



Meeting Planners and Exhibitors User Guide



Meeting Planner and Exhibitors Users Guide Description

The entire DoubleTree by Hilton / Miami Airport Convention Center (MACC) team is looking forward to working with you toward a very successful event! A Users Guide is provided to help in planning and answering questions about the facility. We certainly encourage you to ask questions so we can help you make your event a total success.

This Meeting Planner and Exhibitors Users Guide is part of your Sales Contract. Please read all relevant parts carefully. Prices and regulations are subject to change without notice and information is updated periodically. Please see the timeline of important Dates and Deadlines included in this Guide. This Timeline will guide you in providing necessary information to your event Conference Services Manager/Tradeshaw Director in a timely manner. If you have any questions about this Timeline or this Guide, please contact your Conference Services Manager or Sales Manager, if you have not been assigned a Conference Services Manager.

Events differ, and the policies, rules and regulations cannot cover every scenario. If there is anything that is not covered in the Guide, the Hotel/MACC reserves the right to determine necessary considerations on an as-needed basis. Our sole effort is to ensure the success of your event and safeguard the safety and experience of all our visitors.

We thank you for choosing the Hotel/MACC and the City of Miami for your event! Our goal is to ensure that you return to our facility in the future!

Note:

Policies, rental rates, and equipment rental charges noted herein are subject to change without notice and supersede any version of this guide printed prior to July 2019. This Meeting Planner and Exhibitor Users Guide and its contents are incorporated by direct reference in your license agreement.

SALES DEPARTMENT

Your initial contact with the DoubleTree by Hilton / Miami Airport Convention Center and/or MACC should be directed to our Sales Department located at the DoubleTree by Hilton / Miami Airport Convention Center. A Representative will review your proposed event requirements including projected dates, space needs, and rate structures. Potential date and space availability in the Facility booking schedule will be discussed as appropriate.

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

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

YOUR CONFERENCE SERVICES MANAGER (CSM)

A Conference Services Manager will be assigned to your event once your sales agreement has been executed and is your principal contact with our Facility from the initial planning process through the successful culmination of your event.

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

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

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

We encourage you to communicate with your Conference Services Manager regularly during the planning process. On site pre-planning meetings are recommended at least 30 days in advance of the event.

IMPORTANT INFORMATION TO SUBMIT TO YOUR CONFERENCE SERVICES MANAGER

	Timeline
1. Preliminary Floor Plans <ul style="list-style-type: none"> a. Review prior to distribution or booth sales b. Include use of lobby, food service, and registration areas 	6 months
2. Exhibitor Prospectus/Preliminary Show Directory	6 months
3. Preliminary Labor and Equipment Requirements <ul style="list-style-type: none"> a. Review estimated labor costs for decorator, cleaning, stagehands, etc, and equipment inventory 	3-6 months
4. General Contractor/Sub-Contractor List	3-6 months
5. Event Time Table <ul style="list-style-type: none"> a. Move-in Schedule: <ul style="list-style-type: none"> i. Decorator ii. Exhibitors iii. Freight iv. Registration b. Show Office c. Registration d. Exhibits e. Meetings f. Special Events/Ribbon Cutting g. Other Activities h. Move-Out Schedule 	3 months
6. Exhibitor's Manual	60-90 days
7. Final Floor Plans <ul style="list-style-type: none"> a. Exhibits b. Registration c. Lobby Areas 	30 days
8. Signage Package <ul style="list-style-type: none"> a. Review prior to final arrangements with contractor 	60 days
9. Final Show Directory/Program with set up requirements	45 days
10. Disability needs	30 days
11. Certificate of Insurance	30 days

Price List at a Glance

Item	Price
Air Conditioning: Exhibit Hall	\$125.00/hour/hall
Air Wall Pulls: Meeting Rooms Ballrooms Exhibit Halls	\$50.00 \$200.00 \$300.00
Audio Visual: Audio Patch Fees Tape Patch Fees	\$125.00 per room \$60.00 per room
Cleaning: Exhibitor Booth Discard Cost for Facility Cleaning other than Restrooms and Public Areas	\$600.00 per open top pull plus \$200.00 delivery fee Labor - \$28.00 per hour/4 hr. min. Supervisor - \$34.00 per hour/4 hr. min.
Equipment Rental Rates: Chairs White Samsonite Easels Stanchions Dance Floor (10x10) Meeting Room Riser – based on availability Tables - Rax Table Dressed – White skirted or plastic cover	\$3.00 per day \$25.00 each \$45.00 each \$800.00 \$75.00 per unit \$25.00 per day \$35.00 each (linen, drape) per day
Fire Watch: Fire Watch Fire Watch 2nd Lead/Supervisor First Aid Paramedic Supervisor Rescue Unit Vehicle	\$75.00 per hour \$85.00 per hour \$75.00 per hour \$70.00 per hour \$300.00 per hour (2 Paramedics & 1 Supervisor required with Rescue Unit Vehicle. <ul style="list-style-type: none"> • All Fire Watch rates include Miami Dade Administration Fee

Item	Price
	<ul style="list-style-type: none"> • 4 hour minimum required for all rates.
General Liability Insurance	Minimum of \$1,000,000 General Liability, however subject to increase based on type of event up to \$5,000,000 will be required.
Keys (Re-Key): Meeting Rooms/Office Additional Keys	\$100.00 per cylinder \$5.00 per key
Marshalling for Trucks	\$30.00 per hour
Parking Charges Self- Parking Valet Parking	\$5.00 per day per car for event only \$7.00 per day per car for overnight \$12.00 per day per car Parking is a 3 rd party operation and pricing is subject to change.
Hotel/MACC Security Gate Guard: Police Officers	\$30.00 per hour prevailing rate <ul style="list-style-type: none"> • 4 hour minimum required for all rates
Reset Charges: Breakout Rooms (or individual sections of Hotel Ballroom) MACC 1 / MACC 2 / North Ballroom /South Ballroom Hotel Ballroom and Expo Space: 1,000 + setting 500-999 setting 499 and less	\$250.00 per room \$500.00 per room \$1,000.00 per room \$750.00 per room \$500.00 per room
Tax/Service Charges State Sales Tax Local Food and Beverage Tax Service Charges	7% 7% 2% (in addition to the Sales Tax) 22%

FACILITY GUIDELINES AND SERVICES

AIR CONDITIONING

The MACC provides cooling in the exhibit halls during show hours. The MACC charges a fee per hall, per day, for cooling during non-show days. Air conditioning will not be available in the exhibit halls or lobby areas at any time while the loading dock doors or lobby doors are open.

The MACC will maintain contracted and public space at a constant temperature range of 71F – 74F during show hours. Adjustments can be made to the temperature of the facility at the licensee’s request. Meeting rooms used for “event programming”, all show offices, attendee registration areas (during open hours); and exhibitor registration area (excluding exhibit halls) will be air conditioned for up to three additional exhibit days.

Requests for HVAC outside show hours will incur a charge. Please contact your Conference Services Manager for a price quote.

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

ADA - AMERICANS WITH DISABILITIES ACT

The Americans with disabilities act is a civil rights act providing equal opportunity in the areas of employment, state and local government services, public accommodations, transportation and telecommunications. The Lessee, its sub lessees and contractors, must comply with the ADA as indicated in the lease agreement. All permanent aspects of the facility are the responsibility of The Hotel/MACC. Access to any given show and the services they are providing are the responsibility of the Lessee.

The Hotel/MACC strives to meet the needs of all its’ guests at all events and is fully ADA compliant. All areas of the Hotel/MACC are accessible. Elevators are located on each level and a limited number of wheelchairs are available at the first aid station at no charge. If you have attendees with special needs, please let your Event Manager know, as soon as possible, so that all necessary accommodations can be made in advance.

ANIMALS

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

Service Animals

Service Animals are always welcome. Under ADA's - American Disabilities Act regulations, A service animal is any animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals (except miniature horses), whether wild or domestic, trained or untrained, are not considered service animals.

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

- assisting individuals who are blind or have low vision with navigation and other tasks
- alerting individuals who are deaf or hard of hearing to the presence of people or sounds
- providing non-violent protection or rescue work
- pulling a wheelchair
- assisting an individual during a seizure
- alerting individuals to the presence of allergens
- retrieving items such as medicine or the telephone
- providing physical support and assistance with balance and stability to individuals with mobility disabilities
- helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

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

Miniature Horses

A public entity or private business must allow a person with a disability to bring a miniature horse on the premises as long as it has been individually trained to do work or perform tasks for the benefit of the individual with a disability, as long as the facility can accommodate the miniature horse's type, size, and weight. The rules that apply to service dogs, outlined above, also apply to miniature horses.

Emotional Support or Comfort Animals

While Emotional Support Animals or Comfort Animals are often used as part of a medical treatment plan as therapy animals, they are not considered service animals under the ADA. These support animals provide companionship, relieve loneliness, and sometimes help with depression, anxiety, and certain phobias, but do not have special training to perform tasks that assist people with disabilities. Even though some states have laws defining therapy animals, these animals are not limited to working with people with disabilities and therefore are not covered by federal laws protecting the use of service animals. Therapy animals provide people with therapeutic contact, usually in a clinical setting, to improve their physical, social, emotional, and/or cognitive functioning.

Domesticated Animals

Permission for any domesticated animal (cat, dog, etc.) to appear in a show or booth must first be approved by show management, then by the Convention Services Manager.

- The animal must have something to do with the booth or show (i.e., a dog used in commercials, films, etc.).
- A separate certificate of insurance must be submitted in the amount of \$1 Million combined single liability, naming The Hotel/MACC as additional insured.

- Animals cannot remain in the building overnight without specific explicit written approval.
- A trainer must accompany and be in control of the animals at all times and the animal must be confined to a lease and not confined to a pen. It is the animal owner's responsibility to clean up after the animal while on property.
- Animal exhibits are not permitted on carpeted areas.

All sanitary needs for guide, signal or service animals are the responsibility of the Patron and all sanitary needs for approved exhibits are the sole responsibility of the Lessee.

Non-Domesticated Animals

- Non-domesticated animals will be considered on an individual basis.
- Contact your Convention Services Manager for assistance.
- It is the animal's owner's responsibility to clean up after the animal while on Hotel/MACC property.

AUDIO/VISUAL SERVICES

The Hotel/MACC can provide a full range of audio/visual services, sound reinforcement, slide and video projection, video production, computers, computer/projection interfacing, etc., through the house A/V contractor.

Outside suppliers are permitted to operate in the Hotel/MACC with prior notification and submission to the Hotel of the Outside Audio Visual Vendor Agreement & COI requirements, however, use of the meeting room house audio system is the **exclusive** right of the in-house A/V contractor. Outside suppliers will be required to comply with all Hotel/MACC policies. Please contact your EM should you have any questions concerning the building standard operating procedures.

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

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

Audio Patch Fees: \$125.00 per room*

Tape Patch Fees: \$60.00 per room*

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

A/V Contractor (in house) Preferred:

AVMS

Phone: (305) 260-8996

eMail: dcolon@avms.com

BALLOONS/BLIMPS/DRONES

BALLOONS/BLIMPS

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

Balloons may not be released out-of-doors due to airport flight patterns in the area, as well as for environmental concerns.

Smaller air filled balloons may be used for decoration and/or handouts. Show management and a Hotel/MACC Convention Services Manager must approve the use of all balloons.

DRONES

The use of drones in the Hotel/MACC is subject to approval by both the DoubleTree by Hilton Miami Airport Convention Center and Show Management. Please contact your Conference Services Manager for specific details on obtaining approval. Special waivers and conditions would apply and a COI with special coverage would be required.

CATERING AND CONCESSION SERVICE

All catering must be done by the DoubleTree by Hilton / Miami Airport Convention Center.

The Hotel/MACC provides the expertise of inventive chefs to design menus that will enhance your theme event or special occasion. Each activity is customized to your every specification. From continental breakfast to continental cuisine, The Hotel/MACC is committed to making your event a successful and memorable occasion. **Please make arrangements directly with your Conference Services Manager.**

- A signed contract is required thirty (30) days prior to the first scheduled food and beverage service.
- Hotel/ MACC has the existing blanket Alcoholic Beverage License. Proper authorization must be secured from the Hotel/MACC, and the state of Florida if alcoholic beverages are to be featured for promotional purposes. Corkage may apply to certain promotional functions.
- All food and beverage storage space is reserved for Hotel/MACC use. Arrangements may be made to rent storage space on-site, on a space availability basis. Contact the Sales Manager to discuss your requirements.
- Concession minimums of \$500 per four hour period per concession station must be guaranteed by the contracting client. Should sales fall below the guarantee the difference is added to the established master account of the client. Further, the Hotel/MACC reserves the right to discontinue service if sales are falling short of the minimum.

CLEANING

The Hotel/MACC staff takes great pride in the care of the facility. Hotel/MACC operates with a "clean hall to clean hall" policy. In an effort to provide efficient service to our clients, the facility will be responsible for the following public areas inside the facility: concession areas, restrooms, lobbies (not being used for registration), meeting rooms, ballrooms and outside sidewalk areas (not including front of the house, move-in/move-out trash removal).

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

(1) Complimentary trash pull will be provided and all additional pulls will be billed at \$600.00 per pull or prevailing rate.

If entire booths are to be discarded at the close of an event, this must be communicated in advance to your event manager so the necessary open tops may be ordered. The cost for this is \$600.00 per pull plus an additional \$75.00 delivery fee for each one.

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

Your Hotel/MACC Conference Services Manager will review the condition of the facility with you and/or your cleaning contractor in advance of move-in and after move-out.

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

Cleaning Labor (Hotel/MACC in-house) \$28.00/hour/4 hr. min *

Supervisor \$34.00/hour/4hr. min*

*** or Prevailing rates**

COMMUNITY RESOURCES

AIRPORTS

Miami International Airport Information
Ft. Lauderdale/Hollywood International Airport

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

CONVENTION AND VISITORS BUREAU

Greater Miami Convention & Visitors Bureau
701 Brickell Avenue, Suite 2700
Miami, FL 33131

General Information (305) 539-3000
Convention Services (305) 539-3053
Convention Sales (305) 539-3021
Corporate Sales (305) 539-3052

MAIL/SHIPPING

Email: store6804@theupsstore.com

The UPS Store Business Center at the DoubleTree by Hilton Miami Airport & Convention Center
755 NW 72 Avenue, Plaza 20
Miami, FL 33126

Web: theupsstorelocal.com/6804

The Hotel/MACC is not responsible for any shipping & receiving. All shipping & receiving must be coordinated through the general contractor or UPS.

TAXI SERVICE

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

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

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

CONTRACTORS' REQUIREMENTS

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

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

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

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

Based on the information provided the Hotel/MACC may require additional letters of understanding on liabilities, insurance and policy between the client, contractor and facility.

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

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

DAMAGE WALK-THROUGH

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

Clients and or the General Service Contractor should schedule a pre & post show walk through of the hall with the Conference Services Manager. You will be required to sign off on the walk through before taking possession of the hall. All damages are the responsibility of the client and will be applied on the final master invoice at the end of the event.

DISABILITY ACCESS ACCOMMODATIONS

The DoubleTree by Hilton and DoubleTree By Hilton / Miami Airport Convention Center is accessible to persons with disabilities and includes the following access accommodations:

- The elevators located on the building's East side.
- Restrooms on each level have accessible stalls, sinks, towel dispensers and mirrors
- Disability parking is located in the front of The Hotel/MACC parking lot closest to the main entrance.

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

ELECTRICAL/PLUMBING

The Hotel/MACC provides electrical services for events. Lessee must notify the CSM of the required electrical/plumbing services at least thirty (30) days in advance of the event

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

EQUIPMENT RENTAL RATES

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

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

CHAIRS

White Samsonite \$3/day

MISCELLANEOUS

Easels \$25/easel
Lectern, standing light wood (Based on Availability) N/C
Lectern (Specialty Presidential/acrylic etc.) See AV Provider
Stanchions \$45.00 each
Ticket Boxes N/C
Dance Floor (10x10 section) \$800.00

MEETING ROOM RISERS

6' x 8' x 24" - 32" \$75.00/unit
(1.83m x 2.44m - 61cm to 81cm)

TABLES

8' x 30" (2.44m x 76.2cm) Skirted \$25/day
8' x 18" (2.44 m x 45.72cm) Skirted \$35/day
Table skirting for head tables N/C
Table covering (linen cloths only) \$25.00+billed via catering
Other than linen provided by hotel

Terms and Conditions

1. Prices are subject to change.
2. All services subject to 7% Sales Tax.
3. Food and Beverage Services 2% Sales Tax in addition to the 7% sales tax.
4. All function space rental is subject to a 22% service Charge
5. All equipment is to be set up by the Hotel/MACC staff and remains the property of the Hotel/MACC.
6. Certain items on this list may be provided free of charge as part of the base rental. Consult with the Event Manager for further information

FIRE AND SAFETY REQUIREMENTS

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

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

- All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of gas vapors. Fuel tanks shall not be more than ¼ full or contain more than 4 gallons of fuel, whichever is less. The screw in type cap located on the gunnels is considered sealed.
- At least 1 battery cable shall be removed from the batteries used to start the vehicle engine. The disconnected battery cable shall then be taped.
- Fueling or defueling of vehicles is prohibited.
- Boats/vehicles shall not be moved during show hours.
- Boats/vehicles shall not block exits.
- Boats/vehicles shall not block extinguishers/standpipes.
- All propellers shall be removed, padded or located so they do not present a hazard.
- All anchors/pulpits shall be moved, padded or located so they do not present a hazard.
- All temporary stairs/platforms shall have a guardrail installed to prevent persons from falling off the edge.
- The use of flammable liquids inside the Hotel/MACC is strictly prohibited (i.e...paints, solvents and cleaning products).
- Fuel tanks must be emptied prior to entering the Hotel/MACC (except by permit from the Fire Prevention Bureau).

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

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

Cooking: No gas cooking appliances or deep fat fryers are allowed in the Hotel/MACC. Small electric cook tops, grills and ovens will be allowed for cooking. No cooking appliance is to be placed on combustible furnishings or too close to any combustible materials. Cooking areas must have 2A10BC type fire extinguishers provided by show management or the exhibitor. Butane is okay but an application must be submitted to the Fire Marshal.

Exhibit Structures: Exhibit structures should be made of fireproof/flame retardant or treated materials not given to flammability. Expanded foam materials should be fire-retardant.

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

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

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

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

Stairs should be:

- a) A minimum of 36" (91.44cm) wide.
 - b) Stair risers should be between 7 and 4 inches in height (17.78cm & 10.16cm). Treads should have a minimum run of 11" (27.94cm), exclusive of nosing.
 - d) Handrails should be provided on at least one side of every stairway.
- Structures up to 12 feet (3.66m) high must withstand a wind force of 5 pounds per square foot (24.41 kg/sq. m).
 - All construction will meet local, state, and federally mandated codes.
 - Guardrails, and hand and eye shields will be provided for all moving equipment and heat generating devices.
 - All exhibits, towers, and other components over 12 feet are not permitted.

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

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

Flame Retardant Treatment: All decorations, drapes, signs, banners, acoustical materials, hay, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame retardant and resistant as demonstrated by passing both the small-scale and large-scale tests of NFPA 701, Standards Methods of Fire Tests. Oilcloth, tar paper, sisal paper, nylon, orlon, and other plastic materials that are not retardant are prohibited. The Fire Prevention Bureau will test any questionable material.

Floor Plans: All diagrams must be submitted to the facility for fire marshal approval prior to the sale of exhibit space or tickets. Plans should indicate: location of aisles, utility floor ports, exits, exhibit booths, registration areas, service contractor areas, concession stands, seating areas, and information

booths. All aisles must be a minimum of 10' in width, and a 20' clearance at the main entrance and exits of the hall (be aware of pinch points during max floor layouts).

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

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

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

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

Hurricane: Miami Dade County has an extensive hurricane preparedness plan. The main goal is to protect life and property within the confines of Miami Dade County using both departmental resources and those additional resources made available to the Miami Dade and City of Miami Police Department. A hurricane watch would be implemented within 36-48 hours prior to estimate landfall. Facility staff will work with you to establish a plan of action should a hurricane warning be issued. A hurricane warning would be issued 12-24 hours prior to estimated land fall by the Chief of Police (winds of 74MPH and higher). At this time the Hotel/MACC would be secured and closed. The Category 1-5 of the hurricane will determine whether a mandatory evacuation goes into effect. If this should occur, your hotel will work with guests to provide accommodations on the mainland.

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

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

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

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

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

- Permission from Fire Department personnel on duty.
- Rope off or barricade area

- No Smoking
- Have a 2A10BC type fire extinguisher on-site and properly maintained (serviced within one (1) year)
- Have only enough flammable or combustible materials on hand to perform operation

FIRE WATCH

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

The following require a 24 Hour Fire Watch inside the Hotel/MACC:

- Pyrotechnic Displays (special permits are required/ See your assigned Conference Services Manager)
- Unusual floor plans or set up that restrict or modify the normal required width of the means of egress, or as determined by the Fire Marshal's Office.
- Booths with covered non-permeable ceilings exceeding 300 square feet. This also applies to scrim or draperies hung horizontally from the ceiling.
- Vehicles, boats and similar products with a roofed area exceeding 100 square feet (trailers are defined as vehicles).
- Any fuel operated vehicle (all vehicles with gasoline/diesel engines may be displayed with a maximum of ¼ tank or less of gas, a locking or taped gas cap and all battery cables must be disconnected) and no vehicles can be operated during the show. A drip pan must be placed underneath the vehicle. Keys must be given to the security contractor on site for 24hour access. No refueling on site of the facility.
- Multi level booths (double-decker). If top deck is designed to hold over 10 people, a second staircase is required with a minimum of 3 feet in width and a handrail on one side. A minimum of two 2A10BC fire extinguishers must be easily available in unobstructed view, one per level and all areas under the second level or ceilings, need to be equipped with a UL approved battery-operated smoking detector.
- Excessive packing crate or box storage on the exhibit hall floor (approval needed in advance by facility and fire marshal and must follow specific guideline).
- Special hazards such as cooking, flammable materials, etc...
Cooking and or warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by recognized testing laboratory such as U.L., F.M. Cooking and warming devices shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth or provide a Plexiglas shield 18 inches high, ¼ inch thick across and down both sides of the demo area. A 2A10BC fire extinguisher must be placed in booth. The use of welding equipment, open flames, fryers, decorative candles or smoke emitting material as part of an exhibit are prohibited.

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

The number of firefighters on Standby Fire watch is determined by the Fire Chief based upon the event schedule and estimated attendance. The Lessee is responsible for all related charges. All off-

duty fire personnel working at the Hotel/MACC must be paid directly to the Fire Department prior to move-in.

Fire Watch	\$55.00/per hour*
Fire Watch (2nd lead inspector)	\$57.00/per hour*
Fire Watch (Supervisor)	\$57.00/per hour*

FIRST AID/ PARAMEDIC

The Hotel/MACC requires that life safety be considered in the planning stages of all events. As a requirement from the fire department as part of their Special Events Guide, events will now require either a BLS or ALS emergency team unit when an event reaches 1000 or more attendees. The Hotel/MACC can provide the use of a furnished first aid center location. A first aid center is recommended during show hours and can be set up in a meeting room reserved by your group or one of the permanent centers located in rear of the West Hall. It is the responsibility of the Hotel/MACC and its clients to follow and enforce those requirements.

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

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

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

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

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

Paramedics	\$55.00/per hour *
Supervisor	\$60.00/per hour*
Rescue Unit Vehicle	\$200.00/4 hour shift*
	\$55.00/hour beyond 4 hour minimum*

Rates include City Administration Fee

***Or prevailing rates**

FREIGHT DELIVERIES & FOH LOAD-IN

Freight Shipments: The Hotel/MACC **cannot** accept shipments of freight or materials (**including over-night mail or C.O.D. services**), prior to the contracted move-in date. All freight must be delivered to the Hotel/MACC by the official service contractor or freight carrier. All shipments to be delivered to the Hotel/MACC during the move-in should be sent to the attention of the show organizer or general service contractor.

Freight may not be transported on passenger elevators or escalators.

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

FOH Load-In:

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

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

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

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

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

FREIGHT DELIVERIES & FOH LOAD-IN (Continued)...

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

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

HAZARDOUS WASTE MATERIALS DISPOSAL

Chemicals, solvents, and/or solutions considered hazardous are not allowed to be disposed of through the sewer lines or drains of the Hotel/MACC .

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

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

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

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

INSURANCE REQUIREMENTS

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

- (a) Commercial general liability insurance, on an occurrence form, in the amount of One Million (\$1,000,000.00) Dollars per occurrence for bodily injury, death, property damage, and personal injury. The policy must include coverage for premises operations, blanket contractual liability (to cover indemnification section), products, completed operations and independent contractors. If the user's activities involve the sale of alcohol, then liquor liability in the same amount is also required. These policies must name the AFP103 Corp. d/b/a DoubleTree by Hilton Miami Airport Convention Center their officers, agents & employees are included as additional insured.
- (b) Automobile liability insurance in the amount of One Million (\$1,000,000.00) Dollars per occurrence to provide coverage for any owned and non-owned vehicles used by the Lessee on the Facility premises, including loading and unloading hazards. This must name AFP103 Corp. d/b/a DoubleTree by Hilton Miami Airport Convention Center as additional insured.
- (c) Workers' compensation and employer's liability coverage as required by Florida Statute. Currently, the State of Florida requires that employers provide workmen's compensation coverage for all employees. The Statute requires coverage from the employer if they have three or more employees. The Operator requires evidence of this coverage.
- (d) It is understood and agreed that all coverage provided by the Lessee are primary to any insurance or self-insurance program the City has for this Facility and the Lessee and their insurance shall have no right of recovery or subrogation against the Operator.
- (e) All policies must be issued by companies authorized to do business in the State of Florida and assigned a rating of A:X or better, per Best's Key Rating Guide, latest edition.
- (f) Evidence of the required insurance policies must be provided to AFP103 Corp. d/b/a DoubleTree by Hilton Miami Airport Convention Center by submission of an original certificate of insurance (*) thirty (30) days prior to the lease period.

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

If your exhibitors utilize independent contractors, we require verification of insurance in the same limits or more dependent on the activity to be insured as defined in your lease with the Hotel/MACC. *Or prevailing rates

KEYS - ROOM SECURITY

The Hotel/MACC has the capability to provide keys to most of the meeting/office space on a complimentary basis. However, if keys are returned by the end of the event the following charges will apply:

Replacement of Key Cylinder	\$100.00 per cylinder
Additional Keys	\$5.00 per key

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

When Registration Offices are utilized for office space or storage, the door lock can be changed at the rate mentioned above.

LOADING DOCK

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

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

Loading Docks: When you require the use of the loading docks, Hotel/MACC Security must be employed to enforce parking rules and to control truck traffic. The Hotel/MACC does not forego any rights relative to the safe operation of its docks. The overall control of the docks remains at all times with building management.

LOST AND FOUND

All lost and found articles are logged and placed in our Security office. We attempt to identify the owner and return all articles. To inquire about lost items contact the Security Manager at 305-261-3800.

MARSHALLING FOR TRUCKS

The Hotel/MACC does not have truck marshalling facilities outside of the loading docks. However, the loading docks will be available for marshalling during contracted *move-in/move-out dates only*.

The request for use must be provided to the Conference Services Manager 30 days before anticipated load-in, and paid for **in advance** of move in date.

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

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

Marshalling yard fee:

\$30.00 per hour

*** Or prevailing rates**

MARQUEE

Your event name and dates will be displayed on the electronic message boards located on the outside of each meeting room occupied by group. It will also be displayed on the electronic message boards located in the Main Hotel Lobby and on the first and second levels of the Convention Center. Please provide the Post As name of your event to your Conference Services Manager.

MEETING ROOMS & REFRESH POLICY

The meeting rooms at the Hotel/MACC were designed to be operated principally as general assembly and meeting room facilities and not as exhibit facilities. Exhibits permitted in the meeting rooms are traditionally limited to table top or pop-up exhibits. Exhibits of a more elaborate nature must be approved by the Hotel/MACC.

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

1. Prior to move-in, the entire carpeted area must be covered with no less than 5 mil visqueen. Prior to move-out, all aisles must be covered with no less than 5 mil visqueen.
2. Exhibitor carpeting is prohibited.
3. Double-faced tape, duct tape, gaffer's tape, scotch tape, cellophane tape, drafting tape, decorator tape, or other types of tape, shall not be attached to any surface in the meeting room areas including, but not limited to carpeted floors, painted walls, doors, ceilings, etc.

4. Exhibit booths requiring delivery of drayage or freight to the meeting room areas will be permitted with use of pallet jacks only.
5. Boom lifts will be permitted provided the tires are wrapped.
6. Powered and/or motorized equipment or vehicles including scooters may be allowed access to the meeting room areas only with the express written consent of the Hotel/MACC Management.
7. Hotel/MACC Security Guards will be required at the freight entrances to the ballroom areas during all move-in and move-out times. Freight access to these areas will be locked off whenever the guards are not on duty during move-in and move-out times.

CAPACITIES: See index for capacity chart. Capacities are also provided in the Sales brochure with floor plans or visit our web site at www.doubletreemacc.com.

REFRESH: It is the policy of the Hotel/MACC to provide one mid-day and overnight refresh for each meeting room in use. For large General Sessions a second refresh may be provided as well. Refresh includes: straightening of tables and chairs, trash disposal, and replacement of the speaker bottled water as needed.

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

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

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

The standard room chair is blue.

The Hotel/MACC will provide a standard head table arrangement at **no additional charge** - the standard head table set consists of 30" (76.2cm) deep plywood tables, topped with a white table cloth and skirted on 3 sides with hotel skirting.

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

The Hotel/MACC standard set up for a class room arrangement is to provide the head table topped and skirted as noted above; seating may be set with 8' X 18" or 6' X 18" or laminated tables with no cloth or 30" (76.2cm) deep plywood tables depending upon your individual requirements and the inventory on hand.

Banquet rounds are provided by the Hotel/MACC predicated upon inventory. White Table coverings are provided based upon your individual catering arrangements. Please contact your conference services manager if you desire a different color of linen for pricings.

PARKING

Parking for all vehicles is available on property. The parking lot is managed by US Parking. Please review the history of previous attendance with your CSM so we can better anticipate your parking needs. Current parking rates are as follows:

Self- Parking	\$5.00 per day per car for event only (no in/out access) \$7.00 per day per car for overnight guest (with in/out access)
Valet Parking	\$12.00 per day per car

Parking is a 3rd party operation and pricing is subject to change by the vendor.

PUBLIC AREAS & LOBBIES

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

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

RIGGING

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

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

Exhibit hall high steel rigging weight load limit is 1500 lbs per point and must meet facility approval. All rigging is exclusively to be completed by the established in-house audio visual company. Please consult your assigned EM with any additional clarification in regards to rigging in the facility.

SALES TAX/TAX EXEMPTION

Florida State Sales and Use Tax is applied to food and beverage, the building rental and certain other additional services related to the Lessee's occupancy at the time of the final settlement. The tax is currently 9% for Food and Beverage and 7% for all other items*.

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

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

***Or prevailing rates**

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

CLEARWATER 33764-3149
Anchor Shoreline Office Park
19337 US Hwy 19 N. Ste 200
Phone (727) 538-7400

MIAMI 33126-1831
8175 NW 12th St., Ste. 199
Phone (305) 470-5001

DAYTONA BEACH 32114-1230
1821 Business Park Blvd
Phone (386) 274-6600

ORLANDO 32819-7911
5401 S. Kirkman Rd.
Phone (407) 903-7350

FT. MYERS 33901-3851
2295 Victoria Ave., Ste. 270
Phone (239) 338-2400

PANAMA CITY 32401-2238
703 W. 15th St., Ste A
Phone (850) 872-4165

HOLLYWOOD 33024-4000
Taft Office Complex
6565 Taft St., Ste 400
Phone (954) 967-1000

PENSACOLA 32505-5217
3670-C North L Street
Phone (850) 595-5170

JACKSONVILLE 32209-6828
921 N. Davis St., A-215
Phone (904) 359-6070

SARASOTA 34236-5940
1991 Main St., Ste 2240
Phone (941) 361-6001

KEY WEST 33040-4698
3118 Flagler Avenue
Phone (305) 292-6725

TALLAHASSEE 32312-2603
2410 Allen Rd.
Phone (850) 488-9719

LAKE CITY 32055-6123
1401 W. US 90, Ste 100
Phone (386) 758-0420

TAMPA 33619-1166
6302 E. Martin Luther King Blvd.
Ste 100
Phone (813) 744-6344

LAKELAND 33801-5407
230 S. Florida Ave.
Phone (863) 284-4244

WEST PALM BEACH 33407
2468 Metrocenter Blvd.
Suite B
Phone (561) 640-2800

MARIANNA 32446-3304
4230 Lafayette St., Ste D
Phone (850) 482-9518

SECURITY CONTRACTORS HOTEL/MACC SECURITY

A detailed security schedule and post plan should be forwarded to your CSM thirty (30) days in advance of your event. A meeting between your Conference Services Manager, the Hotel/MACC Security Manager, and the security subcontractor is always recommended to ensure the safety of attendees and property. The Hotel/MACC determines that security as planned is inadequate, increased coverage may be required at the expense of the Lessee. The Security sub-contractor will be required to submit the Security Contractor Operation Plan to the Conference Services Manager prior to the event.

Minimum security required will be as follows:

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

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

See **Traffic Control** for additional requirements.

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

Other Security companies may work in the facility provided all Contractors' Requirements are met. All off-duty police and fire personnel working at the Hotel/MACC must be paid directly to the Fire and Police departments prior to the event.

Hotel/MACC Security Gate Guard \$30.00/hour

***Or prevailing rates**

SETTLEMENT

Upon arrival and **prior** to start of the event, the Lessee is required to deliver to the CSM a final exhibit booth floor plan, list of exhibitors, and the anticipated total square footage the event will utilize.

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

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

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

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

SIGNAGE AND DECORATIONS

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

Sponsorship signage may be placed in the lobbies and other public areas at a cost of \$500.00 per sponsor. Sponsorship signage within the leased exhibit hall or within assigned meeting space (excluding corridors and public areas) will not be charged.

The Lessee is prohibited from covering building signage, telephones, or other building services without the written permission of the Hotel/MACC. See MARQUEE and LOBBIES for additional information.

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

Advertising and Sponsorships

Interior Advertising

Advertising is permitted in the common areas of the Hotel/MACC, provided that the Licensee submits a floor plan identifying all advertising locations, and Operator approves all such advertising in advance in writing. All such approved advertising is commissionable to the Operator at the rate of \$500 per advertiser, per exposure and per location. Your General Service Contractor can provide you with a list and description of banner and signage locations that have been approved by the building as well as a list of approved materials for each application. All Sponsor locations must be submitted to your Conference Services Manager 30 days in advance of the first move-in day.

Exterior Advertising

Only signs or banners with show branding and show directional messages may be displayed on the exterior of Hotel/MACC provided that designs and specifications are submitted to and approved by the facility at least 60 days prior to installation. The Licensee is responsible for obtaining approvals and for assuring that installation respects appropriate labor jurisdictions. Exterior signage may not include advertising or sponsorship identification. Check with your Conference Services Manager and General Service Contractor for details regarding size, location, and methods of attachment.

SMOKING POLICY

Smoking is prohibited in the facility. Ash/trash units are supplied outside of the Hotel/MACC.

TELECOMMUNICATIONS

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

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