

# Facility Guide

Palm Beach  
County  
Convention  
Center







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## 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. Our award-winning culinary department whose cuisine is a feast for the eyes and the palate are here to service you and your attendees in the utmost way. For events that meet your every need, come to the center that has it all.



***“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”.***

Dave Anderson  
General Manager  
Palm Beach County Convention Center



# 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 (PBCCC), 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

### SKYroom

3,000 square feet





## MEETING AND EXHIBIT SPACE

### Exhibit Hall

100,000 square feet of contiguous exhibit space on ground level. The 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 14 plush leather board chairs.

### Prefunction and Registration

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

### SKYroom

3,000 square feet of brick pavers surrounded by lush landscaping and a customized art piece.

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

### 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 2,000 parking spaces

### Truck Access

10 loading docks with direct access into exhibit hall

3 lane load-in ramp

29'2" ft. high roll-up 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 go directly through the event itself. Permanent and portable box office options are available. The PBCCC secured Box Office is \$300.00 per day with a security badge for access. Any handling of money day of the event in public space requires the presence of a Police Officer at an additional labor cost. 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 a 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 foot ballroom has a variety of configurations available set in a contemporary design. The ballroom has 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.





## 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 guest while on-site. Special features and services include: 20 MB Internet/Network connectivity, Exhibit-floor Ethernet connections for specialized Network Applications (VPN & Video Streaming), 10/100/1000 CAT 6 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

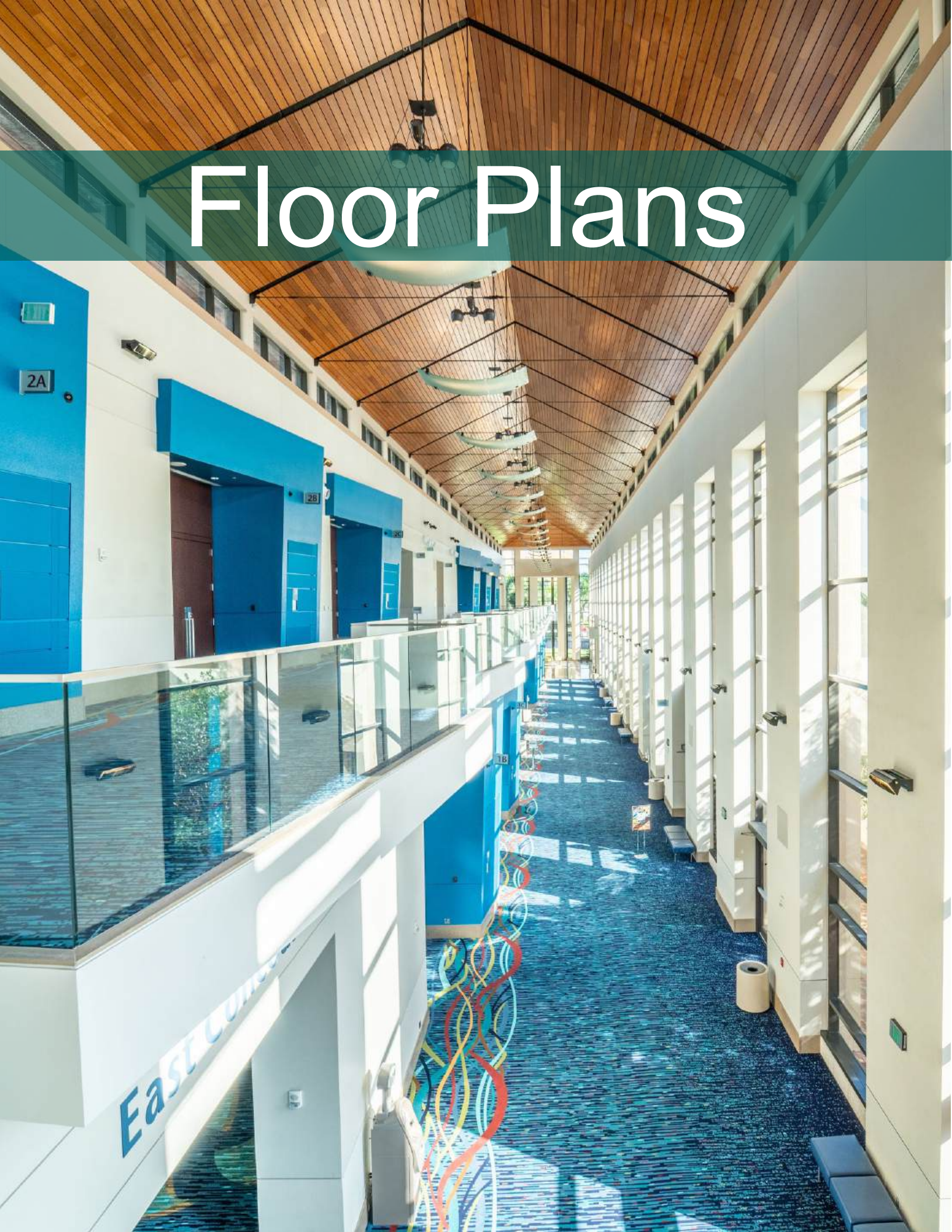
Exceeding your expectations is our specialty. Our experienced staff will provide every guest exceptional service from the initial point of contact as we prepare your proposal to packing the last box in your car before your departure. We know what it takes to plan an event and we are here to help you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



Innovation and  
creativity goes  
into everything  
we do for our  
guests.



# Floor Plans

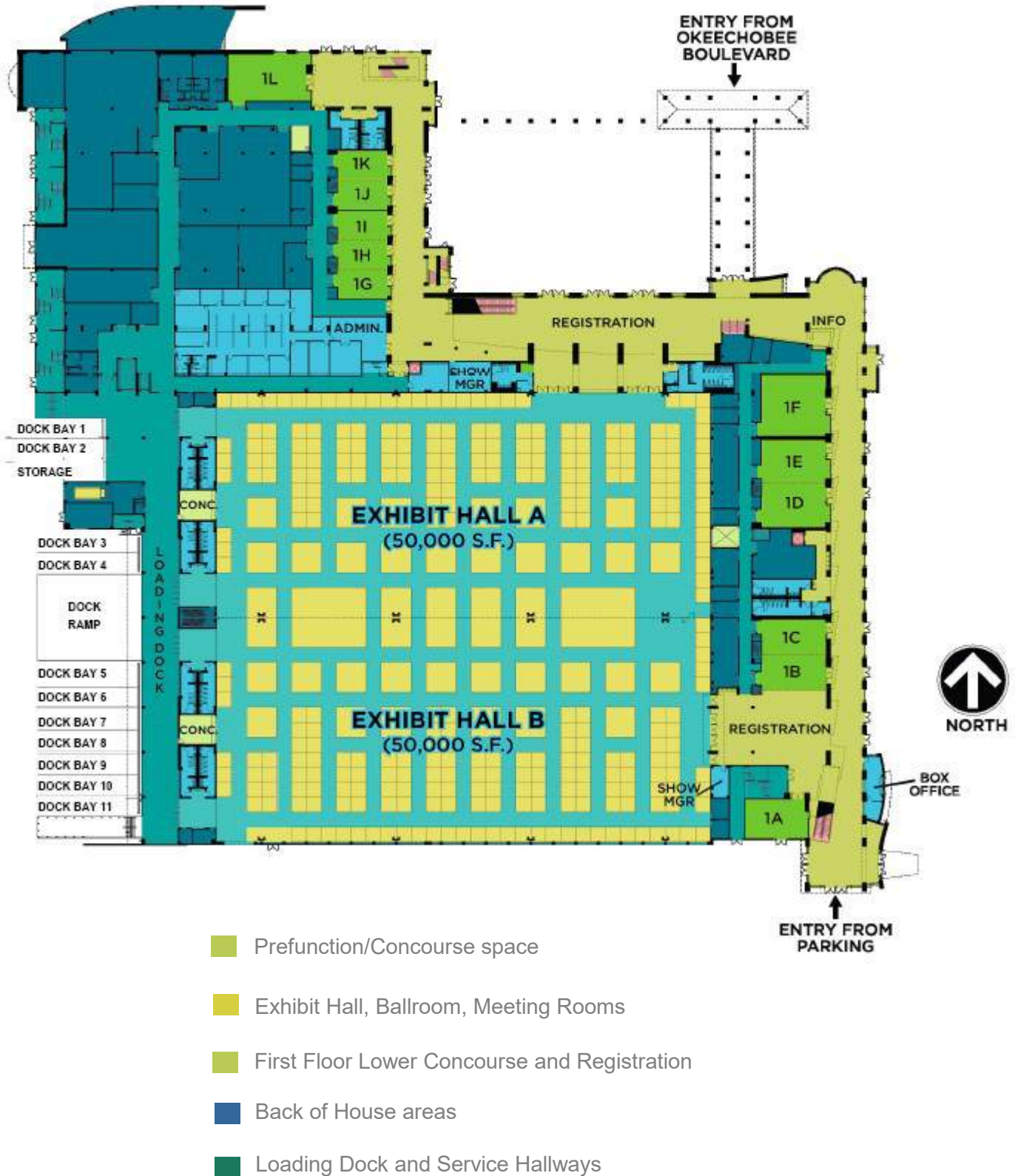








# Convention Center First Floor





# Convention Center Second Floor

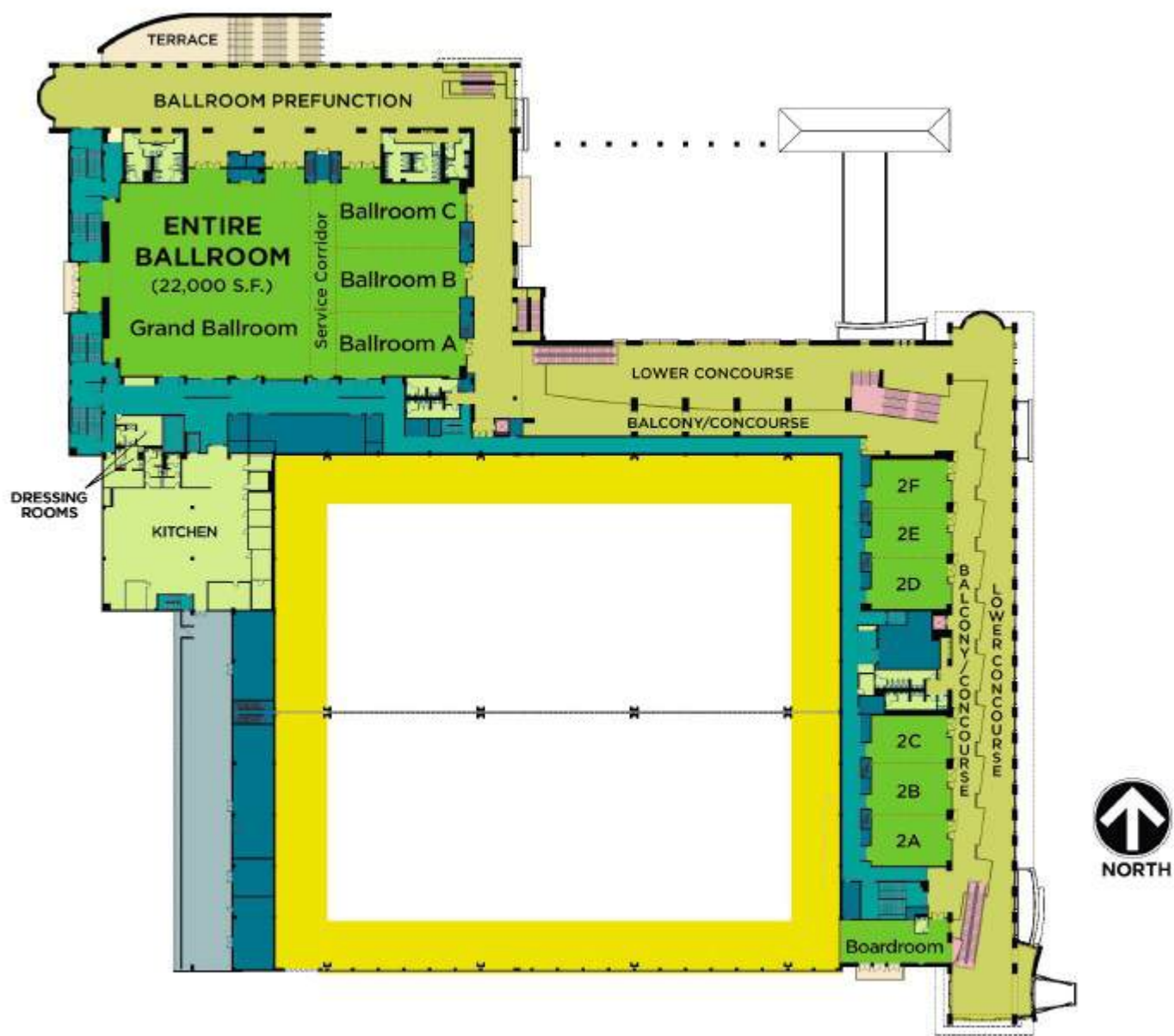


Exhibit Hall	100,000
Entire Ballroom	22,000
Meeting Rooms	48,000
Lobby/Prefunction	150,000





# General Information



# 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**

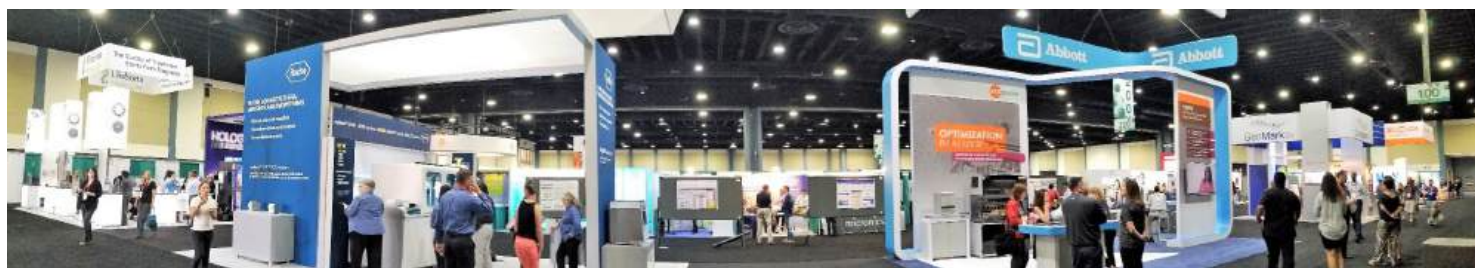
**Decorators**

**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 PBCCC 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.

## DECORATIONS

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



## 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 PBCCC 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 three days 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.





## AMERICANS WITH DISABILITIES ACT

The Palm Beach County Convention Center is committed to ensuring a welcoming, accessible, and inclusive environment for all guests. We adhere to the Americans with Disabilities Act (ADA) of 2010 and make every reasonable effort to accommodate individuals with disabilities. Our staff is available to support accessibility needs and address any questions or concerns before or during your event. To help ensure a smooth experience for all attendees, we encourage Licensees to coordinate with our team in advance regarding any required accommodations.



## ANIMALS

For the safety and comfort of all guests, animals are not permitted in the Palm Beach County Convention Center (PBCCC), except as part of an approved exhibit, display, or performance where the presence of animals is integral to the event and prior written approval has been obtained.

Service animals, as defined by the Americans with Disabilities Act (ADA), are permitted throughout the PBCCC. A service animal is a dog (or, in some cases, a miniature horse) that is individually trained to do work or perform tasks for a person with a disability. Emotional support, comfort, or therapy animals are not recognized as service animals under the ADA and are not permitted unless part of an approved exhibit or event.

Licensees are responsible for obtaining any required permits for approved animals and must ensure all health, safety, and sanitation needs are met, including proper waste disposal.



# Building Services





# 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

OVG360

OVG Hospitality

Audio Visual - ENCORE

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. OVG360 (Oak View Group) 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 OVG360 manages. Today, our company's client roster includes over 200 venues in cities worldwide.



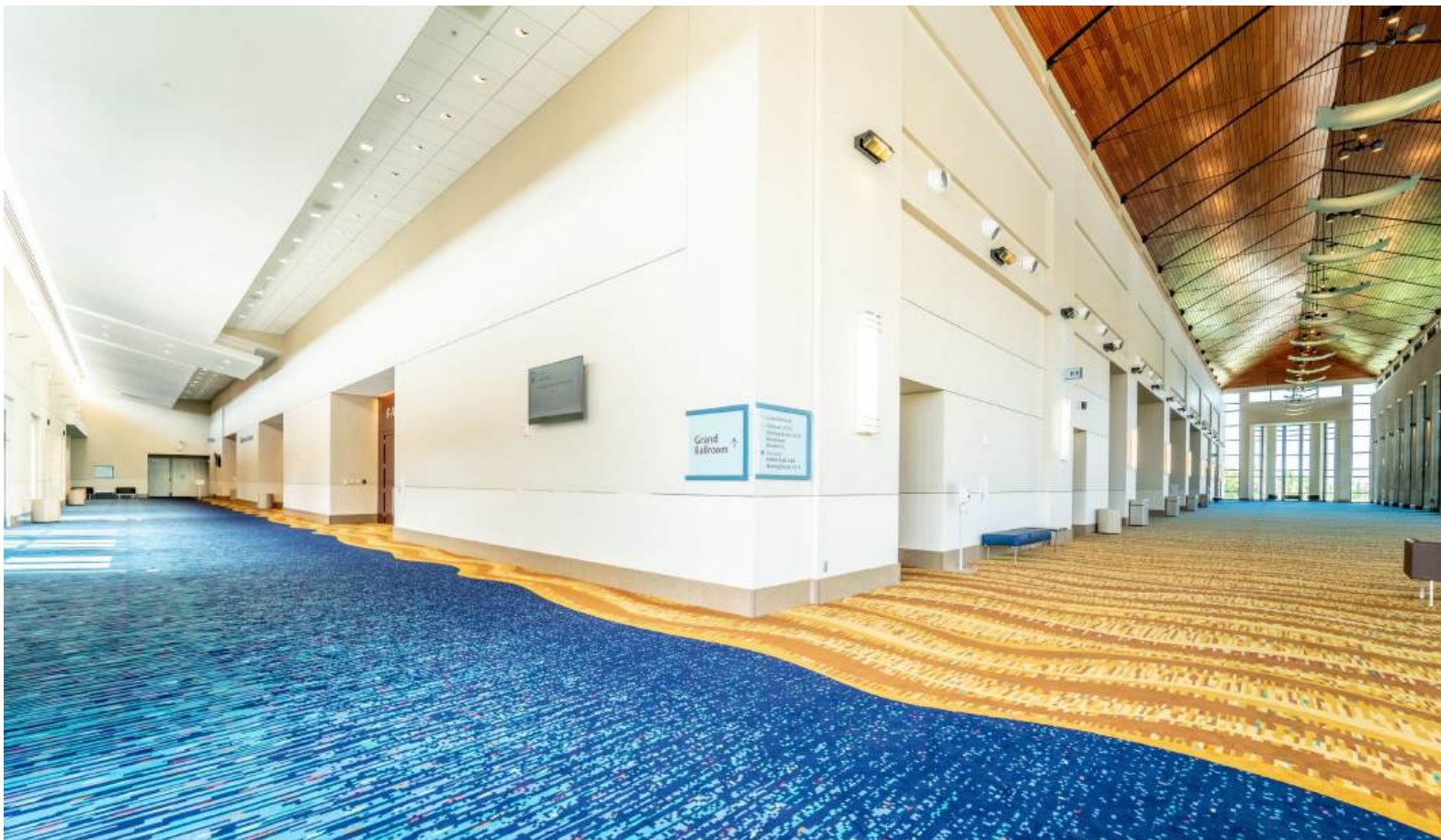
OVG Hospitality is our exclusive on-site provider for all food and beverage including catering, concessions and booth services. OVG is the biggest name in upscale catering with 25 convention and exposition centers throughout North America. Many are consistently ranked among the top in their region. Our 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. OVG Hospitality serves thousands of guests daily, reaching satisfaction levels that are the envy of the industry.







Encore 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.





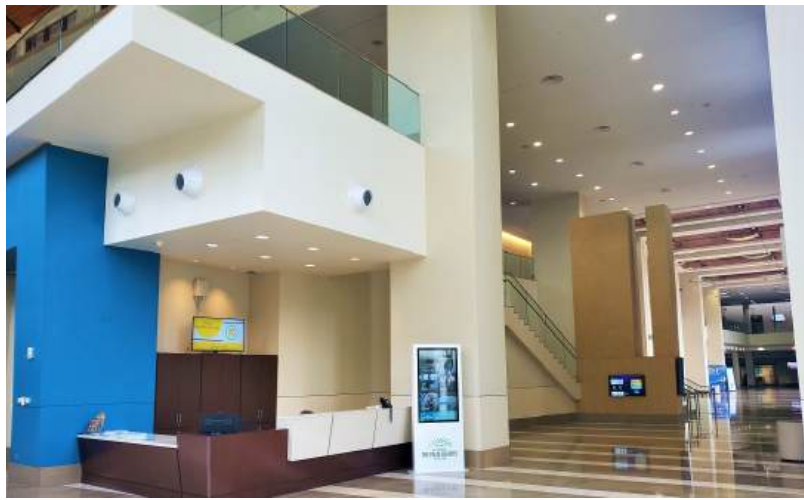
# Building Services

## 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 facility 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.



## SECURITY

Security is a high priority at the Palm Beach County Convention Center. We coordinate with local, state, and federal law enforcement, as well as public safety and emergency management agencies, to support efforts in maintaining a secure environment.

The Palm Beach County Convention Center maintains 24-hour building security and fire watch coverage in common areas. However, security within the licensed event space is solely the responsibility of the Licensee.

All security personnel or firms engaged by the Licensee must be properly licensed in the state of Florida, carry appropriate insurance, and receive prior approval from the PBCCC Public Safety Manager. A minimum of thirty (30) days' notice is required to facilitate this approval process.

The PBCCC Public Safety Department reserves the right to control access to the facility for operational and safety purposes.

## CONCIERGE/GREETERS

The Palm Beach County Convention Center offers a professional concierge service to enhance the experience of our guests. Our team is available to assist with a variety of needs, including making restaurant reservations, arranging transportation to and from the airport, and providing directions to meeting spaces. Please note that labor fees apply for these additional services.

## HOUSEKEEPING SERVICES

Our staff provides exhibit hall trash removal, 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.

## EQUIPMENT RENTAL

All meeting room rentals include initial set-up and tear down. Also included in your License Agreement are 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. Prices are subject to change without notice. For more information on equipment rental fees, consult your Sales or Event Manager.

## RIGGING

Rigging is an exclusive service provided by the PBCCC. Above The Mark specializes in event 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 at least (30) days prior to first event day.

## PARKING

The Palm Beach County Convention Center operates a paid parking garage on the premises with approximately 2,000 spaces. A certain amount of complimentary parking tickets could be provided based on what is negotiated via the contract. Ceiling clearance for the garage is 8' tall on first floor and all other floors are 7'2". Any larger vehicles are to be approved to park in the flat lot of loading dock by your Event Manager. Vehicles will be towed at the owner's expense.

## VALET PARKING

Valet service is available for 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. Labor and management fee will apply.

## ATM

(1) permanent ATM machine is conveniently located in our southeast entry way.

## 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.

## PUBLIC TELEPHONES

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

## FOOD AND BEVERAGE SERVICES

OVG Hospitality 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 OVG Hospitality at 561-366-3002.





# Security & Fire Safety

Palm Beach  
County  
Convention  
Center

➤ Loading Dock  
and  
Deliveries Only





# 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

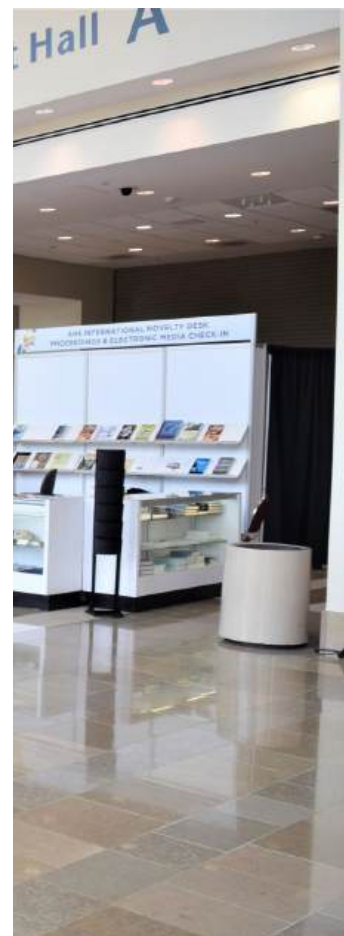
Fire Safety & Code

Hazardous Materials

HVAC

Floor Plans

Cooking Demos





# Security/EMTS

## SECURITY PERSONNEL

PBCCC is the exclusive provider of security services for elevator operators, dock management and traffic control personnel. All security personnel will be scheduled directly through your Event Manager. For more information on general security or contracting with an outside security firm, please contact the Security Department at 561-366-3048. 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 operator is required for any move-in or move-out due to being badge accessible with a 6-hour minimum labor schedule. A personal elevator is located next to the freight elevator is needed for event personnel.

## DOCK MANAGER

For all exhibit hall events, a dock manager is required for ALL move-in, event and move-out days (6-hour minimum requirement). This position 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 Dock Manager shall coordinate with the North & South Gate Control as well as the client's marshaling guard regarding dock availability and available space on the loading dock.

## NORTH/SOUTH GATE CONTROL AGENT

The North/South Gate Control Agent 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 agent 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 North & South Gate Control Agent for all move-in and move-out hours.



If there is more than one event moving in or out within the same time period, the PBCCC shall make very effort to split the billing for the dock management and gate control staff. Show management should schedule and budget for all the expenses associated with a dock/traffic supervisor. If outside security is requested, the PBCCC requires that a pre-qualified security firm be contracted through the Events Department. Additionally, a representative of the considered security firm shall contact the PBCCC Event Manager at least sixty (60) days prior to the event's first scheduled move-in date. 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 Palm Beach County Convention Center (PBCCC) retains the exclusive right to schedule West Palm Beach Extra Duty Police Services as needed, with a minimum requirement of three (3) hours, based on the nature of the event. No other armed security personnel are permitted within the PBCCC.

**The PBCCC reserves the right to modify or amend this policy as necessary to ensure the safety, security, and orderly operation of the facility.**

## EMTS

Paramedics are required for events with large crowds, physical contact, or any event deemed necessary by the PBCCC. Prevailing rates and hours (including a ½ hour travel time before and after scheduled times) for paramedics and ambulance services will be applied to the Licensee's final invoice. The service includes (2) paramedics, an ambulance, and the necessary equipment on-site.

Scheduling of paramedics is required at least thirty (30) days prior to the event to ensure availability and completion of payment for the event estimate.

## 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 PBCCC labor is required for loading dock procedures where additional labor charges may be incurred.

## LOADING DOCK RULES

- 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.
- 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.

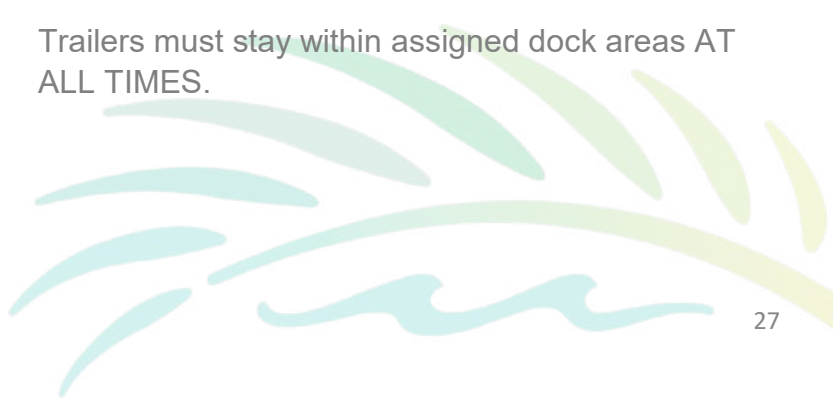
Forklifts left after a show must be removed by 8:00 a.m. the following morning.

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 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

The Palm Beach County Convention Center (PBCCC) follows the most up-to-date Florida Fire Prevention Code and National Fire Protection Association (NFPA) guidelines, including any amendments and local regulations set forth by the City of West Palm Beach Fire Marshal. These regulations are established to ensure the safety and security of all patrons and personnel within the facility. The following is a summary of key provisions:

- **Pyrotechnics:** No pyrotechnics are allowed in the PBCCC at any time.
- **Flameproof Materials:** All curtains, drapes, and decorations must be constructed from flame-resistant or non-combustible materials. They must also be treated with an approved flame-retardant solution, which must be renewed as necessary to maintain effectiveness.
- **Clear Exits and Aisles:** All exits, hallways, and aisles must remain clear and unobstructed at all times. No curtains, drapes, or decorations may cover exit signs.
- **Fire Access Routes:** A 20-foot wide roadway must be maintained for fire equipment access at all times. No vehicles may be parked in designated fire lanes.
- **Unobstructed Egress:** No part of any stairway, hallway, corridor, vestibule, balcony, or exit pathway may be obstructed or used in a manner that would impede emergency egress. Additionally, storage under or within stairways is prohibited.
- **Storage Restrictions:** No storage is permitted behind back drapes, inside display areas, or in any other unapproved locations within the exhibit space. Packing materials must be removed from the show floor immediately.
- **Vehicle and Gasoline Storage:** Flammable or combustible liquids and materials, including gasoline, must not be stored inside the building. Compressed gas cylinders must be securely anchored and stored per fire code regulations.
- **Exit Doors:** All exit doors must remain unlocked, unobstructed, and easily accessible at all times the PBCCC is open to the public. Passageways and means of egress must not be obstructed.
- **Flammable Materials:** Hay, straw, wood chips, and similar materials used for display purposes must be treated with flame-retardant products. Plastic sheeting is required underneath, and the material must be contained.
- **Cooking:** Cooking is prohibited on carpeted areas. For cooking in exhibit halls, please consult the **Food & Beverage** section for specific guidelines.
- **Fire Equipment:** No unauthorized person may alter or tamper with fire safety equipment, including the fire alarm system, emergency lights, exit signs, fire extinguishers, and sprinklers.
- **Demonstrations and Hazardous Materials:** The use of hazardous materials, such as open flames, pyrotechnics, or compressed gas cylinders, is strictly controlled. Demonstrations involving such materials must be approved by the Fire Marshal and scheduled in advance.
- **LPG Storage:** Liquefied Petroleum Gas (LPG) may only be used for approved demonstrations. The maximum allowed is a 16-oz. non-refillable cylinder with a maximum of 24 containers stored in a single location. Storage must be approved by the PBCCC and Fire Marshal.
- **Vehicle Propellants:** Vehicles using flammable liquids (e.g., gasoline) as fuel must have no more than a quarter tank of fuel. Vehicle fuel tanks must be locked or sealed, and battery cables must be disconnected and taped. Exceptions require written approval from the PBCCC Fire Marshal.
- **Emergency Equipment:** Standpipes, fire hose cabinets, hydrants, and fire department connections must remain clear and unobstructed at all times.
- **Electrical and Gas Equipment:** Electrical and gas-operated equipment used in the facility must meet PBCCC, Fire Marshal, and Fire Department regulations. Equipment must be approved in writing by PBCCC Facility Management prior to use.
- **Gasoline & Diesel Powered Vehicles:** Gasoline or diesel-powered vehicles, including boats, motorcycles, and lawn mowers, must have no more than a quarter tank of fuel and must be stored according to fire safety regulations. Fueling and de-fueling must take place outside the facility.
- **Overcrowding:** Areas of the PBCCC cannot exceed posted occupancy limits. Aisles and exits must remain clear to ensure proper egress in the event of an emergency.
- **Fire Safety Inspections:** The PBCCC, in coordination with the City of West Palm Beach Fire Marshal, will inspect egress paths before an event begins. If any exits or pathways are found to be obstructed or unsuited for immediate use, access to the building will be denied until corrective action is taken.



# Fire Safety & Code

## HAZARDOUS MATERIAL

The use of hazardous materials, such as open flames, pyrotechnics, hot coals, gasoline, or other flammable, toxic, or radioactive substances, is prohibited without the written approval of the PBCCC and the City of West Palm Beach Fire Marshal. All demonstrations involving hazardous materials must be approved at least 15 days prior to the event.

## 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 \$130.00 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.
- Under no circumstances is an exit door or exit sign to be blocked or covered at any time.



- All fire hose connections, extinguisher cabinets, and alarm call stations must be visible and accessible at all times.
- Dead-end aisles may be no longer than 50 ft.
- Any columns located in an aisle must have a minimum of 10 ft. clear passage on at least three sides of each column.

## 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





# 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

## Motor Vehicle Demonstrations

- **Approval Requirements:** When the movement of a vehicle, including electric vehicles, is necessary as part of a demonstration, detailed information regarding the demonstration must be submitted to the PBCCC and the Fire Marshal at least thirty (30) days prior to the move-in date. Demonstrations may not take place without prior approval from the Fire Marshal.
- **Electric Vehicle Protocol:** For electric vehicle demonstrations, the following additional guidelines must be adhered to:
  - The vehicle's battery must be disconnected or the power source turned off before the demonstration begins.
  - All charging equipment or charging stations used must meet the necessary safety standards and be approved by PBCCC Facility Management.
  - Electric vehicle demonstrations should include a safety plan for handling any potential hazards, such as thermal runaway, electrical malfunctions, or fire risks. A qualified technician or operator familiar with electric vehicle safety protocols must be present during the demonstration.
- **Competent Supervision:** Equipment must be operated and installed by or under the supervision of a competent operator to ensure the personal protection of both the audience and the demonstrators, as well as the protection of materials and the building.
- **Egress Safety:** Demonstrations, including the movement of vehicles, must not obstruct emergency exits, aisles, or passageways. At all times, access to egress routes must remain clear to ensure the safe evacuation of individuals in case of an emergency.
- **Fire Safety Measures:** If a vehicle, including an electric vehicle, has any onboard flammable materials, fuel tanks, or battery packs, the Fire Marshal may require additional fire safety measures, such as fire extinguishers or fire suppression systems, to be present during the demonstration.

## 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 PBC Fire Marshal .
- Gasoline tanks on motorcycles or motor bikes are to be drained completely. Battery cables must be disconnected and taped/secured.
- 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

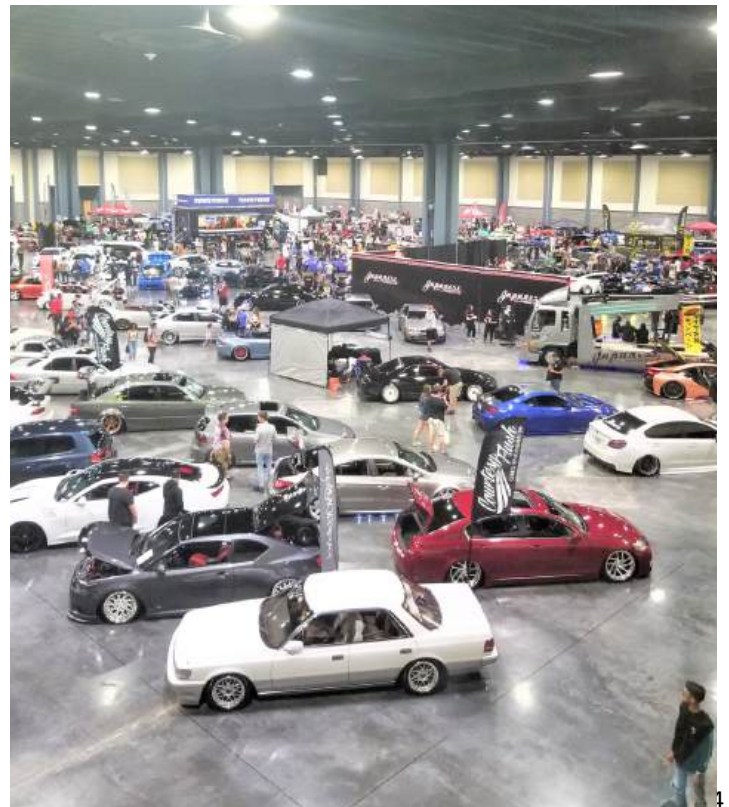
- When movement of a vehicle is necessary as part of a demonstration, explicit details must be submitted to the PBCCC and Fire Marshal, in writing, at least seven (7) days prior to the move-in date. Demonstrations may not be held without approval by the Fire Marshal.
- Equipment must be operated and 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 is 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 (30) days prior to event day. Exhibits placed outside of the exhibit halls in carpeted areas are subject to incur a cost based on further details provided to the Event Manager.
- 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 permitted 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 need to be reviewed by Licensee's Sales Manager or Event Manager for approval.
- 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.

- 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 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.
- Race cars, show cars and/or decorative autos are allowed at no charge, unless they are part of a commercial exhibit.

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.



# Food & Beverage





# Food & Beverage

In an ever changing world of food trends and creativity, OVG Hospitality service has appealed to the most discerning palates with its creativity and mouth-watering cuisine. OVG Hospitality 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

## FOOD & BEVERAGE

OVG Hospitality has exclusive food and beverage catering and concession distribution rights within the PBCCC. The PBCCC has established the following provisions to allow for tasting 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 taste food and beverage within the confines of their booth.

For conferences with Ballroom General Sessions, (2) complimentary water bottles are provided each day at the podium for a guest speaker. Any additional requests of water or beverages are at prevailing rates.

Exhibitors may sample foods under the following guidelines.

- PBCCC maintains the exclusive rights to all food and beverage tastings within the building and will determine which types of foods and the maximum number of booths available for tasting within space held at the PBCCC. A tasting charge may be imposed to offset lost food and beverage sales.
- An "Authorization Request for Food and Beverage Tasting Distribution" form can be obtained from your OVG Hospitality Catering Manager and must be submitted a minimum of (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.
- Florida law prohibits the sampling and distribution of any alcoholic beverage without proper licensing and certifications.

- All items are limited to TASTING SIZE portions. Beverages are limited to a 2ounce container and Food items are limited to a "bite size", 2 ounces or less.
- 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 OVG Hospitality, 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.

## BEVERAGE

OVG Hospitality 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. 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 (5) business days prior to all catering events. In the event of a split entrée, the client is responsible to notify OVG Hospitality of the exact count of each item (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. OVG Hospitality will prepare 5% of the final guarantee, up to a maximum of (30) meals over the final guarantee number submitted.



## CASHLESS OPERATION

PBCCC concessions and bars are cashless. Credit, debit, Cash App, Apple + Google Pay are accepted payments.

## DIETARY CONSIDERATIONS

OVG Hospitality is happy to address special dietary requests for individual guests

## LINENS

All banquet prices include black table linens and black napkins. The applicant can provide specialty linens and colors at their expense.

## 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 (30) days prior to the event. For those orders of less than (25), labor fees will apply.

## LABOR

Catering personnel are scheduled in (4) hour time blocks.

Bartender—1 per 100 guests

## 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 (3) business days prior to the event. If changes will be based upon consumption, a credit card authorization must be kept on file as a guarantee of payment.

## CANCELLATION POLICY

Cancellation of food function must be sent in writing to your OVG Hospitality 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 orders.

## MANAGEMENT CHARGE AND TAXES

All catered events are subject to a 23% 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.***







# Convention Services Marketing & Branding



# 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



# 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. Extensive internet services other than general Wi-Fi services require 45 day advance notification.

## 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. A nominal fee charged for tastings.

## 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 561-366-3048 to coordinate concierge services for your event.



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 OR our Branding Guide please contact our Marketing Manager at (561) 366-3017 [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 distributing your press release for your event to our local media contacts, including reporters 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 up to 2 weeks prior to your first contracted event date.

## 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).

## OUTDOOR DIGITAL DISPLAY

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 7,500 viewable impressions per day.

## LCD 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.



# Branding



Please contact our Marketing Manager for information on specific branding opportunities available. 561-366-3453.

- All set-up, ordering, design, delivery, pick-up, application and removal of any mentioned branding opportunity is the responsibility of the contracting/ Licensed party.
- Branding areas are limited to contracted meeting spaces only. Additional spaces may be purchased for extended exposure.
- 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 fee for cleaning.
- 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).
- Numbered aisle signs may be provided for aisles and are not part of the branding guidelines. Rigging fees apply.
- All Gobos are produced by ENCORE and will incur additional fees for production per branded image.
- Bike rack use is \$25.00 per piece.
- Outdoor displays are limited and available space will be determined by the PBCCC management.
- All displays must meet City/County permitting parameters and height restrictions. Licensee will be responsible for all permitting fees required.
- 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.





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

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

561-366-3017

# Green Meeting

Environmental sustainability is becoming more and more important in the lives of every human being and the operation of every business. OVG360 & OVG Hospitality 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 OVG-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, OVG360's corporate and local operation teams has implemented an extensive recycling program. 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 OVG Hospitality 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.
- OVG Hospitality 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.



## ELECTRICITY, GAS, WATER, AIR

OVG Hospitality's main sustainability program goals is to reduce our portion of gas, electric, and water consumption by 15% over two years, and to improve indoor air quality within in the facility.

## FOOD & BEVERAGE

It is our goal that 20% of our food and beverage purchases be "sustainable" within two years. We source products locally (250 miles or less), provide healthy options such as low fat, trans fat free, low cholesterol, low carb, gluten free, vegetarian, vegan and prefer sustainable criteria including 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, on-pasteurized and 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.

## SUPPLY CHAIN

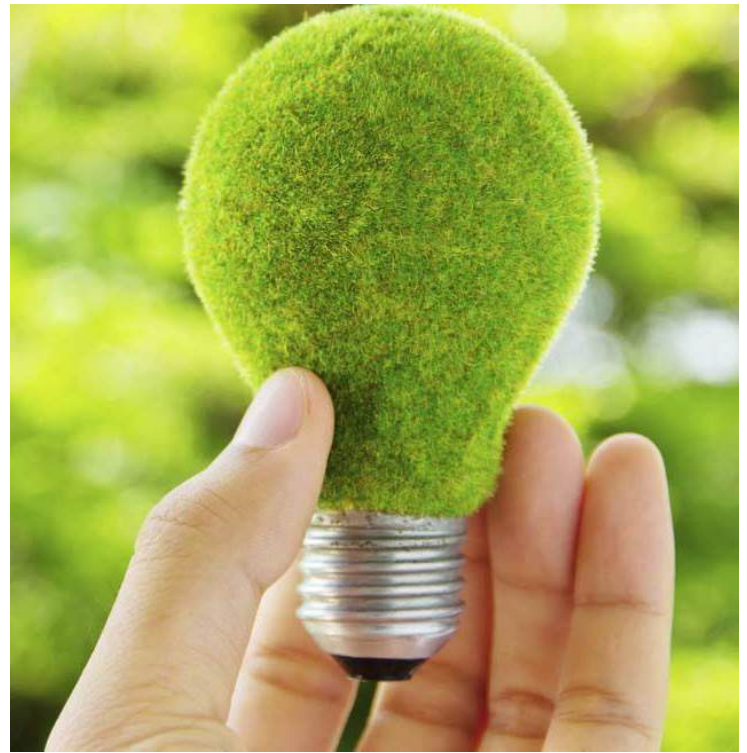
It is extremely important to us that we support the local economy and the local agriculture systems. Whenever possible, purchases of products that are grown, manufactured or otherwise produced within a 250 mile radius of the final point of service are used.

## 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.

## DESCRIPTORS & PRINTED MATERIALS

Guests respond well when we explain they are eating local, healthy, or sustainable food products. OVG Hospitality 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, OVG sources cleaners that are Green Seal certified, are biodegradable, and have little to no dangerous fumes.

## SUSTAINABILITY ORGANIZATIONS

Key staff members at each OVG360 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 GROUP/INTERN PROGRAM

OVG360 supports 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.



# Parking Garage



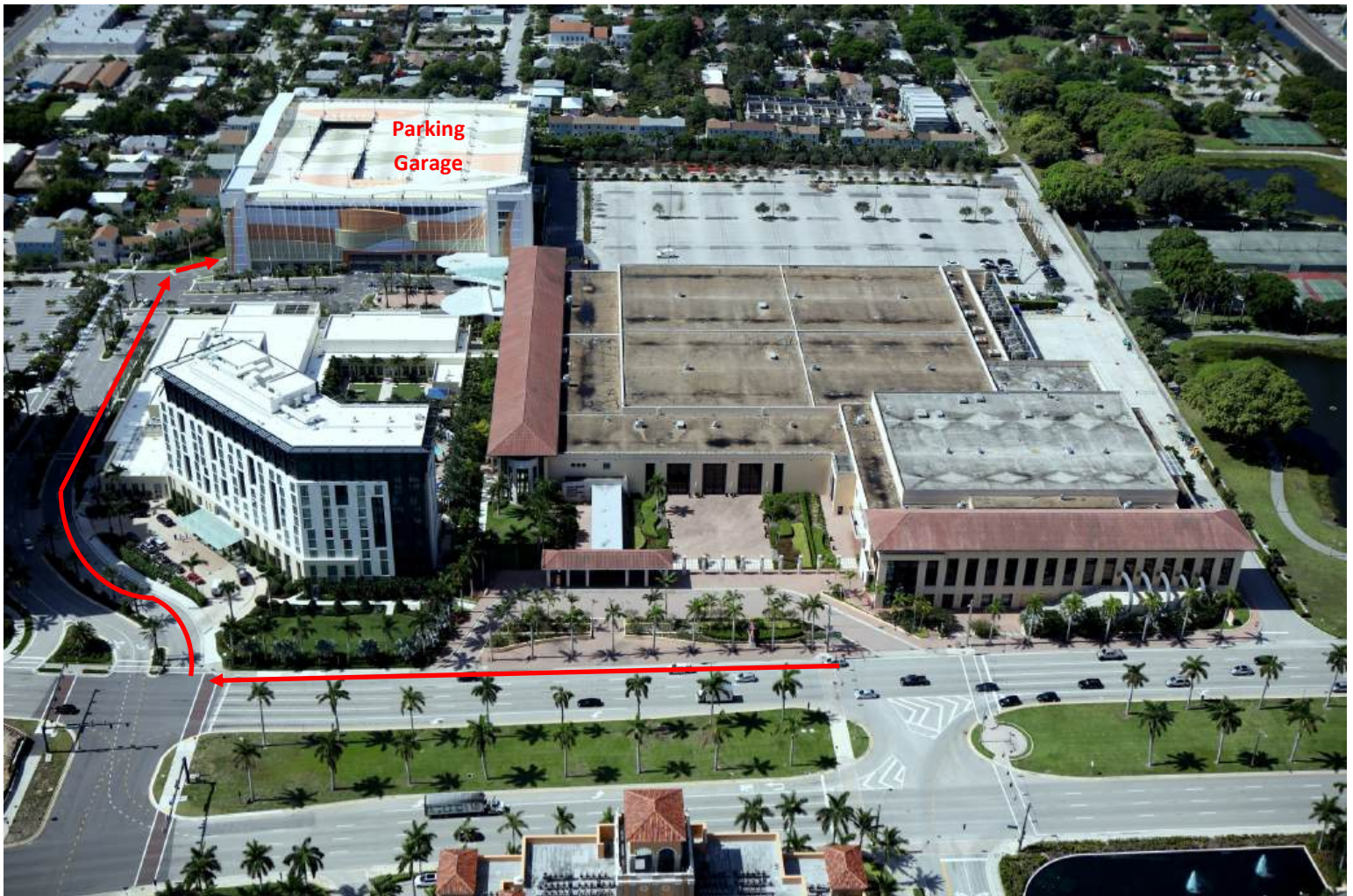


## PARKING RATES

- \$5 for the first 2 hours
- \$1 for each additional hour
- A Lost Ticket rate may apply

## 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 Rosemary Square there is additional paid parking available.





## 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

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 our 8 hole putting green and keep your ball for nostalgia. Located next to Sam Sneads on Level Two.



# Getting Around

The public transportation system includes Molly's Trolleys, Palm Tran, Tri-Rail, and our newest addition high speed train, "BrightLine" 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.

## BRIGHTLINE

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 BUSESSES

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 and 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.







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.



# 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



# 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.





# Insurance and Order Forms





## 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, OVG360, 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.





# 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 Company Address City, State, Zip	CONTACT NAME:		
		PHONE (A/C, No, Ext):	FAX (A/C, No):	
		E-MAIL ADDRESS:		
		PRODUCER CUSTOMER ID #:		
INSURED	Company Name Company Address City, State, Zip	INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : <b>Must be completed</b>		
		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
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC
A	AUTOMOBILE LIABILITY				01/04/2014	01/04/2015	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) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (PER ACCIDENT) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						
	<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
	<input type="checkbox"/> DEDUCTIBLE						
	<input checked="" type="checkbox"/> RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N <input type="checkbox"/> N/A					WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	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  Global Spectrum, LP 650 Okeechobee Boulevard West Palm Beach, FL 33401	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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## TASTING AUTHORIZATION REQUEST

FOOD AND/OR BEVERAGE TASTING DISTRIBUTION

OVG HOSPITALITY HAS EXCLUSIVE FOOD AND BEVERAGE DISTRIBUTION RIGHTS WITHIN THE PALM BEACH COUNTY CONVENTION CENTER. EVENT SPONSORING ORGANIZATIONS AND/OR THEIR EXHIBITORS MAY DISTRIBUTE FOOD AND/OR BEVERAGE PRODUCTS FOR TASTING PURPOSES **ONLY** UPON WRITTEN AUTHORIZATION.

PALM BEACH COUNTY CONVENTION CENTER EXHIBITORS MAY DISTRIBUTE FOOD & BEVERAGE FOR TASTING PURPOSES IN AUTHORIZED SPACE AND MUST NOT BE IN COMPETITION WITH PRODUCTS OR SERVICES OFFERED BY OVG HOSPITALITY. THE TASTING ITEMS MUST BE REPRESENTATIVE OF PRODUCTS MANUFACTURED OR SOLD BY THE COMPANY EXHIBITING. FREE TASTING ITEMS ARE LIMITED TO 2 OUNCES OF NON-ALCOHOLIC BEVERAGES AND 2 OUNCES OF FOOD. EXACT DESCRIPTIONS OF TASTING ITEMS 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 TASTING ITEMS OF FOOD AND NON-ALCOHOLIC BEVERAGE SAMPLES MUST OPERATE WITHIN THE LOCAL HEALTH DEPARTMENT GUIDELINES.

ANY EXHIBITOR REQUESTING TO GIVE AWAY ALCOHOLIC BEVERAGES FOR TASTING PURPOSES: THE TASTING ITEMS THAT ARE 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. OVG HOSPITALITY MUST PROVIDE AN ATTENDANT AT ANY SUCH BOOTH DISPENSING ALCOHOLIC BEVERAGES AT THE CUSTOMER'S EXPENSE OF \$175.00 FOR UP TO A 4 HOUR PERIOD AND \$65.00 EACH ADDITIONAL HOUR. THE TASTING ITEMS ARE LIMITED TO 1 OUNCE OF BEER OR WINE AND 1/2 OUNCE OF SPIRITUOUS LIQUORS. THE TASTING ITEMS 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. PICTURE I.D IS REQUIRED"**

### GENERAL DESCRIPTION

PRODUCT(S) YOU WISH TO DISPENSE: \_\_\_\_\_

SIZE OF PORTION TO BE DISPENSED: \_\_\_\_\_

PROPOSED METHOD OF DISPENSING: \_\_\_\_\_

PLEASE EXPLAIN PURPOSE OF OFFERING SAMPLES: \_\_\_\_\_

### SERVICE REQUESTED

\_\_\_\_ FREEZER (\$150 PER DAY)    \_\_\_\_ REFRIGERATOR (\$150 PER DAY)    \_\_\_\_ 20LB. BAG OF ICE (\$10 PER BAG)  
\_\_\_\_ SERVER/BARTENDER (\$175 PER 4 HOURS | \$65 EACH ADDITIONAL HOUR)

### CONTACT INFORMATION

EVENT/SHOW NAME: \_\_\_\_\_ EVENT DATE(S): \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ TELEPHONE/CELL #: \_\_\_\_\_

CARD HOLDER'S NAME & TITLE: \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_