



EXHIBITOR / VENDOR GENERAL RULES AND REGULATIONS

1. No freight or packages will be accepted at the Center prior to your designated move-in dates. Coordinate with the Event directly for all shipping instructions.
2. Use of center equipment, supplies and other materials is limited to Center personnel ONLY.
3. The Center does not have dollies. Must provide own equipment.
4. Exhibitor/ Vendors are prohibited from moving the Center's furniture, fixtures, and equipment.
5. **No one under the age of sixteen (16) is allowed on the exhibit floor/loading dock during move-in and move-out.**
6. Open-toed shoes are strictly prohibited during move-in and move-out.
7. House lighting, ventilation, and air conditioning will be provided as required during show hours. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during show, move in/out.
8. Passenger elevators and all escalators are to be used by the public and should not be used for any freight equipment movement.
9. All cords and carpeting should be taped down immediately after placement.
10. Motorized vehicles and equipment (i.e., carts, forklifts, scooters, etc.) and other movable equipment (i.e. dollies, pallet jacks, etc.) are not permitted on any lobby, pre-function, meeting room or ballroom space.
11. All floor load capacities should be strictly observed. Any variations should be approved in writing by Operator.
12. The carpeted and tarazzo floor must be protected throughout move-in until move-out when using anything more than a handcart over it.
13. Holes may not be drilled, cored, or punched into any part of the Center or exterior premises.
14. No oversized vehicle parking permitted
15. No loading in and out from the front of the center.
16. During show hours, no loading in and out or loading dock access.
17. Center office telephones are reserved exclusively for Center operations. Center numbers may not be published as official show or convention number.
18. The Center provides on an exclusive in-house basis all electrical, utility, Internet, event staff security, rigging, technical services personnel, telecommunications and food and beverage services.
19. All facility utilities are property of the Center and it is prohibited to access, tamper or otherwise utilize said utilities without prior written approval of Operator. Costs for repairs, damages, etc. resulting from unauthorized use of utilities are Licensee's responsibility.
20. The sale or distribution of novelty merchandise without prior written approval of Operator. All distributed materials, whether for sales or at no cost, must be distributed from locations approved by Operator.
21. Any and all unsafe conditions or activities will be terminated immediately upon request. The Center will remove disruptive parties as necessary.

PROHIBITED ITEMS

1. Helium balloons
2. **Outside food & beverage.** See attached Booth Service Catering Form to place a custom order.
3. Open Flame, not permitted without written approval. Check with the event for any open flame or high heat cooking requests. Additional costs may apply.
4. Personal Hot Spots or Router. See attached Internet Services Order Form for more information.
5. Glitter and Confetti, without the prior written approval from Center.
6. Animals and pets, without written approval. Service animals are permitted under the ADA (Americans with Disabilities Act 2010) and the owner will be fully responsible for his/her animals.
7. Soliciting in the Center or on Center premises.
8. Alcoholic beverages, without prior written permission. Center may prohibit the consumption of alcoholic beverages at any time.
9. Adhesive backed decals & stickers.
10. Exterior banners
11. Concealed Weapons or Firearms, defined under "Florida Statutes". Contact the Event Manager for details.

Please contact your Event directly for all other Event specific policies.



FIRE CODE & SAFETY REQUIREMENTS

All cooking exhibits shall comply with the following:

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

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

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

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

_____ (Date)

Section IV

Facility Operations/Safety & Liability Rules and Regulations

- Airwall
- Ancillary Estimate
- Animals
- Cleaning Services
- Damages
- Drone - Unmanned Aerial System (UAS)
- Exhibits in Carpeted or Terrazzo Areas
- Exhibit Hall & Loading Dock Regulations
- Exhibit Layout & Setup
- Exhibit & Registration - Floor Plan Approval
- Fire Arms
- Fire Code Regulations
- Food & Beverage
- Freight Deliveries
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- Protection of Flooring (Terrazzo & Carpeted Areas)
- Room Set-ups
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- 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 waste, liquids and debris.
- 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 Legends Global Management.
 2. Dates and hours of operating the UAS inside the Broward County Convention Center must be pre-approved by Legends Global.
 3. The name and piloting experience of the UAS operator must be submitted to Legends 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 CARPETED OR TERRAZZO AREAS

When using our carpeted or Terrazzo floor as exhibit space, the service contractor is required to lay protective covering over the flooring 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 any lobby, pre-function, meeting room or ballroom space.

When on carpeted or terrazzo areas, all lifts(scissor or boom) must have, non-marking tires. See section "Protection of Flooring" for more details.

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 one 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 personnel 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 obstructed 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 ARMS

As of September 2025, the State of Florida recognizes Open Carry laws. Clients may choose to prohibit firearms within their licensed event space. For additional details or assistance, please contact your Event Manager.



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 sale of food or beverage products are prohibited.
 - l) The service of any product containing alcohol is strictly prohibited.
Please contact your Catering Sales Manager for further guidance.



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".



PROTECTION OF FLOORING (TERRAZZO & CARPETED AREAS)

To preserve the condition and appearance of the facility's terrazzo and carpeted flooring, all Licensees and Service Contractors are required to implement protective measures during all event phases, including move-in, show days, and move-out. The following rules and procedures must be followed without exception.

1. Floor Protection Requirements

- a) Licensees and Service Contractors are responsible for protecting all terrazzo and carpeted surfaces from damage.
- b) During move-in and move-out, high-traffic areas and equipment pathways must be covered using breathable, non-slip protective materials (e.g., Ram Board, Masonite, or reinforced floor protection rolls).
- c) Protective floor coverings must be properly secured and maintained throughout use.

2. Cleaning Procedures

- a) Only vacuum cleaners, brooms, and dry mops may be used on terrazzo and carpeted flooring.
- b) Do not use heavy-duty chemicals, metal tools, or abrasive cleaning products on terrazzo surfaces.
- c) All cleaning is to be carried out by the Decorator or designated Cleaning Company, using non-damaging methods and materials.

3. Prohibited Equipment & Items

- a) Forklifts of any kind are strictly prohibited within terrazzo or carpeted areas.
- b) Scissor lifts and boom lifts may only be used if they have non-marking tires and are operated exclusively on approved protective covering.
- c) Pallet jacks must only be used on surfaces protected by Ram Board, Masonite, or similar material.
- d) The following are strictly prohibited unless used for accessibility purposes: Electric carts, Skateboards, Skates, Bicycles, Scooters

4. Additional Guidelines

- a) Never drag or roll equipment or materials directly on flooring.
- b) Use protective mats under all stationary equipment (e.g., registration counters, food carts, service stations).
- c) Any damage or observed non-compliance must be reported immediately to Facilities Management for inspection and corrective action.



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

The Center is committed to providing an inclusive and accessible environment for all guests in accordance with the Americans with Disabilities Act (ADA). Accessibility features include ramp access, ADA-compliant restroom facilities, Braille elevator buttons, telephones and fire alarms for guests who are deaf or hard of hearing, as well as wheelchair availability. In addition, the Center offers a custom-built Quiet Room designed to support individuals with hidden disabilities. For more details, please see section on "Sunflower Quiet Room".



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 owner's 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.





COVERED OR MULTILEVEL EXHIBITS GUIDELINES

COVERED EXHIBITS LESS THAN 300 SQ FT

1. Exhibit Structures and decorative material within the exhibit should be made of non-combustible or limited combustible (flame-retardant) materials. Materials need to comply with NFPA 701 & 703. Certificates of flame retardancy need to be available on-site if requested by the Ft. Lauderdale Fire Rescue Department & Fire Prevention Bureau.
2. Exhibit Structures should be furnished with a battery-powered smoke detector on the interior of the structure.
3. Each enclosed area shall include Fire extinguishers with a minimum class of 2A10BC, dry chemical fire extinguisher.

COVERED EXHIBITS LARGER THAN 300 SQ FT OR MULTI-LEVEL EXHIBITS

1. Two (2) copies of the Exhibit Structure plans need to be submitted along with the Structure permit and Application to the Broward County Convention Center for review by the Fort Lauderdale Fire Rescue Department & Fire Prevention Bureau.
2. Plans must be scaled, signed and dated by a certified structural engineer.
3. Exhibit Structures and decorative material within the exhibit should be made of non-combustible or limited combustible (flame-retardant) materials. Materials need to comply with NFPA 701 & 703. Certificates of flame retardancy need to be available on-site if requested by the Ft. Lauderdale Fire Rescue Department & Fire Prevention Bureau.
4. Exhibit Structures should be furnished with a battery-powered smoke detector on the interior of the structure.
5. Each enclosed area shall include Fire extinguishers with a minimum class of 2A10BC, dry chemical fire extinguisher.
6. All covered booths larger than 300 sq ft shall require a sprinkler system as per NFPA 101.
7. Upper level may not have a "COVER" of any kind (e.g., roof, ceiling, tenting, lattice, fabric.)
8. Guardrails should be at least 42" inches (1.07m) in height and have intermediate rails throughout with a four inch (15.24cm) sphere cannot pass.
9. Stairs should be:
 - a). Minimum of three feet (36") in width.
 - b). Equipped with handrails.
 - c). Risers maximum height of seven inches (7") & minimum height of four inches (4").
 - d). Treads shall be minimum of eleven inches (11").
 - e). Spiral stairs are not permitted.
10. Upper level floor systems should support a live load of one hundred lbs (100lbs.) per square foot.
11. Two (2) exits are required for every 300 square feet of occupied space.
12. All booth construction shall meet local, state, & federal mandated codes and sections.



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

Structural Permit Application Covered or Enclosed Multilevel Exhibit Booth

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

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

Phone: 954.765.5900
Fax: 954.763.9551
Website: ftlauderdalecc.com

Show/Event Name _____ **Booth #:** _____

Exhibitor/Company Name _____

Exhibitor Address _____

City _____ **State** _____ **Zip** _____

Phone _____ **Fax** _____

On-site Contact _____

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

THIS PORTION TO BE COMPLETED BY THE FORT LAUDERDALE FIRE DEPARTMENT

Comments _____

Approved by _____ **Date** _____
Fort Lauderdale Fire Marshal