



Event Planning Guide

The Treasure Coast's Top Event Destination!



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 MIDFLORIDA Event Center Director.





Table of Contents

General Information.....	4
About the Venue.....	4
Directions to the Facility	5
Parking & Transportation.....	6
MIDFLORIDA Event Center Overview	7
Facility Booking Policy.....	9
Event Planning Services.....	11
Food & Beverage Policy	16
Consumer Show & Public Tradeshow Guidelines	17
Appendix A – Insurance Requirements.....	20
Appendix B - Equipment Rentals, Services & Labor Rates	24
Appendix C – Exhibitor Kit.....	25
Appendix D – Security, Fire & Safety Guidelines	26
General Security Guidelines.....	26
Safety, Health, & Welfare	27

General Information

About the Venue

THE MIDFLORIDA EVENT CENTER MISSION

The MIDFLORIDA Event 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 MIDFLORIDA Event Center showcases and provides economic benefit to its community. The venue's promise is to provide an exceptional product, in a safe environment, while maintaining the integrity and financial health of the facility. To learn more about the Event Center's goals and objectives, please read the department's [Strategic Business Plan](#).

THE FACILITY

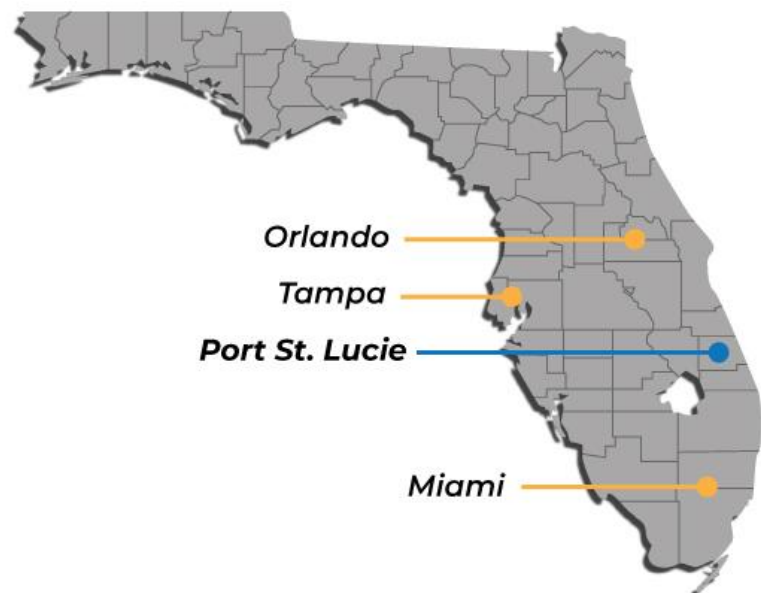
The MIDFLORIDA Event Center is a 100,000 square-foot facility featuring two beautifully appointed ballrooms, a spacious lobby, an art gallery, and an outdoor Village Square equipped with a stage. Located along Florida's Treasure Coast, midway between Orlando, Miami and Tampa, the MIDFLORIDA Event Center is dedicated to hosting banquets, meetings, conferences, weddings, expositions, tradeshow, 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, and celebrate all of life's opportunities and dreams. According to the United States Census Bureau's 2018 population estimate, Port St. Lucie is the 7th largest city in Florida with over 195,000 residents. Currently, it is the 3rd largest city in South Florida, surpassing Fort Lauderdale's population of 182,595. 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 the surrounding area a tourist destination and nature lover's paradise. The attractive environment, including the top-rated park system, manicured golf courses, the scenic St. Lucie River, and the budding entertainment community stand out as the key reasons for the city's growth in recent years.

Port St. Lucie also attracts a vibrant mix of people due to its low crime rate, diverse housing stock, abundant open space and the optimistic vision of its residents. 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
- ✓ www.visitstlucie.com
- ✓ www.stluciechamber.org

Directions to the Facility

The MIDFLORIDA Event 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 MIDFLORIDA EVENT CENTER

- **From I-95 South:** Take Exit 120 – Crosstown Parkway East > Turn Right onto US1 > Turn Left onto Walton Road > Turn Right onto Civic Center Place. The MIDFLORIDA Event Center will be on your left.
- **From I-95 North:** Take Exit 120 – Crosstown Parkway East > Turn Right onto US1 > Turn Left onto Walton Road > Turn Right onto Civic Center Place. The MIDFLORIDA Event 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 > Turn Right onto Civic Event Center Place. The MIDFLORIDA Event Center will be on your left.

MILEAGE FROM

West Palm Beach: 52 miles
Ft. Lauderdale: 93 miles
Miami: 120 miles
Orlando: 122 miles
Tampa: 165 miles

Jacksonville: 240 miles
Tallahassee: 370 miles
Valdosta: 350 miles
Atlanta: 560 miles
Mobile: 620 miles



DRIVING TIME FROM

- Palm Beach International Airport (PBI) – West Palm Beach, FL (PBI): 58 minutes/52 miles
- Melbourne International Airport (MLB): 76 minutes/67 miles
- 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 MIDFLORIDA Event Center. There are also two parking lots and ample street parking surrounding the facility.

Location - MIDFLORIDA Event 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

The county-wide bus system features hourly service to the MIDFLORIDA Event 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 or call (772) 464-8878.

STREET/LANE CLOSURES

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

MIDFLORIDA Event Center Overview

GENERAL MIDFLORIDA EVENT CENTER SPECIFICATIONS

Total Building Space: 100,000 square feet under roof, with more than 19,000 square feet of column free, flat floor space with a flexible, sound-proof, moveable wall divider system.

Emerald Ballroom: 13,464 square feet

Ruby Conference Hall: 5,790 square feet

Lobby: 6,420 square feet

Art Gallery: 1,900 square feet

Plaza Boardwalk: 3,665 square feet

Front Plaza: 27,657 square feet

Village Square and Stage: 60' wide x 40' deep stage on 98,000 square feet of grounds

Parking: Over 1500 on-site parking spaces

Capacity: The entire facility can accommodate up to 3,000 people

Tradeshow Capacity: 100 booths (8 x 10)

Doorway Dimensions: 12' x 12'

Loading Areas: 2 dedicated loading zones

Ballroom Floor Load: 3,000 lbs. per square foot

Flooring: Carpet in Emerald Ballroom and Ruby Hall, tile throughout Lobby, Art Gallery and Hallways.

Electrical: Floor boxes in ballrooms

TECHNICAL SPECIFICATIONS - VILLAGE SQUARE STAGE

Roof Structure: Open Ceiling

Rigging Points: 2' galvanized steel pipe rail for performance audio and lighting

Low Steel Height: The lowest of the steel beams is approximately 25' above the stage floor

High Steel Height: The gable height is approximately 34' above the stage floor

Stage Floor Dimensions (*without obstruction*): Approximately 45' wide by 40' deep

Stage Power:

- 2-400 amp company switches with 6 wire camlock receptacle outputs located at stage level on northwest corner
- 2-220 volt outlets located below stage level on northeast and southeast corners
- 6-110 volt/20 amp GFI outlets located at stage level on north and south side





General Room Specifications

ROOM DETAILS			SET UP CAPACITIES (# of people & booth layout)			
BALLROOMS	Sq. Ft.	Room Dimensions	Banquet Style <i>6' Round Tables</i>	Classroom Style <i>6'x18" Table Rows</i>	Theater Style <i>Chairs Only</i>	Booths
Ruby Hall	5,790	56.77'x 102'	220	180	430	34
Ruby 1	986	29' x 34'	40	30	60	4
Ruby 2	918	27' x 34'	40	30	60	7
Ruby 3	1,972	58' x 34'	80	60	120	9
Ruby 4	986	29' x 34'	40	30	60	4
Ruby 5	918	27' x 34'	40	30	60	7
Ruby 1 & 2 or 4 & 5	1,904	56' x 34'	90	72	162	9
Ruby 1, 2 & 3 or 3, 4 & 5	3,877	57' x 68'	200	180	490	23
Emerald Ballroom	13,464	143.55'x93.79'	600	486	1,400	74
Emerald 1	5,406	53' x 102'	280	220	528	33
Emerald 2	3,557	40' x 88.9'	110	75	300	20
Emerald 3	1,377	51' x 27'	50	33	120	8
Emerald 4	1,784	51' x 34.9'	90	48	140	9
Emerald 5	1,377	51' x 27'	50	33	120	8
Emerald 1 & 2	8,970	90.55' x 99.06'	370	334	874	58
Emerald 2-5	8,059	90.55' x 89'	300	270	500	54
Emerald 3,4,5	4,539	51' x 89'	220	165	270	29
Emerald 3 & 4 or 4 & 5	3,163	51' x 62'	140	95	200	20
Lobby	6,420	130' x 49'	For set up in Exterior Spaces, please see your Event Specialist.			
Art Gallery	1,901	36' x 53'				
EXTERIOR SPACES	Sq. Ft.	Area Dimensions	Banquet Style	Classroom Style	Theater Style	Booth
Garage – per floor	46,812	188' x 249'	For set up in Exterior Spaces, please see your Event Specialist.			
Flat Lot	68,991					
Rear Boardwalk	3,600					
Front Plaza	27,657	230' x 130'				
Village Square & Stage	38,000	300' x 160''				
RECREATION SPACES	Sq. Ft.	Room Dimensions	Banquet Style	Classroom Style	Booth	
Tot Room	1,590	30' x 53'	60	44	7	
Gymnasium	12,544	128' x 98'	800	600	70	
Room A	1,451	36' x 42'	90	90	7	
Room B	1,605	49' x 40'	120	90	7	
Room A & B	3,065	87' x 40'	210	180	16	

*Capacities listed above may be reduced based on equipment(s) in the room (stage, dance floor, food/beverage service, etc...).

Facility Booking Policy

AGE REQUIREMENT

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

APPROVAL

Use of the MIDFLORIDA Event 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.

RENTAL DEPOSIT

Once an Authorized User Agreement is signed by the Authorized User, the deposit outlined in the Authorized User Agreement will be due upon signing.

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 must match exactly the Authorized User’s name as it appears on the Authorized User Agreement.

ADDITIONAL FEATURES INCLUDED IN RENTALS

The following items and services are included in the meeting room space rental fee: overhead lighting, HVAC, one standard reasonable room set-up (theater, classroom, conference, hollow-square, banquet, u-shape), teardown, cleanup, podium, an American and State of Florida Flag, a registration table, and housekeeping of restrooms, lobbies, corridors, and other public areas. The assistance of an Event Specialist and/or appropriate staff members to assist with event planning, certified room diagram and event day assistance from set up to tear down is also included in your space rental fee. Additional fees

may apply for large event requirements, including but not limited to tables, chairs, pipe and drape.

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 MIDFLORIDA Event Center but may be subject to additional fees. 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 MIDFLORIDA Event Center.

INSURANCE

All Authorized Users at the MIDFLORIDA Event Center are required to provide liability insurance. *(Please refer to Insurance Sample copy of an acceptable insurance certificate in "Appendix A – Certificate of Insurance".)*

CANCELLATION

If the event is cancelled by the Authorized User, 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 MIDFLORIDA Event 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, MIDFLORIDA Event Center staff will issue an invoice detailing the repair and costs. Payment is due within ten days.

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

CHARGING ADMISSION

Admission fees to the Authorized User's event must be specified in Authorized User Agreement. Please discuss your event admission fees, registration and ticketing processes with your Sales Specialist. The MIDFLORIDA Event Center offers Box Office services for events hosted at its venue. Please see Box Office Policy on page 13 for further information and available services.

PETS

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

Event Planning Services

Following the execution of the Authorized User Agreement for your event, the MIDFLORIDA Event Center will assign an Event Specialist to assist you with the event planning process and execution. Your Event Specialist will remain your primary MIDFLORIDA Event 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 MIDFLORIDA Event Center departments.

CATERING & CONCESSIONS

Creative Catering, the Event Center's award-winning in-house catering service, awaits the opportunity to exceed your expectations with its culinary expertise. They strive to provide a wide array of cuisine while carefully managing your budget. Contact the Food and Beverage Manager at (772) 336-2507 or info@creativecateringbh.com for a quote for your event.

The Authorized User may also select from a list of the venue's Approved Caterers. Please contact your Event Specialist for the details on this program or visit www.midfloridaeventcenter.com.

Creative Catering is also available to provide concessions services during your event. Please contact your Event Specialist to discuss this opportunity.



SPECIAL EQUIPMENT RENTALS

The MIDFLORIDA Event Center is equipped with an inventory of special items (dance floor, podium, staging, easels, tablecloths, chair covers, and much more) available for rent. Your Event Specialist will be able to discuss these options with you. *(See Appendix B for equipment & labor rates.)*

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 MIDFLORIDA Event Center staff assistance for installation. Additional fees may apply. *(See Appendix B for available MIDFLORIDA Event Center decorations.)*

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 MIDFLORIDA Event 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.



FLOOR PLANS

Floor plans for meeting and ballroom space are designed by your Event Specialist to ensure the fire code requirements are met. However, your Event Specialist will work with you to customize the space to meet the expectations of your event. Sample floor plans and standard room sets can be accessed at www.midfloridaeventcenter.com.



BOX OFFICE & TICKETING

The MIDFLORIDA Event Center utilizes Etix as its primary Box Office and ticketing solution.

- **Capacity:** Tickets may not be sold or distributed more than the seating capacity.
- **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 necessary arrangements.
- **Ticket Prices:** Tickets must be sold at the price advertised by the Authorized User. Any changes in ticket prices shall require confirmation to the MIDFLORIDA Event Center.
- **Consumer Shows:** Consumer Shows may forego using Etix by charging cash or accepting a hard ticket fee at the door. Please discuss this topic with your Sales Specialist.

EVENT MARKETING

The MIDFLORIDA Event Center is committed to the success of your event! Its team of professionals are willing and ready to assist in a handful of marketing efforts to help increase the attendance to public events hosted at its facility.

- **Outdoor Marquee:** The MIDFLORIDA Event Center's outdoor marquee, located on US Hwy 1, will display the name and date(s) of your event at least two weeks prior to the event or as space is available.
- **Banners & Signs:** Event banners that highlight the name and nature of your event may be installed outside the MIDFLORIDA Event Center during the authorized use period. A limited number of event T-signs may be placed on the MIDFLORIDA Event Center property in specific locations with prior approval. Please discuss signage with your Event Specialist.
- **Flyers & Posters:** The MIDFLORIDA Event Center requests that the Authorized User provide its marketing team with a professional, high-resolution promotional flyer (electronic PDF preferred) to distribute to guests and to display on the bulletin in the Lobby. Flyers should be formatted in color and sized as 8.5"x11". Larger posters can be displayed, space permitting.
- **Online Calendar:** Public events will be listed on the venue's calendar, which can be found at www.midfloridaeventcenter.com.
- **Social Media:** The MIDFLORIDA Event Center will promote public events on its social media feeds through the creation of a Facebook event listing, as well as posts prior to and during your event. The Event Center requests that the Authorized User provide high-quality images, graphics, and/or videos that its team may use in these efforts. Additional social media promotion can be provided at the expense of the Authorized User. Please discuss these opportunities with your Event Specialist.

ON-SITE DIRECTIONAL SIGNAGE

The MIDFLORIDA Event Center will post directional event signage in its lobby and hallways via electronic and standard signage as appropriate prior to and throughout the event.



SPECIAL EFFECTS

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

ELECTRICAL & OTHER UTILITIES

MIDFLORIDA Event 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 MIDFLORIDA Event 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.)*

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 MIDFLORIDA Event Center accepts business/personal checks (up to 14 days in advance of your event), major credit cards (American Express, Visa, Master Card, and Discover), and cash and wire transfer for payment of fees. Services requested while on site are due at the end of the event.

HOUSEKEEPING

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

DISPOSAL OF GREASE & EXCESS TRASH – OUTDOOR EVENTS

For outdoor events with food vendors, the 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. Authorized User is responsible for disposal of trash from event. 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.

INTERNET & TELECOMMUNICATIONS

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

VENDORS AND SERVICE PROVIDERS

The Authorized User is encouraged to contract event planners and other vendors to provide services for a successful event. Your Event Specialist is available to discuss this matter.

AUTOMATED TELLER MACHINE

An ATM is located in the main lobby of the MIDFLORIDA Event Center.

LOST AND FOUND

For inquiries regarding any lost items, contact the MIDFLORIDA Event Center by calling (772) 807-4488 or email contact@midfloridaeventcenter.com.

PHOTOGRAPHY/RECORDING

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

PRIMARY CATERER & CONCESSIONAIRE

Creative Catering is the primary food and beverage provider for the MIDFLORIDA Event Center and the exclusive concessionaire and alcohol beverage service provider, whose goal is to offer the highest quality products and services and deliver truly memorable experiences. Creative Catering and its team of culinary experts welcome the opportunity to customize menus and services to create unique and thematic events. Please contact Creative Catering by calling the Food and Beverage Manager at (772) 336-2507 or info@creativecateringbh.com. In cooperation with the Authorized User Agreement, the MIDFLORIDA Event Center reserves the right to offer concession services during events.

ALCOHOL BEVERAGE SERVICE

Florida Alcohol Beverage & Tobacco regulates alcohol beverages and service in the State of Florida. As the holder of the alcohol beverage license for the MIDFLORIDA Event Center, Creative Catering is responsible for the administration of alcohol. As such, no other entity may sell or serve alcoholic beverages at the MIDFLORIDA Event Center. Contact Creative Catering by calling the Food and Beverage Manager at (772) 336-2507 or info@creativecateringbh.com.

FOOD & BEVERAGE SAMPLING PROMOTIONS

Please discuss these opportunities with your Sales Specialist.

APPROVED OUTSIDE CATERER OPTION

An Authorized User may select an Approved Caterer in lieu of the MIDFLORIDA Event Center's primary caterer; however, please note:

- 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 Approved Caterer must be completely self-contained. The MIDFLORIDA Event Center's kitchen, water, silverware, china, etc. may not be used or rented.
- The Approved Caterer may only work within the rental space reserved.

Please contact your Sales Specialist for more information.

FLOOR PLANS FOR CATERED EVENTS

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



MOBILE FOOD TRUCK REQUIREMENTS

The St. Lucie County Fire District has regulations regarding food vending trucks. All must comply with the Florida Fire Prevention Codes and are to be inspected prior to an event. The requirements of FSS 633.081 require all food vending trucks to comply with the Florida Fire Prevention Codes 2012 Edition of NFPA Chapter 50.

Please call Kelly Machado, Community Risk Reduction Manager, to arrange for inspections or for more information, please call 772-621-3322 or email kmachado@slcfd.org.

Consumer Show & Public Tradeshow Guidelines

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

CONSUMER SHOW PRIORITY PROGRAM

When offering the Consumer Show Priority Program to event planners at the MIDFLORIDA Event Center, consideration shall be given to the following factors:

- Room rental, under the standard pricing rates, of the Emerald Ballroom and Ruby Room, both in their entirety (minimum of 19,300 total square feet).
- A minimum of 2 show days and 1 move-in day.
- Sign a minimum of a 3-year contract.
- 10% discount on room rental fee.
- Event history and Organizer's experience in similar facilities must demonstrate good standing for a minimum of two years.
- One-year extension option.

PAYMENT SCHEDULE

Year 1	100% of the room rental fees are due upon completion of contract	
Year 2	50% deposit due 30 days after completion of Y1 event	Balance due 30 days prior to event
Year 3	50% deposit due 30 days after completion of Y2 event	Balance due 30 days prior to event
Year 4	50% deposit due 30 days after completion of Y3 event	Balance due 30 days prior to event

Room rental fees under this program are non-refundable. The balance of the room rental fees will be broken into benchmark payments as determined by the MIDFLORIDA Event Center management team. All other terms and conditions of the MIDFLORIDA Event Center rental contract and Event Planning Guide apply.

SCHEDULING SEPARATION

Scheduling separation of 30 consecutive days before the event and 30 consecutive days after the event may be granted to event planners booking under this program within the stated business category.

The separation determines whether a consumer show/public tradeshow is within a state business category shall be within the discretion of the MIDFLORIDA Event Center Director and shall be based upon the event name, marketing and advertising content, product lines and/or exhibitor listings from both events.

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 AND REGISTRATION FLOOR PLAN APPROVAL

Your 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 MIDFLORIDA Event 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 MIDFLORIDA Event 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 MIDFLORIDA Event Center's tradeshow guidelines which can be accomplished by distribution of the Exhibitor Kit.

EXHIBIT HALL SECURITY

The Authorized User is responsible for their Exhibitors, subcontractors and staff in all areas specifically leased to the Authorized User. The MIDFLORIDA Event Center may require the 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 the 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 MIDFLORIDA Event Center will not provide storage nor ship any abandoned property. The Authorized User shall be liable for the cost incurred in disposing of any materials.

Banners & Signage: Ceiling banners must be hung by MIDFLORIDA Event Center staff. The MIDFLORIDA Event Center scissor lift or ladders can only be operated by certified MIDFLORIDA Event Center staff. Additional 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 MIDFLORIDA Event 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: The Authorized User may wish to coordinate concession sales to Exhibitors during show hours. Please contact the Food and Beverage Manager, Karyn Boyd at (772) 336-2507 or info@creativecateringbh.com.

Sub-contractors: The Authorized User is responsible for the safety, conduct and performance of their subcontractors.



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 personal events up to 1500 persons, such as anniversaries, birthdays, teenage parties, showers and weddings:** General Liability Insurance is required and available through the MIDFLORIDA Event 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.

- b) **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 MIDFLORIDA Event 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 MIDFLORIDA Event 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 (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).

PRODUCER ABC Insurance 123 Main Street City, Any State, 55555 Phone – 123-456-7890	CONTACT NAME: Everett Mann PHONE (AC, No ext) (772) 555-1212 FAX (AC,) (772) 555-1213 E-MAIL ADDRESS: My_Contact_e-mail@ provider.com		
INSURED This section shall contain the legal name and business address of the business that entered into the Rental Agreement for use of the MIDFLORIDA Credit Union Event Center and/or Village Square	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Acme Insurance Company		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

[illegible]

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).

CERTIFICATE HOLDER City of Port St. Lucie 121 SW Port St. Lucie Blvd. Port St. Lucie, FL 34984	CANCELLATION 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>
--	--



Sample #2 – Certificate of Insurance – General Liability & Auto

Required when driving vehicles on the loading docks, front plaza, Village Square, or into the MIDFLORIDA Event 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).

PRODUCER ABC Insurance 123 Main Street City, Any State, 55555 Phone – 123-456-7890		CONTACT NAME: Everett Mann PHONE (AC, No ext): (772) 555-1212 FAX (AC): (772) 555-1213 E-MAIL ADDRESS: My_Contact_e-mail@provider.com	
INSURED This section shall contain the legal name and business address of the business that entered into the Rental Agreement for use of the MIDFLORIDA Credit Union Event Center and/or Village Square		INSURER(S) AFFORDING COVERAGE INSURER A: Acme Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

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	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ Policy ☐ Project ☐ 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 ☒ ANY AUTO * ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ 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 ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in Nt) 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 City of Port St. Lucie 121 SW Port St. Lucie Blvd. Port St. Lucie, FL 34984	CANCELLATION 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>
--	--



Sample #3 – Certificate of Insurance – Liability & Liquor

Required for Non-Profit outdoor events selling alcohol, if approved by the MIDFLORIDA Event 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).

PRODUCER ABC Insurance 123 Main Street City, Any State, 55555 Phone – 123-456-7890		CONTACT NAME: Everett Mann PHONE (AC, No ext): (772) 555-1212 FAX (AC,): (772) 555-1213 E-MAIL ADDRESS: My_Contact_e-mail@provider.com	
		INSURER(S) AFFORDING COVERAGE INSURER A: Acme Insurance Company	NAIC#
INSURED This section shall contain the legal name and business address of the business that entered into the Rental Agreement for use of the MIDFLORIDA Credit Union Event Center and/or Village Square		INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

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	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ Policy ☐ Project ☐ 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 – COM/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY ☐ AUTOS ONLY						COMBINED SINGLE LIMIT (Ea. accident) BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ EXCESS LIAB ☐ OCCUR ☐ RETENTION \$ ☐ 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 \$
A	Liquor Liability	X	X	ABC9876543	10/01/17	10/01/18	Each Occurrence \$1,000,000 Aggregate \$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 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>
---	---



Appendix B - Equipment Rentals, Services & Labor Rates

UTILITIES		ELECTRICAL EQUIPMENT	
Water	No charge	Generator	\$350
Electric (per tradeshow booth)	\$25/each	Panel Board	\$50
Secured Internet	No charge	MECHANICAL EQUIPMENT*	
Internet Connection w/ Static IP Address	\$50	Forklift (with driver)	\$375
Telephone Line	\$50/each	Scissor Lift (with driver)	\$325
		Pallet Jack	\$100
		EVENT STAFF*	
FACILITY EQUIPMENT (subject to availability)		Position	Regular Time Per Hour
Pipe & Drape (Black or White):			
14' high; 6-10' sections	\$20/section	Event Staff Supervisor	\$35
8' high; 6-10' sections	\$10/section	Usher, Badge Checker	\$30/ each
3' high; 6-10' sections	\$10/section	Box Office Sales Staff /Ticket Taker	\$30
Booth: 8' high back '3 high sides	\$50/booth	Excess Trash Removal (team of 2)	\$50
Chairs (included in banquet and meetings)		Police Officer Supervisor	\$60.00
Padded, Banquet	\$1.50/ each	Police Officer	\$55.00
Outdoor, Folding	\$1/ each	EMT w/AED	\$45
Tables (included in banquet and meetings)		Medical Personnel	\$45
8' X 30" rectangular	\$5/ each	Fire Marshal	\$45
8' x 30" rectangular (aluminum swirl)	\$5/ each	Food Truck Inspection	\$350.00 Flat Fee
6' x 18" rectangular	\$5/ each	A/V Resource Technician	\$25
72" Rounds	\$5/ each	• 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 a 1/2 will be charged for all staff on City Holidays and overnight security	
30" Round Cocktail Table	\$5/ each		
Tablecloths			
For Rectangular Tables (Black Polyester)	\$10/each	AUDIO VISUAL EQUIPMENT	
For 72" Rounds (Black or White Polyester)	\$15/each		
Additional linens available upon request. Please see your event specialist for details.		Blue-Ray DVD Player	\$15
Staging and Dance Floor		Goose Neck Microphone Stand	\$50
Stage 6'x8' Section (24", 30" 36")	\$40/each	Laptop PC	\$100
Laminate Dance Floor (12'x12')	\$200	Adjustable Truss (6.5 ft)	\$60/each
Laminate Dance Floor (16'x16' or 20'x20')	\$350	Projector	\$100
Laminate Dance Floor (24'x24')	\$500	L.E.D. Uplights	\$30 each or 4 for \$100
Laminate Dance Floor (28'x28')	\$500	Projection Screen- 9'x12' or 10'x14'	\$200
Laminate Dance Floor (32'x32')	\$500	86" Monitor Stands	\$100
Laminate Dance Floor (32'x64')	\$750	Snake	\$50
Crowd Control		Sound System - Large (no subs) (175pp)	\$150
Stanchions (retractable)	No charge	Sound System - Large (w/subs) (101-250pp)	\$225
Miscellaneous		Sound System - Medium	\$100
Podium - Standing Acrylic	No charge	Sound System - Small	\$50
Easels	No charge	Spotlight	\$225
Banner Hanging and Teardown (w/ Grommets Only)	\$30.00/hour	Subwoofers	\$75
Flags w/Flag Poles (US, Florida)	No charge	Wired Microphone	No Charge
Gaffer's Tape	\$15	Wireless Lavalier	\$50
3 Piece Furniture Set	\$150	Video Wall	\$1,200
Cash Register	\$25	55" Television on Cart	\$100
Tent (10'x10')	\$75	MP3/Computer Connection Cable	No charge
Extra Dumpster Pull, if required	\$150	Baby Grand Piano	\$250

Appendix C – Exhibitor Kit

1. Smoking or vaping is not permitted inside the MIDFLORIDA Event Center.
2. Utility services (electric, water, telephone, and secure Wi-Fi) are exclusively provided by the MIDFLORIDA Event Center. Please inform Show Management of any utility needs in advance of move-in.
3. Painting of any kind within the MIDFLORIDA Event 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 MIDFLORIDA Event Center.
5. Glitter, streamers and adhesive-backed (stick-on) decals are prohibited and may not be distributed or used for any purpose within the MIDFLORIDA Event Center.
6. No outside food or beverage is allowed inside the facility during show hours. Please contact the catering department for any needs at (772) 336-2507 or info@creativecateringbh.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 nonalcoholic 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 MIDFLORIDA Event Center with the advance approval of the MIDFLORIDA Event Center and St. Lucie County Fire Marshal.
14. Oils, combustibles, or any liquids other than water may not be poured in the MIDFLORIDA Event 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 MIDFLORIDA Event 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 MIDFLORIDA Event 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 MIDFLORIDA Event Center. Access to the exhibit floor for tractor-trailer trucks, cranes, etc., must be arranged in advance through Show Management. The MIDFLORIDA Event Center does not provide carts, dollies, pallet jacks, labor, etc. for exhibitors’ use.
19. Helium-filled balloons are allowed in the MIDFLORIDA Event 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 MIDFLORIDA Event 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 MIDFLORIDA Event Center.
21. The MIDFLORIDA Event Center has a “no tipping” policy. MIDFLORIDA Event Center employees are prohibited from accepting gratuities, tips or gifts or any kind from Exhibitors, Contractors or Show Management. Written letters acknowledging the good work of the staff are appreciated.
22. The MIDFLORIDA Event 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 MIDFLORIDA Event 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 MIDFLORIDA Event 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 MIDFLORIDA Event 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 MIDFLORIDA Event Center staff will lock all doors to help you maintain security of the various rooms you use. Your Event Specialist will also work with you to coordinate other security needs.

Please note: the MIDFLORIDA Event 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. MIDFLORIDA Event 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 MIDFLORIDA Event 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 MIDFLORIDA Event Center, the MIDFLORIDA Event Center shall have the right to cancel or reschedule events.

All activity on the MIDFLORIDA Event Center property will be conducted according to applicable laws, rules, regulations, and city ordinances.

The MIDFLORIDA Event Center shall consider the safety, health and welfare of persons, and the security, preservation and orderly use of the MIDFLORIDA Event 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 MIDFLORIDA Event 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 MIDFLORIDA Event 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 MIDFLORIDA Event Center wants to provide and maintain a venue which ensures the safety of all who enter the facility. In partnership with the St. Lucie County Fire Marshal's Office, the MIDFLORIDA Event Center has adopted and will enforce applicable provisions of the Life Safety Code (LSC). The following incorporates this provision along with the MIDFLORIDA Event 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 MIDFLORIDA Event 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 MIDFLORIDA Event 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 MIDFLORIDA Event 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 MIDFLORIDA Event 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 MIDFLORIDA Event 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 MIDFLORIDA Event Center premises. Standby Fire Personnel may be required at Authorized User's expense.

- Candles & Pen Flames: The use of open flame candles is limited to votive candles in votive bases and sterno within the MIDFLORIDA Event Center.
- Pyrotechnics, Lasers & Special Effects: Authorized User must supply equipment and/or material specifications through the MIDFLORIDA Event 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.
- The MIDFLORIDA Event 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 MIDFLORIDA Event 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.)*



PORT ST. LUCIE FLORIDA

Contact a Sales Specialist Today to Book Your Event!

9221 SE Event Center Place, Port St. Lucie, FL 34952

Phone: (772) 807-4488 Fax: (772) 398-2944 contact@midfloridaeventcenter.com

www.midfloridaeventcenter.com

ten