

# Savannah Convention Center **EVENT PLANNING GUIDE**

FACILITY POLICIES | BUILDING SERVICES | AMENITIES



**SAVANNAH**  
CONVENTION CENTER

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## WELCOME



Our entire team of dedicated service professionals welcomes you to Savannah Convention Center (SCC) and beautiful Savannah, Georgia. We are committed to exceeding our customers' expectations at every opportunity.

What makes SCC different from other facilities? In a word – service. Our staff includes best-in-the-business professionals with extensive knowledge of all aspects of meeting planning. We understand that whether you're planning a small conference, a company meeting or an international convention, it needs to be perfect from start to finish, and we have the experience and resources to make it happen.

Whether you have previously worked with our team, or this is your first time in our venue, this Event Planning Guide will help you through the process of planning your event at the SCC. Our goal is to provide you with the information, resources and answers to your questions so that your attendees and exhibitors will have a safe and enjoyable experience while they are our guests. This guide will introduce you to the procedures, regulations and timelines that will help you plan a smooth and efficient event. Supplemental documents with greater detail are available on our website or upon request.

By far, your most valuable resource as you plan your event will be your SCC Event Manager (EM). Your EM will be assigned to you upon completing the licensing process with your sales manager. If you have any questions remaining after reviewing this guide, please contact your EM. If you are still in contract negotiations, your sales representative can help you. The more information we can share with one another throughout the planning process, the better we can serve your needs.

We look forward to partnering with you and your team to create an extraordinary event!

Kelvin Moore  
SVP / General Manager  
Savannah Convention Center



This Event Planning guide has been designed to deliver important information in a format that is easy to read and navigate. Keep in mind that prices and regulations are subject to change without notice. We periodically update the information contained in this guide. Since every event is different, our policies, rules and regulations cannot cover every possible scenario. The Savannah Convention Center reserves the right to determine necessary considerations not included in this guide on an as-needed basis. Our only purpose is to ensure the success of your event and safeguard the safety and experience of all our visitors.



## ABOUT THE SAVANNAH CONVENTION CENTER (SCC)

### *At A Glance*

The Savannah Convention Center, a 700,000 square-foot waterfront multipurpose facility, is located on Hutchinson Island along the Savannah River across from the world-renowned Savannah Historic Districts. Among its features:

- ❖ 200,000 sq. ft. of divisible exhibit space (4 Sections) w/ 6 Show Offices
- ❖ 54,000 sq. ft. of prime meeting space, including 27 meeting rooms and 5 executive board rooms,
- ❖ 25,000 and 40,000 sq. ft. Ballroom spaces both with scenic views of the island and bridge,
- ❖ 57,000+ sq. ft. of Pre-function/Lobby Space
- ❖ State-of-Art 367-seat auditorium,
- ❖ 40,000+ sq. ft. of Outdoor Space
- ❖ And 600+ space surface lot and 900 space 5-level parking garage.

### *Contacting Us*

The Savannah Convention Center is located at One International Drive, Savannah, GA 31402.

Our main administration office line is **912.447.4000** and we can be found online at [www.savconventioncenter.com](http://www.savconventioncenter.com).

Sales / Booking	(912) 447-4032
Event Services	(912) 447-4062
Food & Beverage	(912) 447-4031
Encore Event Technologies	(912) 447-4037
CCLD Networks (IT)	(912) 447-4022
Exhibitor Services	(912) 447-4710
Public Safety / Building Security – 24 Hours	(912) 447-4077

## SECTION 1: CONVENTION AND EVENT SERVICES TEAM

### *Meet The Team*

When you host your event at the Savannah Convention Center, we consider ourselves to be part of your team. It is our goal to ensure that you feel the same way. Please visit our website for team member profiles and contact information.

### **Sales**

Whether your event involves 10 or 10,000, our sales team is your first point of contact. Your sales manager will work with you to contract the appropriate space that best fits the needs of your event. Most importantly, your sales manager will assist you in the execution of your License Agreement with the facility. This is the contractual agreement between you and the Savannah Convention Center and will serve as an outline for your event activity. Until your License Agreement is signed and executed and deposit processed, the planning of your event details cannot begin.

### **Event Services**

Once your License Agreement has been executed, your event will be turned over to the Event Services Department. One of our experienced Event Managers will be assigned to work with you, coordinating every aspect of your event from the earliest stages of planning through your final move-out. Your Event Manager is responsible for the overall operation of your event and will serve as an excellent resource during both the planning process and once you are on-site.

To orchestrate a flawless event, your Event Manager will be your primary contact at the Savannah Convention Center. They will relay the details of your event to the Savannah Convention Center operating departments and serve as a liaison between your appointed contractors and our Savannah Convention Center service partners. They will work with you to ensure all required due dates for floor plans, space requirements and event operation plans are met. No event detail is too large or too small to share with your Event Manager. The more information you make available to your Event Manager, the better they can service the specific needs of your event.

Visit our website to learn more about our Event Services Department.



SCAD Graduation Ceremony

## *SCC Internal Departments*

Your Event Manager will coordinate with our dedicated internal departments to ensure a successful event by distributing the information derived from your detailed specifications to each related department. Detailed information on the duties and requirements of these departments will be discussed further in this guide and related Savannah Convention Center (SCC) documents.

### **Business Operations**

The Business Services Department consists of the Director of Finance, accounting personnel, receptionists and support staff. The Department is responsible for managing administration and financial matters such as accounts payable, revenue deposits, event billing, and the budget.

### **Exhibitor Services**

The Exhibitor Services Department provides exhibitors with utility services, including electrical, telecom/internet, water/drain, natural gas and compressed air. Exhibitor Services also processes orders for various services for exhibitors, such as booth cleaning, rigging and production-related services or equipment. During the event, they provide a staffed on-site service desk to address customer support for last-minute details.

Ordering Exhibitor Services online is available at <https://www.savconventioncenter.com/exhibitors/>.

### **Event Operations (Set-Up/Housekeeping)**

The Event Operations Department is responsible for room sets, changeovers and cleaning of all areas of the facility including the exhibit halls prior to the show opening during show hours and following move-out.

The responsibilities of the Event Operations staff include, but are not limited to:

- Physical set-up of SCC equipment, such as tables, chairs, etc. in the Exhibit Halls, Ballroom, Meeting Rooms and public areas, as directed in the event outline.
- Providing event cleaning services for the entire building and exhibitors.
- Responding to on-site requests, as conveyed by the Event Manager, such as additional equipment and/or water service.

### **Facility Operations**

Although you may or may not cross paths with them while you are here, a number of facility operations personnel are on-hand to support your event behind the scenes. This team of professionals includes:

- Building engineers keep the facility at a comfortable temperature and maintain the mechanical equipment necessary to keep the building operational.
- House electricians operate our permanently installed facility lighting and other electrical equipment.
- Carpenters, painters, and landscapers work diligently to keep our venue in excellent condition for your enjoyment.

### **Food & Beverage**

The Savannah Convention Center is the exclusive provider of all catering and food services. A catering sales manager will be assigned when an event is considered **“Confirmed.”** You will work directly with a catering sales manager throughout the planning of your event to create an outstanding culinary experience that best fits your budget and the needs of your attendees. The catering sales manager will coordinate all food and beverage needs for catering, exhibitor and retail sales, provide Banquet Event Orders (BEOs) for review and execute all food and beverage contracts. You will also be provided with a dedicated on-site banquet manager to handle the details for the duration of your event.

For current menus, along with Catering rules and regulations, please contact Catering at (912) 447-4031 or visit <https://www.savconventioncenter.com/planners/food-service/>.

### **Guest Services**

The Guest Services Department is responsible for specialty services including, but are not limited to, serving as greeters, ushers, badge checkers, ticket takers and parking attendant personnel. In addition, Guest Services oversees the coat/luggage services. Guest Services will assist in providing the additional labor enhancements you may need to complete your event.



## Marketing Department

The Marketing Department is responsible for managing a variety of branding opportunities at the SCC both inside and outside the building for all events. Whether it is physical signage such as column wraps or floor clings or digital branding on monitors throughout the building, they can accommodate these and much more. They work closely with the Licensee/Show Management, sponsors, exhibitors, etc. to ensure seamless execution, manage collateral creation, and are responsible for on-site event management. View available spaces in our branding guide [here](#).

## Parking Services

The SCC owns and operates both a Surface Lot and Parking Garage that can accommodate up to 1,500 vehicles. Your Event Manager will coordinate directly with the Parking Department to arrange for parking validations or other parking services you may require during your event.

## Public Safety / Security

The Public Safety Department is responsible for all security and safety policies and procedures. Areas of responsibility include, but are not limited to, overseeing 24-hour/365 general building security, managing SCC parking and loading dock operations, re-keying meeting rooms, opening/securing of SCC doors, monitoring closed circuit surveillance systems, providing after-hours access into licensed event areas, supporting VIP access, if requested, and responding to all facility fire, medical and security alarms. One of their primary duties is to coordinate all medical, fire, natural disaster, or other emergency response throughout our campus. Should law enforcement services be required during your event, your EM will arrange the scheduling details through our internal security team.

## SCC Service Partners

In order to provide a consistent and professional level of service, SCC uses service partners for the services described below. Each of these providers will assign a dedicated contact to work with you and your team.



### Encore - Audiovisual

Encore is the preferred provider of audiovisual (AV) services at SCC. You are not required to use their services for your event. However, they are uniquely positioned as our in-house partner to provide anything from simple meeting room needs to full-scale audiovisual production. The Encore team is available to provide consultation for your event regarding audiovisual needs that will best suit the requirements for your event. Encore is the **exclusive** rigging provider for all Production and Exhibitor services for the SCC. Should you choose to use an outside AV provider for your event production, Encore can provide rental equipment and access to our house sound system.



### CCLD – Data & Telecommunication

CCLD is the exclusive provider of phone, internet and connectivity services within SCC. CCLD Network Services includes the management of all administrative and external IT needs, oversight of the SCC internet provider, cellular service and all video signage and technology needs. All services will be coordinated with you by your experienced CCLD contact.

## Your Appointed Service Contractors

We recognize that each event is unique and may require the support of many suppliers and vendors beyond the services provided by your SCC team. It is our goal to partner with each of your providers to produce a seamless experience for your event. As you build your team of professionals, be sure to keep your Event Manager informed so they may reach out to each of your providers. This way all the relevant details relating to your event, as well as pertinent regulations for working in this facility, can be efficiently communicated and coordinated.

## SECTION 2: PLANNING YOUR EVENT

### *Critical Documents to Review*

It is important to familiarize yourself with the documents outlined below. These documents will assist both your team and the SCC staff in producing a successful event. Documents we will provide for you:

Document	Purpose	Timeline
<b>License Agreement and Addendum(s)</b>	Contracted dates, spaces and special provisions	During contracting and updated as needed
<b>Rules &amp; Regulations</b>	Contractual building rules	Along with original contract
<b>Event Planning Guide</b>	Overall guide to planning an event at SCC	Start of event planning
<b>Additional Guideline Documents</b>	Outlines specific operational areas	As requested, during planning

### **License Agreement & Addendum**

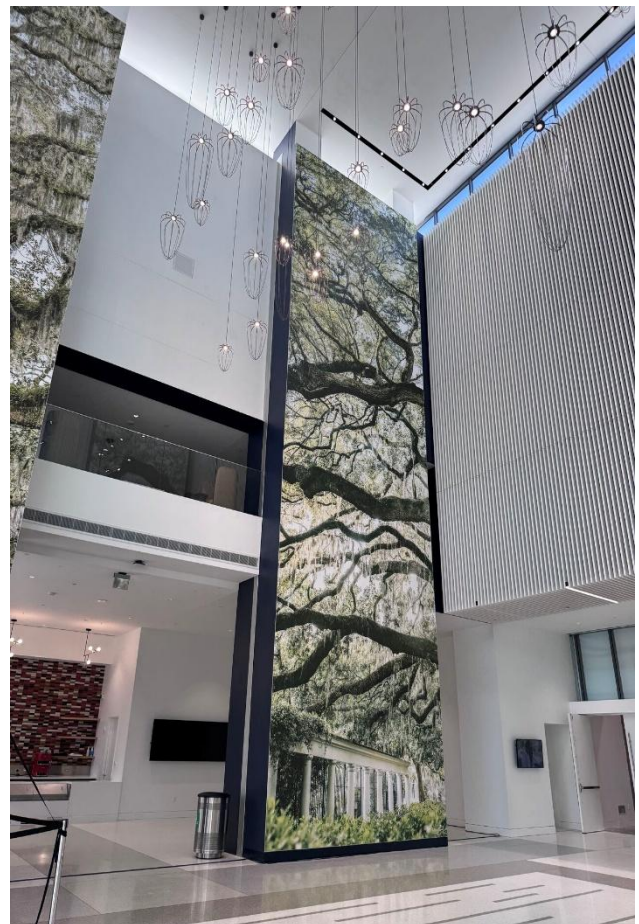
This is the legal document that binds both you and SCC to the terms and conditions for your event. Your LA will have both clauses and attachments which further clarify your event-specific terms. Your event cannot take place without an executed License Agreement. Any future modifications or additions to your License Agreement will be issued and an addendum and made part of your contract. Please make sure you clearly understand all the language and be especially careful to review the dates and spaces to which you are licensed. A License Agreement may be executed years in advance by others in your organization, be sure to discuss with your sales manager or Event Manager any terms or conditions that you need clarified.

### **Rules & Regulations**

The Rules and Regulations are the official conditions of the venue and made part of your License Agreement and incorporated by contractual reference. You can request a copy of this from your Sales Manager or Event Manager.

### **Event Planning Guide & Related Guideline Documents**

These guides are designed to answer the most common facility and operational questions that you may have. You will also find references to guidelines throughout this document that go into further detail about operational practices. As you review this information, please do not hesitate to contact your Event Manager for more information.



East Lobby Mural

## Documents to Provide to Us



Oglethorpe Auditorium

### ❑ Floor Plans

Your trade show, large general session and lobby/registration diagrams must be submitted to your Event Manager for review and approval by the State of Georgia Fire Marshal. Meeting room diagrams are provided by your selected AV provider or produced by your Event Manager.

### ❑ Fire Marshal Floor Plan Review and Approval

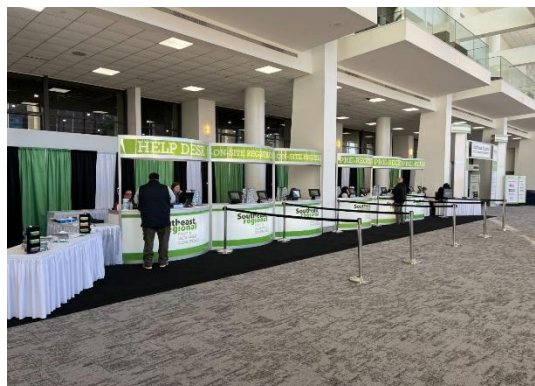
If you are unsure whether you need this, ask your Event Manager. This must be completed and approved before booth sales can begin.

### ❑ Event Agenda

This will include, but not limited to, event move-in/move-out hours, registration hours, trade show hours (move-in, show, move-out), meeting schedules, social function times, and any on-site activities communicated to your attendees or exhibitors.

### ❑ Event Specifications

Your event specifications should detail your AV and General Service Contractor production schedules, contractor production schedules, room allocations, room set instructions/diagrams, approved floor plans (exhibits, meetings, general sessions), catering requirements, utility and technical requirements, event security, virtual components and the various details that make your event unique.



River Concourse | Registration

### ❑ Rigging Plots, Banner and Signage Graphics

Anything that is suspended from a ceiling or affixed to the building must have our prior approval. We require rigging plots to be submitted to us well in advance. Any "cling" materials must be submitted for review and approval. ***Please refer to the Event Branding Guide and Rigging Guidelines.***

### ❑ Certificate of Insurance

Per the language in your License Agreement, your Certificate of Insurance must be provided to the SCC, and coverage must meet specific requirements. Please refer to ***Appendix: Insurance Requirements*** for details and sample.



Chatham Ballroom | General Session



## Timeline for a Successful Event – Event Planning Checklist

The dates in the following chart are provided as reference for a typical event. Your event may have special needs or an accelerated schedule if it is a near-term event. In addition, your LA may have specific conditions and deadlines as part of your contract with SCC. Adhering to a structured timeline will enhance our ability to meet the labor and service needs of your event. The timeline is also designed to produce a safe, economical, and efficient event for all parties involved.

Please work closely with your Event Manager to establish a planning timeline that is appropriate for your event. In all cases, you will need to submit attendee and exhibitor materials to your Event Manager for review, prior to printing or publishing, to ensure accuracy and compliance with facility guidelines.

Action	Advance Timeline	Action	Advance Timeline
<input type="checkbox"/> Review the terms of your <b>License Agreement</b> and Addendums	18 months	<input type="checkbox"/> Submit final catering, room specifications and diagrams.	60 days
<input type="checkbox"/> <b>Submit preliminary exhibit floor plans prior to booth sales begin (including registration, lobbies &amp; food service areas).</b>	15 months	<input type="checkbox"/> Submit finalize needs for Ancillaries, Utilities (Electrical), Internet/Telecommunications with CCLD Networks, Audio Visual/Rigging with ENCORE Event Technologies (if applicable) and any Signage/Branding requests.	60 days
<input type="checkbox"/> Add your Event Manager to the attendee and exhibitor mailing lists.	12 months	<input type="checkbox"/> Submit Certificate of Liability Insurance	45 days
<input type="checkbox"/> Send your current year show specifications and program material.	12 months	<input type="checkbox"/> Finalize estimated labor ( <i>housekeeping, security, police, medical</i> ) and equipment charges with your Event Manager.	45 days
<input type="checkbox"/> Schedule site visit and planning meeting.	11 months	<input type="checkbox"/> Submit Digital Signage information and/or custom designs for cost estimate.	30 days
<input type="checkbox"/> Establish payment arrangements and planning timelines.	9 months	<input type="checkbox"/> Schedule a Pre-Con Meeting with your Event Manager	30 days
<input type="checkbox"/> Provide the first draft of the event and exhibit specifications to Event Manager to prepare labor and equipment estimates.	6 months	<input type="checkbox"/> Submit signed Event Estimate and BEO with full Estimated Event Expenses payment.	14 days
<input type="checkbox"/> Provide contact information for show service contractors (Decorators, Audio Visual, Security, etc.).	4 months	<input type="checkbox"/> Submit access control plan (badge samples, approved early access list, etc.)	14 days
<input type="checkbox"/> Provide a copy of the distributed Exhibitor Kits and list of Exhibitors with contact information.	4 months	<input type="checkbox"/> Provide copies of show program for SCC staff reference.	On-Site
<input type="checkbox"/> Submit plans for proposed use of lobby areas and requested event marketing locations.	3 months	<input type="checkbox"/> Schedule and Complete Move-In/Move-Out Inspection Tours with Event Manager.	On-Site
<input type="checkbox"/> Provide security, medical, and transportation plans.	3 months	<input type="checkbox"/> Complete Post-Convention Meeting and complete Online Post Event Survey.	Post – 10 days
<input type="checkbox"/> Ensure all rental and F&B minimum payments are current.	60 days	<input type="checkbox"/> Final Invoice Review.	Post – 10 days
<input type="checkbox"/> Submit final program agenda and productions move-in/move-out schedules.	60 days	<input type="checkbox"/> Payment for <b>Final Invoices Expenses</b> due.	Post – 30 days
<input type="checkbox"/> Confirm loading dock assignments and submit truck marshalling plan.	60 days		

**NOTE: LATE CHARGES MAY BE APPLIED TO ITEMS ADDED OR ADJUSTED AFTER 30 DAYS' PRIOR TO FIRST CONTRACTED DATE.**

*If the information required is not provided to the Event Manager within the timelines shown, your Event Manager may need to create labor schedules for your event and order equipment or product for you. Necessary changes to schedules or orders prepared by your Event Managers without your specification may require additional fees for labor, equipment or product. SCC will not be liable for any financial burdens.*

## *Budgeting for Your Event*

One of the most important aspects of planning an event is the impact on your bottom line. This section is intended to assist you with calculating your budget for facility related charges. Also outlined are the features and benefits that are complimentary as part of our standard level of service to all events at the SCC. Please closely review your License Agreement for specific contractual terms that may affect your budget planning. Your Event Manager will work closely with you throughout the planning and execution of your event to keep you informed of all facility ancillary charges.

Ancillary charges are defined as the miscellaneous charges for items not covered under your License Agreement (staging, draping, room keys, etc.). Ancillary charges will be processed prior to the start of your event and outlined in your Event Estimate provided by the Event Manager. Charges incurred during the event will be outlined at the time of final settlement.

*The information in this section is provided as a reference, not as a comprehensive event budget.* Your event may have unique needs that are not included here. Also, please keep in mind that the SCC facility and partner costs are not the only items that you will need to factor into your total event budget. Depending on the specifics of your event, you may select several show contractors, suppliers or other service providers that will affect your budget. **Refer to the General Pricing Guide (Pages 14-17) for a summary of facility costs.**

## *Standard / Complimentary Services*

### Meeting Room and Ballroom Sets/Refresh

Your initial standard meeting room set is to your specifications at no charge. Set changes that occur to support a food and beverage function are provided complimentary with adequate timing. Room specs that are modified after the submission of your labor schedule may incur a room set fee. Each meeting room will be refreshed to GBAC standards once per day and once overnight.

### Exhibit Hall Sets

Exhibit Hall rentals do not include **ANY** equipment. All equipment needed for Exhibit Hall sets is billed at prevailing rates. This includes, but not limited to, tables, chairs, staging/risers, utilities, etc.

### Linens

The SCC provides white table linens and navy-blue skirting for tables in meeting room sets. Catering will provide linens on dining tables only.

### Stage Risers

Meeting rooms and ballrooms are provided with up to six (6) sections of staging/riser **per license agreement** subject to availability. Additional riser sections are billed at the prevailing rate.

### Wi-Fi (Internet)

Lite Wireless internet access is complimentary in selected common areas **ONLY** for general web access. Please refer to the **Wireless Connectivity Guide** for additional information.

### Electrical

Each of your meeting rooms is provided with one (1) 20-amp, 120-volt outlets at no charge. Additionally, one (1) 20-amp, 120-volt outlets will be provided to show management for their own booth located on the trade show floor.

### Easels

The SCC will provide up to three (3) easels per License Agreement. Additional easels are billed at the prevailing rate.

### Registration Tables

The SCC will provide up to three (3) Skirted tables with chairs for Registration and/or Material table only per License Agreement. Additional tables and exhibitor tables are billed at the prevailing rate.

### Parking

Upon request, your Event Manager will provide two (2) complimentary parking passes per License Agreement for your use during your event. Passes are valid for one time use with no in/out privileges.

### Keys

One (1) primary show office or storage room will be re-keyed for your use with two (2) keys. Additional keys are billed at the prevailing rates.

### House Sound

If you choose our preferred audiovisual provider, access to our house sound system is complimentary where available. Please refer to our House Sound System guidelines for additional information.

### Water Service

Each Meeting Room includes complimentary water coolers, excluding sporting events and public/consumer shows. Refreshes are billed at prevailing rates.

# EVENT BUDGETING GUIDE

After your event is licensed, you will want to consider expenses related to ancillary services necessary to produce your event at the SCC. This section of the guide will help provide a framework of expenses to consider when building out your budget. As each event is unique, please work with your Event Manager on specific needs to make your event a success!

## GETTING STARTED

### EVENT PLANNING GUIDE

Please review the entire SCC Event Planning Guide in detail. It is the comprehensive, go-to resource on venue rules & regulations and supersedes this Expenses Guide.

### EVENT SPECIFICATIONS

To ensure that your Event Manager prepares a comprehensive and complete estimate of expenses for your review, please submit event specifications, timelines and production schedules no later than forty-five (45) days prior to moving in.

### ESTIMATE OF EXPENSES

Your Event Manager will prepare an estimate of building expenses about 4-6 weeks out provided final event specifications are submitted as outlined above.

### PAYMENT

Payment for event expenses is due in advance and payable by credit card, wire transfer or company check (15) days prior to move-in. A 3.5% processing fee applies to credit card payments.

## CHOOSING A SERVICE CONTRACTOR

Choosing a service contractor will be driven by the type of service you will require. Specific services and scope of work are exclusively provided by the SCC while for other services, an SCC-authorized contractor must be used.

### EXCLUSIVE SERVICES

The following services are provided on an exclusive basis by either the building or an in-house partner. No other contractor may provide these services in the Center.

- ☐ Food & Beverage
- ☐ Internet / Telecommunications
- ☐ Electrical / Utilities
- ☐ House Sound & Lights (*Meeting Space*)
- ☐ Exhibit & Production Rigging (*Exhibit Halls & Ballrooms*)
- ☐ Event Cleaning Services / Booth Cleaning

### SCC-AUTHORIZED CONTRACTORS

For the following areas, the Licensee must utilize a contractor on the Center's authorized contractor list without exception.

- ☐ General Service Contractor
- ☐ Medical Services

**Licensee may choose an outside contractor for any services not specifically outlined above.**



## EXPENSES CHECKLIST

Use this checklist as a guide in anticipating expenses for your event. Note that list is not all-inclusive.

### VENUE EXPENSES

*Below are the typical expenses provided by the SCC and incurred by most events. These expenses are billed on the building settlement.*

- ☐ Operable (Air) Wall Moves
- ☐ Room Set Changeovers / Room Refresh Service
- ☐ Tables / Chairs / Staging / Podiums
- ☐ Other Building Equipment Rental
- ☐ Furniture Removal or Relocation
- ☐ Event Marketing
- ☐ Electrical / Utility Services
- ☐ Recore Lock / Keys
- ☐ Parking
- ☐ Building Security – Loading Docks & General Posts
- ☐ Bulk Trash
- ☐ Law Enforcement Staffing
- ☐ Fire Watch
- ☐ Damages

### SERVICE CONTRACTORS' EXPENSES

*All services listed below must be provided by an SCC-authorized contractor. Those denoted with (⌘) are SCC exclusive services.*

- ☐ Catering / Food & Beverage ⌘
- ☐ Internet / Telecom / CATV / Networking ⌘
- ☐ Rigging – Ballrooms & Exhibit Hall ⌘
- ☐ House Sound & Lights – Meeting Rooms ⌘
- ☐ Paging Mic – Exhibit Halls ⌘
- ☐ Audio Visual / Production
- ☐ General Service Contractor / Decorator
- ☐ Ticket Sellers / Badges Checkers
- ☐ Medical Services / First Aid
- ☐ Dumpster Rental

### OTHER EVENT EXPENSES

*(\*) Note: Event insurance is mandated per the SCC License Agreement and must include general liability, media, workers comp and automobile coverage.*

- ☐ Event Insurance (\*)
- ☐ City, County or State Permits
- ☐ Signs / Banners
- ☐ Temporary Staffing / Registration Staffing
- ☐ Transportation Services / Shuttles
- ☐ Ticketing / Registration Services
- ☐ Décor / Event Rentals



# EVENT BUGDETING GUIDE

## General Pricing Guide

Pricing Valid from January 1, 2025 – December 31, 2025 .

We are committed to making your event a success. This guide provides an overview of personnel, equipment and support services that may require fees not included in your base rent. A knowledgeable Event Manager (EM) is assigned to assist you throughout the planning process to determine your event-specific needs and fees. Labor Rates are subject to change.

### AUDIO VISUAL

ENCORE Global is the preferred audio-visual equipment provider and the exclusive contractor for the house sound system at the Savannah Convention Center. Please Note, that ENCORE is the exclusive provider of audio-visual services in Oglethorpe Auditorium.

House Patch (Per Space / Per Day)	\$75.00/day
Meeting Room Drop Screens (Per Space / Per Day)	\$100.00/day
Lighting Control Switch Equipment Rental	\$500.00/event

Call 203.906.0462 or email [Siobhan.mcgorty@encoreglobal.com](mailto:Siobhan.mcgorty@encoreglobal.com) for full pricing options.

### BUILDING OVERTIME

An event contract day is from 7:00am – 11:59pm. Event hours outside of a contracted day are subject to overtime rates plus applicable labor charges.

Overtime Fee (12am – 7am)	\$500.00/hour
Security - Dock Master Overtime (12am – 7am)	\$55.00/hour

### CLEANING SERVICES

The SCC will provide standard cleaning in public areas, restrooms and meeting rooms. Additional cleaning requested or required is billable at the prevailing rate.

Licensee/Show Management has the option to request the SCC to provide show housekeeping and trash removal for tradeshow events and special sets. Booth cleaning is also available to be provided by the Savannah Convention Center.

Housekeeping Labor (4-hour minimum)	\$35.00/hour
Aisle Vacuuming – Per Day	\$0.15/sq.ft.
Consumer Show Cleaning (4-hour minimum) <i>For consumer shows, booth trash removal and aisle maintenance during show hours will be billable.</i>	\$35.00/hour/person
Dumpster – 30-yard Roll-off <i>Dumpster Rentals are required for Exhibit Hall tradeshow events.</i>	\$1,000.00/pull
Move-Out Cleaning (Excessive Trash Removal) <i>Exhibit floors must be restored to pre-show conditions at Licensee expense.</i>	\$150.00/hour
Balloon/ Confetti Removal (Minimum)	\$350.00/occurrence

### ENGINEERING SERVICES

#### Electrical, Plumbing & HVAC Professionals

Engineering Labor (1-hour minimum)	\$90.00/hour
Engineering Labor Overtime* (1-hour minimum) <i>*Overtime Refers to Holidays and Service between 8pm – 7am</i>	\$125.00/hour

*Savannah Convention Center is the exclusive provider of all utility services.*

#### Electrical Services – Run of Show

120V, 1 Phase, 10 Amp Service	\$100.00/each
120V, 1 Phase, 20 Amp Service	\$130.00/each
208V, 1 Phase, 30 Amp Service	\$350.00/each
208V, 1 Phase, 100 Amp Service	\$740.00/each
208V, 3 Phase, 100 Amp Service	\$1,300.00/each

Other services are available upon request and will be quoted through your Event Manager.

### EQUIPMENT RENTAL RATES

Chairs ( <i>Excludes usage for Exhibitors</i> )	\$1.50/each
Bare Tables <i>**Options (6'x 18", 6'x30", 8'x18", 8'x30" or 30", 66" &amp; 72" Round)</i>	\$15.00/each
Linen & Skirted Tables	\$25.00/each
Riser - 6'x8' Section (48 sq.ft.)** <i>**Height Options (12", 18", 24") - Carpet, Non-Performance</i>	\$35.00/section
Performance Stage - 4'x8' Section (32 sq.ft.)*** <i>***Heights (36", 42", 48", 54", 60") - Designed for Performance, Carpeted or Uncarpeted, 125lbs. Per Square Foot.</i>	\$45.00/section
Dance Floor (4' x 4' section)	\$20.00/section
Podium (Standing)	\$35.00/each
Podium (Multimedia w/Monitor)	\$100.00/each
Crowd Control - Tensa Barrier (per stanchion)	\$10.00/each
Easel	\$15.00/each
Water Bubbler (Includes Rental & 5-Gallon Bottle)	\$100.00/day
Water Replacement (5-Gallon Bottle)	\$15.00/each

All Equipment rates are for Run of Show.

See your Event Manager for additional equipment charges.

## General Pricing Guide – Page 2

### EVENT MARKETING

Event Marketing opportunities in lobby/common areas and the exterior of the building are based on availability. Commercial and sponsorship banners, signs, column wraps, graphics and activations may be subject to an event marketing fee based on location, size and scope. Please consult with your Event Manager.

The SCC will promote exhibit hall and consumer/ticketed events on the digital signboards approximately two (2) weeks prior to show days are requested by licensee. Posting of events outside of this time based on availability at a cost of \$350.00 per day. Note, rotation and frequency of the posting is not guaranteed.

### EXHIBITOR BOOTHS

An event contract day is from 7:00am – 11:59pm. Event hours outside of a contracted day are subject to overtime rates plus applicable labor charges.

Standard Booth Set-Up <i>Includes: 6' Table Skirted &amp; Draped, 2 chairs &amp; trash can</i>	\$50.00/booth
Deluxe Booth Set-Up <i>Includes: Standard Set + 3-Sided Pipe &amp; Drape</i>	\$125.00/booth

### FLOORPLAN (FIRE MARSHAL) APPROVALS

Floor plans for trade shows, exhibit events, meeting programs, athletic events, activations and any other function in an exhibit hall are required to be approved by the Fire Marshal. If the plan is not received by the 60-day deadline, late fees may be applied.

Fire Marshal Floor Plan Review Fee	\$100.00/submission
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*Approval may also be required for certain events in the Ballrooms. For any information or additional costs, contact your Event Manager.*

### FOOD & BEVERAGE

The Savannah Convention Center is the exclusive provider of Food & Beverage services for the entire facility. Please consult your catering sales manager about catering options and other F&B needs for your event.

#### Concessions and Retail Outlets

Concessions and our F&B Retail Outlets are scheduled based on event activities and minimums may apply.

#### Water Service

Custom water service for head table service in meeting rooms can be ordered at the prevailing rate.

#### Linen

The SCC will provide linens on the head tables and material tables in meeting rooms and at catering functions at no additional cost. Linen requested above and beyond this is billable at prevailing rates.

### GUEST SERVICES

Guest Services can be provided by the Convention Center for public spaces, door personnel and coat and luggage check attendants.

The Convention Center can provide a hosted coat/luggage check with a billable rate of \$35.00 per hour, per person. Additional fees apply for set-up/materials.

Guest Service Representatives (Greeter)	\$35.00/hour
Coat and Luggage Check Representatives	\$35.00/hour
Usher/Badge Check Representative	\$35.00/hour
Ticket Taker Representatives	\$35.00/hour

*There is a 4-hour minimum for all Guest Services staff.*

### LATE INFORMATION SUBMISSION

The deadline for all final event information is 30 days prior to your first contracted date. This includes room diagrams and all labor and equipment needs.

Event Information Late Submission Fee	\$500.00/week
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### OPERABLE (AIR) WALLS

Licensee will receive contracted space with operable (air) walls in place as predetermined in event specifications provided to your Event Manager. The following charges apply if set or strike of the operable walls is required after initial set up of room.

Meeting Room	\$75.00/room/pull
Ballrooms	\$250.00/room/pull
Exhibit Halls	\$500.00/room/pull

Please allow ample time in your event schedule to allow the SCC set-up team to make airwall adjustments. The following is recommended for each proposed move.

Meeting Room	20 minutes/room
Ballrooms	30 minutes/room
Exhibit Halls	45 minutes/room

### PARKING

The Convention Center's parking facilities are self-operated. The SCC currently uses a **frictionless, pay by phone, parking system** with Metropolis Parking featuring computer vision technology. This means our guests can now experience seamless, checkout-free payments—just drive in and out with no lines, cash, tickets, or apps. This hassle-free system saves time, reduces congestion, and enhances convenience for a smoother arrival experience. Attendees will be charged per entry.

# EVENT BUDGETING GUIDE

## General Pricing Guide – Page 3

### PARKING – cont'd

Parking Rates are as follows:

Parking Garage	\$20.00/entry/day
Surface Lot	\$10.00/entry/day
Overflow Lot	\$5.00/entry/day

To request validation to cover the cost of your attendees, please consult your Event Manager. All fees will be Master-Bill to Licensee/Show Management Estimate and Invoice. A Validation Set-Up Fee of \$150.00 will be assessed. Please see your Event Manager for additional information.

### PUBLIC SAFETY

#### Security Services

Security Services Representatives are provided exclusively by the SCC.

Event Security (General)	\$40.00/hour
Event Security Supervisor	\$50.00/hour
Dock Master	\$50.00/hour
Dock Control	\$40.00/hour

Please refer to **SECTION 5** for details on minimum labor requirements. You can also review descriptions of all labor posts in the *SCC Operational Manual*.

#### Emergency Services

Georgia Police Officer	\$75.00/hour
Georgia Police Officer Supervisor	\$100.00/hour
Fire Safety Officer / Fire Watch	\$100.00/hour
Vehicle Inspection Personnel	\$75.00/hour

Medical services are recommended. For an approved list of medical first aid service providers, please contact your Event Manager. Submission of the official Medical Plan will be required thirty (30) days prior to moving in.

#### Room Rekeying / Key Card Access

Security Services will rekey one (1) meeting rooms and provide two (2) keys at no cost. Additional keys can be added at the rate of \$25 per key. For any additional rooms, rekeying is at a rate of \$75 per room.

#### Lost Keys

In the event of lost keys or access cards, there will be a fee of \$50 for each **key card** and \$50 for each **metal key** not returned.

### PUBLIC SAFETY – cont'd

#### Miscellaneous

Fire Safety - System Test Mode Switch Fee	\$100.00/occurrence
Unmanned Aircraft Application Review Fee	\$150.00/application

### ROOM RESET / REFRESH

#### Changeovers

Rooms are set one (1) time, at no charge, during the term of the license agreement for meeting rooms and ballrooms. Changes to the original set are subject to re-set fees, unless the changeover is for a catered function.

Meeting Room Changeover – Per Occurrence	\$175.00/room
Ballroom Changeover – Per Occurrence	\$800.00/room
Exhibit Hall Changeover	Contact Event Manager
Riser/Stage Re-Set	\$20.00/Section

#### Room Refresh

The Convention Center Cleaning Services provides one (1) midday and one (1) end of day Room Refresh (straightening chairs/tables and trash disposal) complimentary per the License Agreement. Fees will apply for additional room refresh requests per day/per room.

#### Common Area Furniture Removal

The Savannah Convention Center owned furniture and planters throughout the common areas of the building may not be moved or removed without written approval. **Additional fees of a minimum of \$500 per area/per floor.** Only Savannah Convention Center staff may move furniture and plants. Furniture and plants **MAY NOT** be placed in licensed spaces.

### RIGGING SERVICES

ENCORE Global is the exclusive rigging provider for both production and trade shows in the ballrooms and exhibit halls. Please contact ENCORE Global at 203.906.0462 or email [Siobhan.mcgorty@encoreglobal.com](mailto:Siobhan.mcgorty@encoreglobal.com) for a customized and comprehensive rigging package.



## General Pricing Guide – Page 4

### TECHNOLOGY SERVICES

CCLD Networks is the exclusive technology service provider at the Convention Center.

#### Standard Voice Services

All lines require “9” to be dialed before making outgoing calls, except where noted.

Multi-Line Phone with One Line and One Rollover Line	\$250.00/each
Polycom Conference Phone	\$250.00/each

Plus, per-minute usage charges for all international calls.

#### Internet Services

Basic Wired Internet, Includes 1 Private IP Address	\$200.00/day
Additional IP Addresses	\$125.00/address
Premium Wireless Internet - 5	\$150.00/event
Includes Up to 5 Devices ONLY	
Premium Wireless Internet - 10	\$250.00/event
Includes Up to 10 Devices ONLY	
Premium Wireless Internet - 25	\$500.00/event
Includes Up to 25 Devices ONLY	
Add Custom SSID	\$500.00/event

#### Internet Buy-Out Options – Run of Show

Exhibit Halls (A, B, C, D)	\$3,000.00/hall/event
Chatham Ballroom	\$3,000.00/event
Governors Ballroom	\$5,000.00/event
Meeting Room Sections	\$1,500.00/section
100-106   107-113   201-206   207-212	
Oglethorpe Auditorium	\$1,000.00/event
Facility Buyout	Contact EM

For additional information about event technology services please contact CCLD at 912.222-5500 or email [clint.jenkins@cclld.net](mailto:clint.jenkins@cclld.net).

### DID I MISS ANYTHING??

Every event is unique with specific needs and requirements, so we suggest considering other potential expenses that make your event one-of-a-kind when budgeting.

For equipment and services not listed above please contact your Event Manager for details and pricing.

### CONTRACT & DEPOSIT SCHEDULE

#### Audio Visual

A separate agreement will be initiated for audio visual services.

- Agreement signed and returned within 30 days of receipt.
- Balance In Full due no later than fifteen (15) days prior to move-in.

#### Event Estimate – Ancillary Fees

Event Estimate will be provided to Licensee/Show Management thirty (30) days prior.

- Balance In Full due no later than fifteen (15) days prior to move-in.

#### Food & Beverage

The Savannah Convention Center, the facilities exclusive caterer, will prepare a separate BEO/Agreement for food and beverage service.

- 100% of the F&B Minimum required thirty (30) days prior to move-in.
- Remaining BEO balance due fifteen (15) days prior to move-in.
- Exhibit Booth Catering: A separate agreement will be initiated for booth catering services. The client has the option to prepay the estimated total at the time of order with a credit card.

#### License Agreement

For agreements completed 12 months and beyond, the schedule is as follows:

- Agreement signed and returned within 30 days of receipt.
- 50% of the License Fee is due at signing.
- An additional 25% license fee is due six months prior to the event.
- Insurance certificate due thirty (30) days prior to the event.
- The remaining 25% license fee is due thirty (30) days prior to the event.

## SECTION 3: BUILDING GUIDELINES: A to Z

The following is an alphabetical listing of the most common topics you will need to be familiar with for the safe and efficient operation of your event. Your dedicated Event Manager (EM) is available to answer any questions you may have or clarify the information described below. Many of the topics below are covered in more detail in separate documents.

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## Accessibility (ADA Compliance)

Accessibility is a top priority at the Savannah Convention Center. While we make every effort to ensure accessibility throughout the entire facility, should you require additional assistance, reasonable accommodations will be made for qualified persons with disabilities.

From parking to the trade show floor, all public areas, lobbies, exhibit halls, ballrooms and meeting rooms within the SCC are ADA accessible. There are ramps at all entrances, automatic door entrances, and braille signage at meeting room doors. Restroom facilities for ADA patrons are provided throughout the facility. We offer ample designated accessible parking, several passenger drop-off areas, and convenient curb cuts for easy access.

The Client is responsible for any non-permanent accessibility requirements, such as, but not limited to, seating accessibility, assistive listening devices, sign language interpreters, signage and other auxiliary aids.

NOTE: For staging, the SCC also has two stage ramps and one wheelchair lifts subject to availability by advance request. Please advise your Event Manager of special considerations at least thirty (30) days in advance.

## Adhesive Graphics

Use and placement adhesive graphics require the advance approval of the SCC. Sample test patches are due to your Event Manager no later than (30) days prior to move-in. Adhesive material being used should leave little or no residue after removal. A list of recommended 3M adhesive/cling products is available in the Facility Guideline section of this guide.

## Advertising and Branding

Event marketing opportunities in lobby/public areas and on the exterior of the building are based on availability. Commercial advertising and sponsorship banners, signs, column wraps, graphics and activations may be subject to an event marketing fee based on location, size and scope. All signage and banner locations and content must be reviewed and approved by your Event Manager at least **ninety (90) days** in advance of your event to coordinate with concurrent event activity, including signage or banners located within the public areas. Material used for surface clings must be submitted for testing in advance of on-site installation. Please consult your Event Manager for additional information.

The SCC will promote exhibit hall and consumer/ticketed events on digital signboards approximately **two (2) weeks** prior to show days if requested by Licensee. Posting events outside of this time is based on availability at an additional fee. In this case, rotation and frequency of the posting is not guaranteed.

For more information on available locations and pricing, refer to our **Event Sponsorship & Branding Guide**.

## Aisles

Floor plans submitted must incorporate minimum aisle width requirements and are subject to the approval of the Fire Marshal. Exhibit Halls must have 10' wide aisles, 15' perimeter aisles and a 10' wide cross aisle. Ballrooms must have a minimum 8' wide aisles, 10' perimeter aisles and a 10' wide cross aisle. Meeting rooms must have 4'-6' wide aisle. Please refer to the Fire Safety Guidelines section of this Event Planning Guide for complete details on aisle and perimeter requirements.

## Alarms

In the event that an alarm goes off, please know that SCC staff does not deactivate the alarm until the proper emergency response team is on-site, verify the cause of the alarm and then deactivate the alarm. The SCC operates at a maximum safety level that helps to ensure life safety.

In case of an emergency following an alarm, staff will activate the SCC's public address system and provide direction to everyone in the facility. When the public address system starts to operate, please listen and follow the directions. Doing anything else will increase the hazard and will put you and your attendees at risk.

## Animals

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

## ATM's

The SCC currently does not have any ATM machines available at the Center. Licensee may utilize any ATM contractor to provide units within their contracted space ONLY; however, the SCC has exclusivity on any ATM units in non-contracted, public areas – when provided.

## Authorized Service Contractors

Licensee is welcome to contract all non-exclusive services through a designated contractor of their choice. The Licensee's selected vendors may be required to provide the SCC a general liability certificate of insurance (COI). Please check with your Event Manager on COI requirements, including additional insureds verbiage.

Services Contractors are designated to provide overall freight, drayage, decorating, signage, production, theatrical, medical and other event related services by the Client/Show Management. SCC has established policies for your Service Contractors Refer to our **Service Contractor Guidelines** on our website for specific information. Please provide a list of all appointed show service contractors to your Event Manager at least **six (6) months** in advance.



# FACILITY GUIDELINES

## Badge or Credential Checking

For safety and security purposes, the SCC asks that you provide your staff, contractors, exhibitors, and attendees with badge credentials that are clearly marked for your event. Badge samples should be provided to your Event Manager before the start of your event to indicate access permission for each badge type. Badge checking for access control into exhibits or other licensed event spaces during your event is solely the jurisdiction of Licensee/Show Management. Your Event Manager will work with you on appropriate staffing levels based on your event needs.

## Bag / Luggage Check

Bag and luggage check service is available through the SCC Guest Services Department. Please contact our Guest Services Department at 912.447.4062 for details.

## Balloons

Helium balloons may not be sold or distributed inside the facility. Helium inflatables/balloons (no smaller than 36" in diameter) are allowed only when they are anchored to exhibits and after the filing and approval of a Balloons Agreement with your Event Manager. A deposit may be required prior to installation. Helium balloons may not be used as giveaways. If helium balloons are released for any reason within the facility, any SCC labor and/or lift equipment costs to remove balloons from ceilings and/or domes will be charged to Licensee at the prevailing rates and conditions. Helium tank storage inside the SCC is prohibited. A balloon drop requires appropriate stagehand personnel to hang, release and remove. NOTE: Mylar balloons are prohibited.

## Booth Abandonment

Exhibitors are responsible for arranging the disposal of their booths through their show's general service contractor. If arrangements are not made in advance and the booth is abandoned, the Convention Center will charge the Licensee/Show Management for labor and compactor pull for waste disposal.

## Bulk Trash

Licensee/Show Management and Service Contractor are responsible for the disposal and removal of all exhibitors and bulk trash generated during move-in and move-out. The Service Contractor is also responsible for trash disposal for other event-related activities (e.g. registration, show bag stuffing, event publications, etc.). Bulk trash includes, but is not limited to boxes, pallets, crates, carpet, carpet tubes, carpet padding, and lumber. Any costs incurred by the SCC for bulk trash removal will be charged to Licensee/Show Management at the prevailing rate. Licensee/Show Management is **REQUIRED** to provide dumpsters for bulk trash in the loading dock for Service Contractor and Exhibitor use.

## Buses / Transportation Operations

Buses and other transportation programs may **ONLY** be operated along Bryan Square and based on availability. The SCC private drives (Resort Drive, International Drive, North Plaza Loop and Tomochichi Square) are considered shared, public space among all events booked at the Center. SCC security staffing is required at each crossing point any time the private drives are in use. In certain instances, the SCC may also require a traffic controller to be staffed to safeguard public safety. SCC staffing of private drives is billable to Licensee.

Bryan Square can accommodate a maximum of (10) buses at a time. Please inform your Event Manager if your event will utilize bus, trolley, valet or other special transportation services.

## Children & Minors

For safety, children under the age of 16 are **NOT** permitted on the show floor during move-in and move-out times. **No exceptions will be made.**

Please notify your Event Manager if you have special rules for children during your event, for instance, if strollers are not allowed on the show floor or if children must obtain guest badges or be accompanied by a parent. Licensee is responsible for ensuring compliance with this policy and shall include advance notification to all exhibitors in exhibitor information packets and during any exhibitor meetings.

The SCC is not responsible for the care or supervision of unattended children. It is the responsibility of the parent/ guardian to ensure that no child is left unattended in the facility.

## Cleaning/Housekeeping

SCC provides event space in a clean condition at the start of your event. SCC housekeeping personnel provides janitorial services to include public concourses and lobbies, inside meeting rooms, show offices, facility restrooms, parking areas and dining areas as well as placement of and servicing of waste receptacles in these areas.

Licensee is responsible for the cost of the following cleaning services in the exhibit halls, docks, marshaling yards and any area used for temporary built displays:

- Cleaning services during open event days and move-in/move-out periods of all bulk trash.
- Cleaning of sporting events, other unique events and temporary built out theaters on the exhibit hall floor.
- Cleaning of loading dock areas including service halls, loading dock bays, service yard and around trash compactors/ open top dumpsters.
- Removal of all floor-marking debris (i.e., tape, chalk) whether for exhibit booths, audio visual services or other purposes.

Contact your Event Manager for additional information and a cost estimate for SCC to provide this service.

## Code of Conduct

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The SCC is committed to maintaining an orderly, respectful environment for all who enter our venue. Attendees, exhibitors, contractors, and guests are expected to comply with a code of conduct, including but not limited to, the following prohibited behavior and items.

- Engage in physical force or verbal threat.
- Possess or use any article defined or usable as a weapon, including but not limited to clubs or sticks over ¼" in diameter, chemical dispensing devices, knives with blades over 2" in length, and any other object(s) that may be used in a way to inflict bodily injury on another person.
- Intimidate or harass others.
- Deface, damage, destroy or remove property of SCC or the City of Savannah.
- Wear apparel that is obscene or likely to provoke a conflict or fail to be fully clothed.
- Possess, consume, sell, distribute, or exchange alcoholic beverages (*except for consumption in designated areas*) or controlled substances, or be under the influence of either.
- Violate any federal or state statute, local ordinance, or SCC policy.

Any person engaging in the above may be removed from the premises immediately. Licensee is encouraged to incorporate this section into their event code of conduct. Please refer to the Event Security guideline for complete details.

## Confetti Cannons

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Streamer-type confetti projected through a cannon may be allowed in certain circumstances. Cannons must be floor mounted with a maximum shooting distance of 30' and cannot spray confetti beyond 500 square feet. While these are some of the basic requirements, each request is reviewed and approved on a case-by-case basis by the Center. Licensee is responsible for all cleaning, repair and damages that may result from use of a confetti cannon.

## Crowd Management Plan

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If your Event Manager determines that the nature of your event may result in high attendance, queuing requirements, or other public safety considerations, a Crowd Management Plan will be arranged with you. Additional staffing may be required in order to implement the plan, and all charges will be your responsibility.

## Damages

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Licensee/Show Management is solely responsible for any damage to licensed premises during the license period, including load-in/out, installation, show, transit, lobby and common areas used. If the SCC determines that Licensee/Show Management and/or the Service Contractor is responsible for causing damage of any kind, the party agrees to reimburse the SCC for the total cost of repair or replacement upon submission of invoice. This includes any residual items left in the SCC including, but not limited to tape, adhesives, paints or other materials. We strongly recommend a walk-through of licensed space with a Center representative to note any pre-existing damage or abnormal conditions. Without prior agreement, the SCC will not hold any other party responsible other than Licensee/Show Management for damages. In the event of damage, you will be informed after your event with written reports and photographs as soon as they are documented.

## Decorations

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Decorations may not be affixed to any surfaces in the building. Decorations may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, doors, floors, walls, glass, columns, painted surfaces, fabric, decorative walls, railings, ceiling tiles or light fixtures. No holes may be drilled, cored, or punched into the building. All equipment used must be stable without bolting or anchoring to floors or walls. Damage resulting from the improper and/or unauthorized installation of materials will be charged directly to Licensee.

Decorations may not include helium/mylar balloons, crepe paper, cellophane, cotton, cornstalks, dirt, hay bales, leaves, evergreen boughs/trees, fire/free standing candles/open flame, sheaves of grain, straw, paper, pop-up tents, smoke/haze or any flammable items. Painting, confetti, glitter and streamers are prohibited without the prior written authorization of the SCC. Chewing gum, glitter, pressure-adhesive stickers/decals or similar promotional items cannot be distributed or sold within the facility. Costs associated with the cleanup of these, or similar items are the responsibility of the Licensee.

## Donation/Community Relations

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No collections or donations, whether for charity or otherwise, shall be made, attempted or announced without prior written approval of the SCC General Manager. The SCC and Visit Savannah are happy to assist you in identifying local charities and community organizations that may benefit from donations from events. Community donations require advanced coordination, so please reach out to your EM early in the planning process.

# FACILITY GUIDELINES

## *Drones (Aerial Photography)*

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

## *Electrical Services*

The SCC Engineering Department is our exclusive service provider of supplemental or temporary electrical services for SCC. One (1) 20-amp, 120-volt wall outlets per rented meeting room are provided at no charge. There may be additional charges if all equipment connected exceeds the complimentary amount. One (1) 20-amp, 120-volt outlets will be provided to you for your own (Licensee/Show Management) booth on the trade show floor. Additionally, we can provide all electrical services at your registration areas and exhibitor booths. Lobbies, meeting rooms, ballrooms and exhibit halls used for trade show or registration do not qualify for the complimentary power service.

Unless otherwise noted above, charges are applied for any power connection within the venue, including power obtained from wall outlets. General rates for electrical equipment and services are published in the **General Pricing Guide of this guide**. For items not listed, contact your Event Manager. Final charges for services will be based upon the actual installation, not the estimate.

## *Elevators & Escalators*

Passenger elevators and escalators are provided for use by the public and may not be blocked or used to transport equipment or freight unless specific mitigation measures are identified by your Event Manager. Freight elevators are not available for the public, but arrangements may be made to use freight elevators for Licensee/Show Management, General Service Contractor and/or exhibitor move-in/out. Service and freight elevators are also used by venue operations and catering staff and must be shared accordingly. Licensee/Show Management may be required to pay for the services of a freight elevator operator when it is required for more than incidental use. To reduce and minimize power usage, escalator operating hours will be based on the schedule of events in the building. Should misuse of the conveyances result in damage, charges may be your responsibility.

## *Emergencies*

SCC maintains a 24/7 Security Control office to monitor the safety and security of guests, as well as life safety equipment in the facility. Any necessary emergency response or evacuation will be coordinated with you by your Event Manager and our security team. Emergencies of any nature should be reported immediately to SCC Public Safety at (912) 447-4077 and your Event Manager. Copies of the SCC Emergency Operating Procedures are available through your Event Manager.

## *Event Expenses (Ancillary Fees)*

In addition to rent, Licensee/Show Management should take into consideration ancillary event expenses when planning its budget. Event expenses will vary based on the type of event, space contracted and scope of activity planned. Certain expenses are directly related to the SCC Facility Guidelines, while others may be related to services and equipment needs Licensee requires to produce the event. Please refer to the Event Expenses Guide or contact your Event Manager to help plan and budget for these expenses.

## *Exclusive Services*

SCC exclusive services or products cannot be resold to exhibitors or any other show-related group by Licensee/Show Management or the General Service Contractor. All SCC exclusive services will be billed directly to the requestor for service.

- **Catering** – All catering and concessions must be provided by the SCC. Exhibitors requested to serve, offer or sample food and beverage items from their booth must get prior approval from SCC Exhibitor Services.
- **Utilities** – All power, air, water and drain service.
- **Technology** – All internet, phone or telecommunication services.
- **Rigging** – All rigging services for Service Contractors, Licensee/Show Management and Exhibitors.
- **Cleaning** – All common spaces and restrooms.
- **Public Safety** – Dock Masters/Dock Control, Fire Marshal, Police Officers, Security Guards

## *Exhibits*

Your Event Manager and the Exhibitor Services Department will work closely with you and your General Service Contractor to make the arrangements for safe and efficient installation of your exhibit hall, and to inform you of the special rules and requirements for exhibit floor plan approval. All exhibit installations must comply with SCC Fire Safety Guidelines, State of Georgia Fire Marshal, and must adhere to your License Agreement. SCC does not maintain an inventory of pipe and drape that is suitable for trade show or exhibit installations. Your General Service Contractor is expected to provide the necessary equipment to install and service your trade show services. SCC equipment is typically restricted to the service of food and beverage catered areas. SCC does not provide freight or drayage services for exhibits.

## *Lobby Exhibits*

Lobby space is reserved for registration and food service connected with an event. Booths, displays and/or table top exhibits set in any lobby space, on any level of the SCC, must be approved in advance by SCC management. This approval should be completed through the Sales Manager and Event Manager before the License Agreement is signed.



# FACILITY GUIDELINES

## Exhibits (cont'd)

### Move-In/Out Of Exhibits

Fees for Dock Master and Dock Control personnel during move-in/out are required and will be included on the Client/Show Management master invoice. The SCC requires that exhibitors enter and exit the building using the Loading Dock or other approved route during move-in/out times of an event when transporting items that require a cart or cannot be carried by hand. Exhibitors may enter through the front lobbies during approved move-in/out times with small hand-carried items only. Exhibitor move-in/out route and hours should be included with instructions to exhibitors. The SCC may restrict vehicle access to streets in front of the building during move-in/out times as deemed necessary. Contact the Event Manager for more information on move-in/out procedures.

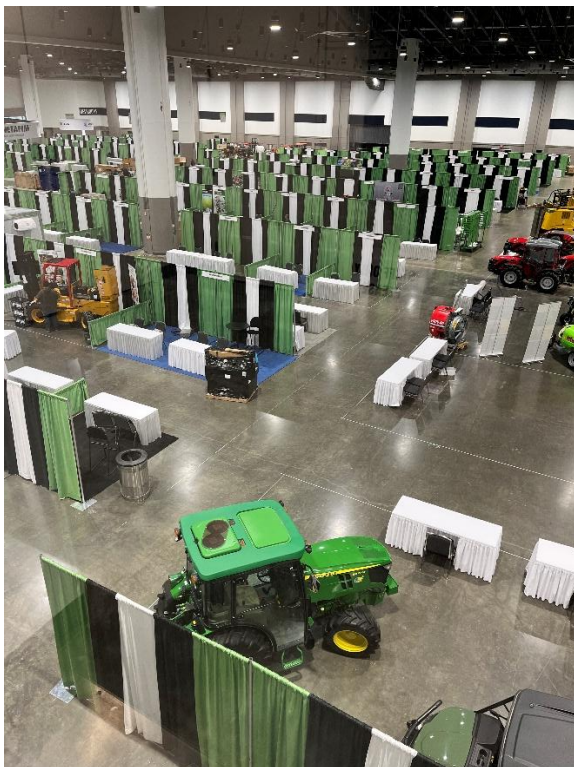
Roll-up doors may not be opened for surface lot access during show hours. Roll-up doors leading to the docks and pedestrian doors may be utilized during show hours for product restocking, storage access, etc.

### Outdoor Exhibits

Outdoor exhibits shall be considered on a case-by-case basis based on other show activity in the building and/or the type of exhibit. The outdoor exhibit space must be incorporated into the original License Agreement.

### Events Without a General Service Contractor

The SCC will provide a maximum of forty (40) covered exhibit tables for events without a General Service Contractor. Events requiring more than forty (40) tables will be required to utilize a General Service Contractor.



Tradeshow | SE Fruit and Veggie

## Exhibitor Guidelines and Tools

### Ordering Services

- Exhibitor orders must be placed online. Phone, email or faxed orders **WILL NOT** be accepted.
- To place an order, exhibitors will visit the [ONLINE EXHIBITOR PORTAL](#), select the event, create an account and order services.
- The exhibitor store will open ninety (90) days prior to the first scheduled load-in date of the show.
- Our tiered pricing is as follows:
  - Advanced Rate – 31 - 90 Days Prior to first Exhibitor Move-In Date
  - Standard Rate – 7 - 30 Days Prior to first Exhibitor Move-In Date
  - Floor Rate – Onsite – 6 Days Prior to the first Exhibitor Move-In Date
- A Service Desk will be available during move in, located near the decorator. The Event Services Coordinator will be able to assist you with needs regarding your pre-ordered services and any onsite ordering via the exhibitor kiosk.

### General Terms & Conditions

- Wall and permanent building electrical outlets are not a part of booth spaces and are not to be used by exhibitors.
- Services ordered during exhibitor move-in may not be installed before the event opens.
- Day of Show Installations during show hours may require Licensee/Show Management approval.
- Exhibitor booths will be audited during the event and charged for any additional services. The charges will be included in the exhibitor's final bill at the floor rate.
- Any damaged equipment will be billed directly to the Exhibitor responsible.
- No refunds will be given for services ordered and installed but not used.

## Facility Equipment

Use of facility equipment is reserved for employees of SCC only. Licensee/Show Management, contractors, production companies, EACs, or other service providers may not use, move, rearrange or alter SCC equipment including but not limited to tables, chairs, risers, ladders, lecterns, and trash receptacles. Any SCC equipment impacted without permission may be confiscated or billed at our standard rental rates.

## Fire Marshal Special Event Permits

Special event permits are required for exhibits, tents, lasers, open flame, pyrotechnics or special requests. For the permit application process and general information, please refer to the [City of Savannah Special Event information page](#) or contact the City of Savannah directly.

# FACILITY GUIDELINES

## Floor Plans

SCC requires all floor plans to be submitted no later than thirty (30) days prior to move-in and is subject to Fire Marshal approval. No trade show booths may be sold or assigned prior to obtaining an approved floor plan. Licensee/Show Management is required to furnish detailed, to-scale floor plans of all event areas.

Contact the Event Manager regarding dimensions of facility equipment (chairs, tables, risers, etc.) and location of catering or other service areas to ensure accurate representations of meeting or ballroom sets. All floor plans must comply with the National Fire Protection Association.

Floorplan Review Fee of \$100 per submission will be required for all Exhibit Hall and selected Ballroom layouts. Subsequent revisions requested by Licensee or late submissions are subject to additional fees.

Room diagrams for maximum capacity sets in a variety of styles are available upon request. Special sets for offices, breakout sessions, banquets or other food and beverage functions can be created by your Event Manager. We recommend that large general sessions with extensive AV be created by your AV Service Contractor (include placement of their equipment, screens, technical risers, etc.) and event expos or tradeshow be created by your Service Contractor/Decorator.

If produced by your Event Manager, they will provide room diagrams based on your event specs. The SCC uses CVENT Event Diagramming (Social Tables) to create these diagrams. You can be added to the event folder set up in CVENT/Social Tables to have hands-on access to the diagrams and work within the room sets in conjunction with your Event Manager. There are some useful tools set up in Social Tables for meeting planners. To discuss these tools, please talk with your Event Manager.

## Food & Beverage

The SCC is the exclusive service provider of food and beverage at the facility. Our talented executive chef and culinary team are known for their fresh, innovative approach to food, prepared in our own state-of-the-art kitchen. A catering sales manager will be assigned to work with you on the details of your event and menu. No outside food or beverage may be brought or delivered into SCC for the consumption of guests, exhibitors, attendees, or show staff. Service Contractor labor crews are permitted to bring in their own personal meals while working on-site.



Mobile Concessions | Savannah Showdown

## Freight/Deliveries

The SCC **WILL NOT ACCEPT** freight deliveries, packages or mail for exhibitors or attendees due to storage limitations and liability concerns. For Licensee/Show Management, please consult your Event Manager for any special shipping/receiving needs or to approval any advanced deliveries. Early deliveries may be turned away or returned to the sender. It is required that the General Service Contractor be responsible and handle all Licensee/Show Management freight or packages.

In the event Licensee/Show Management chooses to ship items directly to the SCC, due to limited storage Licensee/Show Management packages cannot arrive any earlier than **one (1) business day** prior to the first date of contracted event activity. Total shipments and/or deliveries that are held more than three (3) days will incur storage fees.

Any shipments sent to the SCC must include this information:

**SAVANNAH CONVENTION CENTER**

**Event Name (Event Date | Start & Finish)**

**Atten: Onsite Contact Name (Show Office)**

**ONE INTERNATIONAL DRIVE**

**SAVANNAH, GA 31402**

## Exhibitors

For events with a General Service Contractor, all advanced freight and packages should be shipped directly to the warehouse for the General Service Contractor. If shipping directly to the venue, exhibitor freight must be consigned to said contractor or delivered directly to the exhibitor during exhibitor's designated move-in hours. For events without a General Service Contractor, the SCC will accept exhibitor freight under certain conditions. If items are accepted, then storage fees will be applied, and payment is required to retrieve items. The SCC reserves the right to refuse freight/dragage shipments.

Licensee/Show Management and General Service Contractors are responsible for the transport of freight to and from approved storage areas. Pallet jacks and/or forklifts are not provided. The SCC (or its officials, agents or employees) will not be held liable for any loss, damage or injury to property of any kind that is shipped or otherwise delivered to the SCC facility, even if the SCC is providing freight handling.

All remaining event and exhibitor materials must be removed from the SCC by the expiration of the License Agreement. SCC is not responsible for materials left behind. Onsite shipping options are not available unless arranged through Licensee/Show Management or general service contractor. For any outbound items, it is the sole responsibility of the exhibitor to pack and arrange shipment out of the SCC in a timely manner immediately following the event – no later than 12noon of the day following exhibitor load-out.

# FACILITY GUIDELINES

## *Furniture (Common Areas)*

SCC provides sofas, armchairs and other lounge furniture in lobbies and public areas of the facility. The furniture is intended for the enjoyment of you and your event attendees. This furniture is not to be moved from the assigned areas or used as temporary stage props or event décor. Special consideration may be given in certain circumstances if furniture needs to be moved; labor fees may be applied. Rental furniture cannot be delivered before the start of your licensed space usage and must be removed before the end of your contracted time.

## *Giveaways*

Giveaways may not include adhesive backed (stick-on) decals or helium balloons. Please contact your Event Manager for any other restrictions.

## *Gratuity/Tipping Policy*

We are here to serve you! No gratuities should be offered to SCC employees. This includes offering leftover items that Licensee/Show Management, or exhibitors have given away or sold while participating in events at the SCC.

## *Guest Services*

Guest Services personnel can be provided by the Convention Center. This includes, but not limited to, badge checkers, ushers, and ticket takers.

The Convention Center provides a complimentary number of Guest Services staff for selected event. Uniformed Guest Services Staff serve as greeters at the front door and as information and direction specialists in the lobbies.

Guest Services staff beyond the complimentary level are available at billable rates. There is a four-hour minimum for all Guest Services Staff. The overall hourly estimate will include one hour of staff briefing time (30 minutes before and after).

## *Hard Construction*

The Convention Center does not allow any hard construction activities to be executed on the exhibit floor or within the building, such as, but not limited to, material sawing, painting, welding, soldering, etc. without prior written approval.

No spray paint, adhesives, cement and/or anchors are allowed on the premises.

## *Haze or Fog Machines*

Haze or fog machines to enhance your general session are permitted with advanced approval of your Event Manager. All times of usage, including rehearsals, must be submitted at least thirty (30) days in advance. Fire system monitoring and Fire Watch may be required and subject to minimum fees. Haze producing fluids must be water-based Hazers used in exhibit booths or elsewhere in the facility will not be permitted.

## *Heating, Ventilation, & Air Conditioning (HVAC)*

All meeting rooms, ballrooms, exhibit halls and lobbies are provided with appropriate levels of heating and cooling while in use by guests. As stewards of sustainability committed to reducing energy waste, the SCC maintains a comfort zone of **72 degrees** and will not operate HVAC service in exhibit halls when freight or roll-up doors are open during move-in and moveout. Please review our Energy Conservation guidelines with your Event Manager. Arrangements can be made for special HVAC operation during non-standard hours, and usage fees may apply. SCC is committed to providing safe, clean air in all event spaces. SCC has a variety of air filtration systems deployed throughout the facility designed specifically for the best possible level of air filtration efficiency and to achieve the highest level of performance from our HVAC system.

## *Hours of Operation*

An event contract day is from 7:00am to 11:59pm. Event hours outside of a contract day are subject to overtime rates plus applicable labor charges at the prevailing rates. Administrative office hours are Monday – Friday 8:00am - 4:30pm EST. The Administrative office is closed on most major holidays.

## *House Lights*

Energy conservation is of prime concern and minimal levels of lighting will be maintained during move-in/out periods. House lighting will be provided, as required, during event opening times (the period when attendees use the facility).

The house lighting system in the Auditorium, Exhibit Halls, Ballroom, and Meeting Rooms have existing, pre-set overhead lighting patterns and are available for use at no charge to the Licensee. Customized lighting patterns required to accommodate the event's audio-visual placement may be coordinated with Encore and applicable service fees are billable to Licensee. Special lighting requests may result in additional labor and/or equipment charges.

## *Exhibit Halls*

The Center provides “full” overhead lighting during open show hours and 50% lighting during move-in and move-out hours at no additional charge. Generally, “full” house lighting is maintained from one hour prior to event until close of event. Audio/ Visual set-up, rehearsals and similar pre-event activities may be assessed as a charge for special lighting and comfort level requirements.

Your Event Manager can provide a cost estimate to request overhead lighting needs beyond this scope. Customized lighting patterns for exhibits and production are available through our Engineering Department. The venue's in-house AV partner, Encore, can also assist with customized production lighting packages.



# FACILITY GUIDELINES

## House Sound System

Encore Global is our preferred in-house supplier of audiovisual services and the exclusive operator of the SCC's built-in house sound system. Some spaces are equipped with a sound system which may be used for meeting room audio; other areas within the facility are equipped with paging systems used for general public address (PA). PA systems are not to be substituted for audio support of meeting activities or production audio. Third party audiovisual suppliers may elect to utilize stand-alone sound systems in meeting rooms, exhibit halls, or ballrooms, at no additional cost.

## Insurance

For any event held at SCC, the organization or individual contractor of the event assumes liability during the contracted time in their licensed space. Licensee shall provide to the SCC a certificate of commercial general liability insurance (COLI), written on an occurrence basis.

The limit of such insurance shall be not less than \$1,000,000 per person, \$3,000,000 per occurrence. The policy shall ensure that it is not cancelled without **thirty (30) days** prior written notice to the SCC. The certificate of such insurance shall be submitted to your Event Manager no later than **forty-five (45) days** prior to the license period. If Licensee fails to provide such certificate or fails to maintain the insurance in force, in addition to other remedies available to the SCC, after oral or written notice to Licensee, the SCC may, but shall not be required to, purchase such insurance on behalf of Licensee. In that event, Licensee shall reimburse the SCC for all costs of such insurance.

Consult your License Agreement or your Event Manager for specific insurance requirements.

## Inventory

Equipment is maintained to accommodate simultaneous events and is assigned on a first-come, first-serve basis. Equipment and furnishings beyond the inventory of the SCC are the responsibility of the Client to obtain and provide labor to set and dismantle. It is important to provide your Event Manager with all the event information and equipment needs as soon as possible to ensure the facility has the necessary items for your event. The Client will be billed for rental of equipment and labor to set the equipment needed to meet event requirements if the SCC secures the additional equipment.

## Keys & Card Controlled Access

At your request, your Event Manager will arrange to have your meeting room(s) re-keyed for security purposes. One primary show office or storage space will be re-keyed with 2 keys at no extra charge; all other re-key requests will be billed at the prevailing rate. Most rooms are equipped with electronic key cards, while certain spaces have a physical key lock. Lost keys will be billed on your final invoice at the prevailing rate. There will be no access for catering and cleaning services. Special arrangements for facility staff to service rooms that are re-keyed should be made with your Event Manager.

Rooms that have not been re-keyed will be unlocked an hour prior to the first activity of the day and locked a half hour after the last scheduled activity has concluded. These rooms will be accessed by SCC staff for setting or cleaning as appropriate.

## Law Enforcement (Police)

Should your event require law enforcement coverage to comply with SCC regulations or upon your request, your Event Manager will plan for Georgia State Officers (employed by the SCC) to be on-site during the necessary hours. Any requests for coverage will be for a minimum team of two officers. You will be responsible for any related charges at the prevailing rate. Only law enforcement personnel are approved by SCC to provide armed security services in the facility.

## Loading Docks & Access

To maintain safe and efficient operation, SCC retains complete control of access and traffic at our loading docks. The SCC does not relinquish control of the loading dock during any event. The SCC loading dock entrance is right off International Drive just past the main entrance to the facility. All vehicles will enter and exit from this location. There are eighteen (18) outdoor loading docks, and four (4) drive-in ramps. Dock plates, dollies and carts are not provided; Licensee/Show Management, exhibitors and General Service Contractors must supply their own. If show permits POV dock load in/load out – **twenty (20) minutes** will be allowed for exhibitor vehicles to unload/load per vehicle.

Dock access must be scheduled in advance of your event through your Event Manager. SCC is not responsible for the receipt and handling of show freight. You, your general service contractor, and any other event suppliers are required to submit a detailed schedule of move-in and move-out activities at least **sixty (60) days** in advance.

The SCC has an open dock policy and does not endorse exclusivity by general service contractors or drayage companies to handle freight at our loading dock. You may, at your discretion, allow exhibitors in privately owned vehicles to load/unload their own items at no charge in the hand-carried freight areas. All employees of any Exhibitor Appointed Contractors shall be allowed to unload, install and dismantle the exhibits of the exhibiting company.

# FACILITY GUIDELINES

## Load Limits

The main exhibit floor load limit is 350 pounds per square foot distributed load. The lower, mezzanine and upper lobbies, meeting rooms, ballrooms and terraces are 150 pounds per square foot.



East Concourse | 1<sup>st</sup> Floor

## Lobbies & Common Spaces

See Also: FURNITURE

The SCC is a multi-purpose facility and often hosts several events at one time. Therefore, all lobbies, hallways and entrance areas are considered shared venue space provided in consideration of any other adjacent or concurrent event activity and are under the exclusive control of the SCC management. Registration activities, displays, exhibits, or other temporary installed equipment must be shown on your floor plans for SCC and Fire Marshal review. Non-approved or commercial use of lobby areas may be subject to removal or incur usage fees. Usable space plans, pre-approved by State Fire Marshall, can be obtained from your Event Manager for the lobby areas within your contracted space.

SCC management retains the right to require security in shared common space when multiple events necessitate pedestrian traffic management, at the Licensee's expense.

An event may not disrupt any other event within the SCC. SCC management must approve activities planned in shared lobby areas including, but not limited to, bands and/or performing groups. The SCC retains the right to restrict the use of such groups at any time. SCC management has the right to lower sound levels of any band, audio/visual equipment and/or group activity within the permit area.

The SCC provides permanent seating for guests throughout the facility. A Licensee wishing to relocate or obstruct any permanent seating must obtain permission from SCC management prior to an event. Lobby furniture may not be utilized in any meeting room or rented space for event-related purposes.

Power outlets are provided for guest use throughout the lobbies and common spaces. Show-related features, registrations, décor or exhibits requiring power are subject to standard charges.

SCC management retains the right to operate food and beverage stations in shared common space.

## Lost & Found

All found items are logged and placed in the SCC Security Command Center. We attempt to identify and return all items. To inquire about lost items, contact the Security Control office at 912-447-4077 or your Event Manager. We request that all "lost" items turned in during your event to the show office or registration desk be turned over to SCC security before vacating the premises. **Any** item unclaimed after **thirty (30) days** becomes the property of SCC and will be disposed of in a proper manner.

**Exhibition Material:** We do not store exhibition material. If unclaimed items are determined to be exhibition material, these items may be disposed of after the event has moved out.

## Media and Public Relations

The SCC welcomes the media to events held at the facility. Press releases are sent out for specific SCC activity, but not specific for each event. The Client will be assessed the overtime rate for media access to the facility prior to 6:00am. For safety reasons, the routing of support cables for the media must be coordinated through your Event Manager. Media support vehicles are not allowed to park on public sidewalks, block entrance/exit doors or route show power to their vehicles from inside the facility.

## Medical Services (EMT's & First Aid)

It is Licensee/Show Management's responsibility to make arrangements for first aid/medical services for events at the SCC. A recommended list of medical first aid service providers can be provided upon request. Licensee/Show Management will be required to provide an official Security/Medical Plan outlining the services provided at least **thirty (30) days prior** to moving in. Medical services are in most cases recommended. However, due to the nature of certain events, the SCC reserves the right to require medical services personnel for any size and type of event upon review. Work with your Event Manager and our Public Safety Manager on options for EMS Staffing for Events.

## Motorized Carts

Per ADA compliance, those with accessibility needs will be accommodated. For safety reasons, motorized carts, including Segways, are not allowed in any public areas including the lobby. Wheel coverings are required on the tires when traveling in carpeted areas. To reduce the risk of accidents, please exercise due caution when operating motorized carts in approved areas. Hoverboards are not permitted.

## Noise Levels

Please be respectful when it comes to your sound levels. Maintaining sound levels will make sure that you do not disturb or interrupt other booths or events. SCC management reserves the right to require sound levels to be lowered.

# FACILITY GUIDELINES

## *Operable (Air) Wall*

Licensee will receive contracted space with operable airwalls in place as predetermined in the event specifications provided to the Event Manager. In the event Licensee requests airwalls to be moved or adjusted after the initial set-up, labor fees will apply. Moving operable airwalls after the initial contracted placement requires detailed labor planning and is contingent on the complexity of the move, allotted time for the move and the set-up. Due to mechanical and safety considerations, certain customized airwall moves may be limited. Please work directly with your Event Manager early to assist in being strategic when developing floor plans to optimize airwall moves.

## *Parking*

The Savannah Convention Center operates a surface lot and six (5) level parking deck. There are over 1,200 parking spaces to make visiting the SCC convenient for guests. Contact your Event Manager for additional information. Detailed parking and directions can be found here: [www.savconventioncenter.com](http://www.savconventioncenter.com).

Please note that parking rates and hours of operation are subject to change based on event activity in the SCC.

Parking is provided on a first-come, first-served basis. The garages will be closed and traffic diverted once at capacity. Licensee may purchase parking validations for your attendees and/or show staff through your Event Manager. Please consult your Event Manager if your event requires special parking arrangements, such as staff or attendee validations, or valet parking.

The SCC can accommodate oversized vehicles or vehicles with trailers at this time on an event-by-event and first-come-first-serve basis. Contact your Event Manager for availability as separate arrangements may be required offsite.

RV Parking is strictly prohibited. Visit our website for local off-site parking locations.

## **Show Management**

Rental of exhibit hall space at the SCC includes an allotment of courtesy garage parking codes (limited in/out privileges), which are valid over contracted dates and in marked, designated parking spaces only. These codes are issued to the Licensee/Show Management and can be distributed to exhibitors, speakers, contractors, vendors at Licensee's discretion. Based on availability, Licensee may purchase additional parking passes through their Event Manager.

## **Exhibitors**

The SCC DOES NOT offer specialty parking for exhibitors. Exhibitors are subject to prevailing rates. If Licensee/Show Management would like to make special arrangements for Exhibitors, please contact your Event Manager to discuss options.

## *Passenger Pick-Up/Drop-Off Zone*

The Convention Center provides a drop-off zone on the east side of Bryan Square for rideshare and busses along East Concourse.



*Bryan Square | Bus Drop-Off*

## *Permits / Licenses*

Certain types of activities may require permits and/or licenses from city, county or state agencies in order to be conducted at the Center including, but not limited to, the following. Please contact your Event Manager for specific activities planned but not listed below.

Please use the links provided below to contact the appropriate agencies on permitting requirements.

- Amusement Rides
- Tattoo Artists
- Hair Cuts / Cosmetology / Aesthetician Services
- Charitable Solicitation (Donations)
- Raffles

Please refer to the Facility Guidelines within this guide for the following activities.

- Animals
- Aerial Drones
- Hazers / Foggers
- Food Sampling
- Tents
- Selling of Merchandise – Seller's Permit
- Temporary Structures

## *Personal Operating Vehicle (POV)*

Licensee/Show Management-owned or leased vehicles are NOT allowed to drive on to the exhibit floor to unload or load without prior approval from your Event Manager. Access to the exhibit floor for tractor-trailer trucks, cranes, etc., must be arranged in advance through your Event Manager and Public Safety. No vehicles with studded tires will be allowed inside the building.



# FACILITY GUIDELINES

## *Pre & Post Convention Meetings*

**Pre-convention meetings** are scheduled for all events at your request. This meeting is hosted by your Event Manager, and is designed for you, your staff, and suppliers to meet the facility staff who will service your event needs. Please provide a list of attendees from your team to your Event Manager at least one week prior to the meeting. If you would like to include your hotel providers at the pre-convention meeting, please inform your Event Manager so appropriate arrangements and invitations can be made. **Post-convention meetings** can also be arranged upon request. An event survey will be provided to you following your event. We would appreciate your cooperation in completing the survey, so we may continue to improve our service.

## *Pre- and Post-Event Inspections*

Convention Center, Licensee/Show Management and general service contractor (GSC) representatives are required to attend an inspection of all licensed and approved space on the first day of move-in. Licensee/Show Management will be informed of any damage occurring throughout the event as they are discovered.

- On the last day of the move-out, a final inspection of the licensed space is scheduled.
- Licensee/Show Management will be billed for any damage during post-inspection. If the Licensee/Show Management representative is absent during this process, any charges incurred will be added to the final invoice.

On the first day of move-in and again on the final day of move-out, Licensee/Show Management and the GSC are required to accompany Convention Center staff on an inspection of the facility to document damage, if any, attributed to use of the facility by the licensee, Licensee/Show Management, and the GSC. The licensee and/or Licensee/Show Management will be billed for any damage during post-inspection. If the licensee or Licensee/Show Management representative is absent during this process, any charges incurred will be added to the final invoice.

## *Public/Consumer Shows*

These events are ticketed or non-ticketed events that are open to the public. Additional rules and guidelines apply to the scheduling and conducting of public/consumer shows. Please contact our Sales Department for more information.

SCC Guest Services personnel are available upon request for ticket taking to monitor access control into events, exhibits, etc., during your show at the prevailing labor rates. The SCC does not provide staff for the sale of tickets. Public or consumer events selling tickets on-site must allow for an effective and safe crowd management plan to control the queuing of guests in and around SCC. Tickets issued or sold for assigned or reserved seating require a seating floor plan and ticket manifest. SCC reserves the right to approve and/or monitor the sale or issuance of event tickets or passes.

## *Pricing Information*

The Pricing Guide is provided to assist with the preparation of ancillary services for your event. Pricing is subject to change.

## *Public Safety Department (Security)*

SCC maintains a 24-hour, 365-day Security Control office on premise at the Loading Dock. Our security team provides perimeter, and public area patrols and monitors the life safety equipment for the facility. After-hours access to the facility is through the Security Command Center located at the Loading Dock. Public Safety Department (912) 447-4077: In case of an emergency in and around our facilities, contact Security at 4077 on any "RED" house phone.

Dock Master, Dock Control, Roamers, and other related duties are the exclusive jurisdiction of SCC personnel. The schedule of coverage will be coordinated based on your event agenda and production needs.

For details and coverage requirements, review **SECTION 5** of the event planning guide.

## *Recycling & Composting*

Receptacles for recycling are provided for attendee usage throughout the facility. Bulk recycling stations and compactors are provided on the loading dock for exhibitor and contractor use. Please consult with your Event Manager about your specific event needs.

## *Registration*

Registration activities are restricted to your licensed or other pre-approved areas and must be shown on your Floorplan Submission for Fire Marshal approval. If your General Service Contractor is providing your registration counters, they are expected to service and maintain this area. SCC will provide dressed tables for small registration sets. Registration areas that will generate large volumes of attendee traffic will be required to comply with SCC crowd management plans.

## *Rigging*

SCC defines rigging as the overhead suspension of objects or equipment, whether ground supported or aerial (ceiling-hung). To ensure the safety of our guests and employees, the SCC has contracted ENCORE Global as our Exclusive Rigging Service Provider (ERSP). Your contracted decorator or production company are not permitted to hang items in any of the at SCC. Rigging plans must be submitted to Encore for approval and review at least **sixty 60 days in advance**. Rigging diagrams (CAD drawings) of the facility are available through your Event Manager. All rigging requests/orders must be received and paid at least 30 days prior to the event start date. On-Site Orders may not be accommodated. Please contact your Encore representative to receive a detailed Rigging Guidelines.

# FACILITY GUIDELINES

## Room Refresh

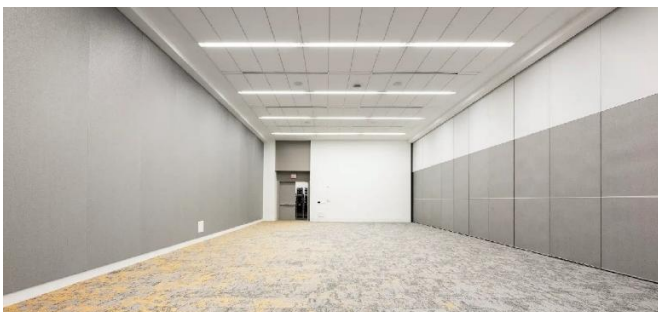
Complimentary end-of-day cleaning is provided for each meeting room in use and midday refresh service based on the programming timeline. Room refresh includes straightening of tables and chairs, trash disposal and replacement of bottles for water cooler. A minimum of 30 minutes is required to complete a room refresh. If requested, additional cleaning service in these areas can be provided based on programming and labor availability at the prevailing hourly rate. Special arrangements to service rooms that are re-keyed should be made with your Event Manager.

## Room Set Changeover

The SCC provides an initial (one-time) standard room set for meeting rooms, auditoriums, and ballrooms within limits of available equipment inventory to your specifications at no charge. Equipment needs in excess of available facility inventory will need to be outsourced. The initial set for these spaces is provided complimentary if final event specifications are submitted a minimum of thirty (30) days from the first contracted date. Layouts are considered the final 21 days prior to the first contracted date. Changes after twenty-one (21) days will be subject to additional fees at prevailing rates. Midday or overnight set changes are subject to labor fees. Set changes to support a food and beverage function are complimentary when given adequate time to accomplish the set. Room specs that deviate from event specifications after your labor schedule is submitted may be subject to labor fees.

Production schedules for ballroom and exhibit hall functions are required a minimum of sixty (60) days from the beginning of license period. Additional labor fees may be assessed if sufficient time is not provided for setting equipment or if the licensee's production company is behind schedule causing a shift in the start time for SCC Set-up operation.

Labor and equipment including chairs, tables, and risers required for exhibit hall (general sessions, banquets/receptions, sporting events, consumer events, trade shows, etc. or outdoor functions) are charged at the prevailing rate. Tables and chairs required for food service will be provided at no additional cost. Subject to available inventory, up to six (6) portable risers will be provided for each meeting room or ballroom function on a complimentary basis. Contact your Event Manager for more details.



New Meeting Room | 1<sup>st</sup> Floor

## Room Sets

Capacities vary based on square footage and room set. Capacities decrease with the addition of staging, dance floors, or audio/visual equipment. Check with your Event Manager to confirm room capacities prior to preparing room specifications for your event.

**Meeting Rooms/Ballrooms:** A one (1) time basic set-up is included in the rental of all meeting rooms and ballrooms. You may choose between theater, classroom, conference, hollow square, U-shape, or banquet style (6' round tables). Also included in the rental: the use of a lectern (per LA), up to (6) pieces of riser staging, a head table, a skirted display table in the back of the room, and one (1) registration table at the entrance to the room. Any additional equipment such as skirting or tablecloths for tables, extra staging, or tables can be provided to you for an additional charge.

**Exhibit Halls:** Additional costs will be incurred for use of the Center's equipment on the exhibit floor, with the exception of any food/beverage areas. Additional costs may be incurred for changes/additions. Consult your Event Manager for details.

## SCC Employee Access

SCC personnel may, from time to time, require access to licensed space in the performance of life safety and property-related maintenance, repairs and other limited but necessary activities.

## Smoking & Vaping

The SCC is a non-smoking facility, and smoking is prohibited within 20 feet of any entryway or operable window. This may include exterior plazas when used for outdoor dining activities, in which case, the smoke-free zone may extend to 10' (dining areas) to 40' (food carts/trucks). By state law, and in the interest of public health, the Convention Center has adopted a non-smoking policy. There are designated areas outside the building where smoking and vaping are permitted.

## Staging/Risers

SCC maintains an inventory of 6' x 8' riser sections that can be combined to make a variety of stage sizes. Available heights are 16", 18", 24", 32", and 36". SCC does not allow these stage units to be stacked on top of one another. Concert Risers are available for the Ballrooms and Exhibit Halls at a variety of sizes with height ranging from 36" to 60". Special arrangements must be made with your Event Manager for the installation of rental stage units exceeding 48" high.

Stages in meeting rooms or ballrooms are provided free of charge, subject to availability, (up to 6 units per license agreement – not room). Fees will apply for any additional stage units in meeting rooms and ballrooms and for any installed in exhibit areas. Safety rails must be installed on the back of any SCC risers, or the licensee must sign a waiver releasing SCC from any and all liability from injury and damage associated with the riser in question. The waiver must be signed by a representative of the licensee before the removal of the safety rails.

## Storage

On-site storage of freight, equipment, empty crates or other containers is not permitted without the advance approval of your Event Manager, including on the loading dock or truck bays. Limited storage is available with advance notification to your Event Manager within specifically designated areas of the facility. Storage in facility corridors or rooms is not permitted without advance approval of the Event Manager. Absolutely no storage is allowed in areas that block emergency exit doors.

## Truck Marshaling

SCC does not maintain a truck marshaling area onsite. Licensee/Show Management or General Service Contractor is required to secure an **offsite** marshaling yard for the staging of truck and delivery activity at your own expense. This is to avoid any vehicle queuing and associated traffic disruption on surface streets surrounding the facility. Your Event Manager can assist with local options. Your General Service Contractor is responsible for securing and staffing the marshaling yard as well as informing your exhibitors and contractors.

**Preferred Vendor: Truck Parking Club (618.376.7766) Contact to discuss events at the Savannah Convention Center.**

## Union Jurisdiction

The State of Georgia is a right-to-work state.

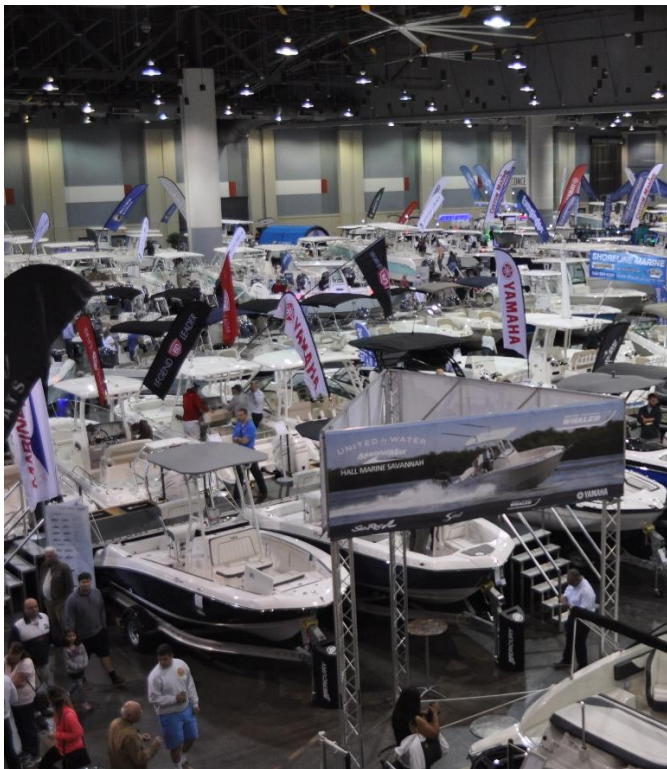


Exhibit Hall | Boat Show

## Vehicle Display

Vehicles (gas-powered or electric) may be parked in the facility if they constitute an integral part of the display. All vehicles must be approved no later than **sixty (60) days** prior to show move in. Per Fire Code, all vehicles must abide by the following (NO EXCEPTIONS):

- Vehicles shall not be parked in the fire lanes or block exits.
- Vehicles with gasoline engines may be displayed with a maximum of 1/4 tank or 5 gallons of gas, whichever is less. Motorcycle tanks cannot exceed 2.5 gallons of fuel. Batteries in all-electric, non-hybrid vehicles may remain connected provided fuses are removed. This is only valid during open show hours with a Fire Safety Officer on duty for the show. Batteries must be disconnected before and after show hours.
- A locking gas cap must be installed, or the tank must be adequately sealed by tape or in some other appropriate manner.
- The vehicle's ignition must be disabled, all battery cables must be disconnected and taped to avoid potential sparks.
  - Any method for rendering a display vehicle inoperable other than removal of battery cables or ignition fuses needs to be submitted to the Fire Marshal for approval.
  - A qualified person responsible for disabling the display vehicle will need to be on site during load in and able to demonstrate to the Fire Marshal or SCC Public Safety staff that the vehicle starting system has been disabled.
  - Removal of the key as the only method for disabling the vehicle is NOT an approved method.
- Adding or removing fuel on site is prohibited (must be done outdoors).
- The flooring beneath the vehicle must be protected, clear and visible.
- No vehicle may be started or operated within any assembly building during show hours without approval of the Fire Marshal.
- Any vehicles that will be connected to an inverter and powered by SCC utility power, will need to be tested AFTER it is connected to ensure that the vehicle will not start or go in to gear on inverter power.
- If the vehicle is to be kept in the facility overnight a set of keys must be left with the SCC Security office. Keys to the vehicle will be locked in a safe in the office.

Additional rules regarding car displays apply, and all car displays plans must be reviewed and approved in advance by Convention Center Management.



# FACILITY GUIDELINES

## Vehicle Within the Facility

Prior to allowing exhibitor or vendor vehicles inside the SCC for the purpose of loading/unloading, Licensee/Show Management must obtain permission from SCC management. A vehicle movement plan may be required. All vehicles who are allowed entry are prohibited from having motors running while stationary. Any non-display vehicles must be removed from the SCC prior to the opening of the event.

The use of electric carts and motorized equipment is restricted to show management and employees of the Official Contractor(s), SCC Personnel and Exclusive and Preferred Providers. Use of these vehicles is permissible only during Non-Show hours. Electric carts may not be driven through pedestrian doors and carts are not permitted to be plugged in for the purpose of charging inside of the Facility. No carts are permitted in the exterior event spaces, parking lots or on sidewalks around the perimeter of the Facility.

The use of electric carts, motorized equipment, and bicycles is prohibited in all carpeted and / or terrazzo areas unless prior permission has been granted by SCC management and floor coverings including but not limited to, the carpet and terrazzo, have been thoroughly protected by masonite or other materials. Please consult your Event Manager for clarification.



Exhibit Hall A | Car Show

## Water Service

Each Meeting Room includes complimentary water coolers that are refreshed as needed, excluding sporting events and public/consumer shows. The facility is equipped with water fountains and water bottle filling stations conveniently adjacent to every restroom.

Upon request, bottled water can be provided at the head table for presenters. Water coolers inside exhibit halls or in public areas can be ordered at prevailing rates through SCC Food & Beverage. Contact your Catering Manager for additional water service options.

## Waste Disposal and Dumpster Rentals

Licensee/Show Management is obligated to pay the cost of all trash hauls. Licensee/Show Management is responsible for proper and regulated disposal of any and all toxic, biohazard and e-waste goods, materials and substances, and must comply with all applicable laws. Please note that Georgia has strict policies with regard to regulated waste disposal. If someone associated with your event ignores regulatory mandates, it becomes Licensee/Show Management's responsibility. Please ask your Event Manager for the names of local providers who handle toxic, biohazardous and/or e-waste substances and materials.

Licensee/Show Management and Service Contractors are responsible for requesting any dumpsters needed to accommodate contractor, exhibitor and client bulk trash. The Licensee/Show Management and the General Service Contractor must notify the Event Manager **sixty (60) days** prior to the first contracted date of the number of dumpsters needed and number of pulls requested (if applicable).

Dumpster Rentals are not complimentary, and each rental and pull will be invoiced to the Licensee/Show Management at the prevailing rate. Usage of SCC designated dumpsters and compactors is strictly prohibited. The SCC is not responsible for the Service Contractor not requesting the accurate number of dumpsters needed for the event. Licensee/Show Management and the Service Contractor are responsible for the removal of any excess trash not accommodated by the dumpsters ordered at the conclusion of the event.

## Weapons

Georgia law allows lawful weapons carrier individuals to carry weapons into the SCC or any government building that is open for business and where ingress is not restricted or screened by security personnel.

## Wheelchairs

SCC does not provide wheelchairs or other mobility devices for attendees or guests, except in the case of a medical emergency. The Client is responsible for providing wheelchairs for non-emergency or attendee use. Your Event Manager can provide a list of local companies that have wheelchairs for rent.

## Wi-Fi Access

The SCC is pleased to offer complimentary wireless access in all public areas for basic browsing, posting to social media, texting and emailing.

For more robust needs including Registration and Production, the SCC offers additional Wi-Fi network connections for a fee. Buyout options are available upon request. Please refer to the facility **Operational Policy** for additional rules & regulations or contact CCLD at 404.557.3526.

## SECTION 4: MOVE IN/SHOW/MOVE-OUT PROCEDURES

The Loading Dock areas are designed for the sole purpose of facilitating the unloading and loading of vehicles transporting event-related equipment. For that and other safety-related reasons, general parking for attendees, exhibitors, and staff is strictly prohibited. The Savannah Convention Center reserves the right to access dock spaces at any time to support in-house maintenance or service deliveries.

**Load in/out plans must be discussed with and approved by an Event Manager at least sixty (60) days prior to move in.**

### *Move-In Policies*

#### Facility Access

- Access to the facility for move-in and move-out is allowed on the date(s) and time(s) listed on the contract under Paragraph A3, Licensed Premises, unless otherwise arranged with your Event Manager.
- Requests for early move-in to mark floors are taken **one (1) week prior to the first move-in day** from General Service Contractors.
- **Licensee and/or GSC representative is required to be onsite while exhibitors are present. This includes move-in, show and move-out days. If a representative is not present, access to the facility will be denied.**
- All move-in and move-out of exhibit materials must be through the service yard, the designated loading docks, freight elevators and freight doors. The lobby areas, side doors, escalators and passenger elevators are not to be used for this purpose.
- Exhibitors will be allowed to drive their vehicles into dock, unload/load, and then drive back out to park in one of the nearby lots or decks. To re-access the SCC, they will need to enter the Savannah Convention Center either via the main North Entrance or side Dock Entrance is pre-approved by the Licensee/Show Management.
- Space on the dock is limited and, once capacity has been reached, entry may be denied until space becomes available. When entering or exiting the facility, please ensure that you are only utilizing the space designated for your event.
- The Loading Dock bays are assigned for use by the Public Safety Manager on a first come, first served basis upon arrival with consideration for all events in house in addition to facility needs for ongoing deliveries and maintenance. The Loading Dock is for loading/unloading purposes only and all vehicles are allotted twenty (20) minutes. Please respect this timeframe as it will ensure that Move In/Move-Out runs successfully.
- Any vehicles requesting access to drive into the exhibit hall for loading and unloading requires prior approval by the Event Manager **sixty (60) days prior to the first contracted move-in date** to be allowed in the facility. Additional security must be used to facilitate moving vehicles in and out of the building. More information on vehicle requirements can be found in our ***Operational Policy***.
- Dock access is also permitted for Move-In/Out to upper levels of the facility via freight elevators. If your exhibitors require freight elevator access, an elevator operator will be required in addition to the dock staff listed above during all hours of exhibitor Move-In/Out. This will be arranged by your Event Manager/Coordinator at show management's expense. Please note that the procurement of an operator does not permit exclusive access to the freight elevators.
- Passenger elevators and escalators may not be used for transporting freight from level to level.
- **Parking is not permitted on the dock or drive at any time (excludes previously approved SCC employees).**

#### General Services Contractor Requirements

- Dock spaces are assigned to the general service contractor based on availability by the Event Manager. The general service contractor will then be responsible for assigning individual dock spaces for Décor, Freight, AV and exhibitors throughout move-in, show and move-out.
- The Licensee or GSC is responsible for securing the required open top dumpster for all tradeshow/expo events. An open top dumpster is required for all non-recyclable goods. The General Service Contractor is responsible for scheduling the delivery and removal of open top dumpsters. Dumpsters must be pickup up by the last date contracted, they may not be kept in the service yard past this date.
- It is our policy that all contractors and their associated staff pick up a wristband at the service yard gate before entering the building.
- All exhibitory equipment, boxes, crates, and pallets should be kept at least three (3) feet off the walls at all times.

# FACILITY GUIDELINES

## Loading Dock Access

- Small vehicles that do not require access to a loading dock and can be unloaded by hand within 20 minutes can report directly to the facility and can check in with SCC Dock Control personnel. The Dock Control personnel will provide a “Dock Pass” that lists booth location, vendor name, vendor number and will then direct you to the appropriate door. Drivers will be required to remain with their vehicle while exhibitors off-load materials into a staging area.
- Vehicles and Truck & Trailer Combinations needing a loading dock to unload and load material, or any vehicle needing a forklift or pallet jack to unload and load material; drivers must check with SCC Dock Control personnel for instructions. If a loading dock is available, they will direct the driver to the loading dock. If docks are full, the driver will need to provide the Dock Control personnel the driver’s cell phone number and will be put onto a waiting list. The driver may be required to drive offsite until space becomes available. When a loading dock becomes available, the driver will receive a notification to drive back to the loading dock area. As soon as materials are offloaded, the driver is required to move the vehicle before assisting with building the booth display.

## Motorized Equipment Usage

- For safety purposes, all SCC equipment will be operated by authorized SCC personnel only. No one other than the employees of the official service contractor(s) for your event are authorized to operate any motorized cart, lift equipment, etc. of the service contractor in the convention center.
- Show Management and exhibitors requiring usage of forklift to unload freight, must make arrangements with the GSC servicing the show.
- Forklifts, truck trailers, LP gas cages or the like are not to be stored in the facility or left on the premises outside of the dates and times listed in Paragraph 1, Licensed Premises of the contract.
- Motorized and display vehicles are not permitted in permanent carpeted areas without prior approval.

## Required Labor

- During move-in and move-out hours of exhibits, a minimum of three (3) SCC Event Security Staff and one (1) LPO are required to manage the service yard. Move-in or move-out may not commence until the event staff is in place.
- The General Service Contractor is required to place at least one (1) representative at the entrance gate to the service yard to issue dock passes for freight waiting to enter the yard and unload at the dock. This person shall work in conjunction with the SCC Event Security Staff.

## General

- Savannah Convention Center does not supply carts to Exhibitors. Show management is responsible for arranging such amenities directly with exhibitors or via a general service contractor.
- The Department refrains from accepting, storing, or shipping packages for show management, exhibitors, delegates, the Contractor before an event. For more information, please see the Freight & Shipments in our [Operational Policy](#).
- Doorways, carpeted areas, path leading to staged area and floors must be protected from the movement of crates, registration counters, pallet jacks, plants, sign-hanging activities, and all other rolling equipment during move-in and move-out.
- Carpeted areas must be protected by the use of a minimum of six-millimeter (6mm) polyethylene sheeting (reinforced preferred). For heavy objects and powered lift equipment, temporary carpet or plywood on top of reinforced polyethylene sheeting must be used. No wood of any kind may be stored on any carpet throughout the facility, including during move-in and move-out.
- Bicycles and carts are allowed only on the exhibit floor and in the service corridors.
- Smoking is only permitted in designated areas outside of the Loading Dock. Please note that there is absolutely no smoking on the Loading Dock at any point in time.

## Marshaling

- The SCC retains exclusive rights and privileges to all exterior areas of the Facility including parking areas, docks, staging areas, and loading areas.
- Permission may be granted to contractors, vendors, and/or Licensee to utilize the open areas, aprons, and parking areas on the west side of the premises for event marshaling, crate storage, show needs, and/or POV movement purposes at times. However, availability will be exclusively granted by SCC Management based upon the GSC and/or Licensee Marshalling Plan and availability.
- Neither Licensee nor GSC should assume that approval has been granted for any area without prior consent from the SCC.
- If off-site marshaling is required, please contact the Public Safety Manager for available options.

## Show Management Shipments

- The Savannah Convention Center will accept all previously approved Show Management shipments at the facility's Loading Dock. **Any exhibitor shipments and/or freight handling must be arranged with an external general service contractor or drayage company.**
- Incoming Shipments – All packages received by dock staff will remain on the Loading Dock until commencement of move-in, at which time it will be the responsibility of the Show Management or the GSC to transfer to desired contracted spaces. Show management will be responsible for arranging labor to unload/load any large shipments within the contracted window. Storage/Holding Fee may apply to any freight accepted by the SCC.
- Please discuss shipping needs with your Event Manager no less than **60 days prior to event move-in**. Packages for show management/event organizers may not arrive more than 48 hours before an event. Packages arriving prior to the 48-hour load-in window will not be accepted.
- Please make sure deliveries are clearly marked according to the requirements outlined on Page 24 of this guide.
- All packages must include all the required information to be received by our Loading Dock staff. The Savannah Convention Center is not responsible for lost or misplaced shipments, or any other items left on dock.

## Show Policies

### Show Opening and Closing

- Prior to opening any show, all aisles must be clear of equipment, all freight door(s) must be closed, and all carts/lifts must be removed from the exhibit floor space. Additionally, the SCC will not turn on air conditioning until the freight doors have been closed.
- The Event Manager will provide the necessary confirmation to open the show.
- For move-outs, the SCC will not open any freight door(s) nor will any forklifts and/or carts be permitted on the show floor until the SCC has made the decision that it is safe to do so. In addition, no aisle carpet may be removed until the exhibit floor is clear of attendees.

### General

- SCC Staff will refrain from entering exhibit booths to clean unless services have been ordered.
- The GSC is responsible for servicing all of their equipment (i.e. booth carpet cleaning, emptying booth trash cans, etc.), unless services have been ordered through the SCC.
- Removal of crates, cardboard and/or pallets from the exhibit hall is required.
- Custodial services are provided for all public areas, restrooms, meeting rooms and ballrooms (except when used for exhibits) at no cost to clients. Facilities personnel will clean non-carpeted food service areas on show days only, as well as will empty trash containers placed in the aisles during show and non-show hours.
- Licensee are responsible for the removal of bulk trash in the meeting rooms, ballrooms, exhibit halls and pre-function areas such as registration and show office areas during move-in, show and move-out.
- Licensee is responsible for removing all tape and chalk markings from the exhibit hall floor or carpeted areas at the end of the event.
- Crate storage must take place in trailers or off premise.
- Flammable liquids are prohibited from being brought into or used in the facility.
- Display vehicles require inspection by the SCC Personal.
- Exit signs must be visible at all times.
- Permission from the SCC is required to store general service contractor equipment, such as forklifts, truck trailers, etc. before or after the lease premises date(s).
- Parking is not allowed in the service yard/loading dock.



## *Move Out*

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### **General**

- As space is limited, please ensure that all materials are packed up prior to vehicle access to the dock. Dock access will not be permitted outside of previously approved load out schedule. Upon completion of Move-In/Out, the vehicle must exit the Loading Dock. Violations of this policy are subject to towing at the driver's expense. You and/or your contractors are responsible for cleaning Loading Dock areas of all excessive trash, debris, skids, pallets, and equipment. Failure to do so will result in additional charges to you and/or your contractors for the costs of cleaning the dock areas.
- Any property not removed and that has not been claimed is considered abandoned by Licensee, its contractors or exhibitors. The SCC may take possession of and dispose of such property without liability. The Licensee will be invoiced for the cost associated with such disposal.

### **Dock Access**

- Before getting into the wait line for dock access to load materials, ensure that **ALL** materials have been palletized, placed on racks or similarly organized and staged before any vehicle is allowed access to the building. This includes loading bays and roll-up doors. If you park and leave your vehicle to pack your booth, you are prohibiting other exhibitors the chance to quickly load their palletized material up and go home. The OAN reserves the right to have your vehicle towed.
- All vehicles seeking access to the loading dock must first report to the Dock Control personnel to obtain a pass to be dispatched to the loading dock. If the docks are full, the driver will need to provide the Dock Control the driver's cell phone number and will be put on a waiting list. The driver may be required to drive off-site until space becomes available. When a loading dock becomes available, the driver will receive notification to drive back to the loading dock area.

### **General Service Contractor - Cleaning**

- The SCC expects the facility to be returned to the condition in which it was received.
- Excessive clean-up required by the SCC will be invoiced to the Licensee.
- Remove all form of waste throughout the facility coming from your event.
- Any debris left on premises, tape or residue left on any surface, will be removed by the SCC and the cost will be invoiced to the Licensee.
- Carpet removal is the sole responsibility of the General Service Contractor and all carpet should be removed off-site by the end of the last contract date.
- The General Service Contractor is responsible for all damages resulting from their activities.
- General Service Contractor equipment can only stay in the building or service yard/loading dock with prior approval by the SCC.

### **Outgoing Shipments**

- Materials requiring to be shipped out must be labeled correctly, arranged for pickup within 24 hours, and placed in designated "Pick Up" area on the Dock prior to completion of move out.
- The Savannah Convention Center will not accept or store deliveries of exhibitor freight for events. Please contact an exhibit contractor or freight handler for all Exhibitor shipping and receiving services. Exhibitor/freight handlers are required to package, label, and coordinate pick up upon contracted move-out. All freight and exhibit materials must be moved in and out through the Loading Dock area.
- Any article or equipment remaining at the convention center past the expiration date of the contract may be considered abandoned and, as such, may be disposed of by the convention center at the group's expense. SCC Management shall not be liable for any damages to or loss of such goods, wares, merchandise, or property which may be sustained by reason of such removal. SCC Management is hereby released from all claims for damages of whatever kind of nature, including, but not limited to non-use or unavailability of such property.

## SECTION 5: PUBLIC SAFETY

All events on the Savannah Convention Center campus require security coverage and a **Security Action Plan**. Services must be provided by SCC Public Safety Department. As more fully described in the sections 4.1 and 4.2 of the license agreement the customer is responsible for security related to the safe and secure conduct of the event. The SCC Public Safety department provides general security for SCC Campus through interior and exterior patrols.

### **Security Personnel Regulations and Standards**

Licensee/Show Management is exclusively responsible for the security within the exhibit halls, concourses, and any other licensed space and a minimum level of staffing is required in specific areas. The SCC Public Safety Department shall have the final approval of security, law enforcement and medical staffing requirements for all events conducted within the facility.

Event security staffing is based on a combination of factors, including but not limited to:

- Contracted Space
- Number of attendees
- Nature of the event
- Demographics
- Line Control
- F&B Services (If alcohol will be served)
- Entertainment
- Previously documented incidents at the SCC and/or another venue where the event was previously held and
- Other items that may require special security considerations.

### **Minimum Staffing Requirements**

#### Event Security Staffing Services

- Dock Master – *One (1) Dock Master Staff* required when Hall and/or Ballroom is in use including move-in, show hours and move-out.

*NOTE: Additional Dock Master Staff beyond what is listed above may be required for shows with more than one Exhibit Hall and using multiple access points or roll-up doors.*

- Dock Control – *Two (2) Dock Control Staff* Minimum required during Exhibitor Move-In and Move-Out Hours.
  - (2) Attendants | Shows with 50 – 150 Exhibitors
  - (3) Attendants | Shows with 151 – 250 Exhibitors
  - (4) Attendants | Shows with 251+ Exhibitors

*NOTE: Additional staff beyond what is listed above may be required for heavy POV's, food shows, load-in of larger equipment or non-traditional items and vehicle access to the halls.*

- Event Security
  - *One (1) Event Security Staff* required ONLY for events with 150 or more attendees and no contracted exhibit hall or ballroom space (i.e. Meeting Rooms, Auditorium, Pre-functions, etc.).
  - *One (1) Event Security Staff* for Crowd Control per 500 people required for events with 500 or more attendees on-site (including staff, attendees and vendors).
  - CAR SHOWS ONLY – *One (1) Event Security Staff* designated during Move-in to perform inspection and monitor level of fuel in show vehicles displays.
  - NOTE: If multiple Event Security Staff are required, then one of these attendants may be required to be a rover, overseeing the entirety of the event.

- Guest Services
  - ALL Guest Services Staff positions are **RECOMMENDED** by the Event Manager based on the overall client needs for each event. Please consult your Event Manager for detail. (ex. Ticket Takers, Badge Checkers, etc.)

- Fire Personnel
  - *One (1) Fire Safety Personnel* is required for the following types of exhibits and activities:
    - Pyrotechnic/Laser displays or usage (Fire Marshal specifically)
    - Vehicle displays (event hours/overnight) and Movement of a vehicle during an event
    - Cooking
    - Aircraft

## Minimum Staffing Requirements – cont’d

- Emergency Medical Technician (EMT) – Client/Show Management will submit Medical Plan to Event Manager for Review.
  - Medical services are recommended. An approved list of medical first aid service providers can be provided upon request. Licensee/Show Management will be required to provide an official Medical Plan outlining the services being provided at least **thirty (30) days** prior to moving in.
  - Due to the nature of certain events, Emergency Medical Services may be required upon review.
  - When Required: EMT’s are required based on the following criteria (Which is greater):
    - (1) EMT (No Rig) | Single Day Events or Large Meetings
    - (2) EMT’s w/Rig | Projected Daily Attendance 500 – 2,499 or 30,000 to 150,000 sq ft.
    - (3) EMT’s w/Rig | Projected Daily Attendance 2,500 – 9,999 or 150,001 to 500,000 sq ft.
    - (4+) EMT’s w/Rigs | Projected Daily Attendance 10,000+ or 500,001+ sq ft.

## Professional Event Security Staffing Services

### Uniformed Law Enforcement Officer (LEO)

- Law Enforcement officers are required during active show hours for the following:
  - Food & Beverage Bar Officer – A minimum of One (1) Officer per 150 guests / per bar is required for all events in which alcohol is being served. The Officer will maintain crown control and assist in preventing guests from exiting the event area with alcohol.
- Law Enforcement officers are RECOMMENDED during active show hours for the following:
  - Cash Handling – A minimum of One (1) Officer is required for an event that has active cash sales, such as box offices, registration, vendor tables and bookstores. They will be positioned at the point of sale.
  - Overnight – A minimum of One (1) Officer per event space is required when valuable equipment or items are left overnight anywhere in the building.
  - Specialty Events – Additional Officers are required during active show hours (and sometimes load-in/out) for the following events regardless of attendance numbers: political events, gaming events, collectible events, sporting events, and other events deemed necessary.

*NOTE: In addition to the minimum requirements listed above, certain events by their very nature; pose additional risks to the facility, lessee, exhibitors, guests, spectators, etc. These events necessitate more proactive security arrangements for the safety and security of all persons in attendance.*

## PLEASE REMEMBER:

- SCC reserves the right to determine the minimum number of security staffing, law enforcement officers, assigned locations and schedule; based on individual event requirements.
- SCC requires that event security staffing is on duty thirty (30) minutes prior to the start of move-in activity for the duration of occupancy, through **thirty (30) minutes** after the conclusion of all move-out activities (including removal of all freight and gear). NOTE: All labor calls are based on a 4-Hour Minimum.
- Changes to Public Safety Labor made within 15-Days of the first contracted event day, are subject to additional per hour fees.
- These requirements apply regardless of the venue utilized.
- Staffing minimum represents requirements for supervisor and guard staffing and is contingent on open freight doors or perimeter access doors in use. Please note that move-in/move-out days apply to decorator and/or exhibitor activities, which also includes all activations planned in lobby space.
- Scheduled Event Security Staff and Law Enforcement Officers shall not be used as ticket takers, to pass out brochures, or perform other non-security-related duties. Other personnel, contractor, or volunteer can be used to fulfill this function or SCC Guest Services Staffing can be ordered for this purpose.
- All SCC Event Security are required to enforce SCC policies and procedures.
- These guidelines identify the minimum staffing requirements for event security. Licensee/Show Management is responsible for communicating event specifications to the Event Manager so a complete event staffing plan can be developed.



## ***Security Plan (Event Action Plan, EAP)***

The security plan (***Event Action Plan***) must be submitted to your assigned Event Manager and the SCC Department of Public Safety for review no later than **sixty (60) days** before your event. And as otherwise required in the Event License Agreement.

The ***Security Plan (Event Action Plan)*** must include the following key information:

- Client Information
- Event Security Personnel Point of Contact
- Event Details (including Times, Anticipated Attendance and Contracted Space usage)
- Requested Post Details (Times and posts – including booth posts that individual exhibitor request and their post orders)
- VIP Movement or Information
- Any unique circumstances
- Transportation Plan (including Shuttles, Buses, etc.)
- Medical Coverage plan (including Service Provider, labor coverage, hours for coverage and placement location)

## ***Updates and Adjustments to EAP***

The EAP will be updated as modifications are made to the plan or the site. The SCC reserves the right to deny and/or modify any plan that does not meet the minimal coverage requirements as determined by SCC Public Safety. The EAP must reflect plan during move-in and move-out. For all posts, the plan must also include a minimum of one half-hour before and following the opening hours of an event.

## SECTION 6: FIRE & SAFETY GUIDELINES

### *Fire Code*

To ensure the safety of our guests, all events held at SCC must follow the fire code established by the State of Georgia Fire Marshal's Office. The State of Georgia Fire Marshal approval is required for exhibits, registration areas, any proposed obstruction of fire exits, and certain other activities in exhibit halls, session rooms, lobbies, or public/common areas. Decisions made by the Fire Marshal's Office are final. Your Event Manager will facilitate the permit process with the Fire Marshal and your general service contractor. Please contact your Event Manager for more information.

### *Fire Safety*

Licensee/Show Management, exhibitors and contractors must comply with all applicable Federal, State, and local fire codes.

- AEDs are strategically installed throughout the facility. These devices enable anyone to provide immediate care while trained SCC staff respond simultaneously to assist. Three major hospitals are within five minutes of SCC.
- Aisle ways and exits must remain clear and cannot be obstructed in any way at any time. Please do not throw boxes or trash generated during show hours into the aisles.
- All required "EXIT" signs shall be visible at all times from any location in the room. Drapes, curtains or displays shall not block signs. Temporary additional "EXIT" signs may be required to clearly indicate the direction of egress.
- All emergency exits, hallways and aisles leading from the building are to be kept clear and unobstructed.
- Exhibitors should only use entranceways designated for loading exhibit materials in and out. For security reasons, other exterior doors may not be propped open for any reason. Only hand carried items can be brought through the front glass doors.
- Fire extinguishers, hose cabinets, fire hose connections and other fire appliances shall be maintained clearly visible and accessible at all times. A minimum of 3 feet clearance shall be provided.
- Vehicles in fire lanes or blocking exits, etc. will be removed at the owner's expense.
- Aggregate booth square footage totals of 300 or more square feet shall have a minimum 2A: 10B:C extinguisher available. Additional fire extinguishers may be required. Fire extinguishers shall have an inspection tag on them, new or not. Extinguishers must be readily accessible and ready for use (out of the box).
- Licensee is responsible for the correction of all fire code violations found. Violations are required to be corrected within the time determined by the Fire Marshal or duly authorized representative. Failure to comply may result in denial of your opening for the show or/and citation.

### *Fire Marshal Requirements*

Fire Marshal approved AV production and exhibitor floor plans are **required** for all events where exhibitors will have booth spaces and extensive production services are offered. The SCC will submit all Floor Plans to the State Fire Marshal of Georgia on behalf of Licensee/Show Management/General Service Contractor.

### *Floor Plan Submission Fees*

A required Floor Plan Submission Fee will be required for Fire Marshal approval. This fee will be outlined on the Event Estimate for Licensee/Show Management. **NOTE:** Changes to the floor plan may require a "RESUBMISSION" of the plan to the Fire Marshal. Please contact your Event Manager for more information. If a resubmission is needed, additional fees will be applied.

### *Floor Plan Requirements*

The Licensee/Show Management shall cause to be provided an electronic version of the floor plans drawn to scale with all fire exits marked to the Event Manager. Floor plans for trade shows, exhibit events, meeting programs, athletic events, activations and any other function in an exhibit hall are required to be approved by a Fire Marshal. Fees apply at prevailing rates. If the plan is not received by the **sixty (60) day** deadline, the planned layout may be prohibited. **All floor plans should include the following:**

- Booth configurations must be drawn to scale, including base dimensions heights and locations.
- Must show aisle/service aisles (minimum 10-foot) locations and dimensions.
- Must show dimensions of all fixtures including, but not limited to, General Service Contractor Booths/Service Desk, stages, risers, registration areas, lounge areas, entertainment areas, pipe & drape lines, boneyards, etc.
- All permanent and temporary concession and merchandise/novelty stands.
- Must show the location of primary entrance, AEDs, fire exits, hose cabinets and pull boxes.
- If in Exhibit Hall, the floor plan must be on the hall's 30'x30' utility grid and show location of boxes.

## SECTION 7: CONCOURSES & LOBBIES





# COMMON SPACES

## ***Concourses and Lobby Areas***

Concourse or lobby areas are considered facility common areas and may not be leased for event use. Pre-function and lobby areas are used to support business operations for SCC events, and include space for pedestrian traffic, registration, ticket sales, SCC concession operations or food service connected with facility events and other activities associated with conducting convention center business. All other event activities must be held within the contracted space.

### **Examples as the following:**

- Immediate exterior of the Convention Center
- Entrances, walkways, pedestrian ramps and connectors
- Elevators, escalators and stairs
- Concourses and restrooms
- North/East Lobbies and other lobbies in the Convention Center
- Loading docks, vehicular ramps, and delivery or receiving areas

The SCC may plan cleaning and repairs in the Common Areas during move-in and move-out times. It's imperative that Licensee/Show Management request use of Common Areas **sixty (60) days** prior to event to prevent overlapping use of space.

## ***Floorplans of Common Area Usage***

Detailed floor plans are required to be submitted to your Event Manager to review and approve before use of concourse or lobby areas. All measurements and buildouts must be listed and should be submitted prior to final plans a minimum of **sixty (60) days** prior to the first contracted day of move-in. Concourse or lobby areas, side doors, escalators and passenger elevators are not to be used for move-in or move-out purposes. Access to all concourse or lobby area space must be scheduled through your Event Manager.

### **When submitting the floor plan, the following information must be included:**

- Directional signage
- Scaled plans for registration, banners, signs and entrance displays
- Proposed installation and dismantle schedules
- Temporary structures located in Common Areas including information desks and entrance displays, drawn to scale

## ***Furniture***

SCC-owned furniture and plants located in Common Areas throughout the facility are not designed to be moved or removed without written approval by the Convention Center. Additional fees may apply. Only SCC staff can move or remove furniture and plants. Furniture and plants may not be placed in licensed space. No SCC furniture or equipment may be set outside the building. Furniture and equipment for exhibit booth use (trade shows) must be arranged through the General Service Contractor for the show.

## ***Lobby Exhibits***

Lobby space is reserved for registration and food service connected with an event. Exhibit booths, displays and/or tabletop exhibits set in any lobby space, on any level of the SCC, must be approved in advance by SCC management and a fee may be assessed for exhibits in such areas.

## ***Move-In/Move-Out***

Escalators and passenger elevators are provided for use by the public and may not be blocked or used for transport equipment. Freight is not permitted in passenger elevators. The lobby areas, escalators and passenger elevators are not to be used for move-in or move-out purposes.

## ***Registration Area***

Registration areas in the pre-function and lobby areas are provided on a complimentary basis. Registration equipment, telecommunication and data equipment and utility services are not included. In the event of multiple events, drape lines are required to cover construction or demolition of registration areas in public space. Access to all public space must be scheduled through your Event Manager or Sales Manager. Registration counters may only be set in designated areas. To provide safe and attractive access to the facility, registration areas, entrance units and other show specific displays may only be installed in public areas during times when it does not conflict with the activity of other events already in progress.

## ***Trash Removal /Cleaning***

SCC housekeeping personnel provides janitorial services to include public concourses and lobbies as well as placement of and servicing of waste receptacles in these areas. The Licensee/Show Management is responsible for removal of bulk trash in these spaces and will be responsible for costs associated with the removal of such excess.

## SECTION 8: EXHIBIT HALLS



# EXHIBIT HALLS

Rental of an exhibit hall does not include any equipment unless outlined in the License Agreement. All equipment is based on availability at the time event specifications are provided to your Event Manager. Please note that all floor plans for the exhibit halls require the approval of the Fire Marshal. Details on diagramming and submission of floor plans can be located in the Floor Plan Guidelines.

## *What's Included With Exhibit Halls:*

- Show Office for each Exhibit Hall
- Up to (3) Easels per License Agreement
- House Lighting and HVAC during event hours

## *Diagrams and Floor Plans*

The Licensee/Show Management shall provide an electronic version of the floor plans drawn to scale to the Event Manager. Floor plans for trade shows, exhibit events, meeting programs, athletic events, activations and any other function in an exhibit hall are required to be approved by a Fire Marshal. Fees apply at prevailing rates. If, for some reason, the floor plan is not approved, a copy will be returned to the Licensee/Show Management or General Service Contractor that submitted the plan with items to be corrected clearly marked. If changes are made to the floor plan after it has been approved, the floor plan must be resubmitted for approval a minimum of **thirty (30) days** prior to move-in.

Due dates are as follows:

- Diagrams for Exhibit Halls, Ballroom and/or Meeting Rooms used for exhibits or registration must be submitted prior to selling exhibit space.
- Common Areas are non-licensed spaces. A diagram must be submitted to the Event Manager for review and approval for all use of Common Areas including Registration and Exhibit Booths. All measurements and buildouts must be listed and should be submitted prior to final plans, but no later than 90 days prior to the first day of move-in.

## **Floor Plans Submission Requirements:**

- In the text box form, please include the following information:
  - Show Name & Dates
  - Space the Event is Taking Place
  - Number and Size of Booths, if applicable
  - Gross Square Footage Utilized by Exhibits, Vehicles, and Banquet Space
  - Scale
  - Drawing Date and Revision Number
  - Creator/Decorator and Company Name, Phone and Address
- Booth configurations must be drawn to scale, including base dimensions heights and locations.
- The floor plan must be on the hall's 30'x30' utility grid and show location of boxes.
- Must show all points of entrance and egress with a Minimum of fifteen feet (15') clearance between any structural activity (booth, signage, kiosk, etc.).
- Must show aisle/service aisles (minimum 10-foot) locations and dimensions.
- Minimum perimeter of six feet (6') around all columns in Exhibit Halls.
- Must show dimensions of all fixtures including, but not limited to, stages, risers, registration areas, lounge areas, entertainment areas, pipe & drape lines, etc.
- Must show all permanent and temporary concession/food function and merchandise/novelty stands.
- Must show the location of all firefighting and emergency equipment (i.e. exits, fire hose connections, extinguishers, cabinets, standpipes, alarm call stations, strobe lights and first aid stations).
- Must show boneyard and crate storage, including Loading Dock.
- Must show General Service Contractor Booths/Service Desk.
- Must be sent in PDF format.

Please contact the Event Manager for a detailed diagram of the Exhibit Halls indicating where exhibits or displays are prohibited.



## *Exhibit Hall Specifications*

All plans submitted must be layered on the Savannah Convention Center CAD shells. You can find these shells on our website. Floorplans can be downloaded in dwg or eps (vector) form.

Exhibit Halls are generally set in one of three basic styles:

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### Theater

- Fire code allows a **maximum** of fourteen (14) chairs across per row. At twenty (20) rows deep, a cross aisle is required.
- A **minimum** of four (4) 10-foot cross aisles are required. Center and/or cross aisles are a **minimum** of ten (10) feet.
- Perimeters are a **minimum** of twenty (20) feet.
- Space between rows is a **minimum** of twenty (20) inches (leg to leg).
- All rows of chairs must be “ganged” or locked together.

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### Banquet

- Our banquet tables for exhibit halls are 72” in diameter which seat 8-10 people at each table for Catering Functions and for Concessions 66” in diameter which seat 6-8 people at each table.
- Our standard is to set round tables on 11-foot centers (11) feet from table center to table center.
- Fire code allows a **maximum** of ten (10) rows across and ten (10) rows deep, a cross aisle is required.
- A **minimum** of one (1) 10-foot center aisle and four (4) 10-foot cross aisles are required for meal service. Aisle width is based on the number of tables in the room.
- Perimeters are a **minimum** of twenty (20) feet.
- Straight row layout, staggered sets not preferred.

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### Classroom

- Skirting provided on first row of tables ONLY.
- Fire code allows a **maximum** of 5 tables across per row. At fifteen (15) rows deep, before a cross aisle is required.
- Capacities are calculated at seating (3) people at an eight-foot (8') table and two (2) people at a six-foot (6') table.
- You may choose to seat four (4) people at an eight-foot (8') table and three (3) people at a six-foot (6') table if maximum capacity is required.
- A **minimum** of four (4) 10-foot cross aisles are required. Center and/or cross aisles are a minimum of ten (10) feet.
- Perimeters are a **minimum** of twenty (20) feet.
- Set should have at least 36” spaces between tables.

## General Information

### Trade Show / Exhibits / Expos

When the exhibit halls are used as trade show, vendor booths and exhibits, Licensee/Show Management must contract with a general service contractor to provide all equipment needed to build out the exhibit halls and registration areas. This includes tables, chairs, stanchions, easels, pipe/drape and all other equipment needed by Licensee/Show Management for the tradeshow/exhibit area.

Staging and theater seating for general session area within exhibits/tradeshow may be provided by the SCC at the prevailing equipment rental rate. Please note that any chairs provided by the SCC in trade show/exposition areas cannot be placed in booths or vendor areas unless specifically requested by Licensee/Show Management. Any building equipment requested is solely billable to the Licensee/Show Management. The SCC does not rent equipment directly to exhibitors or vendors without submission of a written request to your Event Manager a minimum of ninety (90) days prior to the first contracted day of move-in. Equipment is subject to availability.

### Catering/Banquets

Based on availability, the SCC will provide 72" round tables with ten (10) chairs per table and topped with house linen when exhibit halls are used primarily to host a catered function.

### Changeovers and Setup

We do charge to reset meeting rooms. Your Event Manager will offer suggestions for room set styles and the best use of your rooms to minimize charges. The following information should be discussed with the Event Manager at the start of the planning process:

- Changeovers for a single Exhibit Hall require **four to six (4-6) hours** (from and/or to a theater, rounds or classroom). Additional labor fees may be incurred for multiple halls or changeovers requested in less time.
- If a changeover is to a food function, there is no charge for the changeover. Catering will advise you of the approximate time needed to set tables for a food function, which is additional time over the changeover times listed above.
- On-site requests for changeovers will be reviewed and discussed to determine if request can be fulfilled.

### Cleaning (Registration/Exhibit Halls)

Registration and service desks provided by your Service Contractor will be cleaned and serviced by your provider, whether in carpeted or non-carpeted areas. This includes the removal of trash from behind registration counters or tables. In trade show or exhibit areas, SCC personnel will service receptacles for trash produced by attendees. Trash receptacles for attendee use will be placed in trade show aisles not more than two (2) hours prior to show opening and will be removed at the conclusion of the show. Licensee/Show Management has the option to provide aisle vacuuming services for the show and booth cleaning (trash removal) through the SCC for exhibitors, additional fees will apply.

### Concessions

The SCC requires a minimum of 20'x20' area to be designated on the exhibit floor for each concession stand activated for the event. Tables and chairs for dining at these stands will be provided at no charge to Licensee/Show Management. Food portables operated by the SCC may be available to enhance the food and beverage experience on the exhibit floor. Each portable requires a minimum 10'x10 footprint on the floor. Please contact your Catering Sales Manager for additional information.

### Dumpster Rentals

Licensee/Show Management and Service Contractors are responsible for requesting any dumpsters needed to accommodate contractor, exhibitor and client bulk trash. The Licensee/Show Management and the General Service Contractor must notify the Event Manager **thirty (30) days** prior to the first load-in date of the number of dumpsters needed and number of pulls requested (if applicable). Dumpster Rentals are not complimentary, and each rental and pull will be invoiced to the Licensee/Show Management at the prevailing rate. Usage of SCC designated dumpsters and compactors is strictly prohibited. The SCC is not responsible for the Service Contractor not requesting the accurate number of dumpsters needed for the event. Licensee/Show Management and the Service Contractor are responsible for the removal of any excess trash not accommodated by the dumpsters ordered at the conclusion of the event.

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## ***Exhibitor Furniture Rental***

Furniture located throughout the facility is not designed to be moved. Furniture and equipment for exhibit booth use (trade shows) must be arranged through the General Service Contractor for the show. No SCC furniture or equipment may be set outside the building.

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## ***Heating, Ventilation and Air Conditioning (HVAC)***

- HVAC will operate at 100% during event hours only.
- The Convention Center maintains a seasonally appropriate temperature of 72 degrees in the Exhibit Halls one hour prior to the event opening and throughout the event hours for the duration of the show.
- Additional utility fees will apply if Licensee/Show Management requests additional/alternate lighting and HVAC requirements during move-in and move-out.
- Disabling or tampering with HVAC controls is prohibited.
- Event Management will coordinate with a general service contractor on the use of freight doors.

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## ***Lighting***

- Lighting will operate at 100% during event hours only.
- Lighting at 50% will be maintained during move-in/move-out periods, rehearsals and similar pre/post-event activities. Licensee/Show Management will be assessed a utility charge for additional lighting during move-in/moveout.
- One hour prior to the daily event opening, lighting will be set at 100% in each Hall.
- Lighting is operated at 10% during evening hours when events have concluded.
- If multiple functions occur in an Exhibit Hall other than exhibits (i.e., registration, poster sessions), additional overhead lighting can be arranged. Special lighting arrangements can be made for photo sessions or press coverage, and pre-approved through the SCC.
- Lighting requests, patterns and customization requiring the modification of the building's Lutron lighting system must be completed a minimum of 12 hours prior to the first move-in day. Fees will be assessed to create special lighting patterns.

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## ***Maximum Occupancy/ Load***

- Maximum weight capacity: 350 pounds per square foot.

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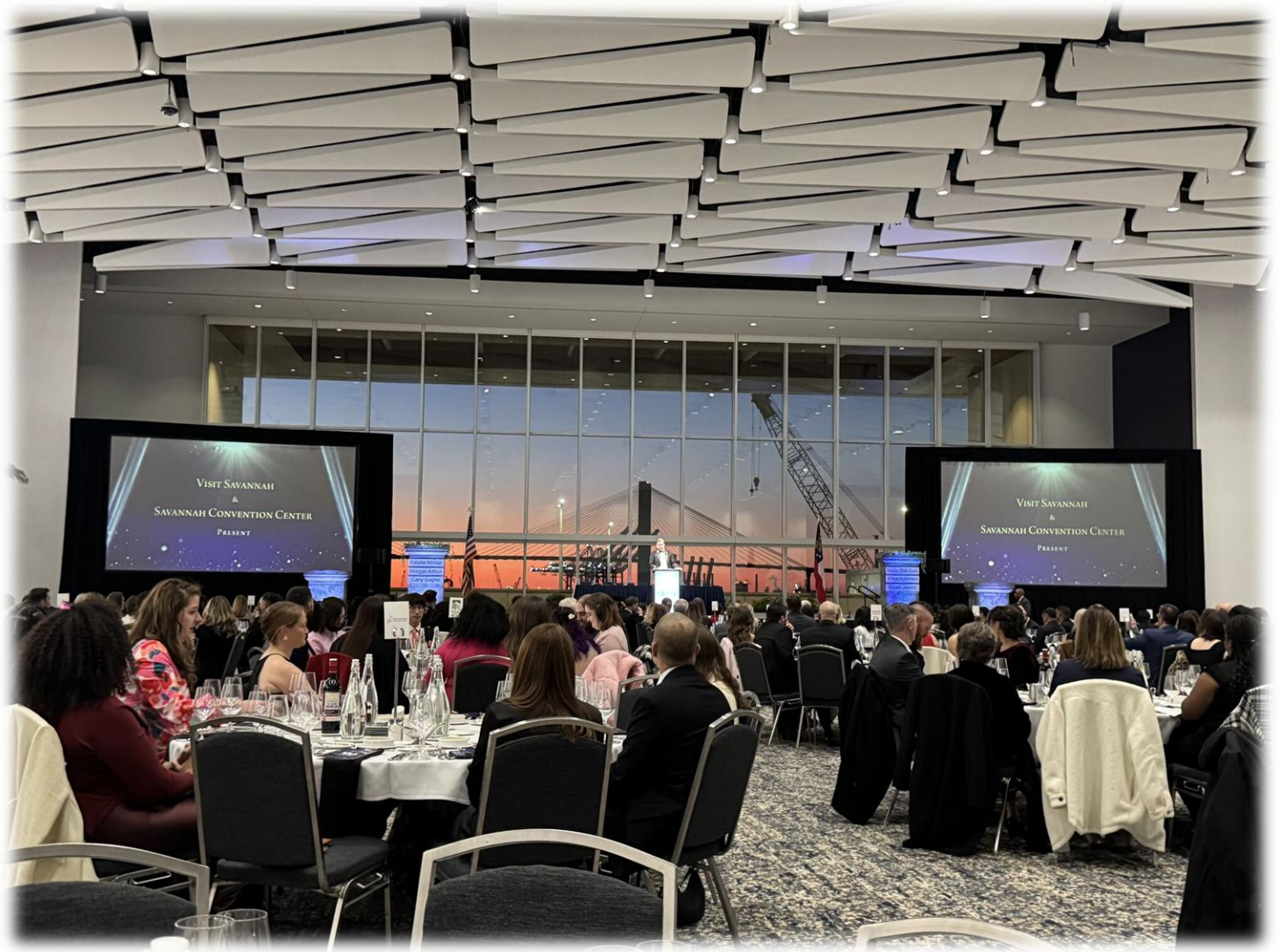
## ***Weapons on Display in Exhibit Hall***

Any exhibitor displaying firearms at a trade show must notify the Event Manager. The company shipping the firearms to the exhibitor must have a Federal Firearms License.

All firearms on display must be disabled by either removing the firing pin or other component to prevent the firing of the weapon. Live ammunition is prohibited. Inert or dummy ammunition may be displayed. The exhibitor must contract with a certified firearms expert to inspect and tag the firearms, or the SCC can provide at the expense of Licensee. The tag indicates to everyone viewing the firearm that it has been inspected and is safe.

During non-exhibit hours, firearms must be secured. Options include a cable lock, locked display cabinet, or by contract security guard. Alternatives must be submitted to and approved by the SCC Public Safety department at least **sixty (60) days prior to move-in**.

## SECTION 9: MEETING ROOMS AND BALLROOMS



The Savannah Convention Center provides a standard setup included in the rental fee for meeting rooms, ballrooms and boardrooms used for the purpose of a general session, assembly, meeting and breakout sessions. This standard set-up does not apply when these rooms are being used for exhibits (booths/table-tops), tournaments, gaming events or other unique uses, unless specifically noted in the License Agreement. All equipment is based on Licensee providing equipment needs no later than thirty (30) days prior to the event. Please note that any unique room set-up that varies from the publicized standard room set is subject to the approval of the Fire Marshal.



# MEETING ROOMS & BALLROOMS

## Standard Meeting Room / Ballroom Set-Up

The SCC will provide the following at no charge to Licensee in licensed meeting rooms. Placement of equipment is based on space availability.

The following is included per License Agreement:

- One-time Standard Set per room (theater, banquet, classroom, hollow square, u-shape or conference)
- One Standard Podium per room
- Up to six (6) 6' x 8' Speaker Risers with Skirting per License Agreement
- Up to (3) Skirted Tables with Chairs for Head, Registration and/or Material Tables per License Agreement
- Up to (3) Easels per License Agreement
- Use of one (1) existing 20-amp wall outlets in the room (*cannot be distributed beyond 10' of the outlet or if room is used beyond a standard set*)
- One (1) Water Bubbler with five-gallon water bottle per meeting room (*Excluding Sporting Events & Consumer/Public Shows*)
- One (1) 16' x 16' Dance Floor per License Agreement – For Ballrooms ONLY, if applicable
- One (1) Mid-day and One (1) End of Day Room Refresh (straightening chairs/tables and trash disposal)
- Standard House Pre-Set Lighting and HVAC during event hours

Additional charges may apply for the following:

- Any changes to the initial setup will result in a changeover charge.
- All tables and chairs requested for exhibits or table displays (six-foot to eight-foot (6-8') table with skirting and two chairs)
- Additional equipment (dance floor units, production platforms, camera risers, additional seating, etc.)
- Supplemental and two-tiered stages in the Ballrooms
- Customized lighting patterns
- Water cooler with five-gallon water bottle (Ballrooms)
- Water Service – Additional Refills for Water Bubblers
- Changeovers – Labor for meeting room changeovers will be billed at the applicable rate.

**PLEASE NOTE:** Published capacities are subject to change based on audio visual, staging placement, room orientation and location of exit doors.

## Diagrams and Floor Plans

Meeting Room and Ballroom dimensions and maximum capacities have been verified for setups, using industry standards approved by the SCC and State of Georgia Fire Marshal. The maximum capacities differ depending on the equipment occupying the space, i.e., lighting, audio/visual, media and production areas, runways and buffet lines.

Diagrams for Meeting Rooms, Ballrooms and Boardrooms are the responsibility of the Show Manager to provide to the Event Manager **ninety (90) days** prior to the first day of move-in. The SCC offers the **Cvent Event Diagraming (Social Tables)** platform for Licensee/Show Management to create and design room diagrams, if needed. Diagrams and floor plans must follow safety protocols and be approved by the State of Georgia Fire Marshal. See the meeting room capacity chart in the appendix for details about specific rooms.

- All points of entrance and exit must maintain a minimum of five feet (5') in meeting rooms/boardrooms and ten feet (10') of clear space in ballrooms on all sides.
- All exits, fire hose connections, extinguishers, cabinets, standpipes, alarm call stations, strobe lights and first aid stations must always be visible and accessible.
- Cables or hoses required for power, audio, video, lighting or any other applications are not permitted on the floor, across doorways or entrance thresholds. Cables may be positioned in cable trays or installed above selected service entrances, including the Ballrooms.
- Back rails are required for stages not placed against a building wall in its entirety.
- Standard stage size is 8'D x 12'W x 1'H in Meeting Rooms with (1) stair unit and 12'D x 24'W x 2'H in Ballrooms with (2) stair units. Any set below 100ppl will not require a stage unless requested.

# MEETING ROOMS & BALLROOMS

## *Meeting Room & Boardroom Specifications*

All plans submitted must be layered on the Savannah Convention Center CAD shells. You can find these shells on our website. Floorplans can be downloaded in dwg or eps (vector) form.

Meeting Rooms are generally set in one of four basic styles:

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### Theater

- Theater seating is a seating arrangement where chairs are arranged in rows facing the head table, stage or speaker.
- Chairs are set on 36-inch centers, back-to-back, and are 18 1/2 " wide.
- Fire code allows a **maximum** of fourteen (14) chairs across per row. At twenty-four (24) rows deep, a cross aisle is required.
- Space between rows is a **minimum** of twenty (20) inches (leg to leg).
- Aisles are a **minimum** of four (4) feet. Perimeters are a **minimum** of three (3) feet.
- All rows of chairs must be "ganged" or locked together.

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### Banquet

- Banquet seating is a seating arrangement where round tables with seating are set for catered functions or meetings.
- Our banquet tables for meeting rooms are 66" in diameter which seat 6-8 people at each table.
- Our standard is to set round tables on 10-foot centers (10) feet from table center to table center.
- One (1), **minimum** four-foot (4') center aisle is recommended in Meeting Rooms. Aisle width is based on the number of tables in the room.
- Perimeters are a **minimum** of four (4) feet.
- Straight row layout, staggered sets not preferred

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### Classroom

- Classroom or schoolroom seating is a seating arrangement in which rows of tables with chairs face the front of the room and each person has a space for writing. Skirting provided on first row of tables ONLY.
- Capacities are calculated at seating (3) people at an eight-foot (8') table and two (2) people at a six-foot (6') table.
- You may choose to seat four (4) people at an eight-foot (8') table and three (3) people at a six-foot (6') table if maximum capacity is required.
- Fire Code allows a **maximum** of 3 tables across per row (before aisle) and up to 15 rows deep before aisle is required.
- Aisles are a **minimum** of four (4) feet. Perimeters are a **minimum** of three (3) feet.
- Set should have at least a 36" space between tables

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### Conference, Hollow Square, or U-Shape

- These styles are normally set for committee and board-type meetings, with chairs around the sides and ends of tables. We skirt the inside of hollow square and U-shape sets. We use 8' x 30" tables for these sets with one (1) chair per two (2) ft. of table.

# MEETING ROOMS & BALLROOMS

## *Chatham & Governors Ballroom Specifications*

All plans submitted must be layered on the Savannah Convention Center CAD shells. You can find these shells on our website. They can be downloaded in dwg or eps (vector) form.

**Ballrooms are generally set in one of four basic styles:**

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### Theater

- Theater seating is a seating arrangement where chairs are arranged in rows facing the head table, stage or speaker.
- Chairs are set on 36-inch centers, back-to-back, and are 18 1/2 " wide.
- Fire code allows a **maximum** of fourteen (14) chairs across per row and up to fourteen (14) rows deep before a cross aisle is required.
- Space between rows is a minimum of twenty (20) inches (leg to leg).
- One (1), **minimum** eight-foot (8') center aisle is required in Ballrooms. Additional cross aisles will be required based on the total number of seats.
- Perimeters are a minimum of six (6) feet.
- All chairs must be "ganged" or locked together.

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### Banquet

- Banquet seating is a seating arrangement where round tables with seating are set for catered functions or meetings.
- Our banquet tables are 72" in diameter and we seat 8 - 10 people around each table.
- Our standard is to set round tables on 11-foot centers (11) feet from table center to table center.
- A minimum of three (3) eight-foot (8') cross aisles (one per Ballroom) are required for meal service.
- Perimeters are a minimum of six (6) feet.
- Straight row layout, staggered sets not preferred

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### Classroom

- Classroom or schoolroom seating is a seating arrangement in which rows of tables with chairs facing the head table, stage or speaker in the front of the room and each person has a space for writing. Skirting provided on first row of tables ONLY.
- Capacities are calculated at seating (3) people at an eight-foot table and two (2) people at a six-foot table.
- You may choose to seat four (4) people at an eight-foot table and three (3) people at a six-foot table if maximum capacity is required.
- A minimum of five (5) foot cross aisle is required for a classroom.
- Fire Code allows a maximum of 3 tables across per row (before aisle) and up to 15 rows deep before aisle is required.
- Perimeters are a minimum of six (6) feet.
- Set should have at least 36" space between tables

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### Conference, Hollow Square, or U-Shape

- These styles are normally set for committee and board-type meetings, with chairs around the sides and ends of tables. We skirt the inside of hollow square and U-shape sets. We use 8' x 30" tables for these sets with one (1) chair per two (2) ft. of table.

# MEETING ROOMS & BALLROOMS

## *General Information*

### *Additional Expenses*

Please keep in mind that additional event expenses may apply to the use of your meeting space, including equipment not included in this guideline, contractual insurance requirements, linen, event security, recore locks/keys, parking, food & beverage, audio visual and other services requested to produce your event. To properly budget, please work with your Event Manager to prepare an estimate of expenses.

### *Audio Visual*

The SCC currently has the preferred audio-visual contractor (ENCORE Global) for your audio-visual equipment and operator needs. Electrical and audio patches are only included through with the use of the SCC preferred audio-visual company (ENCORE Global).

Use of the built-in AV equipment in the Meeting Rooms, Ballrooms and Oglethorpe Auditorium is an exclusive service to the facility and must be contracted with your Event Manager and Encore Global.

### *Audio Visual Production*

The Fire Marshal does not permit stages and screens to block exit doors. Your Event Manager and the Center's Production Manager will work with you and your AV contractor to address any issues before the rooms are set. You may be asked to change the orientation of the room set in order to accommodate large screens and stages, or in some cases, to reduce the number of seats requested, in order to comply with safety guidelines.

### *Changeovers and Setup*

We do charge to reset meeting rooms. Your Event Manager will offer suggestions for room set styles and the best use of your rooms to minimize charges. Meeting room sets affiliated with Food and Beverage will not be charged for a room changeover.

The following information should be discussed with the Event Manager at the start of the planning process:

- Changeovers in individual Meeting Rooms require a minimum of one (1) hour turnover time. Additional time may be required for multiple rooms. Additional labor fees may be incurred for requested changeovers that allot less time.
- Changeovers to food functions (banquet) are based on a minimum turnover time of two (2) hours for a Meeting Room or Ballroom.
- If a changeover is to a food function, there is no charge for the changeover. Catering will advise of the approximate time needed to set tables for a food function, which is additional time over the changeover times listed above.
- There is a changeover charge if the room goes from a food function to a Meeting Room set. Any large changeovers, including multiple room changeovers, need to be discussed with catering, facilities and meeting services as additional time or labor may be required.
- On-site requests for changeovers will be reviewed and discussed.

### *Cleaning – Meeting Rooms/Ballrooms*

After the license period, any labor required to return contracted space back to the same condition as is move-in is billable to Licensee at the prevailing rates. We also offer end-of-day cleaning of all break-out rooms and midday refresh service based on the programming timeline provided. Additional cleaning service requested in these areas can be provided based on programming and labor availability at the prevailing hourly rate.

### *Equipment Inventory*

Our equipment inventory is usually sufficient to accommodate standard set-up requirements for several simultaneous events. When our inventory is exhausted, it may be necessary for you to rent additional equipment and labor from an outside vendor at your expense. Licensee/Show Management may need to rent additional equipment from an outside vendor based on the needs of the event.



# MEETING ROOMS & BALLROOMS

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## ***Electrical Use***

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Power pulled from existing 20A wall outlets may be used at no charge provided that power is not distributed beyond ten feet (10') or is not being used for table-tops, vendors/exhibits or special uses. Power requirements beyond 20A circuits or distribution to vendors/exhibitors and special use must be provided by SCC electrician.

## ***Heating, Ventilation and Air Conditioning (HVAC)***

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Meeting Rooms, Ballrooms and Boardrooms are maintained at seasonably comfortable temperatures on days they are in use.

## ***Linens***

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Our standard meeting room tables have finished surfaces. There is an additional charge if you require linen on these tables. Our food and beverage staff place linen on all round tables used for catered meal functions. Please discuss special linen requirements with your Event Manager.

## ***Maximum Occupancy/ Load***

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- Maximum weight capacity: 100 pounds per square foot.

## ***Registration Tables***

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Unless otherwise noted in the License Agreement, the Center will provide the following registration tables at no charge to Licensee. Registration tables are 8'x30" and include (2) chairs each with linen/skirting for exclusive registration use. Registration table allotment may not be used for vendors, exhibits, displays or special uses. Tables used for these purposes will be billed at the prevailing equipment rental rate.

Placement of registration tables in lobby areas must be approved by your Event Manager in advance.

## ***Room Refreshes***

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Meeting rooms are refreshed midday based on your meeting schedule and at the end of the event day. The refresh includes straightening of chairs and tables, trash disposal and replacement of water jugs in meeting rooms. Please advise your Event Manager if certain materials should not be discarded when room(s) are being refreshed. Trash removal is complimentary in the Meeting and Ballrooms for meeting sets (theater/classroom/banquets). Additional charges may be applied for other sets and services.

## ***Room Turns for Food Functions***

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The initial room turn from the one-time set up to a food function will be at no charge based on the following requirements. The SCC is given a minimum of two hours to complete the turn in meeting rooms and six hours to complete turns in the Ballroom. The SCC reserves the right to require additional time when more than 10 room sections are being turned.

- Specialty set, changes and/or adjustments from one food function to another food function will be billed at prevailing rates. Simple changes in guarantees from one food function to the next will not be billed.
- Changes from food functions to non-food function meeting sets will be billed at prevailing rates.

# MEETING ROOMS & BALLROOMS

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## ***Securing Meeting Rooms and Ballroom***

### **Securing Meeting Rooms**

Electronic keycards are issued for each Meeting Room upon request. The Command Center has the capability to track keycard usage and electronically add rooms to cards. Keycards must be returned to the Event Manager at the conclusion of the event or by the last day of the move-out. There is a \$25 fee for each unreturned keycard.

### **Securing Ballrooms**

SCC Public Safety will lock or unlock Ballrooms A, B or C consistent with Licensee/Show Management's access schedule or communication conveyed through the Event Manager. Convention Center Security Services personnel are on duty 24 hours a day, seven days a week.

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## ***Sound System***

Our Meeting Rooms and Ballrooms are equipped with a general-purpose sound system designed for clear, intelligible, reinforcement of spoken presentation **ONLY**. In addition, the sound system may be programmed to incorporate paging and recorded announcements from elsewhere in your areas of the facility.

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## ***Staging & Risers***

Staging will be provided as outlined in your License Agreement with the initial (nonexhibit use) meeting room set-up. Additional staging requested above and beyond in guideline or what is outlined in the License Agreement is subject to an equipment rental fee. The availability of staging is contingent on Licensee providing staging requirement no later than **thirty (30) days** prior to the event. It is important to note that stage size (and other production elements) may impact the seating capacity of event space.

**NOTE:** Anything over 24" requires safety railing. If Licensee/Show Management wishes to remove railing, a waiver is required. The Director of Event Services will provide the waiver letter. ADA Ramps are only available on stages with a maximum height of three (3) feet.

### ***Head Table***

- If the head table is not elevated on the stage, head table will be placed eight feet (8') from the wall and the first row of the audience will be set 4' from the front of the head table.
- If elevated on stage, we will begin the first row of the audience at a minimum of four feet (4') from the front of the stage.
- The distance of the 1<sup>st</sup> row will vary in larger rooms, due to the higher height stages.

### ***ADA Ramp Requirements***

- The ADA ramp requirements are specific. The maximum slope of a ramp is 1:12., meaning for every foot of height of the stage, there needs to be 12 feet of ramp.
- Example: If a stage is 1 foot high, an ADA compliant ramp would need to be 12 feet long to achieve the 1:12 slope.
- **NOTE: SCC Maximum stage height for ADA Ramps is three (3) feet.**

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## ***Table-Top Exhibits***

When meeting space is used for table-top exhibits/vendors, Licensee may opt to rent 6'x30" dressed tables w/ (2) chairs each from the Center at the prevailing rental rate. Each tabletop exhibit is limited to 8'W x 5'D footprint.

In the event Licensee requires additional elements to this type of set-up that is provided by an outside contractor/vendor (i.e. pipe/drape, décor, flooring, etc.), then use of space defined as a traditional exhibit floor and is subject to all rules and regulation for this type of use, including but not limited to, use of a cleaning contractor and event security staffing.

Any electrical/utility requirements for table-top set-up must be provided by the SCC. Tabletop exhibits are prohibited from pulling power from the existing wall outlets.

### **Water Service**

We can provide head table water service to lecterns and head tables at prevailing rates. We use room temperature bottled water. For your attendees' convenience, water fountains are available at the rear of each meeting room.

## SECTION 10: OUTDOOR SPACES



The SCC controls and leases the Terraces, Esplanade, and North Plaza area. Use of these areas is subject to all SCC policies and procedures and any use of these areas must be included in the License Agreement and requires insurance. The SCC reserves the right to decide which events may be used in these areas and/or services that will be provided.

- The SCC reserves the right to provide exclusive use for food and beverage for all outdoor events.
- Public Safety, including Law Enforcement, may be required depending upon the nature of the event.
- The SCC has limited equipment that is permitted to be used outdoors. The SCC will not permit SCC stackable chairs to be used outside, and staging is limited to a maximum size of 12'D x 24'W. Rental of equipment for these areas from an outside source may be necessary.
- Planks or plywood must be placed under equipment (such as stages) to prevent it from puncturing the grass.
- The Outdoor Spaces have a strict weight load limit of 150 lbs. per sq. ft.
- Utility services are somewhat limited in all outdoor spaces. Electrical, internet and water connections should be requested at least **sixty (60) days prior to the first contracted date** with your Event Manager. Rental of transformers may be necessary.
- Tents and/or shelters may, at the discretion of the SCC, be erected on the Esplanade and/or North Plaza. Staking is strictly prohibited.
- Events may be required to provide portable fencing around the area of use when alcoholic beverages are being served.
- Balloon signs or signs on motor vehicles or trailers with the primary purpose of providing signage are prohibited by City Ordinance. Displaying of commercial signs of any kind is generally prohibited on the Esplanade and North Plaza.
- Inflatables (hot air balloons) on the Esplanade and North Plaza are prohibited by City Ordinance.
- The use of searchlights requires a permit from the City Zoning Department. Usage shall not exceed three consecutive days.

## **Outdoor Event Guidelines**

All outdoor spaces on the SCC campus may be reserved and used for special events for groups hosting events in the SCC on a limited basis, depending upon the event's effect on public access, other events at the SCC, the impact on the landscape and hardscape, and in consideration of other activities and events scheduled in the surrounding areas.

These General Guidelines have been established to ensure all outdoor spaces on the SCC, its personnel, Licensees, and related service providers are working in a safe and orderly environment and to assure the ongoing maintenance and appearance of these areas.

A full Operations plan must be submitted to your Event Manager **sixty (60) days** prior to the first contracted move-in day with a summary of details including but not limited to the following:

- Anticipated attendance.
- Cleaning plan including chemicals used and trash removal and name of cleaning company.
- Electric and other utility needs (Generators are not permitted)
- Event footprint including all vendor locations.
- Full SCC requested and 3<sup>rd</sup> Party Equipment list.
- Load-in/Load-out schedule and locations.
- Method for securing tent(s) (staking is not permitted).
- Production schedule.
- Protective plan for turf, hard surfaces and fountains/water features.
- Security plan-knowns to schedule adequate Public Safety (SCC is exclusive to outdoor events).
- Ticket process if a ticketed event.
- Vehicle plan.

Plans not submitted by the deadline may require penalty fees to be applied and/or subject to event cancellation.. The SCC must preapprove the vendor layout plan. The licensee/show management will adhere to this approved plan. Failure to comply with the approved layout will result in cancellation of the event.



## SECTION 11: FOOD & BEVERAGE / CATERING



The SCC Food & Beverage Department is pleased to be the exclusive Food and Beverage provider of the Savannah Convention Center and provides all catering, concession and hospitality services. We offer full-service catering, café (concession) outlets, portable food options, exhibit booth service and so much more.

All outside food & beverage is strictly prohibited within the SCC. The Customer assumes full responsibility for upholding and enforcing the exclusivity clause. Any infringements, whether by the Customer, attendees or an exhibiting organization participating in the event, may incur fees at the SCC's discretion. The Customer is obligated to notify all participating organizations of the SCC's exclusivity policy. The SCC is not required to communicate in mass with participating organizations to ascertain interest in placing catering orders nor advise our exclusivity.

Food items may not be taken off the premises.

## General Guidelines

No outside food and beverages may be brought in, consumed or sold at the Center at any time without the written approval of the Savannah Convention Center. The SCC reserves the right to charge Licensee a non-compliance fee related to consistent incidents involving the provision of unauthorized outside food and beverage.

All arrangements related to food and beverage must be contracted directly with the SCC Food & Beverage Department.

This includes, but not limited to:

- Catering
- Café / Concessions
- Food Trucks
- Sampling
- Demonstrations
- Sponsorships
- Donations
- Booth Catering

## Catering Services

The assigned catering sales manager will work with Licensee/Show Management to coordinate all food and beverage needs for both catering and retail sales, execute all food and beverage contracts and handle all deposit and billings for events. To prepare properly for an event and ensure its success, the catering sales manager must receive food and beverage requirements, locations and agenda, a minimum of **thirty (30) days prior** to the first contracted day of the event. If the catering sales manager does not obtain this information, we cannot guarantee that the labor, equipment, or food will be available to make the event a success. For current menus, along with rules and regulations, please visit [www.savconventioncenter.com](http://www.savconventioncenter.com).

## Food & Beverage Policies

### Banquet Event Order

A signed copy of the Banquet Event Order (BEO) must be returned not less than **two (2) weeks prior to your event**. Any changes or on-site additions to these contracted arrangements may be accommodated, based upon availability, upon receipt of a catering check listing the additional items requested. This request must be signed by an authorized representative of the client and received prior to delivery of any additional items. All functions are considered tentative until an executed BEO is returned to your Catering Sales Manager.

### Guaranteed Attendance

The guaranteed number of attendances is required **fifteen (15) business days prior** to the date and time of the function (a business day is defined as Monday-Friday by 12 noon). Holidays and Weekends are not included as business days. If the guarantee is not received as stated, the number specified on the BEO will be the guarantee. The guarantee is not subject to a reduction after the **fifteen (15) day deadline**. Increases in attendance given after the final guaranteed deadline may be subject to a twenty-five percent (25%) price increase over the originally agreed upon price.

Licensee/Show Management agrees that there will be no reduction in the BEO price if less than the Guarantee attends the Function. The catering department will not be responsible or liable for serving these additional guests but may do so based on the availability of product and staffing. The Catering Department will prepare food product for seated functions for five percent (5%) over the final guarantee to a maximum of 30 persons, which overage shall be at Licensee/Show Management's cost and expense if Licensee/Show Management's pre-sets or utilizes any of this five percent (5%) overage.



# CATERING SERVICES

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## Facility Services

Plated banquet prices include white linens (*not floor length*), glassware, china service and flatware for the Chatham/Governors Ballroom, Meeting Rooms, and Georgia International Gallery for up to 1,500 guests. China service is a SCC standard unless disposable ware is requested.

Requests for China Service in the Exhibit Halls or any applicable area deemed as “public space” may incur charges of \$5.00 per person. Requests for China Service for more than 1,500 guests will incur rental charges of \$5.00 per person.

Any events requiring food and/or beverage service outdoors may incur additional labor/handling charges. A standard table set would be a round of eight or ten (8 or 10) persons. Table sets outside of these parameters may incur additional charges.

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## Labor

Catering personnel are scheduled as follows: breakfast, lunch and dinner shifts - 4 hours. Shifts include set-up, service and breakdown. Any events requiring additional time for service may incur additional charges. In addition, service labor charges may be added to any functions that do not meet minimum revenue considerations. All meal functions of fewer than 25 people will incur a **\$150 surcharge**.

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## Menus

Our menus are designed as guidelines to assist you in the selection of your food and beverage services. Please note that our Catering Team welcomes the opportunity to customize menus and services to create unique or thematic events.

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## Minimum Requirement

Any Event which is granted Rental Discounts based on a Food and Beverage Minimum, will be required to achieve this contracted Food and Beverage Minimum, **BEFORE** service charge and sales tax, or be required to pay the difference between the Food and Beverage Minimum and the actual Food and Beverage Revenue, before service charge and sales tax, as additional rental. Please reference the License Agreement for the Event, under **Article B.2, “Special Provisions”** for final details.

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## Payment Policy

One hundred percent (100%) advance deposit (F&B Minimum) is due **thirty (30) days prior to the first contracted event day**. Additional orders or increases after the initial deposit has been received must be paid in full **fifteen (15) days prior to the first contracted day of the event**. Any on-site adjustments, additions, or replenishment of the contracted catering services will be reflected in a final invoice. The Catering Department does not extend direct billing. As such, a guaranteed payment is required for all functions.

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## Pricing

The SCC will prepare a good faith estimate of food and beverage pricing up to **six (6) months** in advance of the event’s first contracted date based on information provided by Licensee/Show Management. A 24.5% Service Charge will be applied to all food and beverage sales (including alcohol). Current sales tax will be added to all food, beverages, rental, floral, and Service Charge. Service Charge is retained to defray administrative costs; it is not intended to be a tip, or gratuity, and will not be distributed to employees. Pricing listed is subject to change without notice.

Due to fluctuating product availability, the SCC reserves the right to make reasonable product substitutions after consultation with the Licensee/Show Management. Additionally, due to supply chain challenges the SCC reserves the right to adjust pricing from our published menus with notification to Licensee/Show Management.

The SCC cannot guarantee pricing for longer than a 12-month period in advance. Pricing is based on market values and in-depth business analysis. Menu pricing typically does not increase more than 3-5% year over year.

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## Terms & Final Invoice Reconciliation

Any additional amounts due to the SCC from Licensee/Show Management will be based on the actual number of persons/items served and any on-site services requested and approved during your Event. Onsite charges will be reconciled after the final event day, the Customer shall, within ten (10) business days from the invoice date, advise the SCC in writing of any discrepancies in the invoice so that the Catering Sales Manager may review and, if necessary, make any proper adjustments. The Customer is responsible for settling all outstanding invoices within ten (10) business days from the invoice date.



# CATERING SERVICES

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## ***Total Coordination***

The staff of the catering department are available to assist you in the planning of a successful event. We would be pleased to arrange decorated cakes, centerpieces, floral arrangements, specialty linens, thematic decorations, or any other special requirements to enhance your event. At the Savannah Convention Center, we offer cuisine and service second to none.

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## ***Specialty Events and Specialty Dietary Restriction Requests***

Hosted meal functions such as galas, weddings, award dinners, etc. are considered “Specialty Events” and may be eligible for custom menus. Your Catering Sales Manager and our Executive Chef will design menus that are logistically and creatively appropriate for large numbers. In some cases, additional labor and/or equipment fees may be applied to successfully orchestrate these events.

Special Dietary Restriction Requests may be made for plated functions, to a maximum quantity of the overage meals available for the event (5% above guarantee, up to 30 persons). Requests outside of the available overage quantities may incur additional charges of \$10.00 per person, above the originally agreed upon menu price, for each specialty meal request above this quantity. Special Dietary Restriction Requests may be accommodated, for buffet functions, for an additional charge of \$10.00 per person, above the originally agreed upon menu price. Special Dietary Restriction Requests for Religious purposes may be accommodated, based upon availability, for an additional fee.

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## ***Additional Services and Corresponding Fees***

- **Linen Service:** The SCC is pleased to offer standard in-house black linen for all catered functions in the Ballroom and Exhibit Halls (72” Rounds) and Meeting Rooms (66” Rounds) at no charge to Licensee. Specialty tables and linen may be available at an additional rental fee.
- **Holiday Service:** For orders requested on, or orders whose preparatory days land on, a designated U.S. Federal/State Holiday, additional labor fees will be charged to Licensee/Show Management. At the time of ordering the service, the SCC will notify you of the estimated additional labor fees based on information supplied by the Licensee/Show Management. The policy includes New Year’s Day, Martin Luther King Day, Washington’s Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Indigenous People’s Day, Veteran’s Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.
- **Delayed or Extended Service:** If the contractually agreed upon beginning or ending service time of your BEO changes by thirty (30) minutes or more, additional labor charges will apply. Should your event require extended pre- or post- stand by time, often necessitated by “Specialty Events” (or meal functions of 1,000 persons or more), additional labor charges may apply at the SCC’s discretion.
- **Service Minimum Fee:** All BEOs where the purchased quantity of an item or service falls short of the required minimum are subject to an additional fee starting at \$75+ but may vary per item or service.

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## ***Premium Service Standards***

- The SCC has a standard set time of 30 minutes prior to the start time listed in the event order.
- The SCC recommends:
  - One (1) double sided buffet line per 150 guests;
  - One (1) server per 30 guests for all plated meals;
  - One (1) bartender per 125 guests.
- Service Yields
  - 1 gallon equals 10-12 servings
  - 1-pound equals 12-15 servings

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## ***Service Charge/Taxes***

All prices listed in the published catering menu are not reflective of the required service charge and state tax.

- The current service charge is 24.5%
- Current state tax is 7%
- (\*) NOTE: Catering services paid by credit card will be subject to a 3.5% Processing Fee.



## *Concession Stands/Retail Food Outlets*

The SCC is the exclusive service provider of all food concession services. Appropriate space for concession operations must be reserved for SCC usage in all exhibit hall areas as defined in standard booth diagrams as "SCC Use Only". Usage of concession areas in trade shows as booth space must be approved in advance by your Event Manager and your Catering Sales Manager. Retail outlets in the common areas are exclusively operated by the SCC. Additional information on the current retail spaces and services can be obtained from your Catering Sales Manager.

### *Concession Services (Permanent and Portable)*

The SCC has the right to open and maintain concession stands for any event at the facility. Portable concessions and bars may be located in other areas of the facility. Portable concession and bar areas require power; therefore, specific placement is recommended in these areas. Please coordinate this placement directly with your Catering Manager.

The SCC requires a twenty-by-twenty-foot (20' x 20') concession area to service attendees if no other food options are available. This space is for the equipment only; additional space is needed for seating. Exhibit floor plans must indicate the twenty-by-twenty-foot (20' x 20') areas for concession equipment in each hall. Additional space is required to accommodate seating. Portable concession stands require access to four (4) floor pockets for power requirements or may require a location near a 208-volt power source. SCC permanent concession locations may not be blocked at any time without prior written approval.

### *Consumable/Non-Consumable Food & Beverage Sales*

The SCC maintains the exclusive rights for all consumable/non-consumable food & beverage sales on SCC property, including the facility, outdoor Plaza, Esplanade, surrounding sidewalks, and any other space under direct control of the SCC. A Consumable Product is any product that may potentially be opened and consumed on site (e.g. pretzels, candies, popcorn, cookies, etc.). Non-Consumable Products are products which are not readily consumed as are (e.g. sauces, uncooked pasta, drink mixes, food mixes, spices, etc.). Consumable products must be pre-packaged and have a minimum price per smallest saleable unit to be sold by exhibitors and/or Licensee/Show Management (check with Catering for prices). Licensee/Show Management is responsible for informing exhibitors of this policy and will be held accountable for enforcement.

### *Retail Outlets*

The SCC has a variety of retail food and beverage outlets to accommodate events of all size and needs. Permanent locations include:

- **SAVANNAH BEAN @ THE BRICK:** Located at the corner of the Main Lobby and East Concourse, will be open based on event schedule. When open, hours of operation will normally be from 7:00 a.m. to 2:00 p.m. The Brick has offerings for all guests, from your favorite coffee drink to homemade pastries and sandwiches.
- **THE HANGER:** Located at the front corner entrance of Exhibit Hall D near the building entrance from the parking garage. The Hanger will offer a variety of tempting and healthy food menus designed to enhance your food and beverage experiences at the SCC. The SCC has the right to open and maintain The Hanger for all events at the SCC. A clear access of 15 feet adjacent and in front of The Hanger must be maintained for all exhibit hall shows. The Hanger hours are scheduled based on event needs.
- **THE PORT:** Located in the East Lobby adjacent to Exhibit Halls B & C, offers casual seating in an intimate atmosphere and features a wine bar along with full beverage service and a menu of small plates that reflect foodie trends of Savannah. A clear access of 15 feet adjacent and in front of The Hanger must be maintained for all exhibit hall shows.
- **TONDEE'S:** Located adjacent to the River Concourse near Exhibit Hall A. Tondee's will serve as a specialty location.

## Exhibitor Booth Standards

### Booth Catering Policies

Please allow a minimum of sixty to ninety (60-90) minutes for all on-site orders and replenishment requests during the show:

- **Exhibit Hall Booths:** \$100.00 minimum per order (*Food and Beverage Subtotal*) plus \$50 delivery fee. Orders less than the minimum are subject to an additional \$75.00 + Delivery Fee. The Customer must be present in the booth at time of delivery. Re-Delivery Fee of \$50.00+ per order will be applied for each attempted delivery if not present.
- **Meeting Rooms :** \$125.00 minimum per order (*Food and Beverage Subtotal*) plus a \$75 delivery fee. Orders less than the minimum are subject to additional \$75.00 + Delivery Fee.

Food and Beverage “**Traffic Promoters**” must be purchased through the SCC. Small candies like individually wrapped mints are permitted. Exhibitors are prohibited from bringing outside food, beverage or food/beverage appliances into the Savannah Convention Center if Licensee/Show Management was not assessed a Buyout Fee. Exhibitors are prohibited from handing out food and beverage as an enticement to attract attendees into their booth if their featured product has no relation to food and beverage. Exhibitor Attractions, like Popcorn Machines and Ice Cream Carts, may be rented through the SCC only if prior approval has been given to the Exhibitor by Licensee/Show Management.

Booth orders are designed and packaged to be placed on your counters or booth tables prearranged by the exhibitor with the show decorator. The exhibitor is also required to provide adequate space for all catering services requested. The SCC does not provide tables for display of food and beverage. Electrical needs for food service and trash removal must be ordered via the SCC Online Exhibitor Portal, while table and chair equipment must be coordinated through your show’s general contractor or show decorator. Booth orders are provided with high quality disposable ware with appropriate condiments. All service ware provided in an exhibitor booth is disposable, if China or glass service is requested there will be an additional fee of \$5.00 per service piece.

### Exhibitor Catering - INCENTIVE PRICING PROGRAM

Starting January 1st, 2025, the SCC has launched a new incentive pricing program for all exhibitor food and beverage requests:

- **31+ Day Advance Orders:** Orders received a minimum of 31 days in advance of the first exhibitor load-in date will receive our incentive pricing. Advanced orders may be selected from the designated and published Exhibitor Booth Menu.
- **7 – 30 Days Prior | Short-Term Orders:** Orders received between 7 - 30 days from first exhibitor load-in date will be charged a 15% administrative fee due to the additional expenses incurred securing food, beverage and staffing. While Short Term orders have access to our full booth menu offerings, please be aware that inside of 30 days, some products and services may not be available.
- **<6 Days | On-Site “Floor” Orders:** If able to accommodate, orders received within 7 days from the first exhibitor load-in date will be charged a 25% administrative fee due to the extra efforts required to secure food, beverage and staffing within a short notice. Orders received will be selected from a limited, on-site menu. Depending on the demands for On-Site Orders, please be aware that some products and services may not be available.

A note at the bottom of the Invoice will communicate all Short-Term Order and On-site Order surcharges being charged. Please be advised that all pricing listed on our Online Catering Portal will have any applicable surcharges applied after the order has been submitted. All surcharges are applicable to 24.5% Service Charge and 7% Tax.

### Exhibitor Retail Sales

Exhibitors/vendors are not allowed to sell any food and beverage items without the expressed, written approval from the SCC. Requests must be submitted to your Catering Sales Manager no later than sixty (60) days prior to move-in and will be assessed and approved on a case-by-case basis.

### Food Preparation within Exhibits

SCC Engineering and Fire Marshal approval is required for event activities and exhibits that involve cooking and cooking equipment within the SCC. The information requested will be used to evaluate the safety of operations and decisions will reference NFPA 101 Life Safety Code and NFPA 96 (Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations), as well as the recommendation and final decision of the Georgia Fire Safety Division and the Savannah Convention Center.

**PLEASE REVIEW THE EXHIBITOR BOOTH MENU FOR CURRENT PRICING AND POLICIES – AVAILABLE ONLINE.**

## Food Sampling

The SCC has exclusive food and beverage distribution rights on the SCC campus. Sponsoring organizations of expositions and trade shows, and/or their exhibitors, may distribute sample food and/or beverage products **ONLY** with written authorization.

The first step in considering food sampling at your event at the SCC is to get approval from the Food & Beverage Department. Sampling is only allowed for consumer shows and trade shows/conventions. Anyone wishing to offer food samples or prepare food as part of their Exhibit booth or event experience should complete this **form** and submit it to your Event Manager and your Catering Services Manager. Please contact your Catering Sales Manager at 912-447-4031 or email them at [exhibitorcatering@savtcc.com](mailto:exhibitorcatering@savtcc.com) to discuss the scope of your food & beverage sampling program and obtain approval.

An approved food and beverage sampling program must comply with the following guidelines:

- Items being sampled are limited to products manufactured, processed or distributed by exhibiting companies.
- All items are limited to **SAMPLE SIZE** and must be dispensed/distributed in accordance with Local and State Health Codes.
  - **FOOD ITEMS:** Food items are limited to 2 oz. “bite size” portions, including prepackaged samples.
  - **NON-ALCOHOLIC BEVERAGES:** Samples are limited to 4oz. portion sizes, served in biodegradable (or plastic) cups. No cans or bottles will be permitted.
  - **ALCOHOLIC BEVERAGES:** Sampling is permitted only if you are the manufacturer or distributor of the beverage.
    - Alcoholic beverages must be sample sizes (2 oz. for beer/wine and .25 oz for liquor) and can only be served by a licensed SCC bartender. Handling and Labor fees may apply, please contact your Catering Sales Manager.
- Restrooms, concession stands, and/or facility kitchens may not be used as exhibitor clean-up areas.
- Food and beverage sampling may be subject to applicable receiving, storage, utility and labor charges.
- Licensee is responsible for utilities, drayage, equipment needs, permits and the disposal of trash/waste and other related fees to support sampling activities.
- Exhibitor may be required to provide a certificate of insurance showing evidence of Commercial General Liability with each occurrence limit of \$1,000,000 and naming the Savannah Convention Center and GWCCA as additional insured.

## Food Trucks

The SCC allows Licensee/Show Management the opportunity to showcase the local Savannah food scene by using Food Trucks! All food trucks will work directly with Licensee/Show Management to schedule move-in/move-out date and times and show operation days and times. Licensee/Show Management will relay this information to the Catering Sales Manager for approval and placement locations no later than **15 Days prior to the first contracted event date**. Once approved, a **Food Truck Fee of \$350 per truck** will be added to your BEO.

Please speak to your Catering Sales Manager about booking guidelines and additional information.



# SAVANNAH

CONVENTION CENTER

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