Dear Valued Customer:

Welcome to the Greater Fort Lauderdale/Broward County Convention Center, the premier oceanside convention center located in South Florida’s “Venice of North America!”

We, at the Greater Fort Lauderdale/Broward County Convention Center, understand your needs. We have devised the Event Planning Guide to help you produce your most successful event ever. Answers to many of the questions you have concerning your event and this facility are contained in the following pages. It will help alleviate the guesswork on your part and, more importantly, eliminate surprises.

The Greater Fort Lauderdale/Broward County Convention Center is a multipurpose facility owned by Broward County, Florida and operated by SMG. SMG is the world’s largest private management company for public assembly facilities with management contracts throughout the United States and Europe. Our management philosophy is based on “SERVICE EXCELLENCE”. From your initial contact with our office, to post-event reviews, our goal is to provide you with the highest levels of service and personal attention. The resources of our event management department will be available to you throughout your event planning and implementation stages. Furthermore, our commitment to service will be extended to your exhibitors and attendees and ultimately reflecting in the success of your event.

Our experienced event management staff will lend additional information and guidance throughout the planning stages of the event. We encourage you to communicate with your Event Manager directly, and as often as necessary. Keeping the doors of communication open will help ensure the success of your event.

We are very pleased that you have selected the Greater Fort Lauderdale/Broward County Convention Center to host your fine event and we look forward to serving you each step along the way to its successful conclusion.

Sincerely,

Mark Gatley
General Manager
# TABLE OF CONTENTS

## I. GENERAL INFORMATION
- Location ...................................................................................................................................................................... 1 - 5
- Port Security & Access Information
- Parking Garage
- Building Contacts
- Event Planning Checklist

## II. EVENT PLANNING SERVICES ......................................................................................................................... 6 - 9
- Event Management & Coordination
- Audio-Visual
- Business Center
- Box Office
- Electric and Utilities
- Emergency Medical Services
- Equipment Inventory & Rental
- Event Cleaning
- Information Desk
- Food & Beverage Service
- Keys - Room Security
- Telecommunications & Internet
- Technical Services
- Perimeter Security
- Event Security

## III. FACILITY OPERATIONS GUIDELINES .............................................................................................................. 10 - 13
- Animals
- Damages
- Event Services Estimate
- Exhibit & Registration Floor Plan Approval
- Exhibits In Permanently Carpeted Areas
- Freight Deliveries
- Insurance
- Lighting & Air Conditioning
- Moveable Air-walls
- Shuttle Drop-off/Pick-up
- Special Needs Facilities
- Room Set-ups
- Parking
- Signage & Decorations
- Smoking Policy
- Sub-Contractors & Employees
- Tape

## IV. RULES & REGULATIONS ................................................................................................................................. 14 - 20
- Fire Code Regulations
- Green Guide – Meeting Planner & Exhibitors

## V. FACILITY SPECIFICATIONS ............................................................................................................................ 21 - 28
- Room Capacities & Facility Floor Plans

## VI. EQUIPMENT INVENTORY & RATES .................................................................................................................. 29 - 31

## VII. APPROVED VENDOR LIST ............................................................................................................................ 32 - 33

## VIII. CERTIFICATE OF INSURANCE INFORMATION ............................................................................................. 34 - 35

## IX. SERVICE ORDER FORMS, STRUCTURAL PERMIT APPLICATION ................................................................. 36 - 47

## X. SUBCONTRACTOR BUILDING MANUAL ........................................................................................................... 48 - 56

## XI. IATSE REFERENCE SHEET ............................................................................................................................. 57 - 59
## DIRECTIONS

### INTERSTATE NORTH OR SOUTH

Florida Turnpike or I-95.
Exit I-595 East to US-1 North (Federal Highway).
US-1 (Federal Highway) to SE 17th Street (East).
Follow SE 17th Street to Eisenhower Boulevard – (South). The Greater Fort Lauderdale/Broward County Convention Center main entrance is SE 20th Street.

### FORT LAUDERDALE - HOLLYWOOD AIRPORT

US-1 North (Federal Highway) to SE 17th Street (East).
Follow SE 17th Street to Eisenhower Boulevard – (South).
The Greater Fort Lauderdale/Broward County Convention Center main entrance is SE 20th Street.

### US-1 (FEDERAL HIGHWAY) NORTH OR SOUTH

US-1 (Federal Highway) to SE 17th Street (East).
Follow SE 17th Street to Eisenhower Boulevard – (South).
The Greater Fort Lauderdale/Broward County Convention Center main entrance is SE 20th Street.

### A1A HIGHWAY NORTH

A1A South turns into SE 17th Street.
Follow SE 17th Street to Eisenhower Boulevard – (South).
The Greater Fort Lauderdale/Broward County Convention Center main entrance is SE 20th Street.

### A1A HIGHWAY SOUTH

A1A North to East Dania Beach Boulevard.
East Dania Beach Boulevard US-1 North (Federal Highway).
US-1 North to SE 17th Street (East).
Follow SE 17th Street to Eisenhower Boulevard – (South). The Greater Fort Lauderdale/Broward County Convention Center main entrance is SE 20th Street.

May 2013
PORT SECURITY & ACCESS INFORMATION

VEHICULAR ACCESS FOR DRIVERS AND PASSENGERS
- Drivers and all adult passengers are required to present a valid, government issued, photographic identification at all port entrances.
- Access by individuals with lost or stolen identification may be denied.
- Meeting planners and promoters should encourage attendees to carry valid, government issued photo identification at all times.
- Event registration badges DO NOT meet Port Everglades access requirement.

BUSES / SHUTTLES SERVICE
- Buses/Shuttles will have access through the Port’s Everglades main checkpoints or through the Convention Center’s shuttle gate with sufficient prior notice.
- All drivers must present government issued photo identification.
- Some vehicles will be randomly selected for a closer examination. This will not present an unreasonable delay.
- Passengers are required to show government issued photo identification when boarding Buses/Shuttles.

PORT ACCESS TO MINORS
- A “minor” refers to anyone under the age of 18 years old.
- Domestic minors
  - It is recommended that minors carry student identification if available.
  - Minors without identification, who present no obvious threat, will be admitted on a case-by-case basis.
  - Permission to enter will not be unreasonably withheld.
- Foreign minors
  - It is recommended that visiting foreign nationals who are under the age of 18 present a passport or other valid, government issued, photo identification.
  - Minors without identification, who present no obvious threat, will be admitted on a case-by-case basis.
  - Permission to enter will not be unreasonably withheld.

PEDESTRIAN ACCESS
- The same rules apply to pedestrians and bicycle riders as for visitors in vehicles.

LOST OR STOLEN IDENTIFICATION
- Lost government issued photo identification should be reported to local authorities as soon as possible.
- Port Security will work with the Convention Center to assist individuals with lost government issued photo identification on a case-by-case basis.

WEAPONS
- The Convention Center is located within Port Everglades which is governed by Federal Regulations concerning the possession of weapons.
- NO WEAPONS are allowed through the Port Everglades checkpoints including weapons registered under “Florida Concealed Weapons Permit”.
- Contact an Event Manager for details.
PORT EVERGLADES
NORTHPORT PARKING GARAGE RATES

0 Minutes – 1 Hour $3.00
1 Hour – 5 Hours $6.00
Each Additional Hour $1.00
Up to 7 hours (or part thereof)
7 Hours – 9 Hours $10.00
9 Hours – 11 Hours $12.00
11 Hours – 12 Hours $13.00
Maximum Daily Rate $15.00
(12-24 Hours)
Lost Ticket $15.00
(minimum)
Oversize Vehicles $8 / 1-5 hrs
(Vehicles over 40ft cannot be accommodated) Up to $19/day

- Rates are per entry, based on each 24-hour period.
- Northport Parking Garage accepts cash, MasterCard, Visa, Discover, Amex and Travelers Checks.
- Rates are subject to change.
- The Ft. Lauderdale – Broward County Convention Center is connected via 2 glass enclosed skywalks from the parking garage.
- Disabled parking spaces are available near the elevators on each level.
  There is no charge to park handicap vehicles if the following apply:
  1. The visitor must have a Florida toll decal
  2. or the vehicle must have a mechanical chair lift
  3. or the vehicle must have hand controls
## BUILDING CONTACTS

<table>
<thead>
<tr>
<th>TITLE</th>
<th>NAME</th>
<th>PHONE</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Manager</strong></td>
<td>Mark Gatley</td>
<td>954.765-5900</td>
<td><a href="mailto:mgatley@ftlauderdalecc.com">mgatley@ftlauderdalecc.com</a></td>
</tr>
<tr>
<td><strong>Assistant General Manager</strong></td>
<td>Terry Kuca</td>
<td>954.765-5900</td>
<td><a href="mailto:tkuca@ftlauderdalecc.com">tkuca@ftlauderdalecc.com</a></td>
</tr>
<tr>
<td><strong>Director of Food &amp; Beverage</strong></td>
<td>Jim Bennett</td>
<td>954.765.5900</td>
<td><a href="mailto:jbennett@ftlauderdalecc.com">jbennett@ftlauderdalecc.com</a></td>
</tr>
<tr>
<td><strong>Director of Operations</strong></td>
<td>Rick Fredette</td>
<td>954.765.5958</td>
<td><a href="mailto:rfredette@ftlauderdalecc.com">rfredette@ftlauderdalecc.com</a></td>
</tr>
<tr>
<td><strong>Sales Management</strong></td>
<td></td>
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</tr>
<tr>
<td>Director of Sales &amp; Marketing</td>
<td>Twee Vuong</td>
<td>954.765.5904</td>
<td><a href="mailto:tvuong@ftlauderdalecc.com">tvuong@ftlauderdalecc.com</a></td>
</tr>
<tr>
<td>Sales Manager</td>
<td>Andrea Castano</td>
<td>954.765.5914</td>
<td><a href="mailto:acastano@ftlauderdalecc.com">acastano@ftlauderdalecc.com</a></td>
</tr>
<tr>
<td>Sales Manager</td>
<td>Andrea Erion</td>
<td>954.765.5915</td>
<td><a href="mailto:aerion@ftlauderdalecc.com">aerion@ftlauderdalecc.com</a></td>
</tr>
<tr>
<td><strong>Event Management</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Sr. Event Manager</td>
<td>Ashley York</td>
<td>954.765.5980</td>
<td><a href="mailto:ayork@ftlauderdalecc.com">ayork@ftlauderdalecc.com</a></td>
</tr>
<tr>
<td>Event Manager</td>
<td>Hali Gillingham</td>
<td>954.765.5970</td>
<td><a href="mailto:hgillingham@ftlauderdalecc.com">hgillingham@ftlauderdalecc.com</a></td>
</tr>
<tr>
<td>Event Manager</td>
<td>Dafne Anderson</td>
<td>954.765.5903</td>
<td><a href="mailto:danderson@ftlauderdalecc.com">danderson@ftlauderdalecc.com</a></td>
</tr>
<tr>
<td>Event Coordinator</td>
<td>Sherry Goldberg</td>
<td>954.765.5960</td>
<td><a href="mailto:shgoldberg@ftlauderdalecc.com">shgoldberg@ftlauderdalecc.com</a></td>
</tr>
<tr>
<td><strong>Technical Services Coordinator</strong></td>
<td>Jon Jaboolian</td>
<td>954.765.5921</td>
<td><a href="mailto:jjaboolian@ftlauderdalecc.com">jjaboolian@ftlauderdalecc.com</a></td>
</tr>
</tbody>
</table>

Contact the Event Manager for information on Box Office, Telecommunications, First Aid, A/V and Union Labor.

### IN-HOUSE SERVICES:

- **Box Office** (Exclusive)
  - Complete Tickets Solutions  
    - Roger Velasquez 954.889.0875  
      - Operations@completeticketsolutions.com

- **Business Center & A/V**
  - Everlast Productions (Preferred)  
    - Javier Fernandez 954.765.5953  
      - jfernandez@everlastproductions.com

- **Catering** (Exclusive)  
  - Sr. Catering Sales Manager  
    - Melissa Ayre 954.765.5882  
      - mayre@ftlauderdalecc.com
  - Catering Sales Manager  
    - Christina Mulholland 954.765-5884  
      - cmulholland@ftlauderdalecc.com

- **Electric** (Exclusive)  
  - Edlen Electric  
    - Keesha Touchet 954.607.7255  
      - ktouchet@edlen.com

- **Event Staff** (Exclusive)  
  - Allied Universal  
    - Robert Heard 954.765.5989  
      - Robert.heard@aus.com

- **Internet & Telecom** (Exclusive)  
  - CCLD  
    - Carlos Lind 954.765.5605  
      - clind@ccldnetworks.com
<table>
<thead>
<tr>
<th>ITEM</th>
<th>DEADLINE</th>
<th>DATE COMPLETED</th>
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<tbody>
<tr>
<td>Three contracts are mailed and three signed contracts must be returned with a deposit</td>
<td>30 days after mailing</td>
<td></td>
</tr>
<tr>
<td>Executed contract is mailed to client when deposit and signed contracts are returned</td>
<td>1 week later</td>
<td></td>
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<tr>
<td>Review Event Planning Guide</td>
<td>Pre-planning stage</td>
<td></td>
</tr>
<tr>
<td>Select Service Contractor: Decorator</td>
<td>Pre-planning stage</td>
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<tr>
<td>Submit 6 floor plans to Event Manager</td>
<td>Prior to lease of exhibit space</td>
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<tr>
<td>Final Rental Deposit</td>
<td>2 months prior to event</td>
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<tr>
<td>Submit Meeting Room/Ballroom Specs to Event Manager</td>
<td>2 months prior to event</td>
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<tr>
<td>Request Order Forms for Exhibitor Kits</td>
<td>Prior to mailing of exhibit kits</td>
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<tr>
<td>Electrical</td>
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<td>Air/Water</td>
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<td>Telephone</td>
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<td>Internet</td>
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<tr>
<td>Audio-Visual</td>
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<tr>
<td>Receive Event Estimate from Event Manager</td>
<td>30 days prior to event</td>
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<tr>
<td>Submit Certificate of Insurance to Facility</td>
<td>30 days prior to event</td>
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<tr>
<td>Finalize Event Staff Schedules</td>
<td>30 days prior to event</td>
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</tr>
<tr>
<td>Finalize Special Services with Event Manager</td>
<td>30 days prior to event</td>
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<tr>
<td>Box Office</td>
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<td>EMT/First Aid</td>
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<td>Police</td>
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<td>Fire Watch</td>
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<td>Marshalling Yard</td>
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<td>Pre-Con</td>
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<tr>
<td>Info Desk</td>
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<tr>
<td>Finalize Audio-Visual Needs</td>
<td>21 days prior to event</td>
<td></td>
</tr>
<tr>
<td>Event Estimate returned to Event Manager</td>
<td>14 days prior to event</td>
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EVENT MANAGEMENT AND COORDINATION
Following the execution of the license agreement, the Center will assign an Event Manager to work with the event planning and implementation. The Event Manager will be in contact and remain as the primary Center liaison through the conclusion of the event.

The major function of the Event Manager is to gather all event information and disseminate that information to the Operating Departments. These departments include engineering, event security staff, housekeeping, set-up, audio-visual, emergency medical services, electrical, telecommunications/Internet, food & beverage, technical, police, and fire services.

It is important to remember the Broward County Convention Center is a multi-purpose facility. The facility may have simultaneous events in the building. The Event Manager will rely on the information given to coordinate public areas for multiple events. By receiving this information in advance, the Event Manager will ensure the smooth operation of your event.

AUDIO-VISUAL (Preferred)
Everlast Productions is the preferred supplier of AV equipment and service in the Center. Everlast Productions has over 20 years’ experience in the production industry and offers top rated audio, video, lighting, and rigging equipment for all types of events. The professional, on-site manager offers complete assistance from planning your event and designing a program to meet your budget.

If an outside AV supplier is contracted, the Event Manager will need to be notified. Additional charges for use of house sound, electricity, etc. will be incurred.

BUSINESS CENTER
The Business Center is conveniently located on the 1st Floor next to Exhibit Hall A. The hours of operation are Monday through Friday, 9am-5pm and can be extended as needed. Services and products include: computer and typewriter rental, printing, secretarial service, copying, fax transmission and receipt, package shipping, office products, and other services.

BOX OFFICE (Exclusive)
The Center provides a box office for ticket sales to public events. Complete Ticket Solutions (CTS) is the exclusive service provider. See the Special Services Rate Sheet for box office charges.

All tickets must be approved by the Center and ordered from a bonded ticket printing company. The box office will verify all tickets against the manifest to ensure accuracy. The Center’s box office will maintain control of ticket distribution, box office operation, ticketing personnel and ticket sales revenue through the completion of final settlement. Minimum staffing for the box office consists of a ticket seller and a manager.

The Center’s box office is only open during show days. The Center may offer tickets for sale at all of its approved ticket outlets, thus providing multiple locations for the sale of the event’s tickets. Licensee may request additional agencies, subject to Center approval, for ticket sales. Licensee will be held responsible for the collection of funds from any of the requested and approved agencies.

The issuing of complimentary tickets to events will be limited to five percent (5%) of capacity or as dictated by prudent business practice. Additionally, the Center will retain a minimum of thirty (30) tickets for each show day/performance.
ELECTRIC AND UTILITIES (Exclusive)
Electrical and utility services are offered exclusively through the Center. Edlen Electrical Exhibition Services, Inc. stands ready to provide show management and exhibitors the finest service and equipment available. Custom electrical and utility service order forms can be provided for exhibitors.

The main exhibit hall provides electric services in floor ports located on 30' x 30' centers. Water service is conveniently available through access points located in the exhibit hall column supports and conduit is available for sub-floor routing. Conduit is in place providing access to all floor ports for compressed air lines. Electrical service is available upon request in all meeting rooms and ballrooms. Utilization of permanent wall or column electrical outlets requires prior written approval by Center management.

EMERGENCY MEDICAL SERVICES (Exclusive)
Based upon event type and attendance, a mandatory Emergency Medical Technician will be employed during show hours to administer emergency first aid treatment. All staffing, supplies and supplemental emergency medical equipment are supplied exclusively by the Center. An EMT will be scheduled as needed. The current hourly rate is listed in the Special Services Rate Sheet.

EQUIPMENT INVENTORY AND RENTAL
The prevailing rates for rental equipment are available on a separate rate schedule. All Center equipment will be setup and operated by authorized Center personnel. Equipment is available as inventory permits.

EVENT CLEANING
The Center will be provided to the Licensee in "clean" condition. During the event, the Center’s Housekeeping Department will maintain all public common areas such as lobbies, hallways, restrooms and meeting rooms except when said areas are utilized as exhibition space.

Licensee is responsible for removal of bulk trash prior to opening of show. Center will charge Licensee for any additional trash hauls necessary due to event operations. Bulk trash is defined as any material that cannot be readily removed by a standard push broom. It is the responsibility of the Licensee to leave the facility "broom clean", making sure that all trash, including tape residue, be removed. Excess post-event cleaning done by the Center will be billed to the Licensee. Licensee must abide by any and all Center labor rules and jurisdictions. Center will provide Licensee labor guidelines when applicable.

INFORMATION DESK
The Center provides information for restaurants, shopping areas, entertainment and attractions within the Broward County area. Our Guest Services Representative can make reservations for sightseeing tours, lunch/dinner, and other services. The Information Desk is staffed for room night producing conventions, conferences and trade shows, and can be conveniently located to accommodate any group.
FOOD AND BEVERAGE SERVICE (Exclusive)
The Center maintains an exclusive Food and Beverage Department operated by SAVOR. The Food and Beverage Department is prepared to offer the finest quality products and service for all functions.

Concession operations are available to provide C.O.D. food and beverage service for all events. Permanent stands and portable theme carts will enhance any event’s program by featuring a variety of specialty food and beverage items. Special menus are available to show management and exhibitors that will provide for in-booth food service.

Sampling of products is allowed as follows: beverages are limited to a maximum 4 oz. Container; 3 oz. product; and food items are limited to "bite size". Advance written authorization is required if products are to be sampled. Contact Event Manager for details.

The Center offers complimentary water service for podium(s) only. For any special water station service, i.e. glasses and pitchers or water coolers, the Food & Beverage Department can accommodate the specialize service for an additional charge.

KEYS - ROOM SECURITY
The Center has the capability to change door locks to designated rooms. Request for keys should be made through the Event Manager and all keys must be returned on the last day of the event. In compliance with NFPA Life Safety Code doors cannot be blocked, chained, or altered in any way. The Center reserves the right (at all times) to access any area if necessary.

TELECOMMUNICATIONS / INTERNET (Exclusive)
The Telecommunications Department provides exclusive services that can be tailored to meet specific show management and exhibitor needs. The facility can provide Internet connectivity at high speeds (Fiber – Optic, Cat 5 and Cat 6 infrastructure) through CCLD. All meeting rooms and ballrooms are equipped with Ethernet connection and capabilities. Telephones are installed and billed per order specifications. The Event Manager will provide order forms for inclusion in the exhibitor kits (see Service Order Forms).

TECHNICAL SERVICES (Exclusive)
The Center has a collective bargaining agreement with IATSE Local Union 500. IATSE is the Center’s Technical Services personnel. The Technical Service personnel are required for the rigging in the Ballrooms and Exhibit Halls, excluding aisle signage for trade shows. All audio-visual load-in, set-up, event production, move-out, and load-out are to be employed by the Center Technical Services personnel. All contractors providing staging and production or audio-visual production may provide supervision only. Contact the Event Manager for further details. (For more information, see The IATSE Reference Sheet).

PERIMETER SECURITY
The Center is located at the northern end of Port Everglades, the world’s second largest cruise port. To ensure safety for all in the surrounding area, Allied Universal Security has established checkpoints at all entrances into the Port. Photo identification is required. Contact your Event Manager for further details.
SECURITY
(Exclusive)
The Center maintains exclusive in-house security. The Building Security Staff maintains 24-hour security coverage for the Center's perimeter areas, internal corridors and life safety alarm system. Building Security Staff will also secure exterior and interior access doors as well as monitor internal traffic flow.

All incidents of injury, vandalism, fire, theft, etc. should be reported to the Central Security Office immediately. Following notification of any incidents, Building Security Staff will initiate appropriate reports and investigations.

EVENT STAFF (Exclusive)
The Center Event Staff is provided exclusively by Allied Universal Security Services. Services include; show and overnight event staff, badge checkers, ticket takers, coat & luggage check, etc. Event Staff are required for all events during move-in, event, and move-out hours. These costs are in addition to the rental agreement. Allied Universal representatives will be in contact to develop a comprehensive, cost effective event personnel plan. Minimal staffing will be at the discretion of Center Management as deemed appropriate after carefully considering the nature and character of the event. All financial and contractual arrangements for event personnel will be directly with Allied Universal Security Services.

Event Staff services will be provided under the following guidelines:
1. A four (4) hour minimum per person per day.
2. One or more assigned fixed positions will require a supervisor.
3. On large calls of six or more, an additional rover/relief staff will be scheduled.
4. Additional positions including the loading docks and the service road will require coverage during event move-in and move-out hours. Additional coverage may be required based upon the needs of the event.
5. The Center’s Event Staff/Security will man all ticket taking/badge checking positions and pass gate.
6. Any door(s) utilized for ingress/egress during move-in, move-out and show hours are required to be staffed.
7. Event Staff/Security is required on all events that leave materials/supplies in the Center overnight.

LOADING DOCK & MARSHALLING YARD
To maintain safe and efficient operations, the Center will retain complete control over all loading dock and marshaling yard activities. Licensee is responsible for all associated labor and space costs. All staff utilized for dock(s) and marshaling yard will be scheduled through the Event Manager.

The Center does not maintain a marshaling yard on its premises. There are available sites in the area for leasing. All marshaling requirements should be reviewed with your Event Manager no later than 30 days prior to the show.

POLICE (Exclusive)
Uniformed Broward Sheriff’s Officers (BSO) are the ONLY ARMED security permitted in the facility. Any special security services regarding police must be arranged through the Event Manager.
ANIMALS
It is PROHIBITED to have live animals in the Center without proper written permission. Contact the Event Manager for rules and regulations. Service Animals may accompany a person with a disability in the Center. Under the ADA (The Americans with Disabilities Act 2010), an individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities of such an individual; a record of such an impairment; or be regarded as having such an impairment.

DAMAGES
Prior to the first move-in day, the Engineering Department will schedule a facility inspection to verify the condition of the Center. At the conclusion of the event move-out, a final inspection will identify and specify any damages resulting from the event.

Notify the Event Manager of any damage that occurs throughout the course of the show. Show management will be informed of any damages with a damage report and a photograph when applicable. The cost of repair of damages is the Licensee’s responsibility and the Center will make all repairs.

EVENT SERVICES ESTIMATE
An Event Services Estimate will be issued to the Licensee thirty (30) days prior to the event. One hundred percent (100%) of the event services fees are due and payable at least fourteen (14) days prior to the use of the facility.

EXHIBIT AND REGISTRATION FLOOR PLAN APPROVAL
The Center’s exhibit and registration floor plan approval process incorporates policies mandated by the City of Fort Lauderdale Fire Department. The Fire Department, prior to the sale or lease of any exhibit space, must approve all floor plans.

The Event Manager can provide guidelines for floor plan layout. Six (6) copies of the proposed floor plan, drawn to scale, need to be submitted to the Event Manager. Copies of the proposed floor plan will be submitted to the Fire Department for approval. Non-approved floor plans will be returned to Licensee with explanations. Licensee must re-submit six (6) copies of floor plans for approval.

Note: ALL NFPA Life Safety Code guidelines are observed by the Center as well as all federal, state and local fire codes that apply to public assembly facilities. The decisions of the City of Fort Lauderdale Fire Department will be considered final.

EXHIBITS IN PERMANENTLY CARPETED AREAS
When using permanently carpeted areas as exhibit space, the service contractor is required to lay plastic or plywood over the permanent carpet before bringing freight or material-handling equipment into the area. In taking protective measures, it will prevent damage caused by direct contact with lifts, pallet jacks and/or such equipment. Any damages will be at the cost of the Licensee.
FREIGHT DELIVERIES
Due to limited storage space, the Center WILL NOT accept advance freight deliveries. All freight must be shipped to the service contractor and delivered to the Center during the designated move-in period. Any freight scheduled for delivery to the Center during move-in must be sent to the attention of the service contractor. The Center will not accept C.O.D. shipments or responsibility for costs associated with freight delivery/pick-up during non-assigned periods. The Center will not be liable for the security of freight left following the conclusion of the move-out date(s), or responsible for the shipping of such freight. Freight left on the show floor will be disposed of at Licensee's expense.

INSURANCE
All Licensees and their sub-contractors are required to provide a Certificate of Insurance. Specific requirements are referenced in the license agreement. Certificate(s) must be furnished to the Center thirty (30) days prior to the first move-in day of the event. A sample copy of an acceptable insurance certificate is located in the Certificate of Insurance Information (See Section VIII).

General and Excess Liability coverage may be available to Licensees through the Center for some events. The Event Manager needs to be notified when utilizing this plan.

LIGHTING AND AIR CONDITIONING
Fifty percent (50%) “work lights” will be provided at no charge in exhibit halls during move-in and move-out. One hundred percent (100%) “show lights” will be provided one (1) hour prior to Show opening and meetings. Lighting requests outside these parameters will be charged at the prevailing hourly rate.

Air conditioning is provided complimentary during show hours – beginning one (1) hour prior to show opening. Air conditioning is not provided on move-in and move-out days. A licensee requesting air conditioning during non-show periods will be charged an hourly fee.

MOVEABLE AIRWALLS
The moveable air walls in the exhibition halls, ballrooms, and meeting rooms are to be installed and removed by Center personnel only.

SHUTTLE DROP-OFF / PICK-UP
The primary drop-off/pick-up location for shuttle buses, taxis and special needs patrons is directly in front of the Center's main (north) lobby.

SPECIAL NEEDS FACILITIES
In accordance with ADA, the Center provides ramp access, restroom facilities, Braille elevator buttons, phone and fire alarms for the deaf and hard of hearing, patrons with disabilities, and wheelchairs.
ROOM SET-UPS
Suggested capacities for meeting facilities are provided in Section V, Facility Specifications. The chart reflects maximum amount of seating allowed with a standing podium in each room. Capacities will vary with the addition of staging, food service tables, dance floors, or audio-visual requirements. Contact the Event Manager to confirm room capacities prior to preparing room specifications.

A. Meeting Rooms
One basic set-up is included in the rental of all meeting rooms: theater, classroom, conference, or banquet style; a podium, head table for two, and one registration table outside the room. Any additional equipment such as pads/pens, skirting, tablecloths for classroom tables, staging, chairs, or tables can be provided at an additional charge. See the Equipment Inventory & Rates for a listing of all equipment and current prices. Any additions/removals/turnovers in the set-up, i.e. classroom to theater style, during your event will result in an additional charge.

B. Ballrooms / Exhibit Halls
All non-exhibit uses of the Ballrooms, Exhibit Halls and Palm Rooms will be subject to equipment rental and/or set-up / breakdown labor charges. Additional costs may also be incurred for additions/removals/turnovers.

PARKING
The Center is connected via glass-enclosed skywalks to the 2,500 space Port Everglades Parking Garage. The garage’s private operator on behalf of the garage owner, the Port Everglades Authority, designates parking policies and rates. Contact the Event Manager for details.

SIGNAGE AND DECORATIONS
Signs, decorations and related materials may not be taped, tacked, stapled, nailed, etc. to painted surfaces, columns, fabrics, ceiling or decorative walls in the Center. Center permanent signs, banners, etc. may not be blocked in any manner. Temporary signs may not be attached in any manner to permanent Center signage.

Banners are allowed in the Center, although there are restrictions as to what, where, when and how the banners may be hung. No banner larger than 3’ x 6’ can be hung in the Center without prior written approval. Under no condition will signs or banners be taped, hung or otherwise attached to the Center’s glass curtain wall. Center staff or union labor will be required to hang banners for a fee. NO EXTERIOR banners are permitted. City Ordinance restricts any signage to be hung outside of the Center. Consult the Event Manager with the details of every banner to be hung.

Adhesive backed decals and stickers may not be distributed in the Center. Any costs incurred by the Center for the removal of these items will be charged to Licensee.

The use of helium balloons is prohibited. Costs associated with violation of this are the responsibility of the Licensee.

SMOKING POLICY
In accordance with the Florida Clean Air Act, the Center’s smoking policy restricts smoking to designated smoking areas. Smoking is prohibited at all times in the exhibition hall, ballrooms, restrooms and meeting rooms. This policy includes cigarettes, cigars, e-cigarettes, pipes, etc. Smoking is only allowed in designated smoking areas situated 25’ from the building.
SUB-CONTRACTORS / SUB-CONTRACTOR EMPLOYEES
INSURANCE REQUIREMENTS
All sub-contractors are required to provide a Certificate of Insurance evidencing a minimum one million dollar
general liability insurance policy as well as workman's comp coverage. The certificate must name SMG,
Broward County, their Officers, Agents and Employees as additional insured. The Broward County Convention
Center, as well as SMG must be named as the certificate holder. The Certificate must also include a 30-day
cancellation notice.

All sub-contractor operations and their employees must maintain generally accepted safe operating practices
and follow all OSHA guidelines to insure a safe workplace. All sub-contractor employees must use the
designated employee entrances/exits and must have proper identification badges for access to authorized
areas.

TAPE
The Center requires the use of SURETAPE PC 628 GAFFERS tape or approved equal. Licensee and
service contractors are responsible for the removal of all tape and residue marks from the exhibition hall(s),
concourse and meeting room floors. The use of high residue tape is prohibited on terrazzo floors and
carpeted areas. Tape or residue left on any SURFACE will be removed by the Center and the cost for the
removal will be billed to Licensee.
GENERAL RULES AND REGULATIONS

1. The location of entrance units, provided by the decorator, must be approved by the Center.

2. Use of Center equipment, supplies and other materials is limited to Center personnel unless approved in writing by Operator.

3. Center personnel must perform the movement of Center’s furniture, fixtures and equipment only.

4. House lighting, ventilation, and air conditioning will be provided as required during show hours. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during show move in/out.

5. Passenger elevators and all escalators are to be used by the general public and should not be used for any freight or equipment movement.

6. Motorized vehicles and equipment (i.e. carts, forklifts, scooters, etc.) and other moveable equipment (i.e. dollies, pallet jacks, etc.) are not permitted on any lobby, pre-function, meeting room or ballroom space without prior approval of Operator.

7. Use of glitter and confetti is not permitted in the Center without the prior written approval of Operator. Costs associated with the clean-up of glitter, confetti and related materials are the Licensee’s responsibility.

8. All floor load capacities should be strictly observed. Any variations should be approved in writing by Operator.

9. The sale or distribution of novelty merchandise is prohibited without prior written approval of Operator. All distributed materials, whether for sale or at no cost, must be distributed from locations approved by Operator.

10. Holes may not be drilled, cored or punched into any part of the Center or exterior premises.

11. Center office telephones are reserved exclusively for Center operations. Center numbers may not be published as official show or convention number.

12. Animals and pets are not permitted in the Center except in conjunction with an approved exhibit, display, show, etc. Service animals for the physically challenged are permitted and the owner will be fully responsible for his/her animals.

13. All facility utilities are property of the Center and it is prohibited to access, tamper or otherwise utilize said utilities without prior written approval of Operator. Costs for repairs, damages, etc. resulting from unauthorized use of utilities are Licensee’s responsibility.

14. No soliciting is permitted in the Center or on Center premises.

15. Any and all unsafe conditions or activities will be terminated immediately upon request. The Center will remove disruptive parties as necessary.

16. The Center provides on an exclusive in-house basis all electrical, utility, event staff security, Technical Services personnel, telecommunications and food and beverage services.

17. Alcoholic beverages may not be brought into the Center without prior written permission. Center may prohibit the consumption of alcoholic beverages at any time.

18. Unless prior approval is granted, no one under the age of sixteen (16) is allowed on the exhibit floor/loading dock during move-in and move-out.

19. Adhesive backed decals & stickers may not be distributed in the Center. Costs associated with the cleanup & related materials are the Licensee’s responsibility.

20. Helium balloons are PROHIBITED inside the Center.

21. Exterior banners are PROHIBITED outside the facility.

22. All electrical cords should be taped down immediately after placement.

23. Concealed Weapons or Firearms, defined under “Florida Statues”, are PROHIBITED inside the Center. Contact the Event Manager for details.
GENERAL FIRE CODE REGULATIONS

The Fort Lauderdale Fire Department mandates a strict adherence to the NFPA Safety Code. The decision of the Fire Marshal of the City of Fort Lauderdale is final.

1. Licensees, show management, exhibitors and all other parties comply with all Federal, State, Municipal and Center mandated fire codes which apply to public assembly facilities.
2. The following materials are prohibited without written consent of Center: electrical cooking equipment; open flame devices; welding, cutting or brazing equipment; ammunition; radioactive devices; pressure vessels; exhibits involving hazardous processing and materials; fireworks or pyrotechnics; blasting agents/explosives; flammable cryogenic gasses; aerosol cans with flammable propellants; gas operated cooking equipment; portable heating equipment.
3. The Center may request in writing: specifications, descriptions, etc. of any and all equipment, processes, operations, etc. from Licensee, service contractor, exhibitors, etc. and reserves the right to submit such information to the Fire Department for approval.
4. Exterior exhibit hall doors and loading dock doors are not to be propped open. Automatic closing devices are not to be tampered with.
5. A Fire watch is mandatory when smoke and/or hazardous machines are used inside the Center.

STORAGE:

1. Crate storage is prohibited in the Center without the prior written approval of Center Management. Crate storage is the responsibility of the Licensee.
2. Crates stored in interior storage rooms may not be stacked higher than within three (3) feet of sprinkler heads and a ten (10) foot radius must be maintained around all access/egress doors. Crates may not be stored in any occupied hall/room.
3. Exit signage, fire extinguisher, fire alarms, pull stations and related firefighting equipment may not be hidden, obstructed or blocked.
4. All emergency exits, hallways and aisles leading from the building are to be kept clear and unobstructed.

FLAME TEST:

1. All bunting, table coverings, drapes, signs, banners and like materials must be flame resistant and are subject to inspection and flame testing by Fire Marshal. Materials that cannot be treated with flame retardant shall not be used.
2. Flame retardant materials shall not ignite and spread over the surface when exposed to open flame.
3. Compressed flammable gas, flammable or combustible liquids, hazardous chemicals or materials; and Class II or greater laser, blasting agents, and explosives shall be prohibited within exhibit halls.
4. Liquid Propane is not permitted inside the facility except when used as fuel to propel a vehicle into the facility. In this case, the tanks must be removed immediately after placement.
5. Oil cloth, tarpaper, nylon, plastic cloths and certain other plastic materials cannot be made flame retardant and their use is prohibited.
6. All electrical equipment must conform to the National Electrical Code and be UL approved.
VEHICLES:
1. Any vehicle displayed in a show must have the battery cables disconnected. The gas tank must be taped shut or have a lockable gas cap and may contain no more than a quarter (1/4) tank of fuel.
2. At no time during show hours are vehicles to be moved.
3. Any vehicles, material, equipment, etc. in fire lanes or blocking exits, etc. will be removed at Licensee’s expense.

OPEN FLAME DEVICES:
1. Cooking and/or warming devices shall be isolated from the public. Place the device a minimum of four (4) feet back from the booth, or provide a barrier between the cooking/warming device and public.
2. Individual cooking/warming devices shall not exceed 228” surface area.
3. A minimum of two (2) feet shall be kept between cooking devices.
4. The surface which holds the cooking device shall be of non-combustible material.
5. Combustible materials shall be kept two (2) feet away from cooking device.
6. An extinguisher and lid or an approved automatic extinguishing system shall be required of any booth utilizing cooking or warming devices.

EXHIBIT AND REGISTRATION FLOOR PLAN APPROVAL
1. Detailed floor plans are required for exhibit and registration areas and any other special activities located in the exhibit hall, meeting rooms, ballroom or public areas.
2. Prior to the final sale, lease or assignment of any exhibit space, Licensee shall submit six (6) copies of proposed floor plan, drawn to scale, to Center for City of Fort Lauderdale Fire Department review and approval. Upon approval, the Center will forward approved copy to Licensee.
3. Any necessary changes in proposed floor plan will be forwarded to Licensee by Center, and Licensee must submit revised floor plan.
4. The proposed floor plan submitted for approval must include the following:
   a) Show title, contracted dates, draftsman’s company name and address, service contractor name and address.
   b) Booth configurations drawn to scale, including base dimensions, heights and locations.
   c) Aisle locations and dimensions.
   d) Dimensions of all fixtures including, but not limited to, stages, risers, registration areas, lounge areas, entertainment areas, etc.
   e) All exits & primary entrances.
   f) All permanent and temporary concession and novelty stands.
   g) All fire safety devices including extinguisher and alarm stations.
   h) Dimensions of all service desks including space allocations for service desks operated by Center.
   i) Dimensions of service contractor storage areas or “bone yards”.
   j) Distinction between pipe & drape and wall.
5. A copy of the final approved floor plan is to be displayed in the Service Contractors service area office.
6. The decisions of the Fire Marshal of the City of Fort Lauderdale are final.
LAYOUT AND SET-UP OF EXHIBITS
1. Aisle dimensions/locations are subject to Fire Marshal approval. Aisles must be a minimum of 10' wide.
2. No exhibit booth, registration table or related material may be placed within 20' of main entrance and exit.
3. Doors, fire exits, including doors in partition walls, or access to any exit cannot be blocked or impinged upon by pipe, drape, exhibits or other fixtures.
4. Exhibitor service desks cannot be located in lobbies or pre-function areas.
5. Literature and other items cannot be stored in booth beyond what could be reasonably used in one day. Additional material must be stored in closed containers and kept in a neat and organized manner in a designated storage area.
6. Clear access must be maintained to all Center services (i.e. restrooms, concession stands, utility rooms, etc.)
7. Carpet runners or show carpet installed over Center's permanent carpet is prohibited without the prior written approval of Center.
8. Whenever direct access to a fire extinguisher is blocked, the exhibitor blocking access must be notified of the location of the fire extinguisher, and a temporary sign must be hung above the exhibit indicating the extinguisher's location.

SECURITY
1. The Center maintains a twenty-four (24) hour security force responsible for monitoring the facility perimeter, interior public, traffic flow in such areas, and the Center's life safety system. The activities of the security personnel cannot be restricted by activities of the Licensee.
2. Allied Universal is the exclusive in-house event security company of the Center.
3. Licensee is responsible for event staff in all areas specifically licensed to Licensee exhibit halls, meeting rooms, public areas utilized by the licensee including lobbies, loading docks, service roads, etc.
4. The Center may require Licensee to provide minimum levels of event staff coverage in any leased space and other areas (i.e. docks, service roads, public access areas, registration areas, etc.). Such coverage will be at Licensee's expense.
5. Any changing or removal of door locks must be approved in writing by the Center and work performed by Center personnel.
6. No doors may be chained or otherwise locked without the written approval of the Center. No doors can be chain locked when area is occupied. All approved chains must be plastic coated and Center in-house security must be presented with keys to all locks.
7. All proposed event staff arrangements are subject to Center approval and must be submitted to the Center at least twenty-one days prior to the event.
8. All service contractors and other event related labor must enter/exit the Center via the designated employee entrance and are to be properly identified.
9. Center's security reserves final rights to admit access of any event personnel to any Center space.
EXHIBIT HALL AND LOADING DOCK REGULATIONS
1. No vehicles will be allowed in dock areas, exhibit halls, etc. without proper identification.
2. “No parking” and “tow away” zones and other restricted areas will be strictly enforced. Vehicles will be towed at the owner's expense.
3. Move-in and move-out through the front of the building is not allowed. Move-in and move-out periods must be approved in writing by the Center.
4. Scheduling of dock and storage areas, etc. must be approved by the Center.
5. Individuals exhibiting behavior indicative of intoxication or use of a "mood altering" substance will be expelled from the Center premises.
6. Vehicles are to be operated in a safe and prudent manner. Any actions including speeding, erratic driving, etc. deemed unsafe by the Center are not tolerated. Failure to adhere to Center policies will be grounds for ejection from the premises and suspension of work privileges.
7. No refueling of vehicles is permitted within fifty (50) feet of the Center.
8. At no time may exit doors be blocked or obstructed with freight, equipment, display material, trash.
9. No glass containers are permitted on the exhibit floor, meeting rooms or ballrooms without the prior written approval of the Center.
10. Unless prior approval is granted, no one under the age of sixteen (16) is allowed on the exhibit floor/loading dock during move-in and move-out.
11. Dock utilization schedules must be submitted to the Center (altering proposed schedules may require the Center to reallocate specific dock space to different events).
12. Freight deliveries to the Center must be shipped on designated move-in/out days and sent attention to service contractor. The Center will not accept freight deliveries for Licensee, service contractors, and exhibitors.
13. The Center will not assume responsibility or liability for freight left on the premises following the conclusion of the move-in/out. Freight left in the Center will be disposed of at Licensee's expense.
14. Licensee is responsible for informing all parties of Center's freight policies.

FOOD AND BEVERAGE
1. ALL food, beverages, and concessions are operated and controlled exclusively by the Center's Food Services Department (SAVOR).
2. Any and all exhibitors offering food or beverage sampling must have approval by the Food and Beverage Department. Upon approval, the exhibitor will then adhere to the following:
   a) An exhibitor and/or association member must occupy approved booths at all times.
   b) Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm, and must be directly related to participation in event.
   c) Food items must be administered and limited to "sampling" or "bite" size portions.
   d) Beverage items must be distributed in containers no greater than four (4) ounces, and no more than three (3) ounces of product may be distributed per container.
   e) Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar service, etc.) must be purchased from the Center's Food and Beverage Department.
   f) Restrooms, concession stands, and/or facility kitchens may not be used as clean up areas.
   g) Space utilized for storage, preparation, etc. of product must be approved in writing by the Center.
   h) Securing of all necessary licenses, permits, etc. is the responsibility of licensee/exhibitor.
   i) Costs associated with the disposal of trash, waste, etc. from exhibitor sampling are the responsibility of licensee and/or exhibitor.

MISCELLANEOUS
Circumstances and operations not covered in these rules and regulations will be subject to interpretation, stipulations and decisions deemed necessary and appropriate by Operator.
Communication

1. Establish commitment by executives or association directors to sustainable practices. Share and promote policies and commitment on the conference website.

2. Provide conference information using electronic media.

3. Register attendees and confirm attendance on-line and via email.

4. Offer Carbon Offset programs to attendees to offset their travel.

5. Eliminate or reduce printed materials such as agendas, schedules, and/or programs.


7. Conserve energy by powering down office equipment/lights at the end of each day.

8. Print double sided and use post-consumer content paper.

9. Consider local vendors for products to minimize transport and shipping impact.

10. Identify leftover materials for donation to local schools or community charity organizations.

Procurement Process

Choose Greener materials during event design and procurement process:
- Design reusable graphics
- Produce signs and banners on post-consumer content (biodegradable or recyclable) or recyclable/resusable material

Purchase Greener/sustainable registration materials:
- Registration bags
- Badge holders
- Lanyards
- Any give-aways

Avoid dated material to allow reuse.

Rent environmentally efficient office and audio visual equipment.

SAVOR... Green Catering
- Plan the menu using local seasonal produce
- Consider organic produce and meats, sustainable seafood, and fair trade, shade-grown organic coffee
- Serve buffet style or plated meals instead of boxed lunches/individually wrapped items
- Opt for china service and cloth linen/napkins
- Request compostable serveware

Transportation
- Encourage shuttle service to help lower gas emissions and gas usage
- Use public transportation
Pre-Event Planning

1. Ask contractor what NEW and sustainable alternatives of equal quality are available. Incorporate renewable and energy efficient materials into booth design.

2. Minimize packaging materials. Use environmentally responsible materials that are recyclable, biodegradable, or reusable.

3. Limit materials and collateral by:
   - Bringing only what is anticipated
   - Offer to send material upon request
   - Offer to provide information via electronic media: download, website, disc, flash drive.

4. Avoid dated material.

5. Re-use signs and banners. Produce on recycled materials or donate.

6. For Give-aways, focus on items that are useful and made of sustainable materials.

Event Day

Request recycle and waste containers for the booth.

Collect and place recycle materials into appropriate containers.

Conserve energy by powering down equipment/lights at the end of each show day.

After Event Closes

Label unwanted show materials and/or collaterals for Center to recycle and repurpose.

Label leftover merchandise for donation.
FACILITY SPECIFICATIONS
# 1st FLOOR ROOM CAPACITY

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**ATRIUM LOBBY**

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**NORTH CONCOURSE**

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<th>BANQUET</th>
<th>HOUSE SCREEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>15'</td>
<td>15'</td>
<td>9,799</td>
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</table>

## EXHIBIT HALLS

<table>
<thead>
<tr>
<th>HALL A</th>
<th>HALL B</th>
<th>HALL C</th>
<th>HALL D</th>
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<tbody>
<tr>
<td>EXHIBIT SPACE (Sq. ft)</td>
<td>64,887</td>
<td>43,018</td>
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<tr>
<td>DIMENSIONS</td>
<td>274' x 237'</td>
<td>182' x 237'</td>
<td>180' x 237'</td>
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<tr>
<td>THEATER</td>
<td>5,080</td>
<td>3,572</td>
<td>3,572</td>
</tr>
<tr>
<td>CLASSROOM (3 per 6ft)</td>
<td>3,150</td>
<td>2,214</td>
<td>2,214</td>
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<tr>
<td>BANQUET (Round of 10)</td>
<td>3,580</td>
<td>2,240</td>
<td>2,240</td>
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<tr>
<td>MAX BOOTHs (10x10)</td>
<td>348</td>
<td>237</td>
<td>237</td>
</tr>
<tr>
<td>SHOW OFFICE</td>
<td>ROOM 107</td>
<td>ROOM 132</td>
<td>ROOM 131</td>
</tr>
<tr>
<td>CEILING HEIGHT</td>
<td>30ft</td>
<td>34ft</td>
<td>34ft</td>
</tr>
<tr>
<td>FLOOR LOAD</td>
<td>250 lbs* / sq ft</td>
<td>250 lbs* / sq ft</td>
<td>250 lbs* / sq ft</td>
</tr>
<tr>
<td>FREIGHT ELEVATOR</td>
<td>(2) 8W x 10L x 8H - 6,000lbs</td>
<td>(1) 7W x 10L x 8H - 10,000lbs</td>
<td>(1) 9W x 17L x 8H - 10,000lbs</td>
</tr>
<tr>
<td>LOADING DOCKS</td>
<td>5 bays</td>
<td>5 bays</td>
<td>4 bays</td>
</tr>
<tr>
<td>RAMPS</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>LOADING DOORS</td>
<td>(2) 15'H x 19'W</td>
<td>(2) 15'H x 19'W</td>
<td>(1) 15'H x 19'W</td>
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<tr>
<td>COLUMNS (rounds)</td>
<td>4 (36” centers)</td>
<td>2</td>
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<tr>
<td>LIGHTING LEVEL</td>
<td>T-5 High Output Fluorescent Fixtures</td>
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</table>

*Higher floor loads are possible with the approval of Center’s Management.
Capacity above reflects the maximum amount of seating allowed with a standing podium in each room. The addition of head tables, risers, dance floors, food service tables, or audio-visual equipment will reduce capacity.
## 2ND FLOOR ROOM CAPACITY

<table>
<thead>
<tr>
<th>SPACE</th>
<th>DIMENSIONS</th>
<th>CEILING HEIGHT</th>
<th>SQUARE FEET</th>
<th>THEATER</th>
<th>CLASSROOM (3 PER 6 ft.)</th>
<th>BANQUET</th>
<th>HOUSE SCREEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>203-204 PREFUNCTION</td>
<td>44' x 27'</td>
<td>12'</td>
<td>1,196</td>
<td>121</td>
<td>75</td>
<td>80</td>
<td>8' x 8'</td>
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<tr>
<td>203</td>
<td>22' x 27'</td>
<td>12'</td>
<td>598</td>
<td>53</td>
<td>36</td>
<td>40</td>
<td>8' x 8'</td>
</tr>
<tr>
<td>204</td>
<td>22' x 27'</td>
<td>12'</td>
<td>598</td>
<td>55</td>
<td>42</td>
<td>40</td>
<td>No</td>
</tr>
<tr>
<td>COMBINED</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>207-210 PREFUNCTION</td>
<td>44' x 27'</td>
<td>12'</td>
<td>1,196</td>
<td>121</td>
<td>75</td>
<td>80</td>
<td>8' x 8'</td>
</tr>
<tr>
<td>207</td>
<td>22' x 24'</td>
<td>12'</td>
<td>672</td>
<td>73</td>
<td>45</td>
<td>40</td>
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<tr>
<td>208</td>
<td>22' x 24'</td>
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<td>98</td>
<td>60</td>
<td>60</td>
<td>No</td>
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<tr>
<td>209</td>
<td>22' x 24'</td>
<td>12'</td>
<td>840</td>
<td>98</td>
<td>60</td>
<td>60</td>
<td>No</td>
</tr>
<tr>
<td>210</td>
<td>22' x 24'</td>
<td>12'</td>
<td>672</td>
<td>73</td>
<td>45</td>
<td>40</td>
<td>No</td>
</tr>
<tr>
<td>207/208 COMBINED</td>
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<td>12'</td>
<td>1,512</td>
<td>160</td>
<td>114</td>
<td>110</td>
<td>No</td>
</tr>
<tr>
<td>209/210 COMBINED</td>
<td>63' x 24'</td>
<td>12'</td>
<td>1,512</td>
<td>160</td>
<td>114</td>
<td>110</td>
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</tr>
<tr>
<td>213</td>
<td>22' x 26'</td>
<td>12'</td>
<td>572</td>
<td>66</td>
<td>39</td>
<td>40</td>
<td>No</td>
</tr>
<tr>
<td>216</td>
<td>23' x 28'</td>
<td>10'</td>
<td>644</td>
<td>70</td>
<td>45</td>
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<tr>
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<td>10'</td>
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<td>110</td>
<td>57</td>
<td>70</td>
<td>7' x 6'</td>
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<tr>
<td>NORTH CONCOURSE</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>220-223 PREFUNCTION</td>
<td>43' x 29'</td>
<td>12'</td>
<td>1,247</td>
<td>107</td>
<td>66</td>
<td>80</td>
<td>8' x 8'</td>
</tr>
<tr>
<td>220</td>
<td>43' x 29'</td>
<td>12'</td>
<td>1,247</td>
<td>107</td>
<td>66</td>
<td>80</td>
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<tr>
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<td>133</td>
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<tr>
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<td>2,755</td>
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<td>171</td>
<td>180</td>
<td>8' x 8'</td>
</tr>
<tr>
<td>222</td>
<td>52' x 29'</td>
<td>12'</td>
<td>1,508</td>
<td>133</td>
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<td>110</td>
<td>No</td>
</tr>
<tr>
<td>223</td>
<td>43' x 29'</td>
<td>12'</td>
<td>1,247</td>
<td>101</td>
<td>66</td>
<td>80</td>
<td>8' x 8'</td>
</tr>
<tr>
<td>COMBINED</td>
<td>95' x 29'</td>
<td>12'</td>
<td>2,755</td>
<td>280</td>
<td>171</td>
<td>180</td>
<td>8' x 8'</td>
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<tr>
<td>SOUTH CONCOURSE</td>
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<td>PALM PREFUNCTION</td>
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<tr>
<td>A</td>
<td>68' x 67'</td>
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<td>540</td>
<td>420</td>
<td>300</td>
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</tr>
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<td>9,313</td>
<td>1,110</td>
<td>837</td>
<td>600</td>
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</table>

Capacity above reflects the maximum amount of seating allowed with a standing podium in each room. The addition of head tables, risers, dance floors, food service tables, or audio-visual equipment will reduce capacity.
## 3rd Floor Room Capacity

<table>
<thead>
<tr>
<th>Space</th>
<th>Dimensions</th>
<th>Ceiling Height</th>
<th>Square Feet</th>
<th>Theater</th>
<th>Classroom (3 Per 6 ft.)</th>
<th>Banquet</th>
<th>House Screen</th>
</tr>
</thead>
<tbody>
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<td><strong>FLORIDIAN</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>65' x 112'</td>
<td>25'</td>
<td>6,798</td>
<td>700</td>
<td>465</td>
<td>560</td>
<td>14' x 14'</td>
</tr>
<tr>
<td>B</td>
<td>30' x 112'</td>
<td>25'</td>
<td>3,360</td>
<td>365</td>
<td>225</td>
<td>250</td>
<td>No</td>
</tr>
<tr>
<td>C</td>
<td>30' x 112'</td>
<td>25'</td>
<td>3,360</td>
<td>365</td>
<td>225</td>
<td>250</td>
<td>No</td>
</tr>
<tr>
<td>D</td>
<td>65' x 112'</td>
<td>25'</td>
<td>6,798</td>
<td>700</td>
<td>465</td>
<td>560</td>
<td>14' x 14'</td>
</tr>
<tr>
<td><strong>COMBINED</strong></td>
<td>190' x 112'</td>
<td>25'</td>
<td>20,316</td>
<td>2,100</td>
<td>1,380</td>
<td>1,160</td>
<td>14' x 14'</td>
</tr>
<tr>
<td><strong>FLORIDIAN</strong></td>
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<td></td>
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<tr>
<td>F</td>
<td>65' x 112'</td>
<td>25'</td>
<td>6,798</td>
<td>700</td>
<td>465</td>
<td>560</td>
<td>14' x 14'</td>
</tr>
<tr>
<td>L</td>
<td>65' x 112'</td>
<td>25'</td>
<td>6,798</td>
<td>700</td>
<td>465</td>
<td>560</td>
<td>14' x 14'</td>
</tr>
<tr>
<td>R</td>
<td>65' x 112'</td>
<td>25'</td>
<td>6,798</td>
<td>700</td>
<td>465</td>
<td>560</td>
<td>14' x 14'</td>
</tr>
<tr>
<td>D</td>
<td>65' x 112'</td>
<td>25'</td>
<td>6,798</td>
<td>700</td>
<td>465</td>
<td>560</td>
<td>14' x 14'</td>
</tr>
<tr>
<td><strong>COMBINED</strong></td>
<td>190' x 112'</td>
<td>25'</td>
<td>20,316</td>
<td>2,100</td>
<td>1,380</td>
<td>1,160</td>
<td>14' x 14'</td>
</tr>
<tr>
<td><strong>NORTH LOBBY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>301</td>
<td>33' x 30'</td>
<td>14'</td>
<td>990</td>
<td>72</td>
<td>54</td>
<td>60</td>
<td>No</td>
</tr>
<tr>
<td>302</td>
<td>30' x 30'</td>
<td>14'</td>
<td>900</td>
<td>87</td>
<td>54</td>
<td>60</td>
<td>No</td>
</tr>
<tr>
<td><strong>COMBINED</strong></td>
<td>63' x 30'</td>
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<td>144</td>
<td>117</td>
<td>120</td>
<td>No</td>
</tr>
<tr>
<td>304</td>
<td>42' x 53'</td>
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<td>2,226</td>
<td>210</td>
<td>159</td>
<td>140</td>
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</tr>
<tr>
<td>305</td>
<td>50' x 53'</td>
<td>15'</td>
<td>2,650</td>
<td>240</td>
<td>168</td>
<td>180</td>
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<tr>
<td><strong>COMBINED</strong></td>
<td>92' x 53'</td>
<td>15'</td>
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<td>475</td>
<td>306</td>
<td>320</td>
<td>8' x 8'</td>
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<tr>
<td><strong>SOUTH LOBBY</strong></td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>315</td>
<td>49' x 59'</td>
<td>15'</td>
<td>2,891</td>
<td>298</td>
<td>174</td>
<td>180</td>
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</tr>
<tr>
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<td>50' x 59'</td>
<td>15'</td>
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<td>192</td>
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<tr>
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<td>396</td>
<td>400</td>
<td>8' x 8'</td>
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<tr>
<td>317</td>
<td>30' x 30'</td>
<td>14'</td>
<td>900</td>
<td>87</td>
<td>54</td>
<td>60</td>
<td>No</td>
</tr>
<tr>
<td>318</td>
<td>33' x 30'</td>
<td>14'</td>
<td>990</td>
<td>72</td>
<td>54</td>
<td>60</td>
<td>No</td>
</tr>
<tr>
<td><strong>COMBINED</strong></td>
<td>63' x 30'</td>
<td>14'</td>
<td>1,890</td>
<td>144</td>
<td>117</td>
<td>120</td>
<td>No</td>
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</table>

**10' x 10' Booths**

<table>
<thead>
<tr>
<th>FLORIDIAN BLRM A</th>
<th>35</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLORIDIAN BLRM B</td>
<td>18</td>
</tr>
<tr>
<td>FLORIDIAN BLRM C</td>
<td>18</td>
</tr>
<tr>
<td>FLORIDIAN BLRM D</td>
<td>35</td>
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<tr>
<td><strong>COMBINED</strong></td>
<td>106</td>
</tr>
</tbody>
</table>

Capacity above reflects the maximum amount of seating allowed with a standing podium in each room. The addition of head tables, risers, dance floors, food service tables, or audio-visual equipment will reduce capacity.
### 3RD FLOOR ROOM CAPACITY

<table>
<thead>
<tr>
<th>SPACE</th>
<th>DIMENSIONS</th>
<th>CEILING HEIGHT</th>
<th>SQUARE FEET</th>
<th>THEATER</th>
<th>CLASSROOM (3 PER 6 ft.)</th>
<th>BANQUET</th>
<th>HOUSE SCREEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>78' x 62'</td>
<td>25'</td>
<td>4,862</td>
<td>532</td>
<td>336</td>
<td>300</td>
<td>No</td>
</tr>
<tr>
<td>B</td>
<td>78' x 67'</td>
<td>25'</td>
<td>5,252</td>
<td>532</td>
<td>336</td>
<td>300</td>
<td>No</td>
</tr>
<tr>
<td>C</td>
<td>43' x 62'</td>
<td>25'</td>
<td>2,701</td>
<td>280</td>
<td>216</td>
<td>150</td>
<td>No</td>
</tr>
<tr>
<td>D</td>
<td>43' x 67'</td>
<td>25'</td>
<td>2,918</td>
<td>280</td>
<td>216</td>
<td>150</td>
<td>No</td>
</tr>
<tr>
<td>E</td>
<td>43' x 62'</td>
<td>25'</td>
<td>2,701</td>
<td>280</td>
<td>216</td>
<td>150</td>
<td>No</td>
</tr>
<tr>
<td>F</td>
<td>43' x 67'</td>
<td>25'</td>
<td>2,918</td>
<td>280</td>
<td>216</td>
<td>150</td>
<td>No</td>
</tr>
<tr>
<td>G</td>
<td>79' x 62'</td>
<td>25'</td>
<td>4,945</td>
<td>532</td>
<td>336</td>
<td>300</td>
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</tr>
<tr>
<td>H</td>
<td>79' x 67'</td>
<td>25'</td>
<td>5,342</td>
<td>532</td>
<td>336</td>
<td>300</td>
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<td>245' x 130'</td>
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<td>2,208</td>
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</tbody>
</table>

### GRAND PREFUNCTION

<p>| | | |</p>
<table>
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<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>NORTH</td>
<td>15'</td>
<td>3,562</td>
</tr>
<tr>
<td>EAST</td>
<td>15'</td>
<td>10,634</td>
</tr>
<tr>
<td>SOUTH</td>
<td>15'</td>
<td>9,284</td>
</tr>
<tr>
<td>EAST CONCOURSE</td>
<td>15'</td>
<td>9,845</td>
</tr>
</tbody>
</table>

### 10' x 10' BOOTHS

- GRAND A: 24
- GRAND B: 25
- GRAND C/E: 28
- GRAND D/F: 28
- GRAND G: 27
- GRAND H: 26
- COMBINED: 158

Capacity above reflects the maximum amount of seating allowed with a standing podium in each room. The addition of head tables, risers, dance floors, food service tables, or audio-visual equipment will reduce capacity.
## EQUIPMENT INVENTORY & RATES

### EQUIPMENT

<table>
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<tr>
<th>Equipment</th>
<th>Price</th>
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<td>$4.00 / chair</td>
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</tr>
<tr>
<td>Padded Chairs</td>
<td>$1.50 / day</td>
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<tr>
<td>DANCE FLOOR</td>
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</tr>
<tr>
<td>4' x 4' Section</td>
<td>$5.00 / section</td>
</tr>
<tr>
<td>PIPE &amp; DRAPE (Masking)</td>
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<td>16' High</td>
<td>$10.00 / running ft.</td>
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<td>RISERS (Carpeted)</td>
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<tr>
<td>6' x 8' Section 16&quot; &amp; 24&quot; High</td>
<td>$15.00 / section</td>
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<tr>
<td>STAGING (Blacktop)</td>
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<tr>
<td>4' x 8' Section 36&quot; – 54&quot; High</td>
<td>$15.00 / section</td>
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<tr>
<td>4' x 4' Section 36&quot; – 54&quot; High</td>
<td>$15.00 / section</td>
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<tr>
<td>TABLES &amp; SKIRTING</td>
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<tr>
<td>18&quot; x 72&quot; 6ft Classroom (plastic top)</td>
<td>$8.00 / day (bare)</td>
</tr>
<tr>
<td>30&quot; x 72&quot; 6ft Table</td>
<td>$6.00 / day (bare) or $15.00 / day (skirted)</td>
</tr>
<tr>
<td>30&quot; x 96&quot; 8ft Table</td>
<td>$6.00 / day (bare) or $15.00 / day (skirted)</td>
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<tr>
<td>30&quot; Round Cocktail Table (standing/sitting)</td>
<td>$13.00</td>
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<tr>
<td>72&quot; Round</td>
<td>$8.00 / day</td>
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<tr>
<td>Linen Table Top (white)</td>
<td>$6.00 / day</td>
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<tr>
<td>Table Skirting</td>
<td>$5.00 / day</td>
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<tr>
<td>MISCELLANEOUS</td>
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<tr>
<td>Coat Rack (96 pieces per rack)</td>
<td>$10.00 / day</td>
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<tr>
<td>Easel</td>
<td>$5.00 / day</td>
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<td>Flag with Pole (US &amp; State)</td>
<td>NC</td>
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<tr>
<td>Pad and Pen</td>
<td>$3.25 / set</td>
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<tr>
<td>Podium (standing)</td>
<td>$5.00 / day</td>
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<tr>
<td>Podium (table top)</td>
<td>$5.00 / day</td>
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<tr>
<td>Stanchion &amp; Rope</td>
<td>$5.00 / day</td>
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</tbody>
</table>

### TERMS AND CONDITIONS:

1. Prices subject to change.
2. All equipment rental charges subject to 6% Florida State Tax.
3. All equipment is to be set up by the Center's personnel, and remains the property of the Center.
4. Certain items on this list may be provided free of charge as part of the base rental.
### Section VI

#### Equipment Inventory & Rates

**SPECIAL SERVICES RATE SHEET**

(All rates current for 2016-2017 fiscal year)

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Rate</th>
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<tr>
<td><strong>Box Office</strong></td>
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<tr>
<td>Box Office Fee</td>
<td>$50.00 / day</td>
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<tr>
<td>Ticket Seller (4 hr min)</td>
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<tr>
<td>Box Office Manager (4 hr min)</td>
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<tr>
<td><strong>Housekeeping Services</strong></td>
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<tr>
<td>Pre-show Labor (4 hr min)</td>
<td>$18.00 / hr</td>
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<tr>
<td>Post-show Labor (4 hr min)</td>
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<tr>
<td>Special Janitorial Service (4 hr min)</td>
<td>$18.00 / hr</td>
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<tr>
<td>Bulk Trash Removal</td>
<td>$18.00 / hr</td>
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<tr>
<td>Open Bin Trash Hauling</td>
<td>$23.00 / per yard</td>
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<tr>
<td>30 yds Trash Dumpster: Additional dumpster</td>
<td>$310 / per</td>
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<tr>
<td>30 yds Trash Dumpster: Relocating or Special Service Call</td>
<td>$125 / per</td>
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<tr>
<td><strong>Setup Services</strong></td>
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</tr>
<tr>
<td>Set up Services (Exhibit Halls, Ballrooms &amp; Palms)</td>
<td>$18.00 / hr</td>
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<tr>
<td>Turnover Service</td>
<td>$18.00 / hr</td>
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<tr>
<td>Breakdown Services (Exhibit Halls, Ballrooms &amp; Palms)</td>
<td>$18.00 / hr</td>
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<tr>
<td>Porter Service (4 hr min)</td>
<td>$18.00 / hr</td>
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<tr>
<td><strong>Engineering Services</strong></td>
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<tr>
<td>AC - Exhibit Halls, Ballrooms, Palm Room (Non-Event Hrs)</td>
<td>$125.00 / hr / per area</td>
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<tr>
<td>AC – Meeting Rooms &amp; Pre-function Areas (Non-Event Hrs)</td>
<td>$75.00 / hr / per area</td>
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<tr>
<td>Lighting “Show Lights” – Exhibit Hall (Non Event Hrs)</td>
<td>$50.00 / hr</td>
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<td>Door Removal/Installation</td>
<td>$400</td>
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<tr>
<td><strong>Event Services / Miscellaneous</strong></td>
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<tr>
<td>Emergency Medical Technician (4 hr min)</td>
<td>$28.00 / hr</td>
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<td>Fire Marshal (4 hr min)</td>
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<tr>
<td>Re-core Locks</td>
<td>$50.00 / each room</td>
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<td>Lost Keys</td>
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<tr>
<td>Ballroom House Sound System/Projection Booth**</td>
<td>$125.00 / per day</td>
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<tr>
<td>Meeting Room Sound System**</td>
<td>$50.00 / per day</td>
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<tr>
<td>Meeting Room Electrical**</td>
<td>$50.00 / per day</td>
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<tr>
<td>Marshaling Yard</td>
<td>$2,600</td>
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** Fee waived if Everlast Productions services are used for event. Electrical is waived only for standard 110V.**
Security (4 hour minimum)
- Police Officer: $45.00 / hr
- Event Supervisor: $23.00 / hr
- Event Staff: $20.50 / hr
- Ticket Taker Supervisor: $23.00 / hr
- Ticket Taker: $20.50 / hr

Technical Service (4 hour minimum)
Straight Time Stagehand Rate
- Department Head: $50.50 / hr
- Rigger: $48.00 / hr
- Technical Services Staff: $48.00 / hr
- Special Equipment Operator: $61.50 / hr
(Camera Operators, Director, TD, Video Engineer, Video Assist, Audio 1 & 2, LD, ME, etc.)

Straight Time Film, Commercial & Television Rate
- Department Head: $54.50 / hr
- Rigger: $51.50 / hr
- Technical Services Staff: $51.50 / hr
- Special Equipment Operator: $61.50 / hr
(Camera Operators, Director, TD, Video Engineer, Video Assist, Audio 1 & 2, LD, ME, etc.)

TERMS AND CONDITIONS:
1. Prices subject to change.
2. All center services and labor subject to 6% Florida Sales Tax.
3. Certain items on this list may be provided free of charge as part of the base rental. Consult with the Event Manager.
<table>
<thead>
<tr>
<th>ITEM</th>
<th>COMPANY</th>
<th>WEBSITE</th>
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<tbody>
<tr>
<td>AudioVisual - Preferred</td>
<td>Everlast Productions</td>
<td>59 SW 12th Ave, Suite 109</td>
<td>everlastproductions.com</td>
<td>954.456.7167</td>
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<tr>
<td></td>
<td></td>
<td>Dania Beach, FL 33004</td>
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<td>954.765.5952</td>
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<tr>
<td>Box Office / Ticketing Exclusive</td>
<td></td>
<td>Complete Ticket Solutions</td>
<td>completeticketsolutions.com</td>
<td>954.889.0875</td>
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<td>Cleaning Companies</td>
<td>All Convention Cleaners</td>
<td>allconventioncleaners.com</td>
<td>770.949.3441</td>
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<td>JGN Services</td>
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<td>954.650.1398</td>
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<td>Lanham's CS</td>
<td>305.822.4328</td>
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<td>Orlando Strong Cleaning</td>
<td>407.342.9159</td>
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<td>United Service</td>
<td><a href="http://www.unitedhq.com">www.unitedhq.com</a></td>
<td>800.248.8558</td>
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<td>eden.com</td>
<td>954.607.7256</td>
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<td>Avimagic Entertainment</td>
<td>magic4biz.com</td>
<td>954.483.3654</td>
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<td>Bobby Rodriguez Productions</td>
<td>bobbyrodriguezproductions.com</td>
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<td>CK Entertainment</td>
<td>ckentertainmentinc.com</td>
<td>954.436.1230</td>
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<td>Heatwave Music &amp; Ent.</td>
<td>heatwavemusic.com</td>
<td>954.748.8555</td>
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<td>J Productions</td>
<td>j-productions.com</td>
<td>954.742.7873</td>
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<td>Lawrence of Florida</td>
<td>lawrenceofflorida.com</td>
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<td>Manhattan Music</td>
<td>manhattanmusic.com</td>
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<td>Marcus Production Group</td>
<td>marcusprogroup.com</td>
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<td>Music Associates</td>
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<td>954.382.029</td>
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<td>Music Masters Events</td>
<td>musicmastersevents.com</td>
<td>305.962.9545</td>
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<td>Nite Time TV Productions, Inc</td>
<td>nitetimemiami.com</td>
<td>954.786.8742</td>
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<td>Shane Le Mar Entertainment</td>
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<td>Sound of Steel</td>
<td>bay3.com</td>
<td>954.986.1457</td>
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<td>Staged Right Events</td>
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<td>TLN Music, Inc</td>
<td>tommyehls.com</td>
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<td>Zazz Events</td>
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<td>954.753.7500</td>
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<td>Local 1175</td>
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<td>Floral Designs &amp; Gift Baskets</td>
<td>Basket O’Books</td>
<td>basketofbooks.com</td>
<td>954.574.6718</td>
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<td>Beautiful Creations</td>
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<td>Cookies by Shar</td>
<td>cookiesbyshar.com</td>
<td>954.689.2205</td>
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<td>Eden Florist &amp; Gift Baskets</td>
<td>edenflorist.com</td>
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<td>Panache Style</td>
<td>petalspanache.com</td>
<td>954.356.9377</td>
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<td>ringlift.com</td>
<td>954.971.9440</td>
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<td>Sunbelt Rentals</td>
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<td>954.229.1099</td>
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<td>AFR Event Furnishings</td>
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<td>305 757.7500</td>
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<td>Smart Source</td>
<td>smartsourcerentals.com</td>
<td>954.316.4489</td>
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<td>Michael Murphy Studio</td>
<td>michaelmurphy.com</td>
<td>954.564.8555</td>
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<td>cohartphotography.com</td>
<td>954.675.0583</td>
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<td>Creative Focus Photo</td>
<td>creativefocusinc.com</td>
<td>954.753.3686</td>
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<td>Broward Sheriff’s Officers (BSO)</td>
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<td>Contact Event Manager</td>
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<td>Radio Rental</td>
<td>BearCom Wireless Worldwide</td>
<td>bearcom.com</td>
<td>785.8.56.3333</td>
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<td>Radio One</td>
<td>radio1inc.com</td>
<td>954.358.5791</td>
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<td>SEI Communications</td>
<td>seicommunications.com</td>
<td>888.200.8077</td>
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<td>Registration/Temporary Service</td>
<td>Accurate Event Recruiters</td>
<td>accurateevents.com</td>
<td>866.932.7081</td>
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<td>David Wood Personnel</td>
<td>davidwoodpersonnel.com</td>
<td>954.452.5700</td>
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<td>Employment Resources</td>
<td>employmentresources.net</td>
<td>954.597.7700</td>
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<td>Personnel One</td>
<td>personelone.com</td>
<td>954.491.4100</td>
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<td>Princess Promotions Inc.</td>
<td>princesseventsusa.com</td>
<td>954.439.7910</td>
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<td>Transhire</td>
<td>transhiregroup.com</td>
<td>800.320.1557</td>
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<tr>
<td>Security - Exclusive</td>
<td>3201 West Commercial Blvd. #116</td>
<td>AUS.com</td>
<td>954.698.5888</td>
<td>Main Office</td>
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<tr>
<td>Fort Lauderdale, FL 33309</td>
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<td>954.765.5989</td>
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<tr>
<td>Contractor/Exposition Services</td>
<td>Arata Expositions, Inc</td>
<td>arataexpo.com</td>
<td>407.422.3636</td>
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<tr>
<td>BH&amp;L Decorators, Inc</td>
<td>bhdecorators.com</td>
<td>407.851.9080</td>
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<td>Brede Exposition Services</td>
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<td>407.851.0261</td>
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<td>Expositions ETC</td>
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<td>Everything Expo</td>
<td>everythingtradeshows.com</td>
<td>954.791.8882</td>
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<td>Expo Convention Contractors</td>
<td>expocci.com</td>
<td>305.751.1234</td>
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<td>FM Convention Contractors</td>
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<td>Freeman Decorating Company</td>
<td>freemanco.com</td>
<td>407.857.1500</td>
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<td>GES Exposition Services</td>
<td>ges.com</td>
<td>407.370.6200</td>
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<td>National Expo</td>
<td>natexpo.com</td>
<td>336.644.6420</td>
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<td>Shepard Exposition Services</td>
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<td>407.888.9669</td>
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<td>Show Management</td>
<td>showmanagementcs.com</td>
<td>954.764.7719</td>
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<td>Southern Convention Services</td>
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<td>Vista Convention Services</td>
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<td>305.673.1123</td>
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<td>Signage</td>
<td>AAA Flag &amp; Banner Mfg. Co.</td>
<td>aaflag.com</td>
<td>305.474.7600</td>
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<td>BC Graphics, Inc.</td>
<td>bcgraphicsfl.com</td>
<td>954.970.7273</td>
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<td>Canmark Printing Solutions</td>
<td>canmarkprinting.com</td>
<td>954.791.0209</td>
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<td>FedEx Kinko’s Office and Print</td>
<td>fedexkinkos.com</td>
<td>954.351.7066</td>
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<td>Signs in a Flash</td>
<td>signsinaflash.com</td>
<td>954.764.7446</td>
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<td>Stagehand Labor</td>
<td>I.A.T.S.E. Local 500</td>
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<td>954.202.2624</td>
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<tr>
<td>Internet – Exclusive</td>
<td>285 Andrew Young Int’l Blvd</td>
<td>Atlanta, GA 30313</td>
<td>954.765.5605</td>
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<td>Transportation</td>
<td>A1A Airport &amp; Limousine Serv</td>
<td>a1alimo.com</td>
<td>561.391.4762</td>
<td>Julia</td>
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<tr>
<td>Big Bus Fort Lauderdale</td>
<td>bigbusflorida.com</td>
<td>800.336.8233</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Callaway Transportation</td>
<td>callawaytransportation.com</td>
<td>410.795.8300</td>
<td></td>
<td>David Callaway</td>
</tr>
<tr>
<td>Convention Planning Services</td>
<td>cpsflorida.com</td>
<td>954.458.4848</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fab2Go – The Fab Concierge</td>
<td>thefabconcierge.com</td>
<td>954.606.6322</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Go Airport Shuttle &amp; Exec. Car</td>
<td>floridalconcierge.com</td>
<td>954.565.8900</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highway Charter Bus Service</td>
<td>highwaycharter.com</td>
<td>954.943.6790</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horizon Coach</td>
<td>horizoncoachlines.com</td>
<td>305.769.6018</td>
<td></td>
<td>Dave LeBlang</td>
</tr>
<tr>
<td>International Limo of South FL</td>
<td>myfloridalconcierge.com</td>
<td>954.983.1292</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K.S.A Tours</td>
<td>ksatours.com</td>
<td>954.338.3726</td>
<td></td>
<td>Jackie Cardoza</td>
</tr>
<tr>
<td>Sun Trolley</td>
<td>sunlimo.com</td>
<td>954.761.3543</td>
<td></td>
<td></td>
</tr>
<tr>
<td>USA Transportation</td>
<td>usatrans.com</td>
<td>800.872.1130</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Taxi</td>
<td>watertaxi.com</td>
<td>954.467.6677</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yellow Cab Taxi</td>
<td>yellowcab.com</td>
<td>954.565.8400</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
REQUIREMENTS FOR CERTIFICATE OF INSURANCE

1. Originals only - **NO photocopies**.

2. Name of insured on certificate must be **identical** to name on the License Agreement.

3. Description of Operations
   Must disclose:
   
   **Additional Insured Include**: SMG, Greater Ft. Lauderdale/Broward County Convention Center, Broward County Board of County Commissioners, Broward County, Florida, Their Officers, Directors, Agents and Employees
   
   Event name, Dates (Move-in, Show, & Move-out)

4. Certificate Holder -
   SMG
   Broward County Convention Center
   1950 Eisenhower Boulevard
   Fort Lauderdale, Florida 33316

5. Cancellation - must be for 30 days.
   Contractor shall furnish insurance against any and all loss or claims arising out of the operations of its agents, employees, sub-contractors or invitees for the protection of SMG, their officers, directors, employees and agents. Said insurance shall be maintained with firms duly authorized to do business in the State of Florida and holding a rating of A or better in the current *Best's Manuals*.

   A. **Worker's Compensation**
      Florida Statutory Limits

   B. **Employers’ Liability**
      $100,000 Each Accident
      $100,000 Each Employee
      $500,000 Aggregate

   C. **Comprehensive General Liability**
      $1,000,000 Bodily Injury and Property Damage Combined Single Limit. Coverage shall include Premises and Operations, Contractual, Personal Injury, Independent Contractors and Broad Form Property Damage including Completed Operations.

   D. **Automobile Liability**
      **Bodily Injury**
      $500,000 Per Person
      **Property Damage**
      $250,000 Per Accident
      $1,000,000 Combined Single Limit
**COMPANIES AFFORDING COVERAGE**

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>INSURANCE COMPANY</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
</tr>
</tbody>
</table>

**COVERAGES**

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirement term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>EFFECTIVE DATE</th>
<th>EXTERMINATION DATE</th>
<th>LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL LIABILITY</strong></td>
<td>XXXXXXXXXX</td>
<td>MM/DD/YY</td>
<td>MM/DD/YY</td>
<td>GENERAL AGGREGATE 1,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PRODUCTS COMP/OP AGG 1,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PERSONAL &amp; ADV INJURY 1,000,000</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>EACH OCCURRENCE 1,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FIRE DAMAGE (1 FIRE) 50,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MED EXP (1 PERSON) 5,000</td>
</tr>
<tr>
<td><strong>AUTOMOBILE LIABILITY</strong></td>
<td>XXXXXXXXXX</td>
<td></td>
<td></td>
<td>COMBINED SINGLE LIMIT 1,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BODILY INJURY (Per person)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>BODILY INJURY (Per accident)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PROPERTY DAMAGE</td>
</tr>
<tr>
<td><strong>GARAGE LIABILITY</strong></td>
<td></td>
<td></td>
<td></td>
<td>AUTO ONLY (EA ACCIDENT) $</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>OTHER THAN AUTO ONLY $</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EACH ACCIDENT $</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AGGREGATE $</td>
</tr>
<tr>
<td><strong>EXCESS LIABILITY</strong></td>
<td></td>
<td></td>
<td></td>
<td>EACH OCCURRENCE $</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AGGREGATE $</td>
</tr>
<tr>
<td><strong>WORKER’S COMPENSATION AND EMPLOYER’S ALIABILITY</strong></td>
<td>XXXXXXXXXX</td>
<td></td>
<td></td>
<td>WC STATUTORY LIMITS 100,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EL EACH ACCIDENT 500,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EL DISEASE—POLICY LIMIT 100,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EL DISEASE-EACH EMPLOYEE 100,000</td>
</tr>
</tbody>
</table>

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS**

Additional Insured Include: SMG, Greater Ft. Lauderdale/Broward County Convention Center, Broward County Board of County Commissioners, Broward County, Florida, Their Officers, Directors, Agents and Employees; Event name, Dates (Move-in, Show, & Move-out)

**CERTIFICATE HOLDER**

SMG
BROWARD COUNTY CONVENTION CENTER
1950 EISENHOWER BLVD
FT. LAUDERDALE, FL 33316

**CANCELLATION**

Should any of the above described policies be cancelled before the expiration of 30 days written notice to the certificate holder named to the left. But failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.
SERVICE ORDER FORMS
Private (Service) Staffing Order Form

Allied Universal Security provides trained, professionally uniformed officers for your particular needs. Please fill out the schedule below and if you have any questions please contact us at the above address. We will contact you regarding the event information, contracts, and payment options.

| Company Name: |
| Billing Address: |
| Phone: | Email: |
| Order Placed By: | Title: | Booth: |
| Signature: | Date: |

Please complete the anticipated schedule below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th># of Hours</th>
<th>Type of Personnel</th>
<th># of Personnel</th>
<th>Total Hours</th>
</tr>
</thead>
</table>

Total Number of Hours

We will be contact to discuss the hourly rate and proposal amount due.
Thank you for choosing Allied Universal Security Services.
ELECTRICAL ORDER FORM

COMPANY: 
EVENT: 
FACILITY: Greater Ft Lauderdale, Broward County Conv Center
DATES: 

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY
The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

208/480V POWER DELIVERY AND CONNECTIONS
The delivery and connection of high voltage services is done on a time and material basis. There is a minimum hour for installation & 1/2 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order.

ISLAND BOOTHS
Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

24 HOUR SERVICES
Electricity will be turned on within 90 minutes of show opening and off within 90 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

DEDICATED OUTLETS
For a dedicated outlet order a 20 amp outlet.

MATERIAL DELIVERY
Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

CANCELLATIONS
Credits will not be made for services delivered and not used. See back of form for additional details.

TERMS & CONDITIONS
I agree in placing this order that I have accepted Edlen’s payment policy and the terms and conditions of contract.

Form 120/208-0314MI

ELECTRICAL OUTLETS
Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

<table>
<thead>
<tr>
<th>QTY</th>
<th>QTY</th>
<th>ADVANCE PAYMENT PRICE</th>
<th>REGULAR PAYMENT PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 VOLT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>500 WATTS (5 AMPS)</td>
<td></td>
<td>87.00</td>
<td>132.00</td>
<td></td>
</tr>
<tr>
<td>1000 WATTS (10 AMPS)</td>
<td></td>
<td>114.00</td>
<td>171.00</td>
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</tr>
<tr>
<td>2000 WATTS (20 AMPS)</td>
<td></td>
<td>173.00</td>
<td>259.00</td>
<td></td>
</tr>
<tr>
<td>208 VOLT SINGLE PHASE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 AMPS</td>
<td></td>
<td>285.00</td>
<td>417.00</td>
<td></td>
</tr>
<tr>
<td>30 AMPS</td>
<td></td>
<td>345.00</td>
<td>497.00</td>
<td></td>
</tr>
<tr>
<td>60 AMPS</td>
<td></td>
<td>517.00</td>
<td>738.00</td>
<td></td>
</tr>
<tr>
<td>208 VOLT THREE PHASE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 AMPS</td>
<td></td>
<td>285.00</td>
<td>417.00</td>
<td></td>
</tr>
<tr>
<td>30 AMPS</td>
<td></td>
<td>345.00</td>
<td>497.00</td>
<td></td>
</tr>
<tr>
<td>60 AMPS</td>
<td></td>
<td>517.00</td>
<td>738.00</td>
<td></td>
</tr>
<tr>
<td>480 VOLT THREE PHASE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60 AMPS</td>
<td></td>
<td>1376.00</td>
<td>2064.00</td>
<td></td>
</tr>
<tr>
<td>100 AMPS</td>
<td></td>
<td>1974.00</td>
<td>2962.00</td>
<td></td>
</tr>
<tr>
<td>TRANSFORMER (20 amp minimum charge)</td>
<td>Total Amps:</td>
<td>3.50 x</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

19' EXTENSION CORD

POWER STRIP

ELECTRICAL LABOR
SF (Mon-Fri, 8am-4:30pm; Excluding Holidays) 87.00
OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays) 174.00
LIFT (Only required if outlets are dropped from overhead. Cost does not include operator.) 250.00

PLACE TOTAL HERE

PRINT NAME:
AUTHORIZED SIGNATURE:
DATE:
EMAIL:
PHONE:
The “Method of Payment Form” must be completed and returned with this order form.
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.

2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.

3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.

4. Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets to other location’s within the booth space. Distribution to all other locations regardless of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.

5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.

6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.

7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.

8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.

9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.

10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.

11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.

12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.

13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.

14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.

15. All Exhibitors’ cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.

16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.

17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.

18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.

19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen’s control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.

20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.

21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.

22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

**TERMS & CONDITIONS**

**COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?**

Outlets are located as depicted below for in-line & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.

---

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**
Event Name: ________________________________________________  Booth #/Location: ______________________

Company Name: ________________________________________  Event Date(s): ____________________________

Street Address: _____________________________________  City: ___________________________  State: _____  Postal Code: _________

Contact Name:  ___________________________  Telephone #: ________________________  Email Address: ___________________________

PAYMENT MUST ACCOMPANY ORDER  (Please make checks payable to CCLD. Note: We cannot accept checks from foreign banks nor can we accept cash.)

- [ ] Check Enclosed  - [ ] Visa  - [ ] Mastercard  - [ ] American Express

Credit Card Number: ________________________________________________________  Expiration Date:  _______________  Security Code:  ______________

I HAVE READ AND AGREE TO ALL TERMS AND CONDITIONS OF THIS ORDER. PLEASE SEE BACK PAGE FOR COMPLETE TERMS & CONDITIONS.

Signature: __________________________________________  Date: _____________  Name as it appears on credit card: ______________________

---

**Incentive Rates Apply to Orders Received (with payment) 21 Calendar Days PRIOR to First Open Show Date.**

**ORDERS PLACED ON-SITE ARE SUBJECT TO ADDITIONAL INSTALLATION CHARGES.**

**TELECOMMUNICATIONS SERVICES**

<table>
<thead>
<tr>
<th>INCENTIVE RATES</th>
<th>BASE RATES</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Switched Telephone Line (Must dial 9 for an outside line)</td>
<td>$ 235</td>
<td>$ 270</td>
<td></td>
</tr>
<tr>
<td>Polycom Conference Phone</td>
<td>$ 180</td>
<td>$ 230</td>
<td></td>
</tr>
</tbody>
</table>

A credit card must be supplied with this order for long distance service to be provided.

**INTERNET & NETWORK SERVICES**

<table>
<thead>
<tr>
<th>INCENTIVE RATES</th>
<th>BASE RATES</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
</table>
| High-Speed Internet Lite  
Private IP Address, up to 128kbps per computer | $ 420 | $ 510 | |
| High-Speed Internet Standard  
Private IP Address, up to 256kbps per computer | $ 750 | $ 870 | |
| High-Speed Internet Premium  
(Recommended for VPN Users)  
Up to 5 mbps, additional devices may be added; each computer utilizing connection must have a CCLD-approved IP address. | $ 1,100 | $ 1,250 | |
| Additional Network Devices  
(Utilizing Premium Service) | $ 145 | $ 190 | |
| 16-Port Hub Rental | $ 145 | $ 190 | |
| 50-Foot CAT-5 Patch Cable | $ 50 | $ 75 | |
| 100-Foot CAT-5 Patch Cable | $ 75 | $ 100 | |

Customer may utilize their own router (wired or wireless) and cables when using the premium wired service if desired. CCLD does require that an Additional Device/IP Address be purchased for each device utilizing the Premium Wired Internet service.

**DEDICATED BANDWIDTH WIRED INTERNET SERVICES**

<table>
<thead>
<tr>
<th>INCENTIVE RATES</th>
<th>BASE RATES</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dedicated 3Mbps Bandwidth Connection</td>
<td>$ 3,995</td>
<td>$ 4,595</td>
<td></td>
</tr>
<tr>
<td>Dedicated 5Mbps Bandwidth Connection</td>
<td>$ 5,995</td>
<td>$ 6,595</td>
<td></td>
</tr>
<tr>
<td>Dedicated 10Mbps Bandwidth Connection</td>
<td>$ 9,995</td>
<td>$ 10,595</td>
<td></td>
</tr>
</tbody>
</table>

Dedicated services work well for high bandwidth applications such as webcasting, streaming media, etc. Larger increments of dedicated bandwidth are available upon request.

---

**Subtotal:**

| 10% Sales Tax / Surcharge: |

---

**Total:**

To ensure proper placement in your booth, please attach a scaled drawing showing service locations with reference to adjacent aisle numbers or booths. If not received, CCLD will place services in the center of the booth. Requests to change location of services will be subject to a $150.00 Relocation Charge.
1. **Lease of Equipment.** CCLD agrees to lease and provide to Customer, and Customer agrees to lease and obtain from CCLD, the equipment and service described herein or on attached supplement(s), for the rental payment set forth herein, or on such attached supplement (plus all sales, use, and all other taxes due to federal, state, or local taxing authorities, if any, on the lease of equipment and provision of service hereunder). **Payment For Which Must Accompany Service Orders.**

2. **Term.** The equipment and services will be provided during the period of the relevant show set forth on the CCLD Service Order Form, subject to the other provisions of this Agreement. Prices are subject to change without notice.

3. **Use of PBX Switch and Related Services.** Customer’s rental of the equipment shall include the usage of (but not physical access to) the common telecommunication equipment (collectively, the “Switch”) serving the Customer at the convention facility identified on the CCLD Service Order Form (the “Building”).

4. **Local Exchange Telephone Services.** Local exchange telephone services will be provided by the local telephone company’s exchange services and facilities.

5. **Long Distance.** Long distance (interchange) services are provided by CCLD under license agreements with center management (1+ dialing) or arrangements directly between Customer and such other parties (0+ dialing). CCLD or other such parties may process billing for such service. Billing or other questions relating to long distance services should be directed initially to CCLD at the number shown on the CCLD Service Order Form. A $0.75 surcharge per call will be charged on all Directory Assistance, Toll Free Numbers and Credit Card Calls.

6. **Request for Service; Payment.** (a) Request for special arrangements must be received by CCLD no less than thirty (30) days prior to initial move in date. Custom/Fiber orders must be received at least 60 days prior to move in date. (b) Personal checks will be accepted with Advance Rate requests only. (c) There will be $50.00 service charge for all returned checks.

7. **Equipment Management.** CCLD will collect telephone sets, hubs and other equipment after the event. Please leave equipment at the location it was installed or please call our office when you are ready to return it.

8. **Cancellations.** The equipment and services are being provided by CCLD under a license agreement with the building owner or manager. CCLD may cancel this Agreement and its obligations by notice to customer in the event such license agreement expires or is terminated, in which event CCLD’s only obligation shall be to refund any advanced payments made by Customer.

9. **Customer’s Duties.** (a) Customer will use the equipment in a careful and proper manner. Customer shall not make any alterations, attachments, or additions to the equipment without CCLD’s written consent. Only CCLD employees or approved personnel are authorized to modify system wiring. (b) Customer shall be liable for any loss or damage to the equipment arising from Customer’s negligence, intentional act, unauthorized maintenance other cause within the reasonable control of Customer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse CCLD for the reasonable cost of the repair or replacement. **You will be charged upon non-return of the equipment.** Standard Telephone Sets, $75.00 each; Multi-line Sets, $300.00 each; Speaker Phone Sets, $75.00 each; Fax Machines, $500.00 each; Polycom Sets, $300.00 each; Hubs, $300.00 each. Any additional equipment rented by CCLD will have an agreed upon non-return charge amount at time of rental. (c) The equipment shall remain the sole and exclusive property of CCLD or its assignee, and nothing contained herein shall give or convey to Customer any right, title or interest whatever in the equipment which shall, at all times, be and remain personal property notwithstanding that it may be or become attached to or embedded in the realty.

10. **Events of Customer Default.** Customer shall be in default hereunder if Customer fails to pay when due any rental payment or service charge or any other indebtedness to CCLD, or Customer fails to return equipment to CCLD when required to do so hereunder fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder. **No credit will be given for equipment or service cancelled after installation date.** Installation date is same as Show Move in date. A $55.00 process charge per service will be applied to any orders cancelled prior to move in date.

11. **Remedies of CCLD.** At any time after a default by the Customer, CCLD may terminate this Agreement, by notice to Customer, and repossess the equipment, whereupon Customer’s right to use the equipment shall cease but Customer shall remain liable for all unpaid charges, and CCLD may apply and retain all or such portion of customers deposit as may be necessary to compensate CCLD for any unpaid charges or damages and expenses incurred on account of such default, or CCLD may exercise any other rights accruing to a lessor under any applicable law upon a default by a lessee.

12. **Limitation of Liability.** (a) CCLD’s obligations under this Agreement are subject to, and CCLD shall not be liable for delays, failure to perform or damage or destruction or malfunction of the equipment or services or any consequence of any of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than CCLD, its representatives, agents or employees, or any other cause beyond CCLD’s reasonable control. (b) In all situations involving performance or non-performance of equipment or related programs of services furnished under this Agreement, the Customer’s sole and exclusive remedy and CCLD’s sole and exclusive liability will be (i) the adjustment or repair of the equipment or replacement of the its parts by CCLD or at CCLD’s option, replacement of the equipment, or correction of programming errors or (ii) if, after reasonable and repeated efforts, CCLD is unable to install the equipment or replacement equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the excess (if any) of (1) the total amount theretofore paid by Customer to CCLD for equipment and services under this Agreement, or (2) the reasonable value of Customer’s use of the equipment and services. (c) In no event shall CCLD be liable to the Customer or to any other party for special collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, fortuitous conduct, failure of the equipment or services of CCLD or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if CCLD has been advised of the possibility of such damages, or for any damages caused by the Customer’s failure to perform the Customer’s responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, or other consequential of indirect economic loss. (d) Customer acknowledges and agrees that neither the owner of the building nor the prime licensee of other party responsible for the event in which the Customer is participating is responsible for the provision of the equipment or the services, and that neither such party shall be liable to Customer for any failure or defect in such equipment or services. (e) Claims will not be considered unless filed in writing with CCLD by Customer prior to the close of the event identified on the order form submitted.

13. **Indemnification.** Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless CCLD and its agents, employees, officers, directors, and any and all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including reasonable attorney’s fees, in contract, in tort or otherwise, which result from or arise out of the negligent or wrongful use of the equipment or the services, or from the acts or omissions of the Customer or its representatives, agents, employees, or invitees.

14. **Assignment.** CCLD shall have the right to assign its interest under the Agreement to any other party subsequently providing equipment and services to the building.

15. **Entire Agreement; Amendment.** This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supercede all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed between both parties.

16. **Governing Law.** This Agreement shall be construed under the laws of the state in which the building is located.

17. **Cellular Air Time (Usage).** Cellular services are billed by license agreements with CCLD. Billing for such services will be billed separately by CCLD.

18. **Wireless Applications.** Users of wireless hardware (e.g. 802.11) and/or applications must contact CCLD to coordinate frequency usage.

19. **Exclusivity.** CCLD is the exclusive voice/data communications provider for the BCCC. As such all outside proxy servers, routers, or any machine used to propagate a single I.P. address to multiple devices are forbidden. Each device, which has the ability to see the internet, must have an I.P. address purchased for that device.
PAYMENT MUST ACCOMPANY ORDER (Please make checks payable to CCLD. Note: We cannot accept checks from foreign banks nor can we accept cash.)

☐ Check Enclosed  ☐ Money Order Enclosed  ☐ Visa  ☐ Mastercard  ☐ American Express

Credit Card Number: ___________________________ Expiration Date: ______________ Security Code: ______________________

I HAVE READ AND AGREE TO ALL TERMS AND CONDITIONS OF THIS ORDER. PLEASE SEE BACK PAGE FOR COMPLETE TERMS & CONDITIONS.

Signature: ___________________________ Date: ______________ Name as it appears on credit card: ___________________________

---

**Incentive Rates Apply to Orders Received (with payment) 21 Calendar Days PRIOR to First Open Show Date.**

<table>
<thead>
<tr>
<th>WI-FI EXHIBITOR BOOTHS SERVICES (MULTIPLE USERS)</th>
<th>INCENTIVE RATES</th>
<th>BASE RATES</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wi-Fi In Booth Package: Up to 10 Users</td>
<td>$2,500</td>
<td>$3,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>(Login instructions will be emailed, customer may upgrade to their own login information below)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wi-Fi In Booth Package: Up to 20 Users</td>
<td>$3,500</td>
<td>$4,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>(Login instructions will be emailed, customer may upgrade to their own login information below)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wi-Fi In Booth Package: Up to 50 Users</td>
<td>$5,000</td>
<td>$6,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(customer may provide their own Wi-Fi network name (SSID) and password at no additional charge)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wi-Fi Network Name (SSID) and Password</td>
<td>$750</td>
<td>$1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>(Available to purchase with 10 user and 20 user packages above)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please provide Wi-Fi Network Name (SSID) and Password if purchased above

Wi-Fi Network Name (SSID): ___________________________

Wi-Fi Password (must be 8 characters & is case sensitive): ___________________________

Splash Page with Sponsor Logo (Template provided by CCLD) and Redirect Landing Page (URL that is customer specific)

<table>
<thead>
<tr>
<th>INCENTIVE RATES</th>
<th>BASE RATES</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,500</td>
<td>$3,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The 10, 20 and 50 user Wi-Fi networks above will be rate limited to 5Mbps per user.

<table>
<thead>
<tr>
<th>WI-FI EXHIBITOR BOOTHS SERVICES (PER USER)</th>
<th>INCENTIVE RATES</th>
<th>BASE RATES</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2Mbps Wi-Fi In Booth Connection per user</td>
<td>$300</td>
<td>$350</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This service is available on the exhibit floor and is priced per user. Each device requiring service would need a separate connection. The login information will be emailed after payment is processed and will include the Wi-Fi network name and password(s).

---

**Please note:** The above Wi-Fi Exhibitor Booth Services are available on the exhibit floor. For mission critical applications, we recommend using a wired internet connection as Wi-Fi is vulnerable to interference due to many different factors outside of our control. A separate paid network named BCCCWIFI is available exclusively in the lobbies and meeting rooms (excludes exhibit floors) offering a daily rate of $15 for a 1Mbps connection.

Subtotal (Wi-Fi Services):

10% Sales Tax / Surcharge:

Total:

Please email your order to info@ccld.net or fax to us at 404-222-5514. A receipt and instructions will be sent after the order is received.

---

Rate Date: January 1, 2017
1. Lease of Equipment. CCLD agrees to lease and provide to Customer, and Customer agrees to lease and obtain from CCLD, the equipment and service described herein or on attached supplement(s), for the rental payment set forth herein, or on such attached supplement (plus all sales, use, and all other taxes due to federal, state, or local taxing authorities, if any, on the lease of equipment and provision of service hereunder). Payment For Which Must Accompany Service Orders.

2. Term. The equipment and services will be provided during the dates of the relevant show set forth on the CCLD Service Order Form, subject to the other provisions of this Agreement. Prices are subject to change without notice.

3. Use of PBX Switch and Related Services. Customer’s rental of the equipment shall include the usage of (but not physical access to) the common telecommunication equipment (collectively, the “Switch”) serving the Customer at the convention facility identified on the CCLD Service Order Form (the “Building”).

4. Local Exchange Telephone Services. Local exchange telephone services will be provided by the local telephone company’s exchange services and facilities.

5. Long Distance. Long distance (interchange) services are provided by CCLD under license agreements with center management (1+ dialing) or arrangements directly between Customer and such other parties (0+ dialing). CCLD or other such parties may process billing for such service. Billing or other questions relating to long distance services should be directed initially to CCLD at the number shown on the CCLD Service Order Form. A $0.75 surcharge per call will be charged on all Directory Assistance, Toll Free Numbers and Credit Card Calls.

6. Request for Service; Payment. (a) Request for special arrangements must be received by CCLD no less than thirty (30) days prior to initial move in date. Custom/Fiber orders must be received at least 60 days prior to move in date. (b) Personal checks will be accepted with advance rate requests only. (c) There will be $50.00 service charge for all returned checks.

7. Equipment Management. Customer will be responsible for returning all telephone sets, hubs, or other equipment and related materials to the CCLD Service Desk within 2 hours of the close of show.

8. Cancellations. The equipment and services are being provided by CCLD under a license agreement with the building owner or manager. CCLD may cancel this Agreement and its obligations by notice to customer in the event such license agreement expires or is terminated, in which event CCLD’s only obligation shall be to refund any advanced payments made by customer.

9. Customer’s Duties (a) Customer will use the equipment in a careful and proper manner. Customer shall not make any alterations, attachments, or additions to the equipment without CCLD’s written consent. Only CCLD employees or approved personnel are authorized to modify system wiring. (b) Customer shall be liable for any loss or damage to the equipment arising from customer’s negligence, intentional act, unauthorized maintenance other cause within the reasonable control of customer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which customer is liable, customer shall reimburse CCLD for the reasonable cost of the repair or replacement. You will be charged upon non-return of the equipment.

10. Events of Customer Default. Customer shall be in default hereunder if customer fails to pay when due any rental payment or service charge or any other indebtedness to CCLD, or Customer fails to return equipment to CCLD when required to do so hereunder fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder. No credit will be given for equipment or service cancelled after installation date. Installation date is same as show move in date. A $55.00 process charge per service will be applied to any orders cancelled prior to move in date.

11. Remedies of CCLD. At any time after a default by the customer, CCLD may terminate this Agreement, by notice to Customer, and repossess the equipment, whereupon customer shall be liable for all unpaid charges and costs, and CCLD may apply and retain all or such portion of customers deposit as may be necessary to compensate CCLD for any unpaid charges or damages and expenses incurred on account of such default, or CCLD may exercise any other rights accruing to a lessor under any applicable law upon a default by a lessee.

12. Limitation of Liability. (a) CCLD’s obligations under this Agreement are subject to, and CCLD shall not be liable for delays, failure to perform or destruction or malfunction of the equipment or services or any consequence of any of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than CCLD, its representatives, agents or employees, or any other cause beyond CCLD’s reasonable control. (b) In all situations involving performance or non-performance of equipment or related programs of services furnished under this Agreement, the customer’s sole and exclusive remedy and CCLD’s sole and exclusive liability will be (i) the adjustment or repair of the equipment or replacement of the parts of the equipment by CCLD or at CCLD’s option, replacement of the equipment, or correction of programming errors or (ii) if, after reasonable and repeated efforts, CCLD is unable to (a) the equipment or replacement equipment in good working order, or to restore the same to good working order, or to make programming operate, the customer shall be entitled to terminate this Agreement and receive a refund equal to the excess (if any) of (1) the total amount theretofore paid by customer to CCLD for equipment and services under this Agreement, or (2) the reasonable value of customer’s use of the equipment and services.

13. Indemnification. Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless CCLD and its agents, employees, officers, directors, and any and all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including reasonable attorney’s fees, in contract, in tort or otherwise, which result from or arise out of the negligent or wrongful use of the equipment or services, or from the acts or omissions of the Customer or its representatives, agents, employees, or invitees.

14. Assignment. CCLD shall have the right to assign its interest under the Agreement to any other party subsequently providing equipment and services to the building.

15. Entire Agreement; Amendment. This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supercedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed between both parties.

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# AUDIO-VISUAL ORDER FORM

## Event Name

## Event Dates

### SECTION A

<table>
<thead>
<tr>
<th>COMPUTER DISPLAY</th>
<th>QTY/DAY RATES</th>
<th>AUDIO</th>
<th>QTY/DAY RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>17&quot; FLAT PANEL DISPLAY</td>
<td>$100.00</td>
<td>JBL EON SPEAKER W/STAND</td>
<td>$75.00</td>
</tr>
<tr>
<td>21&quot; FLAT PANEL DISPLAY</td>
<td>$185.00</td>
<td>SMALL SOUND SYSTEM *</td>
<td>$250.00</td>
</tr>
<tr>
<td>31&quot; FLAT PANEL DISPLAY</td>
<td>$360.00</td>
<td>&quot;2 POWERED SPEAKERS W/STAND, MIXER, MIC</td>
<td></td>
</tr>
<tr>
<td>42&quot; FLAT PANEL DISPLAY</td>
<td>$500.00</td>
<td>AUDIO DBX</td>
<td>$15.00</td>
</tr>
<tr>
<td>80&quot; FLAT PANEL DISPLAY</td>
<td>$550.00</td>
<td>4 CHANNEL MIXER</td>
<td>$40.00</td>
</tr>
<tr>
<td>42/50&quot; CHROME POST STAND</td>
<td>$125.00</td>
<td>WIRELESS LAV/ALI/HEADSET</td>
<td>$150.00</td>
</tr>
<tr>
<td>LCD PROJECTOR (3000L)</td>
<td>$650.00</td>
<td>WIRED MIC ON STAND/Podium</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

**Please select Chrome Stands if needed. Larger Monitors available upon request. Additional Labor may be required for multiple or larger items.**

### VIDEO

<table>
<thead>
<tr>
<th>QTY/DAY RATES</th>
<th>PROJECTION</th>
<th>QTY/DAY RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>QTY. X DAYS X RATES</td>
<td>COVERI LEAD PROJECTOR</td>
<td>$40.00</td>
</tr>
<tr>
<td>DVD PLAYER (NTSC)</td>
<td>$50.00</td>
<td>35MM SLIDE PROJECTOR</td>
</tr>
<tr>
<td>DVD PLAYER (PAL-SECAM)</td>
<td>$150.00</td>
<td>35MM VIEWER W/BUILT-IN 12&quot; SCREEN</td>
</tr>
<tr>
<td>BETACAM SP PLAYER</td>
<td>$450.00</td>
<td>TRIPOD SCREENS (6' x 8')</td>
</tr>
<tr>
<td>&quot;2 TV/SCREEN COMBO</td>
<td>$570.00</td>
<td>4&quot; PROJ/MONITOR CART W/SKIRT</td>
</tr>
<tr>
<td>27&quot; VIDEO BOX MONITOR</td>
<td>$700.00</td>
<td>WIRELESS PRESENTATION CONTROL</td>
</tr>
</tbody>
</table>

Larger Monitors Available Upon Request
Special Equipment Available Upon Request

### ORDERING INSTRUCTIONS

1. After choosing quantity of equipment and days needed.
2. Enter dollar amounts from section A in section B.
3. Calculate your order in section B.
4. Fill in billing information in section C.
5. Fax to Everlast Productions @ (954) 765-5957.

### SECTION B

#### CALCULATE YOUR ORDER

- Equipment Total: __________________________$100.00
- Add Basic Delivery/Setup/Pickup: +$100.00
- Sub-Total: __________________________$200.00
- Add Tax @ 6%: __________________________$12.00
- Total Charge: __________________________$212.00
- If Using Credit Card add 2.75% Admin. Fee to Total: __________________________$219.00

### Pickup Information

- Pickup Date _______________ Time _______________ Location _______________

### SECTION C

#### Billing Information

- Company Name: __________________________
- Address: __________________________
- Street __________________________
- City __________________________
- State __________________________
- Zip: __________________________
- Phone Number: __________________________
- Fax Number: __________________________
- Print Name: __________________________
- On Site Contact: __________________________
- Signature: __________________________
- Date: __________________________

### Payment Information

- CREDIT CARD: __________________________
- AMX MC VISA
- C.O.D.: __________________________
- COMPANY CHECK: __________________________
- CASH: __________________________
- CARD NUMBER: __________________________
- EXPIRATION DATE: __________________________
- CARDHOLDER'S NAME: __________________________

### NOTES:
- FAX BACK FORM TO 954-765-5957. You can also email your order avbcc@everlastproductions.com.
- If you didn’t find what you need, call us at 954-765-5952.
- You will be faxed a confirmation.
- All payments, or arrangements must be made in advance.
- Electrical services are not included. *No wall mounting services*

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2016-2017
**FACESMILE SERVICES**

Transmission-Domestic
- First Page $2.00
- Each Additional $2.00

Transmission-International
- First Page $10.00
- Each Additional $2.00

Incoming Transmissions $2.00

**PHOTOCOPY SERVICES**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>8.5 x 11 Reg. White</th>
<th>8.5 x 11 Reg. White</th>
<th>8.5 x 11, 3-hole White</th>
<th>8.5 x 11, 3-hole White</th>
<th>8.5 x 11 Color Paper</th>
<th>8.5 x 11 Color Paper</th>
<th>8.5 x 14 White</th>
<th>8.5 x 14 White</th>
<th>11 x 17 White</th>
<th>11 x 17 White</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-100</td>
<td>$0.25</td>
<td>$0.20</td>
<td>$0.26</td>
<td>$0.16</td>
<td>$0.27</td>
<td>$0.17</td>
<td>$0.27</td>
<td>$0.17</td>
<td>$0.28</td>
<td>$0.18</td>
</tr>
<tr>
<td>101-500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Transperencies Black and White
Volume Discounts Available On Larger Orders

**PACKING & SHIPPING**

Handling Fees
- Letter or Pak $3.50
- Sm. Box (1-35 lbs.) $5.00
- Med. Box (36-70 lbs.) $7.50
- Lg. Box (71 lbs. & over) $10.00

International Box $10.00

**SECRETARIAL SERVICES**

Per 1/4 Hr.
- Word Processing/Graphics $10.00
- Hand Collating, Stapling $5.00
- Folding & Cutting $5.00

**LASER PRINTING**

Per page from Diskette $1.00
Per Page from Laptop $1.50
Business Cards (10ea.) $2.00
Tent Cards $2.50

**WORK STATION RENTAL**

Per 1/2 Hr.
- Use of Computer/Printer $10.00

---

**Business Center Operated By:**

Everlast Productions
1950 Eisenhower Blvd.
Ft. Lauderdale, FL 33316

**Hours of Operation:**

Monday-Friday, 9:00AM-5:00PM

2016-2017
SAMPLE FOOD & BEVERAGE DISTRIBUTION AUTHORIZATION REQUEST

Savor SMG is pleased to be able to work with all requests, but unfortunately, no outside food or beverage is allowed within the Broward County Convention Center. Savor SMG is the exclusive provider of all food and beverage for the Broward County Convention Center and our liability insurance only allows for original manufacturer/producers to distribute food items (including bottled water). Your Catering Event Manager is happy to work with you to assist with any special requests. If you are the manufacturing/producing company and wish to sample your product, please fill out the following form and email/fax to Melissa Ayre, Senior Catering Sales Manager at mayre@ftlauderdalecc.com or 954.763.9551. Please wait for approval from the Catering Department. For additional information, menus, or to place an order, please call the Catering Sales Department at 954.765.5947.

REGULATIONS:
1. Items dispensed are limited to product manufacturer/producer/distributor of exhibiting firm.
2. Submit Certificate of Insurance with Request
3. All items are limited to sample size
   A. Non Alcoholic Beverages limited to maximum 4 oz. Container with 3 oz of product.
   B. Food items limited to “bite size”.
   C. Food and/or beverage items used as traffic promoters (i.e. cookies, popcorn, coffee, bottled water, bar service, alcoholic beverages etc.) MUST be purchased from Catering Department.

Name of Event:_____________________________________________________________
Company Name:____________________________________________________________
Contact:___________________________________________________________________
Address:_________________________________________State:____Zip Code:_________
Phone:__________________________________Fax:______________________________
Email:_____________________________________________________Booth #:________

1. Products you wish to sample:
________________________________________________________________________
________________________________________________________________________

2. How do you plan on sampling this product (i.e. trays, 4oz cups):
________________________________________________________________________
________________________________________________________________________

3. Please explain purpose of offering these samples:
________________________________________________________________________
________________________________________________________________________

Please check if you will need any of the following (3 weeks advance notice required. Charges will apply):

____Refrigerator Space (please indicate amount of space in cubic feet):______________
____Dry Storage (please indicate amount of space in cubic feet):_____________________
____Kitchen Preparation:_______________________________________________________
____Serving Equipment (chafing dishes, spoons, etc):
____Ice (sold by a 20 pound bag):

Approved By:____________________________________(Food & Beverage Director) _____(Date)

Phone: 954.765.5882 · Email: mayre@ftlauderdalecc.com
Fax: 954.763.9551 (Attn: Melissa Ayre)
Structural Permit Application
Covered or Enclosed Multilevel Exhibit Booth

Covered/Enclosed exhibit areas shall meet the Broward County Fire Department regulations. Please complete this portion and return at least 60 days prior to your event. Please submit two (2) copies of the plans to:

Broward County Convention Center
Event Services Department
1950 Eisenhower Blvd
Ft. Lauderdale, FL 33316

Phone: 954.765.5900
Fax: 954.763.9551
Website: ftlauderdalecc.com

Show/Event Name: ____________________________  Booth #: __________________
Exhibitor/Company Name: ____________________________
Exhibitor Address: ____________________________
City: __________  State: _______  Zip: __________
Phone: ____________________________  Fax: ____________________________
On-site Contact: ____________________________

U.S. engineered drawing bearing the stamp of a certified structural engineer needs to be included with application.

THIS PORTION TO BE COMPLETED BY THE FORT LAUDERDALE FIRE DEPARTMENT

Comments: __________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

Approved by: ____________________________  Date: ______________
Fort Lauderdale Fire Marshall

Filename: Structural Permit App 2016
COVERED OR MULTILEVEL EXHIBITS GUIDELINES

COVERED EXHIBITS LESS THAN 300 SQ FT
1. Exhibit Structures and decorative material within the exhibit should be made of non-combustible or limited combustible (flame-retardant) materials. Materials need to comply with NFPA 701 & 703. Certificates of flame retardant need to be available on-site if requested by the Ft. Lauderdale Fire Rescue Department & Fire Prevention Bureau.

2. Exhibit Structures should be furnished with a battery-powered smoke detector on the interior of the structure.

3. Each enclosed area shall include Fire extinguishers with a minimum class of 2A10BC, dry chemical fire extinguisher.

COVERED EXHIBITS LARGER THAN 300 SQ FT OR MULTI-LEVEL EXHIBITS
1. Two (2) copies of the Exhibit Structure plans need to be submitted along with the Structure permit and Application to the Broward County Convention Center for review by the Fort Lauderdale Fire Rescue Department & Fire Prevention.

2. Plans must be scaled, signed and dated by a certified structural engineer.

3. Exhibit Structures and decorative material within the exhibit should be made of non-combustible or limited combustible (flame-retardant) materials. Materials need to comply with NFPA 701 & 703. Certificates of flame retardant need to be available on-site if requested by the Ft. Lauderdale Fire Rescue Department & Fire Prevention Bureau.

4. Exhibit Structures should be furnished with a battery-powered smoke detector on the interior of the structure.

5. Each enclosed area shall include Fire extinguishers with a minimum class of 2A10BC, dry chemical fire extinguisher.

6. All covered booths larger than 300 sq ft shall require a sprinkler system as per NFPA 101.

7. Upper level may not have a "COVER" of any kind (e.g., roof, ceiling, tenting, lattice, fabric.)

8. Guardrails should be at least 42" inches (1.07m) in height and have intermediate rails throughout with a Four inch (15.24cm) sphere cannot pass.

9. Stairs should be:
   a). Minimum of three feet thirty-six (36") in width.
   b). Equipped with handrails.
   c). Risers maximum height of seven inches (7") & minimum height of four inches (4").
   d). Treads shall be minimum of eleven inches (11").
   e). Spiral stairs are not permitted.

10. Upper level floor systems should support a live load of hundred lbs (100) per square foot.

11. Upper level floor greater than 300 square feet are required to have at least 2 means of egress.

12. All booth construction shall meet local, state, & federal mandated codes and sections.

10/2016
Pre - Planning

1. Offer environmentally friendly products: carpet, signage, graphics, booth materials, etc..

2. Minimize packaging materials. Use environmentally responsible materials that are recyclable, biodegradable, or reusable.

3. Offer Recycle and Trash containers for exhibit booth.

4. Offer to provide exhibit kit information via electronic media: download, website, disc, and flash drive.

5. Include facility recycling information in exhibitor kit.

6. Educate and encourage meeting planners, exhibitors, and vendors to participate in Center’s recycling program.

7. Educate cleaning company of Center recycling program. Broward County Convention Center is a SINGLE STREAM process which is defined as commingled recycling of cardboard, paper products, glass, plastic, and metals into one container.

Cleaning

Trash Compactor is only for waste materials that cannot be recycled.

Recycle Compactor is for commingled recycling of paper products, glass.

Construction and Demo open top container is for construction materials ONLY.

Vendors are required to collect and place in appropriate containers.

After Event Closes

Label unwanted show materials and/or collaterals for Center to Recycle and Donate.

Label leftover merchandise for donation.

May 2011
## Recycle Construction Demolition

**Open Top Hauler Only**

- Floor Covering (Carpet & Tiles)
- Carpet Tubes
- Concrete
- Visqueen
- Wood
- Metals
- Windows

- Crates
- Ceiling Tiles
- Wall Studs
- Insulation
- Drywalling Material
- Doors

**No Food Waste**
The following policies and procedures have been established to avoid any possible financial penalties and/or unnecessary problems with our valued customers and contractors.

**FACILITIES & EQUIPMENT RULES AND REGULATIONS**

1. Any alteration or activity that could leave lasting effects or damage in the Center is not allowed.
2. Licensee Service Contractor will do a walk-through inspection with the Building Engineer on the 1st move-in day and the last day of move-out for damages. Licensee will be invoiced for any damages incurred during move-in, show, and move-out days.
3. All Center equipment (i.e. forklift, scissorlift, pallet jacks, or any type of carts) is not for loan or use by subcontractors.
4. All operators of forklifts, scissorlifts, boilmills, genielifts, or any lifts are required to have all appropriate certifications.
5. All electrical cords should be taped down immediately after placement. See “TAPE” section for approved tape product.
6. Equipment and materials should not be leaned or placed against walls or any painted surfaces. Reasonable distance and care should be maintained at all times.
7. The use of nails, staples, tacks, tape, etc. is prohibited on walls, air-walls, columns and ceilings. Holes may not be drilled, cored, or punched into any surface of the Center. Licensee will be charged for all repair expenses.
8. Escalators and passenger elevators are provided for use by the general public and may not be blocked or used to transport equipment or freight.
9. The function space is to be returned in the same condition as it was received.
10. A Fire watch is mandatory when smoke or fog machines are used inside the Center.
11. Helium balloons are **PROHIBITED** inside the Center.
12. Exterior banners are **PROHIBITED** outside the facility.
13. Entrance Unit and/or Registration counter placement is limited to the actual entrance of show space. No other location can be used without prior written approval of the Operator.
14. Unless prior written approval is granted by the Center, no one under the age of sixteen (16) is allowed on the exhibit floor and/or loading dock during move-in and move-out.
15. The moveable air-walls in the exhibition halls, ballrooms and meeting rooms must be installed and removed by the Center’s personnel only.
16. Service Contractors are required to protect carpeted areas with a minimum six (6) mil polyethylene sheeting (reinforced preferred) during move-in and move-out. For heavy objects, temporary carpet or plywood on top of the reinforced polyethylene sheeting must be used to protect the Center’s carpet and terrazzo.
17. Dragging or moving of any equipment on or across the terrazzo floor is **PROHIBITED**. Any damages will be billed to Licensee.
ABANDONED PROPERTY
The Service Contractor and/or exhibitors, at the close of the show, must remove all materials from the contracted space. The Center WILL NOT provide storage or ship any abandoned property. Licensee shall be liable for the cost incurred in disposing of any materials.

CEILING RIGGING
1. Exhibit Hall A and D ceilings are regulated with the Ft. Lauderdale Fire Department code for fireproofing material. It is recommended to use the pre-wired or grid system for all rigging in Hall A and D. Damage to fireproofing material on the beams is the responsibility of the Licensee and the Licensee’s Service Contractor and will be billed accordingly.
2. Certified riggers must install all rigging in the building.
3. All operators of scissorlift, boomlift, genie lift, forklift or any lifts are required have all appropriate certifications.
4. Prior to rigging any gear into the ceiling, a waiver must be signed by the Licensee Service Contractor at Central Security Office, 1st Floor. With a signed waiver, the Center will have authorization to deactivate the fire beam detectors. Licensee will incur a $250.00 cost when a false alarm is activated without a signed waiver.
5. The Center will not provide any lifts or gear for rigging. The Licensee is responsible for providing the equipment necessary for rigging.

ELECTRICAL, TELEPHONE, & INTERNET SERVICES
Edlen Electric is the exclusive electrical subcontractor for the Center. Contact Edlen Electric at 954 927-3887 for prices and service information. Telephone & Internet services are provided exclusively by the Center. Contact CCLD at 954 765-5605 or the Event Manager.

FREIGHT AND/OR DRAYAGE DELIVERIES
1. Freight and C.O.D. deliveries including, but not limited to, UPS, FedEx, RPS, GSP, etc. WILL NOT BE ACCEPTED by the Center before, during or following the Lease term. Shipments delivered to the Center, during the term of the Lease, must be to the attention of the Licensee’s Service Contractor.
2. Exhibitor’s freight and/or drayage must be loaded in and out through the rear dock doors.

INSURANCE REQUIREMENTS
All Service contractors are required to provide a Certificate of Insurance evidencing a minimum one million dollar general liability insurance policy as well as workman’s comp coverage. The certificate must have the following clause in the “DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS”:
   Additional Insured Include: SMG, Greater Ft. Lauderdale/Broward County Convention Center, Broward County Board of County Commissioners, Broward County, Florida, Their Officers, Directors, Agents and Employees; Event name, Dates (Move-in, Show, & Move-out).
The Broward County Convention Center, as well as SMG must be named as the certificate holder. The Certificate must also include a 30-day cancellation notice.

All Service contractor operations and their employees must maintain generally accepted safe operating practices and follow all OSHA guidelines to insure a safe workplace. All Service contractor employees must use the designated employee entrances/exits and must have proper identification badges for access to authorized areas.

PARKING
Parking in the loading dock basin or on dock ramps is prohibited and violators will be towed at the owner’s expense. Parking for all Service Contractors is in the NE Lot or an alternate lot. An identification card (with company logo) is required for all subcontractors and its employees for free parking. Personnel without their company identification are responsible for their own parking expenses.
PERIMETER SECURITY
The Center is located at the northern end of Port Everglades, the world's second largest cruise port. Allied Universal security checkpoints exist at all entrances to the Port. All personnel are required to present photo identification at the checkpoints. Contact your Event Manager for further details.

STORAGE
Limited storage is available within specifically marked areas on the loading dock for crates, equipment or supplies. Stored items may not block doorways, exits or fire equipment. Storage in service corridors is strictly PROHIBITED.

SMOKING
In compliance with the Florida Clean Air Act, Florida Statutes Sections 386.205 and 386.206, smoking is not permitted in any meeting room or public area. Broward County Convention Center is a non-smoking facility and smoking is PROHIBITED in the exhibition halls, ballrooms, meeting rooms, restrooms and prefunction areas of the Center. This policy includes cigarettes, cigars, e-cigarettes, pipes, etc. Smoking is only allowed in designated smoking areas situated 25’ from the building.

TAPE
Licensee and/or Service Contractor is responsible for the removal of all tape and residue from the exhibition hall(s), concourse and meeting room floors. The repair cost for any damage caused to a surface by the use of inappropriate cleaning chemicals or tools will be billed to the Licensee.

The use of high residue tape is prohibited on terrazzo floors and carpeted areas. On carpeted areas, the Center requires the use of SHURTAPE PC 628 GAFFERS tape. If any tape or residues have to be removed by the Center after the event, Licensee will incur all labor and expense. If carpet is damaged by the use of inappropriate cleaning chemicals, Licensee will be billed for any carpet replacement.

FLOOR PLANS & EXHIBITOR INFORMATION
1. Aisle dimensions and locations are subject to Fire Marshal approval. Aisles must be a minimum of 10’ wide.

2. Six (6) full size and four (4) 8 ½”x 11” copies of the exhibition space must be submitted to the Event Manager for Fire Marshal approval. Any revisions must be resubmitted.

3. Registration area layouts are required for approval.

4. The proposed floor plan submitted for approval must include the following:
   a. Show title, contracted dates, Service Contractor name and address.
   b. Booth configurations drawn to scale, including base dimensions heights and locations.
   c. Aisle locations and dimensions.
   d. Floor plans must show electrical floor plates.
   e. Dimensions of all fixtures including, but not limited to, stages, risers, registration areas, lounge areas, entertainment areas, etc.
   f. All exits & primary entrances
   g. All permanent and temporary concession and novelty stands.
   h. All fire safety devices including extinguishers and alarm stations.
   i. Dimensions of all service desks.
   j. Dimensions of Service Contractor storage areas or “bone yards”.
   k. Distinction between pipe and drape and hard wall.

5. A copy of the final approved floor plan is to be displayed in the Service Contractor’s desk. The decisions of the Fire Marshal of the City of Fort Lauderdale are final.

6. The exhibitor service kits should include telephone, electric, air and water (if applicable) forms.

7. One (1) completed exhibitor service kit should be submitted to the Event Manager.

8. Blockage of building restrooms, concession stands, and exits are prohibited.
CLEANING SERVICES PROVISIONS

1. The Center will provide general cleaning services; however, it is the responsibility of the Licensee and the Service Contractor to clean exhibit areas and loading docks.

2. Cleaning company Service contractor must contact the Event Manager or the Housekeeping Manager for arrangements to access an exhibit area. After hours cleaning must be approved by Licensee. Bulk trash removal will be monitored and billed accordingly.

3. Cleaning company Service contractors have the responsibility to provide their own equipment and supplies (trash bins, cleaning supplies and vacuums, etc).

4. All Service contracting cleaning staff must have proper identification while on premises.

A. Required Personnel and Equipment
   Cleaning companies shall be required to provide the following personnel and equipment:
   1. Personnel of a proper crew size necessary to insure completion of cleaning duties in the allotted time frame for move-in, show, and move-out.
   2. Vacuums, vacuum bags, etc. necessary to clean carpet aisles and booths.
   3. Push brooms, hand brooms, dust pans, etc. necessary for the removal of debris.
   4. Scrapers, scraper blades, cleaners, etc. necessary for the removal of tape and tape residue from floors.
   5. Wet vacs, extractors, etc. necessary for the removal of liquid spills.
   6. Trash bags of varying sizes, etc. necessary for the collection and removal of trash.
   7. Pallet jacks that may be necessary for the removal of certain bulk trash items.
   8. Electrical cords, extension cords, adapters, etc. necessary to provide electrical connection to cleaning equipment.

   NOTE: The Center will continue to provide the gray bins for bulk trash removal.

B. Required Duties
   Cleaning companies shall be required to perform the following duties:
   1. At the start of move-out, it is required to clean the prefunction area and/or registration area first.
   2. Removal of all food products and byproducts trash from event areas immediately following the event. If the Center has to remove any food products and byproducts trash, the labor expenses will be charged to the licensee at the prevailing rate.
   3. Cleaning of carpeted aisles.
   4. Cleaning of exhibit booths (carpet and non-carpet areas) and trash cans.
   5. Removal of tape and tape residue from carpeted and non-carpeted floors.
   6. Removal of bulk trash. This shall include, but is not limited to, pallets, carpeting, collateral material, props, signs, books, magazines, brochures, giveaway items, boxes, visquine, construction materials, and crates.
   7. Cleaning of spills.
C. Unsuitable Activities

Cleaning companies shall refrain from the following activities:

1. Emptying of trash cans on carpeted surfaces. Labor and expenses incurred to clean the carpet will be billed to Licensee.

2. Dragging or moving of any equipment on or across the terrazzo floor or carpeted areas without proper protection. Any damages will be billed to Licensee.

3. Storing of any equipment and/or supplies within the confines of the Center at any time.

4. Obstructing dumpster(s) at anytime which would impact the removal of the dumpster(s), all expenses incurred will be billed to Licensee.

5. Overloading dumpster(s) above the rim, all expenses incurred to level the dumpsters will be billed to Licensee.

C. Miscellaneous

1. A representative of the Center and the decorating company shall perform a pre and post show inspection of all event areas. It is the responsibility of the Center to provide event areas in a “clean” condition. It is the responsibility of the cleaning company, contracted by the decorator, to return event areas to a minimum of a “broom clean” condition.

2. Should the cleaning company fail to perform their expected duties, or perform their duties in a manner not in compliance with the quality of work expected by the Center, the Center shall charge the licensee for labor and materials necessary to properly maintain contracted space.

I have read these regulations and will enforce them when working at the Broward County Convention Center. I understand that failure to enforce them may result in financial penalties.

Please sign and return the original to the Event Services Department, Broward County Convention Center.

__________________________________________  ________________________________
Signature                                       Print Name

__________________________________________  ________________________________
Company                                        Date
REFERENCE SHEET

Explaining the Exclusive Agreement Between

The Greater Fort Lauderdale / Broward County Convention Center
and
International Alliance of Theatrical Stage Employees
(IATSE Local Union #500)

The Center employs Facility Workers to be the Technical Services personnel to handle all entertainment, and theatrical stage related work and audio visual operations. As a result of a collective bargaining agreement signed by the BCCC and IATSE Local #500, the following work rules apply:

TECHNICAL SERVICE JOB DUTIES
Technical Services personnel performs the “Move-In”, “Performance”, and “Move-Out” of entertainment and theatrical events, conventions, general sessions, meetings, sports events and exhibitions including loading and unloading, sound, spotlight, laser and pyro operations, wardrobe, stage carpentry and electrical work, light board operations, rigging, auto-fly and hydraulic/mechanical effects operations, computer operations, video and camera (including HDTV), and audio-visual operations.

STAFFING LEVELS
Technical Services personnel staffing levels will be set at the discretion of the Center based on the specific needs of each production. Outside production supervision is permitted, but may not displace working Technical Services personnel (union stagehands) on any production.

HOURS OF WORK
A. Minimum Calls
A four (4) hour minimum will apply to all calls. This includes “Move-In”, “Performance” and “Move-Out” calls.

B. Call-Backs
Any Technical Services personnel who is called back with less than six (6) hours rest after working at least fourteen (14) consecutive hours shall be paid 1 ½ times the applicable hourly rate until a break of at least six (6) hours is given.

C. Wages
A working Department Head will be assigned to each department used. On large calls, a non-working steward may be required. Contact the Technical Services Coordinator for any job titles not listed above.

Wages listed in Section VI – Equipment Inventory & Rates.
D. Overtime
Technical Services personnel shall receive 1 ½ times the applicable hourly rate under the following circumstances:

1. Work performed in excess of eight (8) hours in one day and/or forty (40) hours in the work week, but not for both.
2. All work performed between midnight and 7 a.m.
3. All work performed on Sunday.

E. Holidays
Technical Services personnel shall receive 1 ½ times the applicable hourly rate during the following holidays:

- New Year’s Eve (after 5 p.m.)
- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

F. Call Procedures
All calls are to be made through the Operations Department. In many cases, the Event Manager will put the event’s Production Manager, or Audiovisual Coordinator directly in touch with Technical Services Coordinator. A minimum notice of forty-eight (48) hours notice for all calls is required. All repeat or extended calls should be ordered by 2:00 p.m. of the previous day.