

Event Planning Guide

Greater Fort Lauderdale
Broward County
Convention Center



1950 Eisenhower Boulevard | Fort Lauderdale, FL 33316 | Phone: 954.765.5900 | Fax: 954.763.9551 | www.ftlauderdalecc.com



Greetings from the General Manager



Dear Valued Customer and Guest:

Welcome to the Greater Fort Lauderdale/Broward County Convention Center, the premier oceanside convention center located in the "Venice of America!"

We at the Greater Fort Lauderdale/Broward County Convention Center understand your needs. We have devised this 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. Based in Philadelphia, 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." 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 services 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, ultimately reflecting in the success of your event.

Our experienced event 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 event and we look forward to serving you each step of the way to its successful conclusion.

Sincerely,

A handwritten signature in black ink that reads "Mark Gatley".

Mark Gatley
General Manager



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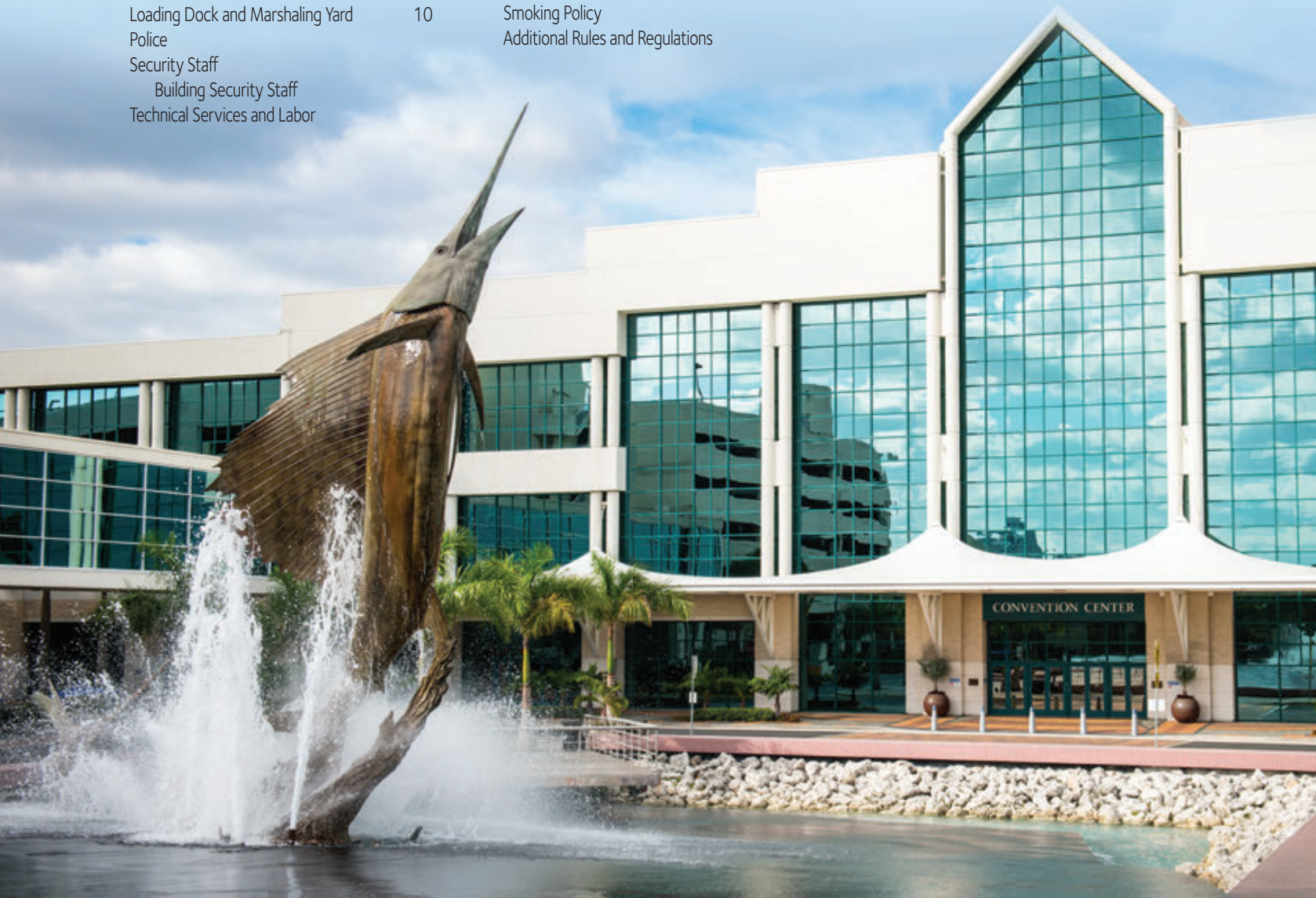
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SECTION I: General Information



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.

INTERSTATE NORTH OR SOUTH



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.



Building Contacts

Title	Name	Phone	Email
General Manager	Mark Gatley	954.765.5900	mgatley@ftlauderdalecc.com
Assistant General Manager	Renee Browning	954.765.5900	rbrowning@ftlauderdalecc.com
Director of Food & Beverage	Jim Bennett	954.765.5900	jbennett@ftlauderdalecc.com
Director of Operations	Rick Fredette	954.765.5958	rfredette@ftlauderdalecc.com
Director of Finance	David Beckford	954.765.5900	dbeckford@ftlauderdalecc.com

Sales & Marketing

Title	Name	Phone	Email
Sales Manager	Andres Castano	954.765.5914	acastano@ftlauderdalecc.com
Sales Manager	Alex Ruiz	954.765.5970	aruiz@ftlauderdalecc.com

Event Services

Title	Name	Phone	Email
Senior Event Manager	Hali Gillingham	954.765.5970	hgillingham@ftlauderdalecc.com
Event Manager	Dafne Anderson	954.765.5903	Danderson@ftlauderdalecc.com
Coordinator	Sherry Goldberg	954.765.5960	shgoldberg@ftlauderdalecc.com



Parking

Northport Parking Garage

The Greater Fort Lauderdale/Broward County Convention Center is conveniently connected to the Northport Parking Garage via two covered, air conditioned skywalks. Featuring 2,500 spaces, the Northport Parking Garage is well-illuminated and security patrolled.

Rates

Time	Cost
0 – 1 hour	\$ 3.00
Up to 5 hours	\$ 6.00
Each additional hour up to daily maximum	\$ 1.00
Daily maximum	\$15.00
Daily maximum for oversized vehicles (Those that exceed the standard width and/or height of a parking space.)	\$19.00

All daily rates begin when the parking ticket is pulled from the machine at the garage or parking lot entrance. Rates are subject to change. Northport Parking Garage accepts cash, MasterCard, Visa, Discover, Amex and Travelers Checks.

Handicap parking spaces are available near the elevators on each level. There is no charge to park handicap vehicles if any of the following conditions apply:

1. The visitor has a Florida toll exemption permit
2. The vehicle has a mechanical chair lift or hand controls for use by a disabled person
3. The vehicle displays a disabled veteran license plate

A DMV or DHSMV-issued handicap parking permit is required to park in handicap spaces. The permit must be hung on the rear view mirror of any vehicle used to transport the disabled person(s) while parked in a designated disabled person parking space. The permit number must be visible from the front of the vehicle.

Section 316.1958, Florida Statutes, provides that motor vehicles displaying a license plate or parking permit issued to a disabled person by any other state or district subject to laws of the United States, shall be recognized as a valid plate or permit, allowing such vehicle the special parking privileges in Florida, provided such other state or district grants reciprocal recognition for disabled residents of this state.

For more information about parking at the Northport Parking Garage, contact SP Plus at 954.368.4680. For parking updates, visit www.ftlauderdalecc.com.



Sustainability & LEED®



LEEDers and Green Initiatives

Leadership in Energy and Environmental Design (LEED®) is one of the most popular green building certification programs used worldwide. Developed by the non-profit U.S. Green Building Council (USGBC), it includes a set of rating systems for the design, construction, operation, and maintenance of green buildings, homes, and neighborhoods that aims to help building owners and operators be environmentally responsible and use resources efficiently.



As the operator of the Greater Fort Lauderdale/Broward County Convention Center, SMG's most important contract promise to Broward County in 2009 was to achieve **LEED Silver** certification at minimum. The SMG management team worked diligently toward this goal between 2009 and 2012, and successfully achieved **LEED for Existing Buildings Gold** certification for the Center in July of 2012, making it the third convention center facility in the nation and the first in Florida to do so.

Also in 2012, the SMG management team continued to champion the facility's sustainability initiatives through the addition of a full-time LEED AP+ professional staff member and immediately began working toward LEED recertification within the next 5 years. On December 1, 2017, our dedicated team successfully earned LEED recertification, maintaining our **LEED for Existing Buildings Gold** status! SMG continues to look for innovative ways to realize additional energy and water savings, as well as track all recycling and sustainable purchasing.

The rigorous LEED certification process encompassed all aspects of the way we work and serve our guests. Here are a few of the highlights:

1. Landscape redesign, using less water-dependent turf grass, planting drought-tolerant native and adaptive plants and trees, and installing an efficient micro-drip irrigation system that uses approximately 65 percent less water than before.
2. Energy-efficient lighting that reduces heat and energy, cutting the electric bill by 18 percent.
3. Low-flow plumbing fixtures that reduce water consumption in restrooms by 45 percent.
4. Twenty-five percent energy savings from energy-efficient, water-cooled chillers, along with upgrades to the air handling and ventilation systems, including CO2 sensors for enhanced indoor air quality.
5. Temperature and lighting controls that enhance comfort while controlling energy usage.
6. Increase in recycling of total waste stream from eight percent in 2009 to 78 percent in 2017.
7. Elimination of toxic cleaning materials by 98 percent through the use of cleaning and antimicrobial solutions created by Tennant Orbio® On-Site Generation (OSG). OSG technology turns ordinary tap water and salt into a highly effective cleaning solution that replaces conventional cleaning chemicals.
8. Sustainable kitchen practices by SAVOR Fort Lauderdale, the Center's food and beverage department, from energy-efficient food preparation to purchasing locally produced food whenever possible. Leftover food is donated to local food banks and other organic waste is disposed of in the Eco-Safe® Digester (using a mixture of enzymes and hot water to break down food waste), resulting in almost no organic waste in landfills.

In accordance with the Center's LEED Gold certification, we encourage all of our meeting planners and exhibition organizers to "think green" during the planning stages and execution of their events. For more information about LEED and best practices for environment-conscious meeting planning, contact Julia Johnson, LEED AP+O&M, CSM at 954-765-5906 or jjohnson@ftlauderdalecc.com.



Event Planning Checklist

Following the execution of the license agreement, the Center will assign an Event Manager to facilitate event planning and implementation. Your Event Manager will serve as the primary Center liaison through the conclusion of the event.

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

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

Item	Deadline	Date Completed
Signed license agreement must be returned with a deposit	30 days after mailing	_____
Executed license agreement is provided to client when deposit and signed contracts are returned	1 week later	_____
Review event planning guide	Pre-planning stage	_____
Select Service Contractor: decorator	Pre-planning stage	_____
Submit three floor plans to your Event Manager	2 months prior to event	_____
Final rental deposit	2 months prior to event	_____
Submit event specs to your Event Manager	2 months prior to event	_____
Request order forms for exhibitor kits	Prior to mailing of exhibit kits	_____
Air/Water		_____
Audio-Visual		_____
Catering/Booth Service		_____
Electrical		_____
Event Security		_____
Telecommunications: Internet & Telephone		_____
Receive Event Services Estimate from your Event Manager	30 days prior to event	_____
Submit certificate of insurance	30 days prior to event	_____
Finalize event staff schedules	30 days prior to event	_____
Finalize special services with your Event Manager	2 months prior to event	_____
Box Office		_____
EMT/First Aid		_____
Fire Watch		_____
Info Desk		_____
Marshaling Yard		_____
Police		_____
Pre-Con		_____
Finalize audio-visual needs and technical services	30 days prior to event	_____
Submit payment of Event Services Estimate to your Event Manager	14 days prior to event	_____





SECTION II: Event Planning Services & Contacts

Event Planning Services & Contacts

SERVICE/VENDOR	CONTACT
<p>ATM (Automated Teller Machine)</p> <p>For your convenience, a 24-hour ATM is located in the facility by the coffee kiosk. Should additional ATMs be required for an event, contact your Event Manager.</p>	Event Manager
<p>Audio-Visual (Preferred)</p> <p>Everlast Productions is the preferred supplier of audio-visual equipment and services at the Center. Everlast Productions has more than 20 years of experience in the production industry and offers top rated audio, video, lighting, and rigging equipment for all types of events. The professional, onsite manager offers complete assistance including planning your event and designing a program to meet your budget.</p> <p>If an outside audio-visual supplier is contracted, your Event Manager will need to be notified. All labor including, but not limited to, move-in, set-up and breakdown of equipment must be provided by IATSE Local Union #500, the Center's exclusive labor provider. See Section V for more information about IATSE Local Union #500.</p> <p>Additional charges for use of house sound, electricity, etc. will be incurred.</p>	<p>Everlast Productions Javier Fernandez Account Executive 954.765.5953 jfernandez@everlastproductions.com</p> <p>For more information, visit www.everlastproductions.com.</p>
<p>Business Center (Exclusive)</p> <p>The Business Center is conveniently located on the 1st floor next to Exhibit Hall A. The hours of operation are 9 a.m. to 5 p.m. Monday through Friday and can be extended as needed. Services and products include: computer rental, printing, secretarial service, copying, fax transmission and receipt, package shipping, office products, and other services.</p>	
<p>Box Office (Exclusive)</p> <p>Complete Ticket Solutions (CTS) is the exclusive provider of the box office for ticket sales to public events at the Center. See the Special Services Rate Sheet in Section V for box office charges.</p> <p>All tickets must be approved by the Center and ordered from a bonded ticket printing company. CTS 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.</p> <p>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.</p> <p>The issuing of complimentary tickets to events will be limited to five percent of capacity or as dictated by prudent business practice. Additionally, the Center will retain a minimum of 30 tickets for each show day/performance.</p>	<p>Complete Ticket Solutions (CTS) Roger Velasquez Director of Operations 954.889.0875 Roger@completeticketsolutions.com</p> <p>For more information, visit www.completeticketsolutions.com.</p>
<p>Electric and Utilities (Exclusive)</p> <p>Edlen Electrical Exhibition Services, Inc. is the exclusive provider of electrical and utility services at the Center. Edlen Electrical stands ready to provide exhibitors with the finest service and equipment available. Custom electrical and utility service order forms can be provided for exhibitors. See Section VII for Edlen Electrical's standard sample service order form.</p> <p>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.</p>	<p>Elden Electrical Exhibition Services, Inc. Keesha Touchet Director of Events 954.607.7255 ktouchet@edlen.com</p> <p>For more information, visit www.edlen.com.</p>
<p>Emergency Medical Services</p> <p>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 in Section V.</p>	Event Manager



Event Planning Services & Contacts

SERVICE/VENDOR	CONTACT
Equipment Inventory and Rental <p>The prevailing rates for rental equipment are available in the Special Services Rate Sheet in Section V. All equipment belonging to the Center will be set up and operated by authorized personnel only. Equipment is available as inventory permits.</p>	Event Manager
Food and Beverage (Exclusive) <p>SAVOR Fort Lauderdale is the exclusive provider of food and beverage services and catering at the Center. For more than 25 years, SAVOR Fort Lauderdale's culinary team and experienced sales staff have created custom menus and individualized food and beverage programs to successfully support world-class events for small groups or thousands of people. From onsite coordination and menu planning to rentals, securing a pleasant service staff and more, SAVOR Fort Lauderdale has the expertise to handle every detail of an event.</p>	<p>SAVOR Fort Lauderdale Melissa Ayre Sr. Catering Sales Manager 954.765.5882 mayre@ftlauderdalecc.com</p> <p>For more information about catering, water and/or booth service, visit www.savorftlauderdalecc.com.</p>
Concessions <p>The Center's permanent and portable concessions serve diverse, fresh fare such as delicious panini sandwiches, grilled hamburgers, carved turkey and chopped pork, healthy low-calorie dishes, vegetarian, vegan and gluten free entrees, gourmet flatbread pizzas, signature entrees, and homemade desserts. Attendees can experience the flavors of South Florida or find their favorite cuisines without stepping outside of the building. For a convenient to-go lunch or a relaxing cappuccino and dessert, SAVOR Fort Lauderdale will meet your needs and your tastes.</p> <p>The Center offers complimentary water service for podium(s) only. For any special water station service, i.e. glasses and pitchers or water coolers, SAVOR Fort Lauderdale can accommodate for an additional charge.</p>	
Housekeeping <p>The contracted space 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.</p> <p>The Licensee is responsible for removal of bulk trash prior to opening of show. The Center will charge the 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. The Licensee must abide by any and all Center labor rules and jurisdictions. The Center will provide the Licensee with labor guidelines when applicable.</p>	Event Manager
Information Desk <p>The Center provides information for restaurants, shopping, entertainment and attractions within Broward County and the Fort Lauderdale area. A concierge 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 relocated to accommodate any group.</p>	Event Manager
Internet and Telecommunications (Exclusive) <p>CCLD Networks is the exclusive provider of Internet and telecommunications services at the Center. CCLD's services 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 Networks. All meeting rooms and ballrooms are equipped with Ethernet connection and capabilities. Telephones are installed and billed per order specifications. Your Event Manager will provide order forms for inclusion in the exhibitor kits (see Service Order Forms in Section VII).</p>	<p>CCLD Networks Carlos Lind Event Technology Manager 954.765.5605 clind@ccldnetworks.com</p> <p>For more information, visit www.cclld.net.</p>
Keys and Room Security <p>The Center has the capability to change door locks to designated rooms. Requests for keys should be made through your 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. Unreturned keys will incur a "lost key fee" at the conclusion of the event. Price is subject to prevailing rate.</p>	Event Manager



Event Planning Services & Contacts

SERVICE/VENDOR	CONTACT
<p>Loading Dock and Marshaling Yard</p> <p>To maintain safe and efficient operations, the Center will retain complete control over all loading dock and marshaling yard activities. The Licensee is responsible for all associated labor and space costs. All staff utilized for dock(s) and marshaling yard will be scheduled through your Event Manager.</p> <p>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.</p>	Event Manager
<p>Police (Exclusive)</p> <p>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 your Event Manager.</p>	Event Manager
<p>Security Staff (Exclusive)</p> <p>Allied Universal/Staff Pro is the exclusive provider of security staff for events at the Center. Services include: show and overnight event staff, badge checkers, ticket takers, coat and luggage check, etc. Event security staff is required for all events during move-in, event, and move-out hours. These costs are in addition to the rental agreement. Your Event Manager 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 coordinated directly with the Broward Convention Center.</p> <p>Event Staff services will be provided under the following guidelines:</p> <ol style="list-style-type: none"> 1. A four 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 personnel, 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 security staff will man all ticket taking and badge checking positions. 6. Any door(s) utilized for ingress/egress during move-in, move-out and show hours are required to be staffed. 7. Event security staff is recommended for all events that leave materials/supplies in the Center overnight. The Center is not responsible or liable, directly or indirectly, for any damage or loss of items left in the Center overnight. 8. All Service Contractors and other event related labor must enter and exit the Center via the designated employee entrance. They must also be properly identified. <p>See Section III for more information about safety and liability rules and regulations.</p>	<p>Allied Universal/Staff Pro Robert Bear Marshall Security/Branch Manager 954.765.5964 Rmarshall@staffpro.com</p>
<p>Building Security (Exclusive)</p> <p>The Center maintains exclusive 24-hour in-house building security through Allied Universal. The security staff will also secure exterior and interior doors as well as monitor life safety systems.</p> <p>All incidents of injury, vandalism, theft, etc. should be reported to the Central Security Office immediately for investigation.</p>	Central Security 24-hour line 954.765.5931
<p>Technical Services and Labor (Exclusive)</p> <p>IATSE Local Union #500 is the exclusive provider of technical services personnel at the Center. Technical service personnel are required for 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 staffed by the technical services personnel only. All contractors providing staging or audio-visual production may provide supervision only. For more information, see the IATSE Reference Sheet in Section V.</p>	<p>Greater Fort Lauderdale/Broward County Convention Center Jon Jaboolian Technical Services Coordinator 954.765.5921 jjaboolian@ftlauderdalecc.com</p>





SECTION III: Safety and Liability Rules & Regulations

Safety and Liability Rules & Regulations

Americans with Disabilities Act

1. Under the ADA (Americans with Disabilities Act), an individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activity.
2. 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.
3. A limited number of wheelchairs are available at the Central Security Office, located on the first floor at the north end of the building, at no charge on a first come-first served basis. A valid driver's license is required to obtain the use of a wheelchair.

Animals

1. It is prohibited to have live animals in the Center without proper written permission. Contact your Event Manager for rules and regulations.
2. Service animals are permitted in the Center. The Americans with Disabilities Act defines service animals as those that are individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other animals whether wild or domestically trained or untrained are not service animals.

Damages

1. Prior to the first move-in day, the Engineering Department will schedule a facility inspection to verify the condition of the Center.
2. At the conclusion of the event move-out, a final inspection will identify and specify any damages resulting from the event.
3. Notify your Event Manager of any damage that occurs throughout the course of the show. The Center will document any damages with a damage report and a photograph when applicable.
4. The cost of repair of damages is the Licensee's responsibility and the Center will make all repairs.

Drones / Unmanned Aerial Vehicles (UAVs)

Drones, Unmanned Aircrafts (UAs) and Remotely Operated Aircrafts (ROAs) are all terms occasionally used to identify unmanned aircrafts and are individually and collectively referred to in this policy as Unmanned Aerial Vehicles (UAVs). The Center may permit the operation of UAVs inside of the Center, provided that the Licensee complies with the terms and conditions set forth by the Center. Contact your Event Manager for more information.

Event Services Estimate

1. An Event Services Estimate will be issued to the Licensee 30 days prior to the event.
2. One hundred percent of the estimated event services fees are due and payable at least 14 days prior to the use of the facility. See the Event Planning Checklist on page six for all deadlines.

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. Two months prior to the final sale, lease or assignment of any exhibit space, Licensee shall submit three copies of proposed floor plan, drawn to scale, to the Center for City of Fort Lauderdale Fire Department review and approval. Upon approval, the Center will forward the approved copy to Licensee.
3. Any necessary changes in proposed floor plan will be forwarded to Licensee by the 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 and primary entrances.
 - f) All permanent and temporary concession and novelty stands.
 - g) All fire safety devices including extinguishers and alarm stations.
 - h) Dimensions of all service desks including space allocations for service desks operated by the 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.



Safety and Liability Rules & Regulations

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 must be approved in writing by the Center prior to event move-in.
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. 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 the Center.
7. 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.
8. No refueling of vehicles is permitted within 50 feet of the Center.
9. At no time may exit doors be blocked or obstructed with freight, equipment, display material or trash.
10. Unless prior approval is granted, no one under the age of 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 one week prior to move-in/move-out (altering proposed schedules may require the Center to reallocate specific dock space to different events).

Food and Beverage

1. All food, beverages, and concessions are operated and controlled exclusively by the Center's Food and Beverage Department, SAVOR Fort Lauderdale.
2. Any and all exhibitors offering food or beverage sampling must have written approval from SAVOR Fort Lauderdale. 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. The maximum sample size is 4 oz. for beverages and 3 oz. for food samples.
 - d) Beverage items must be distributed in containers no greater than four ounces, and no more than three 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 SAVOR Fort Lauderdale.
 - f) The Center's restrooms, concession stands, and/or 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.
 - i) Costs associated with the disposal of trash, waste, etc. from exhibitor food and beverage sampling are the responsibility of Licensee and/or exhibitor.
 - j) Alcoholic beverages may not be brought into the Center without prior written permission from SAVOR Fort Lauderdale. Center may prohibit the consumption of alcoholic beverages at any time.

Freight Deliveries

1. Freight deliveries to the Center must occur on designated move-in/move-out days, be addressed to the attention of the Service Contractor and reference the name of the event.
2. The Center will not accept freight deliveries for Licensee, Service Contractors, and/or exhibitors.
3. The Center will not assume responsibility or liability for freight left on the premises following the conclusion of move-in/move-out. Freight left in the Center will be disposed of at Licensee's expense.
4. The Center will not accept C.O.D. shipments or responsibility for costs associated with freight delivery/pick-up.
5. Licensee is responsible for informing all parties of Center's freight policies.



Safety and Liability Rules & Regulations

General Fire Code Regulations

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

1. Licensees, Service Contractors, exhibitors and all other parties must 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 the Center, including, but not limited to: 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 or explosives; flammable cryogenic gasses; aerosol cans with flammable propellants; gas operated cooking equipment; and portable heating equipment.
3. The Center may request in writing: specifications, descriptions, etc. of any and all equipment, processes, operations, etc. from Licensee, Service Contractors, 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. The Licensee is responsible for all fees for staffing a Fire Watch and should coordinate with your Event Manager prior to the event.

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 may 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 are prohibited within the Center.
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.

Open Flame Devices:

1. Cooking and/or warming devices shall be isolated from the public. Place the device a minimum of four feet back from the front of the booth, or provide a barrier between the cooking/warming device and the public.
2. Individual cooking/warming devices shall not exceed 228 sq. in. of surface area.
3. A minimum of two feet shall be kept between cooking devices.
4. The surface that holds the cooking device shall be made of non-combustible material.
5. Combustible materials shall be kept two 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.

Storage:

1. Crate storage is prohibited in the Center without the prior written approval of event services. Crate storage is the responsibility of the Licensee.
2. Crates stored in interior storage rooms may not be stacked within three feet of sprinkler heads and a 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.

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 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.



Safety and Liability Rules & Regulations

Insurance

1. **All Licensees and their Service Contractors are required to provide a current Certificate of Insurance. Specific requirements are referenced in the license agreement.**
2. Certificate(s) must be furnished to the Center's event services 30 days prior to the first move-in day of the event.
3. A sample copy of an acceptable insurance certificate is located in the Certificate of Insurance Information (see Section VI).
4. General and Excess Liability coverage may be available to Licensees through the Center for some events. Your Event Manager needs to be notified when utilizing this plan.

Layout and Set-Up of Exhibits

1. Aisle dimensions/locations are subject to Fire Marshal approval. Aisles must be a minimum of 10 feet wide.
2. 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.
3. No exhibit booth, registration table or related material may be placed within 20 feet of the main entrance and exit.
4. Doors and 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.
5. Exhibitor service desks cannot be located in lobbies or pre-function areas.
6. Literature and other items cannot be stored in booths 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.
7. Clear access must be maintained to all Center services (i.e. restrooms, concession stands, utility rooms, etc.)
8. Carpet runners or show carpet installed over Center's permanent carpet is prohibited without the prior written approval of Center.
9. 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.**
10. Holes may not be drilled, cored or punched into any part of the Center or exterior premises.

Signage and Decorations

1. 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.
2. Center permanent signs, banners, etc. may not be blocked in any manner.
3. Temporary signs may not be attached in any manner to permanent Center signage.
4. Banners are allowed in the Center, although there are restrictions as to what, where, when and how the banners may be hung.
 - a. No banner larger than 3' x 6' can be hung in the Center without prior written approval.
 - b. Under no condition will signs or banners be taped, hung or otherwise attached to the Center's glass curtain wall.
 - c. Center staff or union labor will be required to hang banners for a fee.
 - d. **No exterior banners are permitted.** City Ordinance restricts any signage to be hung outside of the Center.
 - e. Consult your Event Manager with the details of every banner to be hung.
5. 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.
6. **The use of helium balloons is prohibited.** Costs associated with violation of this policy are the responsibility of the Licensee.

Tape

1. The Center requires the use of Suretape PC 628 Gaffer's Tape or approved equal.
2. 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.
3. The use of high residue tape is prohibited on terrazzo floors and carpeted areas.
4. Tape or residue left on any surface will be removed by the Center and the cost for the removal will be billed to Licensee.



Safety and Liability Rules & Regulations

Lighting and Air Conditioning

1. Fifty percent "work lights" will be provided at no charge in exhibit halls during move-in and move-out.
2. One hundred percent "show lights" will be provided one hour prior to show opening.
3. Lighting requests outside these parameters will be charged at the prevailing hourly rate.
4. Air conditioning is provided complimentary during show hours beginning one hour prior to show opening.
5. 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 Air Walls

1. The moveable air walls in the exhibition halls, ballrooms, and meeting rooms are to be handled by Center personnel only.
2. A fee will be incurred for multiple moves or adjustments.

Smoking Policy

In accordance with the Florida Clean Air Act, the mandate from Broward County and the Center's LEED® Certification, the Center is a "smoke free facility." Smoking is prohibited at all times in the exhibition hall, ballrooms, restrooms and meeting rooms. This policy includes cigarettes, cigars, e-cigarettes, pipes, vape/vapor machines or devices, etc. Smoking is only allowed in designated smoking areas situated 25 feet from the building.

Additional Rules and Regulations

1. Use of Center equipment, supplies and other materials is limited to Center personnel unless approved in writing.
2. Only center personnel must perform the movement of Center's furniture, fixtures and equipment.
3. Passenger elevators and all escalators are to be used by the general public and should not be used for any freight or equipment movement.
4. Use of glitter and confetti is not permitted in the Center without the prior written approval. Costs associated with the clean-up of glitter, confetti and related materials are the Licensee's responsibility.
5. All floor load capacities should be strictly observed. Any variations should be approved in writing by the Center.
6. The sale or distribution of novelty merchandise is prohibited without prior written approval of the Center. All distributed materials, whether for sale or at no cost, must be distributed from locations approved by the Center.
7. Center office telephones are reserved exclusively for Center operations. Center numbers may not be published as official show or convention number.
8. All facility utilities are property of the Center and it is prohibited to access, tamper or otherwise utilize said utilities without prior written approval. Costs for repairs, damages, etc. resulting from unauthorized use of utilities are Licensee's responsibility.
9. No soliciting is permitted in the Center or on Center premises.
10. Any and all unsafe conditions or activities will be terminated immediately. The Center will remove disruptive parties as it deems necessary.
11. All electrical cords should be taped down immediately after placement. Only lay-flat electrical cords are permitted in the Convention Center. Romex and non-metallic sheathed wires are prohibited.
12. Concealed weapons or firearms defined under Florida Statutes are prohibited inside the Center. Contact your Event Manager for details.

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





SECTION IV: Facility Specifications

Facility Specifications

Room Set-Up

The next few pages contain capacities for meeting facilities on each floor of the Center. These charts reflect 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, and audio-visual requirements. Contact your Event Manager to confirm room capacities prior to preparing room specifications.

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 Section V 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.

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 and breakdown labor charges. Additional costs may also be incurred for additions/removals/turnovers.



1st Floor Room Capacity

Space	Dimensions	Ceiling Height	Square Feet	Theater	Classroom (3 Per 6 Ft.)	Banquet	House Screen
113	42' x 47'	14'	1,974	184	111	120	8' x 8'
114	33' x 47'	14'	1,551	140	90	90	No
Combined	75' x 47'	14'	3,525	366	234	220	8' x 8'

118	24' x 36'	14'	864	68	48	50	No
119	24' x 36'	14'	864	68	48	50	8' x 8'
Combined	48' x 36'	14'	1,728	133	96	100	8' x 8'

122	24' x 42'	14'	1,008	91	60	60	8' x 8'
123	24' x 42'	14'	1,008	94	57	60	No
Combined	48' x 42'	14'	2,016	183	114	120	8' x 8'

124	38' x 40'	14'	1,520	136	78	80	No
125	36' x 40'	14'	1,440	119	72	80	No
Combined	75' x 40'	14'	2,960	290	174	180	No

Atrium Lobby		15'	11,206				No
North Concourse	216' x 23'	15'	4,968				No
Hall B Lobby	89' x 32'	15'	2,278				No
Hall C Lobby	89' x 32'	15'	2,279				No
Hall D Lobby	47' x 30'	15'	1,410				No
South Concourse	334' x 30'	15'	10,020				No

Exhibit Halls	Hall A	Hall B	Hall C	Hall D
Exhibit Space (sq. ft.)	64,887	43,018	42,774	48,847
Dimensions	274' x 237'	182' x 237'	180' x 237'	200' x 237'
Theater	5,080	3,572	3,572	4,353
Classroom (3 per 6ft)	3,150	2,214	2,214	2,508
Banquet (Round of 10)	3,580	2,240	2,240	2,520
Max Booths (10x10)	348	237	237	265
Show Office	ROOM 107	ROOM 132	ROOM 131	ROOM 133D
Ceiling Height	30ft	34ft	34ft	27ft
Floor Load	250 lbs / sq. ft.	250 lbs / sq. ft.	250 lbs / sq. ft.	250 lbs / sq. ft.

Freight Elevator	(2) 8'W x 10'L x 8'H - 6,000lbs (1) 10'W x 18'L x 8'H - 10,000lbs	(1) 7'W x 10'L x 8'H - 10,000lbs (1) 9'W x 17'L x 8'H - 10,000lbs		
Loading Docks	5 bays	5 bays	4 bays	4 bays
Ramps	2	1	1	1
Loading Doors	(2) 15'H x 19'W	(2) 15'H x 19'W	(1) 15'H x 19'W (1) 29'H x 19'W	(1) 14'H x 16'W (1) 14'H x 12'W
Columns (rounds)	4 (36" centers)	2	2	4
Lighting Level	T-5 High Output Fluorescent Fixtures			

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.



1st Floor



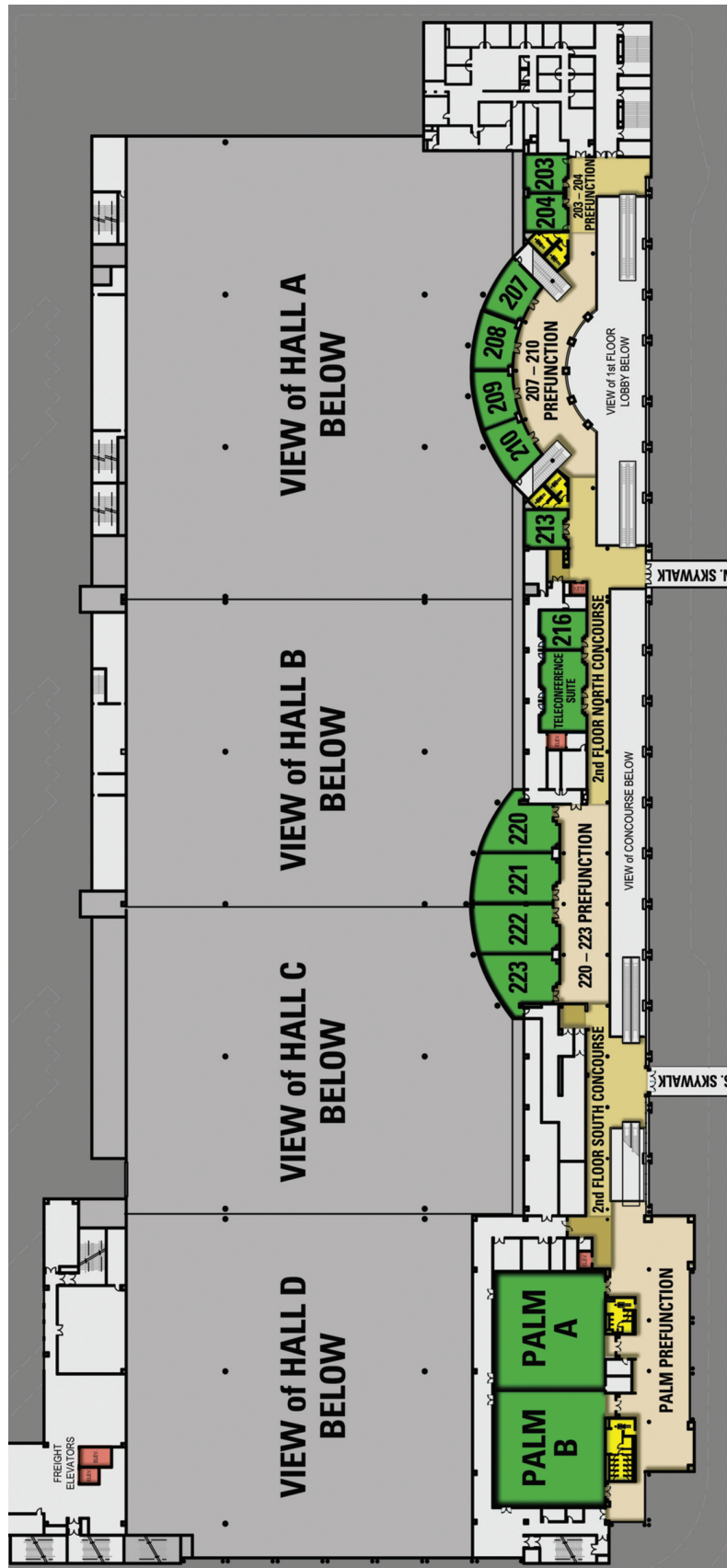
2nd Floor Room Capacity

Space	Dimensions	Ceiling Height	Square Feet	Theater	Classroom (3 Per 6 Ft.)	Banquet	House Screen
203-204 PREFUNCTION		15'	1,413			No	
203	22' x 27'	12'	598	53	36	40	8' x 8'
204	22' x 27'	12'	598	55	42	40	No
Combined	44' x 27'	12'	1,196	121	75	80	8' x 8'
207-210 Prefunction		15'	4,082				No
207	28' x 24'	12'	672		73	45	40
208	35' x 24'	12'	840		98	60	60
209	35' x 24'	12'	840		98	60	60
210	28' x 24'	12'	672		73	45	40
207/208 Combined	63' x 24'	12'	1,512		160	114	110
209/210 Combined	63' x 24'	12'	1,512		160	114	110
213	22' x 26'	12'	572		66	39	40
216	23' x 28'	10'	644		70	45	40
Teleconference Suite	46' x 28'	10'	1,297		110	57	70
North Concourse	188' x 13'	15'	2,444				7' x 6'
220-223 Prefunction		15'	4,524				No
220	43' x 29'	12'	1,247		107	66	80
221	52' x 29'	12'	1,508		133	84	110
Combined	95' x 29'	12'	2,755		280	171	180
222	52' x 29'	12'	1,508		133	84	110
223	43' x 29'	12'	1,247		101	66	80
Combined	95' x 29'	12'	2,755		280	171	180
South Concourse	124' x 13'	15'	1,612				8' x 8'
Palm Prefunction		15'	4,557				No
Palm A	68' x 67'	14'	4,556		540	420	300
Palm B	71' x 67'	14'	4,757		540	420	300
Combined	139' x 67'	14'	9,313		1,110	837	600

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



3rd Floor Room Capacity

Space		Dimensions	Ceiling Height	Square Feet	Theater	Classroom (3 Per 6 Ft.)	Banquet	House Screen
Floridian Ballroom	A	65' x 112'	25'	6,798	700	465	560	14' x 14'
	B	30' x 112'	25'	3,360	365	225	250	No
	C	30' x 112'	25'	3,360	365	225	250	No
	D	65' x 112'	25'	6,798	700	465	560	14' x 14'
Combined		139' x 67'	14'	9,313	1,110	837	600	No
Floridian Prefunction		166' x 61'	20'	10,126				No
North Lobby			20'	2,734				No
301		33' x 30'	14'	990	72	54	60	No
302		30' x 30'	14'	900	87	54	60	No
Combined		63' x 30'	14'	1,890	144	117	120	No
304		42' x 53'	15'	2,226	210	159	140	No
305		50' x 53'	15'	2,650	240	168	180	8' x 8'
Combined		92' x 53'	15'	4,876	475	306	320	8' x 8'
South Lobby			20'	2,601				No
315		49' x 59'	15'	2,891	298	174	180	No
316		50' x 59'	15'	2,950	314	192	200	8' x 8'
Combined		99' x 59'	15'	5,841	620	396	400	8' x 8'
317		30' x 30'	14'	900	87	54	60	No
318		33' x 30'	14'	990	72	54	60	No
Combined		63' x 30'	14'	1,890	144	117	120	No

10' X 10' Booths	Floridian Blrm A	35
	Floridian Blrm B	18
	Floridian Blrm C	18
	Floridian Blrm D	35
	Combined	106

10' X 10' Booths	ROOM 304/305	21
	ROOM 315/316	25

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.

Space		Dimensions	Ceiling Height	Square Feet	Theater	Classroom (3 Per 6 Ft.)	Banquet	House Screen
Grand Ballroom	A	78' x 62'	25'	4,862	532	336	300	No
	B	78' x 67'	25'	5,252	532	336	300	No
	C	43' x 62'	25'	2,701	280	216	150	No
	D	43' x 67'	25'	2,918	280	216	150	No
	E	43' x 62'	25'	2,701	280	216	150	No
	F	43' x 67'	25'	2,918	280	216	150	No
	G	79' x 62'	25'	4,945	532	336	300	No
	H	79' x 67'	25'	5,342	532	336	300	No
Combined		245' x 130'	25'	31,639	3,566	2,208	2,000	No
North		196' x 12'	15'	2,352				No
East		150' x 49'	15'	7,352				No
South		205' x 32'	15'	6,560				No
3rd Floor Concourse		223' x 30'	15'	6,690				No

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.

All display materials, booth materials, and signage must be a minimum of 18" below ceiling height per NFPA CODE.



3rd Floor





SECTION V: Equipment & Labor Rates

Equipment Rates

Equipment		Price
Bleacher Seating		\$4.00 / chair
Chairs		
18" W x 22-1/2"D x 38"H Padded Chairs		\$1.50 / day
Dance Floor	4' X 4' Section	\$5.00 / section
Pipe & Drape (Masking)	16' High	\$10.00 / running ft.
Risers (Carpeted)		
6' X 8' Section	16" & 24" High	\$15.00 / section
Staging (Blacktop)		
4' X 8' Section	36" – 54" High	\$15.00 / section
4' X 4' Section	36" – 54" High	\$15.00 / section
Tables & Skirting		
18" x 72"	6ft Classroom	\$8.00 / day (bare) or \$15.00 / day (skirted)
30" x 72"	6ft Table	\$6.00 / day (bare) or \$15.00 / day (skirted)
30" x 96"	8ft Table	\$6.00 / day (bare) or \$15.00 / day (skirted)
30" Round	Cocktail Table (standing)	\$6.00 / day (bare) or \$15.00 / day (skirted)
72" Round		\$8.00 / day
Linen Table Top (white)		\$5.50 / day
Table Skirting (blue)		\$5.00 / day
Miscellaneous		
Coat Rack (96 pieces per rack)		\$10.00 / day
Easel		\$5.00 / day
Flag with Pole (US & State) NC		
Pad and Pen		\$3.25 / set
Podium (standing)		\$5.00 / day
Podium (table top)		\$5.00 / day
Stanchion & Rope / Tensa Barrier		\$5.00 / day

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.



IATSE Local Union #500



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, theatrical stage related work and audio-visual operations. As a result of a collective bargaining agreement signed by the Center and IATSE Local #500, the following work rules apply:

Technical Service Job Duties

Technical Services personnel perform 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, 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 1½ 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.

D. Overtime

Technical Services personnel shall receive 1½ 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 1½ times the applicable hourly rate during the following holidays:

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

F. Call Procedures

All calls are to be made through the Operations Department. In many cases, your Event Manager will put the event's production manager, or audio-visual coordinator directly in touch with the Technical Services Coordinator. A minimum notice of 48 hours is required for all calls. All repeat or extended calls should be ordered by 2 p.m. of the previous day.



Labor Rates (All rates current for 2017-2018 fiscal year)

Box Office

Box Office Fee	\$50.00 per day
Ticket Seller (4 hr minimum)	\$18.00 per hour
Box Office Manager (4 hr minimum)	\$35.00 per hour

Housekeeping Services

Pre-show Labor (4 hr minimum)	\$18.00 per hour
Post-show Labor (4 hr minimum)	\$18.00 per hour
Special Janitorial Service (4 hr minimum)	\$18.00 per hour
Bulk Trash Removal	\$18.00 / hr
Open Bin Trash Hauling	\$23.00 / per yard
30 yds Trash Dumpster: Additional dumpster	\$310
30 yds Trash Dumpster: Relocating or Special Service Call	\$125

Setup Services

Set up Services (Exhibit Halls, Ballrooms & Palms)	\$18.00 per hour
Turnover Service	\$18.00 per hour
Breakdown Services (Exhibit Halls, Ballrooms & Palms)	\$18.00 per hour
Porter Service (4 hr min)	\$18.00 per hour

Engineering Services

AC - Exhibit Halls, Ballrooms, Palm Room (Non-Event Hrs)	\$125.00 per hr / per area
AC - Meeting Rooms & Pre-function Areas (Non-Event Hrs)	\$75.00 per hr / per area
Lighting "Show Lights" - Exhibit Hall (Non Event Hrs)	\$50.00 per hour
Door Removal/Installation	\$600

Event Services / Miscellaneous

Emergency Medical Technician (4 hr minimum)	\$28.00 / hr
Fire Marshal (4 hr minimum)	\$78.00 / hr
Re-Core Locks	\$50.00 per room
Lost Keys	\$50.00 per
Ballroom House Sound System/ Projection Booth**	\$125.00 per day
Meeting Room Sound System**	\$ 50.00 per day
Meeting Room Electrical**	\$ 50.00 per day
Marshaling Yard	\$2,600

Security (4 hour minimum)

Police Officer	\$57.00 per hour
Event Supervisor	\$26.00 per hour
Event Staff	\$24.12 per hour
Ticket Taker Supervisor	\$26.00 per hour
Ticket Taker	\$24.12 per hour



IATSE Local Union #500 / Technical Service (4 hour minimum) Straight Time Stagehand Rate

Department Head	\$52.25 per hour
ETCP Certified Head Rigger	\$63.75 per hour
Rigger	\$49.75 per hour
Special Equipment Operator (Camera Operators, Director, TD, Video Engineer, Video Assist, Audio 1 & 2, LD, ME, etc.)	\$63.75 per hour
Stagehand	\$49.75 per hour

** Fee waived if Everlast Productions services are used for event.
Electrical is waived only for standard 110V.

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 your Event Manager.





SECTION VI:

Certificate of
Insurance
Requirements
& Example

Requirements for Certificate of Insurance

All Service Contractors are required to provide a current Certificate of Insurance evidencing a minimum one million dollar general liability insurance policy as well as worker's compensation coverage. All Service Contractors and their employees must maintain generally accepted safe operating practices and follow all Convention Center and OSHA guidelines to ensure 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.

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
Additional Insured Must Include: SMG, Greater Fort 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. The Broward County Convention Center, as well as SMG, must be named as the **certificate holder** in the format below:
SMG
Broward County Convention Center
1950 Eisenhower Boulevard
Fort Lauderdale, Florida 33316
5. The Certificate must also include a 30-day **cancellation** notice.
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	Property Damage
\$500,000 Per Person	\$250,000 Per Accident
	\$1,000,000 Combined Single Limit



Certificate of Liability Insurance Example

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE: MM/DD/YYYY

PRODUCER XYZ BROKERAGE INC. 123 PINE TREE DRIVE FT. LAUDERDALE, FL 33316		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. COMPANIES AFFORDING COVERAGE		
INSURED TENANT'S NAME MAILING ADDRESS		COMPANY A <u>INSURANCE COMPANY</u> COMPANY B _____ COMPANY C _____ COMPANY D _____		
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.				
TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXTERMINATION DATE	LIMITS
GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT <input type="checkbox"/> _____	XXXXXXXXXX	MM/DD/YY	MM/DD/YY	GENERAL AGGREGATE 1,000,000 PRODUCTS COMP/OP AGG 1,000,000 PERSONAL & ADV INJURY 1,000,000 EACH OCCURRENCE 1,000,000 FIRE DAMEAGE (1 FIRE) 50,000 MED EXP (1 PERSON) 5,000
AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____	XXXXXXXXXX			COMBINED SINGLE LIMIT 1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE
GARAGE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY (EA ACCIDENT) \$ _____ OTHER THAN AUTO ONLY \$ _____ EACH ACCIDENT \$ _____ AGGREGATE \$ _____
EXCESS LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				EACH OCCURRENCE \$ _____ AGGREGATE \$ _____
WORKER'S COMPENSATION AND EMPLOYER'S ALIABILITY THE PROPRIETOR _____ PARTNER/EXECUTIVE _____ INCL OFFICERS _____ EXCL	XXXXXXXXXX			WC STATUTORY LIMITS EL EACH ACCIDENT 100,000 EL DISEASE—POLICY LIMIT 500,000 EL DISEASE-EACH EMPLOYEE 100,000
OTHER				
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 AUTHORIZED REPRESENTATIVE OR AON RISK SERVICES, INC. OF ILLINOIS		







SECTION V: Service Order Forms



Covered or Multi-Level Exhibit Guidelines

Covered Exhibits Smaller 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 onsite if requested by the Fort 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 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 Bureau.
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 onsite if requested by the Fort 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, etc.)
8. Guardrails should be at least 42" inches (1.07m) in height and have intermediate rails throughout that a four-inch (15.24cm) sphere cannot pass.
9. Stairs should be:
 - a) Minimum of 36" in width
 - b) Equipped with handrails
 - c) Risers maximum height of 7" and minimum height of 4"
 - d) Treads shall be a minimum of 11"
 - e) Spiral stairs are not permitted
10. Upper level floor systems should support a live load of 100 lbs. per square foot.
11. Upper level floor exhibits greater than 300 sq. ft. are required to have at least two means of egress.
12. All booth construction shall meet local, state, and federally mandated codes and sections.





GREATER FORT LAUDERDALE ♦ BROWARD COUNTY
CONVENTION CENTER

Structural Permit Application Covered or Enclosed Multi-Level 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 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





ELECTRICAL ORDER

E ☐ M ☐

Advance Payment Deadline Date: 00/00/00

EDLEN

The Power People

ELECTRICAL EXHIBITION SERVICES

16110 NW 13th Avenue, Miami, FL 33169

Phone: (305) 623-5335 Fax: (305) 623-5337

miami@edlen.com

EXHIBITOR:		BTH #	
EVENT:			
FACILITY:	Greater Ft. Lauderdale Broward County Conv. Ctr.		
DATES:		EVENT #	

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

ORDER INSTRUCTIONS
INLINE AND PENINSULA DELIVERY The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).
ISLAND BOOTH DELIVERY ONE LOCATION Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.
ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
208/480V POWER DELIVERY AND CONNECTIONS Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.
24 HOUR SERVICES Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.
CANCELLATIONS Credits will not be issued for services delivered and not used. See #13, 19 & 20 on 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 the contract.

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

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			87.00	132.00	
1000 WATTS (10 AMPS)			120.00	180.00	
2000 WATTS (20 AMPS)			182.00	272.00	
208 VOLT SINGLE PHASE					
20 AMPS			292.00	417.00	
30 AMPS			348.00	497.00	
60 AMPS			517.00	738.00	
208 VOLT THREE PHASE					
20 AMPS			368.00	582.00	
30 AMPS			462.00	693.00	
60 AMPS			688.00	1032.00	
100 AMPS			987.00	1481.00	
200 AMPS			2086.00	3129.00	
400 AMPS			3233.00	4850.00	
TRANSFORMER(S) Boost 208 Volt to 230 Volt					
Transformer (20 amp minimum charge)			Total Amps: _____ x 5.00 = _____		

Please call for information on any services you require that are not listed here.

480V CONNECTIONS Approximately 480V A.C. 60 Cycle - Prices are for Entire Event

480 VOLT THREE PHASE					
20 AMPS			778.00	1164.00	
30 AMPS			924.00	1386.00	
60 AMPS			1376.00	2064.00	
100 AMPS			1974.00	2962.00	

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD		26.00	
POWER STRIP		26.00	

TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM		TOTAL
PRINT NAME:		
EMAIL:	PHONE:	



AUDIO-VISUAL ORDER FORM

Event Name _____

Event Dates _____

SECTION A

Flat Panel Monitors

	QTY/DAY	RATES		AUDIO	QTY/DAY	RATES	
	QTY. X DAYS	X RATES	=		QTY. X DAYS	X RATES	=
17" FLAT PANEL DISPLAY	x	\$100.00	=	Powered Speaker with Stand	x	\$90.00	=
24" FLAT PANEL DISPLAY	x	\$125.00	=	SMALL SOUND SYSTEM *	x	\$250.00	=
40" FLAT PANEL DISPLAY	x	\$250.00	=	* 2 POWERED SPEAKERS W/STANDS, MIXER, MIC			
50" FLAT PANEL DISPLAY	x	\$300.00	=	4 Channel Mixer	x	\$45.00	=
52" FLAT PANEL DISPLAY	x	\$350.00	=	Wireless Handheld or Lavalier	x	\$150.00	=
42"/50" CHROME POST STAND	x	\$125.00	=	CD PLAYER	x	\$30.00	=
				CD Record	x	\$40.00	=
				SM 58 Microphone	x	\$30.00	=

Larger Monitors Available Upon Request

Additional Labor May Be Required For Multiple Or Larger Items.

VIDEO

	QTY/DAY	RATES		PROJECTION	QTY/DAY	RATES	
	QTY. X DAYS	X RATES	=		QTY. X DAYS	X RATES	=
DVD PLAYER (BluRay)	x	\$35.00	=	FLIPCHART W/PAD & MARKERS	x	\$35.00	=
Apple Ipad	x	\$70.00	=	TRIPOD SCREENS (6" - 7" - 8")	x	\$40.00	=
PC Laptop	x	\$175.00	=	7 1/2' x 10' Fast Fold Screen	x	\$150.00	=
Panasonic HD Camera	x	\$400.00	=	LCD PROJECTOR (3000L)	x	\$300.00	=
DVD Record	x	\$200.00	=	LCD PROJECTOR (6000L)	x	\$450.00	=
VGA Cable 50'	x	\$15.00	=	LCD PROJECTOR (12000L)	x	\$1,000.00	=
HDMI Cable 50'	x	\$20.00	=	48" PROJ./ MONITOR CART W/SKIRT	x	\$20.00	=
HDMI Distribution Amp.	x	\$60.00	=				

Larger Monitors Available Upon Request

Specialty Equipment Available Upon Request.

BOOTH LIGHTING PACKAGES 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 @ 954-456-1243

SECTION B

CALCULATE YOUR ORDER

Equipment Total.....	
Add Basic Delivery/ Setup/ Pick up.....	\$100.00
Sub-Total.....	=
Add Tax @ 7%.....	+
Total Charge.....	\$
If Using Credit Card add 2.75% Admin.Fee to Total.....	=

Delivery Information

Delivery Date _____ Time _____
Location _____

Pickup Information

Pickup Date _____ Time _____
Location _____

SECTION C

Billing Information

Please Print Clearly

Company Name: _____

On Site Contact: _____

Address: _____

STREET

CITY

STATE

ZIP

Phone Number _____

Fax Number _____

Print Name _____

Signature _____

Date _____

Payment Information

Circle One

CREDIT CARD

AMX MC VISA

CARD NUMBER

EXPIRATION DATE

CARDHOLDER'S NAME

C.O.D.

COMPANY CHECK

CHECK #

CASH

Notes:

Please Email your order form to avbcc@everlastproductions.com and include show name in the subject line.

If the specific AV equipment needed is not listed please contact us at 954-765-5952 or 954-456-7167

Payment will be processed after equipment is delivered and installed.

Any electrical needs must be ordered from Edlen Electrical directly.

Staff Pro Inc. Service Order Form



STAFF PRO provides professional, well trained and friendly event security & staffing for all types of events Please contact us if you have any questions or concerns, we look forward to working with you.

STAFF PRO INC.
1950 Eisenhower Blvd
Fort Lauderdale, Florida 33316
Contact: Robert BEAR Marshall, Branch
Manager office.954-495-0252
Email: rmarshall@staffpro.com

STAFF PRO provides professional, well trained and friendly event security & staffing for all types of events Please contact us if you have any questions or concerns, we look forward to working with you.

STAFF PRO INC.
1950 Eisenhower Blvd
Fort Lauderdale, Florida 33316
Contact: Robert BEAR Marshall, Branch
Manager office.954-495-0252
Email: rmarshall@staffpro.com



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Complete/update your company information below. Please type or print clearly				
EVENT NAME		COMPANY CONTACT FOR BILLING PURPOSES		COMPANY NAME
STREET ADDRESS		CITY	STATE	ZIP
PHONE	FAX	WEB SITE	EMAIL	
ORDER PLACED BY	TITLE	BOOTH #	SIGNATURE	DATE

[illegible]

SAVOR...Fort Lauderdale

at Broward County Convention Center

SAMPLE FOOD & BEVERAGE DISTRIBUTION AUTHORIZATION REQUEST

Savor... Fort Lauderdale 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: _____ (SAVOR Food & Beverage Director) _____ (Date)



SAVOR...

FIRE CODE & SAFETY REQUIREMENTS

All cooking exhibits shall comply with the following:

- One 20 BC fire extinguisher with current tag for each cooking device.
- Deep fryers must have lids and single well. FRYER requires a class “K” extinguisher
- Equipment shall be fueled by low heat source.
- Cooking surface shall be limited to 288 square inches.
- Cooking equipment is required 4 (four) feet from public or have physical barrier.
- Equipment must be on a non-combustible surface.
- Cooking equipment is required 2 (two) feet apart.
- Flamed proof treated materials are required:
Curtains, drapes, table cloths, etc.
- Butane canisters cannot exceed 16oz.
- **NO propane cooking tanks allowed inside the convention center.**
- Convention center’s carpet surface must be protected if there are any food preparation and/or cooking demonstration.

City of Fort Lauderdale Fire Department
The Greater Fort Lauderdale/Broward County Convention Center

Signature required to confirm the above fire code and regulations have been reviewed:

_____ (Food Vendor Representative if Cooking On-Site is Applicable)

_____ (Date)

SAVOR...Fort Lauderdale

at Broward County Convention Center

SAMPLE ALCOHOL DISTRIBUTION AUTHORIZATION REQUEST

Savor... Fort Lauderdale 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, Catering Sales Manager at mayre@ftlauderdalecc.com or 954.765-9551. 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. All items are limited to sample size
 - A. Non Alcoholic Beverages limited to maximum 4 oz. Container with 3 oz of product.
 - B. **Alcoholic Beverage items limited to 2 oz serving of Beer & .5 oz serving of liquor/spirits.**
- Company representative handling beverage to have Responsible Vendor Certification and supply a copy of Insurance naming the Convention Center, SMG and Broward County as Additionally Insured.**
- C. Food items limited to "bite size".
- D. 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, 2oz 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)

Kitchen Usage Form

Return Completed Form (2) Weeks Prior to Show Date

Event Name	
Company Name & Booth Number	
Client Name & Office Phone	
On-Site Contact Name, Cell & E-mail	
Address (Billing)	
Fax	
E-Mail Address	
Day & Date	
Start Time	
End Time	
What Kitchen Equipment do you need access to?	
Names of Staff that will use the Kitchen.	
Notes	

USAGE COST: \$350+ TAX PER DAY. PLEASE FAX OR EMAIL THE FORMS TO THE CATERING OFFICE.

ATTENTION: CATERING OFFICE

E MAIL: MAYRE@FTLAUDERDALECC.COM

FAX: (9 5 4) 7 6 3 - 9 5 5 1

SAVOR...Fort Lauderdale

at Broward County Convention Center

Booth Service Catering Order Form

Return Completed Form (2) Weeks Prior to Show Date

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.

Event Name					
Company Name:					
Billing Address:					
Booth Name:			Booth Number:		
Client Name:		Business Number:		Email Address:	
On-Site Contact:					
Fax			E-Mail Address		
Date of Service:					
Start Time					
End Time					
# of Guests					
Menu					

Exhibitors are responsible for placing any electrical orders associated with their catering order at the exhibitor's expense. Your Banquet Event Order will indicate if you need to order electric. Place orders with Edlen Electric at 954-607-7255.

SAVOR...Fort Lauderdale at Broward County Convention Center
Catering Office
Phone: 954-765-5882 Fax: 954-763-9551



Wireless Services Order

Greater Fort Lauderdale/Broward County Convention Center

1950 Eisenhower Blvd
Fort Lauderdale, FL 33316
T. 954-448-5847 F. 866-935-8819
<http://www.cclld.net>
info@cclld.net

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 ☐ 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.

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

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

WI-FI EXHIBITOR BOOTH SERVICES (PER USER)	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
2Mbps Wi-Fi In Booth Connection per user	\$ 300	\$ 350		

*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@cclld.net or fax to us at 404-222-5514 . A receipt and instructions will be sent after the order is received.	



Telecommunications & Network Services Order
Greater Fort Lauderdale/Broward County Convention Center

1950 Eisenhower Blvd
Fort Lauderdale, FL 33316
T.954-448-5847 F.866-935-8819
<http://www.cclld.net>
info@cclld.net

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	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
Switched Telephone Line (Must dial 9 for an outside line)	\$ 235	\$ 270		
Polycom Conference Phone	\$ 180	\$ 230		

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

INTERNET & NETWORK SERVICES	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
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	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
Dedicated 3Mbps Bandwidth Connection	\$ 3,995	\$ 4,595		
Dedicated 5Mbps Bandwidth Connection	\$ 5,995	\$ 6,595		
Dedicated 10Mbps Bandwidth Connection	\$ 9,995	\$ 10,595		

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 :	

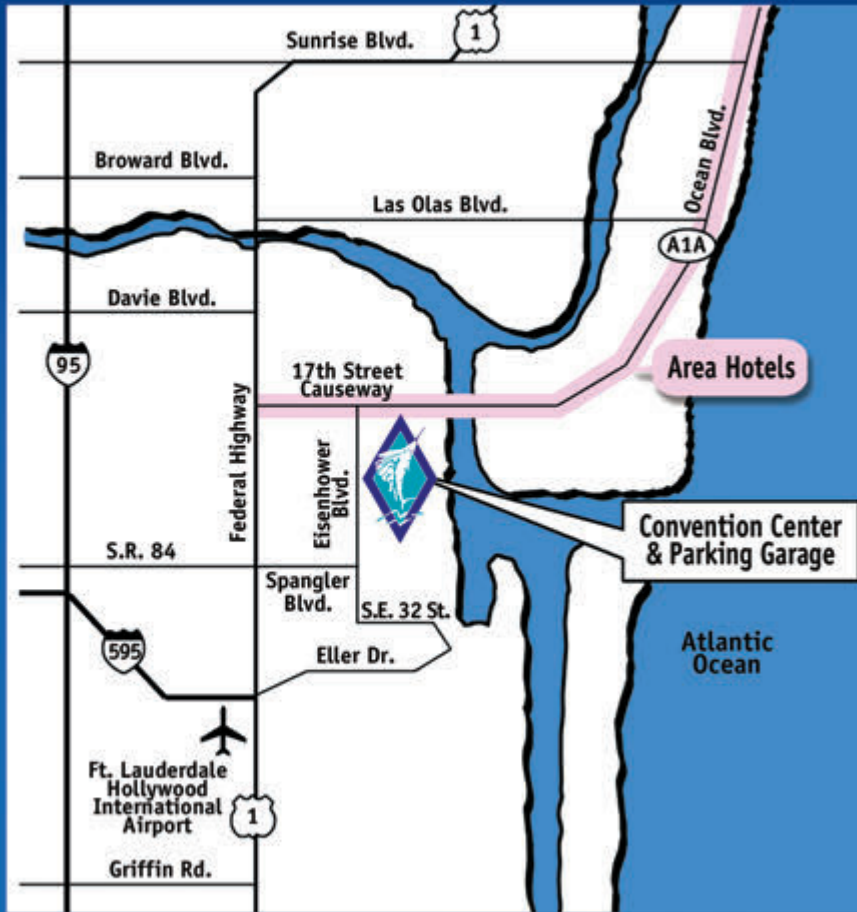
To ensure proper placement in your booth, please attach a scaled drawing showing service locations with reference to adjacent aisle numbers or booths. If not received, CCLD will place services in the center of the booth. Requests to change location of services will be subject to a \$150.00 Relocation Charge.

TERMS AND CONDITIONS

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 here under). **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.** Standard Telephone Sets, \$75.00 each; Multi-line Sets, \$300.00 each; Speaker Phone Sets, \$75.00 each; Fax Machines, \$500.00 each; Polycorn Sets, \$300.00 each; Pagers, \$150.00 each; Cellular Phones, \$500.00 each; Hubs, \$300.00 each. Any additional equipment rented by CCLD will have an agreed upon non-return charge amount at time of rental. All charges are subject to a 8% sales tax.
 - (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. **Customer should pick up equipment and/or instructions at the CCLD Service Desk.**
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 customers' 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 Consumer 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 and 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 supercedes 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 GWCCA. As such all outside proxy servers, routers, or any machine used to propagate a single I.P. address to multiply devices are forbidden. Each device, which has the ability to see the internet, must have an I.P. address purchased for that device.







Greater Fort Lauderdale/Broward County Convention Center

1950 Eisenhower Boulevard | Fort Lauderdale, FL 33316

954.765.5900 | Fax 954.763.9551

www.ftlauderdalecc.com | www.smgworld.com

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SAVOR...

