



GENERAL CONDITIONS AND DECORATOR GUIDELINES

1 CONDITIONS OF PREMISES

The leased premises are delivered to Licensee in as-is condition, including condition of walls, floors and ceiling surfaces and placement of common area furniture and fixtures. Licensee will bear the cost of any rearrangement of standard furniture, fixtures and equipment, to the extent permitted by the Center.

DAMAGE

Licensee is solely responsible for any damage to licensed premises during the license period, including loading, transit, lobby and common areas used. 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, Center will not hold any other party responsible other than Licensee for damages.

CLEANING

- Pre-Event Cleaning – Center will provide large gray bins for trash, carpet scraps, tape, cardboard, etc., and large blue bins for recycling materials during move-in and move-out. Once aisles are carpeted, Licensee is responsible for costs of vacuuming and trash removal. All decorator-supplied items (crates, boxes, plastic, etc.) must be removed by the decorator or exhibitor prior to booth cleaning.
- During Event Cleaning – Center provides normal cleaning and housekeeping in public areas and restrooms without charge. Center will exclusively provide cleaning of exhibit areas (including permanently carpeted areas used for exhibits) and trash removal from booths and aisles at prevailing rates. Vendors that do not wish to purchase booth cleaning can leave their trash bins in the aisle each evening for removal.
- Post Event Cleaning – Licensee will leave licensed areas in broom clean condition (leaving only debris which can be swept up by ordinary means). Licensee will remove or bear the cost to remove left carpet, crates, cardboards, floor tape, abandoned banners or signage, or other debris and excess trash.
- Meeting Room Refreshes – Center provides one daily room refresh (room service items and debris, refill water stations) and spill/stain removal, time permitting.

HOURS OF OPERATIONS

Normal hours of operation during events are 7:00am to 12-midnight. Any extension of licensed activity prior to or after these hours must be arranged in advance through your Event Manager. Extra charges may apply for such extended hours.

ENTRANCES

- Public Entrances – Public entrances may be used for load-in/out only with Center's permission. Center retains control of public entrances, including opening and closing hours.

- Service Entrances – Service entrances (Exhibit Hall A&B) are intended for move-in/out purposes. Center requires security coverage of any service entrance when used for load-in/out or as an exhibitor or staff passageway.
- Loading Dock and Service Area – The loading dock and service area are inherently hazardous, industrial areas. Center reserves the right to control access and traffic in these areas and may require Dock Master Services during load-in/out at Licensee’s expense. Center will assign loading dock bays and/or doors for Licensee use. No containers or equipment may be left on the loading dock or in service areas except as approved by Center or during load-in/out. Licensee is responsible for the safety and conduct of its staff, exhibitors, volunteers, etc., whom it wishes to have access to the loading dock or service areas.

COMMON AREAS

Center’s common areas may not be used in any manner which restricts or obstructs free passage, the rights of others or violates Center Fire and Safety Regulations.

2 FIRE MARSHAL REQUIREMENTS

EXHIBITOR FLOOR PLANS

Fire Marshal approved exhibitor floor plans are required for all events where exhibitors will have booth spaces. As of March 2015, the Savannah International Trade and Convention Center will be submitting exhibitor floor plans to the State Fire Marshal of Georgia. Below are the requirements for these floor plans:

- In text box form, please include the following information:
 - Show Name
 - Show Dates
 - Meeting Room or Space the Event is Taking Place
 - Number and Size of Booths
 - Gross Square Footage Utilized by Exhibits, Vehicles, and Banquet Space
 - Scale
 - Creator/Decorator and Company Name
- Must show location of fire exits, hose cabinets and pull boxes.
- Must show boneyard and crate storage.
- If in Exhibit Hall, the floor plan must be on the hall’s 30’x30’ utility grid.
- Must be sent in either an “Arch D” format (24” by 36”) or an “Arch E1” format (30”x42”).
- Must be sent in PDF format.

First draft floor plans must be submitted 30 days in advance. Please contact your Event Services team member for floor plans submitted less than 30 days. Once the floor plans are received, Center will be placing a stamp of approval or approval with notes that will also include the estimated attendance of the event. Only Fire Marshal approved floor plans may be used.

FIRE PREVENTION & SAFETY

Fire prevention and public safety is of paramount and overriding importance in this facility. Clients and contractors are advised no event will be permitted to open or continue while a fire or safety hazard exists on the floor. Center’s fire and safety regulations are based on NFPA 101-Life Safety Code (2000) and Title 30, Code of Georgia, incorporated by reference into these Conditions and available through Event Services. Fire Marshal has final authority to interpret and enforce these regulations.

- Fire Guard – If required, will be provided through City of Savannah Fire Department at Licensee’s expense.
- Flammable Liquids or Gases – Strictly prohibited, except for non-refillable LPG containers (max 5lb) for permitted product or cooking demonstrations. These containers must be approved by the State Fire Marshal.
- Combustible Materials – May not be stored behind or between booths or in a way that prevents ready inspection and is limited to one day’s supply.

- Candles – Fueled candles or lanterns are prohibited. Limited to votive type mounted on a stable base and enclosed by glass to one inch above the top of the flame.
- Dead Vegetation, Mulch, Pine Straw, Wood, Etc. –Untreated baled or bundled hay, dead vegetation, pine straw, and wood is strictly prohibited unless it has been treated with a fire retardant. ***Items must be treated 24 hours prior to entering the facility. Proof or testing may be required onsite. All carpeted areas must be protected within the Center.***
- Curtains, Bunting, Drapes, Etc. – Must be flame proofed.
- Exhibit Structures – Exhibits of any size enclosed by walls and ceiling/roof must be equipped with an approved smoke detector and fire extinguisher. Enclosed exhibits of more than 300 square feet or with more than one level accessible to the public will require additional fire protections.
- Fire Doors – Fire doors must remain closed during event hours or be staffed with a dedicated fire guard.
- Fire Equipment and Alarm Devices – Hose cabinets, fire extinguishers, pull stations, etc. must be visible and accessible at all times.
- Fire Exits – No display or prop may obstruct access to or visibility of any marked fire exit, hose cabinet or pull station.
- Hazardous Materials – Including flammable liquids, chemicals and devices, may be present in the facility only by Center’s specific prior permission. Center only allows water-based fog machines due to concerns over oil-based residues. Tests will be conducted prior to use.
- Open-Flame Devices – Are strictly regulated. When permitted, devices may be used only for product demonstrations or for preparation of demonstration foods. Only LPG fuel is permitted and containers are limited to non-refillable 5lb. bottles. Open flame devices must be protected with a Type B-C fire extinguisher and by a 4 foot radius buffer zone not accessible to public. Smoke emitting or pyrotechnic devices may require disabling of fire detection system, a Pyrotechnic Permit and Fire Guard are required at Licensee’s expense.
- Pyrotechnic Displays – This includes so-called “cold” devices and fireworks of any kind, require a Pyrotechnic Permit through Chatham County, approval by the State Fire Marshal and a trained Fire Safety Officer at the event. Licensee is responsible for submission of the permit request (allow a minimum of two weeks for processing) and for associated expenses, including any insurance surcharges.
- Exhibit Construction – Exhibit Construction is allowed on site, but limited to non-power cutting tools. Any items that require power tools for cutting MUST be taken outside. Painting is also allowed inside, but any form of spray painting or power painting/wash MUST be taken outside.

VEHICLES

Motor vehicles are permitted to be driven into building and to be used for display providing that the following requirements are met:

- Vehicles must be pushed inside all areas of the Center, with exception to Exhibit Halls A and B.
- While moving vehicles over permanently carpeted areas, tires must be wrapped.
- Motor vehicles permitted for display will be safeguarded by disconnecting the battery and securing the fuel tank fill pipe.
- As of July 2015, the Fire Marshal now requires a full tank of gas in all display vehicles.
- All vehicles must have protective material (visquine) underneath the vehicle, bumper to bumper, at all times.
- Public Safety must receive keys to all approved display vehicles for emergency purposes.

3 FIRE MARSHAL REQUIREMENTS

The Center reserves the right to admit or deny access to any Contractor, EAC, Production Company, et cetera, based on Contractor's past performance in the facility and/or require Contractor's written acceptance of Center regulations as a specific condition for operating in the facility. At Center's option, Contractor and Decorator employees may be required to sign in and out.

PRODUCTION SCHEDULE

A detailed production schedule must be provided to the Center two weeks prior to the start of the event.

DOCK MASTER SERVICES

Contractor will be responsible to provide Dock Master Control of the move-in and move-out process with its own personnel or trained personnel provide by Center at prevailing rates.

BONE YARD AND CRATE STORAGE

Center will assign and Contractor's floor plan will indicate boneyard and crate storage locations. Storage locations may not block access to any door, fire hose/extinguisher cabinet or pull station. Contractor will respond to Center's reasonable requests for consolidation and cleanup of storage areas during the event. Contractor and exhibitor pallets and packing material left on property will be subject to a disposal charge. In the Ballroom, drayage, equipment, storage cases, etc. of any kind may not be left in back-of house areas at any time. This includes during move-in, event and move-out periods.

CARPET

Show carpet will be properly stretched and secured to eliminate uneven walking surfaces and inspected throughout the show for needed adjustments. A double faced tape, 105C or the like, must be used to table down all carpet edges. Transitions at aisle ends between carpet and bare floor will be taped down to minimize tripping hazard. Carpet overlay in show areas may not exceed two layers. Utility cord runs should be located wherever possible in non-trafficked areas and marked with caution tape when run across traffic areas. Fire panels, located on each column of the Exhibit Halls, may not be blocked at any time.

PERMANENTLY CARPETED AREAS FOR EXHIBIT USE

Carpets will be protected during move-in and out with 5 millimeter or thicker plastic sheeting over any area traversed by forklifts, pallet jackets or vehicles, as well as used to drop palletized items or where plants or permitted plant matter is placed. Forklift and equipment wheels will be protected by clean plastic booties when traversing unprotected carpeted areas. Contractors are urged to consider limited utility service connections in carpeted areas, particularly the Chatham Ballroom and Concourses, when laying out and assigning exhibitor space. Only electric fork lifts are allowed in the Chatham Ballroom.

FLOOR MARKING

Show Contractor or Decorator shall use standard stick or ball type chalk or non-residue tape in marking the exhibit hall floors. Liquid chalk, water paint or liquids of any nature are expressly forbidden. Licensee or Contractor as appropriate will be responsible for cost of removing any of these items.

FREIGHT ELEVATOR DIMENSIONS

- Loading Dock: Max Weight – 12,000 lbs.
8' High x 9'6" Wide x 21'2" Deep
- Small Freight: Max Weight – 5,000 lbs.
Doors: 48"
- Passenger Elevator Dock: Max Weight – 5,000 lbs.

4 PUBLIC SAFETY

SECURITY

Center provides facility and life safety-related security coverage 24 hours per day. Licensee is responsible for Event Security, provided through Center's exclusive Contractor at prevailing rates. Security coverage is required for move-in/out periods and for service doors used as Licensee's staff or exhibitor passage. Center and Licensee will jointly agree on other Security coverage during events; however, Center reserves final discretion.

- Exhibitor Badges – Licensee is advised to require badges or other identification for purposes permitted in exhibit or service areas after hours or during move-in/out, to enhance security screening.
- Armed Guards – When required, will be furnished by Georgia State Patrol Department or other recognizable Law Enforcement Agency. The presence of armed private security guards in or on Center grounds is strictly prohibited.
- Safes and Cash Handling – Center will not store, handle or otherwise accept responsibility for Licensee's funds. Safes or armored car service may be ordered locally. Use of Center's safes, cash boxes or similar confers no rights on User, or liability or responsibility of Center.
- Exhibit Hall Roll-Up Doors – Doors are held 30 minutes or until attendees are clear once the Event is over.

FIRST AID

Public events, trade shows and/or events comprising one thousand or more attendees require emergency medical staff onsite. This requirement cannot be waived; however, Licensee at its option may provide such staff from its own resources, providing such staff is responsive to Center's Public Safety team direction and meet the State of Georgia's standard for Emergency Medical Technician (EMT).

OCCUPANCY CONTROL

Center reserves sole discretion to restrict the number of persons on the premises, or in any room or part, at any time, consistent with public safety.

EMERGENCY EVACUATION

Center reserves the right to evacuate the premises at any time it deems necessary for the safety of the public.

THEFT OR LOSS

Center will not be responsible for theft, loss or damage to Licensee, Contractor or Exhibitor property or equipment while in or on Center grounds. Any such property left on premises after the licensed period may be treated as abandoned. Exhibitors should be reminded that security of their property is solely their responsibility.

WHEELCHAIRS

Center's wheelchairs are reserved for emergency medical use only. Licensee should plan to provide wheelchairs and other assistance devices for public events or events which serve senior or disabled markets.

SMOKING/VAPING

Under the Georgia Clean Air Act, smoking is prohibited in the facility all times, including load-in/out periods. Licensees and Contractors are expected to observe and support this policy.

5 ROOM SET-UPS

Additional charges may apply to final settlement for changes to room sets made 24 hours prior to the first contracted move-in day.

MEETING ROOMS

Center provides at no charge and subject to availability, a standard arrangement of furnishings as follows:

- A one-time per day standard room and linen set-up (theater, classroom, conference, u-shape, crescent, hollow- square) of tables and chairs to customer's preference
- Topping and skirting for up to three tables (examples registration, information, head tables)
- Water service for head table
- Water bubblers with plastic cups can be found in each meeting room, board room and ballroom
- One lectern
- One easel
- House lighting and ventilation during event hours

BANQUET SETS

Center provides at no charge and subject to availability, a standard arrangement of furnishings as follows:

- A one-time per day set-up of tables and chairs to customer's preference
- Standard linens
- Glassware, china and flatware (all banquet sets in Exhibit Halls, any areas deemed as public space or for more than 1,500 guests are subject to additional charges for china, glassware and silverware)
- One 16'x16' dance floor
- A standard riser
- One lectern
- One easel
- House lighting and ventilation during event hours

EXHIBITOR SETS

Set-up of any room or area to be used for exhibit purposes will be charged at Center's standard rates (including tables, chairs and utility needs). Floor plan for these sets may be subject to State Fire Marshal approval.

MOVEABLE WALLS

Moveable walls in the Exhibit Hall and other rooms may be operated by Center staff only. Moveable walls may not be used to mount, emplace or lean any display or prop.

6 AUDIO VISUAL

PSAV is the preferred on-site audio visual provider for the Center. Groups are permitted to bring in third party audio visual suppliers, but shall incur patch fees for the use of the Center's house sound system and the cost for any electrical needs. PSAV is the exclusive audio visual provider for the Oglethorpe Auditorium.

When using Center's onsite audio visual provider, the center will provide, without charge and subject to availability, use of the public address system. Additional equipment or services will be charged at current rates.

7 RIGGING & ATTACHMENTS

PSAV is the preferred on-site audio visual provider for the Center. Groups are permitted to bring in third party audio visual suppliers, but shall incur patch fees for the use of the Center's house sound system and the cost for any electrical needs. PSAV is the exclusive audio visual provider for the Oglethorpe Auditorium.

When using Center's onsite audio visual provider, the center will provide, without charge and subject to availability, use of the public address system. Additional equipment or services will be charged at current rates.

RIGGING

All rigging must be done by Center's onsite audio visual provider, PSAV. Rigging should be performed in accordance with the Center's rigging grid. PSAV must approve proposed rigging prior to commencing work and may require submission of a detailed rigging plot.

ATTACHMENTS

Decorations may not be taped, nailed, tacked or otherwise fastened to ceilings, painted surfaces, columns or fabric and decorative walls. Proper precautions should be taken to prevent damage from occurring to building surfaces. We ask that a sample of all window or carpet clings be sent to the Center ahead of time to test. Cleaning and/or removal of décor items such as confetti, streamers, balloons, etc. will incur additional charges.

8 FOOD & BEVERAGE

Food and beverage services are provided exclusively by the Savannah Convention Center. No outside food and beverages may be brought on premise except for verifiable dietary or medical purposes.

SAMPLING

Food and beverage sampling is specifically limited to exhibitor's own product or service line and may not exceed 1oz. food and 2oz. beverage portions per patron. Alcoholic beverage sampling is not permitted. Exhibitor sale of food and beverages is restricted to products clearly intended and packaged for off-premise consumption. All sampling must follow Chatham County Health Department regulations and may be subject to inspection.

9 LICENSEE ELECTRICAL REQUIREMENTS

HVAC & LIGHTING

The Center will supply adequate levels of lighting necessary for set-up and teardown. Full lighting, heat and/or air conditioning will be provided during show hours. Requests for full lighting, heat and air conditioning during set-up and teardown will result in additional charges. HVAC service is not available while loading dock doors are open.

ELECTRICAL

Basic room rental includes standard house lighting and HVAC during event hours. The Center shall supply limited (20 amp) power in meeting and board rooms at no cost (excludes all areas used for exhibits). Additional electrical needs can be ordered through your Event Manager. All exhibitor power needs can be ordered online or through Customer Service.

EXHIBIT HALL FLOOR BOXES

The Exhibit Hall floor boxes contain the following:

- A quick-disconnect ¾ inch service cold water connection
- A quick-disconnect ½ inch compressed air connection
- A 2 inch waste connection
- A 4 inch drain
- Electrical service up to 100 amps (20 volt single phase, 208 volt three phase)
- Category 5 internet connections
- Phone connections

Water and compressed air are available for order in the Exhibit Hall only. Normal water connections are standard hose bib. Compressed air is 1/4, 3/8 or 1/2 inch quick connect.

10 CONTRACTOR/EXHIBITOR EQUIPMENT RENTALS, UTILITIES & DRAYAGE

The Center provides equipment rentals and utility services for Licensee, Contractors and Exhibitors.

Equipment Rental

Center's equipment is available for Contractor's use at prevailing rental rates. Use of Center's equipment is conditional upon proper operating safety and certification. Harnesses and lanyards must be worn at all times and lanyards must be attached to the lifts. Valid certification must be presented to the SITCC staff prior to operation of the equipment, whether brought in or rented through the Center. Center has six (6) flatbed carts for rental and no cost to exhibitor, licensee or contractor. A form of identification will need to be turned in to Center's Security team in order to reserve. The Center does not provide any other dollies or hand trucks for exhibitor move-in/out. Exhibitors may rent this equipment through Customer Service; however, inventory is limited and is based on first come, first serve.

Resale or Markup of Services

Center's published utility, labor and other rental rates (except resale of licensed space) are intended only for direct sale to end-user. Licensee is not permitted to mark up these rates for further sale, but Center may at its option offer a "commercial" rate for this purpose.

Customer Service

Customer Service coordinates and forwards your exhibitor's utility needs to the appropriate department. Forms may be obtained through the Decorator, Licensee or at www.savtcc.com. Orders which are received through our online system and 5 business days prior to an event will receive the advanced rate on services. All orders received via phone, fax, standard mail or email or within 5 business days of the event will receive the floor rate.

Drayage

The Center does not handle freight shipments. We ask that all event related freight be addressed to Licensee or Contractor/Decorator. If Licensee does not have a Contractor or Decorator, the Center will receive packages and standard handling fees will apply (see separate Shipping and Receiving form). Center asks that all shipments be addressed properly and do not arrive outside contracted License period. All shipments leaving Center will need to be called in to shipping provider as Center does not have any scheduled pick-up times.

11 PARKING

Parking is available at a charge in the main and other satellite lots. Event Managers have information on parking buyouts, large vehicles, equipment and extended-period parking fees. Limited parking is available in the parking garage by arrangement. Parking at the loading dock, service area or service bays (except loading and unloading) is prohibited. Vehicles parked in marked Fire Lanes or which obstruct access by Fire and Emergency Services may be towed without notice at owner's expense.

12 REQUIRED WAIVERS

Abandoned Equipment or Materials

Center will not store or be responsible for any property, equipment or materials left on the premises by Licensee, its agents, contractors or exhibitors after expiration of the license period. Center may remove or dispose of property at owner's expense. Center will store property, equipment or materials at owner's sole risk by execution of a Release of Liability Waiver and payment of fee.

Animals

Only working service animals, or those apart of an approved seminar or exhibit are permitted in the center. State of Georgia regulates display of live animals and compliance is Licensee's responsibility. Center requires execution and approval of its Live Animal Waiver before any live animal is permitted on the premises.

Balloons and Confetti

Metallic or Mylar materials are specifically and entirely prohibited. Uses of lighter than air (helium) balloons, confetti, silly string, etc. is prohibited without Center's prior written permission and execution of Center's balloon waiver.