

# Facility Guide





## Palm Beach County Convention Center Data & Telecom Terms and Conditions

### Payment:

The Palm Beach County Convention Center (PBCCC) must receive payment in full with your order at least fourteen (14) days prior to the first scheduled show date. Orders received less than fourteen (14) days in advanced or without full payment will not receive the advanced rate, regardless of date of receipt from Show Management. Unpaid orders will NOT be installed. PBCCC accepts Visa, MasterCard, American Express and Checks.

Any additions or changes to your order, advanced or on-site, will require full payment before installation. Any Long Distance charges or replacement of damaged or missing equipment will be billed after the end of the event.

### Rates and Labor Charges:

1. These rates only cover bringing service to your booth in the most convenient manner.
2. Rates do NOT include connecting equipment to provided services.
3. Special Placement or relocation of service will require labor charge.
4. Late or On-Site Orders: We can NOT guarantee service will be operable by the open of the show. Installation during show hours may require Show Management approval. No Discounts will be given.
5. All Prices are based on current rates and are subject to change without notice.

### Installation, Disconnection and use of Service:

1. Orders paid in Full will be processed and installation completed in order of receipt whenever possible. Earliest orders usually receive highest priority
2. All Equipment provided will remain the property of the PBCCC and shall be disconnected and removed by out staff only. The exhibitor is responsible for replacement and or repair costs and all damages to equipment during the rental period. The rental period is from installation thought removal.

Please contact Exhibitor services via telephone or on-site at the exhibitor services booth for more information and a price quotation for any services you may need out IT dept to perform for you.

### Cancellation Policy:

- If cancelled before installation and more that six (6) days prior to 1<sup>st</sup> show date = 90% REFUND
- If cancelled before installation but six (6) days or less prior to 1<sup>st</sup> show date = 50% REFUND
- If cancelled AFTER the service has been installed = NO REFUND!

**Legal Notice:** The PBCCC is not responsible for damage to personal equipment and/or personal injury due to the misuse of provided services, Any tampering with AV equipment (Included, but not limited to) utility floor boxes, cabling, or rented equipment at any time may result in the disconnection of services and/or additional charges. The PBCCC can not be held responsible for any injuries or damages that may occur as a result of this tampering.



## Audio Visual

Return Form To:  
650 Okeechobee Blvd.  
West Palm Beach, FL. 33401  
Attn: Exhibitor Services

Phone: 561-366-3000  
Fax: 561-366-3023  
Email: exhibitorservices@  
pbconventioncenter.com



To receive advance rate, orders and full payment must be postmarked 14 days prior to the first scheduled show date.

Event Name:			Booth #		
Exhibiting Company:		Dates - From:		To:	
Address:			Ordered By:		
City:	State:	Zip Code:	E-Mail:		
Phone:		Cell:	Fax:		
Service Descriptions		Quantity	14 Day Advance Rate	Show Rate	x Number of Days
Computers / Laptops					
Laptop			\$230.00	\$265.00	\$
Monitors / Display					
24" LCD Monitor with Desk Stand			\$225.00	\$260.00	\$
40" LCD Monitor with Floor Stand			\$350.00	\$400.00	\$
55" LCD Monitor with Floor Stand			\$585.00	\$675.00	\$
Data / Video Projection / Screens					
LCD Projector 3000 Lumen			\$415.00	\$480.00	\$
6' or 8' Tripod Screen with Black Skirt			\$80.00	\$92.00	\$
Audio Equipment					
Wireless Hand-held or Lav. Microphone			\$165.00	\$190.00	\$
Powered Speaker			\$90.00	\$104.00	\$
Accessory Equipment					
Display Easel			\$15.00	\$20.00	\$
Carts: 34"; 42"; 54"			\$20.00	\$24.00	\$
Flip Chart			\$65.00	\$75.00	\$
All AV equipment is subject to cancellation due to high demands. You will be notified of any cancellations.					
Equipment Total					\$
20% Install and Service Fee					\$
7% SALES TAX					\$
TOTAL					\$

By signing and returning this form, customer agrees to all terms and conditions printed on this form and related documents. The PBCCC reserves the right to correct orders that have been figured incorrectly. Tax rates are subject to change without notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

____ Visa ____ MasterCard ____ American Express ____ Check Payable To: Palm Beach County Convention Center	
Account No:	Exp. Date (MM/YY) Verification Code
Cardholder Name (Please Print)	
Authorized Signature*	
Credit Card Billing Address:	
City/State/Zip:	

\* I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCES TO MY CREDIT CARD. SEE REVERSE SIDE FOR PAYMENT TERMS AND CONDITIONS.

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## Palm Beach County Convention Center Electrical Services Terms and Conditions

### Payment:

The Palm Beach County Convention Center (PBCCC) must receive payment in full with your order at least fourteen (14) days prior to the first scheduled show date. Orders received less than fourteen (14) days in advance or without full payment will not receive the advanced rate, regardless of date of receipt from Show Management. Unpaid orders will NOT be installed. PBCCC accepts Visa, MasterCard, American Express and Checks.

Any additions or changes to your order, advanced or on-site, will require full payment before installation. Any additional charges for damaged or missing equipment will be billed after the end of the event.

### Rates and Labor Charges:

1. These rates only cover bringing service to your booth in the most convenient manner.
2. Rates do NOT include connecting equipment to provided services.
3. Special Placement or relocation of service will require labor charge.  
Contact Exhibitor Services, at top of Order Form, to order special placement of service.
4. Late or On-Site Orders: We can NOT guarantee service will be operable by the open of the show. Installation during show hours may require Show Management approval. No Discounts will be given
5. All Prices are based on current rates and are subject to change without notice

### Installation / Disconnection and use of Service:

1. Orders paid in Full will be processed and installation completed in order of receipt whenever possible. Earliest orders usually receive highest priority.
2. Our Electric Service is 120 volt A.C. one phase 60 cycle or 209 volt one phase and 208 volt three phase 60 cycle. We have limited 277/480 volt three phase service available. Contact Exhibitor Services via the information at the top of the order form to inquire about service availability and price quotation.
3. All equipment provided will remain the property of the Palm Beach Convention Center and shall be disconnected / removed by our staff only. House electricians are authorized to cut floor coverings or permit installation of service unless otherwise directed. Standard wall, column and permanent building electrical outlets are not part of booth service and are not to be used by exhibitors. The Exhibitor is responsible for replacement, repair costs and damages to equipment during rental period. The rental period is from installation to removal.
4. Your equipment must be tagged with complete information about type and/or amount of voltage, amperage, phase, frequency, horsepower, etc. Any exposed non-current carrying metal parts of your equipment which are liable to be energized must be grounded.
5. Connections – all 120 volt cords must be 3 wire, grounded type. Use of open clip sockets, latex or lamp cord wire or non-UL or NEMA approved connections are prohibited. Equipment requiring company staff for assembly, servicing, prep work and operation may be executed without house electricians. However, all equipment regardless of power source must comply with Federal, State and Local safety codes.

Please contact Exhibitor services via the information found at the top of this order form to inquire about availability of specialized services and price quotation.

### Cancellation Policy:

- If cancelled before installation and more than six (6) days prior to 1<sup>st</sup> show date = 90% REFUND
- If cancelled before installation but six (6) days or less prior to 1<sup>st</sup> show date = 50% REFUND
- If cancelled AFTER the service has been installed = NO REFUND!

**Legal Notice:** We cannot accept responsibility for voltage fluctuation due to temporary power failure due to conditions beyond our control. For your protection, we advise you install a surge protector on your computers and any sensitive equipment. We will not be responsible for damage or loss to any equipment or injury to any person caused by unauthorized installation or connection to service by persons other than by PBCCC electricians.

Revised 10/5/2015

To receive advance rate, orders and full payment must be postmarked 14 days prior to the first scheduled show date.

<b>Event Name:</b>		<b>Booth #</b>		
<b>Exhibiting Company:</b>		<b>Dates - From:</b>	<b>To:</b>	
<b>Address:</b>		<b>Ordered By:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	<b>E-Mail:</b>	
<b>Phone:</b>		<b>Cell:</b>	<b>Fax:</b>	
<b>Service Descriptions</b>	<b>Quantity</b>	<b>14 Day Advance Rate</b>	<b>Show Rate</b>	<b>Total</b>
<b>120 Volts (Standard Electric - Basic Installation/Removal Labor Included)</b>				
500-1000 Watts (10 Amps)		\$89.00	\$119.00	\$
1001-2000 Watts (20 Amps)		\$129.00	\$169.00	\$
<b>208 Volts Single [1] Phase (Basic Installation/Removal Labor Included)</b>				
20 Amps		\$269.00	\$329.00	\$
30 Amps		\$329.00	\$409.00	\$
50 Amps		\$449.00	\$549.00	\$
60 Amps		\$479.00	\$599.00	\$
<b>208 Volts Three [3] Phase (Basic Installation/Removal Labor Included)</b>				
20 Amps		\$299.00	\$369.00	\$
30 Amps		\$419.00	\$519.00	\$
60 Amps		\$649.00	\$829.00	\$
100 Amps		\$769.00	\$1,269.00	\$
<b>480 Volts Three [3] Phase (Basic Installation/Removal Labor Included)</b>				
100 Amps		\$949.00	\$1,449.00	\$
<b>Electrical Accessories (Remains the property of PBCCC)</b>				
3-Wire Ground 25 ft. Extension Cord		\$25.00		\$
Power Strip 6 Outlet		\$20.00		\$
Cube Tap - 3-Way Connector		\$5.00		\$
<b>SUB TOTAL</b>				\$
<b>7% SALES TAX</b>				\$
<b>Labor</b>				
Additional Special Placement Labor - Per Hour		\$70.00	\$70.00	\$
<b>TOTAL</b>				\$

**Special Instructions:**

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Check Payable To: Palm Beach County Convention Center		
Account No: _____	Exp. Date (MM/YY) _____	Verification Code _____
Cardholder Name (Please Print) _____		
Authorized Signature*: _____		
Credit Card Billing Address: _____		
City/State/Zip: _____		

\* I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCES TO MY CREDIT CARD. SEE REVERSE SIDE FOR PAYMENT TERMS AND CONDITIONS.



## WELCOME TO WEST PALM BEACH

From the moment you arrive at our stress free airport, enter our beautiful facility, dine at one of our downtown restaurants, or shop at CityPlace, you will experience service that is second to none. The Palm Beach County Convention Center is the premier destination for conventions, trade shows, meetings and social events. The warm, welcoming ambiance extends to our expert service team that makes every event exceptional, and our award-winning culinary department whose cuisine is a feast for the eyes and the palate. For events that meet your every need, come to the center that has it all.



Dave Anderson  
General Manager  
Palm Beach County Convention Center



"We are about impeccable service exceptional quality, an unbelievable location and destination, attention to detail and a staff that cares. Our Convention Center has all of this and more. Your next convention, conference or meeting should experience that".



# Facility Overview

Our facility's design is state-of-the-art and boasts cutting edge technology and services. To help you plan your event at the Palm Beach County Convention Center, we have assembled a broad overview of our facility and services including detailed floor plans, building amenities, features and green practices.

## Palm Beach County Convention Center At-A-Glance

Building Square Footage  
350,000

Exhibit Hall  
100,000 square feet

Ballroom (divides into 4 rooms)  
22,000 square feet

Meeting Rooms (19)  
48,000 total square feet

Prefunction/Lobby Space  
180,000 square feet

Courtyard/North Patio  
3,000 square feet



## Palm Beach County Convention Center Mechanical Services Terms and Conditions

### Payment:

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Any additions or changes to your order, advanced or on-site, will require full payment before installation. Any additional charges for damaged or missing equipment will be billed after the end of the event.

### Rates and Labor Charges:

1. These rates only cover bringing service to your booth in the most convenient manner.
2. Rates do NOT include connecting equipment to provided services.
3. Special Placement or relocation of service will require labor charge.  
Contact Exhibitor Services, at top of Order Form, to order special placement of service.
4. Late or On-Site Orders: We can NOT guarantee service will be operable by the open of the show. Installation during show hours may require Show Management approval. No Discounts will be given
5. All Prices are based on current rates and are subject to change without notice

### Installation, Disconnection and use of Service:

1. Orders paid in Full will be processed and installation completed in order of receipt whenever possible. earliest orders usually receive highest priority
2. All Equipment provided will remain the property of the PBCCC and shall be disconnected and removed by out staff only. The exhibitor is responsible for replacement and or repair costs and all damages to equipment during the rental period. The rental period is from installation thought removal.
3. Guidelines of Service Connections: ONLY PBCCC engineers will make service connections. Service that crosses aisles will not be installed unless approved by Show Management and Event Management.
4. Equipment: All equipment must comply with Federal, State and local Safety Codes. The Exhibitor is responsible for supplying necessary regulator, conditioner or the like, where applications require critical regulation of pressure or moisture. All equipment must be properly labeled with appropriate information regarding pressure, flow, capacity, rate-of-fill and/or other factors pertaining to safety.
5. Attention: Tanks, drums, barrels and other containers requiring water fill/drain above 30 gallons must be filled and drained by PBCCC Engineering Department and are subject to a labor charge. Containers that show signs of leakage will not be filled and those which are found to be leading during an event may be drained without prior notice, at the discretion of the Engineering Supervisor because of safety concerns.

Please contact Exhibitor services via the information found at the top of this order form to inquire about availability of specialized services and price quotation.

### Cancellation Policy:

- If cancelled before installation and more that six (6) days prior to 1<sup>st</sup> show date = 90% REFUND
- If cancelled before installation but six (6) days or less prior to 1<sup>st</sup> show date = 50% REFUND
- If cancelled AFTER the service has been installed = NO REFUND!

**Legal Notice:** We cannot accept responsibility for pressure fluctuation due to temporary conditions beyond our control. For your protection, we advise installing appropriate regulators on any connection requiring critical control of pressure, moisture content and the like. We will not be responsible for damage or loss to any equipment or components or injury to any person caused by unauthorized installation, connection to service or interconnection of any equipment by person other than the PBCCC Engineering Department.

Revised 10/5/2015



# Mechanical

Return Form To:  
650 Okeechobee Blvd.  
West Palm Beach, FL. 33401  
Attn: Exhibitor Services

Phone: 561-366-3000  
Fax: 561-366-3023  
Email: exhibitorservices@pbconventioncenter.com

To receive advance rate, orders and full payment must be postmarked 14 days prior to the first scheduled show date.

Event Name:			Booth #		
Exhibiting Company:			Dates - From:		To:
Address:			Ordered By:		
City:	State:	Zip Code:	E-Mail:		
Phone:		Cell:	Fax:		
Service Descriptions		Quantity	14 Day Advance Rate	Show Rate	Total
Water Service					
Run of Show Connection (1/2" or 3/4") or One Time Water Fill and Drain					
0 - 200 gallons			\$80.00	\$120.00	\$
201 - 500 gallons			\$105.00	\$160.00	\$
501 - 999 gallons			\$195.00	\$230.00	\$
1,000 gallons or more			Call for Quote		\$
Compressed Air Service					
Exhibitor shall supply drier or regulator for critical applications. Price is for service to one (1) exhibit.					
First Connection, up to 1/2"			\$200.00	\$260.00	\$
Each Additional Connection			\$110.00	\$143.00	\$
Special fittings or connectors may result in additional charges.					\$
SUB TOTAL					\$
7% SALES TAX					\$
Labor					
\$70.00 per hour, one hour minimum			\$70.00	\$70.00	\$
TOTAL					\$
Special Instructions:					

Prices listed are for the entire show.

By signing and returning this form, customer agrees to all terms and conditions printed on this form and related documents. The PBCCC reserves the right to correct orders that have been figured incorrectly. Tax rates are subject to change without notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Visa   ☐ MasterCard   ☐ American Express   ☐ Check Payable To: Palm Beach County Convention Center

Account No: \_\_\_\_\_ Exp. Date (MM/YY) \_\_\_\_\_ Verification Code \_\_\_\_\_

Cardholder Name (Please Print) \_\_\_\_\_

Authorized Signature\*: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

\* I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCES TO MY CREDIT CARD. SEE REVERSE SIDE FOR PAYMENT TERMS AND CONDITIONS.

MEETING AND EXHIBIT SPACE

**Exhibit Hall**  
100,000 square feet of contiguous exhibit space on ground level. Exhibit Hall can be divided in half; each half 50,000 square feet of column free. space

**Meeting/Event**  
19 meeting rooms totaling 48,000 square feet including an executive boardroom equipped with a stationary conference table and 18 plush leather board chairs.

**Prefunction and Registration**  
180,000 square feet of prefunction, registration and lobby areas.

**Courtyard/North Patio**  
3,000 square feet of brick pavers surrounded by lush landscaping and floral gardens.

Ballroom ceiling height 24.5'

Exhibit Hall ceiling height 29.2'

Meeting Room ceiling height 14'

When it comes to service, our staff understands the importance of servicing you and your guests.



FEATURES AND AMENITIES

**Audio Visual**  
Complete audio visual production capabilities

**Lobby Services and Amenities**  
ATM machine  
Concierge service  
Courtesy phones for local calls  
(6) AED units

**Elevators**  
2 guest elevators  
1 freight elevators with a 20,000-lb. capacity  
1 service entry elevator  
4 escalators

**Electrical**  
120, 208, 227 and 480 V (single and three phase)  
Full range of electrical services are available

**Parking**  
8 story on-site parking garage with over 2500 available parking spaces

**Truck Access**  
10 loading docks with direct access into exhibit hall  
3 lane load-in ramp  
29'2" ft. high elephant door located in Hall B  
Flat lot area for marshalling

**Accessibility**  
The Palm Beach County Convention Center is in compliance with the Americans with Disabilities Act

**Ticketing**  
Ticketing services are available with permanent and portable box office options. Facility fees apply to all public ticketed events.

Location

Luxury lives in this desirable destination, and the Palm Beach County Convention Center lives up to its splendid setting. Centrally located in Palm Beach County, three miles from Palm Beach International Airport, one mile from Interstate 95, direct access to shopping and dining destinations, two miles from the beach and 10 hotels (over 3,000 rooms) within a three mile radius.

Meeting Space

Ideal for events from extravagant to intimate, the Palm Beach County Convention Center offers the most contemporary conveniences with the utmost comfort. With 150,000 total square feet of meeting and exhibit space available, your event will receive the five star quality and service it deserves.

Our convenient and flexible space provides you with the ability to break out into 19 separate state-of-the-art meeting rooms with built-in projection screen in every room, sound absorbing panels for excellent acoustics and a beautiful Executive boardroom with floor to ceiling windows, overlooking the exhibit hall.

Our 100,000 square foot exhibit hall conveniently splits down the middle providing two full smaller halls with no obstructions. State of the art features in the Exhibit hall include: Floor boxes every 30 feet, servicing 24 booths (includes data, electricity and voice), fiber and copper for analog and digital capabilities, ability to set-up portable-style dining, water and compressed air services, concession services and full dining capabilities for up to 3,000 guests.

Our 22,000 square feet with a variety of configurations available set in a contemporary design with multiple rigging capabilities for lighting and sound, utility services with data, electricity and voice options surrounded by 10,000 square feet of pre-function space encompassed by 45 ft. floor to ceiling windows overlooking CityPlace and the Kravis Center for the Performing Arts.

Walk to Palm  
Beach County’s  
best shopping,  
dining and  
entertainment



Palm Beach County Convention Center Data & Telecom Terms and Conditions

Payment:

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Rates and Labor Charges:

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Installation, Disconnection and use of Service:

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- 2. All Equipment provided will remain the property of the PBCCC and shall be disconnected and removed by out staff only. The exhibitor is responsible for replacement and or repair costs and all damages to equipment during the rental period. The rental period is from installation thought removal.
- 3. **Telephone Service:** Telephone lines ordered will automatically be provided with Long Distance capacity unless specifically noted on the order form. Please remember that if International dialing is necessary to check the appropriate box.
- 4. Please Note that ONLY PBCCC digital telephone set will be used with ALL Digital lines for technical reasons and system compatibility.
- 5. **Data Service:** The rental of a Data Line is for 1 IP address and is good for ONE DEVICE ONLY. The use of Routers, Switches, Wireless LAN's or any other Hardware or software for the purpose of sharing an IP address is Strictly Prohibited. Persons or shows found in violation of this policy will be liable for additional fees and may have their Data Service DISCONNECTED without notice and with NO refund of any fees. This decision is at the sole discretion of the PBCCC management at IT Staff. SSID bandwidth estimated at a maximum of 1,600 connections.
- 6. **IT Dept Labor:** If special assistance or guidance is needed while you are at the PBCCC, The IT department has technicians available for a charge of 80.00 per hour (1/2 hour minimum). The IT Dept can help setting up computers, networking, cabling, moving services to different areas or under carpet, etc. Please be aware that all labor items must be paid for in advance and the PBCCC can NOT be help liable for the reconfiguration or any incidental internal or external damage to your personal or rental computer equipment.

Please contact Exhibitor services via telephone or on-site at the exhibitor services booth for more information and a price quotation for any services you may need out IT dept to perform for you.

Cancellation Policy:

- If cancelled before installation and more that six (6) days prior to 1<sup>st</sup> show date = 90% REFUND
- If cancelled before installation but six (6) days or less prior to 1<sup>st</sup> show date = 50% REFUND
- If cancelled AFTER the service has been installed = NO REFUND!

**Legal Notice:** The PBCCC is not responsible for damage to personal equipment and/or personal injury due to the misuse of provided services, Any tampering with IT equipment (Included, but not limited to) utility floor boxes, cabling, or rented equipment at any time may result in the disconnection of services and/or additional charges. The PBCCC can not be held responsible for any injuries or damages that may occur as a result of this tampering.



# Data & Telecom Services

Return Form To:  
650 Okeechobee Blvd.  
West Palm Beach, FL 33401  
Attn: Exhibitor Services

Phone: 561-366-3000  
Fax: 561-366-3023  
Email: exhibitorservices@pbconventioncenter.com

To receive advance rate, orders and full payment must be postmarked 14 days prior to the first scheduled show date.

Event Name:			Booth #	
Exhibiting Company:		Dates - From:		To:
Address:			Ordered By:	
City:	State:	Zip Code:	E-Mail:	
Phone:		Cell:	Fax:	
Wi-Fi Internet Service Provided Complimentary By: The Palm Beach County Convention Center				
Service Descriptions		Quantity	14 Day Advance	Show Rate
Hard-Wired High-Speed Internet Service				
Daily Rate - Per Connection - Per Day			\$100.00	\$130.00
Run of Show - Per Connection - Up To 14 days			\$300.00	\$390.00
Each Additional Connection - Run of Show - Up To 14 Days			\$200.00	\$260.00
Other Data Services				
One [1] Block of 16 IP Addresses at One [1] Location			\$385.00	\$499.00
ISDN/T-1 Extension Service From YOUR Carrier to Booth			\$500.00	
[1] SSID - for Duration of Show - Up to 14 Days			\$600.00	
Data Equipment Rentals				
16 Port Ethernet Switch			\$106.00	\$137.80
Ethernet Patch Cable			\$10.60	\$15.90
Analog Telephone Services [Dial 9 - Direct Dial Capable]				
VoIP Digital Phone Package includes: (1) VoIP Phone Model 35 & (1) Digital connection		\$240.00 + \$36.46 CST Tax = \$275.01	\$295.00 + \$44.82 CST Tax = \$338.04	\$
Analog Telephone Line Only		\$185.00 + \$28.11 CST Tax = \$211.99	\$240.00 + \$36.46 CST Tax = \$275.02	\$
Do You Require International Dialing? Yes No		Long Distance Rates per Minute:		
N. America \$1.00 + 15.19% CST Tax; Directory Asst. \$2.00 + 15.19% CST Tax; Int'l. Dialing \$3.00 + 15.19% CST Tax				
Labor: IT Techs are available for Customer Support at \$80.00 per hour, 1/2 hour min.			\$40.00	\$40.00
			TOTAL	\$
Special Instructions:				

Prices listed are for the entire show.

By signing and returning this form, customer agrees to all terms and conditions printed on this form and related documents. The PBCCC reserves the right to correct orders that have been figured incorrectly. Tax rates are subject to change without notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Visa ☐ MasterCard ☐ American Express

☐ Check Payable To: Palm Beach County Convention Center

Account No: \_\_\_\_\_ Exp. Date (MM/YY) \_\_\_\_\_ Verification Code \_\_\_\_\_

Cardholder Name (Please Print) \_\_\_\_\_

Authorized Signature\*: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

\* I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCES TO MY CREDIT CARD. SEE REVERSE SIDE FOR PAYMENT TERMS AND CONDITIONS.

## Catering

The Palm Beach County Convention Center caters to every culinary need in the best of taste. The warm, welcoming ambiance extends to our expert service team that makes every event exceptional. Our 7,800 square-foot kitchen ensures that the grandest events receive the greatest cuisine. The award-winning culinary department presents the finest in food and beverage service, handling all of the details so you can savor the dining. Food and beverage services are provided exclusively in-house.

## Technology

The Palm Beach County Convention Center offers the latest in telecommunications technology. Our in-house IT department will assist with every need and request while ensuring the best possible service to you. Complimentary wireless internet service is provided for each and every guests while on-site. Special features and services include: 20 MB Internet/Network connectivity, Exhibit-floor Ethernet connections for specialized Network Applications (VPN & Video Streaming), 10/100/ CAT 5 RJ-45 wired ports, Enterprise class PBX Phone system with 300+ D.I.D. numbers, 50" LCD screens displaying convention schedules and event happenings.

## Service

Exceeding your expectations is our specialty. Our experienced staff will provide every guest exceptional service from the initial point of contact as we prepare your proposal to packing the last box in your car before your departure. We know what it takes to plan an event and we are here to help you every step of the way.



Innovation and  
creativity goes  
into everything  
we do for our  
guests



# Floor Plans



## SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION AUTHORIZATION REQUEST

Spectra food services has exclusive food and beverage distribution rights within the Palm Beach County Convention Center. Event sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products only upon written authorization.

Palm Beach County Convention Center exhibitors may distribute food & beverage samples in authorized space and must not be in competition with products or services offered by Spectra food services. Samples must be representative of products manufactured or sold by the company exhibiting. Free samples are limited to 2 ounces of non-alcoholic beverages and 2 ounces of food. Exact descriptions of sample and portion size must be submitted to the food and beverage office for written approval 14 days prior to the opening of the event. Any exhibitor providing samples of food and non-alcoholic beverage samples must operate within the local health department guidelines.

Any exhibitor requesting to give away samples of alcoholic beverages must obtain a special event liquor permit from the liquor control board for the state of Florida. Samples dispensed are limited to those products that are manufactured, processed or distributed by the entity requesting permission. Please refer to the exhibitor’s agreement for further specifications.

Spectra must provide an attendant at any such booth dispensing alcoholic beverages at the customer's expense of \$100.00 for a 4 hour period and \$35.00 each additional hour. Samples are limited to 1 ounce of beer or wine and 1/2 ounce of spirituous liquors.

Samples are to only be served to persons 21 years of age or older. Each booth must provide a visible sign, stating: “Guests must be 21 years of age to participate in sampling of alcoholic beverages. Photo ID is required”

General Description of sampling item(s):

Product type(s) you wish to dispense \_\_\_\_\_

Size of Portion you wish to dispense \_\_\_\_\_

Proposed method of distribution \_\_\_\_\_

Explain purpose of dispensing product \_\_\_\_\_

### SERVICE REQUEST

**Freezer storage** (\$50.00 per item per day)    **Refrigeration** (\$50.00 per item per day)    **20 lb. bag of Ice** (\$10.00 per bag)  
**Server/Bartender** (\$100.00 for 4 hours plus \$35.00 per additional hour)

Event/Show Name:	Date of Event:	Booth No.
Company Name:		Phone
Address:		
On-site Contact:	City	State/Zip
Please print	Sign	Date
Approval:		



CERTIFICATE OF LIABILITY INSURANCE

OP ID: BL

DATE (MM/DD/YYYY)  
12/26/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Insurance Company Name	CONTACT NAME:		
	Company Address	PHONE (A/C, No, Ext):	FAX (A/C, No):	
	City, State, Zip	E-MAIL ADDRESS:		
		PRODUCER CUSTOMER ID #:		
INSURED	Company Name Company Address City, State, Zip	INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : Must be completed		
		INSURER B :		
		INSURER C :		
		INSURER D :		
		INSURER E :		
		INSURER F :		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X			01/04/2014	01/04/2015	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
A	GEN'L AGGREGATE LIMIT APPLIES PER:	X			01/04/2014	01/04/2015	PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
A	<input checked="" type="checkbox"/> HIRED AUTOS				01/04/2014	01/04/2015	PROPERTY DAMAGE (PER ACCIDENT) \$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR				01/04/2014	01/04/2015	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 5,000,000
	DEDUCTIBLE						
	<input checked="" type="checkbox"/> RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y / N	N / A				WC STATU-TORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E. L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E. L. DISEASE - EA EMPLOYEE \$
							E. L. DISEASE - POLICY LIMIT \$

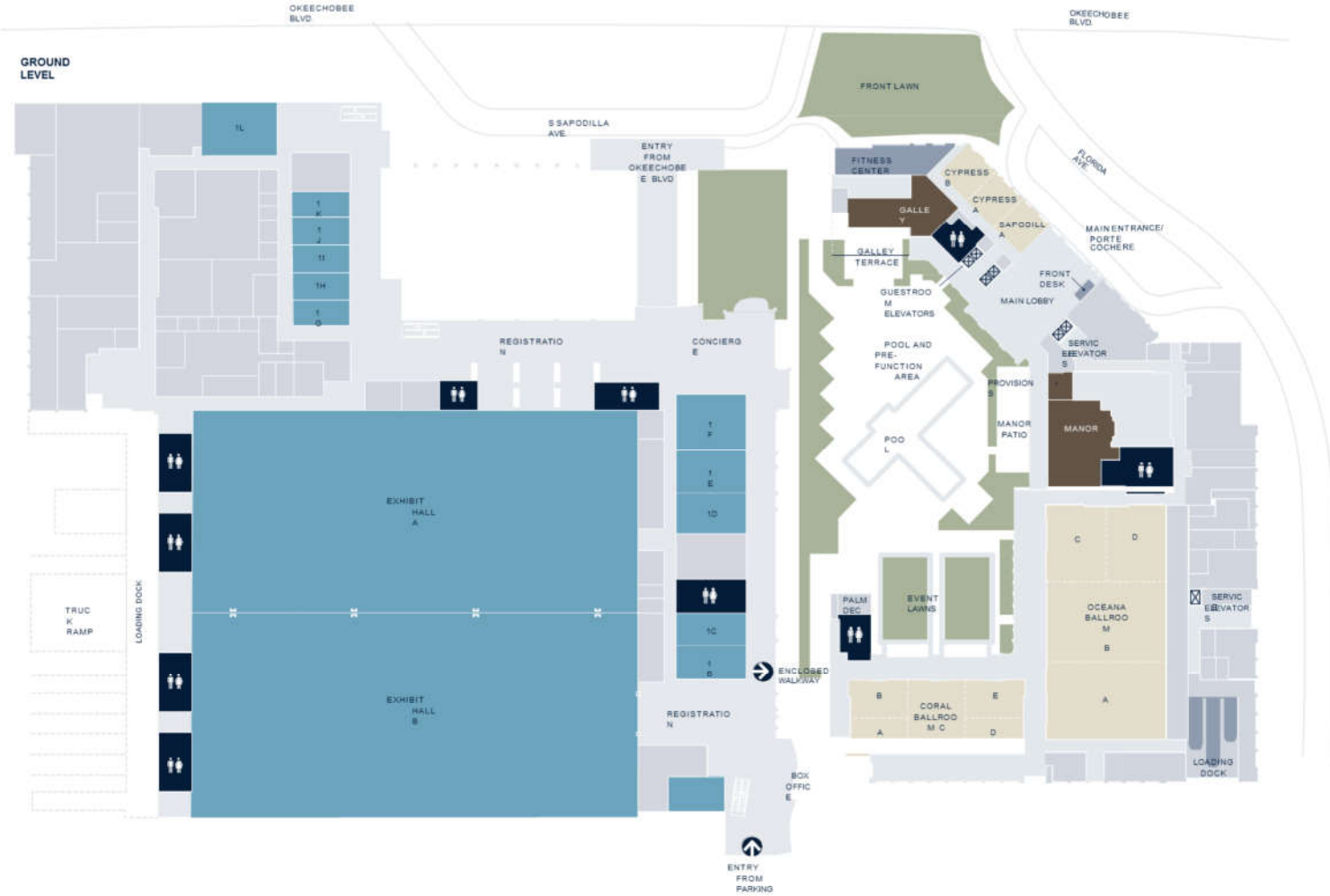
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The County of Palm Beach and Global Spectrum, LP, and their officers, agents, directors and employees are additional insured. The policy is primary and non-contributory to any insurance maintained by the Operator and additional insured.

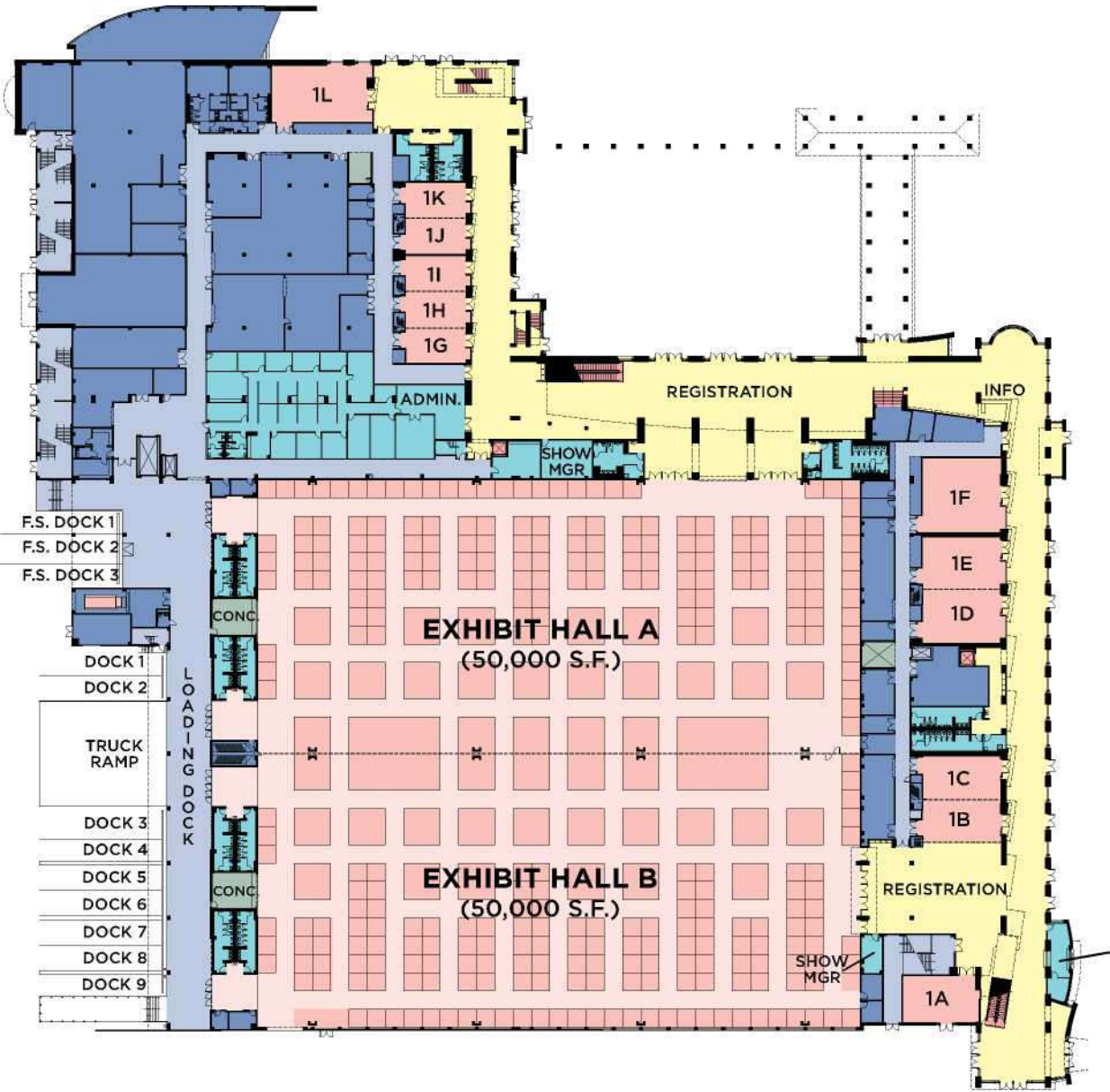
CERTIFICATE HOLDER	CANCELLATION
IFAE060	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
Global Spectrum, LP 650 Okeechobee Boulevard West Palm Beach, FL 33401	AUTHORIZED REPRESENTATIVE

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PALM BEACH COUNTY CONVENTION CENTER & HILTON WEST PALM BEACH



# Convention Center First Floor



- Prefunction/Concourse space
- Exhibit Hall, Ballroom, Meeting Rooms
- First Floor Lower Concourse and Registration
- Back of House areas
- Loading Dock and Service Hallways

## Insurance

### Insurance Requirements

All events including food and beverage events require insurance. Customers must provide the PBCCC with a Certificate of Insurance at least forty-five (30) days prior to the date of initial occupancy.

The Certificate of Insurance shall be endorsed to Palm Beach County, Spectra Venue Management, its officers, agents, directors and employees as Additional Insured as to all Commercial General Liability, Commercial Automobile Liability, and Umbrella Liability insurance coverage provided under such policy or policies, and further agrees that such insurance as is designated hereunder shall be written for not less than the following limits of liability:

PBCCC users further agree to have and maintain in full force and effect during its occupancy a policy or policies of worker's compensation and employers' liability insurance which provide it with complete coverage and protection from and against claims, actions or lawsuits brought under or pursuant to worker's compensation, employer's liability or other employee benefit acts, including actions brought by volunteers of the Licensee. Such insurance shall be in the amounts required by statutory worker's compensation requirements and employer's liability limits of \$500,000 each accident, \$500,000 disease limit and \$500,000 disease limit for each employee or volunteer. If the client uses volunteers in conjunction with its use of the PBCCC, such policy or policies of insurance shall specifically cover and include volunteers of the client.

Events considered as "hazardous activity," such as motorcycle races, monster truck events, or events using pyrotechnics are required to submit a Safety Plan for review by the facility. For further information of Insurance, consult the Sales or Event Management Department. A sample certificate of insurance is provided on the next page for your reference.

# Convention Center Second Floor

## Insurance and Order Forms

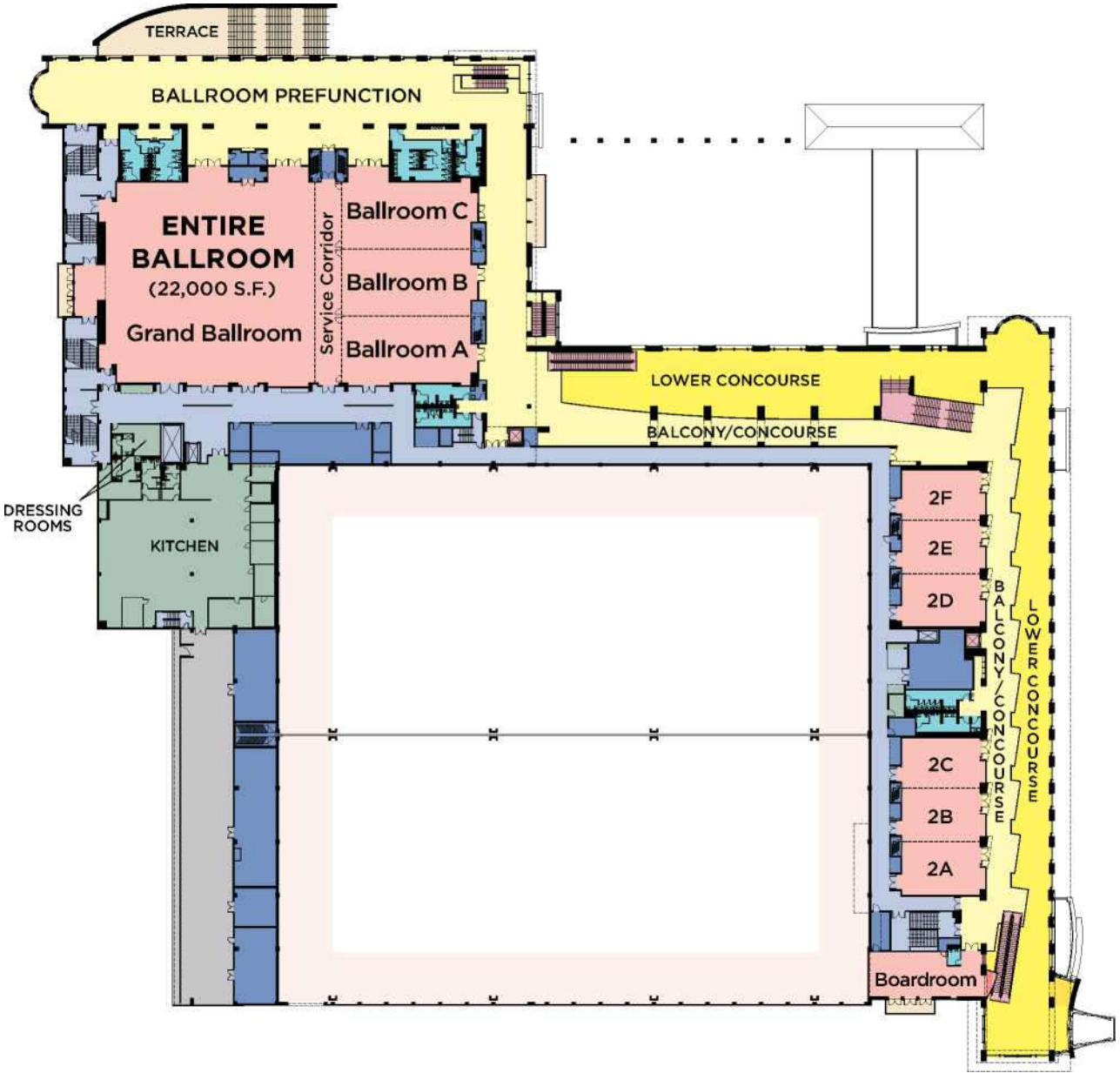


Exhibit Hall	100,000
Entire Ballroom	22,000
Meeting Rooms	48,000
Lobby/Prefunction	150,000

# General Information

## The Ultimate Meeting Destination

With 46 miles of Atlantic Ocean beaches to the east, West Palm Beach is located along the coast of South Florida. Situated in the heart of downtown West Palm Beach, the Palm Beach County Convention Center is ideally located within walking distance of unique neighborhoods, various dining shopping and entertainment options including the quaint downtown waterfront marina. Palm Beach County is also home to various unique attractions and cultural experiences for the whole family. With Florida's only drive through Safari with over 900 animals with a walk-through amusement park to world-renowned museums, performing art center and cultural attractions, we make it easy to come for the convention and stay for your vacation.



# West Palm Beach Hotels



## PLACES TO STAY & DISTANCE TO CONVENTION CENTER

<b>A</b> Hilton West Palm Beach • Connected	<b>G</b> Hampton Inn West Palm Beach • 1.35 Miles	<b>M</b> Ramada West Palm Beach • 2.59 Miles
<b>B</b> West Palm Beach Marriott • 0.41 Miles	<b>H</b> Courtyard West Palm Beach Airport • 1.63 Miles	<b>N</b> Hawthorn Suites West Palm Beach • 2.73 Miles
<b>C</b> Hyatt Place West Palm Beach • 0.45 Miles	<b>I</b> Holiday Inn Palm Beach Airport • 1.69 Miles	<b>O</b> Best Western Palm Beach Lakes • 2.82 Miles
<b>D</b> Residence Inn West Palm Beach • 0.47 Miles	<b>J</b> Stay Inn Palm Beach Airport • 1.77 Miles	<b>P</b> The Breakers Palm Beach • 2.2
<b>E</b> DoubleTree West Palm Beach Airport • 1.09 Miles	<b>K</b> Embassy Suites West Palm Beach • 1.78 Miles	<b>Q</b> The Brazilian Court Hotel • 1.4
<b>F</b> Hilton Garden Inn West Palm Beach Airport • 1.33 Miles	<b>L</b> Hilton Palm Beach Airport • 2.43 Miles	<b>R</b> The Chesterfield Palm Beach • 1.3 Miles
		<b>S</b> The Colony Hotel Palm Beach • 1.8 Miles



## General Information

To host the best events, it takes the best team of people and the perfect venue providing the ultimate in service and food. Our award-winning chef and state-of-the-art technology provides every guest with the most in attending an event.

At-A-Glance

Contracted Space

Decorators

Freight

ADA

Animals

Decorations

# General Information

## Contracted Space Parameters

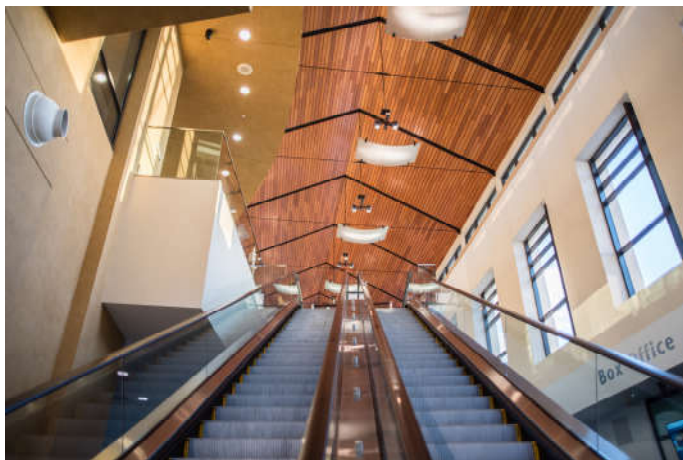
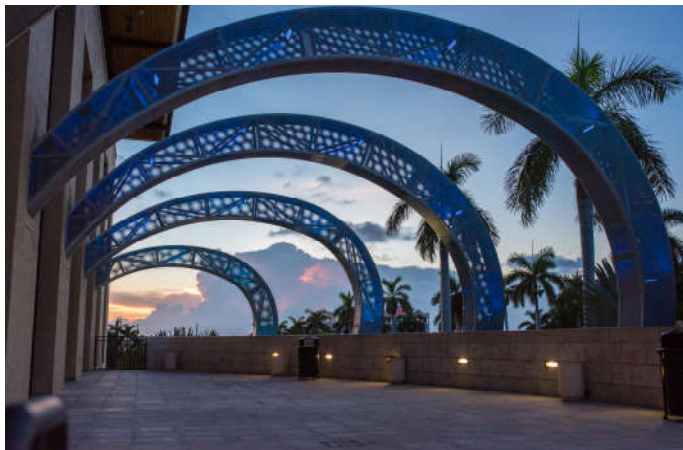
No event related equipment, freight, decorations, or miscellaneous items will be accepted prior to the commencement of the Licensee's contract. Licensee or Licensee's Contractor must handle shipping and receiving of any and all freight to the Palm Beach County Convention Center. In addition, the aforementioned items must be removed from the premises at the expiration of the Licensee's contract. Please note that the Palm Beach County Convention Center has no storage facilities and is unable to accept any goods shipped to the facility for Show Management or any exhibiting company. Items left beyond the contracted time will be disposed of at the discretion of the facility.

## Decorators/Contractors

The Palm Beach County Convention Center does not have exclusive services for decorators. If you have a decorator or service contractor you would like to provide, please discuss with your event manager. We do have a list of local decorators we work with regularly to assist with your needs as well.

## Freight

The Palm Beach County Convention Center will not accept freight shipments of any kind and is not responsible for lost or misplaced freight. All shipments sent directly to the Palm Beach County Convention Center on a move-in day for an exhibit hall show must be routed to the attention of the decorator or show management. Shipments of materials to be used in meeting rooms or the ballrooms should be sent to the loading dock to arrive no more than the day prior to your event. If a longer period is required for shipping, please consult with your event manager. A representative must be present to receive all shipments. Elevator Operator/Security post is a mandatory post during all shipping and receiving.



West Palm Beach is one of the top cities in Florida for hosting meetings and events. Our city boasts an average of 70 degree weather all year round, bordered by miles of pristine white sand beaches, first-class dining options, world famous shopping as well as, distinguished attractions and cultural institutions. As one of the three largest cities making up the South Florida region and the central city of Palm Beach County, West Palm Beach is a vibrant, growing, waterfront city that offers the business advantages available in the region, combined with a more refined and relaxed environment for living and working.





## Americans with Disabilities Act

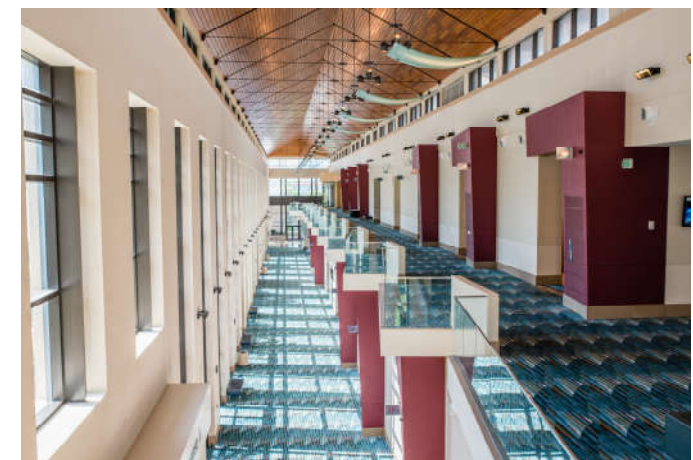
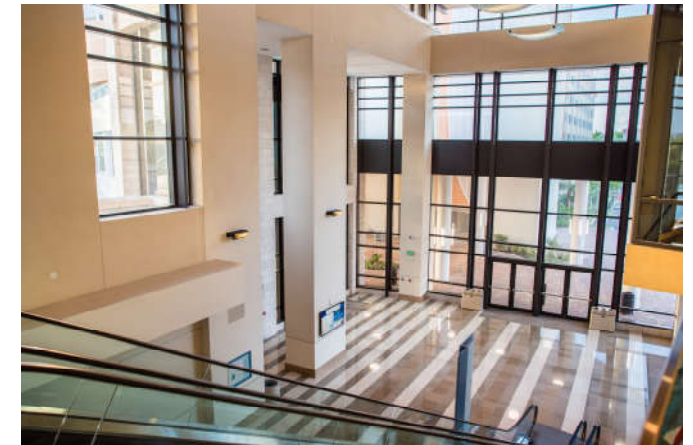
The Palm Beach County Convention Center makes every effort to accommodate patrons with disabilities and to adhere to all requirements of the Americans with Disabilities Act of 2010. Our staff will happily work with you to assist patrons and to address any questions or issues that arise.

## Animals

For the safety and comfort of all our visitors, animals are not permitted in the PBCCC except in conjunction with an approved exhibit or a display or performance that requires the use of an animal. Guide, signal, or service animals (as defined by Law) are allowed in the PBCCC. Customers are responsible for obtaining all appropriate permits in the case of approved animals and are responsible for the sanitary needs for those animals.

## Decorations

Prior written approval is required for the use of glitter or confetti within the PBCCC facility. The use of helium balloons and smoke or fog machines are not permitted. Please note that if any such decorations are used, additional cleaning charges may be assessed. Affixing or taping materials to the walls is strictly prohibited.





# Building Services

## Getting Around

The public transportation system includes Molly's Trolleys, Palm Tran, Tri-Rail, and our newest addition high speed train, "All Aboard Florida" which connects riders from Orlando to Miami with stops in West Palm Beach and Fort Lauderdale.

### Molly's Trolley

Molly's Trolleys is a trolley transportation company which specializes in group events from corporate and convention delegates, to family reunions, weddings, festivals and other special events. Their vehicles are elegant, charming, immaculate, and reminiscent of 1920's style trolleys. Services are free from CityPlace to the downtown area 7 days a week.

### All Aboard Florida

An intercity high speed passenger rail will provide passengers from Miami, Fort Lauderdale, West Palm Beach, and Orlando, a high quality experience, fast, affordable, and environmentally sustainable method of transportation within Florida. This rail service will provide a viable transportation alternative to congested highways and airport terminals.

### Car Rentals

All car rental agencies are located inside or on the outer perimeter of the Palm Beach International Airport on the ground level. Car rental shuttles operate regularly and pick up passengers outside of baggage claim. Car rental information is available at the convention center's Concierge Desk.

### Charter Busses

Several bus companies offer charter services for both corporate and convention groups. Services include everything from local sightseeing tours, hotel transports and full or half day trips.

### Tri-Rail

Tri-Rail provides rail service between West Palm Beach and Miami with stops at several locations in between. A Palm Tran shuttle is available to transport passengers to/from the station to the Palm Beach International Airport.

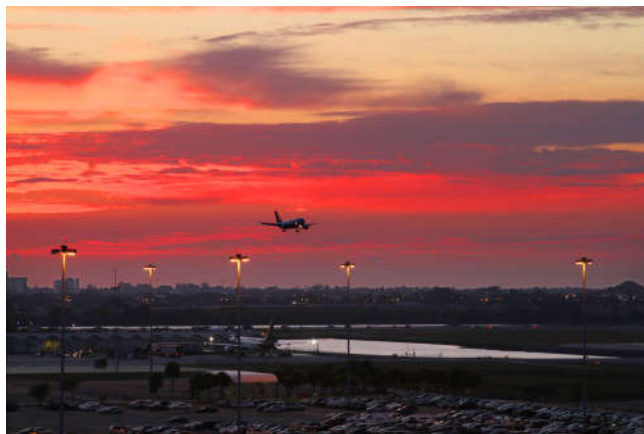
### Taxis

Taxi, sedan, van, limousine and shared-ride services are available at the ground transportation desks conveniently located on the East and West ends of the terminal, level one, baggage claim. No reservations are required for arriving passengers. Fares from the airport to convention center and downtown hotels are based on trip and average around \$10.



## Getting Here

Whether attendees are flying or driving to West Palm Beach, getting around is simple. The Palm Beach International Airport is located just three miles from the heart of downtown and 10 minutes from the convention center. Palm Beach International Airport has approximately 160 daily flights on 12 airlines offering non-stop service to more than 25 destinations, with connecting service to destinations throughout the world.



### Lost and Found

Located on Level Two, Main Terminal. To report a lost item, fill out the form here. Office hours 8:30am-4:30pm Monday-Friday.

### Free Wi-Fi & Charging Stations

Enjoy FREE Wi-Fi high speed internet access throughout the entire airport and the cell phone waiting lot. Charging stations located in Concourses B and C.

### Pet Relief Areas

Two pet relief areas can be found outside the secure area, on the East and West ends of the terminal, outdoors on Level One (Baggage Claim Level). Both areas are fenced, shaded and provide a nice wood chip and grassy area for traveling pets to run, romp and find relief before or after their flight. Complimentary waste bags are available.

### Private Nursing Suites for Traveling Mothers

Private suites located in Concourse B, at gate B1 and Concourse C, at gate C1.

### Kid Friendly

Climb and play in the play area next to KidsZoo on Level Two in the Main Terminal. In most of our News & Gift shops, unscented baby wipes, Huggies diapers, Children's Liquid Advil and Children's Claritin are available for purchase.

### Comfort Zone Spa

Our full service Salon and Spa located on Level Two in the Main Terminal, offers Swedish, deep tissue, seated and foot massage, manicures and pedicures. You will also find a beautiful selection of jewelry, beachwear, readers and makeup.

### The Gallery: Local Artists

Level Two in the Main Terminal, local art pieces are on display in The Gallery. Love what you see? The local art pieces on display are available for sale! Use **#PBILOVESART** on Twitter and Facebook to connect with PBI and our local artists.

### Putting Green

For \$3.20, try for an Ace in our 8 hole putting green and keep your ball for nostalgia. Located next to Sam Sneads on Level Two.



## Building Services

When it comes to servicing our guests, we want your experience to be seamless. We'll take care of the details so you can stay focused on your event. Our goal is to ensure each and every guest walks away with the best possible experience while attending your event.

### Available Building Services

Spectra Venue Management

Spectra Food Service

Audio Visual - PSAV

Rigging

ATM Machines

Public Phones

Staff Services

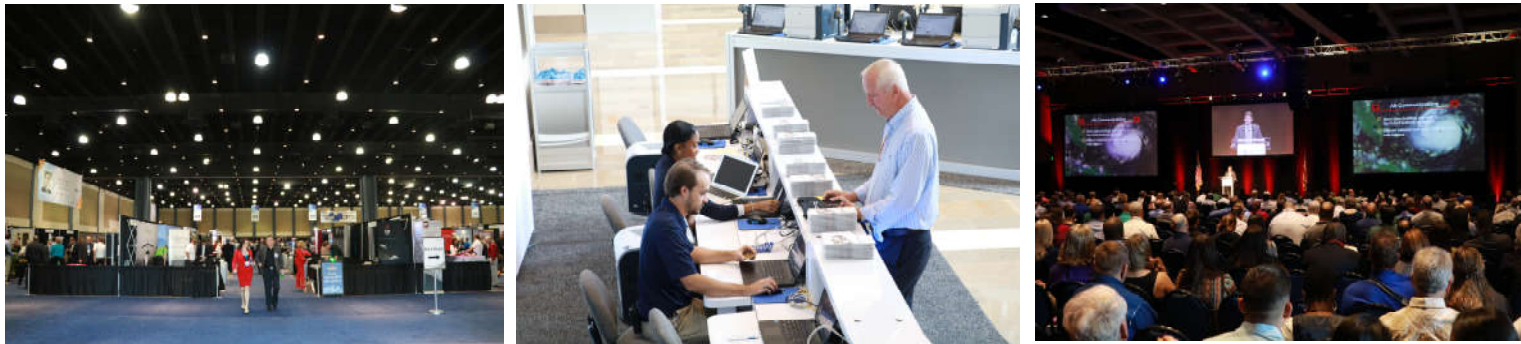
Equipment Rentals

Parking

Security



The management and staff at the Palm Beach County Convention Center is led by the most knowledgeable and experienced professionals in the venue management industry. One key element that really sets us apart is the vast resources we make available to our clients. Through Comcast-Spectacor companies, Spectra is unique in its ability to offer clients synergistic management opportunities in the areas of food and beverages services, ticketing, and commercial rights marketing services. This provides the ability to maximize revenue and attract greater numbers of attendees at the venues Spectra manages. Today, our company's client roster includes over 100 venues in cities worldwide.



Spectra Food Services is our exclusive on-site provider for all food and beverage including catering, concessions and booth services. Spectra Food Service is the biggest name in upscale catering with 25 convention and exposition centers throughout North America. Many are consistently ranked among the top in their region. Our managers have hosted successful food and entertainment experiences for the “Who’s Who” of major conventions including; serving our President, as well as Fortune 500 companies like Procter and Gamble and John Deere. Spectra serves thousands of guests daily, reaching satisfaction levels that are the envy of the industry.



## Parking Garage

Onsite vehicle parking is available at the convention center’s parking garage, located at the southeast side of the building. You can access the garage directly by entering Rosemary Avenue south. Directly across the street at CityPlace, there is additional paid parking available.





PSAV is our in-house audio visual provider. Today, audio visual support is no longer simply a microphone and a flipchart. It now includes computer interfaces, high-definition imaging, rigging, power distribution, component video, special effects, concert sound and lighting, HSIA, virtual meetings, plus all the traditional basic equipment. Our focus is on delivering innovative technology, combined with legendary customer service to ensure your satisfaction and that of your attendees.



# Building Services

## Sales Manager

Upon your initial communication with the Palm Beach County Convention Center, a Sales Manager will be assigned to your event. The Sales Manager will assist you in finding available dates at the facility as well as draft and execute a license agreement. Sales managers act as your preliminary contact regarding our facility rentals, policies, services, and event costs.

## Event Manager

Following the execution of your license agreement, an Event Manager will be assigned to your event. The Event Manager will be your primary contact with the Palm Beach County Convention Center throughout the event process, from early planning stages to final bill statement. Your Event Manager will assist in planning the logistics of your event, advise you of affiliated event costs, help coordinate room set-up, and be on-site contact throughout your entire event. Event Managers have complete decision-making authority regarding our facility, staff, and equipment, and are committed to ensuring the success of your event implementing these resources. Please forward any draft material to your Event Manager for review and suggested changes. The Director of Event Services must approve your initial exhibit floor plan and/or staging diagrams prior to sale of tickets, booth rentals, or similar actions. Once the floor plan is approved by your event manager, it is sent directly to the Fire Marshal for final approval. We recommend adding your Event Manager to any event related mailings in order to enable them to monitor items relating to the Palm Beach County Convention Center and your event.

## Housekeeping Services

Our staff provides exhibit hall trash removal as well as, lobby and restroom maintenance during exhibit show hours, with one cleaning after show hours at a time scheduled with your Event Manager. This does not include booth cleaning, show offices, or aisle carpeting. If more frequent or extensive cleaning is desired, consult your Event Manager about services and rates.



## Food and Beverage Services

Spectra Food Service is the exclusive caterer for the Palm Beach County Convention Center. Services include anything from quality concessions to elegant hors d'oeuvres and full course banquet meals. The Palm Beach County Convention Center reserves the right to prohibit any outside food and beverage service, sales or distribution without the written consent of the facility prior to the event. To inquire about food and beverage services and menu options, contact Spectra Food Service at 561.366.3000.

## Water Service

Upon request, complimentary bottled water is provided for your head table and podium. Please arrange this service with your Catering Manager. Water coolers, water stations and pitchers of ice water for attendees in meeting rooms, exhibit halls, or ballrooms are available for an additional charge.

## Electricity, Gas, Water, Air

Spectra Food Service's main sustainability program goals when transitioning to a new facility is to reduce our portion of gas, electric, and water consumption by 15% over two years, and to improve indoor air quality.

## Food & Beverage

It is our goal when we take over operations that 20% of our food and beverage purchases be "sustainable" within two years. We source products locally (250 miles or less), provide healthy options (low fat, trans fat free, low cholesterol, low carb, gluten free, vegetarian, vegan), and prefer sustainable criteria (organic, seasonal, fair trade, sustainably harvested, natural, rainforest Alliance Certified, Marine Stewardship Council Certified, Monterey Bay Aquarium approved, biodynamic, cage-free, free range, vegetarian fed, no GMO, rBGH free, non-pasteurized, non-processed).

## Waste Management

It is our goal to reduce the amount waste going to landfills by 20% over the first two years. We facilitate recycling, composting, find local companies to refine used cooking oil into biodiesel, and seek vendors that take back used equipment to be refurbished, not scrapped.

## Transportation

We highly encourages the use of public transportation for both hourly and salaried staff. We will work with local transit organizations to provide subsidized monthly transit passes as a benefit to our employees.

## Supply Chain

It is extremely important to us that we support the local economy and the local agriculture systems. Whenever possible, purchases of products that are grown, manufactured or otherwise produced within a 250 mile radius of the final point of service are used.

## Green Tier Level Menu Selection

We offer local and sustainable products in all menu choices as well as, Green Tier menus that consist of up to 90% sustainable food and beverage content.



## Menu Descriptors & Printed Materials

Guests respond well when we explain they are eating local, healthy, or sustainable food products. Spectra Food Service indicates this on many of our menus.

## Office

Our Sustainably Preferable Purchasing Policy requires that we source products that are reusable, refillable or easily recyclable, contain low or no toxic ingredients, and contain 30% or higher recycled content whenever possible.

## Uniforms

Whenever possible we purchase uniforms that are made from sustainable materials like bamboo, organic cotton, or recycled plastic, and are colored using low or non-toxic dyes.

## Cleaners

Except where previous contracts exist, Spectra sources cleaners that are Green Seal certified, are biodegradable, and have little to no dangerous fumes.

## Sustainability Organizations/Groups

Key staff members at each Spectra facility become active members of organizations designed to share knowledge and news, working together on projects that improve the overall sustainability of the venue.

## Community Groups/Intern Program

Spectra support food donation programs such as Meals on Wheels, food banks, and events that help feed the homeless and underprivileged. We also work with local universities and culinary programs to create internships and potential job opportunities.

# Green Meetings

Environmental sustainability is becoming more and more important in the lives of every human being and the operation of every business. Comcast-Spectacor and Spectra are committed to raising awareness and taking action to make its facilities throughout the world more environmentally friendly with a company-wide, comprehensive campaign called "Step Up." At every Spectra-managed venue, the company is dedicated to reducing its environmental impact by saving energy, reducing, reusing, and recycling. As the Operator for the Palm Beach County Convention Center, Spectra's corporate and local operation teams has implemented an extensive recycling program entitled STEP UP (*Spectra's Total Environmental Plan*). This plan has saved the building and Palm Beach County several thousand dollars in expense, while creating a healthier community in which to live, work, and play.

## Recycling and Waste Reduction

- We collect and recycle 91,000 lbs. (45½ tons) of all manner of paper, cardboard materials from events, offices and our kitchen, annually.
- We actively recycle glass, bottles and cans, plus cooking oils and grease, toner cartridges, batteries of all sizes and all spent lamps.
- Items are collected from all areas of the building and Kitchen, including Recycling Containers alongside trash vessels in all common areas.
- Our Housekeeping department uses Green Seal Certified cleaning products and Spectra Food Service donates all left-over food from event to local food banks.
- We use 5 gallon water coolers for all meeting rooms which are completely recyclable and refilled locally.

## Eliminate and Reduction

- Our Housekeeping department always uses biodegradable trash can liners.
- Spectra Food Service uses disposable service made from natural materials instead of plastic products.
- We have minimized our use of disposable plates and utensils and found it better to use/wash catering dinnerware, flatware and glassware.

## Water and Energy Conservation

- We utilize low-flow supplies on rest room fixtures reducing water and energy for hot water.
- We have motion activated faucets, soap dispensers, toilets and paper towels, to provide a clean experience for attendees and energy saving effort.
- HVAC systems are programmed to conserve energy based on event schedules to minimize usage during non-peak times.
- Non-essential items are turned off when space is not in use such as escalators, air conditioning, accent lighting and concourse monitors.
- Recent replacement of retail wash machines with a single commercial strength unit that consumes less energy with equal capacity.
- Engineering department installed occupancy sensor lighting controls in rooms to ensure lights are not left on when vacant.
- Lighting controls for large arrays of fixtures have been reprogrammed to be able to operate at ½ light during evening or early hours saving usage and expense.
- Lighting control systems have been moved and are now controlled by our Security Office, in an effort to reduce potential wasted energy in vacated areas.

## Equipment Rental

All meeting room rentals include initial set-up and tear down, Five skirted 8' tables, one podium with wired microphone and standard permanent electrical power per room. Supplementary equipment or audio-visual service may be provided by the client or rented at prevailing rates through the PBCCC. Please note that alternate room set-ups or room set changes may incur additional equipment and labor charges, and that prices are subject to change without notice. For more information on equipment rental fees, consult your Sales or Event Manager for a cost estimate.

## Security

Security is a high priority of the Palm Beach County Convention Center and the management staff here is committed to working closely with city, county, state, and federal law enforcement as well as, public safety and emergency management officials in order to provide the safest environment possible. To ensure this safety, the PBCCC in-house public safety department reserves final rights to admit access of any personnel into the facility. We provide 24-hour fire watch and building security. Security for the interior of the licensed space is the responsibility of the Licensee. Security firms or individual security guards used in the PBCCC must be licensed by the state of Florida, show proof of appropriate insurance, and be approved by the Public Safety Manager. Thirty day advanced notice of their use is required to insure these requirements are met.

## Concierge

Our experienced concierge team offers a variety of services to assist every guest including, but not limited to making restaurant reservations, catching a taxi to the airport or assisting with directions to a meeting space.

## Wi-Fi

We offer complimentary Wi-Fi to all guests throughout the entire building including all meeting rooms, Ballroom and exhibit hall allowing the convenience to everyone to check their email or browse the internet.

# Building Services

## ATM

Two permanent ATM machine is conveniently located in our southeast entry way.

## Public Telephones

Telephones are located throughout the convention center for free local phone calls.

## Rigging

Rigging is an exclusive service provided by the PBC Convention Center. Rebekah's Dreams Entertainment and Production Services has been a partner of the PBCCC for over 10 years and specializes in event and production management, coordination, rentals, sales and services for conventions, tradeshow and conferences. They will coordinate all production and rigging needs. All Rigging schedules should be discussed and coordinated with your event manager prior to your first move-in date.

## Parking

The Palm Beach County Convention Center operates a paid parking garage on the premises with approximately 2,500 premium spaces. Once a signed license agreement is received, designated event contact will be eligible for up to two (2) parking passes valid for complimentary parking during move-in, show, and move-out days. No trailers, box trucks, freight or large vehicles will be permitted to park in the parking garage overnight or after load in hours are complete. Vehicles will be towed at the owner's expense.

## Valet Parking

Valet service is available for all events at the Palm Beach County Convention Center. Please consult your Event Manager for further information regarding valet services for your event; a 21 day minimum advance notice is required. Management and labor fees will apply.

# Security & Fire Safety



Please contact our Marketing Department for our full guide on Branding Opportunities.

[Marketing@pbconventioncenter.com](mailto:Marketing@pbconventioncenter.com)

561-366-3017

# Branding



All set-up, ordering, design, delivery, pick-up, application and removal of any mentioned branding opportunity is the responsibility of the contracting/Licensed party.

All branding must be directly affiliated with the primary nature of the event and/or line of business. Any sponsorships not affiliated with the event will incur an additional \$500.00 fee payable to the PBCCC. (e.g. Restaurant sponsorship for an Aviation event)

A fee of \$250.00 per selected option for branding will be paid directly to the Palm Beach County Convention Center.

Branding areas are limited to contracted meeting spaces only.

For LCD TV's, there will be a \$250.00 fee per ad submitted, for rotation (including static or 15 second video, no sound available).

All "Cling" options must be approved by the PBCCC management prior to ordering to ensure sticky material is of sufficient use on floors, poles, walls and windows.

Any sticky residue left on floors, poles, walls and windows, will incur an additional cleaning fee.

All options which include rigging will incur additional contractor fees. (2 man minimum, 4 hour minimum for install and 4 hour minimum for dismantle at \$100.00 per hour.).

Aisle Signage – Basic numbered aisle signs or hung vendor signage will not incur additional fees.

All Gobos are produced by PSAV and will incur additional fees for production per branded image.

Bike rack is \$25.00 per rack.

Outdoor displays are limited and allocated space will be determined by the PBCCC management.

All displays must meet City/County permitting parameters and height restrictions.

No display will obstruct any doors, emergency exits or general traffic areas.

No inappropriate language, photos or gestures are permitted to be displayed in public areas.



## Public Safety

Public Safety is our number one priority and we are here to ensure all are safe to enjoy their experience and time in Palm Beach County.

### Security & Fire Safety At-A-Glance

Security Personnel

Security Staff

Loading Dock

Fire Safety & Code

Hazardous Materials

HVAC

Floor Plans

Cooking Demos

# Security

## Security Personnel

PBCCC is the exclusive provider of security services for elevator operators, dock management, badge checkers, ushers, VIP escorts and traffic control personnel for the Convention Center. All security personnel will be scheduled directly through your Event Manager. For further information on general security or contracting with an outside security firm, please contact the Events department at 561-366-3011.

All events held within the PBCCC shall be required to have security personnel for the following positions:

**Elevator Operators:** Some events may require the use of a freight elevator to move equipment or exhibits to the second floor meeting rooms or Ballroom. An elevator operator is required for any move-in or move-out that requires the use of a freight elevator (4-hour minimum requirement).

**Dock Manager:** For all exhibit hall events, a dock manager is required for ALL move-in and move-out days (4-hour minimum requirement). The loading dock is located behind the exhibit hall. The dock manager is responsible for handling all traffic in this area in order to alleviate congestion for the move-in or move-out of a tradeshow, exhibition or similar event. When appropriate, the supervisor shall coordinate with the North & South gate Supervisors as well as the client's marshaling guard regarding dock availability and available space on the loading dock.

**North/South Gate Guards:** The North/South gate supervisor shall primarily be responsible for overseeing the orderly flow of traffic in and out of the loading dock and keeping the dock area clear of parked vehicles and/or unauthorized vehicles. In addition, the gate supervisor shall be responsible for preventing vehicles from blocking access to loading dock ramps and for supervising the dock bays. Show management should schedule and budget for all the expenses associated with a north & south gate supervisor for all move-in and move-out hours.



If, however, there is more than one event moving in or out of the PBCCC within the same time period, the PBCCC shall make every effort to split the billing for the dock management and gate control staff. See your Event manager for more details. Show management should schedule and budget for all the expenses associated with a dock/traffic supervisor for all move-in and move-out hours.

If outside security is required, the PBCCC management requires that a pre-qualified security firm be contracted directly through the PBCCC events department to provide required event security. Additionally, a representative of the considered security firm shall contact the PBCCC assigned Event Coordinator at least sixty (60) days prior to the event's first scheduled move-in date. Please note, a security firm must meet all requirements thirty (30) days prior to the event's first scheduled move-in date or they will not be permitted to provide any services.

## Armed Security

The PBCCC retains the exclusive right to schedule West Palm Beach Extra Duty Police Service (4-hour minimum requirement) as needed based on the nature of the event. No other armed security personnel is permitted within the PBC Convention Center.

*The PBCCC reserves the right to change or modify this policy as necessary in the interest of safety, security and the orderly operation of our facility.*

# Marketing Services

Our in-house Marketing Manager will assist with promoting your event to our local community and social media enthusiasts. Our connections with the local media and community partners will help you increase your presence and help drive attendance to our beautiful destination.



Additional enhanced opportunities are available at prevailing rates. For additional information about our services, please contact our Marketing Manager at (561) 366-3017 or [Marketing@pbconventioncenter.com](mailto:Marketing@pbconventioncenter.com).

## Branding

There are several branding opportunities to take advantage of throughout the PBCCC to enhance your program. Contact our marketing service team for Branding Guide outlining specifics and affiliated costs.

## Press Release Distribution

Our Marketing Manager will assist in developing a press release for your event or will distribute yours to our local media contacts at the Palm Beach Post, the Sun-Sentinel, the Palm Beach Daily News, WPBF Ch. 25, WPEC Ch. 12 and WPTV Ch. 5, among others.

## Website

Your event will be listed on the Palm Beach County Convention Center's website as soon as it becomes definite at [www.pbconventioncenter.com](http://www.pbconventioncenter.com).

## Marquee

Your event will be listed on the Palm Beach County Convention Center's outdoor marquee on Okeechobee Boulevard one week prior to your event. The marquee's prime location on one of the main entrances into downtown which generates more than 75,000 viewable impressions per day.

## Plasma TV Advertising

A complimentary rotating ad will run one week prior on all the plasma TVs in the PBCCC.

## Community Partners

We will reach out to our community partners to ask for their assistance in promoting your event.

## Social Media

Your event may be promoted through our social media outlets such as Twitter, Instagram and Facebook. In addition, we can promote ticket giveaways along with registration information to help build anticipation for your event.



# Convention Services

As destination specialists, our convention services team is well-connected to our community resources. From site visits to promoting attendance, they are here to help with all your destination planning needs.



## Event Management

Following the execution of your license agreement, an Event Manager will be assigned to your event. This Event Manager will be your chief liaison with the Palm Beach County Convention Center throughout the event process, from early planning stages to final billing and settlement. Your Event Manager will assist in planning the logistics of your event, advise you of the costs, help coordinate food and beverage service, and be on site throughout your entire event. Our Event Managers have complete decision-making authority regarding our facility, staff, and equipment, and they are committed to ensuring the success of your event implementing these resources.

## Free Wi-Fi

Save your data usage and log on to our building wide internet access that enables your attendees to surf the web at no additional cost to you or them.

## Site Visits

Prior to your event, your sales manager will connect you with your on-site Event Manager and our entire convention center team. They will also guide you to, local off-site event venues and restaurants. Customized site visits can be arranged for you, assisting in making your offsite planning simple.

## Menu Tastings

Our food service team is here to make sure you select the right menu for your guests. A food sampling may be coordinated with your food service team member to assist you with making the best choices for your attendees.

## Concierge Services

Once onsite, attendees can visit our center’s concierge desk, located in our main lobby. Our experienced concierge staff will provide attendees with dining referrals and reservations, destination information, maps, directions, shopping discount coupons, area attractions and tour information. Call 561-366-3058 to coordinate concierge services for your event.

## Loading Dock

The Palm Beach County Convention Center has an “open loading dock” policy, which means the center imposes no restrictions on exhibitor’s ability to load, unload, move-in, move-out, set-up, and strike their own exhibits. However, shows that have contracted with a decorator are bound by the terms of that contract, and it is show management’s responsibility to inform exhibitors accordingly. In addition, there may be certain instances where the use of Palm Beach County Convention Center labor is required for loading dock procedures where additional labor charges may be incurred;

- During move-in and move-out, the loading dock area is extremely active; therefore we have specific policies in place in order to ensure your safety and the safety of your exhibitors. The Dock Manager is responsible for enforcing these policies. During move-in and move-out, a clear aisle of at least 10’ must be maintained at all times on the loading dock.
- Extra propane tanks may not be stored in the loading dock area. A propane storage cage on the west wall of the dock area has been set aside specifically for contractor propane storage. Please provide your own lock for this cage.
- Personally Operated Vehicles (POV) will be given 30 minutes maximum to unload and then move their vehicles so that all can have the opportunity to unload in the dock area. POV’s left in the dock area for long periods of time will be subject to towing at the owners expense.
- Absolutely NO CONSTRUCTION of exhibits or exhibit material is permitted on the loading dock. If your show includes a construction element, please set aside one of your assigned dock bays for this activity.

During move-in, move-out, and the duration of your show, emergency doors and vestibules must be kept clear at all times. Emergency exit vestibules are not storage areas.

# Security

## Loading Dock Rules

- Prior to show opening, the dock area must be cleared of all crates and exhibit materials. These items should be placed back on trailers. Acceptable items that may be left neatly in the dock area include extra tables, chairs or equipment that may be requested from exhibitors once the show starts.
- PBCCC Management reserves the right to hold the opening of the show if the dock area and emergency exits are not clean and clear prior to the show opening. Empty crates are not permitted on or outside docks, and all empty crates must be placed back on trucks.

Forklifts left after a show must be removed by 8:00 a.m. the following morning.

During an event, forklifts may be left inside the dock when not in use if they do not block aisles or exits. Propane forklifts may be left in the facility if the tank is removed and stored outdoors in designated area.

No decorator equipment "boneyards" are permitted on docks. If show has rented space for boneyards, a twenty foot (20') aisle must be kept clear at all times. Gasoline or propane may not be stored inside the building or in trucks parked adjacent to the facility. Any gasoline not stored in a UL approved fire rated cabinet must be stored a minimum of twenty feet (20') from the building at all times.

Full or empty spare propane tanks may not be stored anywhere inside the facility. All propane must be stored OUTSIDE in secured areas. Locations must be discussed with your event manager

Trailers must stay within assigned dock areas AT ALL TIMES.

# Fire Safety & Code

No pyrotechnics are permitted in the PBCCC at any time. The provisions of the Florida Fire Prevention Code 2008 edition, or subsequent editions adopted by state law used by local fire officials has been established as a standard for review of occupancies and events in the Palm Beach County Convention Center. The information contained in the following outline is a summary of relevant provisions contained in these Codes as well as standard operating procedures established in cooperation with the Fire Marshal of the City of West Palm Beach.

- All bunting, curtains, draping, and decorations of any kind must be constructed of flameproof material, or treated with an approved flame proofing solution and made of non-combustible material. Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.
- All exits, hallways, and aisles are to be kept clear and unobstructed at all times. No curtains, drapes, or decorations shall be hung in such a manner as to cover any exit signs.
- A 20 foot roadway shall be maintained for fire equipment access to all parts of the building at all times. No vehicles shall be parked in fire lanes outside the PBCCC.
- No part of a stairway (either interior or exterior), hallway, corridor, vestibule, balcony, or bridge leading to a stairway or exit shall be used in a manner that will obstruct its use as an exit or that will present a hazardous condition. No storage within or under stairways is permitted
- Storage of any kind is prohibited behind the back drapes or display walls or inside a display area. All cartons, crates, containers, and packing materials that are necessary for re-packing shall be removed from the show floor. The PBCCC inspects all exhibits to ensure compliance.
- Crates, packing materials, wooden boxes, and other combustible materials may not be stored in the PBCCC. Items such as brochures, literature, giveaways, and other such items kept within booths of exhibits are limited to a one-day supply. Consideration will be given for the storage of crates outside the facility.
- All outside displays that are under the cover of the building roof or extension of the roof or porch area shall be governed by the same rules of as inside display.
- 
- No exit doors shall be locked, bolted, or otherwise fastened or obstructed at any time the PBCCC is open to the public. Moreover, it shall be unlawful to obstruct or reduce passageway or other means of egress. Additionally, all required exits shall be located so as to be discernable and accessible with unobstructed access thereto.
- All wood chips and sawdust shavings shall be thoroughly treated with an approved flame-retardant product and shall be stored and maintained in a manner approved by the Fire Marshal. Hay and straw are not allowed in the PBCCC.
- Hay, straw, wood chips, and any other flammable material may be used for display purposes only if they are treated (fireproofed). Plastic must be placed on the floor before the material is used, and the material must be contained from spreading beyond the plastic area.
- Compressed air cylinders shall be used, handled, and stored in accordance with fire code requirements. The 2010 Uniform Fire Code is not applicable.
- Flammable gas storage tanks are not permitted in the PBCCC. If vehicles or equipment have such tanks (full or empty), they must be removed and placed outside the facility. Helium tanks and helium balloons are not permitted in the facility.
- Any event requiring the use of either flammable or non-flammable materials in storage tanks is required to have the tanks secured so they will not tip over. The PBCCC requires ABC fire extinguishers to be present in the area where storage tanks containing flammable materials are located.
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## Convention Services Marketing & Branding

As destination experts, our sales & marketing and event services teams have all the resources and local connections to help promote your event and assist with all of your planning needs.

### Convention Services, Marketing and Branding At-A-Glance

Convention Services

Marketing Opportunities

Branding

Discover the Palm Beaches

Destination Services

Hotels

Parking and Transportation

Palm Beach International Airport

Insurance

Exhibitor Order Forms

# Fire Safety & Code

## Convention Services, Marketing & Branding

- No unauthorized persons may alter, remove, deface, or tamper with any required fire safety equipment contained within the PBCCC, including the fire sprinkler system, the fire alarm system, emergency lights and exits signs, portable fire extinguishers, exit doors, and other related safety equipment.
- The Facility Public Safety Manager along with the PBCCC and the City of West Palm Beach Fire Marshal shall check egress of the facilities before it is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened, or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.
- The use of Liquefied Petroleum Gases (LPG) inside the building, tents, or other areas is strictly prohibited, except for demonstration purposes when approved by the City of West Palm Beach Fire Marshal. Maximum LPG allowed for exhibition purposes is a 16-oz. non-refillable cylinder, with a maximum of 24 containers stored in any one location. Please note that the storage location of all LPG must be first approved by the PBCCC.
- Any vehicle using flammable liquid petroleum products as a propellant, may not have more than 1/4 tank of such propellant in its storage tank. Storage tank caps must be locked or taped and the source of electrical supply must be rendered inoperable when in the facility (battery cables disconnected and ends taped). Exceptions may only be made with the written approval of the PBC Fire Marshal and PBC Fire Department.
- All standpipe and fire hose cabinets, hydrants and fire department connections shall be kept clear and unobstructed at all times.
- Nothing is permitted to block fire-fighting or other emergency equipment. This includes fire hose, extinguisher cabinets and fire pull boxes. Aisles and fire doors must be kept free for use.
- In accordance with National Fire Protection codes, open gas cans, gas, oil, propane, butane, helium or other gases may not be brought into the exhibit area. Open flames are not allowed. With advance approval by facility management, small propane cylinders, interchangeable on all propane appliances with a maximum net weight of 14oz. used for soldering purposes, are allowed. The PBCCC Facility Management must be notified in advance of their use. Any form of soldering shall have a fire extinguisher in the immediate area. At the conclusion of soldering the immediate area shall be supervised for an hour to for any development of smoke or flame.
- No person shall interfere with Fire Rescue Department when performing emergency and non-emergency functions at the PBCCC. All order issued by a member of the Fire Rescue Department shall be obeyed immediately.
- No overcrowding of any area of the PBCCC will be allowed; persons shall not be in excess of posted occupancy loads, nor can persons stand in aisles or block exits.
- The Fire Chief or Fire Marshal has the authority to require Fire Rescue personnel during certain events at the PBCCC.
- Electrical equipment and gas-operated equipment must be must be approved by the PBCCC.
- Any exhibit that produces fumes must receive prior written approval from Facility Management and the office of the Fire Marshal.
- Gasoline engines or motors may not run in any exhibit space after move-in. Any exceptions (for exhibits) must have the approval of the Fire Marshal, West Palm Beach Fire Department, and Facility Management.
- Cooking is not permitted on any carpeted area. For cooking in Exhibit Halls, please see Section FOOD & BEVERAGE.

# Fire Safety & Code

## Hazardous Material

The use of hazardous materials is not permitted without the written approval of the Palm Beach County Convention Center and the City of West Palm Beach Fire Marshal. These include, but are not limited to:

- Open Flames or Pyrotechnics
- Hot Coals
- Gasoline or Natural Gas Hook-ups
- Radioactive Material
- Flammable, combustible, toxic liquid, solid, or gas
- Compressed gas cylinders

Once approval is obtained, only a limited supply of the material to be used for demonstration will be allowed in the building. Excess fuel and cylinders must be properly stored outside of the exhibit hall, and all transferring of fuel must be done with safety cans. All compressed gas cylinders must be securely anchored. Aerosol cans and other products containing flammable or combustible ingredients are not permitted in the exhibit hall unless empty.

Demonstrations using hazardous materials must be approved at least fifteen days prior to the event. These include, but are not limited to, welding, brazing, laser cutting, LP gas cooking, and heater demonstrations. Plexiglas shields or other protections must be utilized wherever sparks may be emitted or injury to bystanders could occur. Demonstration events as described shall have a fire extinguisher in the immediate area. The area shall be supervised for 1 hour after the demonstration to observe any development of smoke and/or flame. Additionally, material specific fire extinguishers must be visible and supplied by the vendor.

## HVAC

House lighting, ventilation, heating and/or air conditioning of all rented spaces are provided by the Palm Beach County Convention Center for one hour prior to and during actual hours the event is open. Air conditioning during move-in, move-out, and non-show hours is available upon request at a cost; written request should be given to your Event Manager prior to the event. Work lighting will be provided in the exhibit halls during move-in and move-out.

## Floor Plan Approvals

All floor plans for exhibits must be submitted to the Palm Beach County Convention Center’s Event Services Department prior to the selling of exhibit space, or 180 days before the first move-in day, whichever is first. For each Floor Plan submittal, the City of West Palm Beach Fire Marshal charges a review fee of \$100.00 which will be added to your final invoice. Your service contractor or show management will need to provide three (3) copies of the exhibit floor plan, no smaller than 8 ½ “x 11” in size, with adjacent lobbies and exits clearly shown. The Director of Event Services will review and approve all floor plans prior to forwarding to the Fire Marshal for approval.

All floor plans should clearly show the following:

- Name and Date of Event
- Contracted Area for use
- Official Service Contractor
- Date of Initial Drawing and Revisions
- Labeled Location of all Exits
- Dimensions of all Aisle Widths
- Lobby and Other Public Access Layouts

Your Event Manager will return an approved set of floor plans to show management and to the official service contractor. The review process generally takes three to four weeks.

The Fire Marshal will not accept floor plans for events at the PBCCC that are directly submitted by show management or by service contractors and will only accept those that are approved by PBCCC Management. Please consult your Event Manager if you have an issue that needs to be addressed by the Fire Marshal. All changes to approved floor plans must be discussed with your Event Manager and the final floor plan re-submitted to the PBC Convention Center for approval.

Safety guidelines for acceptable exhibit floor plans are as follows:

- A person should have to travel no more than 200 feet from any point in the hall to the nearest exit.
- All aisles in the exhibit hall shall be maintained at a minimum of 10 ft. clearance.
- Dead-end aisles may be no longer than 50 ft.
- All fire hose connections, extinguisher cabinets, and alarm call stations must be visible and accessible at all times.

## Dietary Considerations

Ovations Food Services is happy to address special dietary requests for individual guests

## Linens

All banquet prices include black table linens and black napkins. Additional colors are available for both table linens and napkins and an additional fee may apply for specialty colors.

## Menu Selections

Select a menu from the Catering Menu listing or have us custom design a menu for your particular needs. Menus for food functions must be finalized at least thirty (30) days prior to the event. For all lunch and dinner buffets, a twenty-five (25) person minimum is required. For those orders of less than twenty-five (25), labor fees will apply.

## Labor

Catering personnel are scheduled in four (4) hour shifts for each meal period. These shifts include setup, service, and breakdown. Charges will apply if service time exceeds the designated time frame.

## Billing

A non-refundable deposit, as outlined in the License Agreement, is due with the return of the signed Catering Service Agreement. The final balance must be paid in full three (3) business days prior to the event or have a credit card authorizations as guarantee of payment.

## Cancellation Policy

Cancellation of food function must be sent in writing to your Ovations Sales representative. Any cancellation received more than 30 days of the scheduled event will result in a fee equal to 25% of the estimated food and beverage charges. Any cancellation received less than 30 days in advance of the scheduled event will result in a fee of 50% of the estimated food and beverage charges. Any cancellation received after the Final Guarantee has been provided will result in a fee equal to 100% of the charges on the affected Banquet event order(s).

## Management Charge and Taxes

All catered events are subject to a 22% Management Charge. **\*This Management Charge is the sole property of the food/beverage service company or the venue owner, as applicable, and is used to cover such party’s costs and expenses in connection with the catered event (other than employee tips, gratuities, and wages), and is not charged in lieu of a tip. The Management Charge is not a tip, gratuity, or service charge, nor is it purported to be a tip, gratuity, or service charge, for any wait staff employee, service employee, service bartender, or other employee, and no part of the Management Charge will be distributed (as a tip, gratuity, or otherwise) to any employee who provides service to guests.**



# Food & Beverage

## Food & Beverage

Spectra Food Service has exclusive food and beverage catering and concession distribution rights within the PBCCC. The PBCCC has established the following provisions to allow for sampled food and beverage items:

The Catering Department of the PBCCC retains the exclusive right for all booth services and catering. The combination and/or preparation of company/sponsor's products designed for the purpose of nourishment or entertainment, as in a reception, is deemed "catering services". The PBCCC understands that certain conventions and events have as their primary purpose, the preparation and consumption of food and beverage. Exhibitors at private conventions relating to food and beverage may sample food and beverage within the confines of their booth.

Exhibitors may sample foods under the following guidelines.

- PBCCC maintains the exclusive rights to all food and beverage samples within the building and will determine which types of foods and the maximum number of booths available for sampling within space held at the PBCCC. A sampling charge may be imposed to offset lost food and beverage sales.
- An "Authorization Request for Sample Food and Beverage Distribution" form can be obtained from your Spectra Food Service Catering Manager and must be submitted a minimum of thirty (30) days prior to the event. Form available on page 59.
- A signed copy of the authorization form must be present in the show management office and the exhibitor's booth at all times.
- Items dispensed are limited to products manufactured, processed or marketed by the exhibiting firm and are related to the theme of the show.
- All items are limited to SAMPLE SIZE portions. Beverages are limited to a 2 ounce container and Food items are limited to a "bite size", 2 ounces or less.
- Florida law prohibits the sampling and distribution of any alcoholic beverage without proper licensing and certifications.

- The applicant acknowledges they have the sole responsibility for use, serving or other disposition of such items in compliance with all applicable Florida State laws.
- Applicant agrees to indemnify and hold harmless Spectra Food Service, PBCCC, and the County of Palm Beach.
- Show Management and applicant are responsible for securing all applicable City and State permits for the distribution of sampling items including applicable Palm Beach County Health Permits.

Standard fees for storage, handling, delivery, etc. will be charged where applicable.

## Beverages & Corkage Fees

Ovations Food Services offers a complete selection of beverages to compliment your function. As a licensee we are responsible for the administration of these regulations. Alcoholic beverages may not be brought onto the premises from an outside source without prior consent of the General Manager or Director of Catering. If approval is received, a \$10.00 per bottle corkage fee will be applied. In compliance with alcohol serving regulations, we reserve the right to ask patrons for proper identification for alcoholic beverage service. We reserve the right to refuse alcohol service to intoxicated or underage persons. Alcoholic beverages may not be removed from the premises.

## Guarantees

A final guarantee of attendance is required three (3) business days prior to all food and beverage events. In the event of a split entrée, the client is responsible to notify Ovations Food Services of the exact count of each item seven (7) business days prior to the event. Split menus, which are not included in a package, is to be charged at the higher entrée price. Billing will be based on either the final guarantee attendance (even if fewer guests are served) or the actual guest count served, whichever is greater. Ovations will prepare 5% of the final guarantee, up to a maximum of thirty (30) meals over the final guarantee number submitted. This 5% is applied to sit-down, plated meals, only.

# Fire Safety & Code

- Any columns located in an aisle must have a minimum of 10 ft. clear passage on at least three sides of each column.
- Under no circumstances is an exit door or exit sign to be blocked or covered at any time.

## Cooking Demonstrations

Cooking demonstrations or commercial cooking not within the designated PBCCC kitchen areas must first be approved in writing by PBCCC Management and the office of the Fire Marshal. Requests for cooking demonstrations must be submitted to the Palm Beach County Convention Center at least 30 days prior to the start of your event. Once permission has been obtained, the following policies should be adhered to:

- All cooking devices and operations shall comply with Florida Fire Prevention Code current edition, adopted by State law used by local fire officials
- All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal and be installed in accordance with the provisions of the City, Building and Fire Codes.
- Cooking equipment shall be placed on a noncombustible surface, such as metal, a hardwood board, or glass and shall be separate from other equipment by a minimum horizontal distance of 2 feet.
- Countertop fryers that are single well and do not exceed 288 square inches may be used without the necessary ventilating hood and surface protection equipment, provided that there are two 10 lb. B.C. extinguishers positioned on each side of said fryer and approved for such use by PBCCC and the Office of the Fire Marshal. All cooking appliances must be listed for the proposed use by a NATIONAL TESTING AGENCY such as Underwriters Lab or Factor Mutual.

All cooking equipment shall have a regulator(s) for the appliance and gas cylinder(s). All supply lines (tubing or hoses) must be lead-tight and in good repair, and hoses must be listed for the type of product it supplies.

# Public Displays & Regulations



## Food & Beverage

In an ever changing world of food trends and creativity, Spectra food service has appealed to the most discerning palates with its creativity and mouth-watering cuisine. Spectra Food Service offers impeccable service and a memorable experiences through fresh, creative and innovative food concepts and services served by an innovative culinary team of talented professionals.

### Food & Beverage At-A-Glance

Beverages & Corkage Fees

Guarantees

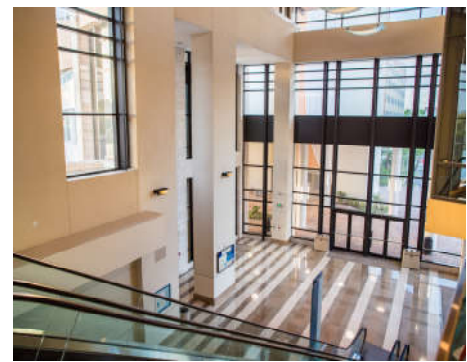
Meus Selections

Labor & Billing

Cancellation

Management Fees

# Food & Beverage



## Public Displays

Your contracted meeting space is reserved solely for your event.

Access to the immediate area outside of your event is accessible for registration and small displays

### Public Displays & Regulations At-A-Glance

Motorized Vehicles

Motorized Vehicle Demos

Gasoline & Diesel powered vehicles

Carpeted Display areas

# Motorized Vehicles

All Palm Beach County Convention Center (PBCCC) owned equipment may only be operated by authorized facility personnel. Exceptions must be approved by Facility Management. Motorized vehicles may not be brought into the facility unless prior written approval has been given by Facility Management. Any vehicle that drips oil or other staining solution may not be operated or used without a drip cloth or catch pan. Consult your Event Coordinator for additional guidelines.

- Motorized equipment, including golf carts (electric only), must have clean resilient tread wheels (non-marking tires), wall saver rubber bumpers, and corner guards. Steel-wheeled vehicles are prohibited.
- Any equipment brought into the facility which utilizes PBCCC utilities, must have prior written approval from Facility Management and must meet the Palm Beach County Fire Marshal and Fire Department regulations prior to any connection.
- Any exhibit that produces fumes must have prior written approval from Facility Management and the office of the Fire Marshal.
- All drivers of motorized vehicles, must be a minimum of 18 years of age and have a current valid driver's license.
- The Licensee is responsible for any damage to PBCCC's property or equipment (including carpet, doors and door frames) by their service contractor, employees, exhibitors or attendees during their event, including move-in and move-out periods. Any charges necessary to repair or replace damage to the facility or facility's property will be assessed at the prevailing rates.
- The PBCCC assumes no responsibility for losses suffered by the licensee or their agents occasioned by theft or disappearance of any equipment, articles or property.

## Gasoline & Diesel Powered Vehicles

These include, but are not limited to, automobiles, boats, motorcycles, aircraft, recreational vehicles, lawn mowers, and other power equipment. Before space is assigned, a floor plan showing vehicle displays must be submitted to and approved by the PBCCC.

Additionally, *all vehicles on display inside the facility shall have NO MORE than ¼ tank or five (5) gallons of fuel in the tank*, whichever is less. All fuel tanks shall be locked or effectively sealed and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency. Please note that carpeting or visqueen must be placed underneath the vehicle for any possible leakage.

- Gasoline tank caps must be locked, taped or sealed and approved by the Fire Marshal .
- Gasoline tanks on motorcycles or motor bikes are to be drained completely. Battery cables must be disconnected and taped/secured against accidental contact.
- All batteries must be disconnected from time of move-in until commencement of move-out. Both positive and negative cable ends must be taped/secured against accidental contact to avoid any chance of sparks.
- Fueling and de-fueling of vehicles must occur outside of the PBCCC. Fuel should be removed with the appropriate safety equipment and may never be disposed on PBCCC property.
- All Liquid Propane (LP) gas tanks must be removed from trailers, mobile homes and any other vehicles using LP. Unless used in an event-specific capacity and approved by facility management and the Fire Marshall, No LP tanks, empty or full, are permitted inside the building.
- Any act involving movement of a vehicle using its fuel as a propellant, or any act involving use of the electrical system to demonstrate parts of the vehicle during a show is prohibited without prior written approval from the PBC Fire Marshal and Fire Department, and PBCCC Facility Management.
- Carts, forklifts, bicycles, and other such items are not permitted on carpeted areas in order to maintain safety for all exhibitors, employees, and guests. Due to noise, air pollution, and fire hazards, no liquid fuel powered vehicles should be operated inside the exhibit halls, ballroom or meeting spaces.

## Motor Vehicle Demonstrations

- When movement of a vehicle is necessary as part of a demonstration, explicit details must be submitted to the PBCCC and Fire Marshal, in writing, at least seven (7) days prior to the move-in date. Demonstrations may not be held without approval by the Fire Marshal.
- Equipment must be operated and installed by or under the supervision of a competent operator to insure the personal protection of viewers and demonstrators as well as the protection of materials and the building itself.
- Demonstrations may not interfere with the egress of people during an emergency.

## Carpeted Display Areas

- If carpeted space be used for exhibits, the layout and type of exhibit must be approved by the PBCCC.
- Floor plans of all exhibits in hallways must be approved by the PBCCC and appropriate fire official. Exhibits placed outside of the exhibit halls in carpeted areas (pre-function space, ballrooms, meeting rooms, hallways or lobbies) will be billed two dollars (\$5.00) per gross square foot per exhibit.
- Displays shipped in containers and/or crates requiring a forklift are not allowed on carpeted areas. If display material cannot be transported by pallet jacks, two-wheel dollies or four-wheel rubber-tired carts, material is not allowed on carpeted areas.
- Customers must protect carpet by placing heavy plastic or other material in booth areas. (Does not apply to tabletop booths.)
- Carpentry work such as nailing, drilling, painting, sawing, hammering, etc., is not allowed on the carpeted areas.
- Groups are confined to the carpeted area that adjoins their rented space from the contracted time they occupy the premise. Early move-in or late move-out in pre-function space or lobbies is not permitted.

# Motorized Vehicles

- All Fire codes must be adhered to. A minimum of a ten foot (10') aisle in lobby and pre-function space should remain at all times.
- Exhibits cannot be placed within thirty feet (30') of all building entrance and exit doors. Exhibits are only allowed on one side of a wall per hallway.
- Gas, water, compressed air, drainage, and heavy electrical utilities use are not available in areas outside the exhibit halls.
- Motorized vehicles may not operate on carpeted areas.
- Non-marking tires are required on all vehicles in the facility.
- Race cars, show cars, and/or decorative autos are allowed at no charge, unless they are part of a commercial exhibit.

As with all motorized vehicles, the carpet must be protected and fire regulations followed. No automobile larger than a passenger-sized vehicle will be permitted in any area other than exhibit halls. Autos must be hand-pushed into location. Auto-related shows may be given special consideration. Contact your Event Manager for details.

