



PRIDE PARK, COLLINS CANAL PARK & RUM ROOM AND VENU

EVENT PLANNING GUIDE



TABLE OF CONTENTS

OVERVIEW	04
Event Planning Guide	04
Event Manager	04
 SECTION 1: VENU & RUM ROOM	 05
Site Plans	08
Event Production Logistics	09
Audio-Visual	09
Cleaning	09
Deliveries	09
Electrical	09
Event Layout & Production Schedule	09
Internet	09
Lighting	09
SECTION 2: COLLINS CANAL PARK	10
Site Plans	12
Event Production Logistics	13
Audio-Visual	13
Cleaning	13
Deliveries	13
Drones	13
Electrical	14
Event Layout & Production Schedule	14
Internet	14
Lighting	14
Restrooms	14
Sound Ordinances	15

SECTION 3: PRIDE PARK	16
Site Plans	17
Event Production Logistics	19
Audio-Visual	00
Care and Maintenance	00
Photo-Video of Public Art	20
Cleaning	20
Deliveries	20
Drones	20
Event Layout & Production Schedule	21
Internet	22
Lighting	22
Restrooms	22
Sod Replacement	22
Sound Ordinances	23
Tents	23
Local Union I.A.T.S.E 500	23
SECTION 4: GENERAL INFORMATION (ALL SPACES)	24
Condition of Premises/Damage Deposit	24
Electrical	24
Fire Department	24
Police	24
Food and Beverage	24
Public Safety	26
Specialty Equipment for Inflatables/Carnival	26
Signage	26
Parking	26
Transportation	27
Vehicles	27
Water	27
SECTION 5: PERMITS, LICENSES, CERTIFICATES	28
Liability Insurance	29
Light Pole Banners	30
SECTION 6: CODE OF CONDUCT	31

OVERVIEW

The Miami Beach Convention Center (MBCC) strives to provide our clients and guests with exceptional customer service and unforgettable experiences, collaborating through clear communication to ensure the success of all events at our outdoor spaces. Our Pride Park, Collins Canal Park, Venu, and Rum Room can accommodate groups large or small for private and corporate events. The reimagined MBCC is committed to sustainability and climate change actions and supports the resiliency initiatives and “Rising Above” program of the City of Miami Beach. The MBCC is a LEED Silver-certified green building, and its outdoor green spaces play an integral part in preserving a healthy ecosystem. Discover the MBCC’s lush grounds, stunning public art, historical features, and cultural assets. The entire MBCC team is looking forward to working with you toward a very successful event.

Event Planning Guide

The Pride Park, Collins Canal Park, Venu, and Rum Room Event Planning Guide provides an overview of the exterior spaces and responds to frequently asked questions. The Event Planning Guide (EPG) is an addendum to the event license agreement. Please carefully read and familiarize yourself with all parts of this important document. Event policies, rules and regulations detailed herein cannot cover every scenario. The Miami Beach Convention Center reserves the right to determine necessary considerations specific to events on an as-needed basis. Our sole effort is to ensure the success of your event and safeguard the safety and experience of all our visitors, while being excellent stewards of the beautiful natural environment of our campus, treasured trees and vegetation, amazing public art and our shared community and neighborhood assets. The entire Miami Beach Convention Center team is looking forward to working with you toward a very successful event! We thank you for choosing the Miami Beach Convention Center and the City of Miami Beach. The MBCC reserves the right to change, amend and update the EPG at its sole discretion.

Event Manager

The MBCC Event Services Department is comprised of a team of Event Professionals with years of event operations experience. Once the License Agreement is executed, an Event Manager will be assigned to the event. The Event Manager (EM) is the principal contact for the venue from the initial planning stages all the way through to the successful culmination of the event. The EM is responsible for coordinating the activities of all service contractors with building personnel and partners to ensure proper staffing, smooth operations and building regulations are maintained. All information regarding service subcontractors, move-in/out schedule, setup, exhibits, offices, ADA accessibility, food and beverage locations, requests for municipal services and a schedule of all activities during the event should be received in writing by your Event Manager no later than forty-five (45) days prior to the first move-in date.

By receiving this and other information as early as possible, the Event Manager can assist in avoiding unnecessary charges, alert you to potential problems and, in turn, ensure the smooth operation of the event. Onsite pre-planning meetings are recommended at least forty-five (45) days in advance of the event. The Miami Beach Convention Center encourages regular communication with the Event Manager during the planning process.



SECTION 1

venu & rum room



VENU

Venu, occupying the newly renovated, historic clubhouse on the MBCC Campus with direct access to the Collins Canal Park, offers private, special event space with large outdoor patios.

Complementing the historic architecture, Venu features a modern Spanish-inspired design. Anchored by its large live fireplace, the interior is airy and bright with flexible seating and a relaxed casual atmosphere. Three large chandeliers and elevated rustic touches of local woods, brass accents, and naturally dyed fabrics combine to create a warm and comfortable gathering space.

The exterior patio and lawn spaces on the front and back side of the main clubhouse offer comfortable dining tables, lounge seating options, umbrellas, and lawn games to encourage guests to flow freely between the interior and exterior spaces—connecting the Venu experience with the park and the community.

The white, bright palette with Spanish tile and dark wood accents, creates an environment perfect for special events—allowing event and meeting planners to customize the spaces. Venu is the perfect space to promote smaller, high-end VIP event activations as part of larger convention programming and generate incremental sales revenue for the City from convention and event producers.

With interior capacity and room for additional guests on the exterior patios surrounding the clubhouse, this flexible event space caters to a diverse event clientele and is a prime spot for social events and sponsored activations.



RUM ROOM

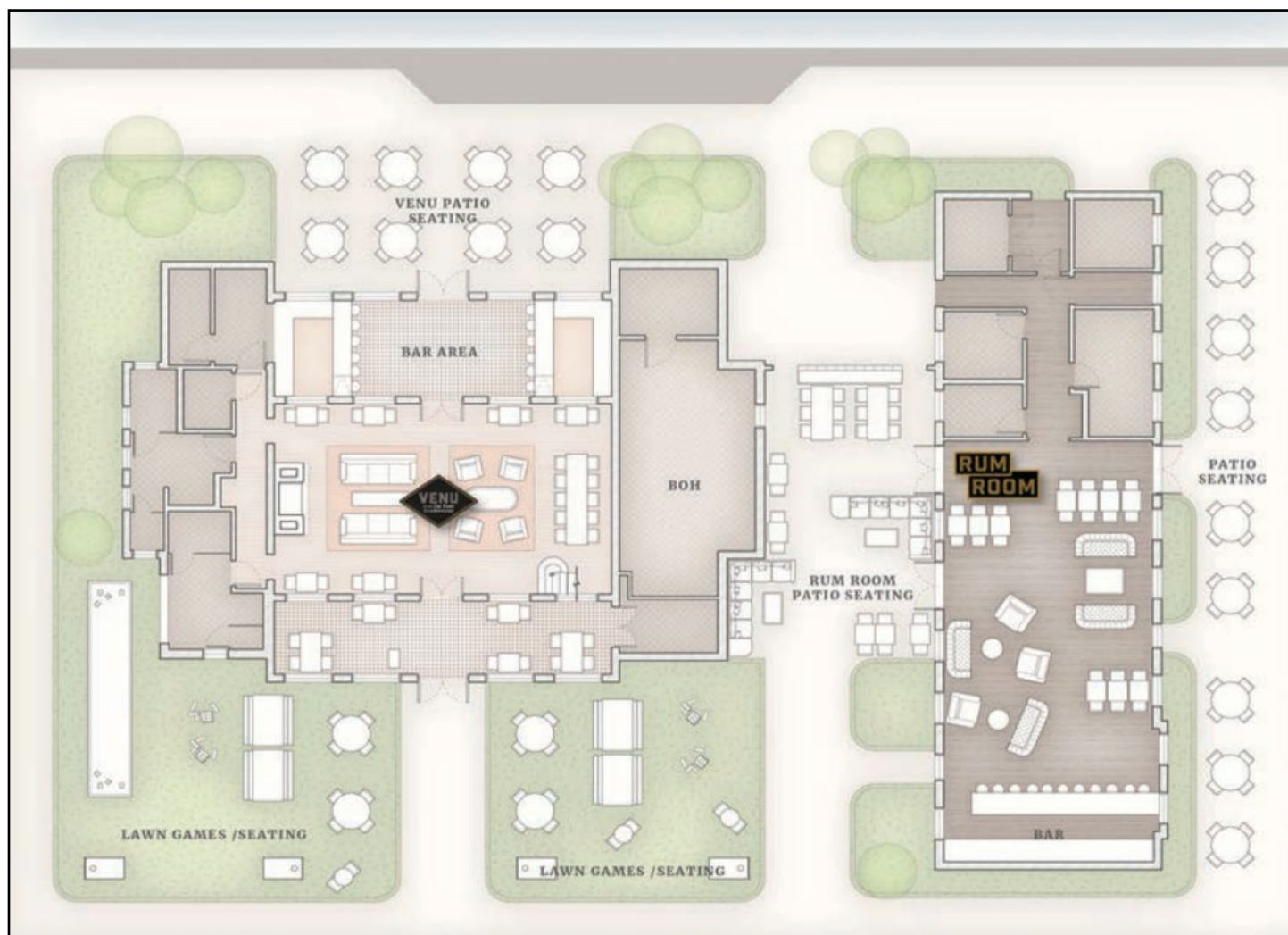
Rum Room—a newly renovated bar and Spanish tapas restaurant, can be used as an event space. Combining Miami Beach’s vibrant culture with a chef-driven culinary vision, Rum Room is one of the city’s best-known spots for locals and visitors to find innovative, seasonally inspired menus in a relaxed, inviting atmosphere.

This historical, century-old landmark with a neighborhood speakeasy vibe features an upscale, tapas-style menu full of contemporary Latin flavors and highlighting fresh local ingredients and plant-based options. A canal-side terrace features year-round waterside dining. The bar features a variety of high-quality rums, spirits, and specialty craft cocktails along with wines by the glass and bottle.

The dark woods, enticing velvet and leather accents, and old-school luxury are complemented by natural, and organic fabrics and punches of warm color. A large, covered terrace between the annex and the main clubhouse serves as a relaxing, yet social, vibe in a unique and trendy outdoor setting—sure to become coveted real estate for locals and visitors alike.

This space makes an ideal location for intimate pre-dinner cocktails or a post-dinner dessert reception to go along with dinner events held at Venu or the Miami Beach Convention Center.

SITE PLAN: VENU / RUM ROOM



	CAPACITY	DIMENSION	SQ. FT	CEILING HEIGHT	ELECTRIC
VENU	(flexible)				
Main Hall				17'x11"	
Entrance Foyer	50	40' x 8'	3,442 ft.	8'x9"	20 AMP
Canal Foyer		40' x 12'		8'x8"	
RUM ROOM	50	40' x 24'	2,244 ft.	9'x2"	20 AMP
CANAL TERRACE	100	864' x 572'	3,000 ft.		

EVENT PRODUCTION LOGISTICS

Audio-Visual

The MBCC's in-house preferred audio-visual partner is Everlast Productions. Everlast Productions offers premier event solutions including video productions, professional sound, stage lighting, stage rentals, event essentials and more. Everlast Productions are innovators in the event live industry to develop and design corporate events, seminars, receptions, galas, music/concerts, and more. Everlast Productions' in-house professional team is available to consult about various creative, budget-friendly options.

Cleaning

MBCC takes great pride in the cleanliness and upkeep of the Venu. Prior to, during and after any event, we will ensure that the space is clean and disinfected. The MBCC Housekeeping team provides a clean space for all contracted spaces. The MBCC maintains all public common areas such as restrooms, exterior sidewalks, and the perimeter. Licensee to receive the contracted space with a "broom clean". Additional expenses will be applied to the Licensee if the space is not returned as a "broom clean".

Deliveries

MBCC does not accept deliveries in advance. If any shipments are required for your event, they will need to be shipped and delivered on your contracted event day(s) and received by the Licensee or a member of their team. Any deliveries that arrive before the contract date will not be accepted. The shipper will be responsible for all associated costs.

ALL DELIVERIES MUST BE PRE-APPROVED BY THE EVENT MANAGER.

Electrical

There are residential 120v 20amp available. If additional electrical is required, contact the Event Manager for approved electrical partners.

Event Layout & Production Schedule

For events with custom set-ups, a detailed event layout is required to be submitted to the Event Manager.

Internet

Internet and telecommunication services are provided exclusively by Smart City Networks. Through Smart City, the MBCC offers state-of-the-art networking capabilities and high-speed internet access.

Lighting

Any additional lighting must be approved by your Event Manager.



SECTION 2

COLLINS CANAL PARK

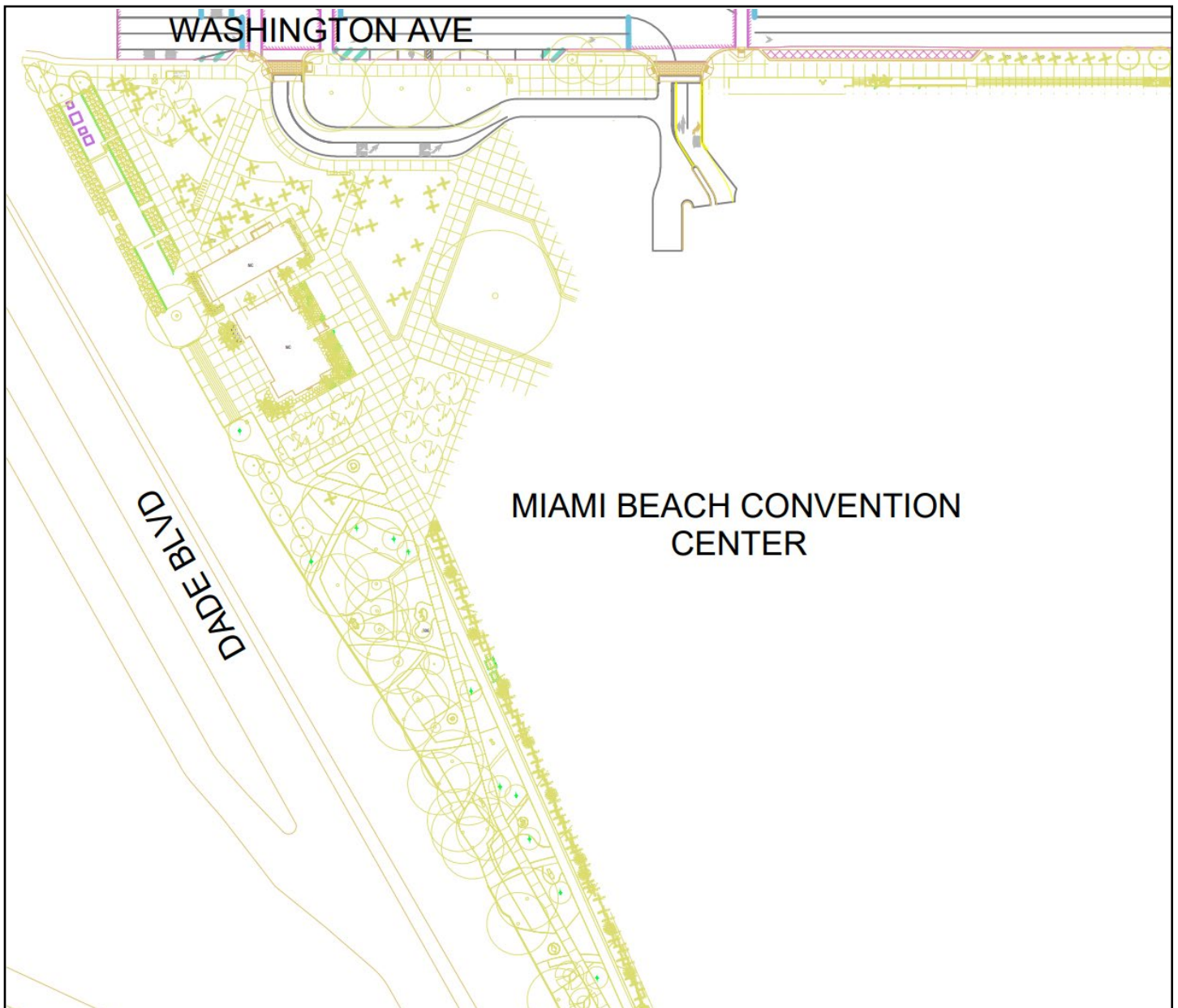


COLLINS CANAL PARK

The recently opened Collins Canal Park includes a hidden oasis of lush landscaping and a walking path that runs between the Convention Center and canal. Throughout the 2.8 acre space are aluminum sculptures by Dutch artist Joep van Lieshout. Known as Humanoids, the collection is part of the City's Art in Public Places program. The re-imagining of the Convention Center includes over \$7 million in public art installed around the new facility including the art on the building's exterior. We take pride in protecting, nurturing, and maintaining the beautiful landscaping and ecosystem in Collins Canal Park for the enjoyment of our visitors and local community alike.

According to the Art in Public Places program, "The Humanoids are part of [the artist's] recent fascination with man and nature. They appear as abstract figures, which use the park and the natural environment as their habitat, formulating a subtle statement about our relationship to nature and our origins."

SITE PLAN: COLLIN'S CANAL PARK



EVENT PRODUCTION LOGISTICS

Audio-Visual

The MBCC's in-house preferred audio-visual partner is Everlast Productions. Everlast Productions offers premier event solutions including video productions, professional sound, stage lighting, stage rentals, event essentials, and more. Everlast Productions are innovators in the event live industry to develop and design corporate events, seminars, receptions, galas, music/concerts, and more. Everlast Productions' in-house professional team is available to consult about various creative, budget-friendly options.

Cleaning

MBCC takes great pride in the cleanliness and upkeep of Collins Canal Park. Prior to your event, we will ensure that the park area is cleaned, and trash is removed. Once load-in begins, it will be the responsibility of the Licensee to provide a cleaning service to ensure that the usable area is well maintained. Once the event concludes, the Event Manager and Licensee will walk the space for any damages. The client will be responsible for any damages.

Deliveries

MBCC does not accept deliveries in advance. If any shipments are required, shipment and delivery must be on the contracted event day(s) and received by the Licensee or a designated member of the event team. Any deliveries that arrive before the contract date will not be accepted. The Licensee will be responsible for all associated costs. ALL DELIVERIES MUST BE PRE-APPROVED BY THE EVENT MANAGER.

Drones

The City of Miami Beach has jurisdictional authority for all aerial filming/activations that occur from ground level to 1000 feet above the ground. This includes all waterways, bridges, beaches, and any other area that is within the boundaries of the City. UAS/Drones used for filming and/or photography must be permitted under a Film & Print Permit. Drone light shows must be permitted under a Special Event Permit. The City of Miami Beach does not issue blanket permits for the overall airspace, nor does it allow commercial drone filming under recreational/hobbyist FAA guidelines.

All requests for aerial filming over the City of Miami Beach will require a Film & Print Permit for "Miami Beach Aerials" detailing the proposed date, time, location, and specific flight pattern of each flight. Production must provide proof of compliance with all requirements of the FAA's 14 CFR Part 107 Small Unmanned Aircraft Systems rules.

Event organizers must complete an online application as per the Miami Beach Permit Application Instructions and add “Miami Beach Aerials” as a location. In addition to the standard Miami Beach Permit Application Requirements, the Film & Print Office must be provided with a complete Aerials Application Packet (AAP) at least 5 business days before filming.

Electrical

There is limited power in Collins Canal Park. Some light poles contain 20amp circuits. If additional power is required your Event Manager and the approved Electrical partner can assist with the placement of the generator.

Event Layout & Production Schedule

For events with custom set-ups, a detailed event layout is required to be submitted to the Event Manager.

Internet

The internet and telecommunication services are provided exclusively by Smart City Networks. Through Smart City, the MBCC offers state-of-the-art networking capabilities and high-speed internet access.

Lighting

Street light fixtures are along the sidewalk. Any additional lighting requires the approval of the Event Manager.

Restrooms

Restrooms can be accessed in the adjacent Venu or the MBCC for all events held in Collins Canal Park. Due to capacity, additional restrooms may be necessary. The MBCC reserves the right to require additional portable restroom facilities. The cost and coordination of additional restrooms is the responsibility of the Licensee. Please consult with the Event Manager for additional restroom needs, such as portable restroom facilities.

Sound Ordinances

The Licensee shall abide by the Miami-Dade County Noise Ordinance and the City of Miami Beach Noise Ordinance, Article IV of the City Code. It shall be unlawful for any person to make, continue or cause to be made or continued any unreasonably loud, excessive, unnecessary, or unusual noise. The following acts, among others, are declared to be unreasonably loud, excessive, unnecessary, or unusual noises in violation of this section, but this enumeration shall not be deemed to be exclusive:

(a) Horns, signaling devices, etc. The sounding of any horn or signaling device on any automobile, motorcycle, bus, or other vehicles on any street or public place of the city, except as a danger

warning; the creation by means of any such signaling device of any unreasonably loud or harsh sound; and the sounding of any such device for any unnecessary and unreasonable period of time.

(b) Radios, televisions, phonographs, etc. The using, operating or permitting to be played, used or operated any radio receiving set, television set, musical instrument, phonograph, or other machine or device for the producing or reproducing of sound in such manner as to disturb the peace, quiet and comfort of the neighboring inhabitants, or at any time with louder volume than is necessary for convenient hearing for the person or persons who are in the room, vehicle or chamber in which such machine or device is operated and who are voluntary listeners thereto. The operation of any such set, instrument, phonograph, machine, or device between the hours of 11:00 p.m. and 7:00 a.m. in such manner as to be plainly audible at a distance of 100 feet from the building, structure, or vehicle in which it is located shall be prima facie evidence of a violation of this section.

(b) Power tools and landscaping equipment. The operation of noise-producing lawn mowers, lawn edgers, weed trimmers, blowers, chippers, chain saws, power tools, and other noise-producing tools which are used to maintain or at a residence out-of-doors between the hours of 8:00 p.m. and 8:00 a.m. on weekdays, and 8:00 p.m. and 10:00 a.m. on weekends and national holidays. The limitations on the operation of noise-producing power tools and landscaping equipment on weekends and national holidays do not apply to single-family homes located in the RS-1, RS-2, RS-3 RS-4, RM-1, RM-2, RM-PRD, RM-PRD-2, RO, RO-2, RO-3, and TH zoning districts.

(c) Noises to attract attention. The use of any drum, loudspeaker, or other instrument or device for the purpose of attracting attention by creation of any unreasonably loud or unnecessary noise to any performance, show, sale, display, or advertisement of merchandise.

(d) Loudspeakers, etc. The use or operation on or upon the public streets, alleys, and thoroughfares anywhere in this city for any purpose of any device known as a sound truck, loudspeaker or sound amplifier or radio, or any other instrument of any kind or character which emits therefrom loud and raucous noises and is attached to and upon any vehicle operated or standing upon such streets or public places aforementioned. It is provided, however, that this subsection is not intended to be construed in a manner that would interfere with the legitimate use of the foregoing loudspeaker-type devices in political campaigns.



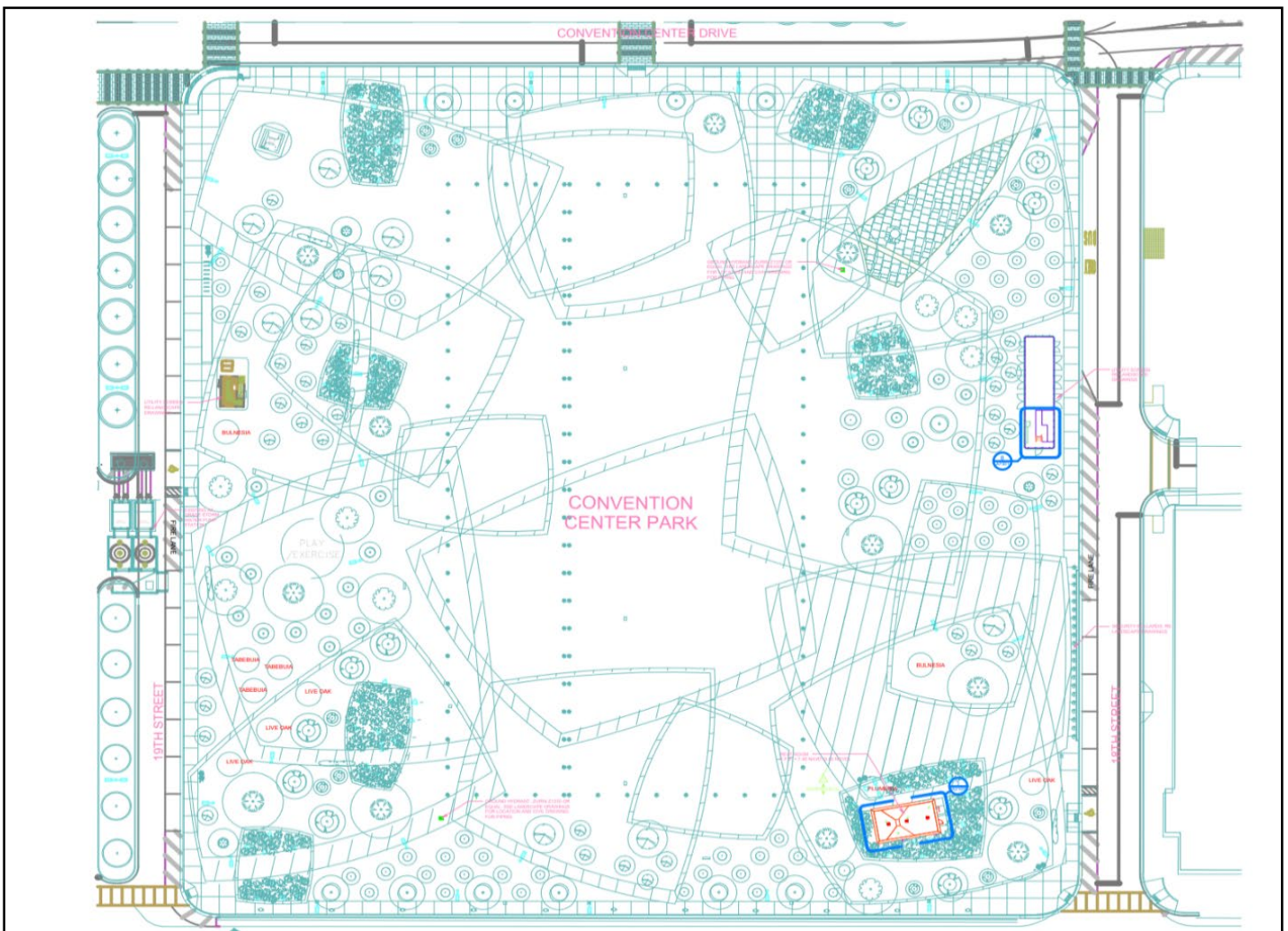
SECTION 3

PRIDE PARK

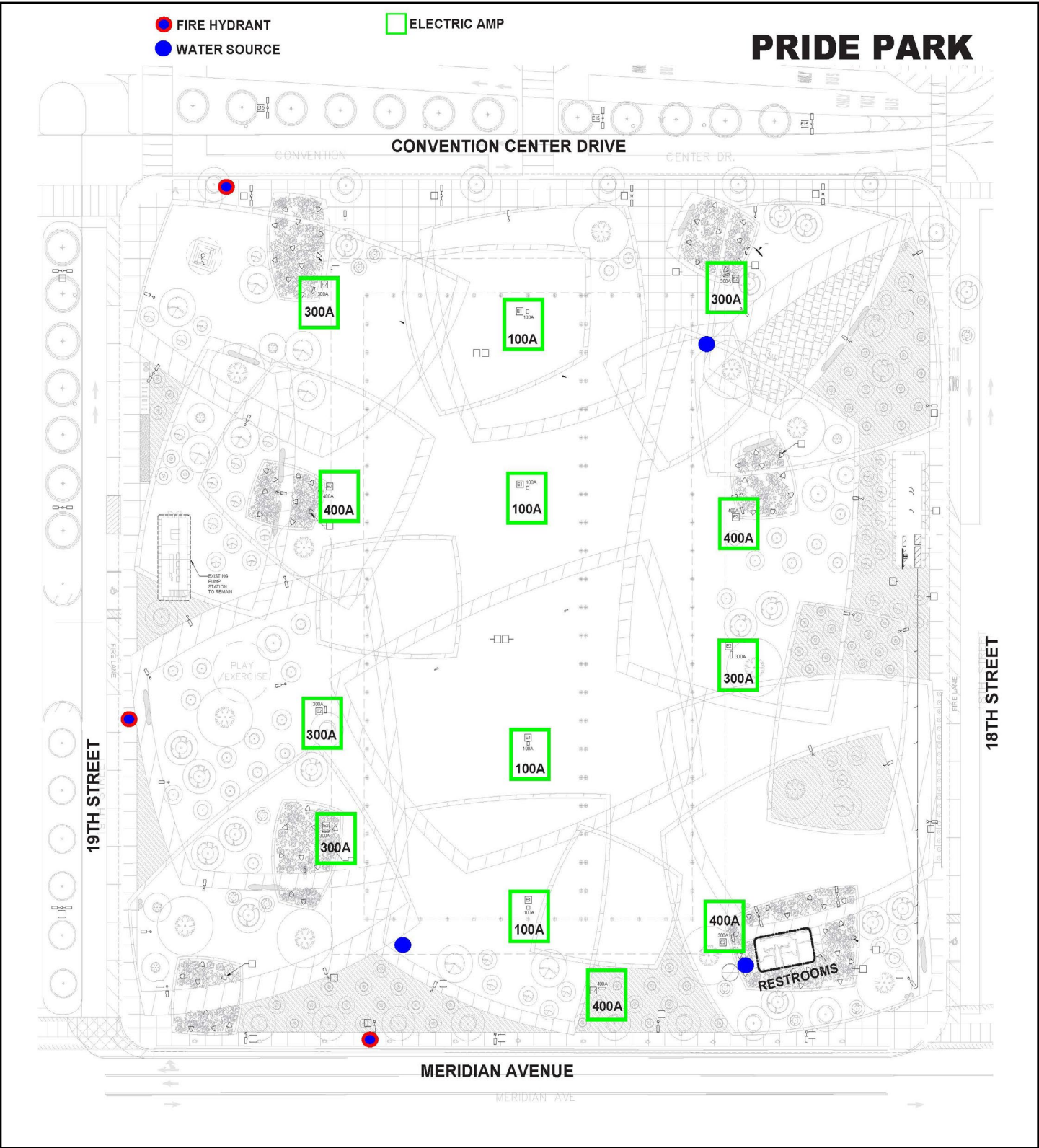
PRIDE PARK

Convene at Miami Beach's new 5.8-acre Pride Park, across from the Miami Beach Convention Center and adjacent to the Miami Beach Botanical Garden. Pride Park, which is named in support of the LGBTQ+ community as well as to promote civic pride in the City of Miami Beach, offers a shaded respite with a veterans memorial, walkways, sculptures by celebrated artists Elmgreen & Dragset and Jaume Plensa, a Juneteenth tree, a gym, and a central lawn. Collectively protecting and safeguarding the natural environment, hundreds of trees, as well as the prized public art and assets found in Pride Park are of utmost importance. As stewards of the park, we take great pride in maintaining its beautiful assets for the enjoyment of our community and our visitors. Recently, two "Brazilian Beauty" trees were relocated next to the new gym area in Pride Park and we also welcomed Jaume Plensa's stunning art sculpture "Minna".

SITE PLAN: PRIDE PARK



ELECTRIC AMP MAP: PRIDE PARK



EVENT PRODUCTION LOGISTICS

Audio-Visual

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Care and Maintenance

Public Art

The public art located in Pride Park is part of the City of Miami Beach Art in Public Places (AiPP) collection. Works featured throughout Pride park include; Jaume Plensa's mesh sculpture Minna, and Elmgreen and Dragset's Bent Pool. It is the responsibility of the Licensee to protect the public art and ensure proper care is observed by event staff and guests. Should damage occur, it is the responsibility of the Licensee to immediately notify the MBCC Event Manager. The Licensee is responsible for covering all costs associated with the repair of the artwork resulting from damages that occurred during an event.

Show organizers should not attempt to clean or maintain the artwork. Works of art require specialized treatment for upkeep and qualified professionals for restoration. The MBCC Event Manager will contact Art in Public Places immediately to report any damage to an artwork and an AiPP staff member will be responsible for assessing the damage and determining the repair procedures. AiPP staff conducts regular site visits to the MBCC campus before and after events to assess the condition of the public art. The condition of the artwork is documented through AiPP time-stamped photographs.

Public Property

Pride Park offers a shaded respite with a veterans memorial, Juneteenth Rainbow Eucalyptus Tree, walkways, fitness area, and a central lawn; It is the responsibility of the Licensee to ensure proper protection and care is observed by event staff and guests. Should damage occur, it is the responsibility of the Licensee to immediately notify the MBCC Event Manager. The Licensee is responsible for covering all costs associated with the repair of any property resulting from damages that occurred during an event.

Photography and Videography of Public Art for Commercial Purposes

All copyrights, trademarks, service marks, logos and other images related to the Artwork (if any), and any right to commercially exploit the same (all of the foregoing, collectively and individually, the “Intellectual Property”) shall be the exclusive property of Artist. Any reproduction of the Artwork for commercial purposes (including on merchandise or in commercial advertising for third party products) shall be subject to the Artist’s advance written approval. In connection with any such reproduction and publication by a third party, that party shall be solely responsible for arranging any consent and/or credit with Artist, and the City shall have no liability to Artist and/or to third parties as a result of any failure by third parties to obtain authorization by Artist, or give credit to Artist, for such third party uses.

Cleaning

MBCC takes great pride in the cleanliness and upkeep of Pride Park. Prior to your event, the space is cleaned and trash is removed. Once load-in begins, it will be the responsibility of the Licensee to provide a cleaning service to ensure that the usable area is well maintained. Once the event concludes, the Event Manager and Licensee will walk the space for any damages. The Licensee will be responsible for any damages.

Deliveries

MBCC does not accept deliveries in advance. If any shipments are required, shipment and delivery must be on the contracted event day(s) and received by the Licensee or a designated member of the event team. Any deliveries that arrive before the contract date will not be accepted. The Licensee will be responsible for all associated costs. ALL DELIVERIES MUST BE PRE-APPROVED BY THE EVENT MANAGER.

Drones

The City of Miami Beach has jurisdictional authority for all aerial filming/activations that occur from ground level to 1000 feet above the ground. This includes all waterways, bridges, beaches, and any other area that is within the boundaries of the City. UAS/Drones used for filming and/or photography must be permitted under a Film & Print Permit. Drone light shows must be permitted under a Special Event Permit. The City of Miami Beach does not issue blanket permits for the overall airspace, nor does it allow commercial drone filming under recreational/hobbyist FAA guidelines.

All requests for aerial filming over the City of Miami Beach will require a Film & Print Permit for “Miami Beach Aerials” detailing the proposed date, time, location, and specific flight pattern of each flight. Production must provide proof of compliance with all requirements of the FAA’s 14 CFR Part 107 Small Unmanned Aircraft Systems rules.

Event organizers must complete an online application as per the Miami Beach Permit Application Instructions and add “Miami Beach Aerials” as a location. In addition to the standard Miami Beach Permit Application Requirements, the Film & Print Office must be provided with a complete Aerials Application Packet (AAP) at least 5 business days before filming.

Event Layout & Production Schedule

For events with custom set-ups, a detailed event layout is required to be submitted to the Event Manager at least 30 days prior to the first contracted date.

Floor plans should include; Name of the event, event dates, legend, and measurement scale. Please provide additional information if any of the following will be present at the event: cooking displays; live animals; inflatable or mechanical amusements; lasers for light shows or live demonstrations; motor vehicles; and/or areas with a ceiling or covering, including fabric, tents, canopies, or tarps. If the event is ticketed, please also illustrate the fence line.

EVENTS THAT LIMIT ACCESS VIA FENCING WILL NEED TO ILLUSTRATE THE FENCE LINE AND ENTRANCE/EXIT POINTS TO DETERMINE CAPACITY WITHIN THE LEASED SPACE. THE LAYOUT AND CAPACITY WILL NEED TO BE PREAPPROVED BY THE CITY OF MIAMI BEACH FIRE DEPARTMENT.

Internet

Network and telephone services are provided by Smart City Networks. Through Smart City, the MBCC offers state-of-the-art networking capabilities and high-speed internet access which can transfer to the exterior parcels.

Lighting

Any additional lighting and placement must be approved by your Event Manager.

Merchandise Sales

The licensee shall provide a plan for the sale of merchandise associated with their event. The MBCC must provide written approval for all such sales.

Sod Protection

The Licensee is responsible for the show organizer to protect the existing sod to prevent damage. The MBCC requires that a sod protection system is used when heavy machinery or vehicles (lifts, trucks, semis, etc.) are required to drive on the sod surface. In addition, please work closely with your event manager to designate the load-in paths so that we can ensure that all irrigation is capped and any electrical areas in the pathway are protected and covered. Please note that all damaged sod and foliage will be charged to the show organizer at settlement.

Sound Ordinances

The Licensee shall abide by the Miami-Dade County Noise Ordinance and the City of Miami Beach Noise Ordinance, Article IV of the City Code. It shall be unlawful for any person to make, continue or cause to be made or continued any unreasonably loud, excessive, unnecessary, or unusual noise. The following acts, among others, are declared to be unreasonably loud, excessive, unnecessary, or unusual noises in violation of this section, but this enumeration shall not be deemed to be exclusive:

(a) Horns, signaling devices, etc. The sounding of any horn or signaling device on any automobile, motorcycle, bus, or other vehicles on any street or public place of the city, except as a danger warning; the creation by means of any such signaling device of any unreasonably loud or harsh sound; and the sounding of any such device for any unnecessary and unreasonable period of time.

(b) Radios, televisions, phonographs, etc. The using, operating or permitting to be played, used or operated any radio receiving set, television set, musical instrument, phonograph, or other machine or device for the producing or reproducing of sound in such manner as to disturb the peace, quiet and comfort of the neighboring inhabitants, or at any time with louder volume than is necessary for convenient hearing for the person or persons who are in the room, vehicle or chamber in which such machine or device is operated and who are voluntary listeners thereto. The operation of any such set, instrument, phonograph, machine, or device between the hours of 11:00 p.m. and 7:00 a.m. in such manner as to be plainly audible at a distance of 100 feet from the building, structure, or vehicle in which it is located shall be prima facie evidence of a violation of this section.

(c) Power tools and landscaping equipment. The operation of noise-producing lawn mowers, lawn edgers, weed trimmers, blowers, chippers, chain saws, power tools, and other noise-producing tools which are used to maintain or at a residence out-of-doors between the hours of 8:00 p.m. and 8:00 a.m. on weekdays, and 8:00 p.m. and 10:00 a.m. on weekends and national holidays. The limitations on the operation of noise-producing power tools and landscaping equipment on weekends and national holidays do not apply to single-family homes located in the RS-1, RS-2, RS-3 RS-4, RM-1, RM-2, RM-PRD, RM-PRD-2, RO, RO-2, RO-3, and TH zoning districts.

(d) Noises to attract attention. The use of any drum, loudspeaker, or other instrument or device for the purpose of attracting attention by creation of any unreasonably loud or unnecessary noise to any performance, show, sale, display, or advertisement of merchandise.

(e) Loudspeakers, etc. The use or operation on or upon the public streets, alleys, and thoroughfares anywhere in this city for any purpose of any device known as a sound truck, loudspeaker or sound amplifier or radio or any other instrument of any kind or character which emits therefrom loud and raucous noises and is attached to and upon any vehicle operated or standing upon such streets or public places aforementioned. It is provided, however, that this subsection is not intended to be construed in a manner that would interfere with the legitimate use of the foregoing loudspeaker-type devices in political campaigns.

Tents

Licensee has the ability to utilize any provider for tents or temporary covers larger, providing the proper permits have been authorized and submitted. Tents 10'x10' and under must be weighted and NOT staked. Proper lawn protection should be used to protect the sod.

Tent footers are permanently installed in Pride Park for large tent structures. The Event Manager and engineering team will coordinate with MBCC exclusive partners to assist with identifying the footers.

LOCAL UNION I.A.T.S.E 500

Florida is a right-to-work state. The MBCC has an exclusive agreement with the International Alliance of Theatrical Stage Employees (IASTE) Local Union 500 as the in-house labor to handle all entertainment, theatrical stage related work, and audio-visual operations. Audio visual load-in, setup, event production, move-out, and load-out are required to be staffed by IATSE. All contractors providing staging or audio-visual production may provide super- vision only. Contact the EM for further information.



SECTION 4

GENERAL INFORMATION (ALL SPACES)

GENERAL INFORMATION (ALL SPACES)

Condition of Premises/Damage Deposit

The MBCC reserves the right to collect a damage deposit and to set the amount of that deposit on a show-by-show basis. The MBCC will survey the property with Licensee on the last contracted date to assess for damage. If damage is found, the MBCC will advise the Licensee of the costs associated.

Electrical

All electrical requirements in Pride Park must be serviced by an MBCC approved electrical contract partner.

Fire Department

The City of Miami Beach is the exclusive provider for First Aid, Emergency Medical Services (EMS), Fire Watch, and floor plan review. Contact the Event Manager for details.

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.

Licensee, exhibitors, and general service contractors 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 always clear and open.

Police

The MBCC, through its Public Safety Department, reserves the right to mandate the hiring of police details. The City of Miami Beach Police Department (MBPD) is the exclusive service provider at the MBCC. MBPD officers are the only armed security permitted. The Licensee is responsible for all related charges. Payment for MBPD off-duty officers must be paid to the City of Miami Beach Police Department.

Food and Beverage

Catering, concessions, alcohol and exhibitor booth catering services are exclusive to Sodexo Live! on the MBCC Campus. Arrangements for Sodexo Live! food and beverage services are required to be made through a Sodexo Live! Catering Manager.

Outside food and beverages, including alcohol, will not be permitted into the MBCC for personal consumption.

Exhibitors may distribute food and beverage samples as an approved exhibit if the exhibiting company is the legal manufacturer and/or distributor of the product. To be approved, a Sample Food & Beverage Distribution form must be completed and submitted to the catering manager. Sample sizes must be limited to three (3) ounces of beverage and two (2) ounces of food. No products may be sampled or given away outside the exhibit hall or inside any meeting room. For additional information, contact the catering manager.

Cooking permits must be obtained from your Exhibitor Kit or Show Management, and be completed and accepted by the MBCC prior to any cooking activity. A fire extinguisher (2A 40-BD) must be in the booth. Exhibitors shall comply with all Miami-Dade County Health Department rules and regulations. The licensee is required to provide food preparation and clean-up areas. Holding tanks for the disposal of cooking residue (oil, grease, etc.) are required. Disposal of cooking residue into the MBCC's drainage system is prohibited.

Public Safety

The MBCC Public Safety Departments mission is to provide a safe and friendly environment for everyone. The MBCC-PSD maintains 24/7 security overseeing all public areas, pre-function spaces, back-of-house areas, parking lots, and related exterior grounds. In addition, the MBCC-PSD maintains an extensive relationship with the Miami Beach Police Department, as well as many federal law enforcement agencies.

The licensee is responsible for hiring a pre-approved Event Security Services Provider to secure the leased space from load-in through load-out. A minimum level of event security staffing is required, including entrance guards, rover positions, overnight coverage, and supervisor(s). All security staffing must be reviewed and approved by a member of the MBCC's Public Safety management team and/or the MBCC's Assistant General Manager.

All contractors must comply with the MBCC's Code of Conduct. The MBCC reserves the right to change or modify these rules and regulations at its sole discretion and without any prior notification.

Signage

All signage locations must be approved. Signage plans must be submitted no later than three weeks prior to the first contracted day of the event. In addition, all materials and placements should be approved and tested by your Event Manager. If any signage is being adhered to a physical structure please consult with the Event Manager.

Specialty Equipment for Inflatables/Carnival

All inflatables and carnival-style event elements need to be pre-approved by your Event Manager and the MBCC's Public Safety Department. Information in this regard should be submitted no later than three weeks prior to the first contracted day of the event. Examples include but are not limited to: bounce houses, obstacle courses, carousels, etc. ALL COI'S RELATED TO THE SPECIALTY EQUIPMENT MUST BE ON FILE PRIOR TO LOAD-IN.

Parking

The MBCC has approximately 800 onsite public parking spaces located on the 4th and 5th levels. Municipal parking garages and areas are available within a comfortable walking distance from the MBCC. The Transportation Manager will be able to provide Licensees with additional information as to the location of these parking facilities, as well as an estimated number of available parking spaces. The City of Miami Beach is active during the work week. Shuttle bus service, public transportation, or a ride-share service are highly suggested. The parking element of the Transportation Plan will describe the use of these parking resources. The Transportation Plan will seek to minimize the displacement of parkers from existing facilities and parking-related impacts within the residential neighborhoods. The MBCC offers valet service through our exclusive partner, 1st Class Valet. Contact the Event Manager for additional details.

Transportation

In order to fulfill a working partnership that benefits and guarantees the success of all involved, the MBCC (in conjunction with the client's TMC) will develop a Transportation Management Plan (TMP) that will account for all critically important transportation issues. The TMP will be used as a tool to optimize traffic control and ensure that all modes of transportation utilize the venue's appropriate pick-up/drop-off locations. It is the duty of the MBCC to ensure that all TMPs comply with MBCC regulations, will not pose any risks to the safety of MBCC patrons, and will not adversely impact local and regional traffic. The MBCC reserves the right to alter and adjust all TMPs when necessary to alleviate safety or traffic issues that may arise. All TMCs/TSPs must be approved by the MBCC.

Vehicles

Move-in and setup requirement vehicles must be included on your production schedule and submitted three weeks prior to the first contracted day of the event. Vehicles are NOT permitted to drive in or out of event space during event hours. Please work with your Event Manager to secure street parking for load-in and/or load out around Pride Park and Collins Canal Park

Water

Water sources are available across the MBCC Campus. Consult with the Event Manager for details.



SECTION 5

PERMITS, LICENSES, CERTIFICATIONS

PERMITS, LICENSES, CERTIFICATIONS

All entities conducting business with the MBCC must obtain and keep business licenses, certificates, permits, and certifications as may be required by federal, state, or local laws or regulations, and shall pay all taxes required.

Electrical Permit:

- If generators are used, permits from your vendor are required and a copy must be submitted to your Event Manager. Additional building permits may be required as mentioned below under Miami Beach Building Department Details.

Fire Permit:

- If the Event Manager determines that an event element requires a fire permit, the client will be responsible for securing the necessary permits

Liability Insurance

As additional consideration over and above the rental payments made by Licensee herein, the Licensee shall, at its own expense, comply with all of the following insurance requirements of the MBCC. The Licensee shall not occupy the premises until proof of the following insurance coverage has been furnished to the City and the MBCC.

- Commercial general liability insurance, on an occurrence form, in the amount of \$1,000,000.00 per occurrence for bodily injury, death, property damage, and personal injury. The policy must include coverage for premises operations, blanket contractual liability (to cover the indemnification section), products, completed operations, and independent contractors. If the user's activities involve the sale of alcohol, then liquor liability in the same amount is also required. These policies must name the City of Miami Beach and OVG360, and their officers, agents, and employees are included as additional insured.
- Automobile liability insurance in the amount of \$1,000,000.00 per occurrence to provide coverage for any owned and non-owned vehicles used by the Licensee on venue premises, including loading and unloading hazards. This must name the City of Miami Beach and OVG360 as additional insured.
- Workers' compensation and employer's liability coverage as required by Florida Statute. Currently, the State of Florida requires that employers provide workmen's compensation coverage for all employees. The Statute requires coverage from the employer if they have three or more employees. The Operator requires evidence of this coverage.
- It is understood and agreed that all coverage provided by the Licensee is primary to any insurance or self-insurance program the City has for this venue and the Licensee and their insurance shall have no right of recovery or subrogation against the Operator.
- All policies must be issued by companies authorized to do business in the State of Florida and assigned a rating of A:X or better, per Best's Key Rating Guide, latest edition.

- The City must receive a thirty (30) day written notice prior to any cancellation, non-renewal, or material change to the required insurance policies. This written notice must be sent to the City of Miami Beach Risk Management Division, 1700 Convention Center Drive, Miami Beach, FL 33139.
- Evidence of the required insurance policies must be provided to MBCC by submission of an original certificate of insurance thirty (30) days prior to the start of the lease period.
- Alternate coverage to satisfy these requirements is subject to prior approval of the City's Risk Manager.

Additional insurance coverage, as determined by the City's Risk Manager, may be required for this lease.

When a certificate of insurance is issued by an agent outside of the State of Florida, the certificate must be countersigned by a Florida Resident Agent, and the agency name and address must be included.

If exhibitors utilize independent contractors, MBCC requires verification of insurance according to the same limits defined in your lease with the MBCC.

General Liability Coverage: \$1,000,000.00 General Liability coverage may be purchased through the MBCC at the rate of \$.75/ person with a minimum of \$250.00. Please consult with your Event Manager to consider this option. Rates are subject to change.

Light Pole Banners

Banners announcing Special Events either to be held in City or to be associated in some manner with the City, as determined by the City Commission, may be erected up to 30 days prior to the event being announced and must be removed within seven (7) days after such event.

- \$52.00 per pole For-Profit /\$26.00 per pole Non-Profit.
- \$52.00 administrative fee – per application.



SECTION 6

CODE OF CONDUCT

CODE OF CONDUCT



MIAMI BEACH
CONVENTION CENTER

Code of Conduct

MIAMI BEACH CONVENTION CENTER (MBCC)
CODE OF CONDUCT

MBCC Code of Conduct provides general guidelines regarding the MBCC's expectations of contractor employee conduct while working on MBCC property. It is not intended to address every situation or behavior that may occur. The MBCC reserves the right to impose appropriate remedial action for any inappropriate conduct not specifically covered in this code. The MBCC is the final authority on the interpretation of this Code of Conduct and on decisions relating to violations of the Code. This Code of Conduct is designed to help ensure that ALL contractor employees working in the MBCC conduct themselves in a friendly courteous and respectful manner at all times and applies to all contractors working on all MBCC property. Any violation of any rules contained herein, as determined by the MBCC, may result in violators being immediately removed, trespassed and/or face possible criminal prosecution.

1. **MBCC Identification:** All employees and contractors are required to wear MBCC or Exhibitor Services Contractor Association (ESCA) issued identification badge on their outermost garment, in a conspicuous location on their person, at all times while working at an MBCC facility. Upon request and as a requirement to be issued a MBCC ID, all employees and contractors working with an MBCC facility must carry on their person a current and valid government issued photo identification (i.e. driver's license at all times.)
2. **Access to Work Areas:** The appropriate route to and from the work area is through the Labor/Employee entrance located in the Southeast corner of the building (1800 Block of Washington Avenue, West side).
3. **Inspections:** ALL persons, bags, briefcases, backpacks, coolers, MBCC lockers, vehicles and other containers are subject to inspection at any time.
4. **Unauthorized Vehicles:** Unauthorized vehicles are prohibited from parking anywhere on MBCC property. This includes the loading dock areas, and along Washington Avenue and Convention Center Drive.
5. **Motorized Equipment Operation:** Operation of all motorized equipment on MBCC property must be done so in a safe manner in accordance with the appropriate license for each specific piece of equipment. All motorized equipment license(s) must be in the possession with the operator at all times while working at MBCC and available upon request.
6. **Violence:** Fighting, physical violence, attempted physical violence, intimidation, creating a disturbance, horseplay, disorderly conduct or the use of abusive language toward any employee or visitor is strictly prohibited. No threats, pressure or coercion may be used by any person where the object is to influence any of the MBCC's customers, users, licensees, exhibitors, clients, contractors, suppliers or attendees who conduct business with the MBCC is strictly prohibited.
7. **Harassment:** The MBCC is committed to providing a work environment that is free from harassment in any form, including sexual harassment. All forms of harassment against any employee or visitor, or by the MBCC customers, users, licensees, exhibitors, clients, contractors, sub-contractors, suppliers, attendees who conducts business with the MBCC is strictly prohibited. Individuals must immediately report any harassment or sexual harassment which they experience or observe to the Public Safety Department, or to her or his employer's supervisor/manager. All reports of harassment will be taken seriously, and will be investigated and dealt with appropriately. The MBCC does not tolerate retaliation against those who report suspected violations. Retaliation must be reported immediately to the Public Safety Department so that the MBCC can investigate promptly and take the appropriate action(s).
8. **Weapons:** The possession of firearms, (non-work related) knives, explosives or weapons of any kind is strictly prohibited.
9. **Theft:** Theft, attempted theft, misappropriation of property or the aiding / abetting of such acts is strictly prohibited.
10. **Drug & Alcohol Free Workplace Policy:** The consumption, possession or being under the influence of tested-for-substances, illegal drugs, prescribed or over-the-counter drugs is prohibited while performing MBCC business, in a vehicle or other motorized equipment, or working in the MBCC facilities, is strictly prohibited in accordance with the MBCC's Drug & Alcohol Workforce Policy and such individuals who violated this policy are subject to testing per said policy.
11. **Solicitation of Tips, etc.:** Solicitation or accepting tips, gratuities or property is strictly prohibited.
12. **Access to Events:** No one may use their identification badge, uniform, or position as a means of admission into any event at the MBCC, unless that person is assigned to work in that area.
13. **Client & Exhibitor Work Interference:** No contractor employees may approach or interfere with the work of the clients of the MBCC or exhibitors for the purposes of mandating specific labor work requirements. Any issues or complaints regarding specific labor work rules must be directed to the Local's Business Agent, general service contractor, and/or MBCC. Continued violations of this provision will result in a trespass warning (requested by the MBCC) and issued by the Miami Beach Police Department (MBPD), for contractors and employees.
14. **Signs, Banners and Handouts:** The posting of any notices, signs, placards, banners, announcements or distribution of any material or periodicals is strictly prohibited.
15. **No Smoking:** By State Law, the MBCC is a smoke free facility.
16. **Reports to the MBCC Public Safety Department:** Every individual working on MBCC Property is required to report to the Public Safety Department the following: damage to any property or equipment; any unsafe condition or activity; and, any emergency such as fire or medical emergency, and all accidents involving physical damage to individuals, property or equipment.
17. **Violations:** Those contractor employees trespassed/ejected from the MBCC cannot regain access until such time that the contract employer has contacted the MBCC Public safety Department and the MBCC has subsequently approved the employer's personnel actions, including disciplinary action taken



Miami Beach Convention Center

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www.miamibeachconvention.com