



Event Planning Guide

Effective Date: October 2007

ADMINISTRATION

Office Hours

The Harborside Event Center team is available to assist you with your event needs. Business Hours are Monday-Friday from 9:00am-5:00pm. Appointments are available upon request.

Telephone Numbers

Administration: 239-332-6888
Administrative Fax: 239-332-6683
Event Services Department: 239-332-7600
Event Services Fax: 239-332-2242
Catering Department: 239-337-7577
Operations Department: 239-332-6682
Technical Service Department: 239-332-6121

Mailing Address:

Harborside Event Center
P.O. Box 9204
Fort Myers, FL 33902

Physical Address:

Harborside Event Center
1375 Monroe Street
Fort Myers, FL 33902-9204

The policies, rules and regulations contained in this manual are a binding part of the Center's Lease Agreement. As such, they cannot be modified without a written amendment to the Lease Agreement signed by both parties.

DEFINITIONS

Access Hours: All hours during which Tenant is present in the space described in the Lease Agreement.

Assistant General Manager: The second highest management official of HEC.

Building Security: All services relating to the securing of the Center which include re-keying doors and general facility patrols.

Center: Harborside Event Center; HEC

Center Management: The administrative management staff of the Center.

City: City of Fort Myers; its Officers and Employees.

Consumer Shows/Public Ticket Events: Apply only to those events designated as Consumer/Ticketed Events by Center Management.

Crowd Control: All services relating to event security that may include crowd movement, ushering, badge checking, ticket taking, perimeter coverage, fire watch and other staff considered necessary to maintain the public's safety. It does not include building security.

Event: Specific activity for which the Center is rented as described in the Lease Agreement.

Event Coordinator (E.C.): A management-level employee of the City designated as liaison between Tenant and HEC. The E.C. is the primary contact for any Tenant questions or concerns.

Exclusive Contractor(s): Vendors who by contract with HEC hold the right to be the sole provider of certain services within the Center.

Exhibitor: Those organizations or persons (and their agents or representatives) who have arranged with the Tenant to display products, provide services or sell merchandise within the space contracted by Tenant.

General Manager: The highest management official of HEC. The General Manager oversees Harborside Event Center and city interests.

HEC: Harborside Event Center; Center

Lease Agreement: The contract between the Tenant and the City for a specific use of the Center.

Load-in/Load-out: Hours when the space described in the Agreement is not open to patrons of the Event, but by contract is available to the Tenant for set-up.

Official Contractor(s): Contractor(s) designated by Tenant to provide service to the event and its exhibitors.

Patron: A guest, visitor, attendee or other person at the event, not representing the City, Tenant or Exhibitor Staff.

Preferred Providers(s): Vendors who by agreement with Harborside Event Center provide specific non-exclusive services within the Center.

Public Hours: Those hours when space, described in the Lease Agreement, is open to the patrons of the Event.

General Policies, Rules and Regulations

Access By City Personnel

In performance of their duties, HEC personnel shall have the right to enter the areas leased by the Tenant. Specific hours may or may not be designated. At all times, Tenant will honor the official Center identification credentials worn by HEC personnel.

Access To Surrounding Grounds

There shall be no access for street vehicles to the concrete pads or brick sidewalks surrounding the Center unless approved in advance by HEC Management. Use of landscaped areas by Tenant is strictly at the discretion of Center Management and must be pre-approved.

Advertising

Banners and Signs:

Banners and signs in public (non-licensed) areas are subject to a charge. The copy on all banners and signs, and their proposed locations must be reviewed and approved by your Event Coordinator. Banners and signs will be hung and removed by Center staff. For exterior signage please refer to the "Outdoor Banner Policy." Non-commercial Tenant banners or signage, including but not limited to pictures, directional or notices, may be attached to the Premises only in approved locations. HEC Management must approve the copy and the location of Exhibitor and/or any sold advertising space.

HEC controls application of banners or signs on or within any public street, or sidewalk right-of-way adjacent to the Center. Please consult your E. C. for clarification.

Interior:

HEC has installed various advertising and directional panels throughout the center, including the exhibit halls, galleria and foyer areas. Tenant agrees not to obstruct the view of such advertising or directional displays. Decorations and exhibits must be constructed in such a manner as to leave the advertising panels and center signage un-obstructed from all angles.

Exterior or Public Areas:

Commercial or sponsored banners that may be hung in the interior or exterior public areas of the Center must receive prior approval of size, copy and location. Any banners of the type outlined above will be subject to an installation/removal fee. Please contact your E.C. for clarification.

Exterior (Street Light Pole Banners)

Advance permission must be obtained to hang street light pole banners within the city. No commercial or sponsored advertising is allowed. Final approval of size, location, and copy must be obtained from Center Management. Permits may be requested by City of Fort Myers Building and Zoning Department. It is the Tenant's responsibility to apply for such permits.

Alterations

Space in the Center is provided to Tenant "as-is". Tenant may make only those changes to Center that are previously agreed to by Center Management. Restoration to original condition will be made at Tenant's expense. Tenant will be charged at prevailing rates.

Air Conditioning

A computerized energy management system controls the air conditioning for all areas of the Center. Air Conditioning will be provided two (2) hours prior to the scheduled public opening of your event and one (1) hour following the closing.

Alcoholic Beverages

Alcoholic beverages may not be brought into the Center. The Center may prohibit the consumption of alcoholic beverages at any time during an event. Management may require a wristband policy for minors during events deemed to be high risk.

American with Disabilities Act

As event planners and center managers, we need to be in compliance with the American with Disabilities Act by making our events accessible to everyone. HEC offers a number of services to make our Center friendly to our guests with disabilities; however, we need to have you advise us thirty (30) days in advance of your event of additional requirements which might be needed. We suggest in your pre-registration mailers, a section is included for individuals with disabilities to indicate what type of aid or assistance may be required.

Animals

Guide, signal or service animals (as defined in State and Local law) are allowed on the Premises. Other animals are allowed on the Premises for exhibits, demonstrations and/or entertainment only if proper permits are obtained from Lee County Animal Control and with permission of HEC management. No pets are permitted within the Center.

Attachment to Center Surfaces

Decorations or other items shall not be attached or affixed to the Center without prior approval from the Event Coordinator. If approval is granted, approved contractors can only make attachments. Direct application of double-faced tapes to any surface of the Center is prohibited. Gaffer's tape must be used to tape down wires, etc. No duct tape is allowed. Please consult your E.C. for clarification.

Banners and Signs

(See Advertising)

Booth Cleaning

Booth cleaning services are available from the Center, or may be subcontracted through your general service contractor. Order forms should be included in your exhibitor service kits so your exhibitors can order these services prior to arrival. Booth cleaning by HEC staff must be arranged in advance through your E.C.

Buses and Shuttle Locations

The main shuttle stops at the Center is located on either Monroe or Dean Street in front of the west and east entrances.

Carpeting

Visqueen of sufficient heavy gauge shall be laid down over permanent carpeted areas to protect from damage by lifts or similar wheeled equipment in freight landing areas. When carpeting the lobby, corridor, and exhibit hall, only non-residue tape may be used. A carpet

General Policies, Rules and Regulations

cleaning and damage fee may be applicable to final event bill at prevailing rates.

Carts

Carts and dollies to facilitate load-in and load-out are available from the Center on a first-come first-serve basis. It is the responsibility of the promoter to return carts to the loading dock for future use during event.

City Complimentary Passes/Tickets

In accordance with the terms of the Lease Agreement, Tenant shall provide to HEC Management a specified number of admission credentials and/or tickets to the event.

Cleaning and Maintenance

The Center will provide general cleaning of aisles, restrooms and meeting rooms during the course of the event. This does not include booth cleaning or the cleaning of aisle carpeting or other floor covering installed by Tenant or the Tenant's contractors.

Combustible Materials

Reserve supplies of combustible materials must be stored outside the Center. Tenant must advise all Exhibitors that booths must be kept clean and clear of all combustible items. Absolutely no storage is allowed in the electrical alleys located between the booths.
(See Fire Regulations)

Compliance With Laws

The Tenant, its exhibitors, patrons and other persons connected with event, shall observe and comply with all laws, statutes, ordinances, rules and regulations of the Government of the United States, State of Florida, Lee County and the City of Fort Myers including but not limited to the Americans with Disabilities Act. Tenant shall indemnify, defend HEC and hold harmless from all damages, costs and expenses in law or equity arising out of the Tenant's failure to comply with applicable laws, statutes, ordinances, rules, regulations or acts. The cost of such compliance is the responsibility of Tenant.

Compressed Gases

Tenant must obtain a permit from the Fort Myers Fire Department prior to bringing any compressed gas into the Center. All compressed gas must be contained in an approved cylinder, which must be properly secured to prevent tipping or falling over. No liquefied petroleum gases are allowed in the Center for display or exhibit.

Credential

HEC recommends event volunteers and staff are credentialed. A copy of credentials must be provided to E.C. three (3) days prior to your event.

Crowd Control

(See Security)

Damage to HEC

As the licensee who has contracted for the use of the Center, you are financially responsible for any damage caused by your staff, contractors, exhibitors, and/or attendees. A pre and post walk through of your licensed areas will be scheduled with your Event Coordinator at your request.

Holes may not be drilled, punched, or cored into any part of the Center or its exterior premises.

(See Alterations)

Decorative Materials

All decorative materials displayed or installed in the Center must be flameproof in accordance with current Public Safety and Fire Regulations. Items affixed to any Center surface must be pre-approved by your Event Coordinator. Anything to be taped, nailed, tacked, or otherwise affixed to ceilings, painted surfaces, doors, glass, columns, fabric or decorative walls, must be pre-approved by the Event Services Department.

Decorators and Subcontractors

Decorators and subcontractors must provide HEC with current insurance, workman's comp, and occupational license upon request.

Designated Tenant Staff

Tenant shall provide E. C. with a list of Tenant staff and their designated areas of responsibilities. The staff list should include a clear indication of those staff members authorized to obligate Tenant for any additional expenses.

Electrical

All electrical equipment used for lighting, sound, exhibit equipment, or other effects must meet applicable National Electrical Code and HEC requirements. Electrical fixtures and fittings must be UL listed and so marked. HEC reserves the right to withhold electrical power until any violation of the codes is corrected and the Center approves the correction. Use of latex cord wire in displays and/or use of duplex or triplex plugs from existing Center outlets are not permitted. HEC reserves the right to inspect and approve or reject all electrical installations.

Standard power is provided at 120/208 volts, 3 phase 60 hertz; and 277/480 volts, 3 phase, 60 hertz. In the Exhibit Hall an underground utility corridor with plug-in bus duct supplies 480-volt power to transformers to provide 120/208-volt power to all floor boxes, located at 25 feet on center. The boxes contain the following:

- 125-ampere load break 120/208 volts 5-wire receptacle
- 30 ampere and a 20-ampere 3-pole 208 volts circuit breaker
- 20-ampere single-phase 120 volts receptacle with a ground fault circuit interrupter for the 120 volts circuit
- 20 ampere and a 30 ampere 120/208 volts 5-wire receptacle
- 3" conduit with pull-cord in each floor boxes for any other power needs, that connects to the utility corridor

Lobby, Reception Area, and Main Hall: Floor boxes are provided for audiovisual, telecommunications, and 20-ampere 120 volts single-phase power connection. A diesel fired 10,000 kW emergency generator provides power to essential services and exit lighting in the case of a power outage.

General Policies, Rules and Regulations

An authorized HEC operations staff provides electrical hook up to Center power. All facility utilities are the property of the Center and it is prohibited to access, tamper, or otherwise utilize said utilities without prior approval of E.C. Costs for repairs, damages, etc., resulting from unauthorized use of utilities are the Licensee's responsibility.

Ejection

HEC reserves the right to eject or cause to be ejected from the Premises any person or persons creating a discernible risk to the public health or safety for a period of time to be determined by Center Management. HEC shall not be liable to Tenant for any damages or costs that may be incurred by Tenant through the exercise by HEC of such right. HEC shall attempt to advise Tenant of such ejections, except in those cases where an immediate risk to public safety exists.

Emergency Access Aisles

All floor plans for any area used for exhibits must show a minimum of two clear "Emergency Access" aisles that run north to south which are at least four (4) feet wide.

Emergency Exits

All space in the Center has emergency exit requirements. Doorways cannot be blocked without prior approval from Center due to emergency code regulations.

Equipment

The Center is equipped with an inventory of tables, chairs, and specialty items such as portable telescopic seating, dance floors, lecterns, white boards, easels, clothes racks, etc. which are available for rent. Please request an inventory rate sheet from your E.C. for more information.

Event Coordinators

An Event Coordinator (E.C.) will be assigned as primary liaison between Tenant and Center staff. Tenant's E.C. will be the primary HEC contact for all phases of the event.

Event Schedule Information

On a form supplied by HEC, Tenant shall provide HEC with an overall schedule of operating hours, estimated daily attendance and other pertinent event information such as show agenda and time schedule. This information is required ten (10) days prior to the first move-in day of the Event.

Exclusive Services

Box Office: HEC Finance Department
Fire Watch: The City of Fort Myers Fire Department
Food and Beverage: Boston Culinary Group
Internet Service: Skyline Broadband
Telecommunications: HEC Technical Services Department. E.C. will schedule meetings with exclusive service providers.

Exhibits

The exhibit floor is to be returned to the Center in the same condition it was received. If it is not, the cleaning includes the removal of tape and tape residue, the Center will clean the area and you will be billed for the cleaning costs incurred.

Excluded Areas:

Except when granted special approval by HEC Management, certain areas of the Center are not available for the setup of exhibits. These areas include all upstairs meeting rooms, Riverfront Terrace, the Galleria, and the Grand Foyer.

When Center Management grants approval for exhibits in normally excluded areas, it becomes the responsibility of the Tenant to provide protection for floor coverings, walls, doors, etc. in the affected areas. If permission is granted, all fire code regulations must be met. Please contact your E. C. for clarification on these requirements.

Fire Permits

A permit is required for any of the following:

Display and operation of any heater, stove (electric or gas), heat producing device, open flame candles, gas lamps or lanterns, cooking equipment, etc. Display or operation of any electrical, mechanical or chemical device which may be deemed hazardous by the Fort Myers Fire Department. Such hazards include but are not limited to, exposed gears, flying chips, exposed fans and molten material. Use or storing of flammable liquids, compressed gases or hazardous chemicals is prohibited.

Operation of laser devices, theatrical-laser effects or any pyrotechnics must be approved in advance by HEC management and the City of Fort Myers Fire Department.

(See Compressed Gases and Hazardous Materials)

Fire Personnel and Equipment

When event conditions warrant, HEC reserves the right to require that Fire Department personnel and/or equipment be present during an event. This coverage shall be at Tenant's expense.

Fire Protection, Smoke Removal

The Center is fully protected by an automatic fire suppression sprinkler system. In addition, fire hose cabinets are provided throughout the building. Manual pull stations are located in the Main Halls, meeting rooms and lobby areas. The use of hazers or fog machines are not permitted for production enhancements unless approved in advanced by HEC management as they may activate the suppression system.

First Aid Coverage

Tenant may contract with a licensed First Aid Service provider. Please notify HEC management in advance when First Aid providers are contracted.

Flame Retardant Treatments

All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth or similar decorative materials or any other potentially combustible material shall be flame retarded to the specification of the Fort Myers Fire Department and the State Fire Marshal.

Floor Plans

It is the responsibility of the Tenant to approve floorplans no later than fourteen (14) days prior to the first day of tenancy specified in the Agreement. Final revisions must be approved by the Event Services

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Department and additional setup labor may be assessed if revisions are submitted less than three (3) days prior to the first day of tenancy or during the event.

Food/Beverage

Food and beverage service is provided exclusively by Boston Culinary Group. Distribution or sale of food and beverages from sources other than Boston Culinary Group is prohibited without express written advance permission. Conditions may be imposed upon such permission (i.e., portion size, relevance to exhibit, etc.) If such permission is granted, an amount may be paid for each booth that intends to sell or give away food or beverage samples. When applicable, all persons who prepare foods for the public must also have a valid Food Handler's Permit. HEC reserves a 300 sq ft area during tradeshows in front of concession stands for public seating.

Free and Non-Ticketed Events

For all events for which there are no anticipated box office receipts, HEC reserves the right to require the Tenant to pay estimated costs of services and personnel in advance as specified in the Agreement. Any funds remaining after final accounting will be returned to the Tenant. If no funds remain at the time of final accounting, the Tenant shall reimburse HEC for any costs within thirty (30) days.

Freight

FREIGHT DOCK:

HEC has 2 loading docks which can accept up to 40 foot containers, at a height limit of 13'9". Main Hall floor access doors are measured at 18'5" high and 19'5" wide. The freight dock entrance is on Bay Street. The drive through dock entrance on Dean Street is accessible during the load-in and load-out times specified in the rental agreement. Parking during load in on Dean Street ramp is limited to fifteen minutes. Entry outside of those times will require prior approval by E.C. Please also note that the dock will be closed during Exhibit Hall event show hours, and no vehicles will be allowed to park in the dock during dock closures. The freight dock is limited to commercial vehicles only, No POV's (privately owned vehicles) are permitted. POV's will load in and load out on the parking lot adjacent to Dean Street.

HAND CARRIED:

Exhibitor freight is not permitted through the front lobby or administration lobby. The lobby elevator is restricted to passenger use and limited to hand carried freight only. Drop off and loading is available in the loading areas on Bay or Dean Streets. Exhibitor unload is limited to fifteen minutes except at freight docks.

Handouts

The distribution of promotional items, handbills, flyers, pamphlets, printed materials as well as the solicitation of signatures, is not permitted on the HEC property without prior authorization from the Center management.

Harborside Event Center Logo

HEC reserves the right to deny the Tenant authority to use the Harborside Event Center logo in any public or private promotional materials. If any such advertising is

released without prior approval of HEC Management, HEC reserves the right to require the Tenant to recall or modify all materials at Tenant's expense.

Hazardous Materials and Wastes

All hazardous materials must be registered with the Center. The Tenant is required to comply with any statutes, ordinances or regulations regarding the use, handling, storage and disposal of hazardous materials or hazardous wastes as defined in Federal, State and Local Law. Tenant shall notify HEC of the name and location of any such materials. Tenant shall ensure that any hazardous materials, hazardous wastes and/or infectious medical wastes as defined in the Florida Health and Safety Code are properly disposed of. In the event any such materials are left behind after move-out, Tenant shall be held responsible for paying all costs of disposal, including analysis and testing. Please submit the OSHA Material Safety Data Sheet on all hazardous materials no less than ten (10) days prior to event to E.C.

Housekeeping

Restrooms, lobbies, corridors, and other public areas, including show aisles will be maintained by the Center during event hours. Meeting rooms will be serviced at the end of the event day unless break cleaning is requested and scheduled in advance through your E.C.

Insurance

Please refer to Section 16 (INDEMNIFICATION) and Section 2 (INSURANCE) of the Lease Agreement for requirement specifics. HEC reserves it's right to impose stricter indemnification and insurance requirements for exhibits and/or occupancies which have elements of risk which would normally not be permitted.

Liability Insurance is needed for your event if any of the following applies:

- Expected attendance is over 500 people;
- Event is a sporting event or concert;
- Event involves the sale and/or consumption of alcohol.

Proof of Liability insurance is required no less than twenty-one (21) days prior to event in the amount of \$1,000,000 in which Harborside Event Center and the City of Fort Myers are named as additional insured. A sample certificate can be provided upon request by your E.C.

Licenses, Trademarks, Patents and Service Marks

The Tenant is required to obtain any and all licenses and assume all costs arising from the use of patented, trademarked, copyrighted or service marked materials, equipment, devices, processes, dramatic performance or artistic rights used on or incorporated in the conduct of this event. Tenant shall indemnify, defend (at HEC Option) and hold HEC harmless from all damages, costs, and expenses in law or equity resulting from failure to apply with afore mentioned.

Lifts

Man lifts and forklifts are available for rent and are subject to availability. Rental prices include operator; therefore, advance scheduling is required. Use of your decorator's lifts is permitted. Equipment must use only

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propane or electric power. Wheels should be white rubber or taped for use in carpeted areas. Lifts should be equipped with reverse beepers, and operated at 5 mph for safety. Lifts cannot be used during public event hours.

Helium Balloons

Helium balloons are prohibited within the Center unless tethered to a fixed object. Tenant shall be responsible for enforcing these provisions. Tenant shall pay for the cost of removing balloons released into ceiling areas. Use of pressurized tanks must comply with public safety regulations.

Lighting

The Exhibit Hall is equipped with groups of 4 metal halide lights and 32 incandescent cans per 5,000 sq ft. The metal halides can produce a light level of 100-foot candles, and can only be set at full illumination. These lights do not have a dimming feature; they are only capable of being switched on or off. On the north & south sides, adjacent to the lobby and docks respectively, are banks of soffit lights. These lights are dimmable and controlled by a separate switch. All lighting can be controlled from a central computer via a timer, or manually at Tenant's request. Lighting will be coordinated through your E.C. Full exhibit floor lighting is provided at no charge on show days one (1) hour prior to the scheduled opening of your exhibit and one (1) hour following the closing. Requests to have lights turned on prior to or after the above times can be accomplished for an additional fee. Move-in and move-out lighting is provided at 50% illumination.

Meeting Rooms:

The Meeting rooms are equipped with fluorescent fixtures and incandescent down lights, with control panels and dimming systems located on entrance walls.

Linen/ Skirting

Head tables and any tables set in public function areas will be skirted. Stage skirting is available only in black. Pipe and drape for booths is available in black and white. Other linen colors and patterns are available, but may be subject to an additional fee.

Lost and Found

HEC operates Lost and Found Services. However, if the Tenant prefers to operate its own Lost and Found, Tenant is required to notify HEC of the location and procedures of said operation. HEC will assume no liability for items turned into Tenant-operated Lost and Found areas. Tenant is required to notify HEC where found items can be claimed after the close of the Event.

Meeting Rooms

There are 4 meeting rooms that equal 500 square feet each located on the second floor of HEC. The rooms are carpeted and can be combined up to 1 room of 2000 square feet. There are 3 complete restroom and shower facilities adjoining the rooms.

Money Vaults

HEC has no provision on the Premises for storage of Tenant monies. The Tenant may arrange for money vaults to be brought to the Premises to meet these

storage needs. HEC assumes no liability for the security of such storage.

Merchandise

HEC reserves all rights to merchandise, including but not limited to novelties, souvenirs, tapes, books, records, clothing and programs, for all events excluding consumer shows.

A Merchandise waiver is available upon request and may be subject to a fee.

Microphones

(See Technical Services)

Origination Fee

HEC reserves the right to charge an origination fee for radio or television broadcasting; live television or recordings in connection with performances staged at the Center.

Overhead Equipment: Attachment to Facility

All attachments to any portion of the permanent structure of the Center must meet accepted engineering and safety standards. Attachments must be of sufficient strength to support loads placed on them and be secured to prevent items from falling or causing damage. HEC reserves the right to demand clarification of welds and safe working loads, deny installation, demand removal of questionable attachments and require appropriately qualified personnel to install or remove such attachments. *(See Attachment to Center Surfaces and Rigging)*

Pads & Pens

Custom designed pads and pens with the Center's logo are available for your meetings at a charge of \$0.50 per set. Should you want to custom design a set for your event, please consult your E.C.

Parking

Adjacent to HEC there are 300 uncovered metered parking spaces as well as a 5 story parking garage, which is subject to availability. Metered spaces cost \$0.25 per hour. Please advise guest to bring change. Special event parking is \$3 upon entry at the garage. Complimentary parking passes are available on a limited basis to the event planner's staff. Pre-sold \$3 event parking passes can be obtained from your Event Coordinator. For additional parking locations off-site please ask your Event Coordinator for a map.

Payment

Payment is due in full, ten (10) days prior to the event as specified in the lease agreement. Check the lease agreement for amounts and due dates. Invoices for payment may be requested of the Center, otherwise the lease agreement is the invoice. Wire transfer of monies is available and can be arranged through your Event Coordinator. Event Coordinators will advise clients of additional event charges (equipment, electrical, labor and other services) as they arise during the planning process through change orders.

Plants

HEC provides decorative plants in the Grand Foyer and Galleria. These plants are not to be moved by anyone other than HEC staff. These plants are not permitted

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inside the hall. Other decorative plants are available for rent through your E.C.

Plumbing

The floor boxes in the Exhibit Hall contain a quick-disconnect ¾ inch service cold-water connection and a 2" waste connection. Installation and use should be coordinated in advance through Event Services.

Police

In the interest of public safety, HEC may, at its sole discretion, require the presence of Fort Myers Police Officers during certain events, which may adversely impact public health, safety or welfare. Officers are scheduled at the Tenant's expense. Armed guards (other than Fort Myers on-duty officers) can only be provided by a HEC approved vendor at Tenant's expense. Requests for Fort Myers Police should be placed at least twenty-one (21) days prior to the first date of tenancy. Please contact your E. C. for assistance.

Pre-Event Planning

Your Sales Associate and Events Coordinator have established a relationship with you during the planning of your event; however, the rest of our event team would like to get acquainted with you, your key staff, and your contractors prior to your event. Your Event Coordinator may schedule a pre-event meeting with you and your staff to finalize event details and meet our event team at your convenience.

Production Company

A program requiring a production company for entertainment should work hand in hand with the Event Coordinator to facilitate their move-in and out schedule, rigging & staging, and production requirements. If your event is contracting a production company, please make sure a production representative is available to meet with your assigned E.C.

Receipt of Tenant Property

HEC will not receive any unauthorized property or freight on behalf of Exhibitors or other parties and the Tenant shall so advise all Exhibitors and other parties. All shipments arriving during tenancy will be directed to the Tenant and received by their official. Tenant agrees that if HEC should receive, handle or have in its care or custody property of any kind shipped or otherwise delivered to the premises with advance HEC notice by the Tenant, HEC acts solely for the accommodation of the Tenant. HEC shall not be liable for any loss of or damage to such property.

Re-entry

Guests who enter HEC during a ticketed event may not leave the building and re-enter. A full, un-torn ticket must be presented to enter the Center.

Refrigeration

Exhibitors requiring refrigeration for products – must consult the Event Services Department. Storage for perishable items may be arranged, based on availability however, this availability is extremely limited.

Registration

All events will receive two skirted registration tables in front of their room's main access doorway. It is the

responsibility of the promoter to register their attendees and provide identification if necessary.

Rigging

HEC reserves the right to require that only those organizations and/or individuals whose qualifications have been pre-approved by HEC perform all rigging in the Center. Rigging labor will be at the Tenant's expense. Rigging points are available throughout the Hall. Removal of the fireproofing material on the Hall beams is subject to re-application cost of \$140 per point. All rigging throughout the Center is subject to industry codes and safety standards. Rigging plans must be submitted to the Event Services Department no less than twenty-one (21) days prior to your event for approval. Safety lines are required for rigging that occurs over any public area.

Room Layout

Room layout diagrams for all meeting, exhibit spaces, and lobbies shall be submitted to your Event Coordinator no less than fourteen (14) days prior to your event. Any changes made after approved floor plan, are subject to equipment and labor fees. HEC will always do our best to accommodate last minute changes at the prevailing rate.

Schedule of Events

Telephone Message System:

The telephone message system is subject to availability based on weekly events. The following information should be submitted to your E.C.: Event name, date, contact name, phone number, and ticket information.

Website Calendar:

Website posting will be completed within seven (7) days following contract and information being submitted. It is the responsibility of the Tenant to provide applicable information.

Center telephone numbers may not be published as official event or convention numbers.

Security

It is the tenant's responsibility to secure your licensed premises. All HEC events are not subject to security staffing. The Center has an approved list of security companies for which you can make your selection. Your Event Coordinator will review the security staffing plan with the HEC General Manager to insure that adequate coverage will be provided.

Sales Tax and Licensing

Exhibitors who sell merchandise from the show floor must have the appropriate seller's permit and licenses. While it is the individual exhibitor's responsibility to obtain the permit, it is your responsibility to notify your exhibitors of this requirement and to be able to identify those exhibitors to whom the permit and license requirement applies. Some merchandise offered for sale by your exhibitors may be subject to Florida sales and general exercise tax.

Shipping and Receiving

HEC does not regularly receive or ship event materials. Shipping of freight requires approval and advance notice to Event Services Department. (*See Freight*)

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Smoking Areas

HEC is a non-smoking facility. Smoking is permitted on the Riverfront Terrace and other exterior areas surrounding the Center.

Solicitation

It is illegal to solicit within or around Center grounds. Violators will be subject to arrest.

Space

In the event you wish to add or drop space (room size) please advise your Event Coordinator who will then have a the Sales Associate contact you to discuss your space needs and requirements. In the event you wish to add to your space hold, the Sales Department will prepare an addendum to your lease agreement for your approval subject to availability. The additional rental fee will be added to your final balance, which is due ten (10) days prior to your event.

Staging

Staging is available at the following heights 18in, 24in, and 48in. Stages are carpeted (gray) or can be uncarpeted (black). Inventory is scheduled on a first come first serve basis, and may be limited dependent on stage designs.

Storage

Box or crate storage is not permitted on-site in any area of the Center. Once exhibit materials have been unloaded, crates must be removed by your service contractor, who will in turn store them safely off-site and return them promptly to the appropriate booth location once the show closes. Consult your Event Coordinator for alternative storage areas.

Sub-Contractor Policies

The Center has established policies for your sub-contractors regarding accessible areas throughout the Center, load-in/out locations, and smoking areas. Please be sure all sub-contractors receive a copy of this policy.

Telecommunications / Show Services

HEC is equipped to handle your requests or those of your exhibitors such as telephone single or multi-use lines, fax, and Internet. Special features such as voice mail are also available and should be coordinated in advance through Event Services.

Technical Services

The HEC Technical Service Department is the Center's non-exclusive, in-house service provider; offering a full range of audio visual needs including, sound reinforcement, slide projection, and other related services. They are the only authorized operators for HEC's house sound systems installed permanently in the meeting rooms and Main Hall.

A complimentary microphone will be provided in each rented space if our technical services department is your A/V supplier. Using your preferred A/V supplier is permitted. However, do note that all microphones utilizing our permanent PA system shall be installed, operated, and removed by the in-house staff. An HEC audio/visual technician must oversee any audio or video patches into the house system. This means labor, patching and equipment fees may apply.

Tenant Property

The Tenant shall remove all property, goods, installations and effects belonging to the Tenant or caused by the Tenant to be brought upon the premises. If such property is not removed prior to the end of tenancy as specified in the Agreement, HEC may discard, move, and/or store it for a fee. In the event said property is not claimed and/or storage fees not paid, HEC shall then have the right to sell the property, goods, or effects in such a manner as it may deem advisable and to apply any net proceeds of such sale toward any monies owed by the Tenant.

Tips and Gratuity

All HEC employees are prohibited from accepting monetary tips or gratuities or any other item without approval from HEC management.

Transportation

If your event attendees will be arriving by bus, taxi, and/or limousine, a plan must be provided. A transportation plan is due to your Event Coordinator fourteen (14) days prior to your event. The plan should include the following: method of transporting the attendees, movement times, destination route maps, names and phone numbers of carriers. A meeting may be scheduled with the entities involved in facilitating the movement.

Taxis/Limousines:

Taxis and limousines drop off and pick-up locations are designated for each event. Taxis typically unload, arrive and pickup under the Monroe Street canopy.

Trash Removal

HEC provides labor for the removal of normal post-event trash at no charge. However, the Tenant will be charged at the prevailing rate for all drop-off bins and dumpster used to dispose of excessive trash generated by the event. Exhibitors are responsible for booth cleaning and placement of booth trash in the main aisle for removal 30 minutes prior to show.

Vehicles

Vehicles on Display:

Display vehicles are allowed on the Main Hall floor and limited areas of the Galleria and Grand Foyer.

Regulations on display vehicles are as follows:

- Vehicles must not have more than 1/4 tank of gasoline
- Gas tank fuel pipe cover taped shut
- Battery cable must be disconnected
- Vehicle must have a piece of carpet or drop cloth under the engine.
- Once vehicle is in place keys must be given to Center management for duration of show.

Vehicles Inside the Center:

Exhibitor vehicles for the purpose of loading/unloading inside the Facility will not be permitted. The Tenant must obtain prior approval from HEC Management for Heavy loading/unloading trucks and trailers. All such vehicles must be attended while in the Center and may not be allowed to have motors running while stationary. All such vehicles must be removed from the Center prior to the event opening.

General Policies, Rules and Regulations

The use of electric carts, motorized equipment and bicycles is restricted to show management and employees of the official contractors, HEC and Boston Culinary Group. Use of these vehicles is permissible only during Non-Public hours.

Volunteers

HEC does not provide volunteers for events

Wireless Network

The Main Hall contains a state of the art wireless network system with up to 11mbs transfer rates and connections to the Internet of up to 1.5mbs. The Center's wireless network supports the 802.11b wireless standard and can be connected to hardwire networks if required. Wireless network cards are available for rent through the Harborside Technical Service Department.

General Policies, Rules and Regulations