

SARASOTA BRADENTON INTERNATIONAL CONVENTION CENTER



EVENT GUIDE

2010-2011

Space Rental Information & Requirements

Event Booking Policies

- The Sarasota Bradenton International Convention Center's primary objective is to attract events that generate the highest economic benefit to the Center. A secondary objective is to promote the surrounding geographic area and to have a positive impact on its business community through the marketing and booking of the Center.
- First Priority scheduling is for those events deemed by the Sarasota Bradenton International Convention Center (SBICC) as providing the most revenue for the Center. These are usually events that book the full Exhibit Hall for multiple days. There are no time constraints on when First Priority events can be booked.
- Second Priority scheduling is for those events deemed by the SBICC as providing less revenue for the Center than typical First Priority events. These events are usually for a single day and/or do not book a full Exhibit Hall or book only Conference Rooms. Scheduling for these events is normally no more than 6 - 8 months in advance of the event.
- Within each priority category, the SBICC will give preference to recurring events held on an annual or more frequent basis with a proven record of success that have produced significant revenue for the SBICC.
- The SBICC requires a signed Lease Agreement and the payment of all specified deposits prior to the confirmed scheduling of an event. The agreement must be received and acknowledged by the SBICC. However, facilities and dates may be held as "firm" upon receipt of a letter of confirmation signed by both the event sponsor and the SBICC General Manager, pending the preparation, negotiation, and execution of a Lease Agreement. In the event such a letter of confirmation is signed by both the event sponsor and the SBICC General Manager, no conflicting scheduling will be made during a reasonable period for preparation, negotiation and execution of a Lease Agreement.
- Selling of exhibit space, public announcement of event date and release of publicity regarding the event is not permitted until a Lease Agreement has been executed by the event sponsor and the SBICC and the required deposit has been paid.
- Consumer shows open to the public are protected from similar or competing shows 30 days prior to the first show day and 30 days after the last show day. Competing shows are defined as shows that have at least 25% of exhibitor areas similar in nature and scope. The determination of a competing show is solely within the discretion of the SBICC General Manager, unless stated otherwise in the Lease Agreement.
- The SBICC reserves the right to issue, modify or terminate booking commitments in order to operate the facility in a sound business manner that maximizes economic benefits and financial stability. The SBICC also reserves the right to promote, solicit, develop, and schedule events that meet its financial objectives and to qualify all events requesting space at the SBICC. All factors being equal.

Lease Agreement Payments

- **Shows & Meetings**
 - A 50% Deposit is due with the signed Lease Agreement.
 - An intermediate payment of 25% is due 90 days prior to the first rental day of the Lease Agreement.
 - The remaining 25% is due 30 days prior to the first rental day of the Lease Agreement.
 - Any additional known expenses must be paid in full at least 30 days prior to the first rental day of the Lease Agreement.

- Requested changes to contracted services made less than 2 days prior to the first move-in day may be subject to overtime and reset charges at the prevailing rate.
 - Other additional expenses, if any, are due immediately after completion of the event and before Lessee leaves the premises.
 - Any overage will be refunded to Lessee within 30 days after the last rental day of the Lease Agreement.
- **Parties and Banquets**
 - A 50% Deposit is due with the signed Lease Agreement.// Guaranteed Minimum applies.
 - The remaining 50% is due 30 days prior to the first rental day of the Lease Agreement.
 - Any additional known expenses must be paid in full at least 30 days prior to the first rental day of the Lease Agreement.
 - Requested changes to contracted services made less than 2 days prior to the first move-in day may be subject to overtime and reset charges at the prevailing rate.
 - Other additional expenses, if any, are due immediately after completion of the event and before Lessee leaves the premises.
 - Any overage will be refunded to Lessee within 30 days after the last rental day of the Lease Agreement.

Hours of Operation

- Use of the rental space begins at 8:00 am and ends no later than 6:00pm the same day, unless stated otherwise in the Lease Agreement.
- Additional charges may be imposed at the discretion of the SBICC General Manager on events that exceed the Lease Agreement rental period.

Facility Services Provided with Space Rental

- Air Conditioning is provided one hour prior to and during show hours for each show day. (A Lessee requesting air conditioning during non-show hours will be charged an hourly fee for this service at the prevailing rate.)
- Full lighting of the event floor is provided one hour prior to, during and for one half hour after show hours for each show day.
- 30% lighting is provided during the hours of operation on move-in and move-out days.
- Cleaning service is provided for all common public spaces including lobby, concession areas and restrooms for the length of the rental period.
- A show office is provided as available.
- Lessee will be given the premises in broom-swept condition. At the completion of the event, Lessee shall return the premises cleared of all bulk trash such that the premises can be cleaned with a standard push broom or vacuum. A cleaning fee will be required 30 days before the first rental day.

Insurance

- The SBICC requires the Lessee to have insurance coverage in effect during the entire lease period, including move-in, show and move-out days.
- The Lessee shall, at its own expense, secure the following insurance:

- Commercial general liability insurance, on an occurrence form, in the amount of not less than \$1,000,000 per occurrence for bodily injury, death, property damage and personal injury. The policy must include coverage for premises operations, blanket contractual liability, products, completed operations and independent contractors. If the Lessee's activities include the sale of alcohol, then liquor liability in the same amount is also required. These policies must name SBICC and Oscar R. Parsons as additional insured.
- Workers' compensation and employer's liability coverage as required by Florida Statutes. Currently, the State of Florida requires that employers provide worker's compensation coverage for all employees. The Statute requires coverage from the employer if they have three or more employees.
- Evidence of the required insurance policies must be provided to SBICC by submission of an original certificate of insurance 30 days prior to the lease period.
- SBICC must receive 30 days written notice prior to any cancellation, non-renewal or material change to the required insurance policies.

Floor Plan

- At least 30 days prior to the first day of the event, the Lessee shall provide for the approval of the SBICC General Manager a floor plan indicating all spaces to be used and all information pertinent to operating policies for the event.// Any and all Motor vehicles must be designated on the floor plan.
- If the final floor plan is different from the initially approved floor plan, it must be provided to the SBICC General Manager for approval. Approval is required prior to the first day of the event.
- A floor plan should contain the following information:
 - Official name and date(s) of the event.
 - Floor plan origination date and revision dates.
 - Name of Lessee and preparer of the floor plan drawing.
 - Location of all exits.
 - Aisle widths and dimensions of booths.
 - Location of all fire extinguishers and standpipe cabinets.
 - Aisles to be carpeted.
 - Location and dimensions of entrance units or kiosks.
 - Registration and service desk locations.

Event Schedule

- Lessee shall provide the SBICC General Manager with an overall schedule of operating hours, estimated daily attendance and other pertinent event information. This information is required 21 days prior to the first move-in day of the event.

Advertising

- Lessee agrees that all advertising of the event will be honest and true and will include accurate information concerning event contents, exhibits, performances, times and ticket prices. The use by the Lessee of the SBICC name or logo in advertising must receive prior approval in writing by the SBICC General Manager.

Facility Use Information & Requirements

A.D.A. Requirements

- Lessee and the SBICC are mutually responsible for creating accommodations for guests, which meet or exceed the requirements stated in the Americans with Disabilities Act.

Conference Rooms

- Each conference room has capacity and equipment limitations that must not be exceeded.
- A change from the original set-up of a room by the Lessee or exhibitor may be subject to extra charges based on the extent of the changes requested and the amount of time required to complete them.
- Conference rooms may be used for exhibits under the following conditions:
 - Electrical service is limited to installed plugs/power receptacles in each room.
 - No carpet/flooring may be installed on top of the existing carpet without approval of the SBICC General Manager.
 - The existing carpet must be protected by visqueen or approved runners when moving freight or other equipment.
 - No sign, banners, trussing, lights, etc. may be hung from the ceiling or the overhead support structures.
 - No structures erected in these rooms may have any type of ceiling. All walls must be 18” below automatic fire sprinkler heads.
 - When constructing any wall units care must be used not to obstruct any of the HVAC controls, light controls, electrical outlets, internet connections, sound outlets, exit signs or exits.
 - All exhibits being set in a room must have an approved floor plan.
 - At all times due care must be exercised to protect the furnishings from damage.
 - No conference room partitions will be moved without a designated SBICC staff member present.

Event Floor Safety

- All exit doors must remain unlocked, unobstructed, and in proper operating condition at all times when the building is occupied.
- All fire extinguishers, pull stations, standpipe cabinets, electrical cabinets and emergency exits (including those inside an exhibit space) must be visible and accessible at all times.
- Exit signs must be visible from all areas. If not, temporary signs must be posted.
- All main and cross-aisles, corridors and other exits must be maintained at their required widths during show hours.
- Loading doors will be closed before the opening of the event and remain closed during the public hours of the event.
- Chairs, tables and other display equipment may not protrude into the aisles
- Materials used in the construction of displays must be fire retardant or resistant. Exhibitors are responsible for the safe construction and maintenance of their displays.

Facility Capacities

- Event attendance will not be permitted to exceed the established capacities of Lessee's rented space. Lessee shall not admit a larger number of persons than can safely and freely move about in the rented space or the facility. The decision of the SBICC General Manager and/or the responsible local authorities shall be final in this respect.

Facility Cleaning

- Cleaning service is provided for all common public spaces external to the leased area including lobby, SBICC concession areas and restrooms for the length of the rental period.
- The Lessee is responsible for cleaning all leased areas including registration, show offices, exhibit booths, aisles, and all Lessee installed carpet for an event including aisles and booths. Trash receptacles provided by the general contractor must be serviced by the general contractor.
- The Lessee is responsible for the removal of bulk trash in the exhibit hall, conference rooms, registration areas and show offices during the entire rental period. Bulk trash is defined as boxes, crates, lumber, pallets, visqueen, packing materials and other items not easily removed by a standard push broom or vacuum. Any costs incurred by the SBICC for trash not removed by Lessee will be charged at the prevailing rate.
- Lessee is responsible for removing any type of residue left on the floor after the event.
- All leased space must be returned free of bulk trash and any floor residue at the end of the rental period. This includes all freight entrances and dock areas. Cleaning costs at the prevailing rate will be charged to the Lessee if cleaning standards are not maintained.
- The Lessee has the option to contract the SBICC to provide exhibit booth and aisle cleaning services at the prevailing rates.

Lobby & Portico Areas

- The lobby and portico areas are to be used for ingress/egress. Use of these areas for any other activity is subject to the approval of the SBICC General Manager.
- Floor plans must include this space if it will be used for any other purpose beyond ingress/egress.

Non-Smoking Facility

- The SBICC is a non-smoking facility. Smoking is not permitted anywhere inside the facility. Areas outside the facility have been designated for smoking.

Parking

- The SBICC has 738 paved, lined and lighted parking spaces around the facility and approximately 200 parking spaces on adjacent grass out-parcels.
- The SBICC does not charge a parking fee, unless stated in the Lease Agreement.
- Options are available for the rental of the parking areas for outside exhibits.

Removal of Property

- Lessee shall remove all property, goods, installations and effects belonging to the Lessee or caused by the Lessee to be brought onto the premises. If such property is not removed prior to the end of the rental

period as specified in the Lease Agreement, The SBICC General Manager may remove and store it or cause it to be stored and Lessee shall reimburse the SBICC for all expenses incurred there from.

- In the event said property is not claimed and/or storage fees not paid, the SBICC shall then have the right to sell the property, goods, or effects in such a manner as it may deem advisable and to apply any net proceeds of such sale toward any monies owed by Lessee.

Security

- The Lessee is responsible for complete security in all leased areas, including exhibit areas, meeting rooms, loading dock areas, and emergency exits from the time of initial occupancy until completion of move-out.
- Such services will be at the cost of the Lessee.
- The Lessee must provide for the public safety of those involved with the event.
- The SBICC General Manager along with the Lessee will evaluate the event according to the nature of the event, profile of the attendees, areas in use, and consideration for other events when determining security requirements for the lease period.
- Event security services must be approved by the SBICC General Manager.

Surrounding Grounds

- There shall be no access for street vehicles to the concrete pads or walkways around the facility unless approved in advance by the SBICC General Manager.
- Vehicles cannot park in the fire lanes or block exits.
- Use of landscaped areas by Lessee is strictly at the discretion of the SBICC General Manager.

Event Production Information & Requirements

Audio/Visual

- Audio/Visual services can be contracted through the SBICC. If Lessee elects to contract with an outside provider, the outside provider must supply the entire audio/visual system including microphones, amplification equipment and speakers. Outside providers will not be allowed to patch into any SBICC audio system and Lessee will be billed the electric charges for all plug-ins made by the outside provider.
- Loud audio events may be required to provide a cut out of audio tied into the facilities alarm system so that it will be heard by persons inside the facility should it sound.

Animals

- Animals and pets are not permitted in the facility except in conjunction with a display, exhibit or performance that has written approval from the SBICC General Manager; or, as aids to the disabled.
- Animals used in approved exhibits, displays or performances are to remain in a properly enclosed pen or cage when not performing.
- Handlers of the animals are responsible for the animals' actions and cleanup/disposal of waste.

Cooking Equipment & Demonstrations

- Cooking may be permitted in the facility with advance approval of the SBICC General Manager and the local Fire Marshal.

- If a fire watch is required by the local Fire Marshal it will be at the expense of the Lessee.
- Cooking and food warming appliances must meet the following criteria:
 - Listed by a nationally recognized testing laboratory for their intended use.
 - Isolated from the public by at least 4 feet or a barrier erected between the appliance and the public.
 - Placed on non-combustible surface materials.
 - Kept a minimum of 2 feet from any combustible materials.
 - Kept 2 feet from other appliances.
 - Have an automatic shut-off to prevent overheating.
 - Have a cooking surface no larger than 288 square inches.
- A 20 BC fire extinguisher and lid are required for each appliance.
- Small cans of sterno are permissible when proper precautions are taken to prevent ignition of combustible materials.
- The use of LP-gas cylinders is not permitted. An exception for non-refillable LP-gas cylinders is permitted if approved before being used by the SBICC General Manager and the local Fire Marshal, and if they comply with NFPA 58, Liquefied Petroleum Gas Code.
- Cooking residue (oil, grease, etc.) must be poured into a holding tank and not in the facility drainage system.

Deliveries & Freight

- Deliveries or shipments arriving before the start of an event's facility rental period will not be accepted by the SBICC unless prior arrangements are made with the General Manager. All approvals depend on storage space availability at the SBICC.
- Charges for freight will be billed at \$25.00 per 100 pound increment. If freight is in storage for more than 3 days, a storage fee of \$10.00 per 100 pound increment will be billed per day. Freight will not be released until all charges are paid.
- The SBICC will not accept C.O.D. shipments under any circumstances nor accept responsibility for costs associated with freight delivery or pick-up.
- The SBICC will not be liable for the security of freight left in the facility after the end of Lessee's rental period nor assume the responsibility for the shipping of such freight.

Electrical

- Electrical systems must comply with the requirements of the National Electric code.
- All electrical equipment and cords must be UL listed and approved for its specific use.
- All 120volt cords must be three-wire grounded.
- Each extension cord must be plugged directly into an approved receptacle and, except for approved multiple extension cords, serve only one appliance or fixture.
- The current capacity of the cord shall not be less than the rated capacity of the appliance or fixture.
- Electrical equipment must be installed, operated and maintained in a manner that does not create a hazard to life or property.
- The SBICC reserves the exclusive right to supply electrical services within the facility.
- The SBICC reserves the right to require a public safety standby house electrician if the General Manager determines that the needs of the event warrant such action. Standby services will be provided at Lessee's expense.

Hazardous Materials

- The use of hazardous materials is not permitted without the written approval of the SBICC General Manager and the local Fire Marshal. Such approval is required 21 days prior to the event.
- Only a limited supply of the material is allowed in the device to be demonstrated and a material specific fire extinguisher must be nearby.
- All hazardous materials allowed to be brought into the facility must be labeled and accompanied by the applicable Materials Safety Data Sheet (MSDS) which must be produced upon request.
- Hazardous materials include but are not limited to: open flames, hot coals, compressed gas cylinders, gasoline, cryogenic gases, radioactive material, and/or any flammable, combustible or toxic liquid, solid or gas.

Outdoor Exhibits

- Use of exterior space for outdoor exhibits must be approved in writing by the SBICC General Manager prior to any space being sold or advertised. A floor plan showing the location and dimensions of exhibits to be placed outdoors must be submitted in order to be considered for approval.
- Drilling and anchoring in the concrete or asphalt surrounding the facility is prohibited.

Parking Lot Fees are as follows:

Booth setup	\$.06 per sq ft	
Exhibitor Vehicle (8 x 20)		
2 spaces		@ \$175.00
Each additional space		@ \$ 75.00
RV Parking Overnight w/ electric		@ \$ 50.00 per night
w/o electric		@ \$ 35.00 per night

Outdoor Signs & Banners

- If Lessee rents the entire facility or is the only lessee during the rental period, outside signs and banners may be permitted with prior approval by the SBICC General Manager.
- Approval is contingent on the submission of plans to the SBICC General Manager no later than 14 days prior to the event indicating number, locations and dimensions of all signs and banners.
- Drilling and anchoring in the concrete or asphalt surrounding the facility is prohibited.

Protection of Facility Surfaces for Safety & Maintenance

- The SBICC General Manager must approve the location of special decorations, banners or signs. The method of installation shall be in accordance with all national, state and local safety codes, including but not limited to OSHA, BOCA and SBICC policy. Painting of signs, banners, exhibits or other objects is not permitted in the SBICC. The SBICC directional and exit signs must not be covered or otherwise obscured.
- Decorations, signs, banners, etc. may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, doors, windows, painted surfaces or columns. Holes may not be drilled, cored, or punched into any surface of the SBICC.
- Adhesive-backed decals or similar items (except name tags) are not permitted in the SBICC and may not be distributed by exhibitors. Any costs incurred by the SBICC for the removal of these items will be charged to the Lessee.

- Visqueen or a similar kind of protective covering must be used to cover the floor for any display or exhibit using water, dirt, soil, sand, or any other landscaping type materials. Exhibits or displays with fountains, pools, or spas must be waterproof.

Rigging

- All attachments to any portion of the permanent structure of the facility must meet accepted engineering and safety standards. All attachments must be of sufficient strength to support the weights placed on them and be secured in such a way to prevent items from falling or causing damage.
- Only those organizations and individuals who are qualified and approved by the SBICC General Manager may make such attachments.
- At no time should the structural limits established by the SBICC's architect/engineer be exceeded on any portion of the facility structure. The SBICC will make available upon request the established load restrictions.

Storage During Events

- All crates and related materials shall only be staged or stored in approved locations inside or outside of the facility. Crates and related materials stored inside the facility must be done so in locations approved by the SBICC General Manager and the local Fire Marshal.
- Exhibit booth storage of paper literature for display or distribution must be limited to a one day supply. Reserve supplies must be stored outside the facility or in areas approved by the SBICC General Manager and the local Fire Marshal.
- Lessee must advise all exhibitors that booths must be kept clean and cleared of all combustible rubbish.

Utilities

- The SBICC reserves the exclusive right to provide utility service and hook-ups within the facility. These include, but are not limited to electrical, telephone, internet, water, drain and compressed air.

Vehicles for Display

- A vehicle that is part of a display or an exhibit inside the facility must meet the following requirements:
 - **Vehicles for display will be noted on the approved event floor plan.**
 - **The vehicle must have less than 1/8th of a tank of gas or fuel.**
 - Any fueling or de-fueling cannot take place inside the facility.
 - Visqueen must be placed underneath each vehicle.
 - **The battery cables must be disconnected from the battery.**
 - **All vehicles will remain stationary and their engines may not be started or run while the public is in the facility.**
 - The gas cap must remain locked or taped.
 - Vehicles, boats and similar exhibited products having over 100 square feet of roofed area are required to be equipped with smoke detectors acceptable to the local Fire Marshal.
 - The local Fire Marshal reserves the right to inspect the vehicles for compliance before the general public is permitted to occupy the building.
 - **An extra set of keys to the ignition must be left with Lessee or the SBICC Designated Personnel in case of an emergency.**

Vehicles not for Display

- Vehicles inside the facility for the purpose of unloading and/or loading lessee or exhibitor materials are not permitted without the prior approval of the SBICC General Manager.
- All such vehicles must be attended while in the facility and may not have motors running while stationary.
- All such vehicles must be removed from the facility prior to the opening of the event.
- The use of electric carts, motorized equipment, scooters and bicycles in the facility is restricted to SBICC's staff and contractors, and the lessee's staff and contractors. Such vehicles are restricted to the event floor and can be operated only during non-event hours when the public is not present.

Food & Beverage Information & Requirements

Concessions & Catering

- All food, beverages and concessions are provided and controlled exclusively by SBICC.
- Arrangements for serving food and beverage must be made through SBICC.
- No food or beverage will be allowed on premises unless purchased through or written approval has been granted by SBICC.
- Requests for any sampling or distribution of food or beverage products must be submitted in writing at least 30 days prior to the event for approval or denial by SBICC. All requests of distribution must be by lessees or exhibitors who process or distribute the food or beverage in their normal course of business. Applicable alcohol permits must be obtained in advance. Sample sizes will be no larger than 1 ounce for beverages and 2 ounces for food products.
- The Lessee shall not block any concession areas and shall provide space for a dining area adjacent to the main concession serving counters subject to approval by the SBICC General Manager.
- The SBICC reserves the right to sell food and beverages during all events and an applicable fee may be imposed if the Lessee requests that any concession area be closed.
- The SBICC also reserves the right to close concession areas based on limited activity.

General Information

Policies & Procedures

- The SBICC General Manager shall determine any matters not expressly covered by this Event Guide.
- The SBICC reserves the right to change and/or amend the Event Guide

Rental Rates for Furnishings & Equipment

- All rates are subject to availability and the limits of the SBICC inventory.
- Rates are per individual unit within each category.
- Rates are for advance orders.
- Rates are subject to change without notice.
 - Folding Chair, Padded Seat, Black \$ 1.50
 - Banquet Chair, Padded Seat & Back, Blue \$ 1.75
 - Banquet Chair, Padded Seat & Back, Red \$ 1.75
 - 60" Round Table \$ 7.00
 - 2' x 6' x 30" Table \$ 7.00

- 2' x 6' x 30" Table, Topped & Skirted \$ 23.00
- 2' x 8' x 30" Table \$ 9.00
- 2' x 8' x 30" Table, Topped & Skirted \$ 25.00
- Tablecloth (White) \$ 5.00
- Napkin (White) \$ 1.00
(Colors available; Call for quote)
- 4' x 4' Stage Sections in heights from 8"- 48" \$ 25.00 each section
(\$100.00 Minimum)
- Portable Stage System with available stairs, \$ 50.00 each section
ramp and decorative drape. Each section
6' x 8' up to 15 sections @ 32" high
(\$150.00 Minimum)
- 34" x 34" Parquet Dance Floor Panel \$ 25.00
(\$100.00 minimum)
- Carpeting-Red or Blue - 9' width, installed, removed + cleaned \$ 2.75 per linear foot

<u>Electric Fees</u>	<u>(Price one day service)</u>	<u>Advance</u>	<u>Floor</u>
0-500 watts		61.00	74.00
501-1000 watts		68.00	81.00
1001-2000 watts		75.00	88.00
2001-3000 watts		103.00	116.00
3001-4000 watts		144.00	170.00
Each add'l 1000 watts		61.00	74.00

Request pricing for more than 1 day events

- 208V Single & Three Phase Call for Quote
- Power Strip 15Amp \$ 13.50
- Extension Cord 25' \$ 13.50
- Standard Telephone/Fax/Modem Line (Shared Line) \$ 79.00 (1-3 days)
- Dedicated (Non-Shared) Telephone Line (Dial 9 not required) \$225.00 (1-3 days)
- Labor (Install & Dismantle) – Hourly Rate \$ 45.00
(Weekdays & Weekends; One Hour Minimum)
- Labor (Install & Dismantle) – Hourly Rate \$ 70.00
(Holidays; One Hour Minimum)
- Shrink Wrap – Per Foot \$ 0.30
(One-Half Hour Labor Minimum)
- Banding – Per Foot \$ 0.60
(One-Half Hour Labor Minimum)
- Pallet Disposal \$ 20.00
- Trees 13' Daily rental \$ 35.00

Experienced, Approved Operators on following Equipment only:

Forklift, Scissor Lift, Boom	1-3 hrs	\$ 60.00 per hour
	3-6 hrs	\$ 55.00 per hour
Each additional hour after 6 hrs		\$ 50.00 per hour
SBICC operator for the Heavy Equipment		\$ 45.00 per hour