with Masonite or plywood, in the case that heavy objects are moved.

Electric carts, scooters, bicycles and the like are not allowed on any of the carpeted and/or terrazzo floor areas within the MBCC. No back-of-house carts, skateboards, bicycles, etc. are allowed in the lobbies, concourses, meeting rooms and ballrooms. Only ADA-approved carts are allowed in these areas.

All freight and equipment that is delivered into terrazzo/carpeted areas using approved methods must be suitable to place onto said flooring without causing any damage. Containers made of wood, metal, etc. that can splinter or may have rough edges, and thereby snag/tear carpet or scratch terrazzo, must be placed onto a protective underlayment (such as dense cardboard, Masonite,
etc.) to protect the flooring. Any items made of metal, or the like, that are coated with oils or other chemicals that could stain or otherwise damage the carpet/terrazzo must be placed on an appropriate underlayment to protect the flooring. Such items include: lighting truss, genie lifts, rigging equipment, base plates, pipes, bars, tools, cabling and hoses. This applies to all facets of the project, including staging of equipment, construction and removing equipment.

Equipment, containers, displays or products containing liquids or solids that could spill or stain and/or damage the terrazzo/carpet are not allowed in any of the terrazzo/carpeted areas. Equipment and/or devices that generate heat to the degree that it could damage the flooring are not allowed in carpeted/terrazzo areas.

Decorators and users of the MBCC must make every effort to protect the doors, doorways, walls and ceiling treatments when moving items during the setup and tear-down of an event. The company performing the activity is responsible for any damage caused by their activity.

It is prohibited to mechanically-fasten anything to the building or paint any part of the building.

In compliance with the N.F.P.A. life-safety code, MBCC doors cannot be blocked, propped open or altered in any way.

**ESCALATORS AND ELEVATORS**

**Escalators**

Escalators are to be used for moving people only, and not for freight or displays. Any damage caused by the misuse of the escalators will be the responsibility of the person who caused that damage. In addition, escalators are not to be used when turned off. Any and all children on escalators must be accompanied by an adult.

**Elevators**

All passenger elevators are for passengers only. Absolutely no freight is allowed in the passenger elevators.

**Freight elevators**

Freight elevators are for the movement of freight only and are not to be used as passenger elevators. Care and proper loading need to be followed. Any damage done to the elevator will be the responsibility of the person who caused the damage.
Freight Elevator Locations

<table>
<thead>
<tr>
<th>REF. #</th>
<th>LOCATIONS</th>
<th>TYPE</th>
<th>FLOORS</th>
<th>CAPACITY</th>
<th>DEPTH</th>
<th>WIDTH</th>
<th>HEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>07.01</td>
<td>N.E. Off-loading dock</td>
<td>Freight</td>
<td>2</td>
<td>20,000</td>
<td>20’ 0”</td>
<td>12’ 0”</td>
<td>10’ 0”</td>
</tr>
<tr>
<td>09.01</td>
<td>N.W. Off-loading dock</td>
<td>Freight</td>
<td>2</td>
<td>20,000</td>
<td>20’ 0”</td>
<td>12’ 0”</td>
<td>10’ 0”</td>
</tr>
<tr>
<td>09.02</td>
<td>N.W. Off-loading dock</td>
<td>Freight</td>
<td>2</td>
<td>5,000</td>
<td>9’ 1”</td>
<td>5’ 8”</td>
<td>7’ 0”</td>
</tr>
<tr>
<td>16.02</td>
<td>East center lobby</td>
<td>Freight</td>
<td>3</td>
<td>3,500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29.02</td>
<td>South center service cord.</td>
<td>Freight</td>
<td>2</td>
<td>8,000</td>
<td>14’ 10”</td>
<td>7’ 1”</td>
<td>7’ 0”</td>
</tr>
<tr>
<td>29.01</td>
<td>South West service cord.</td>
<td>Freight</td>
<td>3</td>
<td>5,000</td>
<td>9’ 9”</td>
<td>5’ 8”</td>
<td>7’ 0”</td>
</tr>
</tbody>
</table>

FORKLIFTS AND OTHER MOTORIZED VEHICLES

Forklifts/Motorized Vehicles: Inspection, Use/Operation and Accident Reporting

Rules and Regulations

The following regulations apply to forklifts/motorized vehicles entering and being used at all MBCC facilities. These regulations govern inspection, use and operation, and in the event of an accident, all reporting procedures that must be followed.

- Inspection: It is the duty and responsibility of the GC/SC employing forklifts/motorized vehicles used to move freight and handle material at all MBCC facilities to ensure that, prior to such use, all safety features (including, but not limited to, seat belts, horn lights, strobe warning lights for visual movement detection and a backup tone) are operational and working in compliance with the manufacturer’s intended purpose.

- Use/Operation: The MBCC has developed comprehensive rules, policies and procedures for the safe and efficient operation of forklifts/motorized vehicles operating on the MBCC’s Loading Docks. To review these rules, policies and procedures in their entirety, please see the relevant Event Planning Guide sections. All contractors must adhere to the following policies and procedures:
  - Safe and Efficient Operation of Loading Docks: The MBCC has established procedures that all contractors must adhere to for the safe and efficient operation of the MBCC loading docks.
  - Articles, exhibits, fixtures, displays and property of any kind and description shall be brought into and taken out of the MBCC only at and through such loading areas as the MBCC designates. The MBCC’s Director of Event Services is responsible for the overall operation of the Loading Dock.
Storage of propane tanks inside the MBCC is prohibited. Propane tanks may only be stored in approved storage locations. During move-in, event and move-out days, propane tanks shall be stored safely (in designated cages), and removed daily and in accordance with MBCC rules and regulations. Propane tanks must be removed from forklifts after use. Propane tanks left in areas that are not approved will be considered a hazard and will be confiscated.

Contractors will always observe and abide by posted MBCC operation and safety rules and signs. All forklifts that operate on MBCC property must be equipped with proper functional safety devices (including, but not limited to, seat belts, horns, lights, strobe warning lights for visual moving of equipment and a backup tone). All equipment operators must drive with caution, at a reduced speed. It is the responsibility of the GC/SC to ensure that all equipment operators are fully licensed or certified by applicable state regulatory agencies.

Forklifts/motorized equipment are not allowed on any carpeted areas. (See below.) Additionally, this equipment is not allowed in any lobbies or meeting rooms. Only rubber-wheeled carts may be used to transport items across tiled or stone flooring. Published load limits of any floor areas and ceiling tracks shall not be exceeded. No hand-trucks, carts or other devices moving freight equipment will be allowed in meeting rooms or on carpeted areas without the use of plywood, Masonite, Homasote, tarpaulin, or Visqueen. Heat tape and double-faced tape may not be used on carpeted or terrazzo floors. Any floor coverings over permanent carpet must be approved in advance by the Director of Event Services and the Assistant General Manager.

Vehicles used in Exhibitions/Displays: Floor Protection Required
Floor protection for vehicles that are approved for use in exhibit or display areas must include Visqueen, Masonite, Homasote, tarpaulin, plywood or a comparable protective material. This material is used to prevent damage from tires, leaks, oil, etc. It is the responsibility of the GC/SC to clean, repair and/or report any stains, cracks or other damages that may occur, despite the precautionary measures being taken.

Floor Protection for Meeting Rooms, Ballrooms, Carpeted Lobby, Pre-Function, Registration Areas and Terrazzo/Marble Flooring
The following rules will be strictly enforced:

- All GC/SC equipment is subject to inspection and approval by the MBCC.
- Battery-powered equipment is subject to inspection and approval by the MBCC.
- All forklifts are prohibited from use in service corridors, meeting rooms and ballrooms.
- Flat trucks with polyurethane and polyolefin wheels with a diameter of not less than five (5) inches are approved for use in the meeting rooms and ballrooms without floor protection. Homasote or Masonite is required with approved flat trucks, furniture dollies, forklifts, pallet jacks and all other equipment and crating. This type of equipment is not
allowed off of the Homasote or Masonite at any time.

- Aerial and scissor lifts on carpeted surfaces must be equipped with wheel covers and diapers to contain battery and/or hydraulic discharge.
- Electric vehicles are not allowed in meeting rooms or ballrooms at any time.
- Electric vehicles must not be parked on carpeted surfaces while charging.
- Any items that are likely to snag carpet fibers or leave residue may not be used on carpeted areas without 100% protection. These items include: paint, adhesives, soil, grass, flowers, chalk, water, non-permitted tape, screws, nails, Velcro, rough lumber, metal, glass or other similar items.

**Forklift/Motorized Equipment and Operator Identification Requirements**

The MBCC requires that an identification program for forklifts/motorized equipment designed to identify equipment and all GC/SC personnel operating said equipment is in place before move in, and that the program is executed on the first day of move in.

1. At minimum, all forklifts and other motorized equipment in use at the MBCC must be placarded with alpha-numeric signs that identify the GC/SC by name, followed by a series of sequential numbers, from 01 to however many vehicles are in use by a particular GC/SC. For example, 80 forklifts used by Champion would be placarded with signs C 01 through C 080. These numbers shall be printed on white background with black lettering and be at least 12” x 17” in size. Alpha-numeric placards shall be affixed to the left and right sides of the vehicles and to the roof, making it visible from all CCTV angles.

2. A spreadsheet designed by the MBCC and provided to the GC/SC by the Loading Dock Manager shall be used to record the alpha-numeric forklift. This spreadsheet shall include motorized equipment numbers for each vehicle and the first and last names of the GC/SC operator assigned to that specific vehicle. The spreadsheet shall identify the name of the event, and be dated and signed by the senior supervisor assigned to this task by the GC/SC.

3. At the conclusion of each day’s forklift/motorized vehicle assignments, spreadsheets should be filed in the system chronologically, by date, so that they are easily retrievable. Spreadsheets shall be kept on file for a period of 365 days in the Loading Dock Manager’s Office.

4. The GC/SC must post safety-related signage at all high-traffic intersections and any other areas where safety must be stressed during move-in, event and move-out days.

5. The GC/SC must have all forklift, lift and motorized equipment supplier inspect and paint equipment on an annual basis. The MBCC reserves the right to remove all equipment that is not in compliance with this regulation.
6. Forklifts/mechanical equipment must not be started until fifteen (15) minutes after the Exhibit Hall closes, or a longer period, as determined by the MBCC’s Public Safety Department. In the event that the Public Safety Department must extend the DO NOT START time frame, the GC/SC shall be notified in enough time to communicate this information to all GC/SC employees. This DO NOT START policy extends to display vehicles and farm, yard and recreational equipment.

7. All accidents, regardless of severity, must be reported to the respective Loading Dock Manager and the respective Public Safety Department Command Center (305.673.7347) by the involved operator immediately. Failure to report accidents will subject said operator to severe sanctions, the nature of which will be determined by the MBCC.

TENT PERMITTING

Stakes or other items are prohibited from being inserted into the grass, asphalt and/or concrete pavement to anchor the tent. Repair expenses incurred by the MBCC to restore grounds and parking lots to their pre-exhibit condition will be billed to the Licensee.

All exterior exhibit space must be leased and requires prior approval from your Event Manager, regardless of the Licensee’s contracted space agreement. A permit is required for exterior tent installation.

A building permit issued by the City of Miami Beach Building Department will be required for the erection and/or occupancy of any tent that exceeds 100 square feet (9.29 square meters). A tent shall be erected by a contractor, licensed by either the State of Florida or by Miami-Dade County, working within the limitations of his/her license.

The term “tent” shall be used interchangeably with the terms “canopy” and “cabana.” Tents are temporary structures and will not be permitted for a period exceeding thirty (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.

- Application via City of Miami Beach form, with the signature of the qualifying agent to be notarized
- Owner’s affidavit via City of Miami Beach form, with the signature of the owner to be notarized. Proof of ownership may be required.
- Notice of commencement
- Insurance papers made out to the City of Miami Beach:
  - Compensation
  - Liability
• Architectural and Engineering drawings:
  o Site implementation location drawings
  o Structural and shop drawings (if any)
  o Structural analysis (rational analysis) and structural design calculations, including the foundation design for uplift. NOTE: A150% safety factor minimum is required for the stability of foundation.
  o 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.

INFORMATION COUNTERS AND BOOTHS

Information counters and booths are extremely helpful in providing Show identification and directions, particularly when there are multiple events running. Commercial advertising or sponsorships on informational counters is prohibited at all times. Counters and booths may be located in approved areas only. Please consult your Event Manager.

Counters and booths must be:
  • Constructed of hard material
  • Connected to designated tie-downs or adequately weighted
SECTION 16
TIPS AND GRATUITIES
While the gesture is appreciated, Spectra policy prohibits any employee to accept gratuities or gifts of significant value from a Licensee.
SECTION 17
GUESTS WITH DISABILITIES
The Americans with Disabilities Act (ADA) is a civil rights act providing equal opportunity in the areas of employment, state and local government services, public accommodations, transportation and telecommunications. The Licensee and its subcontractors must comply with ADA standards as indicated in the License Agreement. All permanent aspects of the venue are the responsibility of the Miami Beach Convention Center. Disability access to any event and the services the event provides are the responsibility of the Licensee.

**GENERAL ACCESSIBILITY**

The MBCC strives to implement upgrades in a timely manner as new standards are introduced, as the MBCC remains committed to meeting the needs of all its guests at all events. All areas of the MBCC are accessible. Elevators are located on each level and there are a limited number of wheelchairs available in the first aid room, at no charge. If you have attendees with special needs, please let your Event Manager know as soon as possible so that all necessary accommodations can be arranged in advance.

- There are ADA-compliant ramps to access the east, west and north sides of the venue.
- There are dedicated ADA entrances to the venue via push-button automatic doors.
- All restrooms are ADA compliant.
- There are elevators throughout the venue.
- The venue has ADA-compliant fire alarm signaling.
• The venue has ADA-compliant food carts and seating.
• The MBCC has a limited number of wheelchairs for use and anyone who need one are required to leave his or her driver’s license until it is returned.
• Restrooms on each level offer accessible stalls, sinks, towel dispensers and mirrors.
• Disability parking is located in the Convention Center five-story garage (17th Street and Convention Center Drive) and six-story garage (18th Street and Meridian Avenue).

SERVICE DOGS

Service Dogs are always welcome. Under the Americans with Disabilities Act (ADA) regulations, a “service dog” is one that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Other animals (except miniature horses), whether wild or domestic, trained or untrained, are not considered service animals.

The work or tasks performed by a service dog must be directly related to the individual’s disability. Examples of work or tasks include, but are not limited to:

• Assisting individuals who are blind or have low vision with navigation and other tasks
• Alerting individuals who are deaf or hard of hearing to the presence of people or sounds
• Providing non-violent protection or rescue work
• Pulling a wheelchair
• Assisting an individual during a seizure
• Alerting individuals to the presence of allergens
• Retrieving necessary items, such as medicine or telephones
• Providing physical support and assistance with balance and stability to individuals with mobility disabilities
• Helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors

The crime-deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort or companionship are not considered work or tasks for the purposes of defining a service animal.

Emotional Support or Comfort Animals

Emotional Support or Comfort Animals are not permitted inside MBCC.

ACCESSIBLE PODIUMS

The center has three (3) accessible podiums for the use of our clients. If an accessible podium is needed, please contact your Event Manager.
COLLECTION OF SALES TAX

Florida State Sales and Use Tax is applied to the building rental and certain other additional services related to the Licensee’s occupancy at the time of the final settlement.

The tax is currently 7% (prevailing State of Florida tax rate to be applied).

The MBCC will presume each Licensee to be taxable, unless the Licensee provides 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.”

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 list below). 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 MBCC. 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.

**PROPRIETARY MATERIALS**

ASCAP, BMI, dramatist fees, copyright license fees, patent fees or any other fee attached to copyrighted or proprietary material are the client’s responsibility. The client is responsible for any violations of infringement rights of any materials.
SECTION 19
RESOURCES AND WEBSITES
AIRPORTS

Miami International Airport: 305.876.7000
Ft. Lauderdale/Hollywood International Airport: 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

MAIL/SHIPPING

Federal Express (FedEx) | Package Pickup and Information - 800.463.3339
Post Office | 1661 West Avenue – Miami Beach, FL 33139 - 305.672.5618
United Parcel Service (UPS) | Package Pickup and Information - 800.275.8777
Services may also be arranged through the Business Center.

**All shipping and receiving must be coordinated through the General Contractor or the Business Center. The MBCC is not responsible for any shipping and receiving.**

**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  

**FOLLOW US @**

Website: www.miamibeachconvention.com  
Facebook: www.facebook.com/MiamiBeachConventionCenter  
Twitter: www.twitter.com/TheMiamiBeachCC  
Instagram: www.Instagram.com/themiamibeachcc  
Pinterest: www.pinterest.com/beach0525  
Linked In: www.linkedin.com/company/miami-beach-convention-center/
Appendix A: Certificate of Insurance Sample
Appendix B: Floor Plans, Meeting Room Capacities and Dimensions
Appendix C: Loading Docks
Appendix D: Transportation Plan Example
Appendix E: Event Checklist
Appendix F: Equipment Inventory
Appendix G: Marshalling Suggestions
Appendix H: Miami Beach Convention Center Minimum Presentation Standards
Appendix I: Budget Review
Appendix J: Approved Contractors
Appendix K: Rigging Information
Appendix L: Everlast Productions
Appendix M: Price Sheet (Everlast Productions)
Appendix N: Price Sheet (Venue)
Appendix O: Parking
APPENDIX A: CERTIFICATE OF INSURANCE SAMPLE

CERTIFICATE OF LIABILITY INSURANCE

<table>
<thead>
<tr>
<th>INSURER</th>
<th>AMERICAN HOME Assurance Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>P.O. Box 3728, Tampa, FL 33601</td>
</tr>
<tr>
<td>Phone</td>
<td>800-282-9960</td>
</tr>
<tr>
<td>Fax</td>
<td>800-907-3666</td>
</tr>
</tbody>
</table>

**COVERAGES**

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>LIMITS</th>
<th>EXCEPTED FROM</th>
<th>LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL LIABILITY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERSONAL INJURY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROPERTY DAMAGE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTO LIABILITY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WORKERS' COMPENSATION</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CERTIFICATE HOLDER**

American Home Assurance Company

**CERTIFICATE EFFECTIVE DATE**

01/01/2020 - 12/31/2020

**CERTIFICATE EXPIRATION DATE**

12/31/2020

**SIGNED FOR**

American Home Assurance Company

**SIGNATURE**

[Signature]

**DATE**

01/01/2020

**NOTICE**

This Certificate of Insurance is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.

**INDEMNITY CLAUSE**

The City of Miami Beach, Global Spectrum, their officer, agent, or employee shall be indemnified as additional insured. It is further agreed that this insurance is primary in all other similar coverage carried by the City, and/or Global Spectrum and the insurer and their insurance shall have no right of recovery or subrogation against the City.

**CANCELLATION**

This Certificate of Insurance will be cancelled 30 days from the date shown in the section marked “Expiration Date.”
APPENDIX C: LOADING DOCKS
APPENDIX D: TRANSPORTATION PLAN SAMPLE
APPENDIX E: EVENT CHECKLIST

EVENT SERVICES DEPARTMENT

EVENT MANAGER CHECKLIST

Event Manager: ________________________________
Name of Show: ________________________________
Move-in Date: ________________________________
Show Date(s): ________________________________
Move-out Date: ________________________________

12 MONTHS OUT

Contract Mailed (Date):

Em Introduction Letter Sent (Date):

☐ Contract Signed (Date):

☐ Deposit Received (Date):

☐ Contract Reviewed (Date):

☐ Check Contract Against E-book/review Special Concessions (Date):

☐ Client Sent Copy of Event Planning Guide (Date):

☐ Review Building Rules/regs With Client (Date):

☐ Notify Client of Exclusive and Preferred Vendors (Date):

☐ Set-up Initial Site Visit With the Client (Date):
6 MONTHS OUT

☐ Notify Client of Other Events in the Building (Date):

☐ Send Client Service Order Forms for Service Kits (Date):

☐ Tracking Number:

☐ Ten (10) Copies of Floor and Lobby Plan Requested (Date):

☐ Floor and Lobby Plans Received (Date):

☐ Director of Event Operations Signature (Date):

☐ Fire Marshal’s Signature (Date):

☐ Distributed to:

☐ EM’s Working File (Date):

☐ Exposition Manager (Date):

☐ Decorator (Date):

☐ Fire Watch Procedures Reviewed With Decorator (Date):

☐ Initial Exhibitors List (Date):

☐ Distributed to:

☐ EM’s Working File (Date):

☐ Electric (Date):

☐ Smartcity (Date):

☐ Centerplate/ NBSE (Date):

☐ Preliminary Event Schedule (Date):

☐ Placement on All Show Mailing Lists (Date):
3 MONTHS OUT

☐ Requested Shuttle Bus Schedule (Date):

☐ Transportation Manager Approval (Date):

☐ if Shuttle & There Are Simultaneous Events, Confirm Other Events’ Schedules (Dates):

☐ Loading Dock Requirements Confirmed:

☐ Manager, Event Services (Date):

☐ Director, Venue Operations (Date):

☐ Transportation Manager (Date):

☐ Request Floor Plans (Date):

☐ Distribute to:

☐ Em’s Working File (Date):

☐ Electric (Date):

☐ Smartcity (Date):

☐ Centerplate (Date):

☐ Audio Visual (Date):

☐ Request Certificate of Insurance (Date):

☐ Request Security Deployment Plan (Date):

☐ Request Nurse Schedule (Date):

☐ Request All Show Management Telephone/Internet/Power/AV Requirements (Date):
Confirm Requirements With Contractors:

☐ Smartcity:
  Received:  Confirmed:

☐ Electric:
  Received:  Confirmed:

☐ Audio Visual (A/V)
  Received:  Confirmed:

2 MONTHS OUT

☐ Review F&B/Catering/Concession Plans w/ Client/Centerplate (Date):

☐ Confirm Hours/Location of Coat Check/Shoe Shine/Business Center (Date):

☐ Remind Client to Order 24-hour Power, if Necessary (Date):

1 MONTH OUT

☐ Public Information Tape Copy Forwarded (Date):

☐ Confirm Decorator/a/v/production Schedules (Date):

☐ Parking Passes:
  (   )Yes (   )No  If More Than Two(2), How Many?

☐ Pre-event Meeting Scheduled:
  (   )Yes  Date / Time

☐ Keys Required:
  (   )Yes (   )No  If Yes, How Many?

☐ Rooms Keys Are Required for:

☐ Keys Needed by (Date):

☐ Event Memo Prepared:

☐ Reviewed With Client (Date):

☐ Reviewed With Decorator (Date):

☐ Reviewed With a/v Contractor (Date):
Distributed to:

- Building Services (Date):
- Centerplate/NMBSE (Date):
- Electric (Date):
- Building Maintenance (Date):
- Smart City (Date):
- Security (Date):
- Audio Visual (A/V) (Date):

---

2 WEEKS OUT

- Review of Additional Charges
- Pre-Event Notice Sent (Date):
- Pre-Show Building Walk-through (Date/Time Completed):

---

DURING SHOW

- Event Billing Summary Review Scheduled:
- Pre-Event Notice Sent (Date):
- Pre-Show Building Walk-through (Date/Time Completed):
POST-SHOW

☐ Building Walk-through, Post-show (Date):

☐ Billing Summary Completed (Date):

☐ Historical Memo Completed (Date):

☐ Thank You Letter Sent (Date):

☐ Historical File Closed (Date):

TIMELINE

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, security, equipment inventory, etc.
   3 - 6 months

4. General Contractor/Sub-contractor List
   3 - 6 months

5. Event Time Table
   Move-in Schedule for:
   Decorator
   Exhibitors
   Freight
   Registration
   Show Office
   Registration
   Exhibits
   Meetings
   Special Events/Ribbon Cutting
   Other Activities
   Move-out Schedule (for all of the above)
   3 months

   60 - 90 Days
7. Final Floor Plans: 60 Days
   Exhibits
   Registration
   Lobby Areas

8. Signage Package 60 Days
   Review prior to final arrangements with contractor

9. Security/Transportation Plan 45 Days

10. Final Show Directory/Program (with setup requirements) 45 Days

11. Disability Needs 30 Days

12. Certificate of Insurance 30 Days
**APPENDIX F: EQUIPMENT INVENTORY**

### Inventory Master 2018

#### PERFORMANCE STAGE

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage 40' x 60' Performance Stage</td>
<td>5</td>
</tr>
<tr>
<td>Stage 4' x 8' Stage Decks</td>
<td>388</td>
</tr>
<tr>
<td>Stage Supports (ME-9750) 8'x12' x 48'-78&quot;</td>
<td>64</td>
</tr>
<tr>
<td>Stage 4' x 8' x 8&quot; Fixed Height Risers</td>
<td>15</td>
</tr>
<tr>
<td>Stage 4' x 8' x 24&quot; Adjustable Height Risers</td>
<td>11</td>
</tr>
<tr>
<td>Stage 8 Step Vari Rise Stair</td>
<td>4</td>
</tr>
<tr>
<td>Stage Stair-EZ Lift 48&quot;-78&quot; 8 Step</td>
<td>8</td>
</tr>
<tr>
<td>Stage 2 Step w/out Handrail</td>
<td>2</td>
</tr>
<tr>
<td>Stage 4' x 48&quot;-78&quot; Black Velour Fabric Clip Attachment</td>
<td>6</td>
</tr>
<tr>
<td>Stage 6' x 48&quot;-78&quot; Black Venetian Clip Attachment</td>
<td>36</td>
</tr>
<tr>
<td>Stage 8' x 48&quot;-78&quot; Black Velour Fabric Clip Attachment</td>
<td>44</td>
</tr>
</tbody>
</table>

#### RISER

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riser 6' x 8' x 24&quot; - 32&quot; (FR-2402 Fold &amp; Roll)</td>
<td>160</td>
</tr>
<tr>
<td>Stage 3 Step Tilt &amp; Tote Stair</td>
<td>105</td>
</tr>
<tr>
<td>Stage 2 Step w/out Handrail</td>
<td>9</td>
</tr>
<tr>
<td>Skirt 8' x 24&quot; - 32&quot; Black Venetian, Velcro Attachment</td>
<td>50</td>
</tr>
<tr>
<td>Skirt 8' x 24&quot; - 32&quot; Black Janus, Velcro Attachment</td>
<td>40</td>
</tr>
<tr>
<td>Skirt 6' x 24&quot; - 32&quot; Black Janus, Velcro Attachment</td>
<td>40</td>
</tr>
</tbody>
</table>

#### TABLES

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tables 6' x 18&quot; (2.44m x 45.72cm) Laminated Top</td>
<td>195</td>
</tr>
<tr>
<td>Tables 6' x 30&quot; (2.44m x 76.2 cm) Laminated Top</td>
<td>250</td>
</tr>
<tr>
<td>Tables 8' x 18&quot; (2.44m x 45.72 cm) Laminated Top</td>
<td>500</td>
</tr>
<tr>
<td>Tables 8' x 30&quot; (2.44 m x 76.2 cm) Laminated Top</td>
<td>400</td>
</tr>
<tr>
<td>Tables 30&quot; rounds w/adjustable heights of 30&quot; &amp; 36&quot;</td>
<td>290</td>
</tr>
<tr>
<td>Tables 72&quot; (1.82) Rounds Laminated</td>
<td>770</td>
</tr>
<tr>
<td>Linen Tablecloths (52&quot;x114&quot; White)</td>
<td></td>
</tr>
<tr>
<td>Linen Table Skirting (Black)</td>
<td>636</td>
</tr>
</tbody>
</table>

#### CHAIRS

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Room Chairs - 18 ½ W, 22 ¾&quot; D, and 38 ¾&quot; H (COCO Brown)</td>
<td>9,900</td>
</tr>
<tr>
<td>Ballroom Chairs (Botero Model)</td>
<td>7,000</td>
</tr>
<tr>
<td>Ballroom Chavari Chairs</td>
<td>5,000</td>
</tr>
<tr>
<td>Black Mesh Chairs</td>
<td>14,560</td>
</tr>
</tbody>
</table>

#### DANCE FLOOR

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dance Floor, Magnetic 36' x 36' (4&quot;x 4&quot; Tiles) White</td>
<td>2</td>
</tr>
<tr>
<td>Dance Floor, Magnetic 36' x 36' (4&quot;x 4&quot; Tiles) Cherry</td>
<td>2</td>
</tr>
<tr>
<td>Dance Floor, Camlock 21&quot; x 21&quot; (3x3&quot; tiles) Parquet</td>
<td>3</td>
</tr>
</tbody>
</table>

#### OTHERS

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecterns (Every Day)</td>
<td>50</td>
</tr>
<tr>
<td>Lecterns (ADA)</td>
<td>3</td>
</tr>
<tr>
<td>Lecterns (Presidential)</td>
<td>3</td>
</tr>
<tr>
<td>Easels</td>
<td>100</td>
</tr>
<tr>
<td>Misc Wheelchair Electric Chair Lift</td>
<td>2</td>
</tr>
</tbody>
</table>

*The MBCC reserves the right to change, amend and update the EPG at its sole discretion.*
APPENDIX F: EQUIPMENT INVENTORY

The MBCC does not have truck marshalling facilities. The locations listed are not affiliated with the Miami Beach Convention Center.

**Miami Marine Stadium**
3501 Rickenbacker Causeway, Suite C  
Key Biscayne, FL 33149  
Mark Burns, City of Miami  
Phone: 754.264.3221  
Email: mburns@miamigov.com

**American Airlines Arena**
Parcel B  
601 Biscayne Boulevard  
Miami, FL 33132  
Alex Ramirez  
Phone: 786.236.4812  
Email: aramirez@heat.com

**Mana Wynwood**
Director of Events/Property Manager  
2217 NW 5th Ave  
Miami, FL 33127  
Office: 305.573.0371 Ext. 7008  
Direct: 305.328.9099  
Emil Torjman emil@manamiami.com

**Magic City Casino**
450 NW 37th Avenue  
Miami, FL 33125  
Scott Savin, COO  
Phone: 305.649.3000  
Email: ssavin23@gmail.com

**Marlins Park**
Third Base Garage Parking Office  
1402 NW 7th Street  
Miami, FL 33125  
Jose C. Leon, Manager of Operations, Miami Parking Authority  
Office: 305.373.6789 ext. 268  
Phone: 305.975.2840  
Email: jleon@miamiparking.com
APPENDIX H: MIAMI BEACH CONVENTION CENTER MINIMUM PRESENTATION STANDARDS

OVERALL SHOW QUALITY
Events at the MBCC must adhere to the highest quality of production standards, presenting in a professional manner.

BANNERS
Banners must be professionally made. Banners and signs must be of sound quality, clean and presentable. No handmade signage is permitted. Banners may only be installed at approved rigging points. Adhesive clings are prohibited. Static clings and window coverings require explicit approval from the General Manager.

TABLE COVERINGS
All tables must be dressed and covered. Table linens, table linens with skirting, spandex wraps or other professional-looking materials are acceptable.

MIAMI BEACH CONVENTION CENTER POLICIES AND PROCEDURES
The policies and procedures outlined in the Miami Beach Convention Center Users’ Guide must be strictly adhered to.

BOX OFFICE
Events utilizing a Box Office are required to hire a Miami Beach Police Officer to be present at the Box Office during Box Office hours.

DECORATOR
A professional MBCC-approved decorator must be used for all Exhibit Hall events. A current list of approved decorators can be requested from the Event Manager. All MBCC permanent furniture located in public common areas and Pre-Function spaces must not be moved or relocated.

LOADING DOCKS
All events must utilize assigned loading docks for move-in and move-out periods. There is no front-of-house move in or move out permitted at the Miami Beach Convention Center. Loading docks must be kept clean and organized.

DELIVERIES
All deliveries to the Miami Beach Convention Center must be staged and organized. Show decorators must utilize a Dock Coordinator to direct deliveries to the loading docks.
AUDIO VISUAL
An MBCC-approved Audio Visual (A/V) supplier is required. The Miami Beach Convention Center is under contract with IATSE Local 500. All production labor must be hired through IATSE Local 500.

HOUSING BUREAU REPRESENTATION
A Show Management representative must be onsite during all working hours.

SECURITY
All events are required to hire a MBCC-approved security firm. Show security is required during all contracted dates and times. Plan is subject to approval and must be delivered no less than forty-five (45) days prior to the event.

FOOD AND BEVERAGE
There is no outside food and beverage allowed inside the Miami Beach Convention Center. All food and beverage needs must be fulfilled by Centerplate, the exclusive in-house food and beverage provider at the MBCC.

CLEANING
All shows must provide their own show cleaning. Exhibit Halls, loading docks, areas of activation (i.e. registration areas and lobbies) must be maintained and clean at all times.

POLICE AND PARAMEDICS / FIRE RESCUE
Miami Beach Police and Paramedics/Fire Rescue are required for all events
APPENDIX I: BUDGET REVIEW

Here is a list of common services available to events at the Miami Beach Convention Center that facilitate the event budget process:

Air-Conditioning  
Audio-Visual Labor (I.A.T.S.E.)  
Broadcast Rights  
Business Center Services  
Cleaning  
Cable Services  
Fire Watch  
First Aid (Paramedic/Fire Rescue)  
Insurance  
Key Cards  
Lighting  
Miscellaneous Equipment  
Novelty & Program Sales  
Police (Traffic Control)  
Security  
Setup (Tables/Chairs)  
Sponsorship Signage  
Staging  
Tablecloths/Skirting  
Trash Pulls  

Centerplate (Exclusive)  
Catering/Concession Service  
Coat/Luggage Check  
Water Service (Beverage Service)  

SmartCity (Exclusive)  
Telecommunications (Voice, Data and Internet)  

Everlast Productions  
House Sound (Exclusive)  
Audio Visual (A/V) (Preferred)  

*The MBCC reserves the right to change, amend and update the EPG at its sole discretion.
APPENDIX J: APPROVED CONTRACTORS

Audio Visual (A/V) In-House (Preferred)/Exclusive for House Sound

Everlast Productions - 786.276.2660

General Contractors – Non-Exclusive

Providing exhibit services such as: pipe, side and back wall drape, carpeting, registration counters, booth and meeting signage, etc.

- Brede Exposition Services {www.bredeallied.com} 407.851.0261
- Expo Convention Contractors {www.expocci.com} 305.751.1234
- Freeman Decorating {www.freemanco.com} 407.857.1500
- GES Exposition Services {www.ges.com} 407.370.6200
- Shepard Convention Services {www.shepardes.com} 407.888.9669
- Vista Convention Services South {www.vistacs.com} 305.673.1123

CONTRACTORS’ REQUIREMENTS

ALL contractors wishing to provide service to events at the Miami Beach Convention Center are subject to approval by the MBCC prior to commencing onsite work. This applies to all contractors supplying any and all Show services, such as audio visual (a/v), electrical, cleaning and security services.

The Licensee is required to notify the Event Manager 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:
   a) Address of firm
   b) General office, emergency and FAX phone numbers
   c) Names and titles of principals
   d) Individual responsible for coordinating firm’s convention center operations
2. The following are required to work on property at the MBCC:
   a) A copy of appropriate operating licenses for the state, county and city, when applicable
   b) A copy of a current Certificate of Insurance confirming the firm’s liability and workman’s comp coverage, as applicable to convention center activities

3. Additional submittals should include:
   a) Name of client currently staging an event at the MBCC
   b) Other appropriate letters of reference from comparable exposition facilities/exposition managers
   c) Copy of sample employee identification credentials
   d) Pictures of standard issue uniforms and variations
   e) Summary of equipment inventory

The Event Manager will provide written notice of approval/disapproval. Contractors without approval will not be allowed to work on MBCC property.

Prior to all events at the venue, all contractors will submit a Decorator/Contractor Operation Plan to the Event Manager at the MBCC. A briefing will be scheduled via phone to confirm specific drop-off or parking areas, entrance locations and credential or security requirements for each event at the MBCC.

**Electrical Contractors - Approved Contractors**
- Edd Helms Electrical Contracting (www.eddhelms.com) 800.329.2520
- Edlen Electrical Exhibition Services (www.edlen.com) 305.623.5335

**Exposition Cleaning - Approved Contractors**
- All Convention Cleaning (www.allconventioncleaners.com) 770.949.3441
- Expo CCI Cleaning (expocci.com) 305.751.1234

**Food/Beverage Service - Exclusive**
Centerplate (www.centerplate.com) 786.276.2700
Security - Approved Contractors

Provide services such as: ushers, ticket takers, security.

- DAK Security (www.dakcompanies.com) 305.634.8426
- DECO International Security Corp. (www.decointernationalsecurity.com) 305.673.2577
- Elite Show Services (www.eliteservicesusa.com) 855.809.2047
- Global Elite Group (www.globaleliteinc.com) 877.425.0999
- Global Security Solutions, LLC (www.globalsecuritysolutionsllc.com) 855.357.0413
- Laz (formerly Accurate Investigations) (www.lazparking.com) 305.534.7572
- U.S. Security Associates (www.ussecurityassociates.com) 800.730.9599

Telecommunications - Exclusive

SmartCity (www.smartcity.com) 305.673.5189

Valet Parking - Exclusive

First Class Parking: Miami Beach Convention Center (coordinated by the Event Manager)