

## Exhibitor Guidelines

Welcome to the Emerald Coast Convention Center. Please review all exhibitor guidelines carefully. Our goal is for you to have the most enjoyable and profitable exhibitor experience possible, and these guidelines are truly your outline for success. We are here to assist you in any way possible, so please feel free to contact us at [exhibitor@co.okaloosa.fl.us](mailto:exhibitor@co.okaloosa.fl.us).

### Adhesives

Adhesive-backed (stick-on) nametags, stickers and decals are strictly prohibited and may not be distributed or used for any purpose within the ECCC. Appropriate adhesives may be used on Emerald Coast Convention Center (ECCC) floors, walls or other surfaces if client is given prior approval by an ECCC representative. All adhesives must be approved prior to use. Approved adhesives may be purchased from the ECCC. In all situations, regardless of type of adhesive used, the client is responsible for removing all adhesives and adhesive residue. The client is also responsible for any damage that is caused to any ECCC facility surface by the adhesives and will be charged appropriate cleaning fees or damage fees for repair, repainting, etc. Clients who do not remove tape and residue will be billed for all labor and material charges for the ECCC staff to remove tape and residue.

### Americans With Disabilities Act

The Emerald Coast Convention Center offers many features that make our facility friendly to our guests with disabilities. These features include accessible parking, automatic entrance doors, wheelchair accessible elevator, wheelchair lift for stage, accessible restrooms, and assistive hearing devices. Please advise us thirty (30) days in advance of any delegates with special needs. We suggest that you include an area on your registration form to allow individuals with disabilities to indicate any special needs they may have.

### Animals

With the exception of guide, signal or service dogs, animals are not allowed in the facility without prior approval. Approval is based on whether the animal is legitimately part of a show, exhibit or activity requiring use of animals. If allowed, show management is ultimately responsible for the liability associated with animals and their sanitary needs.

### Audio Visual

Audio visual equipment is provided in house by the Emerald Coast Convention Center. Groups are permitted to bring in third party audio visual suppliers, but shall incur patch fees for the use of the ECCC's house sound system and the cost for any electrical needs. See the Audio Visual Request Form in your Exhibitor Packet to order AV equipment.

### Banners and Signs

Please advise your Event Coordinator in advance of the quantity, size and exact location of your banners. Charges will be incurred for hanging banners. See the Exhibitor Request Form in your Exhibitor Packet to arrange banner hanging.

### Bottled Gas

Day tanks of bottled gas may be used during show hours for cooking or demonstration purposes. Tanks must have a release valve and be removed from the ECCC daily at the close of the event. At no time can tanks be stored in the ECCC. A 2A40 BC fire extinguisher with current certification is required within ten feet of the cooking device. The Okaloosa Island Fire Department requires a Level II Fire Watch for exhibits that use liquid propane for cooking or other activities.

### Cleaning

Exhibitors are responsible for cleanup of their rented booth. Please dispose of all trash in the proper receptacles provided by the ECCC. The Exhibit floor is to be returned to ECCC in the same condition it was received. If the floor is not returned in such condition, ECCC will clean the area and bill you for the costs incurred, including the removal of tape and tape residue.

### Cooking

Any fryer that releases grease-laden vapors will need to be self-enclosed and UL approved. Tableside cookers/gas-fired devices are permissible only when fueled by no more than two ten-ounce, LP-capacity, non-refillable, butane containers. The butane containers must be removed daily at the close of the show. Standard propane gas grills are only allowed outside the building. If cooking oil is used by vendors, it is the vendor's responsibility to move used oil into the appropriate disposal container as designated by ECCC Management. Exhibitors shall comply with all Okaloosa County Health Department rules and regulations. Exhibits involving cooking or food preparation must provide a cleanup area. A four-foot space or barrier to separate the public from a cooking, open flame or heat-producing appliance is required. Anyone planning to cook during an event must fill out the Cooking and Heat Producing Devices form.

### Credit Card Lines

Lines for credit card machines can be set up in booth spaces. All machines must be programmed to dial 9 for an outside line. See the Exhibitor Request Form to place an order.

### Damages

As the licensee who has contracted for the use of the facilities, you are responsible for any damage caused by your staff, contractors, exhibitors, or attendees. A pre- and post-walk through of your contracted areas must be scheduled with your Event Coordinator.

### Decorations

The use of helium/Mylar balloons, glitter, silly string, gel beads and confetti are prohibited unless given prior written approval by the ECCC Management. If using rose petals, a protective floor covering must be used. Cleaning and/or removal of décor items such as confetti, streamers, balloons, gel beads, rose petals, etc. will incur additional charges.

### Electric

Trade show electric price is dependent upon requirements. Exhibitors must turn off all booth lights at the close of the show each day. Exhibitors needing overnight electric service should indicate such on their request form. See the Exhibitor Request Form in your Exhibitor Packet.

### Elevator Usage

The elevator located at the north entrance to the ECCC is for patron's use only. It is not a freight elevator and may not be used for exhibitor load in/load out. Carts are not allowed on the elevator. If the elevator is used for freight, show management will be responsible for fees incurred to post security personnel at the elevator.

### Facility Doors

Exhibitors loading in very large items must work within the limits of the ECCC load-in doors. The rollup doors to the loading dock and into Ballroom I measure 14' x 14'. The rollup door at the northwest corner of Ballroom I measures 13' x 13'. All doors leading into the ballrooms and meeting rooms measure 13' x 13'. Rollup doors will be raised/lowered by ECCC staff only.

### Fire Department

When assistance is needed from the Okaloosa Island Fire Department, this will be coordinated through the ECCC at the expense of the client. Fire assistance (Level I or Level II Fire Watch) will be necessary for events that contain any open flame or cooking outside of the kitchen, have a high volume of occupancy (above 2,200), or events that use pyrotechnic or outdoor flammable displays. The ECCC reserves the right, along with the Okaloosa Island Fire Department, to determine those needs.

- Level I Fire Watch – One Firefighter from the Okaloosa Island Fire Department
- Level II Fire Watch – One Engine Company and Three Firefighters from the Okaloosa Island Fire Department

### Fire Regulations

All materials brought into the ECCC (i.e. table coverings, drapes, signs, etc) must be flame resistant and are subject to inspection by the Fire Marshal. Exhibitors, contractors and clients must comply with all federal, state and local fire codes dealing with public assembly. Care should be taken not to obstruct any fire hose, hydrants, extinguishers, pull boxes, entrances or exits.

### Floor Plans

Before commencing the sale of your exhibit space and entering into contracts with your exhibitors, floor plans must be approved by your Event Coordinator. Please note that for safety reasons, all exits, entrances, air supply vents, ramps, sidewalks, hallways, stairways, elevators, and aisles must be kept clear at all times. Exit signs must be kept visible at all times. Fire extinguishers, fire protection valves and fire hose cabinets must be kept clear at all times.

### Floor Protection

No forklifts are allowed in the Ballrooms or Meeting rooms without prior approval from the Operations Manager. To preserve the beauty and prevent damage to the carpeting, exhibit hall flooring and flooring in the common areas, only approved, non-residue tape can be used on these surfaces. Please check with your Event Coordinator for more details. This policy applies to all taping applications including, but not limited to, carpeting, cords and displays. The client and client's service contractors are responsible for the removal of all tape and tape residue. Should the client or service contractor fail to remove the tape and/or residue, the client will be charged for the labor and materials used to remove the tape and/or tape residue. See the Furnishings Request Form in your Exhibitor Packet.

### Food and Beverage

ARAMARK is the in-house provider of food and beverage at the Emerald Coast Convention

Center. A complete range of services is available to you including catered meals and banquets, coffee and refreshment services, receptions, crew/staff and green room catering, concessions and exhibit booth services. See the Catering Request Form in your Exhibitor Packet to order food and beverage services.

### Forklifts

Forklifts used inside the facility must have white, no-mar tires. The client or exhibitor may rent the ECCC's forklift with driver on an hourly basis. Contact your Event Coordinator for pricing.

### Furnishings

All orders for additional furnishings must be received by the ECCC 14 days prior to the show to receive the advanced rate. All orders placed within 14 days of the show will be charged the standard rate. See the Furnishings Request Form in your Exhibitor Packet. If a contracted convention services company is providing this service exclusively, products must be ordered through them.

### Heat Producing Devices

If heat producing devices are used in the facility, an insulator, such as a pan or block of wood, must be used between the device and any ECCC surface or furnishing. Heat producing devices include all cooking devices such as fryers and burners, hair dryers, curling irons and hot glue guns.

### Hours Of Operation

The administrative office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Building access during events varies by event and specific times may be requested by the licensee. Activity between the hours of 12 midnight and 6 a.m. may result in additional charges.

### Internet Services

Complimentary wireless internet is available throughout the Emerald Coast Convention Center. Hard-wired internet lines, as well as VOIP phone lines, are available. See the Exhibitor Request Form in your Exhibitor Packet.

### Load In/Out Procedures

The client must provide the ECCC with a load in/load out schedule and exhibit layout. The loading dock will be open for all vendors during the scheduled move-in time. All loading and unloading must take place at the loading dock area. Vendors must bring with them any items they require to load in and out of the ECCC; for example—flatbeds, dollies or any other mechanical devices to assist with the load in and out process. The ECCC prohibits loading in/out through the main lobby and/or front doors. All vendors must unload their vehicles at the loading dock in a timely manner. Vendors must unload and move their vehicles immediately. Vehicles may not be left on loading dock while vendors set up their booth. Personnel will be provided at client's expense to ensure control of this load in/out process. Once unloaded and before setting up the booth, please move your vehicle into a designated parking space in the garage located underneath the building. Please obey all traffic signs while on ECCC property. "No parking zones," as well as other restricted areas, will be strictly enforced, and vehicles will be towed at the owner's expense. Load in must be complete and all carts, flatbeds, dollies, etc. must be removed from the show floor before the event can begin. All vendors needing loading/unloading assistance need to make arrangements by calling the ECCC at (850) 609-3800 at least two weeks

prior to the show date. Labor rates will apply.

### Occupational License

A County Occupational License is required when the event meets one or more of the following criteria:

- A vendor is selling something within the ECCC;
- A vendor is selling something in the parking lot;
- A vendor is selling something in a portion of the event that takes place off ECCC property (Marler Park, Boardwalk, etc.).

Contact the Okaloosa County Tax Collector's Office for procedures for acquiring this license.

### Outsourced Additional Equipment

Arrangements may be made with your Event Coordinator to rent equipment in addition to regular inventory. The cost of the additional equipment plus a 15% coordination fee will be assessed.

### Parking

The main parking lot is located adjacent to the facility, and an under-building parking area is available as well for a total of 512 spaces. The clearance to the under-building parking area is 6'6". Three additional public parking lots are located nearby. All parking is free. No overnight parking is allowed.

### Parking Lot Guidelines

Up to one-half of the parking lot is available to rent for displays and shows. Tents are permitted in the parking lot; however, no holes may be made in the pavement. Tents must be secured by cement ballasts, water barrels or comparable securing systems. All motorcycles, boats, trailers and other displays with hitches or kickstands for display either in the grass or on the asphalt must have a 1' x 1' piece of wood, plastic or other suitable material under the kickstands or trailer hitches to prevent damage to the landscaping and asphalt. Palm trees must not be used for support of tents. No nails or spikes may be used on any surface, including the grass and asphalt. Any damage caused by violation of these regulations will be invoiced after the event. Client must leave the parking lot in the manner in which it was rented. If excessive cleaning is required as determined by the ECCC management, additional cleaning and/or damage fees will be billed post event. During events in the parking lot, no horn blowing, engine racing, or loud music is allowed.

### Prefunction Hallways

A room rental includes the use of the prefunction space directly in front of the contracted room. The following restrictions apply:

- An eight foot aisle must remain open in all prefunction space. Tables, chairs, signs, exhibits, etc. must be placed to ensure an eight foot clearance;
- ECCC furnishings and plants may not be moved by clients;
- Only black executive chairs may be used in prefunction areas. Banquet chairs may not be used in prefunction areas due to the damage that may be caused to flooring;
- Any items placed in the prefunction areas must have rubber feet to protect the flooring. Carpet squares may also be used;
- Depending on the display, pipe and drape may be required to protect artwork;
- Prefunction space may not be used as meeting space. Commonly accepted use of prefunction space is for registration, check-in, greeting, and display.

### Rigging

All rigging that is installed at the Emerald Coast Convention Center must be approved and installed by our rigging staff. Rigging points are only available in the Ballrooms. All rigging must conform to the structural engineering design of the building.

### Security

The ECCC maintains an exclusive in-house security operation. Our trained building security staff maintains security coverage for the ECCC's perimeter areas, internal corridors and life safety alarm system. Security staff will open and secure exterior and interior access doors, as well as monitor internal traffic flow. The ECCC requires certain events to provide minimum levels of security coverage in any leased space and other areas (i.e. docks, public access areas, registration areas, box office, etc.). Such coverage will be at client's expense.

### Smoking

The Emerald Coast Convention Center is a non-smoking facility at all times. Smoking will only be permitted in the designated smoking areas located on the east and south patios. Absolutely no smoking is permitted on the loading dock.

### Storage

There are no storage facilities on site; therefore, the Emerald Coast Convention Center cannot accept any advanced shipments. Please make arrangements with show management for any items needing to be stored before the scheduled move-in day. Any freight scheduled to be delivered to the ECCC during the designated move-in period must be labeled with the name of the show and show management. The ECCC will not accept C.O.D. shipments or any other costs associated with freight delivery/pick-up. All freight left in the ECCC at the end of the show will be disposed of at the owner's expense. It is the responsibility of the exhibitor to arrange for pick-up of any items needing to be shipped at the end of the show.

### Tape/Residue

The use of duct tape and packing tape is prohibited in the ECCC. If it is necessary to hang/tape an item to the wall, please check with ECCC staff to ensure that proper tape is used. Charges may apply for materials needed. The use of tacks, nails or any other device used to secure draping to the tables is strictly prohibited. Please do not mark with chalk on any carpeted area inside the ECCC. Any damage done to the carpet, furniture or walls will be billed directly to the exhibitor or client as determined by ECCC Management.

### Telecommunications

Telecommunications is an exclusive service of the ECCC. We offer standard analog and digital telephone lines for incoming/outgoing telephone calls, faxes and credit card use. We are also equipped to manage digital multi-line telephones and special features such as voicemail. See the Exhibitor Request Form in your Exhibitor Packet.

### Temporary Use Permit

A Temporary Use Permit is necessary when some portion of the event (minus parking) takes place off ECCC property such as Marler Park, Boardwalk area, etc. Contact the Okaloosa County Tax Collector's Office for procedures for acquiring this permit.

### Transportation

Subject to availability, the ECCC may be able to coordinate your transportation needs. Arrangements must be made prior to your event. Conditions and charges may apply. Contact your Event Coordinator to arrange transportation.

### Vehicles in the Facility

No vehicles of any kind (except vehicles to be actually displayed as part of the show) will be allowed to be driven into the facility by anyone other than ECCC Staff. For liability reasons, staff personnel will drive all display vehicles inside the facility. The client will be billed for any damage caused to the facility.

Vehicle regulations:

- All vehicles must be free of mud, dirt, oil, water, etc. and must be free of leaks;
- All fuel tank openings shall be sealed in an approved manner to prevent the escape of vapors;
- Fuel tanks shall not contain in excess of one-quarter of the tank's capacity;
- At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped. Batteries used to power auxiliary equipment shall be permitted to be kept in service;
- Fueling or defueling of vehicles shall be prohibited inside the building;
- All vehicles must have a drip pan for fluid leakage kept underneath the vehicle;
- Carpet squares are needed under each tire and trailer hitch to prevent carpet damage. The ECCC can supply these if necessary;
- A vehicle cannot be moved during exhibit hours without prior written approval from the ECCC.

### Welding and/or Cutting Equipment

Welding and/or cutting equipment is prohibited in the ECCC except as part of an exhibit, which must be approved by the Okaloosa Island Fire Rescue Services Department through ECCC Event Coordination. A Level II Fire Watch will be required.

### Getting Here

Emerald Coast Convention Center  
1250 Miracle Strip Parkway SE  
Fort Walton Beach, FL 32548

Driving or flying, the Emerald Coast is easily accessible. Interstate 10 to the north and U.S. Highway 98 along the beach make for a picturesque drive. Northwest Florida Regional Airport (VPS) is a short drive from the Emerald Coast Convention Center, and the Pensacola International Airport (PNS) is just an hour to the west. To the east, near Panama City, is Northwest Florida International Airport (ECP). Destin Airport (DTS) serves private and small charter aircraft and is only moments away.

