



# EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Success:

Jeany Razon: [jeany.razon@reedpop.com](mailto:jeany.razon@reedpop.com) – 203.840.5949

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](#).

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## SHOW OFFICE & REGISTRATION

The FLORIDA SUPERCON SHOW (FSC) OFFICE is located on level 1 of the Miami Beach Convention Center (MBCC), Show Office located in 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>
Thursday, July 11, 2024	8:00 AM – 5:00 PM	8:00 AM – 5:00 PM
Friday, 12, 2024	8:00 AM – 7:00 PM	8:00 AM – 7:00 PM
Saturday, July 13, 2024	8:00 AM – 7:00 PM	8:00 AM – 7:00 PM
Sunday, July 14, 2024	8:00 AM – 5:00 PM	8:00 AM – 4:00 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 Convention Contractors, Inc. (EXPO) 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.

### EXHIBITOR SERVICE CENTER HOURS

<b>Wednesday, July 10, 2024</b>	<b>8:00 AM – 8:30 PM</b>
<b>Thursday, July 11, 2024</b>	<b>8:00 AM – 11:00 PM</b>
<b>Friday, July 12, 2024</b>	<b>8:00 AM – 7:00 PM</b>
<b>Saturday, July 13, 2024</b>	<b>8:00 AM – 7:00 PM</b>
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### **EXPO SERVICE INFORMATION**

- **BOOTH PACKAGE (10'X10' Booths):** Each 10' x 10' booth area will be provided with an 8' high Blue backwall drape, 3' high Blue side drape, one 8' blue skirted table, two folding chairs, one wastebasket and a booth Identification sign (7" x 44"). **NOTE: Only (1) package will be offered per 10'x10', 10'x20' and 10'x30' booth, etc. Not applicable to island and peninsula booths.**
- **BOOTH PACKAGE (8'X10' Booths):** Each 8' x 10' booth area will be provided with an 8' high Blue backwall drape, 3' high Blue side drape, one 6' blue skirted table, two folding chairs, one wastebasket and a booth Identification sign (7" x 44"). **NOTE: Only (1) package will be offered per 8'x10', 8'x20' and 8'x30' booth, etc. Not applicable to island and peninsula booths.**
- **ARTIST ALLEY PACKAGE:** Each Artist Alley table will receive one 6' white skirted table, two folding chairs, one wastebasket and a booth Identification sign (7" x 44")
- **SHOW COLORS:**
  - Back Drape = Blue
  - Side Drape = Blue
  - Table Drape = Blue
- **EXHIBIT HALL CARPET:** The booth area is NOT carpeted. You may carpet your booth area in any offered color, please see **EXPO** Carpeting Form for color selection and pricing.
- **EXPO DISCOUNT PRICE DEADLINE DATE:** Order early to take advantage of advance order discount rates, place your order by **June 26, 2024 for main items and June 3<sup>rd</sup> for Graphics and Turnkey packages**

**All billing discrepancies must be addressed at the EXPO 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** warehouse NO LATER THAN **JULY 5, 2024**. Freight received after this date will incur a 25% late handling fee.

**Florida Supercon 2024  
Your Company Name Booth #  
Expo Convention Contractors, Inc.  
15959 NW 15th Avenue  
Miami, Florida 33169-5607**



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**EXPO** will accept crated, boxed or skidded material at the above-referenced address immediately. Material arriving after July 5, 2024 at the warehouse will incur an additional 25% late handling fee. Please note that the **EXPO 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, **JULY 10, 2024**, between 8:00am and 8:30pm and on Thursday, July 11, 2024 between 8:00am and 11:00pm and on Friday, **JULY 12, 2024** between 7:00am and 10:00am.

**Florida Supercon 2024**  
**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** will receive shipments at the exhibit facility beginning Wednesday, July 10, 2024. 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** for your quoted rates and rules applicable to disposal of your exhibit properties.



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**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, July 10, 2024	8:00 AM – 8:30 PM
	Thursday, July 11, 2024	8:00 AM – 11:00 PM

*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, July 12, 2024	10:00 AM – 7:00 PM
Saturday, July 13, 2024	10:00 AM – 7:00 PM
Sunday, July 14, 2024	10:00 AM – 5:00 AM

EXHIBITOR MOVE-OUT:	Sunday, July 15, 2024	5:00 PM – 10:00 PM
	Monday, July 16, 2024	8:00 AM – 12:00 PM
REROUTE FREIGHT:	Monday, July 16, 2024	11:30 AM

**DISMANTLE AND MOVE-OUT INFORMATION** - All exhibitor materials must be removed from the exhibit facility by **Monday, July 16, 2024, at 12:00 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, July 14, 2024, driver check-in no later than 8:00 PM**
- **If you are loading out on Monday, July 15, 2024, driver check-in no later than 10:00 AM**
- **If your carrier is NOT checked in by 11: 00 AM by Monday, July 16, 2024, then your freight will be re-routed or sent back to the EXPO warehouse.**

**POST SHOW PAPERWORK AND LABELS** - The **EXPO 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.

**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 Exhibitor Services Department** at **(305) 751-1234** for a quote.



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### EXHIBITOR MOVE-IN/MOVE-OUT PROCESS

As a reminder, the **Miami Beach Convention Center (MBCC)** does not accept items shipped by Exhibitors.

### EXHIBITOR MOVE-IN DATES & TIMES:

Wednesday, July 10, 2024	8:00am - 8:30pm
Thursday, July 11, 2024	8:00am – 11:00pm

### RESTOCK DATES & TIMES:

Friday, July 12, 2024	8:00am – 9:00am
Saturday, July 13, 2024	8:00am – 9:00am
Sunday, July 14, 2024	8:00am – 9:00am

### METAL DETECTORS:

All personnel entering into the **Miami Beach Convention Center (MBCC)** starting **Friday, July 12, 2024**, must go through mandatory metal detectors. We have set-up a location within the loading dock area dedicated for exhibitors only. This will be utilized when unloading your freight. We also have an exhibitor express entrance in the main lobby to help get you on to the Show Floor faster. We would like to point out a few key points regarding metal detectors:

- You must have your Exhibitor Badge to utilize the Main Lobby Exhibitor-only metal detectors. If you do not have your Exhibitor Badge, you will need to access the Show Floor via the Fan Entrance. Please go to Registration (Hall D) as soon as you get to show site and pick-up and your staff Exhibitor Badges
- Please add extra time to get to your booth – metal detectors are an important safety component of the Event but can cause a slight delay in getting to the Show Floor

### **POV's (Personally Owned Vehicles) are defined as:**

Cars, pick-up trucks, vans and other trucks primarily designed for passenger use, not cargo or freight. Vehicles that do not qualify for this service or that have material that requires mechanical assistance to unload, will be directed to the Marshalling Yard and will be charged as material handling by weight.

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#### Vehicles that Qualify:



Sedan



SUV



Pickup Truck



Van

#### Vehicles that DO NOT QUALIFY:



Trailer



Trailer



Sprinter Van



Commercial Van



Rental Truck



Box Truck



Flatbed/Stakebed

#### **EXHIBITOR MOVE-IN PROCESS:**

- **Self-Unloading from the MBCC Loading Docks:**

- 1.) **Loading/Unloading is not allowed in the front of the MBCC on Convention Center Drive**
- 2.) For self-unloading utilizing the MBCC loading docks, **Privately Owned Vehicles (POV)**, defined as cars, pick-up trucks, vans and other trucks primarily designed for passenger use and no larger than a Ford Econoline Van, may utilize this feature
- 3.) Straight trucks, box trucks, bobtail, contract carriers and vehicles with trailers are NOT considered POV's and must check-in/register/contract with **EXPO** to unload items. Fees apply.
- 4.) Proceed to the front of the MBCC on Convention Center Drive to stage for move-in
- 5.) Parking on a red curb, Washington Avenue or in traffic lanes is prohibited
- 6.) A Dock Pass will be provided as well as instructions to access the load-in area - vehicles will not be permitted entry to the loading dock area without a Dock Pass
- 7.) There will be a 15-minute allotment to unload your vehicle from the dock area
- 8.) If you require additional time, **EXPO** may be contracted to assist with unloading your vehicle. Fees apply.

**POV SERVICE** is a feature for exhibitors using a Personally Owned Vehicle (POV) that meets the requirements listed above.

#### **POV SERVICE RATES**

Straight time - \$90.00 per one way trip. (Monday - Friday, 8:00am - 4:30pm)

Overtime - \$120.00 per one way trip. (Monday - Friday, before 8:00am, after 4:30pm, weekends and holidays)

One worker equipped with a flat cart will assist those exhibitors who qualify for POV Service with unloading & delivery of goods to your booth.

POV SERVICE is aimed at those exhibitors requiring minimum assistance to facilitate the move-in/out process for them, skidded or palletized items do not qualify, maximum weight 400 pounds per trip.

Exhibitors who have extensive unloading requirements can use the material handling services.

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Arrangements for this service can be made in advance, see Material Handling Form, or on-site at the EXPOService Desk.

Empty storage service will only be available to exhibitors who utilize the complete material handling service. Exhibitors who do not use these services will be charged on a per carton rate to handle their empties.

**EXPO WILL NOT BE RESPONSIBLE FOR ANY DAMAGES.** Exhibitors are required to carry all-risk floater insurance covering their product and exhibit materials against damage, loss and other hazards. The coverage should start when the product and exhibit material leaves your place of business and end when it is returned to your facility after the show.

POV Service will be available from the loading dock. Please instruct your personnel to identify themselves as exhibitors requiring POV service to security personnel. They will be directed to the specially designated area. This service DOES NOT include rental trucks or company trucks.

- **Exhibitors who plan to hand carry from their vehicle via one of the local parking lots:**
  - 1.) We recommend this process to allow you the quickest method to enter the facility
  - 2.) Exhibitors may only hand-carry or utilize a rolling suitcase to go through the venue lobby
  - 3.) **The use of hand/push carts & dollies is not permitted for use in the MBCC lobby**

Four wheel dollies



Two wheel dollies



Four wheel push carts



- 4.) **Loading/Unloading is not allowed in the front of the MBCC on Convention Center Drive**
- 5.) Parking on a red curb, Washington Avenue or in traffic lanes is prohibited

### **EXHIBITOR MOVE-OUT PROCESS:**

- **Booth Empties**
  - 1.) Once the show closes empties will start to be returned
  - 2.) Estimated time to get all empties back to booths/exhibitors is 2 – 3 hours (7:30 pm – 8:30 pm)
- **Self-Loading from the MBCC Loading Docks:**

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**1.) Loading/Unloading is not allowed in the front of the MBCC on Convention Center Drive**

- 2.) For self-loading utilizing the MBCC loading docks, Privately Owned Vehicles (POV), defined as cars, pick-up trucks, vans and other trucks primarily designed for passenger use and no larger than a Ford Econoline Van, may utilize this feature
- 3.) Straight trucks, box trucks, bobtail, contract carriers and vehicles with trailers are NOT considered POV's and must check-in/register/contract with **EXPO** to load items. Fees apply
- 4.) Please pack up your booth – once fully packed, proceed to the **EXPO Exhibitor Service Desk** to acquire a move-out wrist band
- 5.) Dock Passes will not be handed out without this wrist band
- 6.) Proceed to the front of the MBCC on Convention Center Drive to stage for move-out
- 7.) Parking on a red curb, Washington Avenue or in traffic lanes is prohibited
- 8.) A Dock Pass will be provided as well as instructions to access the load-out area - vehicles will not be permitted entry to the loading dock area without a Dock Pass
- 9.) There will be a 15-minute allotment to load your vehicle from the dock area
- 10.) If you require additional time, **EXPO** may be contracted to assist with loading your vehicle. Fees apply.

• **Exhibitors who plan to hand carry to their vehicle:**

- 1.) We recommend this process to allow you the quickest method to enter the facility
- 2.) Exhibitors may only hand-carry or utilize a rolling suitcase to go through the venue lobby
- 3.) **The use of hand/push carts & dollies is not permitted for use in the MBCC lobby**



- 4.) **Loading/Unloading is not allowed in the front of the MBCC on Convention Center Drive**
- 5.) Parking on a red curb, Washington Avenue or in traffic lanes is prohibited

**GENERAL MOVE-OUT:**

**Labor:**

If you will be using **EXPO** labor to dismantle your booth under your supervision, you should check-in at the service desk to confirm the time and number of men you will be using.

If you are having **EXPO** dismantle your booth without a representative from your company present, please stop by and confirm outbound shipping information.





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### **Return of Empty Containers:**

Beginning at 5:30pm on Sunday, July 14, 2024, empty containers will automatically be returned to all the booths. This process may take 2 to 3 hours to be completed. Please schedule your dismantle and carrier pick up accordingly. **Note** - Small and/or valuable items should not be left unattended at any time during the move out process. Please remove or secure items.

### **Outbound Material Handling & Shipping Labels:**

An **EXPO** Bill of Lading (BOL) form **MUST** accompany ALL outbound shipments. This form, along with shipping labels, may be obtained at the **EXPO Exhibitor Service Desk**.

Shipping is not an automatic process. Do **NOT** leave your BOL in your booth. They must be turned into the service desk when all your freight is packed and labeled for its destination. **EXPO will not be responsible for shipments left on the floor.**

### **UPS/FedEx:**

**UPS and FedEx will not be picking up from the Miami Beach Convention Center. Please do not leave your packages intended for UPS/FedEx in your booth. If they are left behind, they will be rerouted via our show carrier.**

### **Final Package Invoice:**

A final package audit has been completed during the event and any non-purchased and/or allocated tables determined in the audit will be subject to chargeable items on your general contractor invoice. Any questions on this please email [info@expocci.com](mailto:info@expocci.com). Please be sure to include the show name, your company name and booth number in your request.

### **Final Invoice:**

A final invoice will be emailed to the main contact on file after our accounting department completes their audit. If you would like to request a copy, please email [info@expocci.com](mailto:info@expocci.com) and one will be emailed to you. Please be sure to include the show name, your company name and booth number in your request.

## **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.



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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**
- **Catering – Sodexo Live!**
- **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**
- **Electrical - EDLEN**
- **Emergency Medical Services (EMS) – City of Miami Beach**
- **Floral/Plant Rental – EXPO**
- **Internet – SMART CITY**
- **Material Handling (Drayage) Services – EXPO** 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 Transportation**
- **Security – Allied Universal Event Services**
- **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



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Florida is a right-to-work state. The **MBCC** has an exclusive agreement with the International Alliance of Theatrical Stage Employees (IASTE) Local Union 500 as the in-house labor to handle all entertainment, theatrical stage related work, and audio-visual operations. IATSE Local Union 500 labor is exclusive for rigging in the ballrooms and exhibit halls, excluding aisle signage for trade shows. Audio visual load-in, setup, event production, move-out, and load-out are required to be staffed by IATSE. All contractors providing staging or audio-visual production may provide supervision only.

#### 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-carryable 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 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.



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### **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, we have contracted with [Risk Strategies](#)

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.

(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 **MBCC**. Disability access to any event and the



## EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

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Jeany Razon: [jeany.razon@reedpop.com](mailto:jeany.razon@reedpop.com) – 203.840.5949

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services the event provides are the responsibility of the Licensee.

### GENERAL ACCESSIBILITY

The **MBCC** strives to implement upgrades in a timely manner as new standards are introduced, as the **MBCC** remains committed to meeting the needs of all its guests at all events. All areas of the **MBCC** 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.

- ADA-compliant ramps to access at main entrance.
- Automatic, easy accessible doors.
- Accessible restrooms on all levels.
- Elevators for easy access to all levels.
- Retail food and beverage portable are accessible.
- Wheelchairs available upon request.
- ADA Parking available within proximity perimeter at the **MBCC** parking garage
- Accessible meeting equipment (lifts and podiums) available upon request

### SERVICE ANIMALS

Under the Americans with Disabilities Act (ADA) regulations, a "service dog" is one 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 animals (except miniature horses), whether wild or domestic, trained or untrained, are not considered service animals.

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

- Assisting individuals who are blind or have low vision with navigation and other tasks
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds
- Providing non-violent protection or rescue work
- Pulling a wheelchair
- Alerting individuals to the presence of allergens
- Retrieving necessary items, such as medicine or telephones
- Providing physical support and assistance with balance and stability to individuals with mobility disabilities



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- Helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors
- Assist an individual with seizure disorder (i.e. guard or go for help)

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 the purposes of defining a service animal.

### 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.**

### ANIMALS

Animals are not permitted on the **MBCC** 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:



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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.

### ART IN PUBLIC PLACES

The City of Miami Beach Art in Public Places Program commissioned and curated large-scale works at **MBCC**. The following artworks cannot move, blocked, or be covered.

- Franz Ackerman's installation About Sand (SE corner – Level 1)
- Ellen Harvey's Atlantis (Grand Ballroom – Level 2)
- Joseph Kosuth's Located World, Miami Beach (Grand Lobby – Level 2)
- Sarah Morris' Morris Lapidus (Grand Staircase - Exterior)
- Joep van Lieshout's Humanoids (Collins Canal Park - Exterior)
- Elmstreet & Dragset's Bent Pool (Pride Park - Exterior)
- Any new art installations

### BALLOONS/BLIMPS

The **MBCC** prohibits the use of helium-filled balloons and/or blimps for displays, exhibits or giveaways. Helium balloons and blimps may cause a public safety hazard when they rise to the ceiling and interact with the lighting, fire sensors and/or electrical system. The Licensee is responsible for all equipment and labor cost in retrieving all helium balloons. Helium balloons should be properly disposed of. Helium balloons may not be released outside, due to airport flight patterns in the area and environmental concerns.

Balloon drops are prohibited. Static air-filled balloons may be used for decoration. The Licensee and the **MBCC** EM must approve the use of all balloons.

### BICYCLES, HOVERBOARDS, ROLLER BLADES, ROLLER SKATES, ETC.



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The **MBCC** has banned the riding of bicycles, roller blades, roller skates, 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 **MBCC**.

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".

#### 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** at the **Exhibitor Service Center PRIOR TO 10:00 AM, Sunday, July 14, 2024**. They will receive special instructions on how to remove the merchandise they've purchased from your company at show close.

#### CABLES MANAGEMENT

All cables running across any floor surface must be either taped down with safety hazard tape or placed within the appropriate cable covering option, to minimize tripping hazards. Uncovered, unfastened, or unsecured cables, cords, wires, air and water hose, etc., are strictly prohibited. Running any cables across doorways, under doors, under airwalls, or through mouse holes or between booths/rooms is prohibited.

#### 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 forklifts. Non-marking tires are required on all lifts and forklifts when moving over the carpet and terrazzo flooring. **MBCC** 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.

Decorators and users of the **MBCC** 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, skateboards, bicycles, etc. are allowed in the lobbies, concourses, meeting and ballrooms. Only ADA approved carts are allowed in these areas.





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In compliance with N.F.P.A. life safety code **MBCC** 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.

### **CONFETTI**

Confetti and loose glitter are not permitted.

### **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**

Please refer to the **WEAPONS/PROPS & COSTUMES/MASKS POLICY** section of this manual.

### **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** 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

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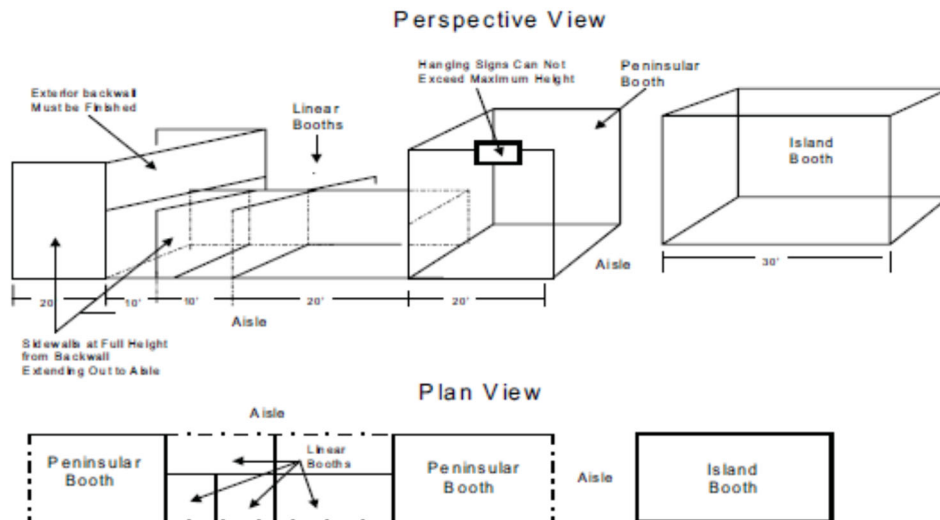
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### CUBIC CONTENT

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



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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 ReedPop 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 (MBCC)** 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. The **MBCC** reserves the right to remove any unauthorized decorations, signage or banners should they be improperly attached to the building, in the manner previously described above.

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

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



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The use of high residue tape is strictly prohibited on terrazzo floors and carpeted areas. The **MBCC** 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 the **MBCC** and the cost of the removal will be billed to Licensee. Any costs incurred by the **MBCC** for tape and tape residue not removed by Licensee will be charged to Licensee at the prevailing rate.

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 **MBCC** does not accept advance shipment of freight or materials prior to the contracted move-in date. All shipments to be delivered to the **MBCC** after the official move-in date must be to the attention of the **Event General Decorating Contractor**. All equipment brought into the **MBCC** must be delivered and removed through the loading dock areas. The **MBCC** 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 **MBCC** 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.

#### DRONES

An Unmanned Aerial Vehicle/Remotely Piloted Aircraft/Drone is defined as a "powered aerial vehicle which cannot carry a human operator, uses aerodynamic forces to provide vehicle lift and can fly autonomously or be piloted remotely". The following are requirements for utilizing UAV/RPA/Drone:

- Operating on the interior and/or exterior of **MBCC** campus must have approval from the



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### **MBCC.**

- Casual or recreational use of aircraft is strictly prohibited at the **MBCC**.
- Recording an event requires additional approval from Show Management and the **MBCC**.
- Must have a valid copy of FAA Small Unmanned Aircraft System Certificate or Aircraft Registration/ Proof of Ownership.
- Certificate of Insurance from equipment operator to cover potential damages to **MBCC** property. **Miami Beach Convention Center** must be listed as "Additional Insured".
- Fly area zone must be contained within the Licensee's contracted space.
- Must maintain at least 15' clearance from any person or structural aspects of the facility.
- Must always be within the operator's visual line of sight at all times.
  - Flights are limited to no more than an hour daily.
  - Weighs less than 10lbs including payloads (i.e. on-board camera)
  - All documentations must be received and approved by the **MBCC** at least 14 days prior.

### **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 wheelchairs and children in strollers. Absolutely no freight is allowed 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 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.)



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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:

**Skip Haile / Operations Director / ReedPop / [Skip.Haile@RXGlobal.com](mailto:Skip.Haile@RXGlobal.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

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

Licensee, exhibitors, and general service contractors must comply with all federal, state and local fire regulations and building codes that apply to places of public assembly. Firefighting and emergency equipment, including fire extinguishers, strobes, fire hose cabinets and standpipes, may not be hidden, blocked or obstructed. All emergency exits, hallways and aisles leading from the **MBCC** must be kept clear and unobstructed. Fire lanes must be always clear and open.

### Capacity Concerns

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



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### Exhibit Hall Floor Plan Approval

Preliminary exhibit hall floor plans, including general session, registration and pre-function space, must be submitted to the EM at least six (6) months prior to the first move-in day for approval by the City of Miami Beach Fire Department.

Please refer to Section Exhibit Halls Floor Plan Guidelines for further details. All Exhibit Hall floor plans must be reviewed and approved by the City of Miami Beach Fire Department six (6) months prior to the first move-in day. Potential move-in delays may occur if the Fire Marshal has not approved a floor plan in advance. Fire Inspector will perform walk-thru inspections prior to the opening day of the exhibits.

### Fire Watch

A Fire Watch is an exclusive service by City of Miami Beach Fire Department personnel who are specifically trained for special events and trade shows. The Licensee and GSC are required to provide all fire watch guidelines to exhibitors. The City of Miami Beach Fire Department handles all fire watch personnel. Contact the EM for details.

A Fire Watch is required for the following:

- Covered booths over 301 square feet (91.7 square meters) without automatic suppression
- Multi-level booths without automatic suppression
- Cooking without a flue connection or appliances without automatic suppression
- Vehicle: movement or battery terminals connected during show hours
- Open flames
- Pyrotechnic or special effect displays
- Tents in accordance with OCFR Standard #6000
- Liquid Petroleum: usage of nominal five (5) pound (2.27 kilogram) containers
- Fire sensors disabled

### Flame Resistance

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



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### Gas Information

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

**Gas (Compressed/Inert):** Compressed inert gases may be used, provided the vessels are stored in a safe manner. The Fire Marshal and EM are to be notified about their intended use and preferred storage location. Demonstrations involving inert gases must comply with all federal and local regulations.

**Inert Gas Cylinders:** Compressed gas cylinders may not be stored on dock areas or on the Exhibit Floor during move in or move out. Compressed inert gas cylinders may be located in an exhibit space after move in is complete. Cylinders must be properly secured at all times.

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

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

- The use of portable, butane-fueled appliances listed for commercial use, up to a maximum of (2) 10 oz. non-refillable container, is permitted with prior approval of the Fire Marshal. The containers must be connected directly to the appliance. Manifolding of the cylinders is not permitted. The maximum number of stored butane containers is limited to twenty- four (24) per day and must be removed at the end of each day.
- The use of nominal five (5) pound Liquid Petroleum containers, when installed at the **MBCC** by the Event Utilities Department, is permitted with prior approval from the Fire Marshal. A mandatory Fire Watch is required.
- Multiple nominal five (5) pound Liquid Petroleum containers, when installed at the **MBCC**, must be separated by a minimum of 20 feet (6.096 meters). Storage of the Liquid Petroleum product must comply with NFPA 58 Liquefied Petroleum Gas Code. A mandatory Fire Watch is required.
- All Liquid Petroleum must be removed from the display area at the immediate close of Show hours. Any other Liquid Petroleum product not listed above is strictly prohibited at the **MBCC**.

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





## EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Success:

Jeany Razon: [jeany.razon@reedpop.com](mailto:jeany.razon@reedpop.com) – 203.840.5949

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### Hazardous Materials /Waste

The Licensee shall not bring any exhibit, equipment or vehicle on premises that, in the judgment of the **MBCC**, would or might be dangerous to persons or property, or otherwise incompatible with the structure, systems and furnishings of the **MBCC**. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the **MBCC**. The Licensee and exhibitors must ensure that GSC involved in the use, handling, transportation, storage, and disposal of any regulated material is knowledgeable about the related regulations and complies with them at all times. Licensees are responsible for regulatory compliance and

the costs associated with the removal, disposal, and administration of regulated materials.

Costs or applicable administrative expenses incurred by the **MBCC** for the removal of hazardous waste left in or around the **MBCC** will be assessed to the Licensee.

### Open Flame, Pyrotechnics and Special Effects

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

**Open Flame:** Open Flame and Flame Effects must comply with NFPA 160 — Standard for Flame Effects Before an Audience. Depending on the intended use of an open flame product, a Special Effects permit may be required. A demonstration of the open flame device may be required, at the discretion of the Miami Beach Fire Marshal, while on the **MBCC** premises. Depending on the intended use of an open flame product and the demonstration of an open flame device, a Fire Watch may be required.

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

**Pyrotechnics:** Pyrotechnics must comply with NFPA 1126 Standard for the Use of Pyrotechnics before a Proximate Audience. A pyrotechnics permit is required. A demonstration of the pyrotechnics display may be required at the discretion of the Fire Marshal. A mandatory Fire Watch will be required. A fire engine stand-by may be required, per the discretion of the Miami Beach Fire Marshal's office.

**Special Effects (Fog and Hazers):** The fluid used in fog and haze machine must be water-based. The use of non-water-based fog/haze fluid, specifically with an oil-based composition, is prohibited. Smoke/fog atmosphere effect must not impede visibility or egress. Equipment must not be operated in areas where the effect could enter adjacent spaces, e.g., Exhibit Hall entrances, concourses, etc. Miami Beach Fire Department requires all fog and haze fluid be appropriately labeled and available for inspection. Fire watch is required.



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

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

### Permit Overview

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

- The display and operation of any unusual electrical, mechanical or chemical device that may present a hazard. The device, its application and the operation must be approved the Fire Marshal.
- The display or operation of any heater, barbecue, open flame, candles, lamps, torches, etc.
- The use or storage of flammable liquids, compressed gases or dangerous chemicals, as determined by the Fire Marshal.
- The display or operation of a laser. A permit is required from the Miami Beach Fire Department



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and proper notification to the Florida State Bureau of Radiation is required.

- Any pyrotechnics, fireworks or special effects display or process.
- Any unusual use of a motorized vehicle inside an enclosed structure.
- Any special cooking requirements, including cooking inside of ballrooms, convention areas and/or display areas.
- Multi-level exhibit booths.
- Tents or covered exhibits in excess of 301 square feet (91.74 square meters) erected inside the exhibit hall(s).
- Any tent(s) installed erected outside the **MBCC** building in excess of 100 square feet (30.48 square meters) will require a permit issued by the Miami Beach Building Department.
- If stakes or other items are inserted into the grass, asphalt and/or concrete pavement to anchor the tent, the Lessee is required to conduct a locator search of buried underground utilities using Sunshine State One-Call of Florida, Inc. at [www.callsunshine.com](http://www.callsunshine.com). Repair expenses incurred by the **MBCC** to restore grounds and parking lots to their pre-exhibit condition will be billed to the Licensee.
- All exterior exhibit.

### Cooking

The use of cooking appliances shall meet the following criteria:

- Equipment shall have lids available for immediate use.
- Equipment shall be limited to 2 ft<sup>2</sup> (0.2 m<sup>2</sup>) of cooking surface.
- Deep fryers single well only.
- Equipment shall be placed on noncombustible surface materials.
- Curtains, drapes, table clothes, etc. flamed proof.
- Equipment shall be separated from each other by a horizontal distance of not less than 24 in. (610 mm).
- Cooking devices must be separated from the public by at least four (4) feet (1.22 meters), or by a substantial barrier between the devices and the public.

Class K fire extinguisher must be inside booth for each cooking appliance(s). All fire extinguishers must be properly charged and tagged by a licensed fire extinguisher contractor. Each exhibit using cooking or food-warming devices may be subject to individual inspection.

### Allowed cooking appliances are as follows:

- Equipment fueled by small heat sources (such as Sterno)
- Flaming sword or other equipment involving open flames and flaming dishes, provided that precautions (subject to the approval of the Fire Marshal) are taken.
- Portable, butane-fueled appliances (listed and approved for commercial use) with a maximum of two (2) 10-ounce, non-refillable containers. The containers must be connected directly to the appliance. Manifolding of the cylinders is not permitted. The maximum number of stored butane containers is limited to twenty-four (24) per day and must be removed at the end of each day. Prior approval



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from the Fire Marshal is required. Events involving cooking or food preparation must provide an appropriate number of Ware Washing areas. Disposal of cooking residue into the **MBCC** drainage system is prohibited. Licensee shall provide holding tanks for disposal of all cooking residue (oil, grease, etc.). The Licensee is responsible for proper disposal of cooking residue. Costs incurred by the **MBCC** for the removal of cooking residue will be assessed to the Licensee.

A Fire Watch may be required with prior approval from the Fire Marshal.

#### **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**

The use of fog and haze machines for lighting and theatrical effects is permitted within the **MBCC**. The EM must be notified at least twenty-one (21) days prior with a schedule that includes rehearsal and show times of the use of fog/smoke machines. Should the use of fog or haze fluid create a residue or slippery coating on any of the **MBCC** infrastructure (catwalks, stage steps, handrails, etc.), the clean-up or wipe-down of those areas will be charged to the Licensee at the prevailing rate. See Fire and Safety Section for detailed guidelines.

#### **FOOD & BEVERAGE SERVICE**

**Sodexo Live!** 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 services are exclusive to Sodexo Live! On the **MBCC** Campus. Arrangements for Sodexo Live! food and beverage services are required to be made through a Sodexo Live! Catering Manager.

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

Exhibitors may distribute food and beverage samples as an approved exhibit if the exhibiting company is the legal manufacturer and/or distributor of the product. To be approved, a Sample Food & Beverage Distribution form must be completed and submitted to the catering manager.

Sample sizes must be limited to three (3) ounces of beverage and two (2) ounces of food. No products may be sampled or given away outside the exhibit hall or inside any meeting room. For additional information, contact the catering manager.



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Cooking permits must be obtained from your Exhibitor Kit or Show Management and be completed and accepted by the **MBCC** prior to any cooking activity.

A fire extinguisher (2A 40-BD) must be in the booth.

Exhibitors shall comply with all Miami-Dade County Health Department rules and regulations.

Licensee is required to provide food preparation and clean-up areas. Holding tanks for disposal of cooking residue (oil, grease, etc.) are required. Disposal of cooking residue into the **MBCC's** drainage system is prohibited.

**Exhibitors who have ordered catering for their booths ARE 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 **MBCC** at any time. Carriers will not deliver to individual booths.

Shipments delivered to the **MBCC** during the term of the Lease must be sent to the attention of the Licensee's General Contractor. Events without a General Contractor should contact the EM. The **MBCC** is not responsible for any lost, stolen and/or damage deliveries.

### **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 **MBCC** dock manager coordinates dock access for meeting room loading/unloading activities based on Show Management's schedule.

The **MBCC** 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. **MBCC** 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.

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### 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

Exhibitors hand-carrying packages can enter the **MBCC**. Smaller roller-type bags (i.e. the size of carry-on luggage approved by the FAA) are authorized to enter the main Convention Center Drive west entrance and the Washington Ave east entrance.

**The use of hand/push carts & dollies/trolleys is not permitted for use in the MBCC lobby**



### 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.



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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.

#### **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 ReedPop 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](#)



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### 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.

### HVAC

The **MBCC** 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 **MBCC** 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** will set up the display as best they can with the information available
- 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, July 12, 2024**, or beyond. Absolutely no shipment, equipment, or material may be brought onto the show floor during show hours





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### INTERNET AND TELECOMMUNICATIONS

The **MBCC's** exclusive provider for internet and telecommunication services is Smart City. The **MBCC** offers state-of-the-art networking capabilities and high-speed internet access. All exhibit halls, meeting rooms, ballrooms, pre-function spaces are wired with CAT6 and 10GB fiber-optic. The **MBCC** is designed with redundancy and throughput in mind to ensure maximum uptime and the highest data transfer rates available.

### 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, July 14, 2024. 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** 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.



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**Please be sure to indicate your booth number on all forms. EXPO will maintain a full staff on-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** 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 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 Skip Haile, **Operations Director** at [Skip.Haile@RXGlobal.com](mailto:Skip.Haile@RXGlobal.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, July 12, 2024**).
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 **MBCC**, 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



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shows, consumer shows, meetings and banquets.

### GENERAL INFORMATION

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

### MOTORIZED VEHICLES

Motorized vehicles within the exhibit halls are permissible, provided that each vehicle can be defined as a vehicle that is propelled by an internal combustion engine using a Class I or Class II fuel, such as but not limited to automobiles, trucks, motorcycles, aircraft, watercraft and lawnmowers.

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

Tractors/trailers, cabs/trucks or other gas/diesel power equipment with motors idling are not permitted in the exhibit halls, as appropriate ventilation is not available.

### Material Handling

Motorized vehicles, such as personnel carts, forklifts, pallet jacks and other related motorized vehicles with steel and/or hard metallic wheels are not permitted on the concourse, lobbies, and prefunction areas. Lifts or other wheeled vehicles approved for use in carpeted areas shall have non-marking tires, or tires that are covered with carpet tape, tire socks, or heavy-duty polyethylene sheeting.

Motorized vehicles are required to follow **MBCC** Code of Conduct operation and safety guidelines which are posted. GSC and contract partners are also required to abide by Power Industrial Truck (PIT) Policy. The policy is established to identify motorized vehicles, drivers, contractors who access the **MBCC** campus. The policy ensures and holds operators accountable for unsafe practices, thefts, and/or damages to an event and/or the **MBCC** campus. Contact the EM for the established PIT policy.

### Personal Transport Devices

Personal transport equipment such as rollerblades, razor-scooters, skates, skateboards, and hoverboards are not permitted on the **MBCC** Campus.

Electric wheelchairs and electric scooter-style are currently the only personal transport equipment with rubber wheels allowed in the **MBCC** concourses, lobbies, and prefunction areas. Non-gasoline



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powered motorized vehicles, such as electric carts and bicycles, may be operated in exhibit halls during move-in and move-out days only. Bicycles must be walked, not ridden, across any concourse, lobby or prefunction areas. All vehicles, transport devices, and equipment must be operated in a safe manner.

#### MULTI-STORY BOOTHS

The City of Miami Beach Building and Fire Departments require a building permit for any covered exhibit exceeding 100 sq ft (9.29 sq m) or multilevel booth.

A temporary structure permit requires submittal through the City of Miami Beach Citizen Self Service (CSS) portal. Failure to submit the required will result in a rejection and delays until corrections can be made.

- City of Miami Beach application form: signature and notarized
- Owner's Affidavit City of Miami Beach form: signature and notarized. Proof of ownership may be required.
- Notice of commencement
- Certificate of Insurance listing City of Miami Beach as additional insurer:
  - Compensation
  - Liability
- Architectural and Engineering drawings:
  - Site location
  - Structural analysis (rational analysis) and structural design calculations, including the foundation design for uplift. NOTE: A 150% safety factor minimum is required for the stability of foundation.
  - State of Florida Registered Professional Engineer stamp seal is required.

All multi-level booths/structures will need to be certified by a Florida licensed structural engineer and permitted by the Miami Beach Building Department. Plans are to be submitted to the City of Miami Beach Building Department.

Design requirements for multi-story booths are as follows:

- Upper-level floor systems shall support a live load of one hundred (100) pounds per sq ft (488.21 kilograms per square meter)
- Guardrails a minimum of 42" (1.07 meters) in height and intermediate rails through which a 4" (10.16 centimeter) sphere cannot pass.
- Stairs for upper levels shall support a live load of seventy-five (75) pounds per square foot (366.18 kilograms per square meter) and have a minimum width of 36" (91.44 centimeters) when serving less than fifty (50) occupants and 44" (1.12 meters) when serving fifty (50) or more occupants.
- Stair risers should be not less than 4" (10.16 centimeters) nor greater than 7" (17.78 centimeters) in height and treads shall have a minimum run of 11" (27.94 centimeters), excluding nosing.
  - Spiral stairs are not recommended for areas occupied by the general public,



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visitors or clientele, unless specifically approved by the Miami Beach Fire Department.

- Handrails shall be provided on at least one side of every stairway.
- Upper level(s) shall have at least two (2) exits for every three hundred (300) square feet (27.87 square meters) of occupied space, and these shall be as far from each other as possible.

#### 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.

#### OUTBOUND SHIPPING

**EXPO 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 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 **MBCC** 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 **MBCC** 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 18<sup>th</sup> Street, one block from this Facility as well as the Convention Center Garage on 20<sup>th</sup> 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)

For More Details on parking – please use this link: [Florida SuperCon Facility Parking](#)



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### POST SHOW PAPERWORK AND LABELS

The **EXPO 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

Please refer to the **WEAPONS/PROPS & COSTUMES/MASKS POLICY** section of this manual.

### PUBLIC TRANSPORTATION

The **MBCC** 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 **MBCC** 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



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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.](#)

### 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

**A6 Services** 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.



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### BASIC SECURITY RECOMMENDATIONS

- 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





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- During teardown, stay with your exhibit until your empty cartons are delivered and your goods are packed, sealed and properly labeled
- 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.**

### **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 any time for any reason to provide for the safety, security and general well-being of attendees and the general public.

### **SMOKING/VAPING POLICY**

State of Florida Constitution's Article X Section 20 prohibits the use of vapor-generating electronic devices in enclosed indoor workplaces. Smoking is prohibited inside the venue and in the immediate vicinity of portals which allow entrance into the venue. The **MBCC** strictly enforced this policy.



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### 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 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.

### TAPE

Taping on vertical, overhead surfaces, walls, doors, windows, **MBCC** equipment are prohibited (ie Double-faced tape, duct tape, scotch tape, cellophane tape, drafting tape) If protective materials are taped to the floor, Licensee or GSC is responsible for the removal of the entire residue

### VEHICLE DISPLAYS

Vehicles on display shall comply with the following:

- **MBCC** floor surface must be protected – See Venue Guidelines Floor Protection.
- Exit & Exit access must remain free of any obstructions.
- Vehicles must be positioned prior to the opening.
- Battery cables disconnected and taped over.
- Fuel tank must have a lockable gas cap or taped shut.
- Fuel tank may contain no more than one-fourth (1/4) quarter full or contain more than four (4) gallons (15.14 liters) of fuel, whichever is less.
- Fueling or de-fueling of vehicles shall be prohibited.
- Vehicles shall not be moved during show hours.

### 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/PROPS & COSTUMES/MASKS POLICY

#### **WEAPONS & PROPS POLICY**

No individual may be eligible to carry a weapon into the **Miami Beach Convention Center (MBCC)**, with the exception of sworn law enforcement officers possessing full-time, active-duty status with a law enforcement agency that has jurisdiction within the City of Miami Beach, and who possesses the requisite certifications.



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**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)
- 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 **MBCC** 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 (MBCC) Loss Prevention** has final approval on all goods sold during **Florida Supercon**.

All prop's must be checked at the **Prop Check Table**, where security will inspect 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.

**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.



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**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 any time for any reason to provide for the safety, security and general well-being of attendees and the general public.

### **COSTUME & MASK POLICY**

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, 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**



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**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 **MBCC** has banned bicycles, hoverboards, roller blades, roller skates, 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**.

**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.

### **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.