



Exhibitor Services Policies & Procedures



*Palm Beach County
Convention Center*

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<https://pbconventioncenter.com/exhibitor-information/>

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Below are our policies pertinent to exhibitors and vendors onsite participating in events from large tradeshow to managing a sponsor table. These policies are in place to ensure first and foremost the safety and security of those attending and working the events, as well as the building. We ask that each exhibitor/vendor take a moment to review these policies to ensure they are compliant and to ensure the success of all event participants.

If you have questions about any of the information, please contact the Palm Beach County Convention Center Exhibitor Services at exhibitorservices@pbconventioncenter.com.

ORDERING POLICIES & PROCEDURES

Ordering

- a. All orders must be placed online; NO phone, email or faxed orders will be accepted.
- b. To place an order visit <https://pbconventioncenter.com/exhibitor-information/>, select the event, and order your services.
- c. Visit our Exhibitor How-To sheet for a step-by-step walkthrough of this process.

Online Store & Pricing Structure

- a. The exhibitor store will open 90 days prior to the first scheduled exhibitor move-in date of the show.
- b. Our tiered pricing is as follows:
 - **Advanced Rate – 14 - 90 days prior**
 - **Standard Rate – 3 - 13 days prior**
 - **Floor Rate – Onsite - 2 days prior**

Onsite Ordering

- a. A Service Desk will be available during move in, located near the decorator. Exhibitor Services Manager will be able to assist you with needs regarding your pre-ordered services and any onsite ordering via the exhibitor kiosk.

Payment Information

- a. All payments must be made at the time of your order via credit card (Visa, MasterCard, Discover, and American Express).
- b. The date which orders are received **AND** paid IN FULL, determines the applicable rate as stated above.
- c. Arrangements for payment of Labor & Services must be made before service is installed. Payment **IN FULL** must be rendered before start of show unless prior arrangements have been made with the Event Services Office.

Rates & Labor Charges

- a. Rates quoted for all connections cover only the delivery and placement of service to the booth location per the floor plan in the most convenient manner, and **DOES NOT** include connecting equipment to provided services.
- b. Special placement or relocation of service will result in a labor charge. Payment **IN FULL** shall be rendered for such services before placement and relocation can be provided.
- c. Services ordered during exhibitor move-in may not be installed before the event opens.
- d. Day of Show Installations during show hours may require Show Management approval.
- e. If special assistance or guidance is needed, a labor fee of will be added and must be paid for in advance.

Refunds & Cancellation Policy

- a. Cancellations for ordered services must be received in writing to our Exhibitor Services Department at exhibitorservices@pbconventioncenter.com prior to the installation of the event in order to qualify for a refund. Refund amount is based on the dates the cancellation notice is received.
- b. No refunds will be issued after installation of service.
- c. Our tiered cancellation is as follows:
 - **100% REFUND = 45 – 90 Days** prior to the first scheduled move-in day
 - **50% REFUND = 14 – 44 Days** prior to the first scheduled move-in day
 - **NO REFUND = 0 – 3 Days** prior to the first scheduled move-in day

Installation & Disconnection of Services

- a. Orders will be processed and installations completed on a first-come, first-served basis, or as the PBCCC determine most convenient. Earliest orders normally receive highest priority.
- b. All materials and equipment furnished by the PBCCC for any services ordered shall remain the property of the PBCCC and shall be disconnected and removed **ONLY** by house staff at the close of the event.
- c. Any damaged equipment will be billed directly to the Exhibitor responsible.
- d. All installations and connections to electrical, mechanical, or phone/data services must be made by house staff. We will not be responsible for damage or loss to any equipment, components, computer hardware, software or data, or injury to any person caused by the unauthorized installation of any equipment, connection to service or interconnection, or wiring of any equipment by persons other than our PBCCC electricians, engineers or technicians.
- e. Service will begin on the start date of the event and end after the close of the event, unless special arrangements for early connect and/or late disconnect are made.
- f. No refunds will be given for services ordered and installed but not used.

General Terms & Conditions

- a. Exhibitor booths will be audited during the event and charged for any additional services. The charges will be included in the exhibitor's final bill at the standard rate.
- b. Booth numbers and booth layouts must be provided at the time an order is placed. Any changes must be communicated prior to move in. Changes to booth layouts after services are installed may be subject to labor charges.
 - Please complete the Booth Map Template and attach the document with your order.
- c. PBCCC electricians, IT technicians, and engineers are the only authorized personnel with access to utility floor pockets. Utility requirements crossing aisles will not be installed unless preapproved by show management.
- d. Exhibitors are not permitted to use water from restroom faucets or janitorial closets for exhibitor purposes. If required, arrangements must be made with Show Management.
- e. All equipment must conform to all federal, state and local fire and safety codes. PBCCC reserves the right to inspect and reject any and all connections and equipment that any customer uses while in the PBCCC.
- f. All rates are subject to change without notice.

BUILDING POLICIES & PROCEDURES

1. **Alcohol.** Alcoholic beverages must be purchased through the PBCCC, who holds the liquor license for the facility. Additional security may be required for events where alcohol is served.
2. **Animals.** With the exception of service animals, animals are not permitted in the facility except in conjunction with an approved exhibit, display or performance, which absolutely requires the use of an animal. Prior written approval from the Event Manager is required. For detailed Rules and Regulations please contact the Exhibitor Services Manager at the PBCCC.
3. **Balloons.** Helium balloons (no smaller than 36" in diameter) are allowed only when they are anchored to exhibits and after filing a Balloons Agreement with PBCCC Exhibitor Services department. Helium balloons may not be used as giveaways. Should a helium balloon rise to the ceiling, the cost of retrieving the balloon will be passed on to the Licensee. Helium tank storage inside the PBCCC is prohibited.
4. **Banners.** All banners and signage must be hung by the show's General Service Contractor. Exhibitors may not hang banners or signage without approval from the show management.
5. **Booth Cleaning.** Booth cleaning and housekeeping is the responsibility of the General Service Contractor. PBCCC staff will not perform these services.
6. **Bulk Trash.** PBCCC is not responsible for trash generated by the Exhibitor. The Exhibitor and/or Show Management must take responsibility for removal of bulk trash, crates, lumber, pallets, packing materials, oil and tape prior to, during, and after the show. Any costs incurred by the PBCCC for bulk trash removal will be charged to show management at the prevailing rate. The show will be provided a bulk trash receptacle in the loading dock for exhibitor use.
7. **Cooking Demonstrations and Commercial Cooking.** For the safety of everyone, all cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal and installed in accordance with the provisions of the County Building and Fire Codes. Cooking equipment shall be placed on a noncombustible surface, such as metal, hardwood board or glass and be separated from each other by a minimum horizontal distance of 2ft. A 2A40 B.C. fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device. No deep frying may occur in the facility without the use of an Ansul Fire Protection System. Concessions may be rented out at an additional charge based on availability. Please contact your event manager for further details. All cooking appliances shall be listed by a NATIONAL TESTING AGENCY, i.e., Underwriters Laboratory or Factory Mutual. Exhibits involving cooking or food preparation must provide a clean-up area or use those provided by show management. Disposal of cooking residue into the PBCCC's drainage system is prohibited. Holding tanks for disposal of cooking residue (oil, grease, etc.) are required. (See also Food Samples).
8. **Crate Storage/Booth Storage.** Storage of any kind is prohibited behind the back drapes or display walls or inside display areas. All cartons, crates, containers, and packing materials that are necessary for re-packing shall be removed from the show floor. The PBCCC inspects all exhibits to ensure compliance. Crates, packing materials, wooden boxes and other highly combustible materials may not be stored in the PBCCC. Items such as brochures, literature, giveaways, etc., within the booths are limited to a one-day supply.
9. **Damages.** Exhibitors are responsible for all damages, except normal wear and tear. In the event of damage, you will be informed after your event with written reports and photographs as soon as they are documented.

BUILDING POLICIES & PROCEDURES (cont'd)

10. **Decorations.** The method and location of special installations must be approved in advance by your PBCCC Event Manager. Final approval will be determined after consideration of other building tenants occupying the space at the same time. Decoration guidelines include the following:
 - Painting of any kind within the PBCCC is prohibited.
 - No one may glue, tape, nail, tack or otherwise fasten to ceilings, painted surfaces, columns, walls or windows decorations of any kind.
 - Decorations may not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits lighting systems, telephone banks, charging stations, information kiosks, and ATM machines
 - All decorating materials must be constructed of flameproof material or treated with an approved fire-retardant solution. Spot testing may be performed by the Palm Beach County Fire Marshal.
 - No one may use adhesive-backed decals or stickers nor may they be distributed anywhere on the premises.
 - Glitter and confetti may not be used in the building.
 - Candles may be used only on tables when securely supported on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials. The candle flame must be protected and enclosed in glass.
 - Only PBCCC personnel may move lobby furniture, and other PBCCC equipment in the public areas.
 - All pools, decorative fountains, etc. must be waterproofed and may be tested by the PBCCC Engineering prior to installation.
 - Show management will be responsible for removal and cleanup of any dirt, bark, mulch or similar materials used for decorating.

11. **Donations.** No collections or donations, whether for charity or otherwise, shall be made, attempted or announced without prior written approval of the PBCCC General Manager.

12. **Drones.** For proprietary reasons and for the safety of our guests and the building structure drones, unmanned aircraft systems ("UAS"), unmanned aircraft ("UA"), remotely operated aircraft ("ROA"), unmanned aerial vehicles ("UAVs"), and other similar devices, including Radio-Operated Blimps, are not permitted inside or outside the Palm Beach County Convention Center.

13. **Exists & Aisle.** Aisle ways and exits must remain clear and cannot be obstructed in any way during show hours. Please do not throw boxes or trash generated during show hours into the aisles.

14. **Exterior Doors.** Exhibitors should only use entranceways designated for loading exhibit materials in and out. For security reasons, other exterior doors may not be propped open for any reason. **Only hand carried items can be brought through the front glass doors.**

15. **Floor Covering.** Displays including, but not limited to, those utilizing soil, humus, water or other landscaping materials and displays containing live animals must take appropriate steps to protect the Facility surfaces and equipment. A protective coating must be used on the floor, such as heavy plastic, visqueen or similar strength material. Displays containing glitter, confetti, sand, dirt, moss, mulch, or any similar item are not permitted in any carpeted areas.

16. **Fog/Smoke Machines.** For public safety fog/smoke machine usage is restricted to water-based chemicals. Approval must be obtained from the PBCCC and the Fire Marshal's office during the event permit process.

BUILDING POLICIES & PROCEDURES (cont'd)

17. **Food and Beverage.** OVG Hospitality is the exclusive provider for all food and beverage within PBCCC facilities. Food or beverages may not be brought in or delivered to the PBCCC for personal consumption. Exhibitors may order and arrange catering services via our online ordering system. For additional information please contact the OVG Sales Team at 561-366-3002.
18. **Food Sampling & Service.** The Palm Beach County Convention Center is the exclusive food and beverage provider within the venue. Outside food and beverage is strictly prohibited. Exceptions in the case of tradeshow exhibitors can be made for distribution of food and beverage samples upon written authorization to the Catering Sales Director. The PBCCC offers a wide assortment of menu selections and options sure to satisfy any pallet for the purpose of increasing booth traffic.
Remember the following:
 - The selling of Food & Beverage is prohibited.
 - A full list of exhibitor booth food and beverage services including, but not limited to, nuts, coffee, snacks, finger food, sandwiches, and heavy hors d'oeuvres, are exclusively available from Ovations. This service can be a great advantage to exhibitors.
 - Applications to distribute sample food productions must be made with Ovations at least thirty days before the event and an approved application must be displayed within the booth.
 - Any exhibitors interested in distributing their own food or beverage must be the manufacturer of said product or be exhibiting in a food or beverage related show. Only 'bite size' samples of food or no more than two (2) ounces of beverage may be distributed by exhibitors. Non-alcoholic beverage samples are limited to a maximum three (3) ounce containers. Exhibitors cannot participate in cash sales of said product during the show. Food or beverage items to be consumed on site may not be sold from any consumer or trade show booth. NOTE: Any products that are sold for off-premise consumption must be packaged to discourage on premise consumption.
 - Exhibiting organization must be a licensed food service business, and those serving/distributing the food and /or beverage must have valid food handlers permits.
 - All items distributed in the exhibit space must be products manufactured, processed or distributed by the exhibiting company.
 - Cooking raw food is not permitted on site.
 - Proof of Commercial General Liability coverage, naming the PBCCC as additional insured, shall be provided at least ten (10) business days prior to Event.
19. **Gratuities.** PBCCC has a 'no-tipping' policy. No exhibitor or contractor or representative of an exhibitor may give any gratuities, tips or gifts of any kind to any employee of the Center. We are here to serve you.
20. **Identification.** All exhibitors must be properly identified when on site. Exhibitors without event identification will not be allowed in the service corridor or loading lock.
21. **Landscaping/Soil Displays.** Displays containing soil or rock (large and small), humus, or similar materials must use a minimum of 1/2" plywood or similar type of approved sheathing and a protective coating of plastic or Visqueen to protect the floor and all PBCCC equipment. Curbing must be used to retain loose materials and to prevent leaks and water seepage.

BUILDING POLICIES & PROCEDURES (cont'd)

22. **Lighting & HVAC.** Full house lighting, heating and/or air conditioning of all rented spaces are provided by the PBCCC for one hour prior to and during actual hours the event is open. Partial/Work lighting and minimal HVAC will be provided in the exhibit halls during move-in and move-out.
23. **Medical Shows/Waste.** Any hazardous waste disposal and clean up must be approved prior to move in. The PBCCC will not handle any disposal of medical waste, this will be the responsibility of Show Management. Sharps must be in red containers, clearly labelled as such, and must not be disposed of in regular trash containers. Please do not leave needles and sharps boxes unattended.
24. **Pallets/Crates.** All event related pallets and crates must be removed from the facility by the end of the contract load-out time. A disposal fee for each remaining empty pallet and/or crate will be added to the final invoice, as well as any damage due to the improper use.
25. **Personal Operating Vehicle (POV).** Exhibitor-owned or leased vehicles are NOT allowed to drive on to the exhibit floor to unload or load without prior approval from show management. Access to the exhibit floor for tractor-trailer trucks, cranes, etc., must be arranged in advance through show management. No vehicles with studded tires will be allowed inside the building.
26. **Rigging.** Rigging Services are exclusive to the PBCCC. If any rigging is required for booth construction, sign hanging, or lighting purposes, please contact exhibitorservices@pbconventioncenter.com to schedule riggers. The contracted decorator is not permitted to hang items in any of the PBCCC facility. All rigging requests/orders must be received at least 14 days prior to the event start date. On-Site Orders will not be accommodated.
27. **Shipping.** Freight deliveries, including, but not limited to: UPS, FedEx, RPS, GPS, etc. will not be accepted by the PBCCC. Most carriers will not deliver to individual booths. Refer to your show management for proper drayage instructions.
28. **Smoking.** The PBCCC is a smoke and tobacco-free campus. All forms of smoking and the use of tobacco products, including vaping, chewing tobacco and e-cigarettes, are prohibited inside the facility and anywhere on property, including the surrounding sidewalks and parking lot.
29. **Storage.** The Palm Beach County Convention Center storage space is limited therefore the facility cannot receive goods prior to move-in or store them past the contracted move-out time. Goods arriving prior to the authorized move-in times will be refused and required to return at the scheduled move-in time. All freight must be handled through the General Service Contractor who will deliver it to the facility during the approved move-in period.
30. **Tape Removal.** The contracted decorator and/or exhibitor is responsible for the removal of all tape and residue marks from the exhibit hall, pre-function, ballroom and meeting room floors associated with their designated space. The repair cost for any damage caused to a surface by the use of inappropriate cleaning chemicals, tape or tools will be subject to a fee. The use of high residue tape is prohibited on any carpeted, tiled, concrete, or hardwood surface.
31. **Tax Exempt.** Please reach out to exhibitorservices@pbconventioncenter.com prior to placing an order if tax exempt status is needed.

BUILDING POLICIES & PROCEDURES (cont'd)

32. **Vehicles On Display.** Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside the PBCCC shall have no more than one-fourth (1/4) tank or five (5) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and at least one (1) battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by responsible person at the display location for removal of such vehicles from the building in the event of emergency. Carpeting or visqueen must be placed underneath the vehicle for any possible leakage.
33. **Vehicles (Move-In/Move-Out).** Exhibitor-owned or leased vehicles are NOT permitted within the Facility for loading and unloading without prior approval from show management. All approved vehicles must be attended while in the Facility and may not have the motors running while stationary. Access to the exhibit floor for tractor-trailer trucks, cranes, etc., must be arranged in advance through show management. No vehicles with studded tires will be allowed inside the building.
- All such vehicles must be removed prior to the opening of the event, and may not return until the event has closed and all attendees have vacated the area. Additional security personnel may be required.
34. **Water Fills & Drains.** Containers requiring water fill and drain exceeding 10-gallon capacity must be filled and drained by house engineers and are subject to a service charge. All fountains or other decorative water containers must be waterproof and of sufficient density to avoid leaks. Plastic must be placed underneath the display for additional protection. All water displays must be pre-approved by the General Manager or designee.
- We reserve the right to drain any container that shows sign of leakage or is otherwise deemed inadequate by a house engineer without prior notice. Exhibitor assumes responsibility for any damage to PBCCC facilities caused by faulty exhibitor equipment or negligent operation of exhibitor equipment.

LOAD-IN/LOAD-OUT

1. Load-In/Load-Out times are dictated by the Event Organizer in collaboration with the facility. Any special accommodations must be requested through the organizing contact and not through the Palm Beach County Convention Center.
2. Because of limited space, vehicles should unload/load as quickly as possible in the loading dock then move to the parking lot. Except during active loading/unloading, vehicles are prohibited from parking in the loading dock area without written permission of the Palm Beach County Convention Center.
3. All unauthorized vehicles left in the loading area will be towed away at the owner's expense.
4. Loading in and loading out must be done through the designated loading docks assigned to the show. Loading in and loading out through PBCCC Convention Center lobbies is strictly limited to hand carried items only and must be approved in advance.
5. Materials that require the use of a wheeled apparatus must go through the dock area. To avoid congestion and delays, clients/exhibitors are encouraged to bring their own wheeled equipment to help with freight movement.
6. Passenger elevators and escalators are designed for passenger use and not intended to carry heavy weights. Only the freight elevator should be used to move materials between floors.
7. Oversized vehicle parking, including large delivery vans, is in the Flat Lot adjacent to the Loading Dock Area. Vehicle pass/document must be purchased in advance. Contact your Show Manager for details and rates.
8. It is the sole responsibility of the exhibitor/vendor to pack and arrange shipment out of the Palm Beach County Convention Center in a timely manner immediately following the event. Please inquire with the Event Organizer if you have any special requirements. All remaining event materials must be removed from the Palm Beach County Convention Center by the expiration of the License Agreement.
9. The Palm Beach County Convention Center has no facilities for the storage of exhibitor or show management freight. During show day(s), empty cases and crates must either be stored offsite or kept inside your booth space, and are subject to Fire Regulations. Cases, crates and boxes cannot be stored on the loading dock.
10. Basic rules for move-in and move-out:
 - For safety children under 18 are not permitted on the event floor during move-in and move-out.
 - No consumption of alcoholic beverages.
 - No horseplay, practical jokes, throwing of objects or display of unsafe objects.
 - No use or possession of illegal or controlled substances.
 - No speeding or reckless use of vehicles, forklifts, carts or equipment.
 - No tracked vehicles may be driven across the exhibit hall floor.
 - Proper footwear must be worn at all times.

PARKING POLICIES

1. Parking at the loading docks is permitted for loading & unloading only at a maximum of fifteen (15) minutes per vehicle. All other parking on docks is prohibited.
2. Complimentary parking for Exhibitors is available for non-show days (move-in/move-out) ONLY in our Flat Lot adjacent to the loading dock.
3. All Exhibitors will be directed to park in our Parking Garage during event/show days at the prevailing rates.
4. Oversized Vehicle parking for Exhibitors is available in our Flat Lot for anything over a 7'2" clearance or that takes up multiple spaces (ex. trailers, semi-trucks, box trucks, etc.). Parking fees do apply. Please contact the Show Manager for details.
5. Overnight parking is prohibited unless special arrangements are made in advance and approved by the Event Manager.
6. Personal vehicles are not allowed in any of the loading docks.
7. Parking on the dock ramp is maxed at 20mins. Vehicles remaining past that allotted time will be towed at the owner's expense.

LOADING DOCK POLICY

1. Load-in/Load-out of any kind, may not occur unless the event organizer is onsite and approved. No Exceptions.
2. Exhibitors may choose to load/unload uncrated materials from any vehicle not requiring a commercial license including rental vans, mini-vans, station wagons and pick-up trucks.
3. The use of mechanical equipment (i.e., forklifts, pallet jacks, lifts, etc.) by exhibitors is prohibited. Contact your Show Manager if these services are required.
4. All freight brought into the facility on carts or dollies must be brought in through the loading docks.
5. ONLY hand-carried items may be brought in through the public entrances.
6. Please use the freight elevator for movement of freight from level to level; passenger elevators & escalators are NOT to be used. Damage to the facility will be charged to the exhibitor.
7. The registered Exhibitor may perform all setup/teardown of their booth, displays, and/or product materials (including the use of power tools) subject to safety policies established by the PBCCC. However, shows which have contracted with a decorator may be bound by terms of that contract, including restrictions on Exhibit Appointed Contractors.

STRUCTURES AND EXHIBIT BOOTH REQUIREMENTS

1. **Booths.** Booths and other structures shall not be constructed with any roof, ceiling or other obstruction without approval of the PBCCC Fire Department Prevention Bureau. Structures having over 120 square feet of roofed area shall be provided with acceptable single station smoke detectors. Maximum aggregate size of 300 square foot canopies shall be rendered flame-resistant. Minimum of 10-foot separation is required between each 300 square foot aggregate of canopies on all sides. An aggregate area exceeding 300 square feet will not be allowed.
2. **Combustible Materials.** Combustible materials that are 3/8-inch or more in thickness or glass may be used without flame retardant treatment. Exception: paper products, such as cardboard, or foam products. The event manager and promoter shall assume responsibility for and shall advise all exhibitors that booths, stands, and their respective areas shall be cleaned of combustible rubbish daily or as necessary. Combustible display materials shall be limited to a one-day supply.
3. **Decorations.** The following decor items are permitted within a booth:
 - Latex Balloons – If balloons escape into the ceiling, a removal fee will be charged.
 - Candles inside a vase or within a hurricane cover. The top of the candlewick must be at least 1 inch below the top of the vase or hurricane.
 - Centerpieces: including flowers, feathers, picture frames, chargers, bottles, etc.
 - Specialty Linen

The following décor items are prohibited within a booth:

- Mylar Balloons
 - Fire/Free Standing Candles
 - Glitter/Confetti
 - Dirt
 - Hay
 - Chalk
 - Pop-up Tents
 - Free standing structures with ceilings
 - Smoke/haze machine
4. **Drones.** For proprietary reasons and for the safety of our guests and the building structure drones, unmanned aircraft systems ("UAS"), unmanned aircraft ("UA"), remotely operated aircraft ("ROA"), unmanned aerial vehicles ("UAVs"), and other similar devices, including Radio-Operated Blimps, are not permitted inside or outside the Palm Beach County Convention Center.
 5. **Electrical.** All electrical fixtures and appliances must be approved in accordance with the National Electrical Code. Only fused multi-plug adapters will be permitted. Electrical code stipulations that will be rigidly enforced include:
 - Three wire (ground) cords shall not be plugged into two (2) wire extension cords.
 - Extension cords (zip cords) shall not run under carpets/ rugs unless designed to.
 - There shall be a three (3) foot clearance from lights to any combustible materials.
 - All electrical plugs, cords shall be free from defects. Only listed electrical devices and cords shall be allowed. Homemade items will not be allowed and may be confiscated. The Convention Center use agreement prohibits the use of multi-plugs; i.e., twin sockets/cube taps.
 6. **Exit Signage.** All required "EXIT" signs shall be visible at all times from any location in the room. Drapes, curtains or displays shall not block signs. Temporary additional "EXIT" signs may be required to clearly indicate the direction of egress.

STRUCTURES AND EXHIBIT BOOTH REQUIREMENTS (cont'd)

7. **Exits & Aisles.** Exits and aisles shall be free of obstructions. Aisles shall be a minimum of ten (10') feet wide with 11' for the perimeter aisles in the Exhibit Halls and a minimum of 4 feet wide in Meeting rooms and Ballrooms. Booths which require 50 feet or more travel distance to reach an exit aisle shall be provided with a minimum of two (2) exits remote from each other.
8. **Fire Extinguishers.** Aggregate booth square footage totals of 400 or more square feet shall have a minimum 2A: 10B:C extinguisher available. Additional fire extinguishers may be required. Fire extinguishers shall have an inspection tag on it, new or not. Extinguishers must be readily accessible and ready for use (out of the box).
9. **Fire Retardant.** All decorative material, such as, but not limited to, drapes, theater curtains, signs, banners, acoustical material, hay/straw, split bamboo, plastic cloth, canvas, cardboard, etc. shall be of non-flammable material or shall be treated and maintained in a flame retardant condition by means of an approved flame retardant solution. A single hay bale will be allowed if it is properly treated with fire retardant. Plastic cloth and certain other plastic materials, tarpaper, nylon, oilcloth, etc. cannot be rendered flame retardant and are prohibited. Any decorative material that is not inherently or manufactured flame retardant (labeled) shall be subject to testing. Materials in violation shall be immediately removed from building.
10. **Fire Safety.** Fire extinguishers, hose cabinets, fire hose connections and other fire appliances shall be maintained clearly visible and accessible at all times. A minimum of 3 feet clearance shall be provided.
11. **Pallets/Crates.** All event related pallets and crates must be removed from the facility by the end of the contract load-out time. A disposal fee for each remaining empty pallet and/or crate will be added to the final invoice, as well as any damage due to the improper use.
12. **Plumbing.** All plumbing services are provided Exclusively by the Palm Beach County Convention Center. Exhibitors requesting these services must make arrangements for such services through the Convention Center by completing the Exhibitor Services Order Form. All requirements must be given no later than two weeks out prior to the event. Licensee will have final approval of all orders five business days before the event.

The Palm Beach County Convention Center does not provide equipment for ongoing service needs (i.e., spa or pool filtering or heating systems). A drain service will consist of the simple emptying of a container into a city storm drain. The water must be uncontaminated, untreated, and not cause a hazard to the environment. Water supply and drain service fees are based on gallons of usage. The exhibitor assumes all risk and responsibility for damage caused by water, sewer, and drain leaks.

13. **Pressurized Tanks.** Pressurized tanks and other similar hazards shall be properly secured to prevent tipping over or damage (i.e.: helium tanks). Portable holders will be allowed.
14. **Rigging.** Rigging must have approval prior to the event date and must be installed by certified and insured contractors.

COOKING, WARMING AND HEATING DEVICES

Cooking and/or warming devices that produce grease laden vapors shall be electric. Exception: Approved cooking devices that use no more than (2) 10-ounce non-refillable LPG containers having a maximum water capacity of 1.08lb per container connected directly to the appliance at any time, shall be allowed.

Containers shall not be manifolded. Sterno may be used for warming trays. Other open flame devices are prohibited. Cooking devices shall be approved by a recognized testing laboratory (i.e., UL or FM). Heating devices are allowed where the venting will meet indoor air quality or proper venting is provided. Cooking/ warming devices, and/or heating products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth, or providing a sturdy, mounted separation shield between the device and the public.

1. Individual cooking/warming devices shall not exceed 288 square inches of surface area, approximately 12"x24".
2. The surfaces on which cooking or cooking appliances are located shall be constructed and arranged such that proximity to combustibles will not pose a fire danger. When cooking equipment generates high temperature heat, the surface will be provided with adequate protection.
3. Fire protection shall be provided with any booth utilizing cooking/warming devices with no vegetable or animal oils and fats. Each device must meet one of these two (2) requirements:
 - A 20B:C extinguisher and a lid for smothering, or
 - An approved automatic extinguishing system (hood system).

Note: For multiple devices, one 20B:C extinguisher per booth is acceptable, but each device must have a smothering lid. Extinguishers shall be no more than 30' from the cooking equipment.

4. Any additional requirements shall be determined by the Palm Beach County Fire Department Bureau of Safety Services for each event.

FOOD SHOW GUIDELINE

All food and beverages within the PBCCC are operated and controlled by Ovarions, our exclusive food and beverage provider. Special contracts are required for food shows when food will be prepared or distributed on PBCCC property.

Cooking and/or warming devices that produce grease laden vapors shall be electric. Exception: Approved cooking devices that use no more than (2) 10-ounce non-refillable LPG containers having a maximum water capacity of 1.08lb per container. These devices are to be connected directly to the appliance at any times.

Fire Extinguishers are required and must be readily available within any booth in which cooking will be taking place. Exhibitors using heated oil or grease for cooking (or for any other purpose), must have a type "K" fire extinguisher present. Fire code prohibits the use of any type "B" extinguisher for the purpose of extinguishing a cooking oil or grease fire.

If approval has been provided by the PBCCC, the following cooking regulations apply:

- Individual cooking/warming devices shall not exceed 288 square inches of surface area, approximately 12"x24".
- The surfaces on which cooking or cooking appliances are located shall be constructed and arranged such that proximity to combustibles will not pose a fire danger. When cooking equipment generates high temperature heat, the surface will be provided with adequate protection.
- Electrical appliances, sternos and hot plates are the preferred method for cooking.
- Gas Stoves are permitted but may only be used in the exhibit halls near the columns. Please refer to building services pricing for the cost of a gas hook up.
- Fryers are permitted only if they have an airtight cover and with permission of PBCCC management. Open fryers are strictly prohibited as grease and oil vapors will damage the HVAC equipment.
- Propane cooking is permitted but only with tanks of five pounds or less. Tank must be secured in an upright position to avoid tipping over. Any reserve tanks must be secured and stored outside the facilities.
- Flame grills are permitted based on space availability outside of the exhibit hall on the loading dock. Dock space must be arranged in advance with permission of PBCCC management.
- Charcoal or wood use for cooking is strictly prohibited.
- Sinks for handwashing and/or cleaning must be provided with an adequate supply of hot and cold water, along with a drain. PBCCC will not provide any hot water heaters.
- Cooking is prohibited under any canopy or structure within the buildings.
- Cooking/ warming devices, and/or heating products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth, or providing a sturdy, mounted separation shield between the device and the public.
- All cooking equipment must be used only on non-combustible surfaces.
- Grease and waste should only be disposed of in the designated grease barrel locations. Please do not use restrooms or exhibitor clean up room for disposal. Failure to comply could lead to a building clean up fee.
- Any additional requirements shall be determined by the Palm Beach County Fire Department Bureau of Safety Services for each event.

DISPLAY OF MOTORIZED VEHICLES

Both the Fire Department and your Event Manager must be notified in advance if motorized vehicles are to be displayed during an event.

1. Motorized Vehicles displays must comply with the following and any additional rules and regulations required by the Fire Marshal:
 - Vehicles must have at least six feet (6') of spacing between each.
 - Fuel in the fuel tank shall not exceed one quarter (1/4) of the tank capacity or 5 gallons (18.9 L), whichever is less.
 - All fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors.
 - At least one battery must be disconnected from the ignition. Electric vehicles must have their battery disconnected once placed in position. If unable to disconnect the battery due to battery location, then the ignition fuse must be removed.
 - A Visqueen or other liquid-proof barrier must be placed under each car to catch any leaking fluids.
 - No vehicle may be started or operated within any assembly building during show hours without approval of the Fire Marshal.
 - Adding or removing fuel on site is prohibited (must be done outdoors).
 - Vehicle keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in event of emergency.
 - If the vehicle is to be kept in the facility overnight a set of keys must be left with the PBCCC Security office. Keys to the vehicle will be locked in a safe in the office.
 - No tracked or studded tires may be driven across exhibit hall or carpeted floors. Convention Center staff and/or management reserves the right to restrict the movement of any vehicle per their discretion.
 - Floor plans must indicate where vehicles are to be located.
 - Placement of display vehicles in carpeted areas requires the prior written approval of the General Manager or designee. Licensee must submit a written request by no later than 30 days prior to the event.
2. Fire protection for motor vehicle events shall be approved by the Palm Beach County Fire Department. The level of protection required shall be determined for each event.