



**BROWARD COUNTY
CONVENTION
CENTER** | GREATER FORT
LAUDERDALE



EVENT PLANNING GUIDE



**1950 Eisenhower Boulevard
Fort Lauderdale, FL 33316
Phone: (954) 765-5900
www.ftlauderdalecc.com**



WELCOME

With so much to offer, Greater Fort Lauderdale is well on its way to becoming a world-class meetings destination. From our convention center expansion project and bustling cityscape, to our beautiful beaches, majestic waterways and endless leisure activities, groups of all sizes are discovering the many benefits of meeting here.

Our team at Visit Lauderdale and the Broward County Convention Center is ready to assist with all of your planning needs. We'll go above and beyond to ensure your event is as unforgettable as our enviable weather, while remaining committed to keeping your attendees safe and feeling at ease.

We look forward to partnering with you on your upcoming event.



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SECTION I

General Information

- Directions
- Parking Garage
- Building Contacts
- Event Planning Checklist



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 Blvd (South). The Greater Fort Lauderdale/Broward County Convention Center main entrance is SE 20th Street.

Fort Lauderdale - Hollywood Airport

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

A1A Highway South

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

A1A Highway North

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 Blvd (South). The Greater Fort Lauderdale/Broward County Convention Center main entrance is SE 20th Street.

PARKING GARAGE - CONVENTION CENTER

The Greater Fort Lauderdale/Broward County Convention Center is conveniently connected to the Parking Garage via covered, air-conditioned skywalk. Featuring 1,500 spaces, Parking Garage is well-illuminated, and security patrolled.

Rates are subject to change. No overnight parking is allowed. No oversized, Max height: 6'-8". Parking Garage accepts MasterCard, Visa, Discover, American Express, and Apple Pay. The Broward County Convention Center is a cashless facility.

Disabled parking spaces are available adjacent to 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 decal
2. The vehicle has a mechanical chair lift
3. The vehicle has hand controls

BUILDING CONTACTS

Title	Name	Phone	Email
AGM/ Director of Finance	Lisa Manda	954.302.8803	lmanda@ftlauderdalecc.com
Director of Facilities	Rick Fredette	954.302.8858	rfredette@ftlauderdalecc.com
Director of Security	Jeff Morse	954.302.8872	jmorse@ftlauderdalecc.com
Director Sales & Marketing	Dafne Anderson	954.302.8823	danderson@ftlauderdalecc.com
Senior Sales Manager	Melissa Quintero	954.302.8820	mquintero@ftlauderdalecc.com
Senior Sales Manager	Daniel Raffety	954.302.8826	draffety@ftlauderdalecc.com
Sales Manager	Michelle Escobar	954.302.8820	mescobar@ftlauderdalecc.com
Sales Manager	Chevonne Palmer	954.302.8831	cpalmer@ftlauderdalecc.com
Sales Coordinator	Adora Griffith	954.302.8827	agriffith@ftlauderdalecc.com
Sr. Sales Account Specialist	Meylin Ayala	954.302.8829	mayala@ftlauderdalecc.com
Director of Event Services	Rich Feeley	954.302.8840	rfeeley@ftlauderdalecc.com
Senior Event Manager	Hali Gillingham	954.302.8842	hgillingham@ftlauderdalecc.com
Event Manager	Alphonse Stalliard	954.302.8843	astalliard@ftlauderdalecc.com
Event Manager	Christina Mulholland	954.302.8847	cmulholland@ftlauderdalecc.com
Event Manager	Jenna Hampel	954.302.8845	jhampel@ftlauderdalecc.com
Event Manager	Robert Tiong	954.302.8839	rtiong@ftlauderdalecc.com
Assistant Event Manager	Veronica Hutfles	954.302.8849	vhutfles@ftlauderdalecc.com



IN-HOUSE SERVICES CONTACTS

A/V Event Design & Live Entertainment Production (Exclusive Rigging/ Preferred Production)

Everlast Productions
Rob Ligotti
954.636.9627
rligotti@everlastproductions.com

Catering/ F&B (Exclusive)

Savor Food and Beverage
Brett Michael Seibert
954.302.8821
bseibert@ftlauderdalecc.com

Electric (Exclusive)

Edlen Electric
Krystal Carlton
305.623.5335
fortlauderdale@edlen.com

Event Security Staff (Exclusive)

Allied Universal
Rory Siegel
561.445.3323
Rory.siegel@aus.com

Internet Services & Telecommunications (Exclusive)

Broward County Convention Center
Ruth Fay
954.302.8866
rfay@ftlauderdalecc.com

Marketing & Branding (Exclusive)

Broward County Convention Center
Jorge Solis
954.302.8824
marketing@ftlauderdalecc.com

Technical Services-IATSE Local Union 500 (Exclusive)

Broward County Convention Center
Howard Friedlander
954.302.8879
hfriedlander@ftlauderdalecc.com

More information about our In-house Services are located on pages 18-23



EVENT PLANNING CHECKLIST

	ACTION	DEADLINE	DATE COMPLETED
1	Review event planning guide	Prior to signing contract	
2	Once contract is emailed and must be returned with deposit.	30 days after mailing	
3	Executed contract is mailed to client when deposit and signed contracts are returned	7 days after receipt	
4	Final rental deposit	60 days prior to event	
5	Select Service Contractor: Decorator/Production Company	Pre-planning stage	
6	Request Order Forms for Exhibitor Kits: Food and Beverage Electrical Air/Water Internet Audio-Visual	Prior to mailing of exhibit kits	
7	Submit Meeting Room/Ballroom Specs to Event Manager	60 days prior to event	
8	Submit Event Agenda/Schedule	60 days prior to event	
9	Submit floor plans to Event Manager	60 days prior to event	
10	Submit Certificate of Insurance	30 days prior to event	
11	Receive event ancillary estimate from Event Manager	30 days prior to event	
12	Finalize event staff schedules	30 days prior to event	
13	Finalize Special Services with Event Manager: Branding Request EMT/First Aid Police Fire Watch Pre-con	30 days prior to event	
14	Finalize and review all needs	21 days prior to event	
15	Event Estimate signed with payment returned to Event Manager	15 days prior to event	
16	Changes/Turnover made to final Event Resume after this time will accrue charges	5 days prior to move-in	
17	Postcon and review final Ancillary Bill	48-72 hrs, post event	



Section II

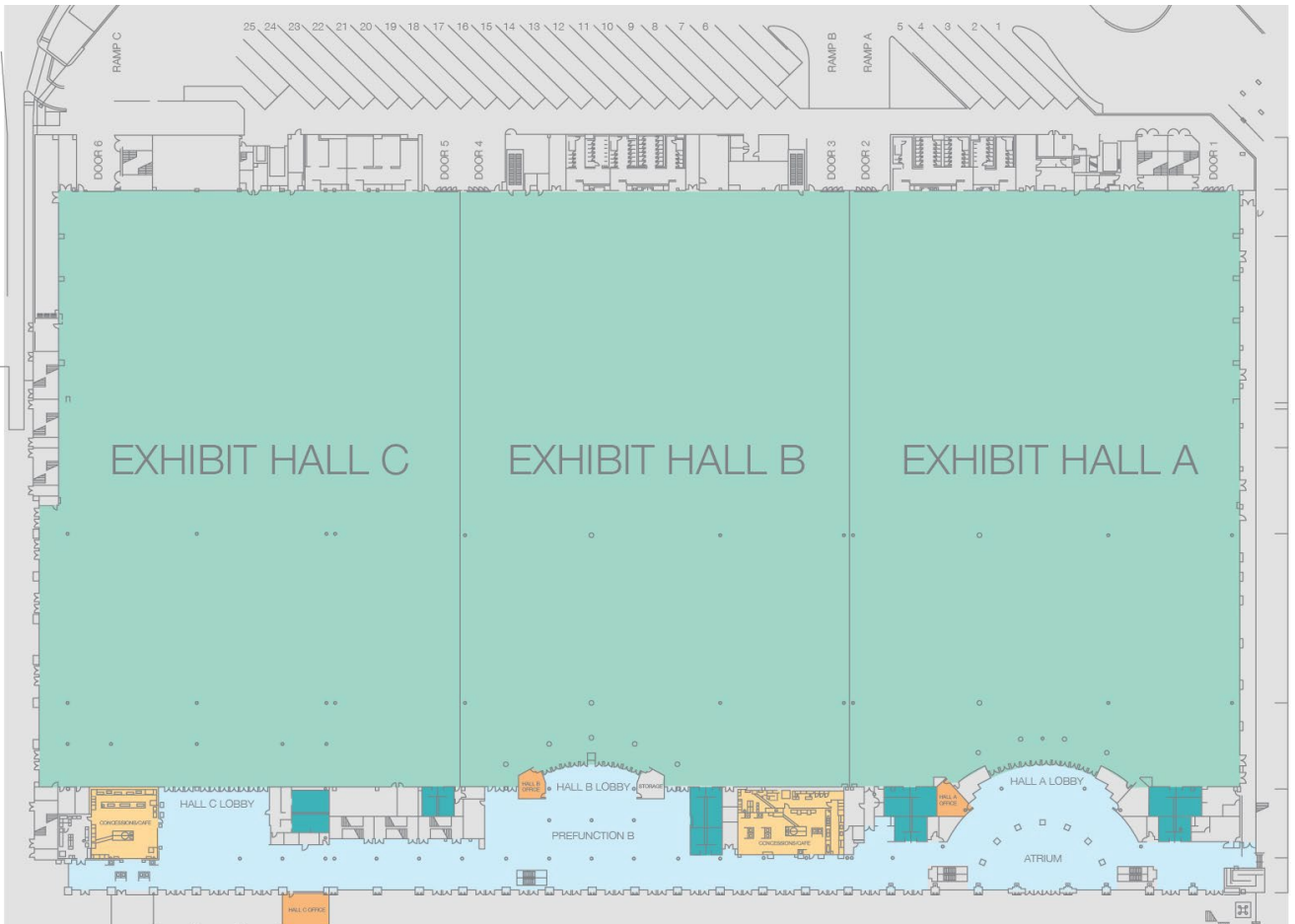
Facility Specifications

- West Building - Floorplans
- West Building - Capacity Chart
- East Building - Floorplans
- East Building - Capacity Chart



WEST BUILDING - GROUND FLOOR

1



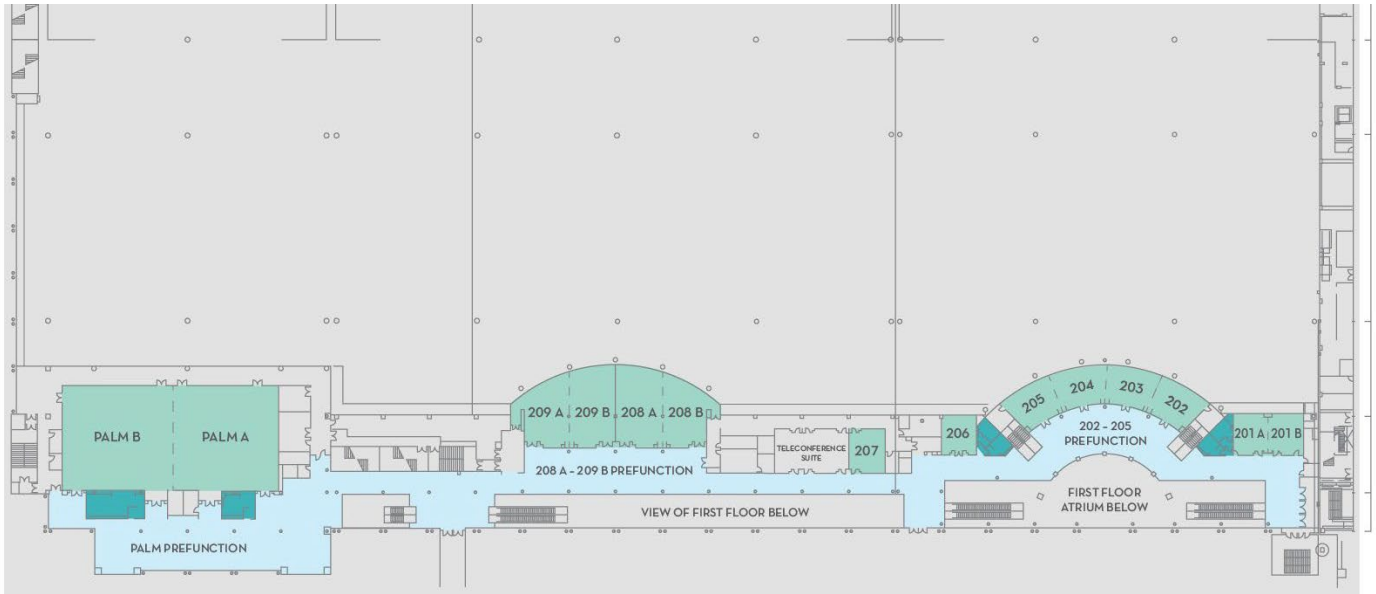
- Prefunction
- Meeting Space
- Bathrooms
- Concession
- Show Offices

Floor Load - Exhibit Hall	250lbs. Sq. ft.
Freight Elevator	North Hall A South Hall C 10' W x 20'D x 10'H 10,000lb. capacity
Service Elevators	North Hall A South Hall C 5'8" W x 8'5" D x 8'H 5,000 lb. capacity
Overhead Doors	Hall A NE-Hall C NE 15'-9"W x 12'-10"H
Overhead (Elephant) Door:	Hall C / SW Corner 19'W x 29'H



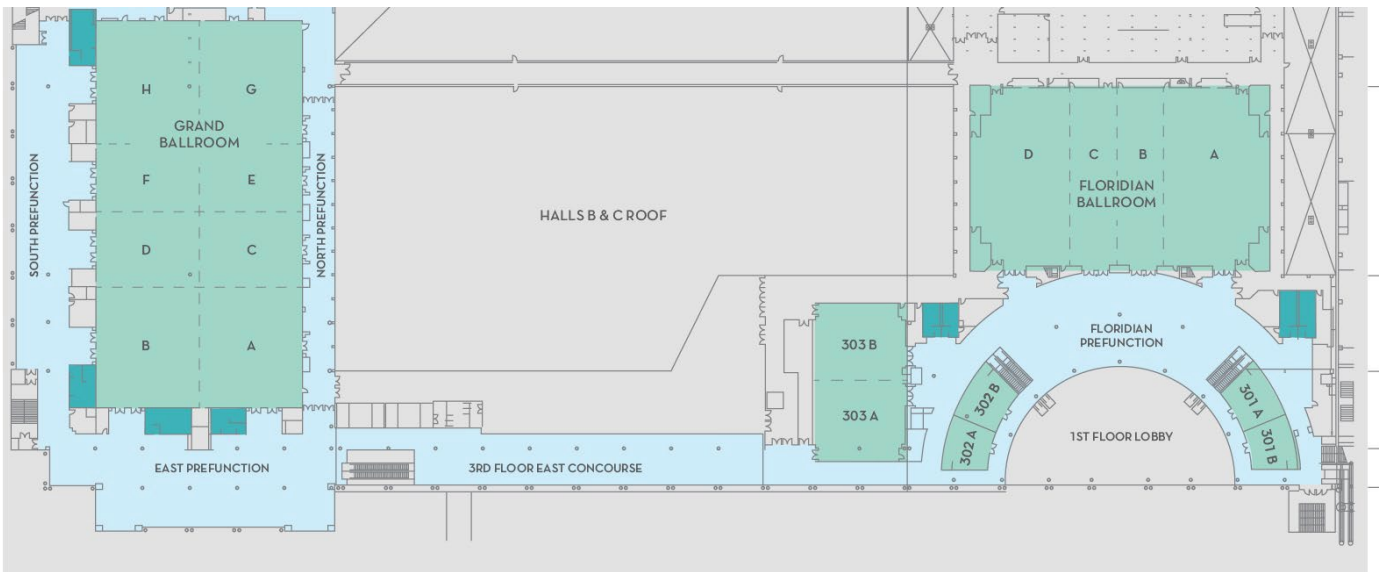
WEST BUILDING - SECOND FLOOR

2



WEST BUILDING - THIRD FLOOR

3



- Prefunction
- Meeting Space
- Bathrooms

Inside Freight	East Hall B 8'W x 10'L x 8'H 6,000 lb. Capacity
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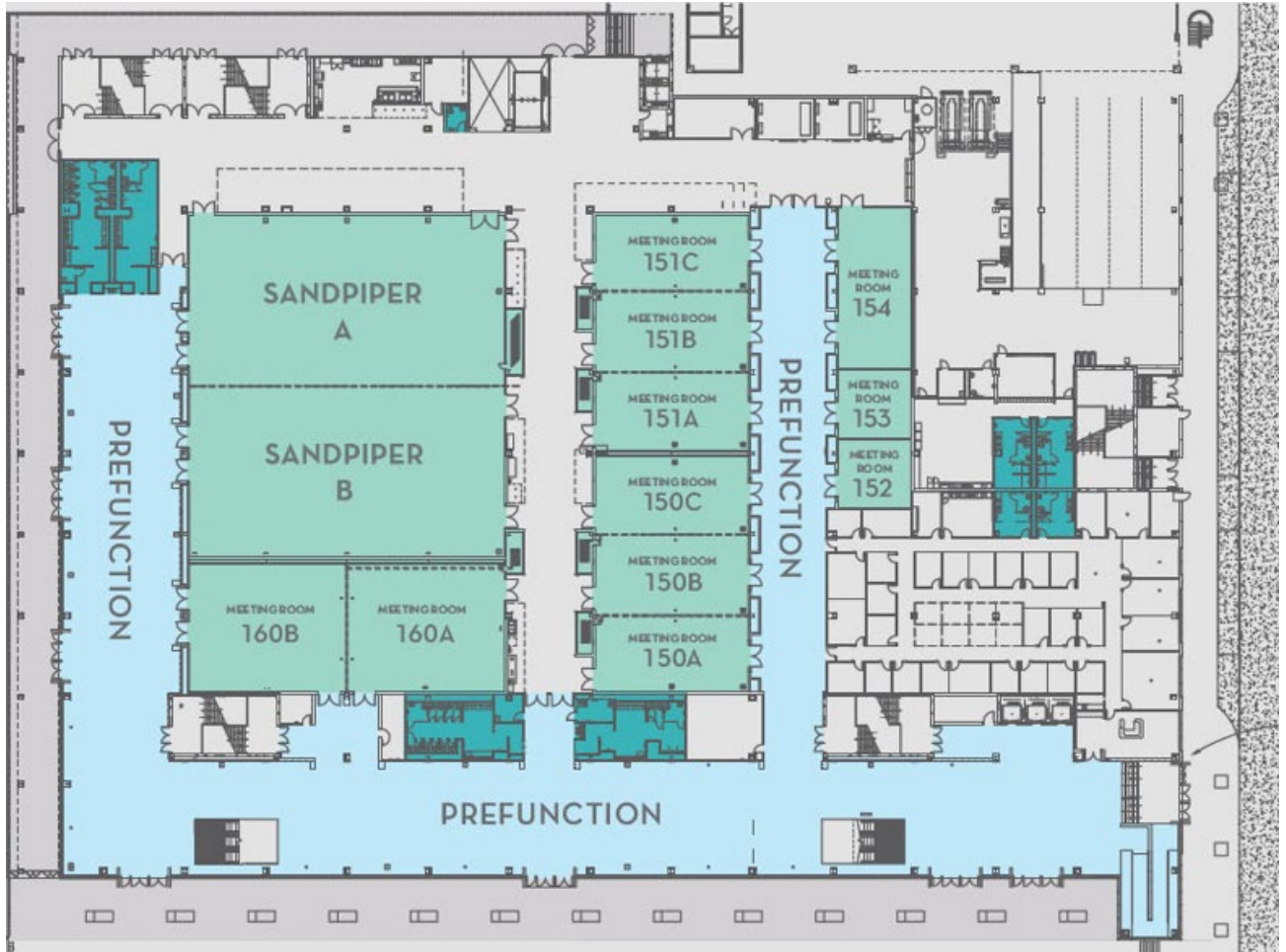
CAPACITY CHART

WEST BUILDING	SQ. FT.	DIMENSIONS	THEATER	CLASSROOM	RECEPTION	BANQUET	10x10 EXH	
Exhibit Hall	348,040	425' x 821'	23,472	21,546	23,472	18,300	1,910	1st Floor
Exhibit Hall A	113,448	425' x 269'	7,150	7,089	7,150	5,920	632	
Exhibit Hall B	113,381	425' x 272'	7,572	7,212	7,572	6,000	636	
Exhibit Hall C	121,211	425' x 280'	8,740	7,245	8,740	6,380	663	
201AB	1,122	44' x 27'	144	69	125	70	x	2nd Floor
201A	561	22' x 27'	60	33	62	30	x	
201B	561	22' x 27'	60	33	62	30	x	
202 / 203	1,512	63' x 24'	216	99	168	100	x	
202	790	31' x 24'	96	45	75	40	x	
203	722	32' x 24'	96	45	93	40	x	
204 / 205	1,512	63' x 24'	216	99	168	100	x	
204	790	32' x 24'	96	45	88	50	x	
205	722	31' x 24'	96	45	80	50	x	
206	536	22' x 26'	66	33	60	30	x	
207	617	23' x 28'	72	39	69	30	x	
208AB	2,755	48' x 58'	314	159	306	150	x	
208A	1,508	29' x 52'	215	99	168	70	x	
208B	1,247	29' x 43'	143	75	139	50	x	
209AB	2,755	48' x 58'	314	159	306	150	x	
209A	1,247	29' x 43'	143	75	139	50	x	
209B	1,508	29' x 52'	215	99	168	70	x	
Palm Ballroom	9,527	140' x 67'	1,120	648	1059	600	46	
Palm A	4,763	70' x 67'	680	324	529	300	20	
Palm B	4,763	70' x 67'	672	324	529	300	20	
Grand Ballroom	31,872	130' x 245'	3,808	2,193	3,541	1,900	155	3rd Floor
Grand Ballroom A	4,916	78' x 62'	649	291	546	300	24	
Grand Ballroom B	5,265	78' x 67'	686	327	585	300	24	
Grand Ballroom C	2,732	43' x 62'	432	216	304	150	10	
Grand Ballroom D	2,933	43' x 67'	420	216	326	150	12	
Grand Ballroom E	2,732	43' x 62'	432	216	304	150	12	
Grand Ballroom F	2,933	43' x 67'	420	216	326	150	12	
Grand Ballroom G	4,996	79' x 62'	641	330	555	300	24	
Grand Ballroom H	5,365	79' x 67'	742	351	596	300	24	
Floridian Ballroom	20,316	190' x 112'	2,400	1,350	2,257	1,160	103	
Floridian A	6,684	65' x 112'	903	399	743	410	34	
Floridian BC	6,945	60' x 112'	916	516	772	450	37	
Floridian D	6,684	65' x 112'	903	399	743	410	34	
301 AB	1,890	63' x 29'	213	93	210	90	x	
301A	920	33' x 29'	100	42	102	40	x	
301B	840	30' x 29'	92	42	93	40	x	
302AB	1,890	63' x 29'	213	93	210	90	x	
302A	840	30' x 29'	92	42	93	40	x	
302B	920	33' x 29'	100	42	102	40	x	
303AB	5,660	99' x 59'	616	336	629	320	26	
303A	2,812	49' x 59'	406	186	312	170	x	
303B	2,848	50' x 59'	420	186	316	170	x	



EAST BUILDING - GROUND FLOOR

1



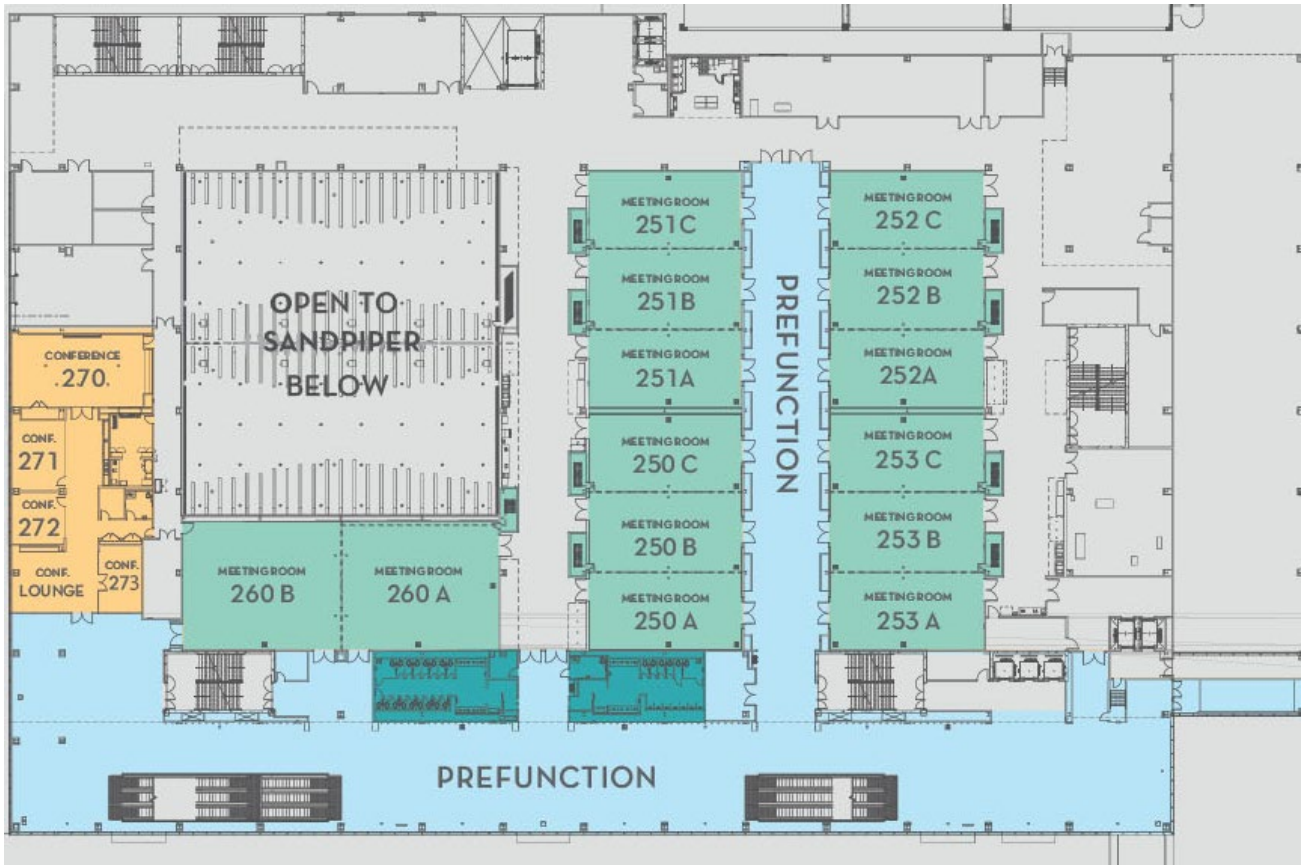
- Prefunction
- Meeting Space
- Bathrooms
- Back of House/
Admin Offices

Freight Elevators	2- South Side 10' W x 20'D x 10'H 10,000lb. capacity
Service Elevators	TBD
Overhead Doors	TBD



EAST BUILDING - SECOND FLOOR

2



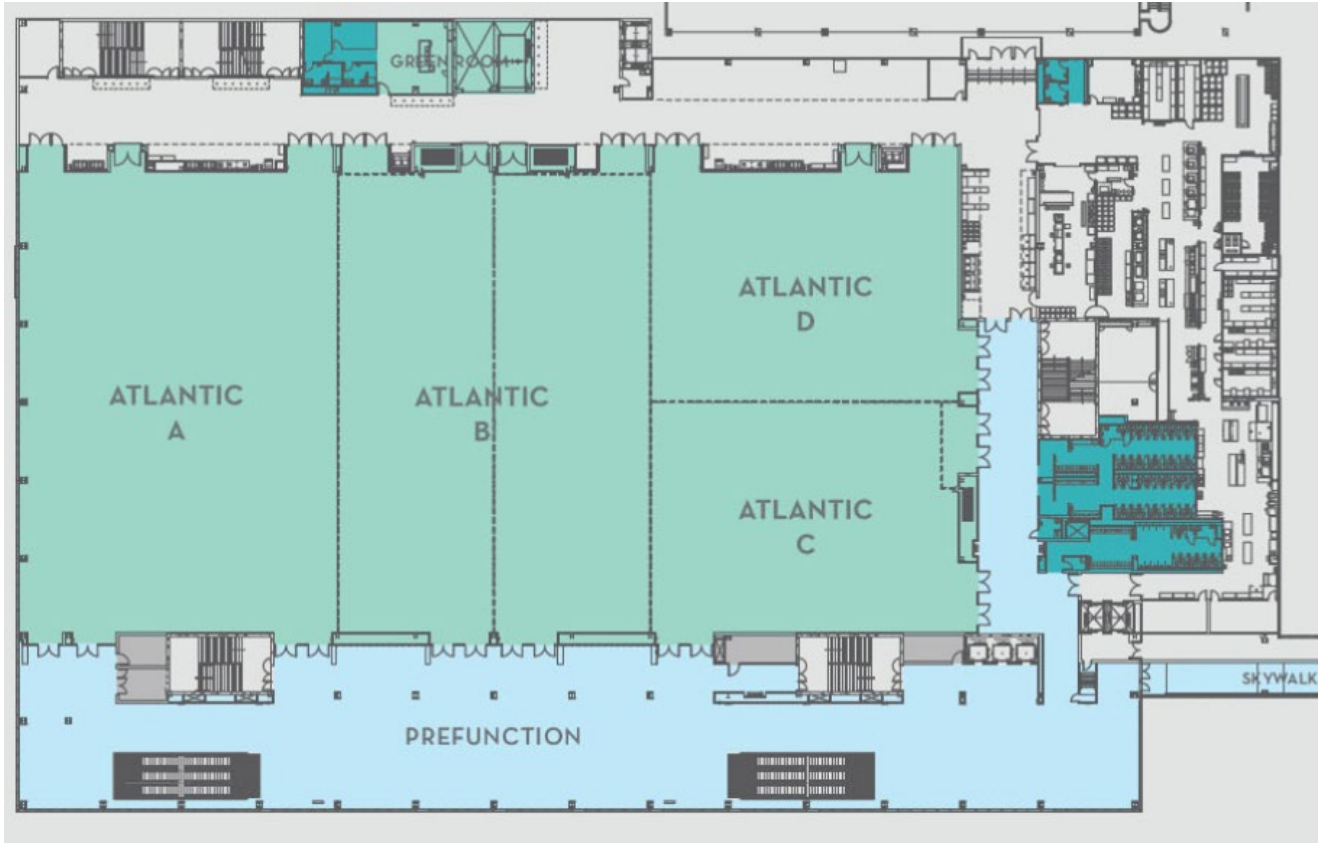
- Prefunction
- Meeting Space
- Bathrooms
- Executive Suites
- Back of House

Freight Elevators	2- South Side 10' W x 20'D x 10'H 10,000lb. capacity
Service Elevators	TBD
Skybridge to West Building	North / West Side



EAST BUILDING - THIRD FLOOR

3



- Prefunction
- Ballroom Space
- Bathrooms
- Back of House

Freight Elevators	2- South Side 10' W x 20'D x 10'H 10,000lb. capacity
Service Elevators	TBD
Skybridge to West Building	North / West Side



CAPACITY CHART

EAST BUILDING:	Sq Ft	Dimensions	Theater	Classroom	Reception	Banquet	10x10 Exh	
Sandpiper	14,732	127' x 116'	1,617	920	1,637	900	76	1st Floor
Sandpiper A	7,308	63' X 116'	933	448	812	450	38	
Sandpiper B	7,308	63' X 116'	899	460	812	450	40	
160AB	5,452	116' X 47'	674	356	606	350	x	
160 A	2,726	58' X 47'	294	177	303	170	x	
160 B	2,726	58' X 47'	294	170	303	170	x	
150ABC	4,959	87' X 57'	570	337	551	280	x	
150AB	3,306	58' X 57'	389	213	367	200	x	
150BC	3,306	58' X 57'	389	213	367	200	x	
150 A	1,596	28' x 57'	200	110	177	90	x	
150 B	1,596	28' X 57'	200	110	177	90	x	
150 C	1,596	28' x 57'	200	110	177	90	x	
151ABC	4,959	87' X 57'	570	337	551	280	x	
151AB	3,306	58' X 57'	389	213	367	200	x	
151BC	3,306	58' X 57'	389	213	367	200	x	
151 A	1,596	28' X 57'	200	110	177	90	x	
151 B	1,653	29' X 57'	200	110	184	90	x	
151 C	1,596	28' x 57'	200	110	177	90	x	
Room 152	675	25' X 27'	78	45	75	40	x	
Room 153	675	25' X 27'	78	45	75	40	x	
Room 154	1,593	59' X 27'	168	108	177	100	x	
ECC 270 Boardroom	1,300	50' X 26'	U-Shape: 23		144	x	x	
ECC 271	520	20' X 26'	Conference: 10		58	x	x	
ECC 272	380	20' X 19'	Round of 10		42	x	x	
ECC 273	400	16' X 25'	Conference: 10		44	x	x	
ECC Lounge	738	32' X 23'	x	x	100	x	x	
260AB	5,499	117' X 47'	684	375	611	360	x	
260 A	2,726	58' X 47'	312	188	303	180	x	
260 B	2,726	58' X 47'	306	188	303	180	x	
250ABC	4,959	87' X 57'	560	337	551	280	x	
250AB	3,306	58' X 57'	389	213	367	220	x	
250BC	3,306	58' X 57'	389	213	367	220	x	
250 A	1,596	28' X 57'	200	110	177	90	x	
250B	1,653	29' X 57'	200	110	184	90	x	
250 C	1,596	28' X 57'	200	110	177	90	x	
251ABC	4,959	87' X 57'	570	337	551	280	x	
251AB	3,306	58' X 57'	389	213	367	220	x	
251BC	3,306	58' X 57'	389	213	367	220	x	
251 A	1,596	28' X 57'	200	110	177	90	x	
251 B	1,593	29' X 57'	200	110	177	90	x	
251 C	1,596	28' X 57'	200	110	177	90	x	

Capacity does not include any additional equipment within the space.

Estimated 20% should be removed from the capacity for any Audio Visual and/or F&B equipment added to the space.



CAPACITY CHART

EAST BUILDING:	Sq Ft	Dimensions	Theater	Classroom	Reception	Banquet	10x10 Exh	
252ABC	4,959	87' X 57'	570	337	551	280	x	2nd Floor
252AB	3,306	58' X 57'	389	213	367	220	x	
252BC	3,306	58' X 57'	389	213	367	220	x	
252 A	1,596	28' X 57'	200	110	177	90	x	
252 B	1,653	29' X 57'	200	110	184	90	x	
252 C	1,596	28' X 57'	200	110	177	90	x	
253ABC	4,959	87' X 57'	570	337	551	280	x	
253AB	3,306	58' X 57'	389	213	367	200	x	
253BC	3,306	58' X 57'	389	213	367	200	x	
253 A	1,596	28' X 57'	200	110	177	90	x	
253 B	1,653	29' X 57'	200	110	184	90	x	
253 C	1,596	28' X 57'	200	110	177	90	x	
Atlantic Ballroom A/D	65,136	368' X 177'	6,468	4,080	7,237	4,200	339	3rd Floor
Atlantic Ballroom AB	42,834	242' X 177'	3,300	2,040	4,759	1,960	162	
Atlantic Ballroom BCD	43,542	246' X 177'	3,102	1,980	4,838	1,960	155	
Atlantic Ballroom A	21,594	122' X 177'	2,116	1,386	2,399	1,260	109	
Atlantic Ballroom B	21,063	119 X 177'	2,024	1,344	2,340	1,260	114	
Atlantic Ballroom C	11,000	125' X 88'	1,020	726	1,222	630	47	
Atlantic Ballroom D	11,000	125' X 88'	990	726	1,222	630	47	
Atlantic Ballroom C/D	20,886	177' X 118'	2,024	1,344	2,321	1,260	102	

Capacity does not include any additional equipment within the space.

Estimated 20% should be removed from the capacity for any Audio Visual and/or F&B equipment added to the space.



Section III

Event Planning Services & Contacts

- Audio / Visual
- Automated Teller Machines (ATMs)
- Business Center
- Electric & Utilities
- Emergency Medical Services
- Equipment Inventory & Rental
- Food & Beverage
- Guest Services
- Housekeeping
- Internet & Telecommunications
- Keys- Room Security
- Loading Dock & Marshalling Yard
- Marketing / Branding
- Police
- Security / Central
- Security / Event Staffing -
Magnetometer / Bag Check
- Technical Services
- Valet Parking
- Price List
- Technical Services Reference



EVENT PLANNING SERVICES & CONTACTS

Following the execution of the license agreement, the Center will assign an Event Manager to work with the event planning and implementation. The Event Manager for your event will be in contact and remain as the primary Center liaison through the conclusion of the event.

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

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

SERVICE/ VENDOR

CONTACTS

Audio/Visual (Exclusive-Rigging)

Everlast Productions-The in-house creative studio and event production company, specializing in AUDIO, VIDEO, LIGHTING, STAGING, SCENIC DESIGN & CREATION, RIGGING, TECHNICAL & CREATIVE PRODUCING, and CONTENT CREATION for unique, challenging, and groundbreaking projects across a broad range of markets.

Everlast Productions is the exclusive provider of motors, truss and rigging equipment. Everlast Productions is responsible for the review and approval of ALL rigging plans prior to the commencement of all shows along with providing a rigging supervisor for the install, operation and dismantle of all rigging projects.

<https://everlastproductions.com>

All rooms within the facility are equipped with in-house sound systems. BCCCs in-house Technical Services is also responsible for the patching of these systems. Please reach out to your Event Manager for further details. If an outside AV supplier is contracted, the Event Manager will need to be notified. Additional charges for use of house sound will be incurred.

Automated Teller Machines (ATMs)

There are no permanent ATM within our facility.
The Broward County Convention Center is now a cashless facility.

Everlast Productions

Rob Ligotti

954.636-9627

rligotti@everlastproductions.com

Contact your Event Manager



SERVICE/ VENDOR

CONTACTS

Business Center

There is no business center within the convention center. Arrangements should be made through events Exhibit Service Contractor. For more guidance on shipping and receiving view page 30- Freight Deliveries, and contact your Event Manager.

Contract your Event Manager

Electric and Utilities (Exclusive)

Edlen Electrical Exhibition Services, Inc.- stands ready to provide show management and exhibitors with the finest service and equipment available. Custom electrical and utility service order forms and flyers can be provided for exhibitors upon request.

The main exhibit halls on the first level provide a 100AMP 3 Phase service every 30 feet on center. Larger electrical services are available along the East and West perimeter of the exhibit halls. Water and Air services are conveniently available through access points located in the exhibit hall column supports and conduit is available for sub-floor routing. 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. Distribution of these utility services must be requested through Edlen Electrical.

Edlen Electric
Krystal Carlton
305.623.5335
fortlauderdale@edlen.com

Emergency Medical Services (Exclusive)

Based upon event type and attendance of over 800 a mandatory Emergency Medical Technician will be employed during show hours to administer emergency first aid treatment. All supplemental emergency medical equipment are supplied exclusively by the Center.

An EMT will be scheduled as needed. Current hourly rate is listed on the rate sheet.

For Sporting Events, the EMT does not act as an Athletic Trainer.

Contact your Event Manager

Equipment Inventory and Rental

The prevailing rates for rental equipment are available on the rate sheet located on page 12-25. All Center equipment will be setup by authorized Center personnel only. Equipment is available as inventory permits.

Contact your Event Manager

Food and Beverage (Exclusive)

SAVOR is the exclusive operator of the Broward County Convention Center's Food & Beverage Department. The Food and Beverage Department is prepared to offer the finest quality products and services for all functions.

Concession operations are available via cashless food and beverage services for all events. Concessions offerings and hours will be at the discretion of SAVOR. Minimums may be required based on location and guest count. Permanent stands and portable carts will enhance any event's program by featuring a variety of specialty food and beverage items.

Contact your Catering Sales Manager



SERVICE/ VENDOR

CONTACTS

Guest Services

The venue provides a complimentary guest services agent during event hours. They are located at the 2nd floor Main Entrance / Sky Bridge. Guest services provides wheelchairs, local recommendation, & access to our Sunflower Quite room. Contact your Event Manager for more details.

Contact your Event Manager

Housekeeping

The Center will be provided to the Licensee in clean condition. During the event, the Center's Housekeeping Department will maintain all public common areas such as lobbies, hallways, restrooms, and meeting rooms except when said areas are utilized as exhibition space. The Licensee is responsible for all exhibit space and registration areas during the contracted dates.

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

Contact your Event Manager

Internet and Telecommunications (Exclusive)

The Telecommunications Department provides exclusive services that can be tailored to meet specific show management and exhibitor needs. Basic Wi-Fi available with in all Lobby Spaces. The facility can also provide Internet connectivity at high speeds (Fiber –Optic, Cat 5 and Cat 6 infrastructure) through the Broward County Convention Center. All meeting rooms and ballrooms are equipped with Ethernet connection and capabilities. Telephones are installed and billed per order specifications.

The Event Manager will provide order forms for inclusion in the exhibitor kits.

Broward Convention Center
Ruth Fay
954.302.8866
rfay@ftlauderdalecc.com

Keys – Room Security

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

Contact your Event Manager



SERVICE/ VENDOR

CONTACTS

Loading Dock & Marshalling Yard

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

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.

Contact your Event Manager

Marketing / Branding

Our Marketing team offers a variety of marketing services designed to elevate brand awareness, enhance the guest experience, and grow event attendance with our branding and promotional opportunities. We offer social media support, website presence, and branding opportunities including the use of our digital screens.

Broward Convention Center
Jorge Solis
954.302.8824
marketing@ftlauderdalecc.com

Police (Exclusive)

Uniformed Broward Sheriff's Officers (BSO) are the ONLY ARMED security permitted in the facility. Any special security services regarding police must be arranged through the Event Manager. Minimal deputies will be at the discretion of the center's management as deemed necessary.

Police are required but not limited to the following events: Box office, Cash shows, Over 3000 people per day, Sporting Events/ Tournaments, High traffic events

Contact your Event Manager

Security / Central

The Center maintains exclusive 24-hour security. The Building Security Staff maintains 24-hour security coverage for the Center's perimeter areas, internal corridors, and life safety alarm system. They also secure exterior and interior access doors as well as monitor internal traffic flow.

Building Security Staff handle all lost and found.

All incidents of injury, vandalism, building damage, theft, etc. should be reported to the Event Manager immediately. Following notification of any incidents, Building Security Staff will initiate appropriate reports and investigations.

Central Security
954-765-5931



SERVICE/ VENDOR

CONTACTS

Security / Event Staffing - Magnetometer and Bag Check (Exclusive)

The Center Event Security Staff is provided exclusively by Allied Universal Services include: show and overnight event staff, badge checkers, ticket takers, coat & luggage check, etc. Event Staff are required for all events during move-in, event, and move-out hours. Allied Universal representatives will be in contact to develop a comprehensive, cost-effective 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.

Event Staff services are scheduled under the following guidelines:

1. Mandatory over 300ppl
2. A four (4) hour minimum per person/day.
3. One or more assigned fixed positions will require a supervisor.
4. On calls of six or more, additional rover/relief staff will be scheduled.
5. Additional positions including the loading docks will require coverage during event move-in and move-out hours.
6. The Center's Event Staff/Security will staff all credential entrances.
7. Any door(s)/ areas utilized for ingress/egress.
8. Event Staff/Security is suggested on all events that leave materials/supplies in the Center overnight.
9. External traffic/pedestrian safety post is required dependent on the attendance and nature of event's ingress and egress.
10. Dependent on event nature, security may be mandated in high traffic areas to maintain overall safety.

Allied Universal
Rory Siegel
561.445.3323
Rory.siegel@aus.com

Technical Services (Exclusive)

The Center has a collective bargaining agreement with IATSE Local Union 500. IATSE is the Center's exclusive Technical Services personnel. The Technical Service personnel are required for the rigging in the Ballrooms and Exhibit Halls, excluding aisle signage for trade shows. All audio-visual load-in, set-up, event production, move-out, and load-out are to be employed by the Center Technical Services personnel. All contractors providing staging and production, or audio-visual production may provide **supervision only**. For more information, see The IATSE Reference Sheet on the page 21.

IATSE
Howard Friedlander
954.302.8879
hfriedlander@ftlauderdalecc.com

Valet Parking (Exclusive)

The Broward County Convention Center does not offer full time valet service. The BCCC does have an exclusive valet provider should you want to offer this service to attendees. Arrangements should be made at least thirty days prior to the event.

Contact your Event Manager



EQUIPMENT	DESCRIPTION	PRICING	UNIT
Seating			
Riser Seating	7 Rows High - Estimated 50 chairs <i>Minimum of two required</i>	\$450.00	per section
	15 Rows High - Estimated 100 chairs <i>Minimum of two required</i>	\$750.00	per section
Chairs	Padded chairs	\$4.00	each
Tables & Skirting			
Tables	18" x 72" 6 ft classroom (plastic top) <i>*Does not include linen. See linen rental price below.</i>	\$12.00	each - bare
	30" x 72" 6 ft table	\$12.00 or \$30.00	bare or dressed
	30" x 96" 8 ft table	\$12.00 or \$30.00	bare or dressed
	72" round	\$12.00 or \$30.00	bare or dressed
Cocktail Tables	30" round cocktail tables (standing) <i>*Does not include linen. See linen rental price below.</i>	\$12.00 or \$30.00	bare or dressed
	30" square cocktail tables (sitting) <i>*Does not include linen. See linen rental price below.</i>	\$12.00 or \$30.00	bare or dressed
Linen/Skirting	Linen tabletop (white or black)	\$18.00	each
	Table skirting (blue)	\$5.00	each
<i>*Additional tables and linens available upon request.</i>			
Equipment / Other			
Dance Floor	4' x 4' section	\$8.00	per 4' x 4' section
Risers (carpeted)	6' x 8' section, 16" & 24" high	\$25.00	per 6' x 8' section
Staging/Riser: 12' x 24' <i>*free with standard set in Ballroom only</i>	4' x 8' section, 36" – 54" high	\$35.00	per 4' x 8' section
	4' x 4' section, 36" – 54" high	\$35.00	per section
Podium (standing)	One complimentary per meeting & ballroom	\$25.00	each
Stools	Minimal Inventory	\$30.00	each
Rope & Stanchion	Black retractable	\$15.00	per unit
Coat Rack		\$20.00	each
Easel	One complimentary per meeting & ballroom	\$5.00	each
Bike Barricades	8' sections	\$30.00	each
Flag with Pole	US & Florida	no charge	
Box Office	Holds (2) attendants	\$100.00	per booth
Magnetometer Detectors	Includes (2) handheld devices <i>*does not include labor</i>	\$75.00	each
Portable Magnetometer Detectors	Hand Helds	\$30.00	each
Radios (Motorola XPR 7550)	Includes charger, batteries, earpiece or speaker mic.	varies	each
SERVICES			
DESCRIPTION			
PRICE			
UNIT			
Setup Services			
Additional / Turnover*	Ballroom (over 15,000 sq ft)	\$1,000.00	each
	Jr. ballroom (5,000 - 15,000 sq ft)	\$500.00	each
	Meeting room (up to 5,000 sq ft)	\$250.00	each
Porter Service	4 hour minimum	\$30.00	per hour
<i>*Turnover is a room set change once the room has been set. This may include up to 5 days prior to the show depending on the complexity of the event set.</i>			



Housekeeping Services			
Pre-Show Labor	4 hour minimum	\$30.00	per hour
Post-Show Labor	4 hour minimum	\$30.00	per hour
Special Janitorial Service	Includes: spills/breakage, confetti, balloon drops <i>* minimum \$1,000 for confetti</i>	\$30.00	per hour (4hr minimum)
Trash	Full Dumpster	\$750.00	each
	Half Dumpster	\$450.00	each
Event Services / Miscellaneous			
AutoCad Drawings	One complimentary, includes 1 revision. <i>*not provided for exhibit space or large production sets</i>	\$100.00	per hour (1 hr minimum)
Ballroom House Sound System		\$125.00	per day
Meeting Room Sound System		\$125.00	per day
Emergency Medical Technician	Required for over 800 attendees or sporting event.	\$50.00	per hour (4 hr minimum)
EMS with Ambulance	(2) EMS required, 4 hr minimum	\$97.00	per hour (4 hr minimum)
Fire Marshall	4 hour minimum	\$145.00	per hour
Insurance	Minimum of 100 people	\$1.50	per person/day
Re-Core Locks		\$50.00	per room
Lost Keys		\$50.00	per key
Sponsorship	See marketing form	varies	per location
Engineering Services			
A/C	Exhibit Halls, Ballrooms, Palm Room, non-event hours	\$200.00	per hr/area
Lighting "Show Lights"	Exhibit Hall, non-event hours	\$75.00	per hr/area
Door Removal / Installation	Hall B doors only	\$600.00	each
Security Services			
Law Enforcement / Armed Security	(2) officers required, 4 hr minimum : Reference the EPG for additional resources.	starting at \$85.00	per hour (4hr minimum)
K9 Sweep		\$140.00	per hour
Event Supervisor	4 hour minimum	\$38.00	per hour
Event Staff	4 hour minimum	\$30.00	per hour
Technical Services			
Steward		\$79.00	per hour
Department Head / Video Utility		\$60.25	per hour
Certified Head Rigger/ Rigger		\$78.00/ \$65.00	per hour
Stagehand		\$56.00	per hour
Equipment Operator		\$78.00	per hour
Camera		\$92.00	per hour
Internet Technology			
Consult your Event Manager for separate rate sheet, as there are additional rates not listed			
Marketing/ Branding			
Consult your Event Manager for separate rate sheet, as there are additional rates not listed			

Terms and Conditions:

1. Prices subject to change
2. All equipment rental charges subject to 7% Florida State Tax.
3. All equipment is to be set up by the Centers personnel and remains the property of the Center.
4. One (1) Standard set per Meeting Room / Ballroom: Theater, Classroom (no linen), or Banquet Rounds (no linen).
Includes: head table for 2, podium, easel, and 8' table.
5. Riser: 12' x 24' @16"H/24"H included with standard set in Ballrooms over 5,000 sq. ft. only.
6. Labor may adjust due to Holiday pay.
7. See complete Event Planning Guide for exclusivity rules & regulations





REFERENCE SHEET

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

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

TECHNICAL SERVICE JOB DUTIES

Technical Services personnel performs the “Move-In”, “Performance”, and “Move-Out” of but not limited to entertainment and theatrical events, conventions, general sessions, meetings, DJs, 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) A four (4) hour minimum will apply to all calls. This includes “Move-In”, “Performance” and “Move-Out” calls.

B. Wages

- a) 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.
- b) Wages listed on page 20



C. Overtime

Technical Services personnel shall receive 1 ½ times the applicable hourly rate under the following circumstances:

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

D. Holidays

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

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

E. Call Procedures

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



Section IV

Facility Operations/Safety & Liability Rules and Regulations

- Airwall
- Ancillary Estimate
- Animals
- Cleaning Services
- Damages
- Drone - Unmanned Aerial System (UAS)
- Exhibits in Permanently Carpeted Areas.
- Exhibit Hall & Loading Dock Regulations
- Exhibit Layout & Setup
- Exhibit & Registration - Floor Plan Approval
- Fire Code Regulations
- Food & Beverage
- Freight Deliveries
- Insurance
- Lighting & Air Conditioning
- Parking
- Room Set-ups
- Security
- Signage and Decorations
- Smoking/ Vaping Policy
- Special Needs Facilities
- Sub-Contractors/ Sub-Contract Employee Insurance Requirements
- Tape on Surfaces
- Transportation
- Operational Rules & Regulations



AIRWALLS

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

ANCILLARY ESTIMATE

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

ANIMALS

It is prohibited to have animals in the Center without proper written permission. Contact the Event Manager for rules and regulations. Service Animals may accompany a person with a disability in the Center. Under the ADA (Americans with Disabilities Act 2010), Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

CLEANING SERVICES

It is the responsibility of the Licensee and the Service Contractor to clean the exhibit hall, registration and loading docks. The Show Cleaning Company is required to be on property every day, including during move in, show days and move out. BCCC requires a cleaning schedule thirty (30) days in advance of the show to receive proper access. Show Cleaning Company is expected to support the Recycling Program as administrated by the BCCC Operations.

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

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

A. Required Personnel and Equipment

Cleaning companies shall be required to provide the following personnel and equipment

- Personnel of a proper crew size necessary to ensure completion of cleaning duties in the allotted time frame for move-in, show and move-out.
- Vacuums, vacuum bags, etc. necessary to clean carpet aisles and booths.
- Push brooms, hand brooms, dust pans, etc. necessary for the removal of debris.
- Scrapers, scraper blades, cleaners, etc. necessary for the removal of tape residue form floors.
- Wet vacs, extractors, etc. necessary for the removal of trash.
- Pallet jacks that may be necessary for the removal of certain bulk trash items.
- Electrical cords, extension cords, adapters, etc. necessary to provide electrical connection to cleaning equipment.
- Liners for BCCC open top trashcans on the Exhibit Hall floor. Size 43"-47".
(Excluding inside booths)



NOTE: The Center will provide the gray bins for bulk trash removal. In Exhibit Hall, Center will provide large top trashcans in the show aisles including one bag/liner to be managed and maintained by the Cleaning Company Service Contractor.

B. Required Duties

Cleaning companies shall be required to perform the following duties.

Failure to do so will result in additional fees.

- At the start of move-out, it is required to clean the pre-function area and/or registration area first.
- Cleaning of aisles (carpet and non-carted floors)
- Cleaning of exhibit booths (carpet and non-carpeted floors) and trash cans.
- Removal of bulk trash. This shall include, but not limited to, pallets, carpeting, collateral material, props, signs, books, magazines, brochures, giveaway items, boxes, visquine, construction materials and crates.
- Cleaning of spills including non-liquid, oil, and coordinated bio-hazard material.
- Removal of all food products and byproducts trash from event areas immediately following the event.
- Removal of tape and tape residue from carpeted and non-carpeted floors.
- Cleaning of loading docks and removal of bulk trash.
- Cleaning of all borrowed gray bins

C. Unsuitable Activities

Cleaning companies shall refrain from the following activities:

- Emptying of trash cans on carpeted surfaces. Labor and expenses incurred to clean the carpet will be billed to Licensee.
- Dragging or moving any equipment on or across the terrazzo floor or carpeted areas without proper protection. Any damages will be billed to Licensee.
- Storing of any equipment and or/supplies outside contracted space.
- Obstruction dumpster(s) at any time which would impact the removal of the dumpster(s), all expenses incurred will be billed to Licensee.
- Overloading dumpster(s) above the rim, all expenses incurred to level dumpster(s) will be billed to Licensee.

D. Miscellaneous

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

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



DAMAGES

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

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

DRONE - UNMANNED AERIAL SYSTEMS (UAS)

1. The use of a UAS inside the Broward County Convention Center is prohibited without written approval by ASM Global Management.
2. Dates and hours of operating the UAS inside the Broward County Convention Center must be pre-approved by ASM GLOBAL.
3. The name and piloting experience of the UAS operator must be submitted to ASM GLOBAL prior to operation.
4. Addendum to the License Agreement and additional insurance is required for approved UAS.
5. Only one (1) UAS will be authorized to operate inside the Broward County Convention Center at any given time.
6. The UAS is restricted to a gross weight of 10 pounds.
7. UAS cannot photograph persons in an area where there is an expectation of privacy.

The UAS must be equipped with a foam "hull" while operating inside the Broward County Convention Center. (Note: hulls are foam covers which minimize damage to drones)

EXHIBITS IN PERMANENTLY CARPETED AREAS

When using permanently carpeted areas as exhibit space, the service contractor is required to lay plastic or protective covering 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.

No Forklifts authorized in the ballrooms. When on carpeted areas, all lifts (scissor or boom) must have, non-marking tires.

Any damages will be at the cost of the Licensee.



EXHIBIT HALL AND LOADING DOCK REGULATIONS

1. No vehicles will be allowed in dock areas, exhibit halls, etc. without proper identification.
2. "No parking" and "tow away" zones and other restricted areas will be strictly enforced. Vehicles will be towed at the owner's expense.
3. Move-in and move-out through the front of the building is not allowed. Move-in and move-out periods must be approved in writing by the Center.
4. Scheduling of dock and storage areas, etc. must be approved by the Center.
5. 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.
6. No refueling of vehicles is permitted within fifty (50) feet of the Center.
7. At no time may exit doors be blocked or obstructed with freight, equipment, display material, trash.
8. No glass containers are permitted on the exhibit floor, meeting rooms or ballrooms without the prior written approval of the Center.
9. Unless prior approval is granted, no one under the age of sixteen (16) is allowed on the exhibit floor/loading dock during move-in and move-out.
10. Dock utilization schedules must be submitted to the Center (altering proposed schedules may require the Center to reallocate specific dock space to different events).
11. Overhead doors to be open or closed by Broward County Convention Center authorized personnel only.
12. All events are to be show ready 1-hour prior to doors. Heavy equipment must be off the floor and overhead doors closed prior to turning on the Air Conditioning.
13. No pedestrian foot traffic through the North Gate of the Loading Dock. All authorized personal are required to walk through the South Gate only.

EXHIBIT LAYOUT AND SET-UP

1. Aisles must be a minimum of ten (10') wide and approved by the Fire Marshal.
2. No exhibit booth, registration table or related material may be placed within twenty (20') of main entrance and exit.
3. Doors, fire exits, including doors in partition walls, or access to any exit cannot be blocked or impinged upon by pipe, drape, exhibits or other fixtures.
4. During Event Days, exhibitor service desks cannot be located in lobbies or pre-function areas.
5. Literature and other items cannot be stored in booth beyond what could be reasonably used in one day. Additional material must be stored in closed containers and kept in a neat and organized manner in a designated storage area.
6. Clear access must be maintained to all Center services (i.e., restrooms, concession stands, utility rooms, etc).
7. Carpet runners or show carpet installed over Center's permanent carpet is prohibited without the prior written approval of Center.
8. Whenever direct access to a fire extinguisher is blocked, the exhibitor blocking access must be notified of the location of the fire extinguisher, and a temporary sign must be hung above the exhibit indicating the extinguisher's location.



EXHIBIT & REGISTRATION - FLOOR PLAN APPROVAL

The Center's exhibit and registration floor plan approval process incorporates policies mandated by the City of Fort Lauderdale Fire Department. **The Fire Department, prior to the sale or lease of any exhibit space, must approve all floor plans.**

The Event Manager can provide guidelines for floor plan layout. A copy of the proposed floor plan, drawn to scale, needs to be submitted to the Event Manager. Copies of the proposed floor plan will be submitted to the Fire Department for approval. Non-approved floor plans will be returned to Licensee with explanations. Licensee must re-submit a copy of floor plan for approval.

1. The proposed floor plan submitted for approval must include the following:
 - (a) Show title, contracted dates, draftsman's company name and address, service contractor name and address.
 - (b) Booth configurations drawn to scale, including base dimensions, heights and locations.
 - (c) Aisle locations and dimensions.
 - (d) Dimensions of all fixtures including, but not limited to, stages, risers, registration areas, lounge areas, entertainment areas, etc.
 - (e) All exits & primary entrances.
 - (f) All permanent and temporary concession and novelty stands.
 - (g) All fire safety devices including extinguisher and alarm stations.
 - (h) Dimensions of all service desks including space allocations for service desks operated by Center.
 - (i) Dimensions of service contractor storage areas or "bone yards".
 - (j) Distinction between pipe & drape and wall.
 - (k) Building floor ports where applicable
2. A copy of the final approved floor plan is to be displayed in the Service Contractors service area office.
3. The decisions of the Fire Marshal of the City of Fort Lauderdale are final.

Note: ALL NFPA Life Safety Code guidelines are observed by the Center as well as all federal, state, and local fire codes that apply to public assembly facilities.

FIRE CODE REGULATIONS

The Fort Lauderdale Fire Department mandates a strict adherence to the NFPA Safety Code.

The decision of the Fire Marshal of the City of Fort Lauderdale is final.

1. Licensees, show management, exhibitors and all other parties comply with all Federal, State, Municipal and Center mandated fire codes which apply to public assembly facilities.
2. The following materials are prohibited without written consent of Center: electrical cooking equipment; open flame devices; welding, cutting or brazing equipment; ammunition; radioactive devices; pressure vessels; exhibits involving hazardous processing and materials; fireworks or pyrotechnics; blasting agents /explosives; flammable cryogenic gasses; aerosol cans with flammable propellants; gas operated cooking equipment; portable heating equipment.



3. The Center may request in writing: specifications, descriptions, etc. of any and all equipment, processes, operations, etc. from Licensee, service contractor, exhibitors, etc. and reserves the right to submit such information to the Fire Department for approval.
4. Exterior exhibit hall doors and loading dock doors are not to be propped open. Automatic closing devices are not to be tampered with.
5. A Fire watch is mandatory when smoke and/or hazardous machines are used inside.

Storage:

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

Flame Test:

1. All bunting, table coverings, drapes, signs, banners and like materials must be flame resistant and are subject to inspection and flame testing by Fire Marshal. **Materials that cannot be treated with flame retardant shall not be used.**
2. Flame retardant materials shall not ignite and spread over the surface when exposed to open flame.
3. Compressed flammable gas, flammable or combustible liquids, hazardous chemicals or materials; and Class II or greater laser, blasting agents, and explosives shall be prohibited within exhibit halls.
4. Liquid Propane is not permitted inside the facility except when used as fuel to propel a vehicle into the facility. In this case, the tanks must be removed immediately after placement.
5. Oil cloth, tarpaper, nylon, plastic cloths and certain other plastic materials cannot be made flame retardant and their use is prohibited.
6. All electrical equipment must conform to the National Electrical Code and be UL approved.

Vehicles:

1. Vehicles displayed inside must have the battery cables disconnected. Gas tanks 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.

Open Flame Devices:

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



FOOD AND BEVERAGE

No outside food and beverage is allowed at the center. Food and beverage will be removed, and violators will be charged fees for removal.

1. Exhibitors wishing to offer food or beverage sampling must have prior written approval by the Food and Beverage Department. Upon approval, the exhibitor will then adhere to the following:
 - a) An exhibitor and/or association member must occupy approved booths at all times.
 - b) Items dispensed are limited to products manufactured, processed, or distributed by exhibiting firm, and must be directly related to participation in event.
 - c) Food items must be administered and limited to "sampling" or "bite" size portions.
 - d) Non-Alcoholic Beverage items must be distributed in containers no greater than four (4) ounces, and no more than three (3) ounces of product may be distributed per container.
 - e) Food and/or beverage items used as traffic promoters (i.e., popcorn, coffee, bar service, etc.) must be purchased from the Center's Food and Beverage Department.
 - f) Restrooms, concession stands, and/or facility kitchens may not be used for clean up.
 - g) Space utilized for storage, preparation, etc. of product must be approved in writing by the Center and is subject to fees.
 - h) Securing of all necessary licenses, permits, etc. is the responsibility of licensee/exhibitor. Including but not limited to open flame and cooking equipment.
 - i) Costs associated with the disposal of trash, waste, etc. from exhibitor sampling are the responsibility of licensee and/or exhibitor.
 - j) Advanced written authorization and a copy of the exhibiting companies' insurance is required if products are to be sampled.
 - k) The sell of food or beverage products are prohibited.
 - l) Any product containing alcohol. Contact your Catering Sales Manager.

FREIGHT DELIVERIES

Due to limited storage space, the Center will not accept advance freight deliveries.

1. All freight must be shipped to the service contractor and delivered to the Center during the designated move-in period.
2. Any freight scheduled for delivery to the Center during move-in must be sent to the attention of the service contractor.
3. The Center will not accept C.O.D. shipments or responsibility for costs associated with freight.
4. The Center will not be liable for the security of freight left following the conclusion of the move-out date(s), or responsible for the shipping of such freight. Freight left on the show floor will be disposed of at Licensee's expense.
5. Licensee is responsible for informing all parties of Center's freight policies.



INSURANCE

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

(See Event Manager for more information and certificate examples.)

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

LIGHTING AND AIR CONDITIONING

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

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

PARKING

The Center is connected via glass-enclosed skywalk to the 1,500-space Parking Garage. No Overnight Parking without written approval. No oversized parking or motorcycles, Maxed height 6'-8".

ROOM SET-UPS

Maxed capacities for meeting facilities are provided in Section II, Facility Specifications. The chart reflects maximum amount of seating allowed with a standing podium in each room only. Capacities will vary with the addition of staging, food service tables, dance floors, or audio-visual requirements. Contact the Event Manager to confirm room capacities prior to preparing room specifications.

Use of center equipment, supplies, and other materials is limited to center personnel only.

Licensee and their sub-contractors are prohibited from moving the center's furniture, fixtures, and equipment.

A. Meeting Rooms/Ballrooms

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, one 8' dressed table, and an easel. Any additional equipment such as skirting, tablecloths for classroom tables, staging, chairs, or tables can be provided at an additional charge. See the Equipment Inventory & Rates for a listing of all equipment and current prices. Any additions/removals/turnovers in the set-up, i.e., classroom to theater style, during your event will result in an additional charge.

B. Exhibit Halls

All Exhibit Halls will be subject to equipment rental. Additional costs may also be incurred for additions/removals/turnovers.



SECURITY

The Center maintains a twenty-four (24) hour security force responsible for monitoring the facility perimeter, interior, and life safety system. The activities of the 24-hour security personnel cannot be restricted by activities of the Licensee.

1. Allied Universal is the exclusive in-house event security company of the Center.
2. Licensee is responsible for event staff in all areas specifically licensed to Licensee exhibit halls, meeting rooms, public areas utilized by the licensee including lobbies, loading docks, service roads, etc.
3. The Center may require Licensee to provide minimum levels of event staff coverage in any leased space and other areas (i.e., docks, service roads, public access areas, registration areas, etc.). Such coverage will be at Licensee's expense.
4. Any changing or removal of door locks must be approved in writing by the Center and work performed by Center personnel.
5. No doors may be chained.
6. All service contractors and other event related labor must enter/exit the Center via the designated employee entrance and are to be properly identified.
7. BCCC reserves final rights to restrict access of any event personnel to any Center space.
8. Individuals exhibiting behavior indicative of intoxication or use of a "mood altering" substance will be expelled from the Center premises

SIGNAGE AND DECORATIONS

The Licensee is responsible for all Directional Signage to support their event operations including both inside and outside the building. Ensure you receive approval from the Event Manager on the outside directional signage plan.

1. Signs, decorations, and related materials may not be taped, tacked, stapled, nailed, etc. to painted surfaces, columns, fabrics, glass, windows, doors, mirrors, ceiling, or decorative walls in the Center.
2. Convention 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. Please see your Event Manager for approval of any signage in public and non-contracted spaces.
5. In-house Tech services will be required to hang banners from any ballroom / meeting room space.
6. No exterior banners are permitted without prior written approval. City Ordinance restricts any signage to be hung outside of the Center. Consult the Event Manager with the details of every banner to be hung.
7. 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
8. **Helium balloons are prohibited.** Costs associated with violation of this are the responsibility of the Licensee.



SMOKING/VAPING POLICY

In accordance with the Florida Clean Air Act, the Center's smoking policy restricts smoking to designated smoking areas. Smoking is prohibited at all times in the exhibition hall, ballrooms, restrooms and meeting rooms. This policy includes cigarettes, cigars, e-cigarettes, pipes, etc. Smoking is only allowed in designated smoking areas situated 25' from the building. Fire Alarms may go off due to smoke inside the building. Contact your Event Manager with any potential needs for added security to support this policy.

SPECIAL NEEDS FACILITIES

In accordance with ADA, the Center provides ramp access, restroom facilities, Braille elevator buttons, phone and fire alarms for the deaf and hard of hearing, patrons with disabilities, and wheelchairs.

SUB-CONTRACTORS / SUB-CONTRACTOR EMPLOYEES INSURANCE REQUIREMENTS

All sub-contractors are required to provide a Certificate of Insurance evidencing a minimum five million dollar general liability insurance policy as well as workman's comp coverage. The certificate must name SMG, Broward County, their Officers, Agents, and Employees as additional insured. The Broward County Convention Center, as well as SMG must be named as the certificate holder. The Certificate must also include a 30-day cancellation notice.

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

TAPE ON SURFACES

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

TRANSPORTATION

The primary drop-off/pick-up location for shuttle buses, ride share, and special needs patrons is directly in front of the Center's main (Hall B) lobby. Cars parked within the loading zone will be towed at the owners expense.



OPERATION RULES AND REGULATIONS

1. The location of entrance doors, provided by the decorator, must be approved by the Center.
2. Use of Center equipment, supplies and other materials is limited to Center personnel only.
3. Licensee and their Sub-Contractors are prohibited from moving the Center's furniture, fixtures, and equipment.
4. Passenger elevators and all escalators are to be used by the general public and should not be used for any freight or equipment movement. No Exceptions.
5. Motorized vehicles and equipment (i.e., carts, forklifts, scooters, electric bikes, etc.) and other moveable equipment (i.e., dollies, pallet jacks, etc.) are not permitted on any lobby, pre-function, meeting room or ballroom space.
6. Use of glitter and confetti is not permitted in the Center without the prior written approval of Center. Costs associated with the clean-up of glitter, confetti and related materials are the Licensee's responsibility.
7. Helium balloons are not permitted in the Center.
8. All floor load capacities should be strictly observed. Any variations should be approved in writing by Center.
9. The sale or distribution of novelty merchandise is prohibited without prior written approval of Operator. All distributed materials, whether for sale or at no cost, must be distributed from locations approved by Center.
10. Center office telephones are reserved exclusively for Center operations. Center numbers may not be published as official show or convention number.
11. All facility utilities are property of the Center, and it is prohibited to access, tamper or otherwise utilize said utilities without prior written approval of Center. Costs for repairs, damages, etc. resulting from unauthorized use of utilities are Licensee's responsibility.
12. No soliciting is permitted in the Center or on Center premises.
13. Any and all unsafe conditions or activities will be terminated immediately upon request. The Center will remove disruptive parties as necessary.
14. The Center provides on an exclusive in-house basis all electrical, utility, event staff security, rigging, Technical Services personnel, internet and food and beverage services (see Section III).
15. Alcoholic beverages may not be brought into the Center without prior written permission. Center may prohibit the consumption of alcoholic beverages at any time.
16. No one under the age of sixteen (16) is allowed on the exhibit floor/loading dock during move-in and move-out.
17. All cords should be taped down immediately after placement.
18. Forklifts and scissor lifts may only be operated by certified personnel. Seatbelt and harnesses must be worn while using equipment. Safety procedures and policies must be followed at all times.

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



Section VI

Initiatives

- **LEED Gold**
- **Venue Shield**



LEED® GOLD

CERTIFIED CONVENTION CENTER



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

The ASM GLOBAL management team has registered for LEED re-certification to occur in 2017 and continues to champion the facility's sustainability initiatives through the addition of a full-time LEED AP+ professional staff member. Since achieving LEED certification, ASM GL continues to look for innovative ways to achieve 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 re-design, using less water-dependent turf grass, that reduced irrigation needs with native and adaptive plants and trees, and irrigation through an efficient micro-drip 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 8 percent in 2009 to 70 percent in 2015.
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 the Center's SAVOR food and beverage program, from energy-efficient food preparation to purchasing locally produced food whenever possible. Donations are made 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.





VenueShield is a comprehensive and Industry- leading reopening program. The protocols and procedures provide the highest levels of safety, security and consumer confidence, in alignment with approvals from local government officials and health care experts.



Environmental Hygiene



Workforce Safety



Food & Beverage



Technology & Equipment



Customer Journey



Public Awareness





**BROWARD COUNTY
CONVENTION
CENTER**
GREATER FORT
LAUDERDALE



**VISIT
LAUDERDALE**
EVERYONE UNDER THE SUN

SAVOR...



**WE LOOK FORWARD TO WELCOMING
ALL YOUR ATTENDEES TO OUR
HOME - UNDER THE SUN!**

