

EVENT PLANNING GUIDE

PEMBROKE
PINES
CITY CENTER



601 City Center Blvd
Pembroke Pines, Florida 33025
TELEPHONE: 954. 392. 9480
www.pembrokepinescitycenter.org



An SMG Managed Facility



Dear Valued Guest:

Welcome to the Pembroke Pines City Center, the premier concert, convention, meeting and trade show venue.

We, at the Pembroke Pines City Center, understand your needs. We have devised this Event Planning Guide to help you produce your most successful event ever. Answers to many of the questions you have concerning your event and this facility are contained in the following pages. It will help alleviate the guesswork on your part and, more importantly, eliminate surprises.

The Pembroke Pines City Center is a multipurpose facility owned by The City of Pembroke Pines and is operated by SMG Worldwide. Based in Philadelphia, SMG is the world's largest private management company for public assembly facilities with management contracts throughout the United States, Europe and the Caribbean. Our management philosophy is based on "SERVICE". From your initial contact with our office, to post-event reviews, our goal is to provide you with the highest levels of service and personal attention. The resources of our Event Services Department will be available to you throughout your event planning and implementation stages. Furthermore, our commitment to service will be extended to your exhibitors and attendees and ultimately reflect in the success of your event.

Our experienced event staff will provide additional information and guidance throughout the planning stages of the event. We encourage you to communicate with your Event Manager directly, and often as necessary. Keeping the doors of communication open will help ensure the success of your event.

We are very pleased that you have selected the Pembroke Pines City Center to host your fine event and we look forward to serving you each step of the way to its successful conclusion.

Sincerely,

Steve Clark

General Manager

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BUILDING CONTACTS

TITLE	NAME	PHONE	EMAIL
General Manager	Steve Clark	954-392-2136	sckark@ppines.com
Director of Sales and Marketing	Sandra Daley- Francois	954-392-2137	sfrancois@ppines.com
Sr. Accounting Manager/HR	Corey Brix	954-392-21335	cbrix@ppines.com
Operations Manager	Marie Boudreau	954-392-6783	mboudreau@ppines.com
Food & Beverage Manager	Jesus Santoyo	954-392-9481	jsantoyo@ppines.com
Event Manager	Rolando Silva	954-392-9482	rsilva@ppines.com

EVENT PLANNING CHECKLIST

ITEM	DEADLINE	DATE COMPLETED
Three contracts are mailed and three signed contracts must be returned with a deposit	30 days after mailing	_____
Executed contract is mailed to client when deposit and signed contracts are returned	1 week later	_____
Review Event Planning Guide	Pre-planning stage	_____
Select Service Contractor: Decorator	Pre-planning stage	_____
Submit 6 floor plans to Event Manager	Prior to lease of exhibit space	_____
Final Rental Deposit	2 months prior to event	_____
Submit Meeting Room/Ballroom Specs to Event Manager	2 months prior to event	_____
Request Order Forms for Exhibitor Kits Electrical Air/Water Telephone Internet Audio-Visual	Prior to mailing of exhibit kits	_____
Receive Event Estimate from Event Manager	30 days prior to event	_____
Submit Certificate of Insurance to Facility	30 days prior to event	_____
Finalize Event Staff Schedules	30 days prior to event	_____
Finalize Special Services with Event Manager Box Office EMT/First Aid Police Fire Watch Marshalling Yard Pre-Con Info Desk	30 days prior to event	_____ _____ _____ _____ _____ _____ _____
Finalize Audio-Visual Needs	21 days prior to event	_____
Event Estimate returned to Event Manager	14 days prior to event	_____

EVENT MANAGEMENT AND COORDINATION

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 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, police, and fire services.

It is important to remember the Pembroke Pines City 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.

AUDIO-VISUAL**(Preferred)**

Everlast Productions is the preferred supplier of AV equipment and service in the Center. Everlast Productions has over 20 years' experience in the production industry and offers top rated audio, video, lighting, and rigging equipment for all types of events. The professional, on-site manager offers complete assistance from planning your event and designing a program to meet your budget.

If an outside AV supplier is contracted, the Event Manager will need to be notified. Additional charges for use of house sound, electricity, etc. will be incurred.

BOX OFFICE**(Exclusive)**

The Center provides a box office for ticket sales to public events. Ticketmaster is the exclusive service provider. See the Special Services Rate Sheet for box office charges.

All tickets must be approved by the Center and ordered from a bonded ticket printing company. The box office will verify all tickets against the manifest to ensure accuracy. The Center's box office will maintain control of ticket distribution, box office operation, ticketing personnel and ticket sales revenue through the completion of final settlement. Minimum staffing for the box office consists of a ticket seller and a manager.

The Center's box office is only open during show days. The Center may offer tickets for sale at all of its approved ticket outlets, thus providing multiple locations for the sale of the event's tickets. Licensee may request additional agencies, subject to Center approval, for ticket sales. Licensee will be held responsible for the collection of funds from any of the requested and approved agencies.

The issuing of complimentary tickets to events will be limited to five percent (5%) of capacity or as dictated by prudent business practice. Additionally, the Center will retain a minimum of thirty (30) tickets for each show day/performance.

ELECTRIC AND UTILITIES

The Great hall provides electric services in floor ports located on a 35' x 35' grid 5 wide 3 deep. 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.

EMERGENCY MEDICAL SERVICES**(Exclusive)**

Based upon event type and attendance, a mandatory Emergency Medical Technician will be employed during show hours to administer emergency first aid treatment. All staffing, supplies and supplemental emergency medical equipment are supplied exclusively by the Center. An EMT will be scheduled as needed. The current hourly rate is listed in the Special Services Rate Sheet.

EQUIPMENT INVENTORY AND RENTAL

The prevailing rates for rental equipment are available on a separate rate schedule. All Center equipment will be setup and operated by authorized Center personnel. Equipment is available as inventory permits.

EVENT CLEANING

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.

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

INFORMATION DESK

The Center provides information for restaurants, shopping areas, entertainment and attractions within The city of Pembroke Pines as well as within the Broward County area

FOOD AND BEVERAGE SERVICE**(Exclusive)**

The Center maintains an exclusive Food and Beverage Department operated by SAVOR. The Food and Beverage Department is prepared to offer the finest quality products and service for all functions.

Concession operations are available to provide C.O.D. food and beverage service for all events. Permanent stands and portable theme carts will enhance any event's program by featuring a variety of specialty food and beverage items. Special menus are available to show management and exhibitors that will provide for in-booth food service.

Sampling of products is allowed as follows: beverages are limited to a maximum 4 oz. Container; 3 oz. product; and food items are limited to "bite size". Advance written authorization is required if products are to be sampled. Contact Event Manager for details.

The Center offers complimentary water service for podium(s) only. For any special water station service, i.e. glasses and pitchers or water coolers, the Food & Beverage Department can accommodate the specialize service for an additional charge.

KEYS - ROOM SECURITY

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.

TELECOMMUNICATIONS / INTERNET

The Telecommunications Department provides exclusive services that can be tailored to meet specific show management and exhibitor needs. The facility can provide Internet connectivity at high speeds (Fiber – Optic, Cat 5 and Cat 6 infrastructure). 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 (see Service Order Forms).

SECURITY

The Center maintains exclusive in-house security. Securing the Center's perimeter areas, internal corridors and life safety alarm system. Building Security Staff will also secure exterior and interior access doors as well as monitor internal traffic flow.

All incidents of injury, vandalism, fire, theft, etc. should be reported to the Central Security Office immediately. Following notification of any incidents, Building Security Staff will initiate appropriate reports and investigations.

EVENT STAFF**(Exclusive)**

The Center Event Staff is provided exclusively. 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. These costs are in addition to the rental agreement. A security representatives along with the Event Manager will be in contact to develop a comprehensive, cost effective event personnel plan. Minimal staffing will be at the discretion of Center Management as deemed appropriate after carefully considering the nature and character of the event. All financial and contractual arrangements for event personnel will be directly with Allied Universal Security Services.

Event Staff services will be provided under the following guidelines:

1. A four (4) hour minimum per person per day.
2. One or more assigned fixed positions will require a supervisor.
3. On large calls of six or more, an additional rover/relief staff will be scheduled.
4. Additional positions including the loading docks and the service road will require coverage during event move-in and move-out hours. Additional coverage may be required based upon the needs of the event.
5. The Center's Event Staff/Security will man all ticket taking/badge checking positions and pass gate.
6. Any door(s) utilized for ingress/egress during move-in, move-out and show hours are required to be staffed.
7. Event Staff/Security is required on all events that leave materials/supplies in the Center overnight.

LOADING DOCK

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. 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 3 days prior to the show.

POLICE**(Exclusive)**

Uniformed Pembroke Pines Police officer are the ONLY ARMED security permitted in the facility. Any special security services regarding police must be arranged through the Event Manager.

CONCERT ADVANCE SHEET**What You Need to Know the Day of the Show**

An advance sheet contains the relevant information that you will need the day of your show. It includes (but is not limited to) who is arriving and when, how many vehicles are coming, who your main contact with the band will be, when the show starts, and what your security needs are. Advance sheets are designed to make all of your important information available to you on one, simple form. Advance sheets are usually very specific, detailed, and thorough. We designed this form in order to help you prepare for your show and to help you understand all the different information that is relevant to a concert. Not every term listed below will apply to your show, but we wanted to make this form as thorough as possible.

DEFINITION OF TERMS

1. Show - Who is performing?
2. Day/Date - The day of week and the calendar date.
3. Tour Mgr. - The tour manager is the "big boss" on the road. He or she reports directly to the artist and is the ultimate decision maker the day of the show.
4. Production Mgr. - The production manager usually arrives early in the day and is responsible for making sure everything is running smoothly. He or she reports to the Tour Manager.
5. Sound Contact - This is the company and person who you have hired to be responsible for your sound.
6. Lighting Contact - This is the company and person who you have hired to be responsible for your lighting.
7. Settlement - If your show involves paying bonuses or percentages, make note of who you settle with. This is usually the tour manager. Settlement should be done after the show.
8. Merchandise Contact - This is the person with the artist responsible for selling the tour merchandise. They report to the Tour Manager.
9. Venue Contact Info. - Phone numbers, fax numbers, e-mail and any other relevant contact information for your building setup.
10. Phone Day Before - Where you can reach the tour manager the day before your show. This is good to know in case there are any last minute changes.
11. House Manager - This is the person who runs the facility where your show is being held. This is good to know in case there are any facility problems, such as unlocking doors, turning off the power, etc.
12. Buses Arriving - How many buses does the artist arrive in and when are they getting there? This is important because you may have to secure special parking permits and spaces.
13. Trucks Arriving - Ditto
14. Limos Arriving - Ditto
15. Vans Arriving - Ditto
16. Cash Needed - You should always have petty cash around for unforeseen emergencies. Also, do you need any special cash for things such as dinner buyouts? It's always good to keep track of this.
17. Crew Call - You always need a crew to work your show. If you hire a production company (i.e. sound and lighting contact) they will bring a small crew. You, however, will need to provide most of the crew. The production manager will tell you how many people you need and when you need them. Your crew should plan on being available all day. Load in refers to starting crew, load out refers to break down crew.
18. Runners - Runners run errands. You always need at least one, but sometimes you need additional runners.
19. Security - Each show has its own security needs. Again, the production manager will tell you what is required. Also, your school may have specific requirements. Should check with your security office for details.
20. Rigger - A rigger climbs into the scaffolding and "rigs" sound and lights. Some buildings cannot rig. If you can, and if your act requires rigging, you will need to hire a rigger. Most production companies can supply you with a rigger.
21. Photos - Are they allowed? Check with the Production Manager
22. Audio - Ditto
23. Video - Ditto

24. Showtime - When does the show start?
25. Lobby Open - If there is a lobby, when does it open?
26. Hall Open - When can you actually get into the show room?
27. Sound Check Time - The production manager will tell you when the band is going to sound check.
28. Everything must be set up before the sound check, and the room is usually empty except for the band and essential personnel during the sound check.
29. Spots - If you need spot lights, find out how many. Any good production company can get you spot lights.
30. Support Start Time - When does the opening act, if there is one, go on.
31. Headliner Start Time - When does the main band go on?

SHOW DAY SCHEDULE (times will vary)

9:30am: Advisors Arrive, Phone Lines Set, Dressing Rooms Cleaned, Entertainment Chair Arrives, Runner Reports In

10:00am: Tech Load-In

11:00am: Box Office Opens

11:30am: Security Arrives

12:00pm: Band Load-In, Crew Lunch

2:30pm: Preliminary Dressing Room Set

5:00pm: Merchandising/Concession Check-In

5:30pm: Security Meeting

6:00pm: Crew Dinner

6:15pm: Police Arrive

7:00pm: Doors Open

7:55pm: MC Introduces Show

8:00pm: Opening Act

8:45pm: Set Break/Intermission

9:00pm: Main Act

9:30pm: Box Office Closes

10:30/11:00pm: Show Ends

11:00pm: Load-out

TICKETING

Ticketing is just as important as advertising. If people can't get tickets easily, they won't come. Make sure your tickets are numbered and printed on paper with designs that cannot be counterfeited. Do not print plain black and white tickets - anyone with access to a copy machine can duplicate them. Also, you would be surprised the quality of some laser printers and how easily they can print fake tickets. Using a bonded professional ticketing company is always a good idea.

People will drive an hour to go to a show, but they will not drive an hour to buy a ticket. This being the case, make sure it is easy for people to get access to your tickets. If you are only selling tickets at your campus bookstore and they are only available from 11am to 3pm each day, people who live 40 minutes away will have a difficult time getting tickets. If they have a hard time getting tickets, chances are they are not going to come to the show.

The solution is relatively simple: expand your ticketing. There are a variety of ways to do this. One simple way is to set up a Music today (or some other ticketing system) account. Music today will sell whatever number of tickets you want; you may also want to approach local record stores about selling tickets for you. For example, you approach XYZ

Records and ask them to sell tickets. In exchange for a few pairs of free tickets they agree to sign for a predetermined number of tickets (for example, say 250). They then sell these tickets, advertise your show,

and give you the proceeds and unsold tickets back. Our experience with this approach has been pretty successful, and most local stores jump at the chance to be involved in large productions.

Also, make sure tickets are available at the door the day of the show. Walk up ticket sales can account for hundreds of tickets, so make sure that if you have tickets left they should be available.

Make it easy for people to get in and you will have a much better chance of having a successful show

SHOW DAY

Every show is different, but the basics of concert production remain the same. Here is a partial list of some of the items we think you should have prepared the day of your show. Keep in mind that every entertainer has their own demands, but this list should help you develop a day of show game plan.

Coffee (lots of coffee) ready for the crew when they arrive and available all day long.

Trash Cans, brooms, etc.

Tape (Duct, masking, etc.) and Pens (Sharpies, etc.) for putting up posters and making signs. You should also have poster paper available.

Office space for the entertainer(s). This room (commonly called a production office) should have phone lines and Internet access. If it does not, the band needs to have access to a phone and fax line.

Petty cash (a couple hundred dollars should be sufficient)

A local yellow pages (and someone who knows how to get around town!)

A runner with a vehicle Ear plugs

Work gloves

Water, water, water, and more water

Tables (i.e. cafeteria tables) for merchandising and ticket sales

A copy of the contract and rider

Identification (T-shirts, passes, etc.) for all event staff

Parking for performance related vehicles (trucks, buses, cars, and vans) and parking passes for these vehicles

Extension cords

Charged cell phones

Every contact # on hand

A strong stomach and a good sense of humor. You need to be able to roll with the punches the day of the show, so be prepared!

ANIMALS

It is **PROHIBITED** to have live 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 (The Americans with Disabilities Act 2010), an individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities of such an individual; a record of such an impairment; or be regarded as having such an impairment.

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.

EVENT SERVICES ESTIMATE

An Event Services 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.

EXHIBIT AND REGISTRATION FLOOR PLAN APPROVAL

The Center's exhibit and registration floor plan approval process incorporates policies mandated by the City of Pembroke Pines 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. Six (6) copies of the proposed floor plan, drawn to scale, need 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 six (6) copies of floor plans for approval.

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. The decisions of the City of Pembroke Pines Fire Department will be considered final.

EXHIBITS IN PERMANENTLY CARPETED AREAS

When using permanently carpeted areas as exhibit space, the service contractor is required to lay plastic or plywood over the permanent carpet before bringing freight or material-handling equipment into the area. In taking protective measures, it will prevent damage caused by direct contact with lifts, pallet jacks and/or such equipment. **Any damages will be at the cost of the Licensee**

FREIGHT DELIVERIES

Due to limited storage space, the Center **WILL NOT** accept advance freight deliveries. All freight must be shipped to the service contractor and delivered to the Center during the designated move-in period. Any freight scheduled for delivery to the Center during move-in must be sent to the attention of the service contractor. The Center will not accept C.O.D. shipments or responsibility for costs associated with freight delivery/pick-up during non-assigned periods. 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.

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 Section VIII).

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 fee.

SHUTTLE DROP-OFF / PICK-UP

The primary drop-off/pick-up location for shuttle buses, taxis and special needs patrons is located on the West side of the Center.

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.

ROOM SET-UPS

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

A. Meeting Rooms

One basic set-up is included in the rental of all meeting rooms: theater, classroom, conference, or banquet style; a podium, head table for two, and one registration table outside the room. Any additional equipment such as pads/pens, skirting, tablecloths for classroom tables, staging, chairs, or tables can be provided at an additional charge. See 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. Ballrooms / Exhibit Halls

All non-exhibit uses of the Ballrooms, Exhibit Halls and Palm Rooms will be subject to equipment rental and/or set-up / breakdown labor charges. Additional costs may also be incurred for additions/removals/turnovers.

SIGNAGE AND DECORATIONS

Signs, decorations and related materials may not be taped, tacked, stapled, nailed, etc. to painted surfaces, columns, fabrics, ceiling or decorative walls in the Center. Center permanent signs, banners, etc. may not be blocked in any manner. Temporary signs may not be attached in any manner to permanent Center signage.

Banners are allowed in the Center, although there are restrictions as to what, where, when and how the banners may be hung. No banner larger than 3' x 6' can be hung in the Center without prior written approval. Under no condition will signs or banners be taped, hung or otherwise attached to the Center's glass curtain wall. Center staff will be required to hang banners for a fee. **NO EXTERIOR** banners are permitted. 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.

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.

The use of helium balloons is prohibited. Costs associated with violation of this are the responsibility of the Licensee.

SMOKING 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.

**SUB-CONTRACTORS / SUB-CONTRACTOR EMPLOYEES
INSURANCE REQUIREMENTS**

All sub-contractors are required to provide a Certificate of Insurance evidencing a minimum one 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 Pembroke Pines City 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

The Center requires the use of SURETAPE PC 628 GAFFERS tape or approved equal. Licensee and service contractors are responsible for the removal of all tape and residue marks from the exhibition hall, concourse and meeting room floors. The use of high residue tape is prohibited on Lobby 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.

GENERAL RULES AND REGULATIONS

1. The location of entrance units, provided by the decorator, must be approved by the Center.
2. Use of Center equipment, supplies and other materials is limited to Center personnel unless approved in writing by Operator.
3. Center personnel must perform the movement of Center's furniture, fixtures and equipment only.
4. 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.
5. Passenger elevators and all escalators are to be used by the general public and should not be used for any freight or equipment movement.
6. Motorized vehicles and equipment (i.e. carts, forklifts, scooters, etc.) and other moveable equipment (i.e. dollies, pallet jacks, etc.) are not permitted on any lobby, pre-function, meeting room or ballroom space without prior approval of Operator.
7. Use of glitter and confetti is not permitted in the Center without the prior written approval of Operator. Costs associated with the clean-up of glitter, confetti and related materials are the Licensee's responsibility.
8. All floor load capacities should be strictly observed. Any variations should be approved in writing by Operator.
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 Operator.
10. Holes may not be drilled, cored or punched into any part of the Center or exterior premises.
11. Center office telephones are reserved exclusively for Center operations. Center numbers may not be published as official show or convention number.
12. Animals and pets are not permitted in the Center except in conjunction with an approved exhibit, display, show, etc. Service animals for the physically challenged are permitted and the owner will be fully responsible for his/her animals.
13. 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.
14. No soliciting is permitted in the Center or on Center premises.
15. Any and all unsafe conditions or activities will be terminated immediately upon request. The Center will remove disruptive parties as necessary.
16. The Center provides on an exclusive in-house basis all electrical, utility, event staff security, technical services personnel, telecommunications and food and beverage services.
17. Alcoholic beverages may not be brought into the Center without prior written permission. Center may prohibit the consumption of alcoholic beverages at any time.
18. 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.
19. Adhesive backed decals & stickers may not be distributed in the Center. Costs associated with the cleanup & related materials are the Licensee's responsibility.
20. Helium balloons are **PROHIBITED** inside the Center.
21. Exterior banners are **PROHIBITED** outside the facility.
22. All electrical cords should be taped down immediately after placement.
23. Concealed Weapons or Firearms, defined under "Florida Statutes", are **PROHIBITED** inside the Center. Contact the Event Manager for details.

GENERAL FIRE CODE REGULATIONS

The Pembroke Pines Fire Department mandates a strict adherence to the NFPA Safety Code. ***The decision of the Fire Marshal of the City of Pembroke Pines 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 the Center.

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 leading from the building 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. Any vehicle displayed in a show must have the battery cables disconnected. The gas tank must be taped shut or have a lockable gas cap and may contain no more than a quarter (1/4) 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.

EXHIBIT AND REGISTRATION FLOOR PLAN APPROVAL

1. Detailed floor plans are required for exhibit and registration areas and any other special activities located in the exhibit hall, meeting rooms, ballroom or public areas.
2. Prior to the final sale, lease or assignment of any exhibit space, Licensee shall submit six (6) copies of proposed floor plan, drawn to scale, to Center for City of Pembroke Pines Fire Department review and approval. Upon approval, the Center will forward approved copy to Licensee.
3. Any necessary changes in proposed floor plan will be forwarded to Licensee by Center, and Licensee must submit revised floor plan.
4. The proposed floor plan submitted for approval must include the following:
 - a) Show title, contracted dates, draftsman's company name and address, service contractor name and address.
 - b) Booth configurations drawn to scale, including base dimensions, heights and locations.
 - c) Aisle locations and dimensions.
 - d) Dimensions of all fixtures including, but not limited to, stages, risers, registration areas, lounge areas, entertainment areas, etc.
 - e) All exits & 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.
5. A copy of the final approved floor plan is to be displayed in the Service Contractors service area office.
6. The decisions of the Fire Marshal of the City of Pembroke Pines are final.

LAYOUT AND SET-UP OF EXHIBITS

1. Aisle dimensions/ locations are subject to Fire Marshal approval. Aisles must be a minimum of 10' wide.
2. No exhibit booth, registration table or related material may be placed within 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. 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.

SECURITY

1. The Center maintains a security force responsible for monitoring the facility perimeter, interior public, traffic flow in such areas, and the Center's life safety system. The activities of the security personnel cannot be restricted by activities of the Licensee.
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 or otherwise locked without the written approval of the Center. No doors can be chain locked when area is occupied. All approved chains must be plastic coated and Center in-house security must be presented with keys to all locks.
6. All proposed event staff arrangements are subject to Center approval and must be submitted to the Center at least twenty-one days prior to the event.
7. All service contractors and other event related labor must enter/exit the Center via the designated employee entrance and are to be properly identified.
8. Center's security reserves final rights to admit access of any event personnel to any Center space.

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. Individuals exhibiting behavior indicative of intoxication or use of a "mood altering" substance will be expelled from the Center premises.
6. 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.
7. No refueling of vehicles is permitted within fifty (50) feet of the Center.
8. At no time may exit doors be blocked or obstructed with freight, equipment, display material, trash.
9. No glass containers are permitted on the exhibit floor, meeting rooms or ballrooms without the prior written approval of the Center.
10. 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.
11. Dock utilization schedules must be submitted to the Center (altering proposed schedules may require the Center to reallocate specific dock space to different events).
12. Freight deliveries to the Center must be shipped on designated move-in/out days and sent attention to service contractor. The Center will not accept freight deliveries for Licensee, service contractors, and exhibitors.
13. The Center will not assume responsibility or liability for freight left on the premises following the conclusion of the move-in/out. Freight left in the Center will be disposed of at Licensee's expense.
14. Licensee is responsible for informing all parties of Center's freight policies.

FOOD AND BEVERAGE

1. ALL food, beverages, and concessions are operated and controlled exclusively by the Center's Food Services Department (SAVOR).
2. Any and all exhibitors offering food or beverage sampling must have 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) 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 as clean up areas.
 - g) Space utilized for storage, preparation, etc. of product must be approved in writing by the Center.
 - h) Securing of all necessary licenses, permits, etc. is the responsibility of licensee/exhibitor.
 - i) Costs associated with the disposal of trash, waste, etc. from exhibitor sampling are the responsibility of licensee and/or exhibitor.

MISCELLANEOUS

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

Communication

1 Establish commitment by executives or association directors to sustainable practices. Share and promote policies and commitment on the conference website

2 Provide conference information using electronic media.

3 Register attendees and confirm attendance on-line and via email.

4 Offer Carbon Offset programs to attendees to offset their travel.

5 Eliminate or reduce printed materials such as agendas, schedules, and/or programs.

6 Offer materials via electronic media: download, website, disc, and flash drive.

7 Conserve energy by powering down office equipment/lights at the end of each day.

8 Print double sided and use post-consumer content paper.

9 Consider local vendors for products to minimize transport and shipping impact.

10 Identify leftover materials for donation to local schools or community charity organizations.

Choose Greener materials during event design and procurement process:

- Design reusable graphics
- Produce signs and banners on post-consumer content (biodegradable or recyclable) or recyclable/reusable material

Purchase Greener/sustainable registration materials:

- Registration bags
- Badge holders
- Lanyards
- Any give-aways

Avoid dated material to allow reuse.

Rent environmentally efficient office and audio visual equipment.

Green Catering

- Plan the menu using local seasonal produce
- Consider organic produce and meats, sustainable seafood, and fair trade, shade-grown organic coffee
- Serve buffet style or plated meals instead of boxed lunches/individually wrapped items
- Opt for china service and cloth linen/napkins
- Request compostable serve ware

Transportation

- Encourage shuttle service to help lower gas emissions and gas usage
- Use public transportation

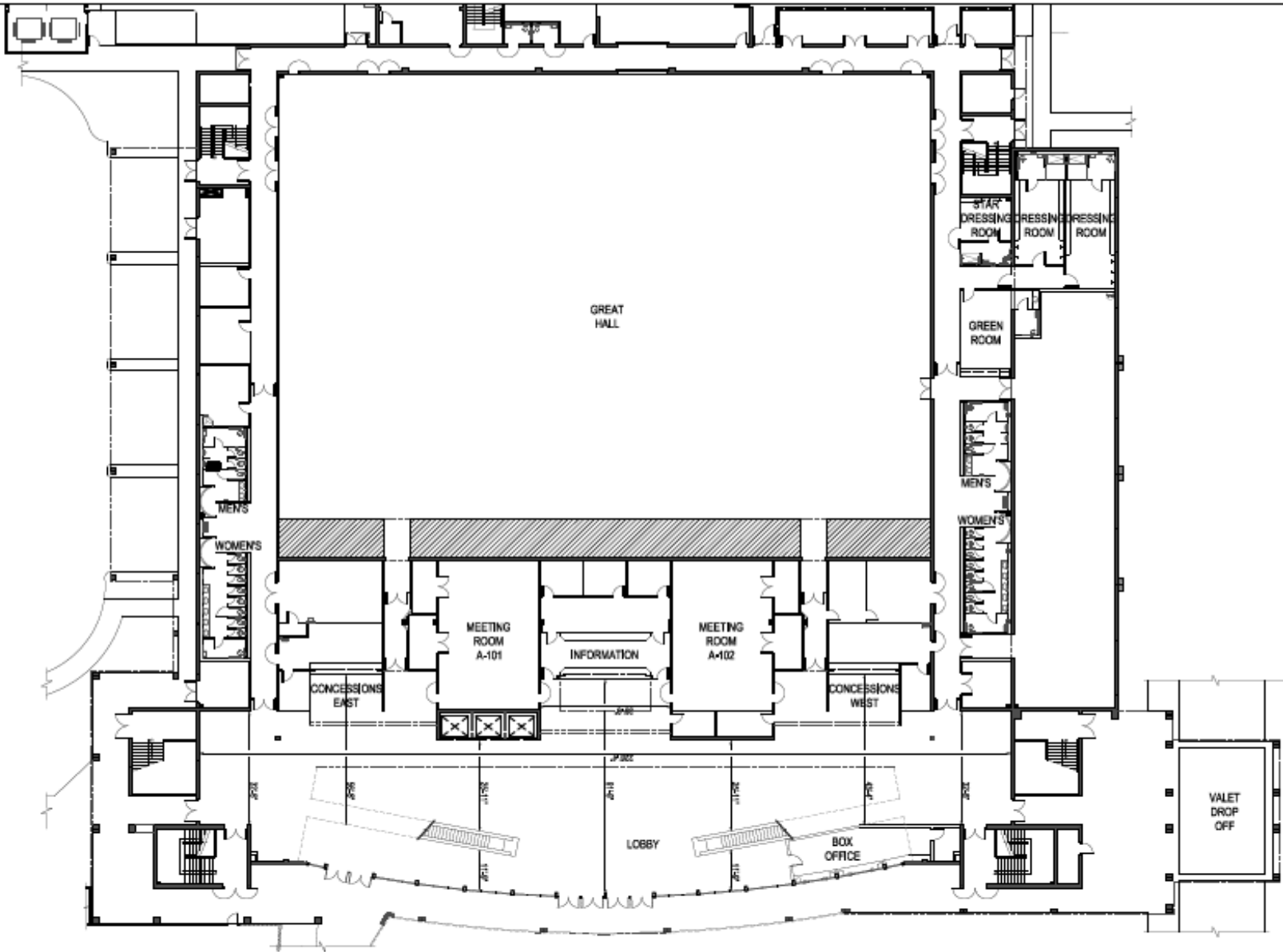
FACILITY SPECIFICATIONS

1ST FLOOR ROOM CAPACITY

SPACE	DIMENSION	CEILING HEIGHT	SQUARE FEET	THEATER	CLASSROOM (3 PER 6FT)	BANQUET	IN HOUSE SCREEN
A-101	42'x28'	12'	1,199	90	36	80	
A- 102	43'x28'	12'	1,208	90	36	80	
Great Hall	181'x138'	40'	23,402	Contact EM	Contact EM	Contact EM	NO

*Higher floor loads are possible with the approval of Center's Management

Capacity above reflects the maximum amount of seating allowed with a standing podium in each room. The addition of head tables, risers, dance floors, food service tables, or audio-visual equipment will reduce capacity



FIRST FLOOR DIAGRAM

2ND FLOOR ROOM CAPACITY

SPACE	DIMENSIONS	CEILING HEIGHT	SQUARE FEET	THEATER	CLASSROOM (3 PER 6 ft.)	BANQUET	IN HOUSE SCREEN
B- 201	24'x13'	10'	246	28	140	20	
B- 202	21'x13'	10'	292	21	4	10	
B- 203	28'x13'	10'	365	34	4	20	
B- 204	28'x13'	10'	365	24	6	20	
B- 205	24'x13'	10'	319	21	6	20	
B- 206	28'x14'	10'	422	35	4	20	
B- 207	28'x14'	10'	422	28	12	20	
B- 208	28'x14'	10'	422	28	12	20	
B- 209	21'x28'	10'	591	44	12	20	
B- 210	18'x28'	10'	506	45	12	20	
MEZZANINE	96'x54'	29'	4,848	460	12	20	

