



MIAMI BEACH CONVENTION CENTER

Exhibitor and EAC Building Guidelines

FLOOR LOAD

The Exhibit Hall floor is concrete and has an unlimited weight-bearing capacity, although the floor boxes have a capacity of 60,000 lbs.

OVERHEAD LIGHTING

Exhibit Halls all have High Output T5 Florescent Lights with instant illumination. Work lights (50% power) are provided in Exhibit Halls for move in and move out at no additional charge. The use of halogen lights is not permitted in the Exhibit Halls. Full Show lighting is provided two hours prior to published event start time, through to the published end time of the event, at no additional charge.

LABOR UNIONS AND SHOW LABOR

Florida is a right-to-work state. However, the Miami Beach Convention Center is party to union agreements with the International Alliance of Theatrical Stage Employees and Motion Picture Machine Operators (IATSE Local 500 & 600) and the International Brotherhood of Electrical Workers (IBEW). All staging and production or audio-visual work must be done by union labor in accordance with these agreements.

MULTI-STORY BOOTHS

All multilevel booths/structures will need to be approved by a Florida licensed structural engineer and permitted by the Miami Beach Building Department.

Miami Beach Building Department
1700 Convention Center Drive, 2nd Floor
Miami Beach, FL 33139
www.miamibeachfl.gov

Design requirements for multi-story booths are as follows:

- Upper level floor systems shall support a live load of one hundred (100) pounds per square foot (488.21 kilograms per square meter) and have guardrails a minimum of 42" (1.07 meters) in height and intermediate rails through which a 4" (10.16 centimeter) sphere cannot pass.

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- Stairs for upper levels shall support a live load of seventy-five (75) pounds per square foot (366.18 kilograms per square meter) and have a minimum width of 36" (91.44 centimeters) when serving less than fifty (50) occupants and 44" (1.12 meters) when serving fifty (50) or more occupants.
- Stair risers should be not less than 4" (10.16 centimeters) nor greater than 7" (17.78 centimeters) in height and treads shall have a minimum run of 11" (27.94 centimeters), excluding nosing.
 - Spiral stairs are not recommended for areas occupied by the general public, visitors or clientele, unless specifically approved by the Miami Beach Fire Department.
 - Handrails shall be provided on at least one side of every stairway.
- Upper level(s) shall have at least two (2) exits for every three hundred (300) square feet (27.87 square meters) of occupied space, and these shall be as far from each other as possible.

FIRE CODE REGULATIONS

The City of Miami Beach Fire Marshal is authorized by Florida Statutes and the Florida Fire Prevention Code to ensure fire and life safety for the public. Conventions, trade shows and exhibits are reviewed for compliance with the requirements of NFPA 101 Life Safety Code, as adopted by Florida Administrative Law, State Fire Marshal's Rules and Regulations Chapter 693 and the Florida Fire Prevention Code. Additional technical codes and standards may apply to specific events.

Exhibitors, General Contractors and Event Promoters must comply with all federal, state and local fire regulations and building codes that apply to places of public assembly. Firefighting and emergency equipment, including fire extinguishers, strobes, fire hose cabinets and standpipes, may not be hidden, blocked or obstructed. All emergency exits, hallways and aisles leading from the MBCC must be kept clear and unobstructed. Fire lanes must be left open at all times.

For the protection of the MBCC and those guests either working or attending an event on premises, the MBCC offers a brief overview of Fire Rescue Information that may apply to various aspects of event planning:

Capacity Concerns

Exhibit Hall Floor Plan Approval

Fire Watch

Flame Resistance

Gas Information

Hazardous Chemicals

Regulated Materials

Open Flame, Pyrotechnics and Special Effects

Permit Overview/Cooking Information

Welding

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Capacity Concerns

The MBCC will not permit any leased space to be occupied by persons numbering greater than the listed capacities.

Exhibit Hall Floor Plan Approval

Preliminary Exhibit Hall floor plans, including general session, registration and Pre-Function space, must be submitted to the MBCC Event Manager at least six (6) months prior to the first move-in day for approval by the City of Miami Beach Fire Department.

Please refer to the Floor Plan Review section for further planning details regarding the floor plan approval process. All Exhibit Hall floor plans must be reviewed and approved by the City of Miami Beach Fire Department six (6) months prior to the first move-in day. Possible move-in delays may occur if the Fire Marshal has not approved a floor plan prior to move-in.

Fire Watch

A Fire Watch is a detail performed by City of Miami Beach Fire Department personnel who are specifically trained for special events and trade shows. A fire watch is ordered through the MBCC Event Manager. All requests should be submitted no less than twenty-one (21) days before the Exhibit Hall move-in begins.

Fire Watch personnel are required for the following types of exhibits and activities

- Covered booths over 301 square feet (27.96 square meters) without automatic suppression
- All multi-level booths without automatic suppression
- Cooking without a flue connection
- Cooking appliances without automatic suppression
- Movement of a vehicle during a show or event
- Battery terminals connected to a vehicle during a show or event
- Open flames
- Pyrotechnic displays
- Tents in accordance with OCFR Standard #6000
- Use of nominal five (5) pound (2.27 kilograms) containers of Liquid Petroleum

A Fire Inspector will be required on event days in the Exhibit Hall. The number of personnel requested will be determined by the City of Miami Beach Fire Department. The exhibitor will work with the MBCC's event services team to order Fire inspectors no less than two (2) weeks before the show move-in date.

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Flame Resistance

All woodwork, stage scenery, furnishings, decorations and sets used in an exhibit or on a working permanent or temporary stage shall be coated or treated by approved methods to render them fire-retardant.

- All fabrics, films, draperies, curtains and similar furnishings must be flame resistant, as demonstrated by testing, in accordance with NFPA 701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.
- Acoustical and decorative material, including, but not limited to, cotton, foamed plastic, hay, paper, wood chips, split bamboo and thatch, must be treated with a flame retardant. Documentation of fire retardants must be available for review upon request.
- Additional fire-retardant treatments shall be applied, in accordance with the appropriate product direction.
- The use of Styrofoam products for set construction is not permitted.

Gas Information

The Lessee shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the MBCC, would or might be dangerous to persons or property or otherwise incompatible with the MBCC structure, systems and furnishings. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressurized cylinders and tanks and hazardous chemicals (including oxidizers), are prohibited inside the MBCC.

The intended use of LP gas (i.e. propane, butane, etc.) or natural gas must be disclosed on a Cooking, Gas (Natural/LP), Open Flame or Heat Producing Device Notice form prior to any gas installation or onsite use. Cooking, Gas (Natural/LP), Open Flame or Heat Producing Device Notice forms can be obtained via the MBCC Event Manager, which are then submitted for review and approval to the City of Miami Beach Fire Department.

The use of gas cooking appliances must be disclosed on the Notification Form. Each exhibit using cooking or food warming devices may be subject to an individual inspection. In addition, a 2A 40-BC fire extinguisher must be within thirty (30) feet of all cooking and/or heat producing appliances.

Gas (Compressed/Inert): Compressed inert gases may be used, provided the vessels are stored in a safe manner and the MBCC Event Manager has been notified about their intended use and preferred storage location. Demonstrations involving inert gases must comply with all federal and local regulations.

Inert Gas Cylinders: Compressed gas cylinders may not be stored on dock areas or on the Exhibit Floor during move in or move out.

Compressed inert gas cylinders may be located in an exhibit space after move in is complete. Cylinders must be properly secured at all times.

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Other Compressed Cylinders: Introduction of all other compressed liquids and gases into the building is prohibited, without prior approval from the Fire Marshal.

Gas (Liquid Petroleum (LP)): The use of Liquid Petroleum is limited on the MBCC premises. The Lessee or exhibitor may use liquid petroleum, with prior approval of the Fire Marshal, if it is in non-refillable cylinders with a nominal capacity of 1 pound.

Please also see the Open Flame, Pyrotechnics and Special Effects section for additional information.

The use of portable, butane-fueled appliances listed for commercial use, up to a maximum of (2) 10 oz. non-refillable container, is permitted with prior approval of the Fire Marshal. The containers must be connected directly to the appliance. Manifolding of the cylinders is not permitted. The maximum number of stored butane containers is limited to twenty-four (24) per day and must be removed at the end of each day.

The use of nominal five (5) pound Liquid Petroleum containers, when installed at the MBCC by the Event Utilities Department, is permitted with prior approval from the Fire Marshal. A mandatory Fire Watch is required.

Multiple nominal five (5) pound Liquid Petroleum containers, when installed at the MBCC, must be separated by a minimum of 20 feet. Storage of the Liquid Petroleum product must comply with NFPA 58 Liquefied Petroleum Gas Code. A mandatory Fire Watch is required.

All Liquid Petroleum must be removed from the display area at the immediate close of Show hours.

Any other Liquid Petroleum product not listed above is strictly prohibited at the MBCC.

Gas (Storage): Gasoline, kerosene, diesel fuel, combustible gases (cylinders) or other flammable liquids may not be stored (permanently or temporarily) within the MBCC facility, or on dock areas, during an event or its move-in and move-out period.

Hazardous Chemicals

The Licensee shall not bring any exhibit, equipment or vehicle on premises that, in the judgment of the MBCC, would or might be dangerous to persons or property, or otherwise incompatible with the structure, systems and furnishings of the MBCC. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the MBCC.

Compressed inert gases may be used, provided the vessels are stored in a safe manner and your MBCC Event Manager has been notified regarding their intended use and preferred storage

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location. Demonstrations involving inert gases must comply with all federal and local regulations. Gasoline, kerosene, diesel fuel, combustible gases and other flammable liquids may not be stored (permanently or temporarily) in the MBCC during an event or its move-in and move-out periods.

The Licensee is responsible for the removal of all hazardous waste and must comply with all applicable federal, state and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic or a biohazard (as defined under 40 CFR 261 subpart C and D). If materials are questionable, contact the MBCC Event Manager for more information. Costs or applicable administrative expenses incurred by the MBCC for the removal of hazardous waste left in or around the MBCC will be assessed to the Licensee.

Regulated Materials

The Licensee shall not bring any exhibit, equipment, vehicle or material on premises that, in the judgment of the MBCC, would or might be dangerous to persons or property or otherwise incompatible with the structure, systems and furnishings of the MBCC.

Many materials are regulated for their use, handling, storage, transport and disposal. Regulated material may be classified as hazardous, non-hazardous, biomedical or another classification. These materials are defined by Florida Administrative Code FAC 62-730, FAC 64E-16, FAC 62621 and the Code of Federal Regulations 40 CFR 261. Regulated materials include a wide range of gaseous, corrosive, ignitable, reactive, toxic, biomedical and potentially infectious materials.

If a Licensee or exhibitor intends to bring a regulated material into the MBCC facility, he or she must notify the MBCC Event Manager prior to move in and provide all documentation required by the related regulations governing that material. The Licensee and exhibitors are both expected to be knowledgeable about the regulations governing the materials brought into the MBCC and comply with those regulations. The Licensee and exhibitors must ensure that General Contractors involved in the use, handling, transportation, storage and disposal of any regulated material is knowledgeable about the related regulations and complies with them at all times. Licensees are responsible for regulatory compliance and the costs associated with the removal, disposal and administration of regulated materials.

If materials are questionable, contact your Event Manager to get material determination and instructions prior to the move-in date. All costs and expenses incurred by the MBCC for the administration and removal of regulated material will be assessed to the Licensee.

Open Flame, Pyrotechnics and Special Effects

The use of open flame devices, including candles, is permitted on MBCC premises with prior approval from the Fire Marshal and the MBCC Event Manager, provided Licensee or exhibitor adheres to the following conditions.

Open Flame: Open Flame and Flame Effects must comply with NFPA 160 — Standard for Flame Effects Before an Audience. Depending on the intended use of an open flame product, a Special Effects permit may be required. A demonstration of the open flame device may be required, at

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the discretion of the Miami Beach Fire Marshal, while on the MBCC premises. Depending on the intended use of an open flame product and the demonstration of an open flame device, a Fire Watch may be required. Consult your Event Manager for further information and approval by the Miami Beach Fire Department.

Candles: All candle flames must be enclosed and protected at all times. Candles may be used on tables if securely supported on a substantial noncombustible base and located in a position to avoid danger of ignition of combustible material. Advance notification about the intended use of candles and/or candle products must be submitted to your Event Manager prior to the event.

Pyrotechnics: Pyrotechnics must comply with NFPA 1126 Standard for the Use of Pyrotechnics before a Proximate Audience. A pyrotechnics permit is required. (Consult the OCCC Event Management section for further information and approval by the Orange County Fire Rescue Department.) A demonstration of the pyrotechnics display may be required at the discretion of the Orange County Fire Marshal.

A mandatory Fire Watch will be required. A fire engine stand-by may be required, per the discretion of the Miami Beach Fire Marshal's office.

Special Effects (Fog and Hazers): Approval must be obtained through your Event Manager twenty-one (21) days prior to first use of fog/smoke machines. A schedule for the use of fog/smoke machines that includes rehearsal and show times must be submitted in advance to your Event Manager. Smoke/fog atmosphere effect must not impede visibility or egress. Notification of use of fog/smoke machines less than twenty-one (21) days prior to first use may result in denial of use. Fog, smoke and special effect equipment must not be operated in areas where the effect could enter adjacent spaces, e.g., Exhibit Hall entrances, concourses, etc. The use of fog and haze machines for lighting and theatrical effects is permitted within the MBCC, provided that the fog/haze fluid used in those machines is water-based. The use of non-water-based fog/haze fluid, specifically with an oil-based composition, is prohibited.

In order to comply with various state and federal life-safety codes, it is required that all fog and haze fluid be appropriately labeled and available for inspection by the Miami Beach Fire Department, if necessary. MBFD guidelines apply to the use of fog and haze machines and their interactions with MBCC building safety devices and/or detectors.

Should the use of fog or haze fluid create a residue or slippery coating on any of the MBCC infrastructure (catwalks, stage steps, handrails, etc.), the clean-up or wipe-down of those areas will be charged to the Licensee at the prevailing rate.

Special Effects (Lasers): The use of lasers for lighting and theatrical effects is permitted on MBCC premises, with prior approval from the Fire Marshal, provided Lessee or exhibitor adheres to the following conditions:

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- Lasers must comply with Florida Administrative Code Chapter 64E-4 Control of Nonionizing Radiation Hazards, NFPA 115 — Standard for Laser Fire Protection, and Florida Department of Health, State Bureau of Radiation regulations.
- A Laser Permit from Miami Beach Fire Department is required. In order to apply for this permit, the requestor must provide information about the proposed laser light show that includes classification of the lasers, and sketches indicating the location of the lasers, operators, performers, viewers, beam paths, viewing screens, walls, mirror balls and other reflective or diffused surfaces which may be struck by any and all laser beams, including scanning beam patterns, scanning velocity and frequency in occupied areas.
- For open air shows where a laser beam is projected into the sky, requestor must submit basic beam information about intended laser use and a copy of the notification provided to the Federal Aviation Administration.
- All lasers must be registered with the Florida Department of Health, State Bureau of Radiation. A separate registration is required for each location of intended use. Out-of-state lasers brought into the state for temporary use require notification to the State Bureau of Radiation.
- The Laser Safety Officer must establish and supervise a program of laser radiation safety for compliance with all applicable rules.
- Laser system users and staff must be trained on fire safety features prior to the lasers first use and at least annually, thereafter.
- Staff members must be trained in the use of portable fire extinguishers.
- All training must be documented and available for review.
- A Fire Watch will be required during Show Hours.

Permit Overview/Cooking Information

Special permits are required for event activities and exhibits that involve cooking, lasers, pyrotechnics, tents, multi-level or covered exhibits and/or potentially hazardous situations. Each situation must be individually approved. Permit information may be obtained by contacting your Event Manager.

Appropriate permit applications for the following activities must be made to the Office of the Fire Marshal at least twenty-one (21) days prior to the event move-in date:

- The display and operation of any unusual electrical, mechanical or chemical device that may present a hazard. The device, its application and the operation must be approved the Fire Marshal.
- The display or operation of any heater, barbecue, open flame, candles, lamps, torches, etc.
- The use or storage of flammable liquids, compressed gases or dangerous chemicals, as determined by the Fire Marshal.
- The display or operation of a laser. A permit is required from the Miami Beach Fire Department and proper notification to the Florida State Bureau of Radiation is required. (See previous page for laser regulations and restrictions.)
- Any pyrotechnics, fireworks or special effects display or process.
- Any unusual use of a motorized vehicle inside an enclosed structure.

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- Any special cooking requirements, including cooking inside of ballrooms, convention areas and/or display areas.
- Multi-level exhibit booths.
- Tents or covered exhibits in excess of 301 square feet (27.96 square meters) erected inside the MBCC.
- Tents erected outside the MBCC building in excess of 100 square feet (9.29 square meters) will require a permit issued by the Miami Beach Building Department.
- If stakes or other items are inserted into the grass, asphalt and/or concrete pavement to anchor the tent, the Lessee is required to conduct a locator search of buried underground utilities using Sunshine State One-Call of Florida, Inc. at www.callsunshine.com. Repair expenses incurred by the MBCC to restore grounds and parking lots to their pre-exhibit condition will be billed to the Licensee.
- All exterior exhibit space must be leased and requires prior approval from the Event Manager, regardless of the Licensee's contracted space agreement.
- Exterior tent installation.

Cooking, Gas (Natural/LP), Open Flame or Heat Producing Device Notice Form: A Cooking, Gas (Natural/LP), Open Flame or Heat Producing Device Notice form must be obtained prior to any onsite cooking and/or food-warming activities. Cooking Notice forms can be obtained from Event Managers and are then submitted for review and approval by the Miami Beach Fire Marshal's office.

The use of cooking appliances must be disclosed on the Cooking, Gas (Natural/LP), Open Flame or Heat Producing Device Notice form. Each exhibit using cooking or food-warming devices may be subject to individual inspection. Cooking devices must be separated from the public by at least four (4) feet, or by a substantial barrier between the devices and the public. In addition, a 2A, 40-BC fire extinguisher must be within thirty (30) feet of all cooking appliances. All fire extinguishers must be properly charged and tagged by a licensed fire extinguisher contractor.

Events involving cooking or food preparation must provide an appropriate number of utensil clean-up areas. Disposal of cooking residue into the MBCC drainage system is prohibited. Licensee shall provide holding tanks for disposal of all cooking residue (oil, grease, etc.) and these must be removed at the end of the Lease. The MBCC has grease barrels and portable sink units available at prevailing rates. The Licensee must make arrangements for proper disposal of cooking residue. Costs or expenses incurred by the MBCC for the removal of cooking residue left in or about the MBCC will be assessed to the Licensee.

For planning purposes, the MBCC has portable sink units available and Centerplate has grease barrels (with removal service) available at the prevailing rate. The Licensee shall also comply with all related Health Department rules and regulations.

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Allowed cooking appliances are as follows:

- Equipment fueled by small heat sources (such as Sterno)
- Flaming sword or other equipment involving open flames and flaming dishes, provided that precautions (subject to the approval of the Fire Marshal) are taken. Prior approval from the Fire Marshal is required.
- Portable, butane-fueled appliances (listed and approved for commercial use) with a maximum of two (2) 10-fluid ounce, non-refillable containers. The containers must be connected directly to the appliance. Manifolding of the cylinders is not permitted. The maximum number of stored butane containers is limited to twenty-four (24) per day and must be removed at the end of each day. Prior approval from the Fire Marshal is required.
- Listed and approved vent-less, self-contained exhaust systems with an automatic suppression system that complies with the NFPA 96 Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations. Prior approval from the Fire Marshal is required.

Cooking appliances that require automatic suppression and/or flue connection:

- Fryers
- Grills, ranges, griddles, broilers and chain-broilers
- Ovens

A Fire Watch may be provided in lieu of automatic suppression and/or flue connection, with prior approval from the Fire Marshal.

Welding

Lasers, welding and/or cutting equipment are prohibited in the MBCC, except as part of an exhibit, and must be approved in advance by the Miami Beach Fire Department through your Event Manager.

Under certain conditions, welding or brazing in an Exhibit Hall may be permitted, with prior approval from the Fire Marshal. In addition, depending on the scope of work that requires the onsite welding, a mandatory Fire Watch may also apply. Any unauthorized welding activity is strictly prohibited and will be subject to immediate termination of the activity.

BALLOONS AND BLIMPS

The MBCC balloon/blimp policy prohibits the use of helium-filled balloons and/or blimps, either for displays, exhibits or general public access areas. Helium balloons and blimps may cause a public safety hazard when they rise to the ceiling and interact with the lighting and/or electrical system. There are additional safety risks to facility personnel when required to use a lift to retrieve stray balloons and blimps that become entangled in the facility structure. It is the

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responsibility of the Licensee to respect this MBCC policy. Events will be charged for labor and equipment fees at the prevailing rate if balloons are released.

Balloons may not be released outside, due to airport flight patterns in the area and environmental concerns.

Smaller, air-filled balloons may be used for decoration and/or handouts. Show Management and the Event Manager must approve the use of all balloons.

CANDLES

Open-flame devices shall be permitted to be used in the following situations, provided that precautions satisfactory to the authority having jurisdiction are taken to prevent ignition of any combustible material or injury to occupants:

- For ceremonial or religious purposes
- On stages and platforms where they are part of a performance
- Where devices on tables are securely supported on substantial, noncombustible bases and the flame is protected

COOKING IN EXHIBIT HALL BOOTHS

Gas Information

The use of gas cooking appliances must be disclosed on the Notification Form. Each exhibit using cooking or food-warming devices may be subject to individual inspection. In addition, a 2A 40-BC fire extinguisher must be within thirty (30) feet (9.14 meters) of all cooking and/or heat producing appliances.

Cooking Information

Special permits are required for event activities and exhibits that involve cooking, lasers, pyrotechnics, tents, multi-level or covered exhibits, and/or potentially hazardous situations. Each situation must be individually approved. Permit information may be obtained by contacting your Event Manager.

Appropriate permit applications for the following activities must be made to the Office of the Fire Marshal at least twenty-one (21) days prior to the event move-in date:

The display and operation of any unusual electrical, mechanical or chemical device that may present a hazard. The device, its application and the operation must be approved the Fire Marshal.

The display or operation of any heater, barbecue, open flame, candles, lamps, torches, etc.

The use or storage of flammable liquids, compressed gases or dangerous chemicals, as determined by the Fire Marshal.

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Any special cooking requirements, including cooking inside of ballrooms, convention areas and/or display areas.

Permitted cooking appliances are as follows:

- Equipment fueled by small heat sources (such as Sterno)
- Flaming sword or other equipment involving open flames and flaming dishes, provided that precautions (subject to the approval of the Fire Marshal) are taken. Prior approval from the Fire Marshal is required.
- Portable, butane-fueled appliances (listed and approved for commercial use) with a maximum of two (2) 10-ounce, non-refillable containers. The containers must be connected directly to the appliance. Manifolding of the cylinders is not permitted. The maximum number of stored butane containers is limited to twenty-four (24) per day and must be removed at the end of each day. Prior approval from the Fire Marshal is required.
- Listed and approved vent-less, self-contained exhaust systems with an automatic suppression system that complies with the NFPA 96 Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations. Prior approval from the Fire Marshal is required.

Cooking appliances that require automatic suppression and/or flue connection:

- Fryers
- Grills, ranges, griddles, broilers and chain-broilers
- Ovens

A Fire Watch may be provided in lieu of automatic suppression and/or flue connection, with prior approval from the Fire Marshal.

DECORATIONS

The MBCC maintains consistent enforcement of the facility protection policies, including wall protection. The MBCC Event Manager must approve in advance the location of special decorations, banners or signage. Decorations, signage, banners, etc. may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces or columns. The MBCC reserves the right to remove any unauthorized decorations, signage or banners, should they be improperly attached to the building, in the manner previously described above.

Adhesive-backed (stick-on) decals or similar items (except name tags) are not permitted in the MBCC and may not be distributed within the facility. Any costs incurred by the MBCC for the removal of these items will be charged to the Licensee.

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All materials used for decorating, including drapes, curtains, table coverings, skirts, carpet or any other materials, must be constructed from flameproof material or treated with an approved fire-retardant solution. Random testing may be performed at any time by the Miami Beach Fire Department. Please have fire retardant certificates for all onsite materials.

The MBCC Rigging guidelines must be followed to install all custom signage that requires attachment to the building or the building infrastructure (catwalks, handrails, balconies, etc.) in any way.

ELECTRICAL EQUIPMENT

Electrical equipment must meet applicable local and national electrical codes. Electrical fixtures and fittings must be U.L. listed. The use of 14-gauge wire or better is required for all connections. All extension cords must be 3-wire grounded. Only MBCC staff and authorized service partners are authorized to move the MBCC's electrical equipment. Utility panels and mechanical equipment rooms may not be blocked under any circumstances.

FIREFIGHTING AND EMERGENCY EQUIPMENT

All fire hose cabinets, fire extinguishers, manual pull stations and any other fire protection equipment, including those inside exhibit/booth space, shall be visible and accessible at all times.

FOG, SMOKE MACHINES AND LASERS

Water-based chemical fog and smoke machines are permitted with advance approval by the MBCC. Fog and smoke machines may not be operated in common areas where the effect could enter or affect a space used by another customer.

Lasers are permitted, with advance notice, in locations where there is access to a water source.

A schedule for use of fog and smoke machines or lasers, including rehearsal and event time, must be submitted to your Event Manager in advance so that appropriate inspections and ventilation measures are taken.

HAZARDOUS CHEMICALS AND MATERIALS

Chemicals, solvents and/or solutions considered hazardous are not allowed to be disposed of through the sewer lines or drains of the Miami Beach Convention Center.

Any materials that are brought into the facility must be accompanied by applicable Material Safety Data Sheets.

Some neutralizers may be available to render harmless chemicals being used. If you are not sure of the product being utilized, please check with the manufacturer.

All items must be handled and disposed of in accordance with the latest Environmental Protection Agency regulations at the time of the event.

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Exhibitors using these items are entirely responsible for cleanup and removal from the Miami Beach Convention Center. Please check with the Official Cleaning Service Supplier prior to the Show to make the necessary disposal arrangements for any hazardous waste materials.

MEDICAL WASTE AND TESTING

All medical waste must be removed at the end of the event, according to federal and local regulations.

PROPANE

Propane tanks may not be stored inside of the MBCC. Propane tanks must be stored in locked storage cages on the South Loading Dock. Contractors must provide their own storage cages. Contractors must work closely with the Public Safety Department and the Dock Manager for cage placement.

PYROTECHNICS

The use of pyrotechnics is strictly controlled and monitored and must be approved in advance by the Miami Beach Fire Department and the MBCC. Customers requesting the use of pyrotechnics must hire a federally-licensed pyrotechnics contractor and must obtain all relevant permits from the Miami Beach Fire Department. Consult your Event Manager for further information and guidelines.

RIGGING AND OVERHEAD HANGING GUIDELINES

There is no rigging permitted from the ceiling in any of the meeting rooms.

In order for the MBCC to provide the best possible service to clients, the following rigging guidelines are applicable to all Show Managers, General Contractors, installation and dismantling companies and Exhibitor Appointed Contractors (EACs):

- All rigging must conform to Show Management rules, regulations and facility limitations.
- All equipment, signs, products, etc. must be designed to suspend safely. In some cases, signs may require a structural engineer's seal of approval.
- Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. All hardware is required to have a Working Load Limit (WLL).
- Rigging plots, drawings, blueprints or engineer's certification, when requested, must be submitted to the MBCC Event Manager a minimum thirty (30) days in advance of Show move-in day and must include the location, dimensions, the height between the floor and the top of the rig and the weight of the suspended item. It must also show the booth outline with aisles marked for reference.
- All points where nylon slings are used will require a steel safety cable.
- All assembly of equipment, signs, products, etc. is the responsibility of the Exhibitor or Exhibitor Appointed Contractor.
- Any equipment, signs, products, etc. deemed unsafe for overhead suspension by the MBCC Rigging Section will not be allowed.

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- In instances where a definite date and time for rigging services is required, the Exhibitor will need to order a dedicated rigging team.
- The MBCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move out if the Exhibitor is not present.

Seams

When using cloth material, seams need to be double stitched on the top and bottom. Heat seam is only acceptable when hanging lightweight, vinyl drape. If vinyl drape is to be used as a drop-down for a sign or banner, and includes a bottom batten to attach the foam core, Sintra or cloth/vinyl banner, the MBCC requires double stitching on the vinyl drape, due to weight considerations and the possible failure of the heat seam.

Adhesive

Adhesive or glue tape is not acceptable due to its tendency to loosen when weight is applied. The use of any type of adhesive for attaching signs, banners or decorations to building walls or decorative surfaces (inside or outside) is not permitted.

Hardware

The manufacturer must rate all rigging hardware with a Working Load Limit (WLL). The manufacturer of the rigging hardware must be legally liable for its products in the continental United States. All wire rope slings 3/8" and larger must be certified and proof-tested to twice their working load limit. Flemish-eye construction is preferred for all wire rope slings 3/8" and larger.

Manufactured or Custom-Built Signs

All signs must be well-made and in good condition in order to be suspended. All drawings, diagrams, etc. must be submitted at least twenty-one (21) days in advance of the event. All signage is subject to onsite inspection for final approval. An engineer's certification may be required, under certain conditions. All hardware and equipment must be approved by the manufacturer for overhead suspension.

A written request for any hanging or attaching, including, but not limited to, drawings, weights, attachment points, chain motors, etc., must be submitted to the Event Manager at least thirty (30) days before load-in.

All structural, high steel rigging must be reviewed and approved by the building's in-house rigger. At no time will any item be attached to the ceiling grid, roof structure or ceiling tile in the facility. All beam or other painted structures must be covered and protected via soft cloth or material before hanging wire, cable, chains or steel hardware. At no time will electrical lighting conduits, utility pipes or sprinkler systems be used as supports or attachments.

The Exhibit Hall high steel rigging weight load limit is 1500 pounds per point. All rigging must meet MBCC approval. All rigging is done by union labor based on the standard union "scope of

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work” jurisdictions and said union contract. Please consult your Event Manager for any additional clarification in regard to rigging in the facility.

All rigging and hanging at the MBCC is subject to approval by MBCC Management and must meet industry standards.

VEHICLES ON DISPLAY

Vehicles on display within an exposition facility such as the Miami Beach Convention Center shall comply with the following:

All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall not be more than one-quarter full or contain more than four (4) gallons (15.14 liters) of fuel, whichever is less.

At least one battery cable shall be removed from the batteries used to start the vehicle engine. The disconnected battery cable shall then be taped.

Fueling or de-fueling of vehicles shall be prohibited. Vehicles shall not be moved during Show hours.

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