



# Civic Center Event Planning Guide

## Port St. Lucie Civic Center

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If you need ADA assistance regarding this document, please contact us.

Policies, specifications, rental rates and equipment rental charges noted herein are subject to change without notice and supersede any version of this guide printed prior to March 2019. This Event Planning Guide and its contents are incorporated by direct reference in your Authorized User Agreement. Circumstances and operations not covered in these rules and regulations will be subject to interpretations, stipulations, and decisions deemed necessary and appropriate by the Civic Center Director.



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We have prepared this event planning guide to provide you with basic information about the Civic Center and to guide you through the initial planning process. We also encourage you to stay in contact with our dedicated staff who are ready to assist you in planning your successful event.



# General Information – About Us

## OUR MISSION

The Civic Center is a local, state and regional special event center of the City of Port St. Lucie. By hosting events and offering a variety of services, the Civic Center showcases and provides economic benefit to the City and the Treasure Coast. We will provide an exceptional product, in a safe environment, while maintaining the integrity and financial health of the facility.

## THE FACILITY

The Port St. Lucie Civic Center is a 100,000 square-foot facility featuring two beautifully appointed Ballrooms, spacious lobby, art gallery, fitness center and outdoor Village Square with stage. Located along Florida's Treasure Coast, midway between Orlando, Miami and Tampa, the Civic Center is dedicated to hosting banquets, meetings, conferences, weddings, expositions, tradeshows, concerts, performing arts, festivals, and sporting events.

## THE CITY OF PORT ST. LUCIE

The City of Port St. Lucie is proud to be a hometown where people live, learn, work and play, and celebrate all of life's opportunities and dreams. According to the United States Census Bureau's 2016 population estimate, Port St. Lucie is the 8th largest city in Florida with over 189,300 residents. Currently, it is the 3rd largest city in South Florida and the 8th largest city in Florida, surpassing Fort Lauderdale's population of 178,752. It occupies an area of 120 square miles in St. Lucie County on Florida's east coast, about 50 miles north of West Palm Beach, halfway between Miami and Orlando.

Average temperatures range from 64 degrees in February to 82 degrees in August, making the city and surrounding area a tourist destination and nature lover's paradise. The attractive environment including the top-rated park system, golf courses, St. Lucie River, and growing arts and performance community stand out as key reasons for the city's growth in recent years.

Port St. Lucie also attracts a vibrant mix of people because of its low crime rate, diverse housing stock, abundant open space and because of the optimistic vision of the people who live here. As a growing community, the city offers diverse economic opportunities, clear guidelines for prosperous and sustainable growth, and state-of-the-art infrastructure ready to support development and investment. Additionally, the city government is committed to delivering outstanding public services that enhance the community and the quality of life for people of all ages. There are traditional suburban neighborhoods, new mixed-use neighborhoods with a variety of housing types in walking distance to retail and dining establishments, and the beginning stages of a downtown that will integrate urban commercial development with outdoor nature trails, waterways and social opportunities.

In other words, there is plenty of room to grow for businesses, for families, and for people seeking the amenities of a big city while enjoying the comforts of a familiar hometown.

For more information on the City of Port St. Lucie and the Treasure Coast, visit these websites:

- [www.cityofpsl.com](http://www.cityofpsl.com)
- [www.visitstlucie.com](http://www.visitstlucie.com)
- [www.stluciechamber.org](http://www.stluciechamber.org)





# Directions/Parking

## INTRODUCTION

The Civic Center is located just 5 miles from Florida’s Turnpike, and 10 miles from Interstate 95.

- Florida’s Turnpike Mainline begins from I-75 approximately 60 miles northwest of Orlando and continues southwest through Port St. Lucie. From Port St. Lucie, the turnpike continues south to Miami.
- Interstate 95 follows Florida’s east coast from Miami to Jacksonville and continues north through Georgia.

## DIRECTIONS TO THE CIVIC CENTER

- **From I-95 South:**
  - Take Exit 118 – Gatlin Boulevard
  - Turn Right onto SW Gatlin Boulevard
  - Turn Left on SW Port St. Lucie Boulevard
  - Turn Left onto Veterans Memorial Parkway
  - Cross US1 and turn Right onto Civic Center Place
  - Civic Center will be on your left
- **From I-95 North:**
  - Take Exit 121 – St. Lucie West Boulevard
  - Turn Left onto St. Lucie West Boulevard (St. Lucie West Blvd becomes Prima Vista Blvd)
  - Turn right onto US1 and turn Left onto Walton Road Turn right onto Civic Center Place
  - Civic Center will be on your left
- **From Florida’s Turnpike:**
  - Take Exit 142 – Bayshore Boulevard
  - Turn Right on SW Port St. Lucie Boulevard
  - Turn Left onto Veterans Memorial Parkway
  - Cross US1 and turn Right onto Civic Center Place
  - Civic Center will be on your left

## MILEAGE FROM

- |                             |                           |
|-----------------------------|---------------------------|
| • West Palm Beach: 52 miles | • Jacksonville: 240 miles |
| • Ft. Lauderdale: 93 miles  | • Tallahassee: 370 miles  |
| • Miami: 120 miles          | • Valdosta: 350 miles     |
| • Orlando: 122 miles        | • Atlanta: 560 miles      |
| • Tampa: 165 miles          | • Mobile: 620 miles       |

## DRIVING TIME

- Palm Beach International Airport (PBI) – West Palm Beach, FL (PBI): 58 minutes/52 miles
- Melbourne International Airport (MLB): 76 minutes/67 miles delete line space below
- Fort Lauderdale-Hollywood International Airport – Fort Lauderdale, FL (FLL): 1 hour, 40 minutes, 99 miles
- Orlando International Airport – Orlando, FL (MCO): 1 hour 49 minutes/122 miles

## DIRECTIONS TO LOADING AREAS

- **Emerald Ballroom Loading Area:** The larger loading area for the Emerald Ballroom is located on the south end of the facility.
- **Circle Loading Area:** The circle loading area for both the Emerald Ballroom and Ruby Hall is located on the southwest corner of the facility, accessible from Civic Center Place.



# Parking & Transportation

## PARKING

A 6-story parking garage is located southwest of the Civic Center. There are also two parking lots and ample street parking surrounding the facility.

- **Location** - Civic Center parking lots can be accessed from the following streets:
  - Welcome Lane
  - First Street
  - Main Street
- **Specifications**
  - 1502 public parking spaces
  - 30 handicapped parking spaces
- **Rules and Regulations**
  - Vehicles more than 19' in length will require special pre-planned accommodations
  - Vehicles illegally parked in handicapped spaces may be ticketed and/or towed at the owner's expense
  - No loitering in parking garage or lots

## TREASURE COAST CONNECTOR

County wide bus system features hourly service to the Civic Center from 6 a.m. to 8 p.m., Monday through Friday, and 8 a.m. to 4 p.m. on Saturday. For more information visit [TreasureCoastConnector.com](http://TreasureCoastConnector.com) or call (772) 464-8878.

## STREET/LANE CLOSURES

To coordinate the closing of lanes of traffic on the streets immediately surrounding the Civic Center, please contact your Event Specialist.



# Civic Center Overview

## GENERAL CIVIC CENTER SPECIFICATIONS

- Total Building Space: 100,000 square feet under roof
- Over 19,000 sq. ft. of column free, flat floor space with a flexible, sound-proof, moveable wall divider system
- Emerald Ballroom: 13,372 square feet
- Ruby Conference Hall: 6264 square feet
- Lobby Space: 6,420 square feet
- Art Gallery: 1,900 square feet
- Plaza Boardwalk: 3,665 square feet
- Front Plaza: 30,000 square feet
- Village Square and Stage: 60' wide x 40' deep stage on 60,000 square feet of grounds
- Capacity: Entire facility can accommodate up to 3,000 people, depending on set-up
- Loading areas: 2 dedicated loading areas
- Overhead doors/Doorway Dimensions: 12' x 12'
- Permanent Reception Area in Lobby - 1
- Parking: Over 1500 on-site parking spaces
- Flooring: Carpet in Ballroom and Conference Hall, tile throughout Lobby, Art Gallery and Hallways.
- Sporting Events: 12,544 square feet of sports court
- Capacity for 154 trade show booths (8 x 10)
- Floor boxes in Ballrooms accommodate electrical
- In-house, Audio/Visual Production and communication capabilities
- Ballroom Floor load (3000 lbs. / sq. ft.)



# General Room Specifications

			SET UP CAPACITIES (# of people & booth layout)			
BALLROOMS	Sq. Ft.	Room Dimensions	Banquet Style 6' Round Tables	Classroom Style 6'x18" Table Rows	Theater Style Chairs Only	Booths
<b>Ruby Hall</b>	<b>6264</b>	<b>58' x 108'</b>	<b>290</b>	<b>300</b>	<b>800</b>	<b>34</b>
Ruby 1	986	29' x 34'	50	40	90	4
Ruby 2	918	27' x 34'	40	32	72	7
Ruby 3	1972	58' x 34'	110	110	270	9
Ruby 4	986	29' x 34'	50	40	90	4
Ruby 5	916	27' x 34'	40	32	72	7
Ruby 1 & 2 or 4 & 5	1904	56' x 34'	90	72	162	9
Ruby 1, 2 & 3 or 3, 4 & 5	3944	58' x 68'	200	180	490	23
<b>Emerald Ballroom</b>	<b>13372</b>	<b>93' x 95'</b>	<b>900</b>	<b>720</b>	<b>1854</b>	<b>80</b>
Emerald 1	1377	51' x 27'	80	54	132	8
Emerald 2	1734	51' x 34'	110	72	192	9
Emerald 3	1377	51' x 27'	80	54	132	8
Emerald 4	3520	40' x 88'	210	170	502	20
Emerald 5	5406	53' x 102'	350	280	800	33
Emerald 1 & 2 or 2 & 3	3111	51' x 61'	200	144	360	20
Emerald 1, 2 & 3	4488	51' x 88'	280	216	576	29
Emerald 1 - 4	8008	91' x 88'	490	432	1012	54
Emerald 4 & 5	8835	91' x 88'	640	482	1134	58
<b>Lobby</b>	<b>6420</b>	<b>130' x 49'</b>	<b>200</b>	<b>100</b>	<b>320</b>	<b>30</b>
<b>Art Gallery</b>	<b>1901</b>	<b>36' x 53'</b>	<b>120</b>	<b>72</b>	<b>170</b>	<b>10</b>
EXTERIOR SPACES	Sq. Ft.	Area Dimensions	Banquet Style	Classroom Style	Theater Style	Booth
Garage – per floor	46812	188' x 249'	For set up in Exterior Spaces, please see your Event Specialist.			
South Lot	47200	160' x 295'				
West Lot	68440	236' x 290'				
Front Plaza	30000	230' x 130'				
Village Square & Stage	35750	300' x 160''				
RECREATION SPACES	Sq. Ft.	Room Dimensions	Banquet Style	Classroom Style	Theater Style	Booth
Activity Room	1590	30' x 53'	60	44	126	7
Gymnasium	12544	128' x 98'	800	600	1488	70
Room A	1451	36' x 42'	90	90	230	7
Room B	1605	49' x 40'	120	90	230	7
Room A & B	3065	87' x 40'	210	180	440	16

**Black Bold Text = Entire Room**



# Facility Booking Policy

## AGE REQUIREMENT

Rentals of the Civic Center are accepted starting at twenty-one (21) years of age.

## APPROVAL

Use of the Civic Center will be contracted on a first-come, first-served basis. An event will be regarded as “definite” following the execution of an Authorized User Agreement and payment of deposit. The parameters for issuing and executing an Authorized User Agreement are dependent upon the type of event being considered.

## DEPOSIT

Once an Authorized User Agreement is signed by the Authorized User, a 50% deposit of total fees is due.

## NON-PROFIT RATES

Groups requesting the non-profit rate must provide official documentation of the contracting group’s non-profit status in the form of a copy of their IRS 501(c)(3) approval. Groups requesting tax exempt status must provide official documentation of the contracting group’s tax-exempt certificate in the form of a copy of their DR-14. The name on the DR- 14 (Tax Exempt Certificate) must match exactly the Authorized User’s name as it appears on the Authorized User Agreement.

## INCLUDED IN RENTAL SPACE

Included in the meeting room space rental fee: overhead lighting, HVAC, one standard room set-up (theater, classroom, conference, hollow-square, banquet, u-shape) which includes tables, chairs, podium, an American and State of Florida Flag, a registration table, and housekeeping of restrooms, lobbies, corridors, and other public areas. Also included is the non-exclusive use of all public areas including the parking lot and parking garage. Labor includes the assistance of an Event Specialist and/or appropriate staff member to assist with event planning, certified room diagram and event day assistance from set up to tear down.

## RENTAL TIME PARAMETERS

The Authorized User Agreement states the time frame that the space is blocked for the Authorized User. Early arrivals and late check-outs may be authorized by the Civic Center. Blocked time is to include the set-up and breakdown times.

## STORAGE

Storage space is limited. Please discuss pre-event and/or post-event space to accommodate early deliveries or storage of event components.

## REFERENCES

An Authorized User may be required to supply venue references as deemed necessary prior to renting the Civic Center.

## CHARGING ADMISSION

Admission fee to Authorized User’s event must be specified in Authorized User Agreement. Please discuss your event admission fees, registration or ticketing with your Sales Specialist. Please see Box Office Policy on page 10-11 for further information and service available.

## CANCELLATION

If the event is cancelled by the Authorized User less than one hundred eighty (180) days prior to the first move-in date, deposits are non-refundable.





## **DAMAGE DEPOSIT**

A damage deposit may be required based on the event activity.

After the rental period expires and no damage fees or other charges have been assessed, the damage deposit will be refunded.

The Civic Center reserves the right to retain a damage deposit in part or in whole for services that remain unpaid at the end of the event. Should the damage exceed the amount of the damage deposit, Civic Center staff will issue an invoice detailing the repair and costs. Payment is due within ten days.

The Civic Center reserves the right to increase the amount of the damage deposit based on event history at other venues or at the Civic Center.

## **SAFETY HEALTH & WELFARE**

All activity on the Civic Center property will be conducted according to applicable laws, rules, regulations, and City ordinances.

The Civic Center shall consider the safety, health and welfare of persons, and the security, preservation and orderly use of the Civic Center as criteria for the granting of an Authorized User Agreement.

Courtesy and safety are mandatory. Equipment abuse, profanity, and fighting are unacceptable behaviors. The Civic Center reserves the right to remove any person behaving in an objectionable manner, causing disruption to guests and/or staff, or a vendor within inappropriate or questionable displays, at the expense of the Authorized User.

No persons shall willfully mark, deface, disfigure, tamper with, displace or remove any part of the Civic Center. Persons using the facility shall obey all posted signs.

Children 14 years of age or under must be supervised by an adult throughout the time that they are in the facility, unless children are in a supervised program.



# Event Planning Services

Following the execution of the Authorized User Agreement for your event, the Civic Center will assign an Event Specialist to work with you on event planning and implementation. Your Event Specialist will remain your primary Civic Center liaison through the conclusion of your event. Your Event Specialist will help you to understand the policies and procedures and is responsible for communicating your needs and event requirements to the other Civic Center departments.

## CATERING

### South Florida Carefree Catering

Our award-winning primary Caterer awaits the opportunity to exceed your expectations with their culinary expertise. They strive to provide a wide array of cuisine and to carefully manage your budget. Contact the Food and Beverage Manager at (772) 204-7110 or [carefree.psl@outlook.com](mailto:carefree.psl@outlook.com) for a quote for your event.

The Authorized User may also select from a list of Pre-Approved Caterers at the Civic Center. Please contact your Event Specialist for full details on this program or visit our website: [PSLciviccenter.com](http://PSLciviccenter.com).

## AUDIO-VISUAL

A comprehensive inventory of basic and specialized audio, video, and lighting equipment, along with an experienced team of event professionals, are available onsite. Please discuss your needs with your Event Specialist. You may also bring in a third-party supplier of audiovisual services. Please discuss this with your Event Specialist.

**(See "Appendix B" for Audio/Visual Inventory and Service Pricing)**

- **House Sound:** House sound equipment has the capability to provide sound for meetings and general announcements. Authorized Users organizing an entertainment event (concert, comedy show, etc.) should contract with an outside vendor for entertainment sound and light systems. Some events may be required to "fly" sound and/or lighting depending on the space used and the type of event. Please supply the name of the sound and/or lighting company to your Event Specialist.
- **Audio Levels:** The Civic Center reserves the right to regulate the audio levels of all events. Authorized User must maintain an appropriate audio level so as not to disturb or interrupt other events.

## DECORATIONS

Please discuss the scope of any decorations that are not tabletop or freestanding that will be used within your event with your Event Specialist. Decorations hung from walls or ceilings may be allowed but may require Civic Center staff assistance for installation. Fees may apply. See Appendix B for available Civic Center decorations.

## PETS

No pets are allowed within the Civic Center, except for service animals, unless prior approval is obtained from the Civic Center.

## SPECIAL EFFECTS

For special effects, including fog, smoke, pyrotechnics or vapor, please see Appendix D.

## BOX OFFICE & TICKETING

Etix is the exclusive Box Office and online ticket service provider for the Civic Center.

- a) **Capacity:** Tickets may not be sold or distributed more than the seating capacity.
- b) **Box Office Use & Ticket Takers/Ushers:** The Authorized User is responsible for all costs associated with Box Office Ticketing service, including box office administration set-up/operations, per ticket fees, specialty ticket printing, ticket selling, credit card fees, sales tax, ticket taker, and usher staffing. Contact your Sales Specialist for more details and to make arrangements.
- c) **Ticket Prices:** Tickets must be sold at the price advertised by Authorized User. Any changes in ticket prices shall require confirmation to the Civic Center.



- d) **Consumer Shows:** Consumer Shows may forego using Etix by charging cash or accepting a hard ticket fee at the door. Please discuss with your Sales Specialist.

## **ELECTRICAL & OTHER UTILITIES**

Civic Center electrical staff provides basic event electrical and utility needs for all Authorized Users. Your Event Specialist will coordinate and forward your electrical and utilities needs to Civic Center staff to ensure that your requirements are fulfilled in a timely and cost-efficient manner. See "Appendix B" for electrical and utility rates that apply to exhibitor and tradeshow booths.

## **EQUIPMENT INVENTORY/RENTAL**

The Civic Center is equipped with an inventory of special items (dance floor, lecterns, staging, easels, tablecloths, and much more) available for rent. Please discuss with your Event Specialist. See "Appendix B" for equipment & labor rates.

## **FINANCE**

Room rental charges, catering charges and event expenses are due in full prior to arrival. Please refer to your Authorized User Agreement for amounts and due dates. Invoices for additional goods and services requested will be provided by your Event Specialist; otherwise the Authorized User Agreement shall serve as the total invoice. The Civic Center accepts business/personal checks (up to 14 days in advance of your event), major credit cards (American Express, Visa, Master Card, and Discover), cash and wire transfer for payment of fees. Services requested while on site are due at the end of the event.

## **FLOOR PLANS**

Floor plans for meeting and Ballroom space are designed by your Event Specialist to ensure the fire code requirements are met. You can also access sample floor plans and standard room sets on at [www.PSLciviccenter.com](http://www.PSLciviccenter.com). The Event Specialist will guide you to customize your space.

## **FOOD & BEVERAGE/CONCESSIONS SERVICE**

The Civic Center's primary Caterer, South Florida Carefree Catering, is available to provide catering or concessions for your event. To contact South Florida Carefree Catering, please call the Food and Beverage Manager at (772) 204-7110 or email [carefree.psl@outlook.com](mailto:carefree.psl@outlook.com).

Pre-approved outside caterers may also provide catering for your event. Your Event Specialist can supply the most current list of pre-approved caterers.

## **HOUSEKEEPING**

The Civic Center will keep the restrooms, lobbies, corridors, and other public areas clean and tidy during your event hours. We will also refresh your meeting rooms once daily between sessions and ending each day, should time allow.

## **DISPOSAL OF GREASE & EXCESS TRASH – UTDOOR EVENTS**

For outdoor events with food vendors, Authorized User must supply, protect and promptly remove proper receptacles for the disposal of grease. For all outdoor event trash, two 20 cubic yard open top standard waste containers, 1 recycling dumpster for cardboard and 10 single stream recycling containers (paper, plastic; glass, etc.) are provided for use. For pallets, large items and excessive trash removal, standard rates will apply as per the waste carrier. Please advance your expected disposal needs with your Event Specialist to obtain specific charges.

## **INSURANCE**

All Authorized Users at the Civic Center may be required to provide liability insurance. Please refer to Insurance Sample copy of an acceptable insurance certificate in "Appendix A – Certificate of Insurance".



## **INTERNET & TELECOMMUNICATIONS**

Your internet and telecommunications needs are exclusively provided by the Civic Center, including voice lines, high-speed data lines and wireless internet service. Please contact your Event Specialist for details.

## **VENDORS AND SERVICE PROVIDERS**

To assist with your planning efforts, the Civic Center has compiled a [list of licensed and insured vendors](#) to provide services for your event. You are free to use these or any other vendor of your choice.

## **AUTOMATED TELLER MACHINE**

An ATM is located in the main lobby.

## **LOST AND FOUND**

For inquiries regarding any lost items, contact the Civic Center by calling (772) 807--4488 or email [PSLciviccenter@CityofPSL.com](mailto:PSLciviccenter@CityofPSL.com).

## **OUTDOOR MARQUEE**

The Civic Center's outdoor marquee, located on US Hwy 1, will display the name and date(s) of your event at least two weeks prior the event.

## **BANNERS & SIGNS**

- Event banners that highlight the name and nature of your event may be installed outside the Civic Center during the authorized use period.
- Event T-signs can only be placed on city property rights of way with a City permit. The Civic Center may allow a limited number of event T-signs to be placed on the Civic Center property in specific locations with prior approval. Please discuss with your Event Specialist.

## **INDOOR FLIERS/POSTERS**

- Please supply the Civic Center with flyers to be distributed at the Lobby reception desk and Lobby bulletin board.
- Foamboard mounted posters can also be placed on a Lobby easel.

The Civic Center will also post directional event signage in the Civic Center Lobby and hallways via electronic and standard signage as appropriate prior to and throughout the event.

## **PHOTOGRAPHY/RECORDING**

The Civic Center reserves the right to take photographs or videotape/record events for its own records, publicity and promotional purposes.

## **COPYRIGHTS & PROPRIETARY MATERIALS**

If applicable, the Authorized User shall obtain all necessary licenses and shall pay all costs and fees arising from the use of copyrighted music or dramatic materials, or any other property subject to any trademark, patent or other proprietary right, which is used or incorporated in the event.

## **MUSIC LICENSING**

If applicable, the Authorized User shall bear all Broadcast Music Incorporated (BMI), American Society of Authors, Composers and Publishers (ASCAP), Society of European Stage Authors and Composers (SESAC) or any other music licensing organization charges attributable to this event.



# Food & Beverage Policy

The Civic Center's primary in-house Caterer or pre-approved outside caterers are the only caterers allowed to provide food and beverages in the Civic Center.

## **PRIMARY CATERER & CONCESSIONAIRE**

South Florida Carefree Catering is the primary food and beverage provider for the Civic Center and the exclusive concessionaire and alcoholic beverage service provider. Our goal is to offer the highest quality products and services and deliver truly memorable experiences. Our Executive Chef, Joseph Varrell, and his team of culinary experts welcome the opportunity to customize menus and services to create unique and thematic events. Please contact South Florida Carefree Catering by calling the Food and Beverage Manager at (772) 204-7110 or email [carefree.psl@outlook.com](mailto:carefree.psl@outlook.com). In cooperation with the Authorized User, the Civic Center reserves the right to offer concession services during events.

## **ALCOHOLIC BEVERAGE SERVICE**

Florida Alcohol Beverage & Tobacco regulates alcoholic beverages and service in the state of Florida. As the holder of the alcoholic beverage license for the Civic Center, South Florida Carefree Catering is responsible for the

administration of alcohol. As such, no other entity may sell or serve alcoholic beverages at the Civic Center. Please contact South Florida Carefree Catering by calling the Food and Beverage Manager at (772) 204-7110 or email [carefree.psl@outlook.com](mailto:carefree.psl@outlook.com).

## **PRE-APPROVED OUTSIDE CATERER OPTION**

An Authorized User may select a Pre-Approved Caterer in lieu of the Civic Center's primary caterer. Please contact your Sales Specialist for more information.

- A per-person fee applies.
- The Authorized User is responsible to notify the DBPR (407) 650-5184 at least 3 days prior to the event.
- The Pre-Approved Vendor must be completely self-contained. The Civic Center's kitchen, water, silverware, china, etc. may not be used or rented.
- The Pre-Approved Caterer may only work within the rental space reserved.

Please contact your Sales Specialist for more information.

## **FOOD & BEVERAGE SAMPLING PROMOTIONS**

Please discuss with your Sales Specialist.

## **FLOOR PLANS FOR CATERED EVENTS**

Your Event Specialist will create a custom floor plan for your event at the Civic Center. Floor plans for catered events will illustrate buffet tables, if applicable, and patron seating at tables for all meals served.



# Tradeshow Guidelines

This section will provide you guidelines specific to tradeshow and consumer shows.

## EXHIBITS & SET UP

- Exhibitor Kits, (Appendix C), have been provided for your distribution to Exhibitors. Please forward any Exhibitor needs to your Event Specialist. A list of Exhibitors should be supplied to the Event Specialist prior to move-in.
- Please plan to discuss the following with your Event Specialist:
  - Electrical and other utility needs
  - Booths or displays
  - Storage
  - Freight
  - Equipment needs (forklift, pallet jack, etc.)
  - Floor protection
  - Banners/Signage
  - Security
  - Move-in/move-out
  - Loading areas
  - Vendor Parking

## EXHIBIT & REGISTRATION FLOOR PLAN APPROVAL

- The Event Specialist will provide you with an initial floor plan. This floorplan will include the following:
- Booth configurations, including base dimensions, heights and locations
  - Aisle locations and dimensions
  - Location and dimensions of all fixtures including, but not limited to stages, registration areas, entertainment areas, etc.
  - Location of all entrances and exits
  - Location of all concession stands, if applicable.

If applicable, the Civic Center may submit proposed floor plans to the St. Lucie County Fire Marshal for approval.

## EXHIBIT HALL & LOADING DOCK

- Unless pre-approved, parking in dock areas, exhibit areas, and restricted areas is not allowed. Please discuss special parking considerations with your Event Specialist. Parking permits may be necessary to avoid towing at the owner's expense.
- Vehicles are to be operated in a safe and prudent manner.
- No refueling of vehicles is permitted within fifty (50) feet of the Civic Center.
- At no time may exit doors be blocked or obstructed with freight, equipment, display material, trash or unattended materials.
- Authorized User is responsible for informing all Exhibitors of Civic Center's tradeshow guidelines which can be accomplished by distribution of the Exhibitor Kit.

## EXHIBIT HALL SECURITY

- Authorized User is responsible for their Exhibitors, subcontractors and staff in all areas specifically leased to the Authorized User. The Civic Center may require Authorized User to provide minimum levels of event staff coverage in any leased space and other areas (i.e. docks, public access areas, registration areas, etc.). Such coverage will be at Authorized User's expense.

## GENERAL SECURITY

- **Abandoned Property:** The Authorized User and/or Exhibitors, at the close of the show, must remove all materials from the contracted space. The Civic Center will not provide storage nor ship any abandoned property.



Authorized User shall be liable for the cost incurred in disposing of any materials.

- **Banners & Signage:** Ceiling banners must be hung by Civic Center staff. The Civic Center scissor lift or ladders can only be operated by certified Civic Center staff. Fees may apply. See Appendix B for equipment and labor rates.
- **Billing:** An advance deposit may be required for late hour event related expenses such as Civic Center staffing, utilities, equipment rental, and supplementary rental.
- **Carpet:** All carpeted areas must be protected during move-in and move-out.
- **Damage:** Authorized User will be held liable for any damage caused by Exhibitors.
- **Food & Beverage:** Authorized User may wish to coordinate concession sales to Exhibitors during show hours. Please contact the Food and Beverage Manager at (772) 204-7110 or by email: [carefree.psl@outlook.com](mailto:carefree.psl@outlook.com).
- **Sub-contractors:** Authorized User is responsible for the safety, conduct and performance of their sub-contractors.



# Appendix A – Insurance Requirements

Please find below a summary of insurance requirements for each event type.

## INSURANCE REQUIREMENTS

Insurance Not Required: For basic events of 50 persons or less without audio-visual or catering requirements

### General Liability

- a) **For events 50 persons or less with audio-visual and/or catering requirements:** General Liability Insurance is required and available through the Civic Center’s Tenant User Liability Insurance Program for a nominal fee.
- Attendance 1 to 50: \$89.70

The Authorized User may opt to supply liability insurance through another carrier.

- b) **For personal events up to 1500 persons, such as anniversaries, birthdays, teenage parties, showers and weddings:** General Liability Insurance is required and available through the Civic Center’s Tenant User Liability Insurance Program for a nominal fee.
- Attendance 1 to 50: \$89.70
  - Attendance 51 to 100: \$131.10
  - Attendance 101 to 500: \$200.10
  - Attendance 501 to 1500: \$241.50

The Authorized User may opt to supply liability insurance through another carrier.

- c) **All Other Events:** A certificate of insurance is required to be supplied by an event liability insurance carrier. See “Sample #1 Certificate of Insurance- Liability Only” in the following section.

### General Liability with Business Automobile Liability

General Liability with Business Automobile Liability is required when driving vehicles on loading docks, front plaza, Village Square or into the Civic Center. See “Sample #2 - Certificate of Insurance –Liability and Auto” following this section.

### General Liability with Liquor Liability Insurance

Non-Profit outdoor events selling alcohol, if approved by the Civic Center See “Sample #3 Certificate of Insurance – Outdoor Liability and Liquor” in the following section.





# Sample #1 – Certificate of Insurance – General Liability Only

Required for events of 50 persons or less with audio-visual and/or catering requirements; and personal events up to 1500 persons, such as anniversaries, birthdays, teenage parties, showers and weddings.



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MMDD/YYYY)  
11/1/17

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> ABC Insurance 123 Main Street City, Any State, 55555 Phone – 123-456-7890	<b>CONTACT NAME:</b> Everett Mann	
	<b>PHONE (AG, No ext):</b> (772) 555-1212	<b>FAX (AG,):</b> (772) 555-1213
<b>E-MAIL ADDRESS:</b> My_Contact_e-mail@provider.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> Acme Insurance Company		
<b>INSURER B:</b>		
<b>INSURER C:</b>		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**INSURED**  
 This section shall contain the legal name and business address of the business that entered into the Rental Agreement for use of the Civic Center and/or Village Square

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDC	UBRM	WVD	POLICY NUMBER	POLICY EFF (MMDD/YYYY)	POLICY EXP (MMDD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Project <input type="checkbox"/> Loc	X	X		ABC1234567	1/23/19	1/23/20	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS – COMPIOP AGG \$ 2,000,000 \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Port St. Lucie, their officers, directors, agents, and employees are additional insured. This coverage must be primary and noncontributory to any insurance maintained by the certificate holder and additional insured. ADD EVENT NAME AND DATE OF EVENT (dates to include move in / move out dates of event).

<b>CERTIFICATE HOLDER</b> City of Port St. Lucie 121 SW Port St. Lucie Blvd. Port St. Lucie, FL 34984	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. Authorized Representative <i>Insurance Agent's Signature</i>
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# Sample #2 – Certificate of Insurance – General Liability & Auto

Required when driving vehicles on loading docks, front plaza, Village Square or into the Civic Center.



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/1/17

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> ABC Insurance 123 Main Street City, Any State, 55555 Phone – 123-456-7890	<b>CONTACT NAME:</b> Everett Mann	
	PHONE (AC, No ext): (772) 555-1212	FAX (AC): (772) 555-1213
E-MAIL ADDRESS: My_Contact_e-mail@provider.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
INSURER A: Acme Insurance Company		
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

**INSURED**  
 This section shall contain the legal name and business address of the business that entered into the Rental Agreement for use of the Civic Center and/or Village Square

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	INSUR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Project <input type="checkbox"/> Loc	X	X	ABC1234567	1/23/19	1/23/20	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS – COMPROP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO * <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	ABC1234567	1/23/19	1/23/20	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) (If yes, describe under DESCRIPTION OF OPERATIONS below)	Y/N	N/A				PER Statute	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE – EA EMPLOYEE	\$
							E.L. DISEASE – POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Port St. Lucie, their officers, directors, agents, and employees are additional insured. This coverage must be primary and noncontributory to any insurance maintained by the certificate holder and additional insureds. ADD EVENT NAME AND DATE OF EVENT (dates to include move in / move out dates of event).

CERTIFICATE HOLDER

CANCELLATION

City of Port St. Lucie 121 SW Port St. Lucie Blvd. Port St. Lucie, FL 34984	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  Authorized Representative  <i>Insurance Agent's Signature</i>
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ACORD 25 (201)



# Sample #3 – Certificate of Insurance – Liability & Liquor

Required for Non-Profit outdoor events selling alcohol, if approved by the Civic Center



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MMDD/YYYY)

11/1/17

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> ABC Insurance 123 Main Street City, Any State, 55555 Phone – 123-456-7890	<b>CONTACT NAME:</b> Everett Mann	
	<b>PHONE (AC, No ext):</b> (772) 555-1212	<b>FAX (AC,):</b> (772) 555-1213
<b>E-MAIL ADDRESS:</b> My_Contact_e-mail@provider.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> Acme Insurance Company		
<b>INSURER B:</b>		
<b>INSURER C:</b>		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**INSURED**  
 This section shall contain the legal name and business address of the business that entered into the Rental Agreement for use of the Civic Center and/or Village Square

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR	TYPE OF INSURANCE	ADOL	LEUBR	POLICY NUMBER	POLICY EFF (MMDD/YYYY)	POLICY EXP (MMDD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Project <input type="checkbox"/> Loc	X	X	ABC1234567	1/23/19	1/23/20	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS – COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO * <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	X	X	ABC1234567	1/23/19	1/23/20	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE  DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in FL) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER Statute OFF-ER E.L. EACH ACCIDENT \$ E.L. DISEASE – EA EMPLOYEE \$ E.L. DISEASE – POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Port St. Lucie, their officers, directors, agents, and employees are additional insured. This coverage must be primary and noncontributory to any insurance maintained by the certificate holder and additional insureds. ADD EVENT NAME AND DATE OF EVENT (dates to include move in / move out dates of event).

CERTIFICATE HOLDER

CANCELLATION

City of Port St. Lucie 121 SW Port St. Lucie Blvd. Port St. Lucie, FL 34984	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  Authorized Representative <i>Insurance Agent's Signature</i>
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ACORD 25 (201



## Appendix B - Equipment Rentals, Services & Labor Rates

UTILITIES		ELECTRICAL EQUIPMENT	
Water	No charge	Generator	\$350
Electric (per tradeshow booth)	\$30/each booth	Panel Board	\$50
Secured Internet	No charge	MECHANICAL EQUIPMENT*	
Internet Connection w/ Static IP Address	\$50	Fork Lift (with driver)	\$375
Telephone Line	\$50/each line	Scissor Lift (with driver)	\$325
FACILITY EQUIPMENT (subject to availability)		Pallet Jack	\$100
Pipe & Drape (Black or White):		EVENT STAFF*	
14' high; 6-10' sections	\$20/section	Position	Regular Time Per Hour
8' high; 6-10' sections	\$10/section	Event Staff Supervisor	\$35.00
3' high; 6-10' sections	\$10/section	Usher, Badge Checker	\$20.00
Booth: 8' high back '3 high sides	\$25/booth	Box Office Sales Staff	\$20.00
Chairs (included in room rental)		Ticket Taker	\$20.00
Padded, Banquet		Police Officer Supervisor	\$45.00
Outdoor, Folding		Police Officer	\$40.00
Tables (included in room rental)		EMT w/AED	\$45.00
8' X 30" rectangular (no skirt)		Medical Personnel	\$45.00
8' x 30" rectangular aluminum swirl		Fire Marshal	\$45.00
6' x 18" rectangular (no skirt)		Electrician	\$35.00
72" Rounds		A/V Resource Technician	\$35.00
30" Round Cocktail Table		* All staffing is subject to a four (4) hour minimum call. * Event staff are subject to a minimum 15-minute pre-event orientation and 15-minute shift overlap. (i.e. overnight security). * Police officers require a supervisor for every 4 officers * Time and 1/2 will be charged for all staff on City Holidays and overnight security	
Tablecloths			
For Above Tables: Black Poly	\$10/each		
For 72" Rounds (Black or White)	\$10/each		
Add Skirt- Black (Rectangular Only)	\$5/table		
Staging and Dance Floor		AUDIO VISUAL EQUIPMENT	
Stage 6'x8' Section (24", 30" 36")	\$40	Blue-Ray CD Player	\$15
Laminate Dance Floor (12'x12')	\$350	Goose Neck Microphone	\$50
Laminate Dance Floor (16'x16')	\$350	Laptop PC	\$100
Laminate Dance Floor (20'x20')	\$350	MP3/Computer Connection Cable	No charge
Laminate Dance Floor (24'x24')	\$500	Projector-large	\$150
Laminate Dance Floor (28'x28')	\$500	Projector-small	\$100
Laminate Dance Floor (32'x32')	\$500	Projection Screen-12'x12'	\$200
Laminate Dance Floor (32'x64')	\$750	Projection Screen-9'x12'	\$200
Crowd Control		Projection Screen-7'x7'	\$75
Stanchions (retractable)	No charge	Snake	\$50
Miscellaneous		Sound System - Large (no subs) (175pp)	\$150
Chandelier (small)	\$25/each	Sound System - Large (w/subs) (101-250pp)	\$225
Chandelier (large)	\$50/each	Sound System - Medium	\$100
Easels	No charge	Sound System - Small	\$50
Banner Hanging (w/ Grommets Only)	No charge	Spotlight	\$50
Flags w/Flag Poles (US, Florida)	No charge	Subwoofers	\$75
Gaffer's Tape	\$15	One Wired Microphone	No charge
Upturn Lighting	\$50	Wireless Countryman or Lavalier	\$50
Cash Register	\$25		
Tent (10'x10')	\$75		
Baby Grand Piano	\$250		
Podium - Standing Acrylic	No charge		



## Appendix C – Exhibitor Kit

1. Smoking or vaping is not permitted inside the Civic Center.
2. Utility services (electric, water, telephone, and secure Wi-Fi) are exclusively provided by the Civic Center. Please inform Show Management of any utility needs in advance of move-in.
3. Painting of any kind within the Civic Center is not allowed.
4. Exhibitors may not glue, tape, tack, nail, screw or in any way affix to any interior or exterior surface of the Civic Center.
5. Glitter, streamers and adhesive-backed (stick-on) decals are prohibited and may not be distributed or used for any purpose within the Civic Center.
6. No outside food or beverage is allowed inside the facility during show hours. Please contact our catering department for any needs at (772) 204-7110 or by [carefree.psl@outlook.com](mailto:carefree.psl@outlook.com).
7. Any Exhibitor interested in distributing food or beverage must be the manufacturer of said product or be exhibiting in a food or beverage or related industry show. Exhibitors must only distribute “bite size” samples of no more than two (2) ounces of food or non-alcoholic beverages. Exhibitor may not participate in cash sales of said product during the show.
8. Recycle receptacles and trash receptacles are provided for your use in designated areas. For excess waste, please contact Show Management in advance to ensure accommodations will be available.
9. Exhibitors must have all proper licenses and permits required by the State of Florida Department of Business and Professional Regulations (850) 487-2252 and the City of Port St. Lucie Business Tax Department (772) 344-4356. Florida State Department of Revenue can be reached at (850) 488-6800.
10. Aisle ways and exit ways must always remain clear and unobstructed.
11. All banners must be approved by Show Management.
12. Vehicles may not be displayed without approval of Show Management.
13. Open flame, lighting devices and cooking appliances may be used in the Civic Center with the advance approval of the Civic Center and St. Lucie County Fire Marshal.
14. Oils, combustibles, or any liquids other than water may not be poured in the Civic Center drainage or sewer systems.
15. Loading docks are for loading and unloading only. Long-term and overnight parking is available with the proper permit. See Show Management for permit.
16. Loading in and loading out must be done through the designated loading docks assigned to show. Loading in and loading out through the Civic Center Lobby is strictly limited to hand-carried items. Materials, which require the use of two-wheeled (or more) apparatus must go through the designated loading dock area.
17. The Civic Center does not accept freight shipments or packages for Exhibitors. Freight must be delivered through Show Management.
18. Exhibitor-owned or leased vehicles are not allowed to drive on to the exhibit floor or Front Plaza to unload or load without prior approval from Show Management and the Civic Center. Access to the exhibit floor for tractor-trailer trucks, cranes, etc., must be arranged in advance through Show Management. The Civic Center does not provide carts, dollies, pallet jacks, labor, etc. for exhibitors' use.
19. Helium-filled balloons are allowed in the Civic Center only as part of a display and must be securely fastened to the booth. Balloons may not be given out and must be used for décor only. Compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling and must be removed from the Civic Center during all event hours. Clearing and/or removal of balloons may incur additional charges to Show Management.
20. All live animals are prohibited, except for guide and service animals. Exhibitors wishing to display live animals as an integral part of an exhibit must get prior approval from Show Management and the Civic Center.
21. The Civic Center has a “no tipping” policy. Civic Center employees are prohibited from accepting gratuities, tips or gifts or any kind from Exhibitors, Contractors or Show Management. We appreciate written letters acknowledging the good work of our staff.
22. The Civic Center is not responsible for lost or stolen items. Exhibitors should not leave valuables or personal items (laptops, purses, cameras, briefcases, etc.) on tabletops, behind booth drape, or in any unsecured areas of the exhibit. Please remove all such items from the building at the close of show each day. During move-out, please do not leave your booth unattended until all your display materials have been packed, crated and removed.
23. For your safety, please review Appendix D – Security, Fire & Safety Guidelines of this Event Planning Guide.
24. **FOOD SHOWS** or shows with food sampling, must comply with the following:
  - **Ice & Water Services** – Water service for chafing dishes and pitchers may be obtained through a water source designated to the show by the Civic Center and must be arranged in advance. Fees apply to Show Management.
  - **Trash Disposal** – The trash generated by Exhibitors is the responsibility of the Exhibitors and Show Management. Disposal of food items in restroom sinks/toilets, concession areas and in public trash receptacles is not allowed. Please advance your needs to the Civic Center through Show Management. Improper disposal may incur charges to Show Management.
  - **Grease Disposal** - Grease disposal is the responsibility of the Exhibitors. Please advance your disposal plan to Show Management. Grease disposal in restrooms sinks/toilets, concession areas and in public trash receptacles is not allowed. Improper disposal may incur charges to Show Management.



# Appendix D – Security, Fire & Safety Guidelines

## GENERAL SECURITY GUIDELINES

### Law Enforcement Officers

Uniformed law enforcement officers are the only armed security permitted in the facility.

### Building Security

The Civic Center maintains 24-hour camera security coverage for the facility's perimeter areas, event rooms, internal corridors, as well as life safety alarm system. Event staff will also open and secure exterior and interior access doors, as well as monitor internal traffic flow.

### Room Security

The Civic Center staff will lock all doors to help you maintain security of the various rooms you use. We will also work with you to coordinate other security needs. Please note: Civic Center staff, for security and life safety purposes, must always have access to any area of the facility.

### Box Office Security

Security may be assigned to the event's Box Office or any cash location(s) at the Authorized User's expense.

### Event Security

Event security is required at some events for public safety. The City of Port St. Lucie requires certain events to maintain minimum levels of event security coverage in any leased space and other areas (i.e. docks, public access areas, registration areas, etc.). Police Detail may also be required for move-in and/or move-out of events, door guards, dock security and parking areas. Civic Center management reserves right to increase or decrease established security requirements as deemed necessary in the best interest of the facility and public safety. Please see Appendix B for security rates.

All incidents of injury, vandalism, and theft should be reported to the Civic Center Event Specialist on site during the event. Following notification of any incidents, event staff will initiate appropriate reports and investigations.

### Weapons

Based on show restrictions determined by private event promoters and planners, weapons of any kind may be prohibited from the facility for certain events.

## SAFETY, HEALTH & WELFARE

In the event of an emergency, as determined in the sole judgment of the Civic Center, the Civic Center shall have the right to cancel or reschedule events.

All activity on the Civic Center property will be conducted according to applicable laws, rules, regulations, and City ordinances.

The Civic Center shall consider the safety, health and welfare of persons, and the security, preservation and orderly use of the Civic Center as criteria for the granting of an Authorized User Agreement.

Courtesy and safety are paramount. Equipment abuse, profanity, and fighting are unacceptable behaviors. The Civic Center reserves the right to remove any person behaving in an objectionable manner, causing disruption to guests and/or staff, or a vendor within appropriate or questionable displays, at the expense of the Authorized User.

No persons shall willfully mark, deface, disfigure, tamper with, displace or remove any part of the Civic Center. Persons using the facility shall obey all posted signs.



Children 14 and under must be supervised by an adult throughout the time that they are in the facility, unless children are in a supervised program.

## **FIRE REGULATIONS AND SAFETY GUIDELINES**

The Civic Center wants to provide and maintain a venue which ensures the safety of all who enter our doors. In partnership with the St. Lucie County Fire Marshal's Office, the Civic Center has adopted and will enforce applicable provisions of the Life Safety Code (LSC). The following incorporates this provision along with the Civic Center's own rules and regulations.

### **General Regulations**

1. Aisles must be a minimum of 4' with a room perimeter of 5'.
2. No exhibit booth, registration table or related material may be placed within 20' of main entrance/exit.
3. Clear access must be maintained to all designated exits and all Civic Center services (i.e. restrooms, concession stands, utility rooms, etc.)
4. The Event Specialist will design a custom floor plan for each event. The number of exits required in each room is dependent on occupancy and alternative exit strategies. Unless approved by the St. Lucie County Fire Marshal's Office, doors, fire exits, including doors in partition walls, or access to any exit cannot be blocked or impinged upon by pipe, drape, exhibits, or other fixtures.
5. At no time shall an exit door be chain locked, blocked, tied open or obstructed in any way. This includes placement of signage or other convention related materials that may impede the path of egress to an exit door.
6. Clear access must be maintained to all fire extinguishers and pull stations
7. Exhibit booths and other displays shall be constructed of noncombustible or limited combustible materials. Pipe and drape shall be fire retardant and shall not ignite and spread over the surface when exposed to open flame.
8. Cords should run in non-traffic areas; and when run across traffic areas on or under carpet, taped down with Gaffers tape.
9. The capacity of the electrical connection ordered and provided may not be exceeded. Only UL-approved, grounded extension cords may be used for electrical connections.
10. Outdoor tents and canopies that exceed 300 square feet require a permit from the Fire Marshal.

### **Flame Resistance**

All woodwork, stage scenery, furnishings, decorations and sets used upon a working permanent or temporary stage, or within an exhibit, shall be coated or treated by approved methods to render them flame resistant. All fabrics, films, draperies, curtains and similar furnishings must be flame resistant as demonstrated by testing in accordance with NFPA 701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.

### **Hazardous Materials**

The Authorized User shall not bring upon the premises any exhibit, equipment, gas, chemical, material or vehicle that, in the judgment of the Civic Center, would be, or might be, dangerous to persons or property or otherwise incompatible with the structure, systems and furnishings.

- The intended use of gas cooking appliances must be submitted to your Event Specialist for the St. Lucie County Fire Marshal's office for approval.
- Authorized User is responsible for costs associated with Fire Marshal contingencies.
- Gasoline, kerosene, diesel fuel, combustible gases (cylinders) or other flammable liquids may not be stored within the Civic Center facility, or on dock areas, before, during or after an event.

### **Hazardous Work Areas**

Event space during move-in and move-out, loading dock areas, and "back of the house" service areas should adhere to the following guidelines:

- No consumption of alcoholic beverages.
- No horseplay, practical jokes, throwing of objects, or display of unsafe behavior.
- No use or possession of illegal or controlled substances.



- No speeding or reckless use of vehicles, forklifts, carts, or equipment.
- Exit doors may not be blocked with freight, equipment, display material or any object.
- Children under the age of 16 years old are not permitted in certain work areas.
- Proper footwear must always be worn.
- Once vehicles used for load in/out are empty/full, they must be moved out of the loading zone immediately to allow access to other users.

### **Open Flames, Pyrotechnics, Lasers and Special Effects**

The use of open flame devices within the Civic Center is regulated by the St. Lucie County Fire Marshal's Office.

A special permit is required for the use of pyrotechnics and/or lasers. Each situation must be individually pre-approved by the Civic Center and the Fire Marshal. If approved, the use of pyrotechnics and/or lasers will be strictly controlled and continuously monitored. A demonstration of the open flame device, pyrotechnics/laser displays, and/or special effects may be required at the discretion of the Fire Marshal while on Civic Center premises. Standby Fire Personnel may be required at Authorized User's expense.

- **Candles & Open Flames:** The use of open flame candles is limited to votive candles in votive bases and sterno within the Civic Center.
- **Pyrotechnics, Lasers & Special Effects:** Authorized User must supply equipment and/or material specifications through the Civic Center for the Fire Marshal's approval for use.

### **Fire Watch**

A Fire Watch may be required for certain special effects such as use of hazers, fog machines, pyrotechnics, and similar special effects. Please discuss with your Event Specialist.

### **Vehicle Display Guidelines**

Display vehicles are allowed on the Ballroom floor and limited areas of the public concourses. Regulations on display vehicles are as follows:

- Equipment/Vehicles are to have no more than 1/4 tank of gasoline or five (5) gallons, whichever is less.
- Gas tank fuel pipe cover must be taped shut to prevent leakage of fumes.
- Both battery cables must be disconnected.
- Vehicles must have protective material underneath the vehicle, bumper to bumper, always to protect carpet.
- Vehicle must be pushed by hand from service door entrance into the Exhibit Hall.
- Vehicles shall not be moved during show hours.
- Fueling and defueling is prohibited.
- Civic Center staff must receive keys to all approved display vehicles for emergency purposes.

### **Cables, Cords & Other Trip Hazards**

All cables or other trip hazards that cross doorways, aisles or walkways must be sufficiently covered or taped down in a safe and secure manner using an approved method. See your Event Specialist for details.

### **First Aid/Emergency Medical Coverage (EMT) – St. Lucie County Fire District**

The Civic Center may require some events to have on-site emergency medical personnel through the St. Lucie County Fire District. Please see Appendix B for staffing rates.