



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.
Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 1 OF 36

SHOW OFFICE & REGISTRATION

The FLORIDA SUPERCON SHOW (FSC) OFFICE is located on level 1 of the Miami Beach Convention Center (MBCC), Meeting Room 101/102. REGISTRATION is located in Hall D. These areas will be staffed and operational during the following days and times:

<u>DAY/DATE</u>	<u>SHOW OFFICE</u>	<u>REGISTRATION</u>
Wednesday, September 8, 2021 (EXHIBITORS ONLY)	7:00 AM – 5:00 PM (EXHIBITORS ONLY)	7:00 AM – 8:30 PM (EXHIBITORS ONLY)
Thursday, September 9, 2021	7:00 AM – 5:00 PM	7:00 AM – 11:00 PM
Friday, September 10, 2021	8:00 AM – 7:00 PM	8:00 AM – 7:00 PM
Saturday, September 11, 2021	8:00 AM – 7:00 PM	8:00 AM – 7:00 PM
Sunday, September 12, 2021	8:00 AM – 5:00 PM	8:00 AM – 5:00 PM

EXHIBITOR SERVICE CENTER & GENERAL DECORATING CONTRACTOR

General Decorating Contractors are hired by **Show Management**. They are generally responsible for the physical planning of the event, the shipment and delivery of exhibition freight, the rental of furniture, carpets and other booth/exhibit equipment and the building and dismantling of most of the exhibits.

General Decorating Contractors supply their own on-site management and supervisors and hire freight moving and exhibit building labor.

EXPO CCI is the Official General Decorating Contractor of FSC and will maintain a full staff on-site at the **Exhibitor Service Center** during set-up, show days and dismantling. All other **Official Show Contractors** will also be set up in this area as well. All inquiries regarding booth services and orders should be made at the **Exhibitor Service Center**, including booth furnishings, labor, freight, utilities, and special show services. Exhibitors who have ordered labor are asked to check-in at this desk when they are ready to install their exhibits. The person in charge of your exhibit should carefully inspect and sign for all work order forms. If you disagree with a bill presented for your signature, question it immediately. If you cannot come to a satisfactory agreement with the contractor, contact **Show Management**. Do not put it off. Once the show has ended, it becomes very difficult to resolve issues.

<u>EXHIBITOR SERVICE CENTER HOURS</u>		
	Wednesday, September 8, 2021	8:00 AM – 8:30 PM
	Thursday, September 9, 2021	8:00 AM – 11:00 PM
	Friday, September 10, 2021	8:00 AM – 7:00 PM
	Saturday, September 11, 2021	8:00 AM – 7:00 PM
	Sunday, September 12, 2021	8:00 AM – 11:00 PM



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 2 OF 36

EXPO CCI SERVICE INFORMATION

- **BOOTH EQUIPMENT:** Each 10' x 10' booth area will be provided with an 8' high Blue backwall drape, 3' high Blue side drape, one 6' Blue skirted table, one 8' Blue skirted table, two folding chairs, one wastebasket and a booth Identification sign (7" x 44").
- **EXHIBIT HALL CARPET** – The booth area is NOT carpeted. You may carpet your booth area in any offered color, please see **EXPO CCI** Carpeting Form for color selection and pricing.
- **EXPO CCI DISCOUNT PRICE DEADLINE DATE** - Order early to take advantage of advance order discount rates, place your order by **August 25, 2021**.

All billing discrepancies must be addressed at the EXPO CCI Service Center during normal show hours. Any other discrepancies can be resolved up to but not to exceed 30 days prior to the last move out day.

SHIPPING INFORMATION

ADVANCE WAREHOUSE SHIPMENT: Materials should be shipped to arrive at the **EXPO CCI** warehouse NO LATER THAN **SEPTEMBER 1, 2021**. Freight received after this date will incur a 25% late handling fee.

Florida Supercon 2021
Your Company Name Booth #
EXPO Convention Contractors, Inc.
15959 NW 15th Avenue
Miami, Florida 33169-5607

EXPO CCI will accept crated, boxed or skidded material at the above-referenced address immediately. Material arriving after **September 1, 2021** at the warehouse will incur an additional 25% late handling fee. Please note that the **EXPO CCI Warehouse** does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 2:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: **(305) 751-1234**.

DIRECT SHIPMENT TO THE MIAMI BEACH CONVENTION CENTER: Shipments will be received at the exhibit facility on Wednesday, **SEPTEMBER 8, 2021** between 8:00am and 8:30pm and on Thursday, **SEPTEMBER 9, 2021** between 8:00am and 11:00pm and on Friday, **SEPTEMBER 10, 2021** between 7:00am and 10:00am.

Florida Supercon 2021
Your Company Name Booth #
EXPO Convention Contractors, Inc.
c/o Miami Beach Convention Center
1901 Convention Center Drive Grand Ballrooms A-C



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 3 OF 36

Miami Beach, Florida 33139

EXPO CCI will receive shipments at the exhibit facility beginning Wednesday, September 8, 2021. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: **(305) 751-1234**.

Please note: All items and materials that must be brought into the facility are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact **EXPO CCI** for your quoted rates and rules applicable to disposal of your exhibit properties.

SHOW SCHEDULE: OVERTIME CHARGES - Please be advised that overtime charges will apply during MOVE-IN after 4:30pm and will apply during MOVE-OUT.

EXHIBITOR MOVE-IN:	Wednesday, September 8, 2021	8:00 AM – 8:30 PM
	Thursday, September 9, 2021	8:00 AM – 11:00 PM
	Friday, September 10, 2021	8:00 AM – 10:00 AM

All crates must be off the floor by end of the last day of set-up.

SHOW FLOOR HOURS - Badged Exhibitors will have access to the Exhibit Hall at 8:00 AM each morning on Show Days.

Friday, September 10, 2021	10:00 AM – 7:00 PM
Saturday, September 11, 2021	10:00 AM – 7:00 PM
Sunday, September 12, 2021	10:00 AM – 5:00 AM

EXHIBITOR MOVE-OUT:	Sunday, September 12, 2021	5:00 PM – 10:00 PM
	Monday, September 13, 2021	8:00 AM – 5:00 PM

REROUTE FREIGHT:	Monday, September 13, 2021	2:30 AM
-------------------------	-----------------------------------	----------------

DISMANTLE AND MOVE-OUT INFORMATION - All exhibitor materials must be removed from the exhibit facility by **Monday, September 13, 2021 at 5:00 PM**. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carrier's check-in by the following times for each day:

If you are loading out on Sunday, September 12th, driver check-in no later than 8:00 PM

If you are loading out on Monday, September 13th, driver check-in no later than 2:00 PM

If your carrier is NOT checked in by 2:00 PM by Monday, September 13th then your freight will be rerouted or sent back to the **EXPO CCI** warehouse.

POST SHOW PAPERWORK AND LABELS - The **EXPO CCI Exhibitor Services Department** will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 4 OF 36

booth number when making arrangements for shipping your exhibit at the close of the show.

EXCESSIVE TRASH AND BOOTH ABANDONMENT - Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call the **EXPO CCI Exhibitor Services Department** at **(305) 751-1234** for a quote.

OFFICIAL CONTRACTORS/SERVICE PROVIDERS

ALL CONTRACTORS/SERVICE PROVIDERS will maintain a full staff on-site at the **Exhibitor Service Center**.

Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for a detailed list of companies, the services provided and order forms. Please be sure to indicate your booth number on all forms.

Notice To Exhibitors Regarding Non-Official Contractors - Show Management carefully considers the selection of **Official Contractors** based on quality of service, variety of products, price and reputation. Since these contractors frequently work on more than one show with us, they value the business of our customers and provide quality products and services.

Some companies may misrepresent themselves as being an **Official Contractor** so please be sure to check the list below or give us a call. Some things to watch for if you are considering the services of a non-official contractor are hidden charges for material handling, labor and shipping that you might not pay otherwise (for example on carpet rental), control over delivery time, availability during move-in and leverage if something goes wrong. Also be advised that non-official contractors will need to abide by the **Exhibitor Appointed Contractor (EAC's)** procedures, provide insurance certificates, etc. in order to gain access to the Show Floor.

- **Audio/Visual - REACTION Audio Visual**
- **Booth Furnishings, Services and Equipment – EXPO CCI**
- **Catering - Centerplate**
- **Computer Rental/Office Equipment - REACTION Audio Visual**
- **Customs Broker / International Shipping – PIBL, Inc.** All merchandise imported into the United States requires Custom House Clearance prior to release from any USA port or airport. It is the sole responsibility of the exhibitor to adhere to customs and international guidelines. The exhibitor must ensure that all documents are valid and complete, and procedures are followed correctly. ***Show Management will not be held liable for freight held up due to customs issues, duty payments or any other problems related to inbound and outbound international shipments.***
- **Display Case Rental – EXPO CCI**
- **Electrical - EDLEN**
- **Floral/Plant Rental – EXPO CCI**



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 5 OF 36

- **Internet – SMART CITY**
- **Material Handling (Drayage) Services – EXPO CCI** is the exclusive material handling provider on the exhibit floor. They will receive all shipments whether consigned in advance to their warehouse or sent directly to the **Miami Beach Convention Center (MBCC)**. Material Handling includes return of your empty cartons and crates at the close of the Show.
- **Outbound Shipping – EXPO CCI Transportation**
- **Security – Century Security**
- **Telephone/Credit Card Lines – SMART CITY**
- **Wi-Fi – SMART CITY**

EXHIBITOR APPOINTED CONTRACTORS (EAC's)

Exhibit Appointed Contractors (EAC's) are hired by exhibitors to build and dismantle exhibits. **EAC's** supply their own on-site management and hire exhibit building labor.

For more information, please refer to the [Exhibitor Appointed Contractor](#) section of the online manual.

LABOR UNIONS & SHOW LABOR

Florida is a right-to-work state. However, the **Miami Beach Convention Center (MBCC)** 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.

FREIGHT HANDLING

The Local Union claims jurisdiction over the operation of all material handling equipment, all unloading and reloading. An exhibitor may move material that is hand-carriable by one person in one trip, without the use of dollies, hand truck or other mechanical equipment. When exhibitors choose to hand-carry in accordance with the foregoing, they are not permitted access to the loading dock area(s).

EXPO is responsible for receiving and handling all exhibit materials and empty crates. It is our responsibility to manage loading docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition.

EXHIBIT INSTALLATION AND DISMANTLING

The Local Union claims jurisdiction over the installation and dismantle of tradeshow and exhibits. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, must be rendered by the Union. Labor can be ordered in advance by returning the Labor form, or at show site, at the service desk. Proof of full time employment status may be requested by the Union Steward of any personnel working on your booth.

GRATUITIES

We request that exhibitors do not tip (such practices as giving money, merchandise, or other special consideration for services rendered) employees. Do not give coffee breaks other than mid-morning and mid-afternoon, when union employees have fifteen minute paid breaks. Any attempts to solicit a gratuity



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 6 OF 36

by an employee for any service should be reported immediately to a supervisor. Employees are paid an excellent wage. Tipping is strongly discouraged and is not an accepted company policy.

EXPO HOLD HARMLESS AGREEMENT / VEHICLE SPOTTING

The Association and Exhibitor will hold harmless EXPO Convention Contractors, Inc. for any damage or injury resulting from vehicle spotting. Damage or injury to Vehicle / Driver / 3rd Party Personnel / Display.

IN GENERAL

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. It is recommended that any questions arising with regard to union jurisdiction or practices be directed to an EXPO management representative.

LIABILITY & INSURANCE/LICENSE AGREEMENT

Please be sure you have read the space application for your booth for all exhibition rules and regulations. It is the exhibitor's responsibility to adhere to all rules pertaining to your license agreement.

Exhibitors are advised to see that their regular company insurance includes coverage outside of company premises and that they have their own theft, public liability and property damage insurance. Show Management and its contractors will not be responsible for injury or damage that may occur to an exhibitor or his/her employees or agents, nor to the safety of any exhibit or other property against theft, fire, accident, or any other destructive causes. Please review the space contract for details.

If you are not insured but would like to be for this particular event, we have contracted with [John Buttine Insurance Inc.](#) Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for contact information.

EXHIBITOR INSURANCE

1. Insurance ; Losses.

(i) *Exhibitor shall maintain at its sole cost and expense and throughout the duration of the Exhibition Commercial General Liability (CGL) insurance coverage with a minimum combined single limit of **US\$1 Million Dollars**, covering bodily injury (including death), personal injury, and property damage liability, with extraterritorial coverage.. Such CGL insurance shall name as additional insureds Reed Elsevier Inc., the Venue owner, the city in which the Exhibition is being held if the city owns the Venue and any additional party Management may reasonably request. Exhibitor shall also maintain at its sole cost and expense Workers Compensation insurance for employees participating in the Exhibition, as required by law. Exhibitor's failure to comply with the insurance requirements in this Section VI.3 shall not relieve Exhibitor of its indemnification obligations pursuant to Section VI.2 of this Agreement.*

(ii) *Exhibitor understands that neither Management nor the Exhibition venue maintains insurance covering Exhibitor's property, and it is the sole responsibility of Exhibitor to obtain such insurance. Exhibitor must maintain property insurance covering Exhibitor's property on an "all risk" basis at all times, including, without limitation, when (as applicable) property is stored in vaults on the Exhibition floor.*

(iii) *Certificates of Insurance must be available onsite during the Exhibition and must be furnished by Exhibitor if requested by Management.*



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 7 OF 36

(iv) *Management shall not bear any responsibility for damage to Exhibitor's property or for lost shipments either coming in or going out of the Venue and/or Exhibit Space or for moving costs. Damage to inadequately packed property is Exhibitor's own responsibility. If Exhibitor's products to be exhibited and/or display materials fail to arrive, Exhibitor is nevertheless responsible for License fees."*

ADA/ACCESSIBILITY - MIAMI BEACH CONVENTION CENTER (MBCC)

The Americans with Disabilities Act is a civil rights act providing equal opportunity in the areas of employment, state and local government services, public accommodations, transportation and telecommunications. The Licensee and its subcontractors must comply with ADA standards as indicated in the License Agreement. All permanent aspects of the facility are the responsibility of the Miami Beach Convention Center. Disability access to any event and the services the event provides are the responsibility of the Licensee.

GENERAL ACCESSIBILITY

The **Miami Beach Convention Center** strives to implement upgrades in a timely manner as new standards are introduced, as the **Miami Beach Convention Center** remains committed to meeting the needs of all its guests at all events. All areas of the **Miami Beach Convention Center** are accessible. Elevators are located on each level and there are a limited number of wheelchairs available in the first aid room at no charge. If you have attendees with special needs, please let your Event Manager know as soon as possible so that all necessary accommodations can be arranged in advance.

1. There are ADA compliant ramps to access the East, West and North sides of the facility
2. There are dedicated ADA entrances to the facility via push button automatic doors
3. All restrooms are ADA compliant
4. There are elevators throughout the venue
5. The facility has ADA compliant fire alarm signaling
6. The facility has ADA compliant food carts and seating
7. The **Miami Beach Convention Center** has a limited number of wheel chairs for use and requires you to leave your driver's license
8. Restrooms on each level offer accessible stalls, sinks, towel dispensers and mirrors
9. Disability parking is located in the Convention Center garage "five story" garage (17th Street and Convention Center Drive), the "six story" garage (18th Street and Meridian)

SERVICE ANIMALS

Service Animals are always welcome. Under the American with Disabilities Act (ADA) regulations, a "service animal" is any animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals (except miniature horses), whether wild or domestic, trained or untrained, are not considered service animals.

The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to:



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 8 OF 36

1. assisting individuals who are blind or have low vision with navigation and other tasks
2. alerting individuals who are deaf or hard of hearing to the presence of people or sounds
3. providing non-violent protection or rescue work
4. pulling a wheelchair
5. assisting an individual during a seizure
6. alerting individuals to the presence of allergens
7. retrieving items such as medicine or the telephone
8. providing physical support and assistance with balance and stability to individuals with mobility disabilities helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not considered work or tasks for purposes of the definition of a service animal.

Miniature Horses

A public entity or private business must allow a person with a disability to bring a miniature horse on the premises as long as it has been individually trained to do work or perform tasks for the benefit of the individual with a disability, as long as the facility can accommodate the miniature horse's type, size, and weight. The rules that apply to service dogs, outlined above, also apply to miniature horses.

Emotional Support or Comfort Animals

While Emotional Support Animals or Comfort Animals are often used as part of a medical treatment plan as therapy animals, they are not considered service animals under the ADA. These support animals provide companionship, relieve loneliness, and sometimes help with depression, anxiety, and certain phobias, but do not have special training to perform tasks that assist people with disabilities.

Although some states have laws defining therapy animals, these animals are not limited to working with people with disabilities and therefore are not covered by federal laws protecting the use of service animals. Therapy animals provide people with therapeutic contact, usually in a clinical setting, to improve their physical, social, emotional, and/or cognitive functioning.

ACCESSIBLE PODIUMS

The center has (3) accessible podiums for the use of our clients. If an accessible podium is needed please contact your Event Manager.

AGE RESTRICTIONS

In accordance with display rules and regulations and security measures, **no one under the age of 18 will be admitted in the exhibit hall during move-in or move-out. There will be no exceptions.**

Children of any age are admitted during Show hours on Show Days **ONLY**; during that time, those 6 or over must be badged. **For security reasons, children under the age of 16 must be accompanied by an adult at all times.**



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 9 OF 36

ANIMALS

Animals are not permitted on the **Miami Beach Convention Center** premises except in conjunction with an approved exhibit or in accordance with the **Americans with Disability Act (ADA)**. Animals that are approved to be on the convention center premises must be on a leash, within a pen, or other approved confinement.

Animals that are approved to be on the premises must meet the following guidelines:

Service Animals

Service Animals are always welcome. Under **American Disabilities Act (ADA)** regulations, a "service animal" is any animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals (except miniature horses), whether wild or domestic, trained or untrained, are not considered service animals.

The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to:

1. assisting individuals who are blind or have low vision with navigation and other tasks
2. alerting individuals who are deaf or hard of hearing to the presence of people or sounds
3. providing non-violent protection or rescue work
4. pulling a wheelchair
5. assisting an individual during a seizure
6. alerting individuals to the presence of allergens
7. retrieving items such as medicine or the telephone
8. providing physical support and assistance with balance and stability to individuals with mobility disabilities helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not considered work or tasks for purposes of the definition of a service animal.

Miniature Horses

A public entity or private business must allow a person with a disability to bring a miniature horse on the premises as long as it has been individually trained to do work or perform tasks for the benefit of the individual with a disability, as long as the facility can accommodate the miniature horse's type, size, and weight. The rules that apply to service dogs, outlined above, also apply to miniature horses.

Emotional Support or Comfort Animals

While Emotional Support Animals or Comfort Animals are often used as part of a medical treatment plan as therapy animals, they are not considered service animals under the ADA. These support animals provide



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 10 OF 36

companionship, relieve loneliness, and sometimes help with depression, anxiety, and certain phobias, but do not have special training to perform tasks that assist people with disabilities.

Although some states have laws defining therapy animals, these animals are not limited to working with people with disabilities and therefore are not covered by federal laws protecting the use of service animals. Therapy animals provide people with therapeutic contact, usually in a clinical setting, to improve their physical, social, emotional, and/or cognitive functioning.

Domesticated Animals

Permission for any domesticated animal (cat, dog, etc.) to appear in a show or booth must first be approved by Show Management and the Event Manager.

1. The animal must have a direct relationship to the booth or show (i.e., a dog used in commercials, films, etc.).
2. A separate certificate of insurance must be submitted in the amount of \$1 Million combined single liability, naming the Miami Beach Convention Center as additional insured.
3. Animals cannot remain in the building overnight.
4. A trainer must accompany and be in control of the animals at all times. The animal must be confined to a leash and not confined to a pen. It is the animal owner's responsibility to clean up after the animal while on **Miami Beach Convention Center** property.
5. Animal exhibits are not permitted on carpeted **Miami Beach Convention Center** areas.
6. All sanitary needs for guide, signal or service animals are the responsibility of the patron and all sanitary needs for approved exhibits are the sole responsibility of the Licensee.

Non-Domesticated Animals

1. Non-domesticated animals will be considered on a case-by-case basis.
2. Contact your Event Manager for assistance.
It is the animal owner's responsibility to clean up after the animal while on **Miami Beach Convention Center** property.

ART IN PUBLIC PLACES

All of the art in the building must stay exposed and cannot be covered.

BALLOONS/BLIMPS

The **Miami Beach Convention Center** 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 responsibility of the Licensee to respect this **Miami Beach Convention Center** policy. Events will be charged for labor and equipment fees at the prevailing rate if balloons are released.

Balloons may not be released out-of-doors due to airport flight patterns in the area, as well as for



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 11 OF 36

environmental concerns.

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

Helium balloons are prohibited from being used in the **Miami Beach Convention Center** (Including Prefunction space and exhibit hall).

BICYCLES, HOVERBOARDS AND ROLLERBLADES

The riding of bicycles, hover boards and the use of rollerblades and "heelys" (sneakers with embedded wheels) are prohibited at all times in the **Miami Beach Convention Center**.

BOOTLEG POLICY

The buying and selling of counterfeit / knock-off / unlicensed materials is not tolerated at **Florida Supercon**. **Florida Supercon** is a celebration of the best of popular culture, and bootlegs have no place in the show. **Violation of this rule will result in one and only one warning. A second violation and you'll be removed from the show.**

BULK SALE OF YOUR BOOTH

In the event you sell a portion or all of your booth's merchandise to an outside retailer who wishes to remove items at the close of the show, the retailer must contact **EXPO CCI** at the **Exhibitor Service Center** **PRIOR TO 10:00 AM, Sunday, September 12, 2021**. They will receive special instructions on how to remove the merchandise they've purchased from your company at show close.

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:

- (a) *For ceremonial or religious purposes
- (b) On stages and platforms where part of a performance
- (c) Where candles on tables are securely supported on substantial noncombustible bases and candle flame is protected.

CARPET & TERRAZZO PROTECTION

Carpet and terrazzo floor must be protected from damage from the movement of all furniture, tables, crates, registration counters concession carts and all other items needed for the event. It is required to have floor protection to perform these activities when using pallet jacks, lifts or fork lifts. Non-marking tires are required on all lifts and forklifts when moving over the carpet and terrazzo flooring. **Miami Beach Convention Center** has the right to require additional floor protection to include the shrink wrapping of all wheels and the placement of Masonite or plywood on the flooring for additional protection due to heavy objects being moved. The company performing the activity is responsible for any damage caused by their activity.



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 12 OF 36

Decorators and users of the **Miami Beach Convention Center** must make every effort to protect the doors, doorways, walls and ceiling treatments when moving items during setup and tear down of an event. The company performing the activity is responsible for any damage caused by their activity.

It is prohibited to mechanically fasten anything to the building or paint any part of the building. No back of house carts, skate boards, bicycles, ect. are allowed in the lobbies, concourses, meeting and ballrooms. Only ADA approved carts are allowed in these areas.

In compliance with N.F.P.A. life safety code **Miami Beach Convention Center** doors cannot be blocked, propped open or altered in any way.

COLD STORAGE

We have cold storage available for medications on a first come first service basis located in our show office. *This is available on a first come, first serve basis and space is limited.

COMPRESSED GASES/FLAMMABLE LIQUIDS/AEROSOLS

Compressed flammable gases, flammable or combustible liquids, open flame devices, hazardous chemicals or materials, Class II or greater lasers, blasting agents, explosives and pyrotechnic devices shall be prohibited within exhibit halls. Under special circumstances, limited use of the above items may be permitted by the authority having jurisdiction provided adequate precautions are taken to prevent the accidental ignition of any materials. Application for permit(s) shall be made to the Miami Beach Fire Department through the Event Manager, and a copy of the approved permit must be maintained on the premises throughout the event.

Combustible material within exhibit booths shall be limited to a one (1) day supply. Storage of combustible material behind booths is prohibited. Permission to store some materials within the exhibit hall is subject to the approval of the Miami Beach Fire Department.

COOKING IN EXHIBIT 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 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.

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:



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 13 OF 36

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.

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

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 on-site cooking, and/or food warming activities on the premises. Cooking Notice forms can be obtained from your Event Manager, which 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 an 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 **Miami Beach Convention Center** 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 Licensee must make arrangements for proper disposal of cooking residue. Costs or expenses incurred by the **Miami Beach Convention Center** for the removal of cooking residue left in or about the **Miami Beach Convention Center** will be assessed to the Licensee.

For planning purposes, Centerplate has grease barrels (with removal service) available at the prevailing rate. Licensee shall also comply with all Miami-Dade County Health Department rules and regulations.

Allowed Cooking Appliances Must Meet The Following Conditions:

1. Equipment fueled by small heat sources (such as Sterno).
2. 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.
3. Portable butane-fueled appliances (listed and approved for commercial use) with a maximum of (2) 10 oz. 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 24 per day and must be removed at the end of each day. Prior approval from the Fire Marshal is required.
4. Listed and approved vent less self-contained exhaust systems with an automatic suppression



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 14 OF 36

system that complies with 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:

1. Fryers
2. Grills, Ranges, Griddles, Broilers, Chain-broilers
3. Ovens

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

Reusable Donations – The Miami Beach Convention Center works with each of its clients to ensure that any leftover food and/or products after an event or show are donated to local schools, hospitals, or other non-profit organizations

COPYRIGHTED MUSIC

If any copyrighted music is to be played in your booth, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner. The licensing requirements include the playing of live, as well as recorded music, (records, tapes, compact discs, etc.) and also include music, whether it is the essence of the presentation or is only used as background, on a videotape or other presentation.

The proper license must be posted in your booth and available for inspection at the request of **Show Management** or properly authorized agents of **ASCAP** or **BMI**. We advise you to contact these agencies as listed below to acquire the proper licenses:

- **ASCAP Licensing Dept. / 1 Lincoln Plaza / New York, NY 10023 / Tel: 212-621-6000**
- **BMI (Broadcast Music, Inc.) / 10 Music Square East / Nashville, TN 37203-4399 / Tel: 800-925-8451, 615-401-2000**

Adherence to these federally mandated copyright licensing laws is of critical importance. Failure to do so is both a violation of federal copyright law, and a breach of your contract for exhibit space for the show.

COSTUME & MASK POLICIES

Since many of our attendees come in costume, we only have a few rules.

All costumes at **Florida Supercon** must be PG during regular exhibition room hours. After hours, please keep it PG-13. We are a family friendly show. Use common sense. Anything that is illegal outside of the convention is illegal inside the convention.

Florida Supercon reserves the right to deem a costume as unacceptable and to request the wearer make modifications as necessary, change out of the costume entirely into more appropriate clothing, or require you to leave the convention.

If your costume hinders your vision or movement in any way, you should have a friend, or "handler", with you at all times who can move and see freely. Leashes are permitted; however, if you are wearing the collar,



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 15 OF 36

you must be holding the handle. Leashes should not be held between two or more people, as this causes an issue for the other patrons.

Masks are allowed however, security and staff may ask you to remove your mask at any time, for any reason for identification purposes.

No public exposure. No flashing. Florida State law says that a violation of public decency laws has occurred when the genitals, buttocks, or breasts are exposed to public view for any reason. You must wear shoes at all times (no bare feet) for safety purposes, not even funny boxers would be allowed.

QUESTIONABLE MATERIAL - Some costumes from anime, comic books, sci-fi, video games, and other sources may contain questionable material. We do not allow the use of hate symbols on costumes. You may wear a costume that is an accurate representation of an existing character in fandom, but shock costumes, or costumes which have the sole purpose of offending and disrespecting other individuals, cultures, or religions in any way, will not be tolerated. We ask that you be respectful of other attendees.

UNIFORM COSTUMES - Costumes that may be confused with **LOCAL LAW ENFORCEMENT OR OTHER EMERGENCY RESPONSE PERSONNEL UNIFORMS** are not permitted. **Florida Supercon** has the absolute right and sole discretion to determine whether a uniform costume is permitted or too close to a real world uniform and to ask an attendee who is wearing a costume that is too close to a real world uniform to adjust it or remove it.

ROLLER SKATES - The **Miami Beach Convention Center** has banned roller skates, bicycles roller blades, skateboards, scooters, Segways, wheeled shoes such as Heelys, all from this list inside the convention. You may carry these items as a prop, but you may not ride them at any time in the **Miami Beach Convention Center**. Hoverboards are banned as well.

THE "PROXIMITY RULE" - Any part of your costume that extends more than four inches (4") off of your body is officially considered a "prop" (wings, spikes, helmets, etc.) and should adhere to both the costume policies and weapon policies above.

Florida Supercon reserves the right to amend or change these rules at any time for any reason to provide for the safety, security and general well-being of attendees and the general public.

CRATE REMOVAL, STORAGE & RETURN

Empty crates, shipping containers, cardboard boxes, etc. marked with **"EMPTY STICKERS"** will be removed to storage and returned to your booth at the end of the show by our floor crew at no additional charge, **provided you have used material handling services for the delivery of your booth**. Do not store merchandise in crates or cartons marked for empty storage or behind booths- this is prohibited due to Fire Regulations in the building. **"EMPTY STICKERS"** can be acquired from the **EXPO CCI** desk located at the **Exhibitor Service Center**. Please label your materials as soon as they are ready to be removed. We ask your cooperation in this important matter so that we can clean the aisles and install aisle carpet.



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

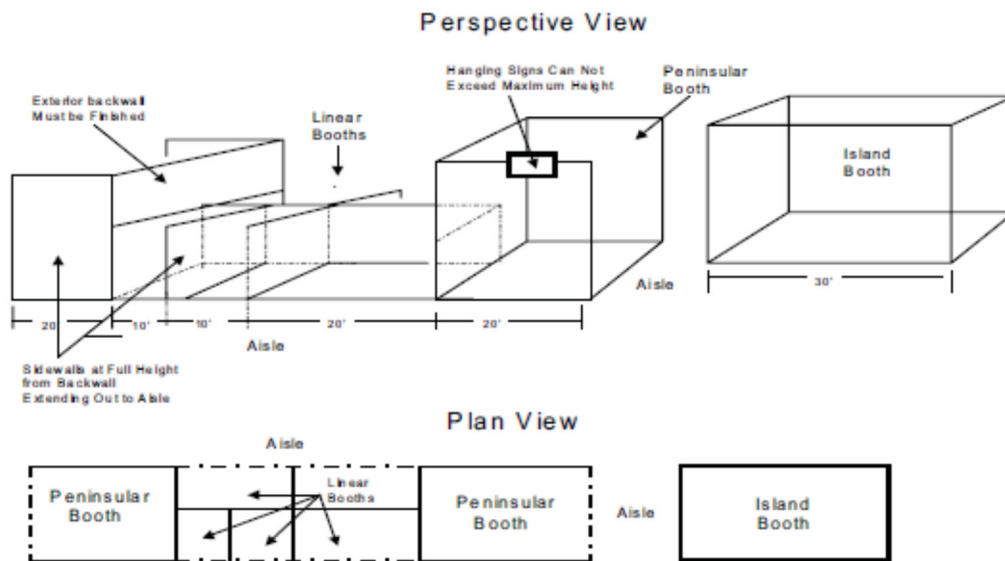
Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 16 OF 36

CUBIC CONTENT

Florida Supercon follows the **cubic content rule**, which allows exhibitors to make maximum use of their booth space. Under the cubic content rule, exhibitors may build up to the front of their booths, and up to the maximum allowable height according to booth type as indicated below. **However, anything above the provided drape heights must be finished, neutral and devoid of copy on any wall adjacent to another exhibitor.**



The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on-site at the show. Please plan your booth display and sign structures accordingly. **Maximum allowable height is also directly affected by the ceiling height of your booth area.** The maximum height of a display booth at the back wall, including any form of lighting system, signage, or header shall be:

LINEAR BOOTH MAXIMUM HEIGHT LIMIT = 12 FEET

Bounded by 1 or 2 aisles. Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 feet. Note: side-drape provided is 3 feet high and the back-drape provided is 8 feet high.

PENINSULA BOOTH MAXIMUM HEIGHT LIMIT = 20 FEET

Bounded by 3 aisles. Exhibit booths must also be at least 20 ft. deep and 20 ft. wide to meet **Show Management's** requirements for hanging signs. Hanging signs in peninsula booths may reach a height limit of 20 ft. to top of sign. Two-sided Signs must be hung 5 ft. from the back wall and the side facing rear of the booth must be clear of copy, logos or other graphics so as not to be an eyesore to neighboring exhibitors. Note: the back-drape provided is 8 feet high.



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 17 OF 36

ISLAND BOOTH MAXIMUM HEIGHT LIMIT = 25 FEET

Island Booth - Bounded by 4 aisles. Booths must also be 20 ft. deep and 20 ft. wide to meet **Show Management's** requirements for hanging signs. Hanging signs in island booths may reach a height limit of 25 ft. to top of the sign.

PLEASE NOTE: Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials. **Maximum allowable height is also directly affected by the ceiling height of your booth area.**

Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 ft.

*****If you have a question about the type of your booth, please contact Reed Exhibitions Operations*****

DECORATIONS

All materials used for decorating including drapes, curtains, table coverings, skirts, carpet or any other materials must be constructed of 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 retardancy certificates for the materials on site.

Miami Beach Convention Center maintains consistent enforcement of the facility protection policies, including Wall Protection. The **Miami Beach Convention Center Event Management Section** 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. **Miami Beach Convention Center** 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 nametags) are not permitted in the **Miami Beach Convention Center** and may not be distributed within the facility. Any costs incurred by the **Miami Beach Convention Center** for the removal of these items will be charged to Licensee.

The **Miami Beach Convention Center** 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.

The use of high residue tape is strictly prohibited on terrazzo floors and carpeted areas. **Miami Beach Convention Center** requires the use of low residue carpet tape (e.g., Polyken 105C or Renfrew #174) and low residue safety tape (e.g., Asiachem SST-736 or approved equivalent). Tape or residue left on any surface, (floors, walls and lecterns), will be removed by **Miami Beach Convention Center** and the cost of the removal will be billed to Licensee. Any costs incurred by the **Miami Beach Convention Center** for tape and tape residue not removed by Licensee will be charged to Licensee at the prevailing rate.



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 18 OF 36

Tape used on exhibit hall floors must be low residue resistant carpet tape (Polyken 105C or Renfrew #174) and low residue safety tape (Asiachem SST-736 or approved equivalent). All tape must be removed from the floor and disposed of immediately after the event.

DELIVERY OF FREIGHT

The **Miami Beach Convention Center** does not accept advance shipment of freight or materials prior to the contracted move-in date. All shipments to be delivered to the **Miami Beach Convention Center** after the official move-in date must be to the attention of the **Event General Decorating Contractor**. All equipment brought into the **Miami Beach Convention Center** must be delivered and removed through the loading dock areas. The **Miami Beach Convention Center** will not accept shipment of freight and/or material to the **Show Manager**. An exception to this is equipment loaded through the Taxi Drop off access door for use on level 2. All equipment brought into the **Miami Beach Convention Center** must be brought into the building via the access doors assigned to your event space. Under no circumstances will C.O.D deliveries be accepted by the **Center**.

DEMONSTRATION AREAS AND EQUIPMENT

Demonstration areas must be confined within the exhibit space so as not to interfere with any traffic in the aisles. Exhibitors must contract sufficient space to be able to comply with this rule. When large crowds gather to watch a demonstration and interfere with the flow of traffic down the aisles or create excessive crowds at neighboring booths, it is an infringement on the rights of other exhibitors. Aisles may not be obstructed at any time.

- **Equipment, product or machinery, when displayed to demonstrate or simulate industrial application, are exempt from the foregoing height limits, but are restricted only by ceiling height, as well as building and safety codes.**
-

DO NOT BLOCK THE AISLES OR INVADE NEIGHBOR'S SPACE

No sign or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageways, lobby, or exit leading to any fire extinguishing appliances.

ELEVATORS & ESCALATORS

Escalators are to be used for people movement only, no freight or displays, etc. Are to be moved using the escalators. Any damage done through the misuse of the escalators will be the responsibility of the person that committed the damage. In addition, escalators are not to be used when they are turned off. Also, all children need to be accompanied by an adult

Elevators

All passenger elevators are for passengers only and include people in wheel chairs and children in strollers. Absolutely no freight is allow in the passenger elevators

Freight elevators

Freight elevators are for the movement of freight only and are not to be used as passenger elevator. Care



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 19 OF 36

and the proper loading need to be followed, any damage done to the elevator will be the responsibility of the person who committed the damage

EXHIBITOR PRIVATELY OWNED VEHICLES (POVS)

POVs are prohibited from unloading/loading from the general public entrances. In addition, POVs are prohibited from staging on all perimeter streets.

EXHIBITOR REGISTRATION

Exhibitor staff personnel wishing to enter the exhibit floor must wear an **Exhibitor Badge** at all times during Move-In, Show Days and Move-Out. Access to the **Show Floor** begins at **8:00 AM** during Show Days. For those individuals who still need a badge, one may be obtained at the **Exhibitor Registration Counters** located in **Hall D**. Only booth personnel with an exhibitor badge can enter the exhibition hall prior to Show hours, or those individuals who made prior arrangements for meetings. (Please stop by the **Show Office** on-site to make the proper arrangements if this has not already been so.)

In order for **Exhibitor Appointed Contractors (EAC's)** to gain admittance into the Hall, **Show Management** requires each individual to wear a wrist band. For your convenience, wrist bands may be picked up at the **Security Command Post**. Proper credentials will be required. Only three designated supervisors of approved **EAC's** will be issued the necessary credentials.

Please do not give Exhibitor Badges to EAC personnel for Security reasons.

For more information, please refer to the [EXHIBIT APPOINTED CONTRACTORS](#) section of the online manual.

EXHIBITORS WITH SPECIAL REQUESTS

In the interest of fairness to all exhibitors, variances to allowable display heights will not be granted. Exhibitors wanting to discuss special needs for their exhibit should send detailed plans of their proposed display for this approval to:

Rich Askintowicz / Senior Operations Manager / ReedPop / raskintowicz@reedexpo.com

EXPOSED AREAS MUST BE FINISHED

All back walls, sidewalls or any other exposed areas of the display must be draped or finished surfaces. **No graphics, logos, or print facing into another booth is allowed.** Any company advertisement or promotion must face into the aisle. In-line and peninsula booths must have a finished back wall covering the back of the booth. See-through back walls or displays which do not cover the back-wall completely will not be allowed. **Please note that ALL FIRE HOSE CABINETS MUST BE KEPT VISIBLE AND CLEAR.** After **9:00 AM on the day of Show Open** any part of a booth with unfinished side or back-walls will be draped by **Show Management** at the expense of the exhibitor.

FIRE CODE REGULATIONS

Exhibitors, service contractors and event promoters must comply with all federal, state and local fire and building codes that apply to places of public assembly. All curtains, bunting, draping, etc., must be made of



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 20 OF 36

flame retardant materials.

Firefighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, strobes, fire hose cabinets and standpipes. All emergency exits, hallways and aisles leading from the **Miami Beach Convention Center** must be kept clear and unobstructed. Loading dock fire lanes must remain clear at all times.

Welding and/or cutting equipment is prohibited in the **Miami Beach Convention Center** except as part of an exhibit and must be approved by the Miami Beach Fire Rescue Services Department through the **Miami Beach Convention Center** event management section.

FIRE FIGHTING & 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 & LASERS

Water-based chemical fog and smoke machines are permitted with advance approval by the center. 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 laser use (to include rehearsal and event time) must be submitted to your Event Manager in advance so that appropriate inspections and ventilation measures are taken.

FOOD & BEVERAGE SERVICE

Centerplate is the exclusive on-site contractor for all catering and concession services at the **Miami Beach Convention Center**

CATERING, CONCESSIONS, ALCOHOL, AND EXHIBITOR BOOTH CATERING ARE PROVIDED BY CENTERPLATE. Food and beverages are not permitted on premises unless purchased through Centerplate, the **Miami Beach Convention Center's** exclusive food and beverage partner, or as an approved exhibit by the legal manufacturer and/or distributor. Food or beverages may not be brought in or delivered to the **Miami Beach Convention Center** for personal consumption. Exhibitors planning to distribute food and beverages, whether manufacturer or distributor, must make advance arrangements with Centerplate.

A special permit is required from the State of Florida for alcoholic beverage samples used as part of an exhibit or display. Contact **Miami Beach Convention Center Event Management** for permitting procedures. Alcoholic beverages must be served according to Florida Statute and identification must be checked prior to serving alcoholic beverages. See Florida State Statute 561-569 www.leg.state.fl.us

Exhibitors may distribute food and beverage samples as an approved exhibit if the exhibiting company is



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 21 OF 36

the legal manufacturer and/or distributor of the product. A Booth Sampling form must be completed. Sample sizes must be limited to four (4) ounces of beverage and three (3) ounces of food. No products may be sampled or given away outside the exhibit hall or inside any meeting room of the **Miami Beach Convention Center**. All other food and beverage samples must be purchased through Centerplate.

Cooking permits must be obtained from your exhibitor kit or show management, complete and accepted by the **Miami Beach Convention Center** prior to any cooking activity. A 2A 40-BC fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device. Exhibitors shall comply with all Miami-Dade County Health Department rules and regulations. Exhibits involving cooking or food preparation must provide a clean-up area or use those provided by show management. Disposal of cooking residue into the **Miami Beach Convention Center's** drainage system is prohibited. Holding tanks for disposal of cooking residue (oil, grease, etc.) are required.

"Day tanks" of bottled gas may be used, during show hours, for cooking or demonstration purposes. Tanks must have a release valve and be removed from the **Miami Beach Convention Center**.

Exhibitors who have ordered catering for their booths MUST be required to order booth cleaning services as well.

FREIGHT DELIVERIES

Freight or package deliveries, including, but not limited to UPS, FedEx, etc., will not be accepted by the **Miami Beach Convention Center** at any time. Carriers will not deliver to individual booths. Shipments delivered to the **Miami Beach Convention Center** during the term of the Lease must be to the attention of the Licensee's general service contractor or the onsite Business Center. Events without a general service contractor should contact **Miami Beach Convention Center Event Management** for referral to Business Center Office.

FREIGHT MOVEMENT

All equipment and freight shall be loaded/unloaded in the appropriate building dock area. The loading/unloading of equipment and/or freight from the main guest exterior entrance areas, in front of either building, is strictly prohibited.

The **Miami Beach Convention Center** dock manager coordinates dock access for meeting room loading/unloading activities based on Show Management's schedule.

The **Miami Beach Convention Center** does not permit the movement of freight, equipment or meeting room support materials via the guest elevators and escalators. Service elevators are located in the North and South sides of the facility, which can be used for the movement of freight, equipment and other meeting room support materials.

Carpet and terrazzo floor must be protected from damage from the movement of all furniture, tables, crates, registration counters concession carts and all other items needed for the event. It is required to have floor protection to perform these activities when using pallet jacks, lifts or forklifts. Non-marking tires are required on all lifts and forklifts when moving over the carpet and terrazzo flooring. **Miami Beach**



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 22 OF 36

Convention Center has the right to require additional floor protection to include the shrink wrapping of all wheels and the placement of Masonite or plywood on the flooring for additional protection due to heavy objects being moved. The company performing the activity is responsible for any damage caused by their activity.

GASOLINE AND DIESEL FUEL

Gasoline-powered equipment such as industrial vacuum cleaners for show carpet cleaning is not permitted inside of the facility. Gasoline, kerosene, combustible gases or other flammable liquid containers may not be stored inside of the facility.

GOOD TASTE AND RIGHTS OF OTHERS

Show Management may require any Exhibitor to make changes in their exhibit if, in **Show Management's** opinion, the exhibit does not conform to prevailing standards.

GRAPHICS ON COMMON BORDERS

The backside of walls - the common border facing a neighboring booth - must be finished, neutral/clear of copy, logos, or other graphics, so as not to be an eyesore to neighboring exhibitors.

HAND-CARRY PROCEDURES

Guests hand carrying (no trolleys or carts) can enter the facility carrying a package. Smaller roller type bags (for example the size of carry-on bags approved by the FAA) are allowed to enter via the east and west sides of the facility.

HANDOUTS

Exhibitors cannot distribute literature, samples, or other material outside your contracted exhibit space.

HANGING SIGNS

Hanging signs must comply with the **HEIGHT LIMITATIONS** guidelines listed below. This includes all hanging or suspended material such as banners and balloons (where permitted), etc. The top of the sign (or other material) may not exceed the height limitation specific to your type of booth. Booths which qualify to suspend "hanging signs" are only Island, Peninsula or Walk-Through booths of 400 sq. ft. or larger.

The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on-site at the show. Please plan your booth display and sign structures accordingly. **Maximum allowable height is also directly affected by the ceiling height of your booth area.** The maximum height of a display booth at the back wall, including any form of lighting system, signage, or header shall be:

LINEAR BOOTH MAXIMUM HEIGHT LIMIT = 12 FEET

Bounded by 1 or 2 aisles. Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 feet. Note: side-drape



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 23 OF 36

provided is 3 feet high and the back-drape provided is 8 feet high.

PENINSULA BOOTH MAXIMUM HEIGHT LIMIT = 20 FEET

Bounded by 3 aisles. Exhibit booths must also be at least 20 ft. deep and 20 ft. wide to meet **Show Management's** requirements for hanging signs. Hanging signs in peninsula booths may reach a height limit of 20 ft. to top of sign. Two-sided Signs must be hung 5 ft. from the back wall and the side facing rear of the booth must be clear of copy, logos or other graphics so as not to be an eyesore to neighboring exhibitors. Note: the back-drape provided is 8 feet high.

ISLAND BOOTH MAXIMUM HEIGHT LIMIT = 25 FEET

Island Booth - Bounded by 4 aisles. Booths must also be 20 ft. deep and 20 ft. wide to meet **Show Management's** requirements for hanging signs. Hanging signs in island booths may reach a height limit of 25 ft. to top of the sign.

PLEASE NOTE: Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials. **Maximum allowable height is also directly affected by the ceiling height of your booth area**

Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 ft.

*****If you have a question about the type of your booth, please contact Reed Exhibitions Operations*****

HARASSMENT POLICY

Harassment of any kind, including stalking, deliberate intimidation, unwelcome physical attention, physical assault and battery, will not be tolerated at **Florida Supercon**. If it's illegal outside the convention center, it's illegal inside the convention center. Harassment is grounds for removal from the convention without refund as well as potential legal action. We want **Florida Supercon** to be a safe, open and accepting environment for all Fans, and if you find yourself victim of harassment at the convention please come immediately to **Florida Supercon's Show Office**. Read our full [Anti-Harassment Policy](#)

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



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 24 OF 36

regulations at the time of your event.

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 Trade Show to make the necessary disposal arrangements for any hazardous waste materials.

HAZARDOUS WORK AREAS

During move-in and move-out, leased space, loading docks, truck staging areas and service corridors are considered hazardous work areas.

The following are strictly prohibited:

1. Alcoholic beverages
2. Possession or use of controlled substances of any kind
3. Speeding or reckless use of vehicles or equipment
4. Irresponsible behavior
5. Music or noise that may limit the audibility of back-up signals, fire alarms or emergency messages

Children under sixteen (16) years of age.

HOTEL/TRAVEL DISCOUNTS

Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information. **Rate Assurance** - We've gone to great lengths, including automated rate checks, to ensure that your rates are the lowest over the dates of this event. In fact, if you should find a lower rate for all the dates of your stay, simply contact us and we'll work to match that rate.

HOVERBOARDS

With the exception of motorized means of transportation for disabled persons, the use of hoverboards on City of Miami Beach public property is prohibited per Ordinance Section 70-67 "Prohibited Areas".

HVAC

The **Miami Beach Convention Center** provides cooling in the exhibit halls during show hours. Air-conditioning will be provided in exhibit halls during all show hours for up to 12 hours per day.

The **Miami Beach Convention Center** will maintain contracted and public spaces at a constant temperature range of 71 degrees Fahrenheit to 73 degrees Fahrenheit during show hours. Adjustments can be made to the temperature of the facility at the Licensee's request.

INSPECTION DEADLINE

Inspection Deadline - Any booth not occupied by **9:00 AM on the day of Show Open** will be presumed abandoned.

- If there is freight in the booth and **Show Management** believes the exhibitor will be late, then **EXPO CCI** will set up the display as best they can with the information available



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 25 OF 36

- If there is no freight in the booth and/or **Show Management** believes the exhibitor will not participate in the show, the booth will be reassigned
- Exhibitors arriving after this time will be given space available and may incur additional costs. Please contact your Sales Management team to let them know of this important deadline
- All exhibits must be completely set by **9:00 AM on the day of Show Open**
- No shipment will be accepted at any time past **10:00 AM on Friday, September 10, 2021**, or beyond. Absolutely no shipment, equipment, or material may be brought onto the show floor during show hours

ITEMS THAT CANNOT BE SOLD AT FLORIDA SUPERCON

PLEASE NOTE YOU MAY NOT SELL THE FOLLOWING ITEMS AT FLORIDA SUPERCON

- * NO FOOD
- * NO VAPE or TOBACCO PRODUCTS
- * NO SWORDS, KNIVES, GUNS, or WEAPONS
- * NO BOOTLEGS
- * NO HOVERBOARDS
- * NO AIRSOFT
- * NO LIVE ANIMALS
- * NO GAMES OF CHANCE
- * NO EXCESSIVE NOISE
- * NO TIME SHARES, VACATION PACKAGES, OR VACATION CLUBS

LABOR ORDERS

Please make arrangements for the dismantling of your booth by early Sunday afternoon, September 12, 2021. Only then can you be reasonably assured of a start time.

MAINTAINING ACCESS AND EGRESS

The following may not be blocked, or access impeded:

- Firefighting and emergency equipment, including fire alarm boxes, fire extinguisher cabinets, standpipe valves, defibrillators and similar equipment
- Electrical and telephone closet doors
- Elevators and escalators
- Hanger Doors
- Doors
- Staircases
- Sprinklers

MATERIAL HANDLING (DRAYAGE) SERVICES

EXPO CCI is the exclusive material handling provider for **Florida Supercon**. They will receive all shipments whether consigned in advance to their warehouse or sent directly to the **Miami Beach Convention Center**. Material Handling includes return of your empty cartons and crates at the close of the Show. Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information. **Please be sure to indicate your booth number on all forms.** **EXPO CCI** will maintain a full staff on-



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 26 OF 36

site at the **Exhibitor Service Center**.

MATERIAL HANDLING AGREEMENTS / SHIPPING INFORMATION

All freight that is to be shipped from the **Javits Center** must be accompanied by a **Material Handling Agreement (MHA)** unless you have small pieces which you intend to hand carry. All pieces must also be labeled with the booth name and number, as well as destination. **Material Handling Agreements** may be obtained from **EXPO CCI** at the **Exhibitor Service Center**. You must have your exhibit completely dismantled and packed before returning your completed **Material Handling Agreement (MHA)** to the **EXPO CCI Service Desk**.

MEDICAL WASTE AND TESTING

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

MEETINGS IN YOUR BOOTH

If you plan to use your booth to conduct meetings before or after official show hours, you must **email** the following information to **Rich Askintowicz, Senior Operations Manager at raskintowicz@reedexpo.com**.

1. A letter requesting early access to the Show Floor for non-exhibitor personnel. Please state the exhibiting company and booth number.
2. List the non-exhibitor personnel and type of badge they will be wearing.
3. State the time and date of the meeting (meetings cannot be scheduled prior to the show opening on **Friday, September 10, 2021**).
4. State the name of the exhibitor who will meet the non-exhibitor personnel at the entrance to the show, and escort them directly to the booth
5. Access to the floor during non-show hours will be denied unless **Show Management** receives this written request in advance

Access to the Show Floor during non-show hours will be denied unless **Show Management** receives this written request in advance. **Show Management** reserves the right to have the exhibitor hire security personnel for any event held on the Show Floor during non-Show Floor hours.

Please Note: All attendees and booth personnel must have a badge to enter the exhibit hall.

MIAMI BEACH CONVENTION CENTER (MBCC)

The **Miami Beach Convention Center (MBCC)** sits on a slice of paradise, surrounded by spectacular beaches, world-class hotels, fine dining, exciting nightlife, diverse shopping experiences and historic architecture, making Miami one of the most sought out meetings destination in the world. The **Miami Beach Convention Center**, located in Miami Beach, Florida is owned by the City of Miami Beach and managed by Spectra Venue Management (Spectra) with food service provided by Centerplate. It plays host to a wide variety of conventions, trade shows, consumer shows, meetings and banquets.

GENERAL INFORMATION



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 27 OF 36

The Miami Beach Convention Center
1901 Convention Center Drive Miami
Beach, Florida 33139

MAIN OFFICE: 786.276.2600
MAIN FAX: 305.673.7435

24 HOUR SECURITY: 305-673-7347
CENTERPLATE: 786-276-2700
PRESTIGE: 786-276-2660
SMARTCITY: 305-673-5189

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.

Contact: Antonio Gonzalez, Operations Manager 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 pounds per square foot (100 lbs./sq. ft./488.21 kg/sq. m) and shall have guardrails a minimum of forty-two inches (42"/1.07m) in height with intermediate rails through which a four-inch (4"/10.16cm) sphere cannot pass.
- Stairs for upper levels shall support a live load of seventy-five pounds per square foot (75 lbs./sq. ft./366.18 kg/sq. m) and shall have a minimum width of thirty-six inches (36"/91.44cm) when serving an occupant load of less than fifty (50) occupants and forty- four inches (44"/1.12m) when serving an occupant load of fifty (50) or more occupants.
- Stair risers should be not less than four inches (4"/10.16cm) nor greater than seven inches (7"/17.78cm) in height and treads shall have a minimum run of eleven inches (11"/27.94cm), excluding nosing.
- Spiral stairs are not recommended for areas to be 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 square feet (300 sq. ft./27.87 sq. m) of occupied space, and these shall be as remote from each other as possible.

NO NAILS OR SCREWS

Nothing may be posted, tacked, nailed, or screwed to columns, walls, floors, or other parts of the building. Any damage or defacement caused by infractions of this rule will be remedied by **Show Management** at the expense of the rule-breaking exhibitor.



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 28 OF 36

OUTBOUND SHIPPING

EXPO CCI Transportation is the Official Carrier of **Florida Supercon**. Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information. **Please be sure to indicate your booth number on all forms.** **EXPO CCI Transportation** will maintain a full staff on-site at the **Exhibitor Service Center**.

OVERHEAD LIGHTING

Exhibit Halls all have High Output T5 Florescent Lights with instant illumination. Work lights (50% power) are provided in the exhibit halls for move-in and move-out.

In an effort to conserve energy, lighting outside and around the perimeter of the **Miami Beach Convention Center** is turned off two (2) hours after the close of an event and turned on (if necessary) one (1) hour prior to event opening.

PARKING

The **Miami Beach Convention Center** has approximately 800 on-site public parking spaces on the property. There are other municipal parking areas within a comfortable walking distance from the **Miami Beach Convention Center**.

PUBLIC PARKING NEAR THE CONVENTION CENTER

Parking for all vehicles is available at the Convention Center parking garage locations on 17th Street and 18th Street, one block from this Facility as well as the Convention Center Garage on 20th and Washington Avenue. Attendee parking is currently \$20.00 per day, subject to space availability and charged at the prevailing rates. Valet parking is available at the prevailing rates. Location of valet will be determined with the Event Manager. Please review the history of previous attendance with the Event Manager in order to better anticipate parking needs.

Parking (Disability-Accessible)

N/C with I.D.#

Parking (Attendees and Exhibitors)

\$20.00/day (no in/out privileges)

POST SHOW PAPERWORK AND LABELS

The **EXPO CCI Exhibitor Services Department** will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

PROP AND COSTUME POLICY

Prop weapons are homemade or commercially rendered costume prop weapons that support the overall look of a costume or character, including futuristic prop weapons made to look like phasers, ray guns, light sabers, etc...



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 29 OF 36

Prop weapons will be allowed providing they are composed of cardboard, foam, wood, lightweight plastic, or other light materials.

Nothing that looks like a real gun is allowed.

Bows and crossbows will only be permitted if they are absolutely prop in nature – no tension on the string beyond what it takes to keep it straight, and arrows should not have any form of tip. You are NOT permitted to bring arrows with metal tips into the event under ANY circumstances.

No items can have sharp points, sharp edges, excessive weight or any other features that could be deemed dangerous to others

All prop weapons must be checked at the **Prop Check Table**, where security will inspect the prop and issue a sticker to be placed in a visible area on the prop. EVERY prop will be handled on a case-by-case basis. You may be asked to take further measures to make the prop safe before it will be given approval. Be prepared for this contingency. Approved prop stickers must be visible on your prop at all times. Removing the prop sticker is a violation of the Weapons Policy and will result in immediate expulsion from Florida Supercon. Any approved prop weapon may be revoked at any time at the discretion of **Florida Supercon** staff or security, for reasons including, but not limited to, the item being utilized or brandished in an inappropriate fashion or if complaints are received regarding its improper display.

Florida Supercon reserves the right to refuse entry of any prop/weapon it deems unfit for any reason. Any misuse of a prop/weapon (horseplay, dueling, fighting, running/swinging, firing, etc.) is grounds for removal and or ejection from convention premises without recourse, up to and including legal action depending on the severity of the offense.

PURCHASED PROPS AND REPLICAS: If you purchase a replica or prop from the Vendor Room that does not comply with the **Florida Supercon** Weapons/Prop policy, you must leave it at the booth and retrieve it when you are ready to leave or when the exhibition room closes. You must take it to your vehicle, or hotel room immediately.

PLEASE NOTE that if you violate any of the above rules you WILL be removed from the convention. THERE ARE NO EXCEPTIONS. If you are asked to leave by a member of **Florida Supercon** security or staff, you are required to comply with their requests or risk intervention by law enforcement. These decisions are based on the discretion of the security or staff member you are dealing with at that exact moment.

Do not attempt to skirt the rules. Do not attempt to play games with security or staff. Use common sense. If you cannot abide by the rules, please stay home. We will not endanger or put any of our attendees at risk because you want to have a more authentic costume.

Florida Supercon reserves the right to amend or change these rules at anytime for any reason to provide for the safety, security and general well being of attendees and the general public.



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 30 OF 36

PROPANE

Propane tanks may not be stored inside of the center. 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.

PUBLIC TRANSPORTATION

The Miami Beach Convention Center is conveniently located only 14 miles away from Miami International Airport and 6 miles away from the Port of Miami. The Center is accessible from major interstate highways including I-195 and I-395. Miami Beach offers public transportation and private solutions to facilitate your guests' and attendees' arrivals and departures from the **MIAMI BEACH CONVENTION CENTER** to hotels, restaurants, area attractions and more.

1. The South Beach Local

The South Beach Local is a compact blue trolley that exclusively operates throughout South Beach from 8am – 1am (daily) with a riding fee of only 25 cents. Used by residents and tourists alike, the Local offers multiple stops, detailed routes and a consistent schedule throughout South Beach's 23-block radius. The South Beach Local trolley facilitates pick up and drop off for attendees to nearby hotels, restaurants and attractions. Visit the [South Beach Local website to learn more](#).

2. Taxis

Taxi meters start at \$2.50 but can vary; tipping is expected. Taxis may not be the most cost effective option, but should be considered as support to attendees and guests who will need to travel off of Miami Beach. Visit the [Taxi finder website to learn more](#).

3. Ride-share apps

Uber Pool and Lyft Line allow ride sharing with other passengers, significantly cutting cost in exchange for a slightly longer drive. Most attendees already have these apps on their phones, but Uber and Lyft apps can be downloaded for free from the Apple App store or (for Android devices) the Google Play Apps store. Include ride-share apps as options on your transportation plan to offer attendees and guests the most flexibility for exploring the destination.

4. Miami Airport Service

With SuperShuttle.com you can book your transportation from Miami International Airport in advance and be sure that you have a guaranteed, worry-free ride to your destination! SuperShuttle fits the needs of any traveler with shared-ride, non-stop, black car, or SUV service. Include SuperShuttle in your transportation plan as a resource to guests and attendees upon arrival at the airport or for departure to the airport. Visit [Miami International Airport Services & Amenities page for details on how to reserve your ride from the airport to Miami Beach](#).



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 31 OF 36

PYROTECHNICS

The use of pyrotechnics is strictly controlled and monitored and must be approved in advance by the Miami Beach Fire Department and the **Miami Beach Convention Center**. 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.

SAFETY AT FLORIDA SUPERCON

Florida Supercon has a [Safety & Security Policy](#) in place to ensure that everyone has a great time at the event.

Florida Supercon has a **ZERO TOLERANCE** policy for GUNS and for REAL and/or REALISTIC weapons of any kind. The City of Miami Beach owns the convention center, and they will not allow guns even if you have a conceal and carry permit. No weapons are allowed, period. Searches will be conducted if any bag or outfit presents as suspicious. Anyone not consenting to a search at the request of a security officer will be asked to leave without refund.

Florida Supercon and city officials fully understand that none of our fans or attendees are of any threat to anyone. We also appreciate that we have never had an incident in the past when we allowed fake weapons into the building. Unfortunately, at this moment in time, we have to eliminate all possible confusion about props and fake weapons.

What do we mean by weapons? We are not referring to "cartoon" weapons (we consider those "props")... we are talking about REAL and REALISTIC looking weapons. Lightsabers and Phasers are ok. Airsoft and BB guns are not.

Anyone entering the building with a mask on may be asked to remove it upon entry. You may put it back on once you pass the prop check point.

Both Florida Supercon and the City of Miami Beach want every attendee to have a good experience in the city and at our show. Your safety and security is our top concern.

SECURITY

The Century Security Agency is the **Official Security Contractor** of Florida Supercon. **Show Management** will provide perimeter security personnel on the exhibit floor on a 24-hour basis during the entire period of the show (including installation and dismantle). Every reasonable effort will be made to prevent losses; however, the final responsibility lies with the exhibitor. If you have items in your booth that are vulnerable to theft, take them with you when you leave the building for the day. For larger items that cannot be moved, we recommend that you hire additional security for your booth.

Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information.

BASIC SECURITY RECOMMENDATIONS



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 32 OF 36

- By now you should have arranged for insurance coverage to protect your exhibit and product against damage or loss from the time it leaves your premises until it returns
- Exhibitor personnel must wear official Show Exhibitor badges at all times during move-in, Show Days and move-out. Please do not give Exhibitor Badges to anyone other than your full-time employees and remove all badges from the building when you leave on your last day there. Badges left behind are often abused by unauthorized personnel so do not leave them in your booth or discard on the floor
- Unpack product as close to the Show opening as possible. At the close of the Show, we suggest that you stay at your booth until these valuables are repacked
- At the close of business each day, cover all display tables. This establishes a barrier to curiosity seekers and other would-be thieves from selecting such items to steal at a later time
- Place your wastebasket along the aisle at the end of each day to facilitate trash removal
- Treat especially valuable goods such as prototypes as irreplaceable. If they truly are one-of-a-kind, hire your own security guard. ***Under no circumstances*** should such goods ever be left unattended. Electronic devices are particularly vulnerable to theft
- Remove tapes or discs at night and store them in a safe place. Keep close tabs on personal items (cell phones, purses, laptops, briefcases, etc.)
- Do not put articles of any value in a container marked "**EMPTY STORAGE**", or behind booth
- Shipping cartons should not identify contents. Use coded labels
- Give special considerations to prototypes, irreplaceable and highly valuable articles, or other sensitive items
- Be sure to send copies of Shipping Information, including all tracking numbers with your set-up people so that they know how many pieces should arrive
- Booth staffing plans should take the following into consideration:
 - Who will be at the booth during set-up and dismantling?
 - Will an inventory list be available to check complete delivery during set-up and complete shipment after dismantling?
 - Will you need a security cage?
 - Will you need a private guard?
 - Should you safeguard material in the free storage room during non-Show hours?
 - Does everyone concerned know that nothing of value should be left in containers labeled "**EMPTY**"?
 - Will someone be on duty at least a half-hour before the Show opens? And until Show is closed for the day? Will you schedule rotation to cover lunch breaks, etc.?
 - All of your booth personnel should be advised to wear official Show Badges at all times as a security measure, and to use the official Merchandise Passes when removing items from the exhibit floor
 - DO NOT leave laptop, purses, cell phones, cameras, etc. unattended
- It is essential that exhibitor personnel remain in their exhibit areas until their display materials are secured. All small articles which can be easily picked up should be securely packed before you leave your booth after the Show closes
- During teardown, stay with your exhibit until your empty cartons are delivered and your goods are packed, sealed and properly labeled



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 33 OF 36

- Do not leave material in your booth unlabeled at any time during move-out because many things could happen it may be presumed abandoned; mistaken for trash; or one of your neighboring booths might label it in error!
- At the close of the show, please be sure to secure all electronic equipment

Don't Leave Your Booth Unattended Until Your Merchandise Is Secure

The best security available is still inadequate and losses will occur, if exhibitors leave merchandise, especially valuable merchandise, unsecured in their booth overnight. Secure all such merchandise at all times during the non-Show hours.

Our objective is to make your show experience as worthwhile and profitable as it can be. Adhering to these simple security recommendations will go a long way to ensure your success!

Immediately report to security, or Show Management, the presence of any unauthorized visitors, or suspicious activity on the show floor.

Show Management can assume no responsibility or liability for loss, damage or theft. That responsibility is yours, and we therefore recommend that you provide your own insurance coverage against all contingencies.

SHIPPING INFORMATION

ADVANCE WAREHOUSE SHIPMENT: Materials should be shipped to arrive at the **EXPO CCI** warehouse NO LATER THAN **SEPTEMBER 1, 2021**. Freight received after this date will incur a 25% late handling fee.

**Florida Supercon 2021
Your Company Name Booth #
EXPO Convention Contractors, Inc.
15959 NW 15th Avenue
Miami, Florida 33169-5607**

EXPO CCI will accept crated, boxed or skidded material at the above-referenced address immediately. Material arriving after **September 1, 2021** at the warehouse will incur an additional 25% late handling fee. Please note that the **EXPO CCI Warehouse** does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 2:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: **(305) 751-1234**.

DIRECT SHIPMENT TO THE MIAMI BEACH CONVENTION CENTER: Shipments will be received at the exhibit facility on Wednesday, **SEPTEMBER 8, 2021** between 8:00am and 8:30pm and on Thursday, **SEPTEMBER 9, 2021** between 8:00am and 11:00pm and on Friday, **SEPTEMBER 10, 2021** between 7:00am and 10:00am.



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 34 OF 36

Florida Supercon 2021

Your Company Name Booth #

EXPO Convention Contractors, Inc.

c/o Miami Beach Convention Center

1901 Convention Center Drive Grand Ballrooms A-C

Miami Beach, Florida 33139

EXPO CCI will receive shipments at the exhibit facility beginning Wednesday, September 8, 2021. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: **(305) 751-1234**.

Please note: All items and materials that must be brought into the facility are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact **EXPO CCI** for your quoted rates and rules applicable to disposal of your exhibit properties.

SIGN AND BANNER POLICIES

All signs and banners must follow all of the rules of both costumes and props, and are also subject to the general rating of the convention (PG-13) and all other convention policies. Signs and banners may not contain solicitation ("Will _____ for _____.", or any variation). We have a strict NO SOLICITATION POLICY! Signs and banners must also contain zero profanity and offensive material. You may carry a sign as part of your costume, so long as the sign is clearly relevant to the character you are portraying. Examples include: "Objection!" signs for a Phoenix Wright costume, "Hey, listen!" signs with a Navi costume, etc. Signs and banners that do not comply with this policy or any other will be confiscated, and may result in your removal from the convention. This policy also applies to white boards and other writing surfaces being displayed to the public. Regardless of whether the sign is acceptable or not, no sign or banner may be affixed to any surface in or around the Convention Center.

Florida Supercon reserves the right to amend or change these rules at anytime for any reason to provide for the safety, security and general well being of attendees and the general public.

SMOKING/VAPING POLICY

By State Law, the **Miami Beach Convention Center** is a smoke free facility. Smoking/Vaping is prohibited and enforced on **Miami Beach Convention Center** property. In addition, all local, state and federal laws apply with regards to hemp and hemp related products. Ash/trash units are supplied in the designated areas outside of the bus canopies at all entrances for those who wish to smoke.

SOUND LEVELS

Sound level of presentation should be kept within the confines of the booth area and must not interfere with neighboring exhibits. **Show Management** will exercise their right to provide and maintain a fair exhibiting environment to all customers. Excessive sound can be offensive and distracting. Each Exhibitor is entitled to an atmosphere that is conducive to conducting business, without excess noise from other Exhibitors. Any audio equipment (i.e., sound system, audio from a video wall, microphones), whether in the booth or as part



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 35 OF 36

of a display, may not exceed a sound level of eighty-five (85) decibels. **Florida Supercon** will be sensitive and responsive to complaints registered by spectators, neighboring Exhibitors, or other personnel, and will have appointees to respond to all complaints.

VEHICLE DISPLAYS

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 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 defueling of vehicles shall be prohibited. Vehicles shall not be moved during show hours.

Floor Protection Required: Floor protection for vehicles that are approved to be used in exhibitions or displays must include protection using visqueen, Masonite, Homosote, tarpaulin, plywood, or comparable protective material. This material is to be used to prevent damage from tires, leaks, oil, and etcetera. It is the

GSC / SC's responsibility to clean, repair and/or report any stains, cracks, or other damages that may occur despite the precautionary measures being taken.

VENDOR INVOICES

Show Management will have personnel on hand throughout the course of the show to consult with exhibitors regarding any bills received from service companies. If there is any question as to the charges made, please consult with our show representatives before paying the bill. Do not wait until after the show to settle problems that can be easily resolved at the **Miami Beach Convention Center**.

WEAPONS POLICY

Please read this entire policy before attending Florida Supercon. Failure to follow this policy may result in your removal from the convention without refund. The following items are generally forbidden at Florida Supercon:

- Functional firearms (including air soft guns, BB guns, cap guns, paintball guns and pellet guns)
- Realistic replica firearms (including reproduction, fake or toy guns that can be confused for functional firearms)
- Functional projectile weapons (including blow guns, crossbows, long bows, silly string, slingshots, water balloons and water guns)
- Sharpened metal-bladed weapons (including axes, daggers, hatches, knives, kunai, shuriken, swords, sword canes and switch blades)



EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service: Call: 800-598-1055 | inquiry.flsupercon@reedpop.com.

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [FSC FAQs](#).

PAGE 36 OF 36

- Explosives (including firecrackers and fireworks) Chemical weapons (including mace and pepper spray)
- Blunt weapons (including brass knuckles, clubs and nunchaku)
- Hard prop weapons (including props made of metal, fiberglass and glass)
- Instruments that cause excessive noise levels like vuvuzelas, grenade whistles and grenade horns
- Whips
- Aerosol mustard

Prop weapons will be allowed providing they are composed of cardboard, foam, wood or other light materials. Prop firearms are allowed only if they cannot be mistaken for real weapons.

The barrel of all prop firearms must be covered with brightly colored caps. Prop bows will be allowed providing all arrows have soft tips. And no, selfie sticks are not allowed at **Florida Supercon**. All permissible items are subject to **Show Management's** discretion.

All persons using **Miami Beach Convention Center** property are required to comply with all laws, statutes and ordinances, as well as any others also relevant to the issue. **Miami Beach Convention Center Loss Prevention** has final approval on all goods sold during **Florida Supercon**.

All attendees entering the **Florida Supercon** will be reviewed for any props that resemble a weapon and this item will be tagged once deemed safe to the public. All other items deemed unsafe will be confiscated by **Show Management**.

WEAPONS POLICY - MIAMI BEACH CONVENTION CENTER (MBCC)

No individual, other than sworn law enforcement officers possessing full-time, active duty status, with a law enforcement agency having jurisdiction within the City of Miami Beach, as well as possessing the requisite certifications (listed below); may be eligible to carry a weapon into the **Miami Beach Convention Center (MBCC)** while off-duty. Any permission which may be granted will be after the appropriate verifications are completed.

WHEELCHAIR/ELECTRIC SCOOTER RENTAL

For wheelchair/electric scooter rental contact our service partner Scootaround, Inc. at 888-441-7575 or by visiting their website at <https://locations.scootaround.com/floridasupercon> to reserve in advance. Onsite rental may be available, depending on event schedules.