

EXHIBITOR/VENUE INFORMATION, RULES & REGULATIONS

Contact Customer Service:

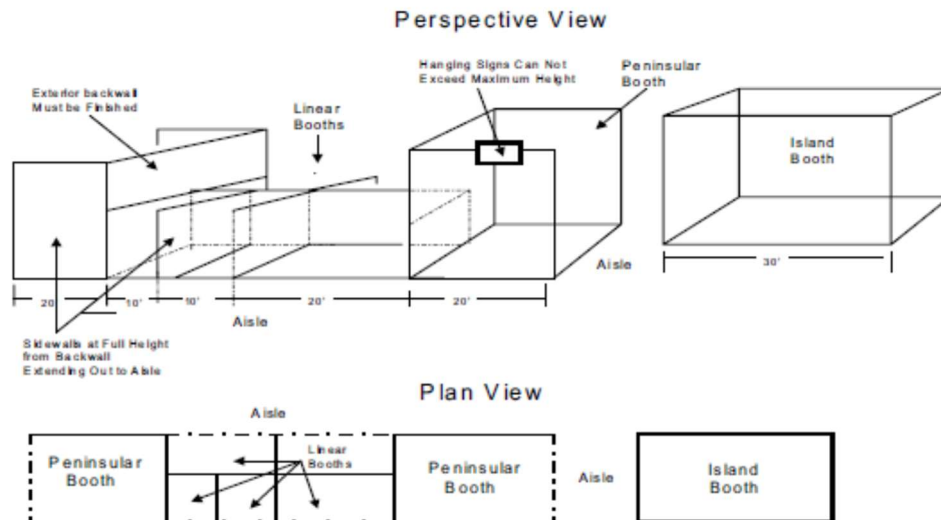
Jeany Razon: jeany.razon@reedpop.com – 203.840.5949

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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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

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.