



## Procedures and Regulations for Exhibit Companies and Production Companies; Audio Visual and Package Handling

### General Guidelines and Insurance Requirements:

- All exhibits or productions must use a drayage company, a decorating company or an exhibit company, for booth or tabletop exhibits at Loews Miami Beach Hotel. Proper insurance liability coverage must be submitted to the hotel's Conference Manager before setup takes place. Copies will be kept in the customer's file and in the Security Department of Loews Miami Beach Hotel. Failure to follow these specifications and to get the necessary permits may result in your exhibit being terminated.
- Vendors (Exhibit, Drayage, Outside Production Audio Visual Companies—the Producer shall, at its own cost and expense, obtain and maintain and cause any subcontracted party to obtain and maintain, the following insurance throughout the Term of the Agreement)) shall carry and maintain the following minimum insurance coverage:
  - (A) Commercial General Liability (CGL) on an occurrence basis with minimum limits of \$5,000,000 per Occurrence and \$5,000,000 Aggregate with combined single limits for Bodily Injury and Property Damage. Coverage shall be on a "per location" basis, provide coverage for claims worldwide and include Broad Form Contractual Liability and Products and Completed Operations. The coverage limits of \$5,000,000 may be satisfied by a combination of CGL and Umbrella/Excess Liability policies.
  - (B) Auto Liability, as applicable, with minimum limits of \$5,000,000 combined single limit for Bodily Injury and Property Damage. The coverage limits of \$5,000,000 may be satisfied by a combination of Auto Liability and Umbrella/Excess Liability policies.
  - (C) Worker's Compensation with Statutory Limits for the jurisdiction within which work is performed. Employer Liability with minimum limits of \$1,000,000.
  - (D) In the event that the Producer, or any subcontractor, has or obtains insurance coverage in amounts in excess of those listed above, such additional insurance coverage shall also inure to the benefit of the Hotel and Additional Insureds.
  - (E) All above policies shall be issued by insurance company or companies that are licensed to do business in the State where the Hotel is located and have a minimum A.M. Best & Co. rating of "A", "X" and as reasonably acceptable to the Hotel. All such insurance shall be issued on a primary and non-contributory basis, contain a Waiver of Subrogation in favor of the Additional Insureds and not be cancelable, terminable or subject to material change without thirty (30) days' prior written notice to the Hotel. All such insurance, with the exception of Worker's Compensation, shall name the Hotel, **MB Redevelopment DBA LMBH**, and their respective parents, subsidiaries and affiliates as Additional Insureds. A Certificate of Insurance, in form and substance satisfactory to the Hotel and evidencing the required coverages, shall be provided to the Hotel prior to the commencement of services and Renewal Certificates shall be provided prior to each subsequent policy renewal date.
- All such policies (except workers' compensation) shall specifically state: "Named as additional insurer under above policies, MB Redevelopment, DBA LMBH." Each policy shall provide that it may not be canceled or changed without at least (10) days' prior written notice to Loews Miami Beach Hotel.
- Vendor shall furnish to MB Redevelopment, DBA, LMBH a certificate of insurance evidencing such coverage prior to the commencement of services hereunder and shall continue to provide MB Redevelopment DBA LMBH with subsequent Certificates of Insurance evidencing uninterrupted compliance with this insurance requirement until the termination of this agreement.
- Vendor shall provide MB Redevelopment, DBA LMBH, with certified copies of the policies required herein upon MB Redevelopment, DBA LMBH, request.

### **Damage Deposits:**

- All exhibit production companies will have a pre- post set-up tear-down walk through of all locations occupied by the show event. The walk through will be conducted with Conference Manager, PSAV Representative and Banquet Set-Up staff members.
- A damage deposit in the amount of **\$5,000 is required**. The return of this deposit will be based on the production/exhibit/drayage outside Audio Visual Company's adherence to the policies as outlined in this document as well as a satisfactory walkthrough inspection at the end of the function. The client is responsible for any damage charges an exhibit drayage production outside contractor outside audio visual company.

### **Access to Property/Loading Dock/Contracted Labor Requirements:**

- To protect the assets of the hotel, the Loews Miami Beach Hotel requires a minimum of **two (2)** LMBH Security Officers to be present during all load in and load out times. A labor charge of \$50.00 per hour, per officer, will be applied to the client's bill, with a four hour minimum.
- Access to the loading dock is allowed between **7:00AM to 7:00PM Monday – Friday and 9:00AM to 7:00PM Saturday – Sunday**. Truck and trailer parking is **not** permitted on hotel property except during scheduled load-in and load out times.
- The exhibit production company must provide a cellular telephone number for the primary contact that will be available 24 hours a day during the dates of the event program from load-in through tear-down, load-out.

### **Truck and Trailer Parking:**

- To arrange for overnight or long term parking of truck/trailers please contact: City of Miami Beach Parking Department – (305) 673-7000.
- Please call as far in advance as possible. Miami Beach is an urban area and facilities to accommodate trucks and tractor trailers are limited. The Conference Manager **cannot** make arrangements for you.

### **Access to Property / Loading Dock / Contracted Labor Requirements (Continued):**

- The Loews Miami Beach Hotel reserves the right to curtail or cease entirely your operations at any time if, in our reasonable estimation, your actions are placing our property, employees, or guests at risk. In addition the following policies are to be observed by all production personnel operating on our premises:

### **All exhibit / production companies are to check in and out with our Security Department:**

- All personnel will report to Security to sign in and receive identification badges. These badges are to be worn at all times in the building and outdoor areas of the hotel.
- All personnel must be properly attired while on hotel property. No cut-offs, sandals, clogs, or extreme clothing will be allowed. All clothing must be clean and in good condition. Shirts must be worn at all times.
- MB Redevelopment DBA LMBH is a place of business. Vulgar language, roughhousing and loud or disruptive behavior will not be tolerated.
- No exhibit/production company personnel can smoke or take breaks in any of the hotel's service hallways or public areas. This includes the hotel employee cafeteria. The designated hotel smoking area is located at the bottom of the loading dock ramp. This is the only designated smoking area.
- Please remain in your work area. Public areas of the Hotel are not to be entered unless the job demands it.
- Consumption of alcoholic beverages is prohibited at all times in all areas.
- Use or possession of illegal drugs or weapons will result in immediate removal from the property and appropriate legal action will be taken.
- Consumption of any unauthorized food and beverage is not permitted.
- Non-hotel personnel/outside contracted labor may purchase a ticket to utilize the hotel cafeteria. The tickets must be purchased in advance from our Security Office for **\$10.00**.

### **Trade-Shows / Exhibitions:**

- The Loews Miami Beach Hotel is pleased to extend the services of **Expo Convention Contractors** as our preferred Trade-Show, Exhibition Services Company, **(305) 751-1234**. **All services with Expo Convention Contractors must be contracted in advance.**

***DO NOT send shipments directly before contracting with them for service.***

- **All exhibit production companies are responsible for removal of all waste from Loews Miami Beach Hotel. Excessive exhibit or production waste will result in charges to the customer's master account for removal of excess waste.**
- **All hazardous materials and chemicals that will be brought into the hotel or generated on property through a function must have a "MSDS" sheet on file with the Security Department prior to delivery to the hotel and must be pre-approved by Loews Miami Beach Hotel.** Such items include, but are not limited to, medical waste, paints, oils, adhesives, cleaning chemicals and solvents. If hazardous waste has been left behind from a function, the client will be contacted to return to the hotel to retrieve the waste. The hotel will not be able to dispose of the waste for the client, as the necessary documents and shipping manifests must be signed by the generator of the hazardous waste.
- All exhibit space, loading docks and dumpster areas must be cleared and returned to the same condition as it was given to the Production/Exhibit Company on set-up day. Failure to return the exhibit production area in the condition it was given to, will result in cleaning charges to the customer.
- Due to fire regulations and building codes, crates, rigging or other items **cannot** be stored in service areas of Loews Miami Beach Hotel. All items such as forklifts, crates, garbage, etc., must be removed from Loews Miami Beach Hotel by the designated ending time on the tear down day.
- Leaning or stacking items against a wall, or placing items within two feet of any wall, is not permitted.

***Loews Miami Beach Hotel cannot be held responsible for any damage to or loss of equipment left onsite.***

- The cleaning of the exhibit areas during a show, booth or tabletop is provided by the production/exhibit company, **not** Loews Miami Beach Hotel.
- Ballroom floor protection (visqueen/polytak) must be in place immediately inside exhibit load in door in Americana Salon 1, and cover all carpeted areas over which exhibit/ production trade show equipment crates will be rolled through. The protective material can be purchased from **PSAV** the preferred in-house AV Company or may be provided by the Outside Production/Exhibit Company, however, **this protection must be in place prior to load in and load out.**
- The hotel does not provide such miscellaneous items as chairs, tables, skirting, ashtrays, punch bowls, china, waste paper baskets, extension cords or tools, etc. to exhibitors. The items must be provided by the Production Exhibit Company.
- Forklifts are not permitted in the ballroom areas. Due to insurance regulations, the hotel **cannot** provide scissors lifts, flatbed carts or forklifts. Exhibit / production companies must provide their own. Scissors lifts **cannot** be stored in the hotel back halls or loading dock. They must be picked up on the last day. Scissors lifts can be rented through PSAV (305) 604 5287.
- Crates and equipment **cannot** be stored at the Loews Miami Beach Hotel unless the client and Conference Manager have designated a storage location.

## **Shipping & Receiving:**

- Due to limited storage, we cannot accept any large shipment of drayage, packages or exhibits for an exhibit and/or production company or client. A large shipment is roughly defined as any shipment in number more than five boxes, or weighing in excess of 100 lbs. If an exhibitor sends unqualified packages without communication, they will NOT be accepted by the receiving/shipping department. Please make arrangements for pre and post shipping of drayage handling and large package storage with the exhibit/production or decorating company handling your event. If you are sending large quantities of packages, communicate this to your conference manager and make arrangements with the Shipping Dept.
- For packages being picked up in the business center there will package fees depending on weight. Fee start at \$2 per package to \$25 per package depending on weight. These are the same for both for inbound/outbound packages.
- Packages being delivered to the conference rooms or guest room have package & delivery fees combined depending on weight. Fee start at \$5 per package to \$50 per package depending on weight. These are the same for both for inbound/outbound packages.
- For inbound/outbound or pickup of pallets or crates the fee is \$150. Charges are consolidated into a single fee for receiving/delivery or pickup, which is applied to each pallet/crate handled. Heavier pallets and crates will be charged \$0.50 per pound, per package (\$150 minimum) for both Outbound and Inbound, which include delivery. A labor fee of \$70 per hour will apply for breaking down pallets and building pallets due to the customer's request. The labor charge will be charged in 15min increments.
- Any packages stored for more than 7 days will result in a single storage fee charge depending on weight. Fee start at \$5 per box to \$50 per Pallet or Crate of storage fee. Packages are held for 30 days and are returned back to sender on the 31<sup>st</sup> day.

No deliveries can be made through the public areas of the hotel. Please deliver all materials through the shipping and receiving department.

### **Incoming shipments can be sent directly to:**

*It is important to ensure a smooth distribution of all packages for everyone involved*

#### For GROUPS

**Attn:**

1<sup>st</sup> line: Event Name/ Group / Care of: Conference Manager's name

2<sup>nd</sup> line: Recipient (Guest) Name \*\*very important

**Address:**

1601 Collins Avenue, Miami Beach, FL 33139

**Phone:** (Contact of on-site recipient if possible)

#### For EXHIBITORS

**Attn:**

1st line: Event Name/ Company Name (Exhibitor)

2nd line: Booth # / Recipient (Guest) Name \*\*very important

**Address:**

1601 Collins Avenue, Miami Beach, FL 33139

**Phone:** (Contact of on-site recipient if possible)

Small outgoing shipments can be picked up at our **Business Center**, located on the Ballroom Level 2<sup>nd</sup> floor.  
Business center department may be contacted at (305) 6744-7866

## **Branding:**

- The branding program for your group must be pre-approved by your Conference Manager. Our business center is our preferred method of branding. All branding locations are subject to a rental fee on behalf of Loews Miami Beach Hotel, generally \$1500 one time fee, per branding area. Please reach out to your conference manager for additional information.
- Printing, Installing and removal of the branding project will be separate and charged separately by the business center.

### **Signage / Banners:**

- The general signage program for your group must be pre-approved by your Conference Manager. All signage must be professionally produced. Hand-written signage is not allowed anywhere in the hotel.
- Signage may **not** be hung on the walls of the hotel.
- Signage is only permitted on conference levels of the hotel. Signage is not permitted in the Lobby.
- Banners may be hung on the walls of the hotel if approved by your Conference Manager and hung by our Engineering Department at a charge of \$50.00 per banner. Please be advised that nothing may be nailed, tacked, or taped to the walls of any meeting room or public area.
- Banners cannot be displayed on the outside of the hotel or at entrance to property.

### **City of Miami Beach Fire Watch Regulations:**

- The Miami Beach Fire Department, Fire Safety Management Division requires a fire watch for certain productions, exhibits, laser or pyrotechnic shows, haze, smoke machines or any product that can activate the hotel fire alarm system. Only Loews Miami Beach Hotel Security Department can order a fire watch. A fire watch must be ordered for rehearsals or actual productions utilizing equipment or special effects that affect the hotel fire alarm. A minimum of 10 days' notice is needed to order a fire watch from the Miami Beach Fire department. Miami Beach Fire Department requires a minimum of a (4) four hour fire watch, plus an hourly fee for each hour thereafter. Fees for a Fire Watch are as follows:
- \$85.00 an hour per Fire Marshall, per Shift with a 4 hour minimum (including a \$7.00 City Administration fee per Marshall, per hour).
- \$45.00 an hour for LMBH Engineering per shift with a 4 hour minimum (2 Engineers required per shift)
- \$50.00 an hour for LMBH Security Officer per shift with a 4 hour minimum.
- \$50.00 Coordination Fee will apply per request

### **Audio Visual Service Guidelines:**

- The Loews Miami Beach is pleased to have PSAV Presentation Services as our preferred audio visual provider. PSAV has provided outstanding service for conventions, meetings and special events across the United States since 1937. A complete multi-million dollar line of basic and specialized audio, video and lighting equipment, along with professionally trained technicians, are available through PSAV. PSAV can help ensure a successful event of any size and level of technology.

**PSAV may be contacted at (305) 604-5287 or LMBH@psav.com**

- If you choose to utilize another audio visual company, please be advised that the guidelines listed below must be met in order for them to conduct business within the Loews Miami Beach Hotel. These guidelines include a security deposit of \$5000 as outlined on page one.
- PSAV has exclusive rights to provide all standard A/V breakout equipment, services and labor in all meeting space and guest rooms with the exception of the Americana and the Poinciana Ballroom. Outside production companies are welcome to manage production and events in the Americana and Poinciana Ballroom, but should collaborate with PSAV and the assigned Conference Service Manager to ensure compliance with the production guidelines.
- The client will notify the hotel's Conference Manager in writing, at least 30-days prior to the start of the convention, as to who their audio visual provider will be.
- To help ensure the success of your event at the Loews Miami Beach Hotel, if you choose to utilize an outside audio visual provider, a PSAV technician will be required onsite to oversee the load in and load out of the event. This PSAV technician(s) will be available through the duration of your event as necessary. A minimum of 5 hours for each technician at prevailing published labor rates will be charged. Please contact PSAV for these charges at least 10 business days prior to the start of your event. **Outside AV companies are required to install visqueen/polytak to cover all carpeted areas in which they will be rolling equipment in and storing dead cases. PSAV can provide this service for a fee.**
- Under no circumstances will the hotel or PSAV be held liable for lost, damaged, stolen or misused equipment obtained from outside audio visual rental companies.
- To protect the quality and integrity of our in-house systems, outside audio visual companies are NOT permitted to patch into our house sound system directly themselves. The utilization of the house sound system can be accessed with 10 business days advanced notice to PSAV at the Loews Miami Beach Hotel. A fee will be charged. Please contact PSAV for such charges.
- To maintain quality and to protect the hotel, its customers and guests, outside audio visual companies are **NOT** permitted to hang any equipment from the in-house fly points or other structural supports (air wall tracks, sky hooks, eye bolts, etc.) built into the facility without contracting with PSAV. **For liability considerations PSAV will qualify and perform all rigging and related services to include motors, rigging accessories and labor calls in the hotel.** Please contact PSAV at least 30 days prior to the first day services are needed with rigging plots and any other information needed to qualify the proposed rigging needs. A fee will be charged for use of these facility supports at prevailing rates. A final rigging plot must be approved by PSAV and must include load requirements, truss measurements, cable picks, dead hangs and any other additional information required to qualify the proposed rigging needs.
- It is the policy of PSAV that no additional weight be applied to flown equipment after PSAV riggers leave the room. The production company may load the truss that is flown with their equipment, but PSAV riggers must remain onsite to supervise. PSAV is responsible for all aspects of the rig, including making sure all hung equipment is securely fastened and has a safety.
- All staff of an outside audio visual company must wear professional business attire and name tags.
- It is our intention to create and maintain a pleasant atmosphere for our clientele. Any actions by personnel working at the Loews Miami Beach Hotel which compromise the quality of our guest's experience will result in them being expelled from the property and denied access in the future.
- All electricity (indoor/outdoor) required to operate outside audio visual equipment will be provided at the prevailing rates. Contact PSAV for more information.
- Storage space for outside audio visual equipment will be the sole responsibility of the client.

**Function Space Specifications:**

- Electrical Services
- Existing electrical specifications for our function rooms are as follows:

Americana Salon 1	200 amp, 208 volt, 3 phase outlet Camlock Two 20 amp, 115 volt common circuits
Americana Salon 2	Two-200 amp, 208 volt, 3 phase outlet Posilock & Camlock One 20 amp, 115 volt, common circuit
Americana Salon 3	North Wall: One 200 amp, 208 volt, 3 phase outlets Posilock South Wall: One 200 amp, 208 volt, 3 phase outlets Posilock 200 amp, 208 volt, 3 phase outlet Camlock 100 amps, 208 volts, 3 phase outlet Camlock
Americana Salon 4	North Wall: 200 amp, 208 volt, 3 phase outlet Camlock South Wall: 200 amp, 208 volt, 3 phase outlet Posilock Two 20 amp, 115 volt common circuits
Americana Prefunction Area	Six 20 amp common circuits; outlets distributed throughout
Poinciana 1, 2, 3 & 4	One 200 amp 208 Volt, 3 phase outlet Camlock shared to all four Poinciana Ballrooms.
Cowrie Room (1 & 2)	One 200 amp 208 Volt, 3 phase outlet Camlock Two 30 amp, 208 volt, single phase Two 20 amp, 115 volt common circuits
Conference Rooms	Each has One 30 amp, 208 volt, single phase outlet One 20 amp common circuit
New Yorker & Sands	One 30 amp, single phase, one 20 amp, 120 volts, single phase
Americana Lawn	Two 100 amp, 208 volts, 3 phase outlet Hubble
St. Moritz Lawn	One 100 amp, 208 volts, 3 phase outlet Hubble shared power
Soak	One 100 amp, 208 volts, 3 phase outlet Hubble shared power One 100 amp, 208 volts, 3 phase outlet Hubble power

**Lighting and Temperature Controls:**

- Each of our function rooms and ballroom salons has independent lighting controls and thermostats.

**Weight Load Distribution**

All public spaces in Florida including this building are designed to a floor load of 100 lbs. per sq. ft.. This can increase by 30 to 40% close to elevators and stairs.

## **Measurements:**

### *Loading Dock*

- ▶ Ceiling height: 13'
- ▶ Loading dock bays: 4' high x 39' long (platform 10' deep)
- ▶ Loading dock door to back of house: 72" wide x 84" high

### *Freight Elevators*

- ▶ 2 Freight elevators service the ground, ballroom and conference levels
- ▶ Located at the west end of the Americana Ballroom.
- ▶ Each elevator: 10' high x 6' wide x 8' deep
- ▶ Door openings: 4' 6" wide
- ▶ Roll up freight door: 10' high x 10' wide 2 stories from ground level

### *Americana Ballroom*

- ▶ Salon 1 Freight Door: 120" wide x 96" high
- ▶ Service Hallway: 10' wide x 8' high
- ▶ Prefunction Doors: 72" wide x 96" high
- ▶ Salon 3 Service Door: 72" wide x 96" high
- ▶ Ceiling Height: 25' gross (approx. 22' with chandeliers)
- ▶ Surface: Carpet
- ▶ Hang Points: 28 sky hooks 8 traditional eyebolts  
750 lb. load bearing capacity 750 lb. load bearing capacity
  
- 99 rigging points  
750 lb. load bearing capacity
  
- ▶ Decorative Alcove Measurements:
  - Proscenium façade: 23' 6" wide x 14' high x 6' deep
  - Backstage area: 6' wide x 42' long
- ▶ Airwalls: Salons 1 & 2 run on same track as between Salon 3 and Salons 1 & 2

### *Prefunction Area*

- ▶ Columns: 10' in circumference (Each has electrical outlet)  
Spaced 23.5' apart
- ▶ Windows: Entire South Wall  
9' wide x 11.5' high  
May not be obscured at any time

### *Poinciana Ballroom*

- ▶ Prefunction Doors: 72" wide x 96" high
- ▶ Foyer Area: 15' wide x 58' long
- ▶ Ceiling: 11.5' high
- ▶ Surface: Carpet

### *Cowrie Room*

- ▶ Doors: 72" wide x 96" high
- ▶ Ceiling: 11.5' high
- ▶ Access Hallway: 6' wide x 58' long
- ▶ Foyer Area: Approx. 25' wide x 49' long

### *Other Measurements*

- ▶ Conference Level Foyer: Crescent Shape  
Length of conference wing  
Varies from 8' to 14' wide
- ▶ Americana Terrace: Crescent Shape  
Approx. 75' long x 12' wide
- ▶ Terrace Landing: On staircase from Terrace to Americana Lawn  
29.5' wide x 17.5' deep
- ▶ Risers: Bear weight is 125 lbs. per square foot
- ▶ Podiums: Height 47" x Width 25" x Depth 21"



**Procedures and Regulations for Exhibit Companies and Production Companies;  
Audio Visual and Package Handling**

I have read, understood and agree to follow all of the production, exhibit and audio visual guidelines as listed above. I agree to pay the required deposit, refundable upon satisfactory inspection of the exhibit space after load out.

*Client Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

Name and Title (*please print*): \_\_\_\_\_

Company Name: \_\_\_\_\_

Show Name (if different than company): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Deposit Required:** \_\_\_\_\_ **Due Date:** \_\_\_\_\_

**Method of Payment:**

- Credit Card                       Credit Card Authorization Attached  
 Company Check  
 Deposit Received              Check # \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

**Production Company**

\_\_\_\_\_  
*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

\_\_\_\_\_  
Name and Title (*please print*)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_  
Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Conference Manager**

\_\_\_\_\_  
*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

## BEACH EVENT APPLICATION PROCESS

Thank you for your interest in the City of Miami Beach as the location for your event. A City of Miami Beach **Special Events Permit** is required for any organized event which takes place on public property. A completed City of Miami Beach **Special Events Permit Application** (provided upon request) will provide the City with information pertinent to permit processing. A Special Events permit is a review and approval process, and submission does not constitute approval. Once all items are submitted, registered, reviewed, and terms of coordination have been met your Special Event Permit will be drafted and sent to the City Manager for final approval. Any and all expenses incurred by applicant/producers/promoters prior to the issuance of a Special Event Permit shall be at the sole risk and responsibility of the applicant/producer/promoter, and the City of Miami Beach shall in no way be responsible and liable for same.

Applications are processed on a first come, first serve basis. No exceptions will be made for the following deadlines:

- **One Hundred and Twenty (120) days notice is required for processing for all beachfront events permit applications.**
- **Ninety (90) days notice is required for processing for all beachfront paperwork and CAD Drawings of the Event Space.**
- **A final site plan must be submitted no later than thirty (30) days prior to the event.**
- **Sixty (60) days notice is required for processing non-beachfront event applications.**

To submit a **Special Events Permit Application** the following minimum requirements must be completed:

- 1) Application and Questionnaire Form
- 2) \$250 Application Fee (non-refundable)
- 3) \$250- \$500 Permit Fee (refundable) (varies based on group size)
- 4) \$2,500- \$5,000 Security Deposit by separate check (refundable) (varies based on group size)
- 5) Site plan to scale (detailed with narrative) and accurate square footage calculations, including detailed load in and load out schedule and run of show for any entertainment or presentations
- 6) \$0.25 plus 25% beach tax and 7% sales tax per square foot fee based on accurate square footage calculations
- 7) Emergency, Set Up, Staffing, Clean Up and Sanitation Plans
- 8) Indemnity Agreement (the original signed and notarized)
- 9) Certificate of Insurance naming the City of Miami Beach as the additional insured.
- 10) Application for structural permit for catering tent

An in person review with the Special Events Committee at the City of Miami Beach is required for permit approval. The City will set the date and time and attendance is mandatory.

Special events, depending on their nature and scope, will also require the hiring of City of Miami Beach employees, such as Fire Marshal, Off-duty Police and Fire Rescue. The City of Miami Beach Administration will determine minimum staffing levels. In addition, your event may require the review and recommendation of the impacted neighborhoods.

Other fees, including but not limited to, the Lincoln Road and Lummus Park User Fee, Square Footage Fee, Vehicle Beach Access Fee, Fire Review, Temporary Liquor License, Permission from neighboring condo associations, clean up and sanitation, a Concession Agreement, etc. and/or requirements may be applicable (see fee schedule below).

Use of beaches, parks or pedestrian areas for event related vehicles should be minimized, and whenever possible, All Terrain Vehicles (ATV's), all terrain gators, and/or golf carts should be utilized by event producers for events taking place on the beach or in pedestrian areas such as parks.

For detailed information on the permit guidelines, we strongly encourage you to become familiar with the **Special Events Requirements and Guidelines** available at the Special Events Office or on the City's website at [www.miamibeachfl.gov](http://www.miamibeachfl.gov), or contact our in house destination management company, 360 Destination Group at 954.271.3050.

**MAJOR EVENT PERIODS (MEP)**

The City first evaluates the City’s needs, impacts and quality of life issues during MEP’s. The City will then also specifically evaluate the impact of events proposed to take place during holiday weekends and major event periods, which create a significant demand on City services and resources. The City may determine an MEP to have high intensity on City services and, therefore, may prohibit the issuance of special events permits during these periods.

- o **January - Orange Bowl Games**
- o **January -Martin Luther King, Jr. Holiday**
- o **February - Miami International Boat Show/Brokerage Yacht Show/Food & Wine Festival, and Super Bowl**
- o **March - Winter Music Conference/Winter Party/Sports and Fitness Festival**
- o **May - Memorial Day Weekend**
- o **July - Independence Day Celebration**
- o **September - Labor Day Weekend**
- o **October - Columbus Day Weekend**
- o **November -Thanksgiving Holiday**
- o **December – Art Basel**
- o **December- New Years Eve**

**INSURANCE REQUIREMENTS**

The following is required by City of Miami Beach Risk Management Department. An original copy of the certificate is required for final approval of special event.

- Commercial General liability limits \$1,000,000.
- Proof of Worker’s Compensation (for companies employing more than 3 people).
- Liquor Liability limits \$1,000,000 (if alcohol is served).
- All policies must be issued by companies authorized to do business in Florida with a Best Key rating of B+V or better.
- Certificate of Insurance must be current.
- The City of Miami Beach must be a CERTIFIED HOLDER, including the following address: City of Miami Beach, 1700 Convention Center Drive, Miami Beach, FL 33139.
- The **City of Miami Beach** must be named as an ADDITIONAL INSURED, as well as the hotel, **MB Redevelopment, DBA LMBH**.
- Description of operations/locations/vehicles/special items to be listed accordingly for each event.

**SPECIAL EVENT FEE SCHEDULE**

\*\*\* Application fees are not refundable. Failure to comply with restrictions imposed automatically forfeits the security deposit. Additional charges may apply.

Application Fee	\$250.00
Permit Fee	\$250.00- \$500.00
Vehicle Beach Access Pass	\$150.00 per pass
Parking Meter Rentals	\$10.00 per meter/per day
Building Department Permit Fees	
Tent Permit	\$130.00 Per Structure
Fence Permit	\$130.00
Bleachers Permit	\$130.00
Stage Permit	\$130.00
Electrical Permit	\$250.00
Plumbing Permit	\$40.00
Square Footage Fee	\$.25 per square foot + 25% beach tax and 7% Sales Tax (NA with Concessions Agreement)
Police Administrative Fee	\$10.00 per hour/per officer
Police Vehicle Fees	\$3.00 per hour/per officer
Police Hourly Amount	\$61.00 per hour/minimum 4 hours
Fire Marshal Hourly Amount	\$85.00 per hour/ minimum 4 hours
Fire Rescue Administrative Fee	\$25.00 per shift
Fire Rescue Hourly Amount	\$85.00 per hour/minimum 4 hours
Lummas Park User Fee	25% of City Services
Lincoln Road User Fee	25% of City Services
Concessions Agreement	
Beach Events	15% of food, beverage, ticket sales and merchandise + 7% Sales Tax
Non-Beach Events	10% of food, beverage, ticket sales and merchandise + 7% Sales Tax

### **ADDITIONAL FEE SCHEDULE**

\*\*\* tenting, fencing, catering tent (20' x 20' minimum with flooring and lighting required), lighting, tables, chairs, food service items such as bars and buffets, generator and coordinating power fees, and electrical permit, inspection and engineer are not included in the fee schedule above and will vary based on event type and amount of guests.

### **TURTLE SEASON**

Turtle season (nesting and hatching seasons) runs May 1- October 31 in Dade County.

Hatching season (July 1- October 31)- increased regulations

\*\*Additional fees and restrictions will apply.

- Structures (tents) must have at least 3 feet of vertical clearance and posts must have 7 feet horizontal clearance between them
- In order to place structures on the beach- surveys for marine nesting activity must be ongoing, and have been conducted daily for 65 days prior to the event date/and/or the beginning of marine nesting season
- Surveys must be completed by a qualified marine turtle permit holder
- Surveys are conducted between sunrise and 9 am daily- nothing can happen during these hours as far as load in or other activity
- Nests that are made within your proposed event area will REMAIN in your event area, and will be marked with a 10 foot radius surrounding the nest with survey tape and stakes.
- During hatching season (July 1- October 31) no structures may remain overnight between the nest and the ocean, no exceptions
- All lighting must cease by 9 PM, no exceptions
- No water can leak from air conditioners, vehicles, coolers, mobile fridges, etc.
- If a deceased, sick or injured turtle or an unmarked exposed nest is found near your event site, the Federal Wildlife Commission will be notified and necessary action will be taken- pending the report
- The beach must be left in the exact condition it was in before your load in/out. "Leave No Trace" is taken very seriously by the Federal Wildlife Commission during nesting and hatching seasons.

### **WEDDING CEREMONIES**

A Special Events Permit will be required for beachfront ceremonies that include the set-up of temporary structures (e.g. tents, tables, etc.) and /or food and beverage service. Ceremonies that **do not** include the set-up of temporary structures do not require a permit, but organizers of such events are asked to submit a questionnaire, a site plan and are recommended to hire off-duty police personnel. Beachfront concessionaires must be notified, if applicable. Beachfront operations may not be in any way obstructed. The completed questionnaire provided upon request must be submitted to the Special Events Office via fax at 305-673-7063.

### **EVENT SIGNAGE**

Sponsorship banners and signage are allowed within the designated event site only and may be displayed only during the event.

If you have any questions regarding the application permitting process, we urge you to call the Special Events Office at 305-673-7577 or 360 Destination Group at 954.271.3050 as soon as possible. We look forward to working with you to produce a successful event.

**LOADING IN THROUGH THE SKY DOOR/WINDOW**

The Sky Door is a door located over the loading dock that provides access to the back hallway on the 2<sup>nd</sup> floor behind the Americana Ballroom. This can be used to load items into the ballroom that exceed the size and/or weight distribution of our freight elevators.

We strongly suggest that your Production Company conducts a site visit in advance to better visualize the window and formulate a plan that is sufficient to accommodate the requirements of what is being loaded in.

A heavy duty forklift that reaches the height and can handle the weight of the item(s) being loaded in is required (Exhibit A), in addition, an electric powered fork lift is needed on the inside of the sky window (on the 2<sup>nd</sup> floor) to receive the item(s).

The production company is responsible for ensuring that the equipment used fulfills any specification requirements necessary for the job - and assumes all cost for rental of any / all equipment. A certificate of insurance is required to be on file in advance reflecting a minimum of \$5,000,000 in coverage.

When executing , our valet will need to be rerouted and the in house garage emptied (resulting in longer wait times for cars) during load-in and out as cars will not be able to make it through . The loading dock will also be shut down to all deliveries, so the timing of the job will have to be coordinated and approved by the hotel to ensure there are no disruptions.

If a car is being loaded in, a heavy duty forklift will be required in addition to a custom ramp (Exhibit B) will need to be built on the inside of the window to receive the car.

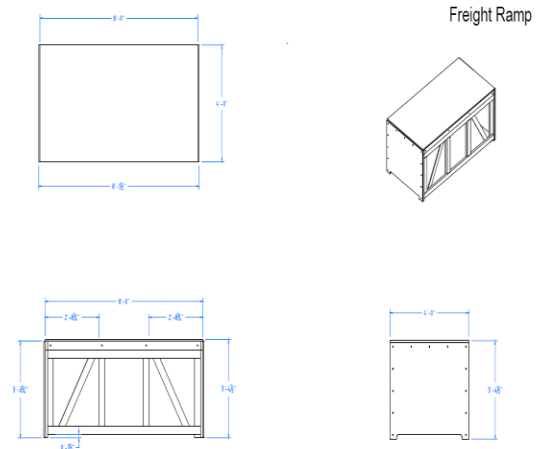
To ensure the safety and security of the hotel, it's team members and guests, the hotel will require (4) Security Officers and (2) Engineers to be scheduled during the load-in/load-out process. Pricing is as follows:

- \$45.00 an hour for LMBH Engineering per Engineer, per shift with a 4 hour minimum
- \$50.00 an hour for LMBH Security Officer per Officer, per shift with a 4 hour minimum.

**Exhibit A**



**Exhibit B**



## **SPECIAL PROVISIONS FOR MOTORIZED VEHICLES:**

**Any exhibit/product that is mechanical in nature must provide additional floor covering to prevent damage to carpet.**

- Definition: Motorized vehicles shall be defined as any vehicle that is propelled by an internal combustion engine using Class I or Class II fuel such as, but not limited to automobiles, trucks, motorcycles, aircraft, or watercraft.
- All motorized vehicles displayed, shall have batteries disconnected at the "hot" lead with the disconnected cable taped. The lead shall be safely secured.
- Fuel supplies in vehicles on display shall not exceed ¼ of a tank of gas. The tank must be purged with carbon dioxide (CO<sub>2</sub>). Vehicle is not to be fueled or defueled once inside the ballroom.
- All motor vehicle tanks containing fuel shall be furnished with locking type caps or sealed with tape to preclude inspection by viewers. Tractors, chainsaws, power plants and other fuel-powered equipment shall be safe guarded in a similar manner.
- All motor vehicles must be clean before entering exhibit/ballroom space. Runners must be in place at all move in/move out entries consisting of Poly-tack.
- Vehicles on display require Poly-tack and a drip pan.
- Vehicle is not to be moved during show hours and shall not block exits.
- A key to the vehicle is to be supplied to Hotel Security. A \$50 special/handling services fee will apply.
- Fire Inspector must be staffed from the moment vehicle enters ballroom to the moment it is removed. Hourly rate is \$85 per hour, four hour minimum, including \$7.00 Administration Fee.