



Riverfront Hall Policies & Procedures

(Rev.1.1.2009)

Introduction

This manual outlines the policies and procedures for the use of the Riverfront Exhibition Hall, a 28,000 square foot carpeted space in the James L. Knight International Center. It is intended for the use of salespersons, decorators, and clients of the Center. Any questions or clarifications of stated policies should be directed to the Global Spectrum Office at the Center.

The James L. Knight International Center is owned by the City of Miami and managed by Global Spectrum. Global Spectrum is an international facility management company providing facility management worldwide. Global Spectrum is headquartered in Philadelphia, PA with offices in Tampa, FL and manages facilities in Colorado, Florida, New Hampshire, New Jersey, Pennsylvania, Rhode Island and consults on several projects in the Far East.

Items Included in Rental

The base rental of the room includes the use of the space defined in the contract for the purposes expressed therein for the given time duration. It also includes air conditioning, lighting as described under a separate paragraph, carpeting, movable partition walls, restroom facilities, outer lobby housekeeping, use of freight elevator in accordance with restrictions listed under a separate paragraph, use of easements leading to the hall, and use of the loading facilities in accordance with building schedules and procedures.

Decorator Responsibilities

The Decorator will have a representative on site and available to client exhibitors from load in to load out. They will set up and an exhibitor service desk, which shall be operational throughout the entire load in and at any time the show is open.

The decorator is responsible for providing pipe, drape, bases, chairs, tables, stools, signs, booth ash trays, booth wastebaskets, any other furnishings to be placed within the booths themselves, and all labor to install and dismantle above items unless provided by the facility. In addition, the decorator shall provide drayage, transportation, and all pre- and post-show storage for all decorator and exhibitor equipment. The Center will refer all requests for the above mentioned items to the exhibitor service desk.

Electrical Contractor Responsibilities

The electrical contractor will have a representative on site and available to client exhibitors from move-in to show close. They will set up and man an exhibitor service desk, which shall be operational throughout the entire load-in and at any time the show is open. This exhibitor service desk can be in conjunction with the decorator or independently at the discretion of the decorator and electrical contractor.

The electrical contractor is responsible for providing electrical outlets, disconnects, extension cords, lighting fixtures (other than integral fixtures), light bulbs for above fixtures, and all labor to install and dismantle above items. The center will refer all requests for the above mentioned items to the exhibitor service desk.



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The center shall charge the electrical contractor a sum of \$300/day or 10% of gross show billings, whichever is greater.

Any exhibitor requiring electrical service at their booth shall contract for such services with the electrical contractor. Any exhibitor using a convenience outlet to supply power to their booth will be charged to the contractor at the contractor's rate for a standard 500-volt service.

Post Show Clean Up Charges

The client shall be responsible for all trash clean up. Clients not fulfilling this requirement will be charged \$500 for clean up plus \$350 per 20 cubic yard trash dumpster required for the removal of the after show trash.

The above clean up charges will be charged to the client in the Event Settlement with Global Spectrum.

Show Cleaning Charges

The center requires two housekeeping staff (1 male and 1 female) to be on site from 1 hour before the start of the event to one half hour after the events conclusion. The expense of the housekeeping staff shall be billed to the Client, any deviation from this requirement must be approved by the Director of Operations of the Center.

Dumpsters

It is the responsibility of the decorator or Drayage Company to have a trash Dumpster on site for all trash related to the show. Including but not limited to freight boxes, daily booth trash, exhibit trash and any other trash or waste associated with the show. The specific location of the Dumpster must be discussed with the Director of Operations of the Center at least 1 week prior to the show. If no Dumpster is provided and the Center's dumpsters must be used a penalty fee will be assessed to the decorator or Drayage Company.

Submission of Floor Plans

The show decorator shall be responsible for securing all floor plan approvals and permits required from the City of Miami Fire Department. Once the City has approved the floor plan, a copy shall be delivered to the Director of Operations of the Center no later than 7 days prior to the event.

Acceptance of Freight

The Center will not accept freight from exhibitors without prior approval from the Director of Operations Office. The Center will not take responsibility or liability for any equipment or freight either delivered to the property prior to or left on property following a show.

Security

The Center holds exclusive right to Security services within the Exhibition Hall. The Center has a contracted security staff, which is unarmed. If armed guards are required, the Center will use off duty City of Miami Police officers, at prevailing rates. All scheduling of security officers will be in writing through the office of the Director of Operations. If merchandise or equipment is left





in the Center overnight security is recommended as the center assumes no responsibility for lost, stolen or damaged equipment or merchandise.

Telephone Service

Each column in Riverfront Hall is equipped with 25 pairs of telephone cable provided by Southern Bell. All orders for dedicated phone service in exhibitor booths or association or decorator registration desks shall be placed directly with the local Southern Bell Business Office. All charges related to installation and services are the responsibility of the individual exhibitors. There are no house phone lines available.

Internet Service

Internet service in Riverfront hall consists of WIFI throughout the hall and lobbies as well as hard wire connectivity throughout the hall. Service is provided exclusively by Swisscom and can be ordered online from within the hall or in advance through the Director of Operations or John Clayton (321)206-4929.

Lighting

Standard room lighting for all meetings, trade shows, exhibits, and any other non-food functions will be fluorescent lighting only. This will not apply to the entry soffit areas, which contain incandescent lights only.

All food functions will utilize the dimmable incandescent lighting fixtures for event times, unless otherwise specified by the client.

All set up times for any event will utilize fluorescent lighting only. These guidelines are established in the interest of energy consciousness, using more efficient fluorescent lights whenever possible. The last person leaving any of the rooms should be responsible for turning out all lights.

Water Service

There are two sets of hot and cold water hose bibs, each with an associated drain return, located in the Hall. These services are located adjacent to the restrooms on the southeast wall, one set each in the North and Central Halls.

Water Service to exhibitor booths is available at a charge of \$50 per event. This price includes service via garden hose to the booth itself; all hookups required for the attachment of exhibitor equipment shall be the responsibility of the exhibitor. Every effort shall be made by the meeting planner and decorator to locate booths requiring water service with 75 feet of the water services.

Sound System

The Riverfront Hall is equipped with a public address system usable as a single system for the entire hall or as three separate systems for each of the North, Central, and South Halls. Each Hall contains four inputs, and volume levels are individually controllable for each room. The use of the sound system and one microphone is included in the rental charges for the room. The Director of Operations will oversee all connections to the sound system





Load In and Load Out Access

Main access for freight into and out of the Riverfront Hall is through the freight elevator located at the rear of the building at the entrance to the loading dock. If trucks will be blocking lanes of traffic it is the responsibility of the decorator to contract a City of Miami Police Officer to control traffic outside the Center. No lanes of traffic should be blocked without a City of Miami Police Officer on site. It is the responsibility of the decorator or Drayage Company at their sole expense to furnish a City of Miami Police Officer to direct traffic. **If traffic lanes are blocked no loading or unloading of equipment will be permitted without a City of Miami Police Officer on site.**

The dimensions of the freight elevator are 20' long by 10' wide by 10' high. The elevator will accommodate up to 20,000 lbs. The doors opening at the exhibition hall level are eight feet high, with height access being further limited by a minimum ceiling height of 6'10" in the rear entrance corridor and 6'8" doors into the hall. The entrance from the rear service corridor is via a double 36" door, or a maximum width of 72". Any freight not able to fit through these entrances should be brought in through the front rollup door of the hall, located across from the Box Office just off the entrance plaza of the Center. The rollup door is 10' high by 10' wide, with exterior door into the lobby having a dimension of 9' wide by 10' high. The Center reserves the right to have an elevator operator on the freight elevator at the sole expense of the show decorator or Drayage Company.

Move In and Move Out Scheduling

All Move In and Move Out scheduling must be done through the office of the Director of Operations of the Center. As the freight elevator also services the Center's Convention Hall on the 3rd level, the importance of proper scheduling cannot be overemphasized. All attempts will be made to accommodate move-ins and move-outs during straight time working hours; however, if Center scheduling conflicts prohibit this, the Center will not be responsible for overtime charges incurred by the client from the Decorator.

Column Spacing

Support columns located in the North and Central Halls are spaced on thirty foot centers, with columns each having two square foot dimensions. Therefore, a clear space of 28' exists between columns. Decorator floor plans should only be completed after field checks of the column spacing, however, and every effort should be made in the design of show floor plans to avoid placing columns in public aisles between booths.

Column and Walls Defacing

No nails, pins, tacks, staples, or any other fasteners that cause permanent marking may be used on the columns or the walls. Only masking tape or other non-marking tapes may be used to attach objects to the interior walls and columns, all tapes must be pre-approved by the Director of Operations to avoid damage charges.

The client shall remove any materials hung through the drop ceiling, and the client shall reinstall all ceiling panels to their original condition.



Carpeting

The client and the decorator shall take extreme measures to ensure that the carpet in the Hall is not damaged or stained. The decorator shall provide protective floor covering at all the doors leading from the service hallway; the decorator must ensure that those runners stay in place for the duration of the move in and move out. Visqueune or plastic sheeting should be laid down during any move in or at any display where there exists the possibility of the carpet sustaining damage from the display. Any spills or damage should be rectified immediately by the client or decorator and then reported to the office of the Director of Operations of the Center. Any tape used to mark aisles should be pre-approved by the Director of Operations as to ensure that it will not permanently mark the carpet. Any and all charges for clean up, repair or replacement of the carpet will be charged to Decorator and or Client through Event Settlement.

Gasoline Powered Vehicles

All motor vehicles powered by gasoline engines shall, once in their proper place, contain less than ¼ of a tank of gasoline and shall have their gas cap locked or sealed with tape. In addition, all battery terminals shall be disconnected and plastic sheeting shall be placed under all wheels and under the body of the vehicle.

Box Office

The Center has availability of full box office services for clients selling tickets to the public. Details on charges are to be discussed with the office of the General Manager.

Indemnity

The Company agrees to indemnify and hold harmless the Center, its directors, officers, agents and employees from and against all liabilities, demands, claims, damages, suits and judgements, including attorney fees and other costs and expenses thereto because of harm, injury or death to persons, or loss, damage or destruction of property, including property of the Client, the Company, and third persons resulting from the negligence of the Company, its directors, officers, agents or employees, while such person is acting within the scope of his employment.

The Client agrees to indemnify and hold harmless the Center and its directors, officers, agents or employees from and against all liabilities, demands, claims, damages, suits or judgements, including attorney fees and other costs and expenses incident thereto because of harm, injury or death to persons arising out of the negligence of the Client or its directors, officers, agents or employees, while such person is acting within the scope of his employment.

The Center requires all contractors to have comprehensive general liability insurance coverage. The insurance policy must specify as additionally insured The City of Miami, Global Spectrum and its directors, officers, agents and employees. The coverage should have a 1,000,000 limit per occurrence and 2,000,000 limit general aggregate with an umbrella of 5,000,000 limit per occurrence and 5,000,000 limit aggregate and workers compensation coverage for \$100,000 per accident, \$100,000 limit per employee for disease and \$100,000 limit disease aggregate. A





copy of this insurance coverage must be on file before the contractor will be permitted to perform services in the center.

Damage Deposit

The Center requires all contractors to have a \$1,000 damage deposit in an escrow account with the Center. This damage deposit will be used to repair damages to the Riverfront Halls as well as cover any costs incurred by the Center due to the contractor. These costs include but are not limited to Miami Police Traffic Officer, dumpsters and cleaning fees. The contractor will be notified anytime that there is a withdrawal made from the damage deposit as well as a detailed account of what the deposit covered.

J A M E S L.
K N I G H T



I N T E R N A T I O N A L
C E N T E R

RIVERFRONT HALL POLICIES & PROCEDURES

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