



SAVANNAH
CONVENTION CENTER

EVENT PLANNING GUIDE

Our Event Planning Guide has been developed to provide useful information to assist you in planning your upcoming event. This Guide introduces the Convention Center's policies and procedures, while offering beneficial information and suggestions.

Policies and procedure noted herein are subject to change without notice and supersedes any version of this Guide printed prior to January 2019. The Event Planning Guide and its contents are incorporated by direct reference in your License Agreement.

January 2019-December 2019

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GET TO KNOW OUR TEAM

	Name	Phone Number	Email
Savannah Convention Center			
Main Line		912-447-4000	
Administration			
General Manager	Sherrie Spinks	912-447-4025	sspinks@savtcc.com
AGM / Director of Finance	Stephen Hall	912-447-4052	shall@savtcc.com
HR Manager	Gail Terrell	912-447-4052	gterrell@savtcc.com
Director of Sales	Angela Daniels	912-447-4030	adaniels@savtcc.com
Director of Operations	Ronnie Hickman	912-447-4070	rhickman@savtcc.com
Director of Food & Beverage	Jamie Parks	912-447-4060	jparks@savtcc.com
Receptionist	Shauntel Manderville	912-447-4000	smanderville@savtcc.com
Finance			
Senior Accounting Manager	Judy Johnson	912-447-4053	jjohnson@savtcc.com
Manager of Accounting & Human Resources	Holly Jenkins	912-447-4051	hjenkins@savtcc.com
Staff Accountant	Jayne Chaplin	912-447-4059	ichaplin@savtcc.com
Sales			
Sales Manager	Caroline Greenwood	912-447-4040	cgreenwood@savtcc.com
Sales Manager	Curry Epley	912-447-4041	cepley@savtcc.com
Sales Manager	Gerry Helmly	912-447-4069	ihelmly@savtcc.com
Sales Coordinator	Kim Hunsinger	912-447-4032	khunsinger@savtcc.com
Public Relations & Marketing Manager	Tara Nobles	912-447-4033	tnobles@savtcc.com
Event Services			
Senior Event Manager	Kelli Sauers-Henderson	912-447-4073	ksauers@savtcc.com
Event Manager	Kimberly Phillips	912-447-4065	kbutler@savtcc.com
Event Manager	Dianna Simmons	912-447-4075	dsimmons@savtcc.com
Event Services Specialist	Hallie Hardwick	912-447-4710	hhardwick@savtcc.com
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Event Manager on Duty Cell 2		912-665-2760	
Engineering			
Chief Engineer	Jim Taylorson	912-447-4088	jtaylorson@savtcc.com
Assistant Chief Engineer	Cedric Sampson	912-447-4082	csampson@savtcc.com
Operations/Housekeeping			
Senior Operations Manager	Robert Diaz	912-447-4071	rdiaz@savtcc.com
Operations Coordinator	Alecia Reese	912-447-4072	areese@savtcc.com
Operations Lead	David Lane	912-447-4039	dlane@savtcc.com
Operations Lead	Johnny Gary	912-447-4039	jgary@savtcc.com
Security	Main Line	912-447-4077	
Public Safety Manager	Lori Domelowicz	912-447-4078	ldomelowicz@savtcc.com
Lead Public Safety Officer	Mike D'Ottavio	912-447-4028	mdottavio@savtcc.com
F&B			
Senior Catering & Event Manager	Kristi Hubner	912-447-4063	khubner@savtcc.com
Catering Sales Manager	Gerry Helmly	912-447-4069	ghelmly@savtcc.com
CCLD Networks			
Event Technology Manager	Clint Jenkins	912-447-4022	clint.jenkins@cclld.net
PSAV			
Director/Event Technology	Cameron Smith	912-447-4085	casmith@psav.com
Operations Manager	Christopher Failing	912-447-4080	cfailing@psav.com

RESPONSIBILITIES BY DEPARTMENT

General Manager

- Oversees day to day operations of the Center

Assistant General Manager/Director of Finance

- Oversees day to day financial operations of the Center, including event insurance

Finance

- Responsible for collecting/processing all financial transactions

Human Resources

- Responsible for all employee relations

Director of Operations

- Oversees Public Safety, Operations, Housekeeping and Engineering Departments
- Responsible for Center maintenance and development

Public Safety

- Responsible for the overall safety of the guests and staff at the Convention Center
- Public Safety works with Security Guards, Police Officers, and Medical personnel to ensure that each event is properly monitored and handles all emergency situations

Operations and Housekeeping

- Responsible for all room set ups, room flips, room refreshes, trash pulls and overall cleanliness of the Center

Engineering

- Provides lighting, HVAC and all utilities for each event
- Provides overall maintenance of the Center

Director of Sales/Marketing & Event Services

- Oversees all Sales Manager, Social Media and Marketing as well as Event Services
- Responsible for selling and marketing the Convention Center to potential new and repeat clients

Sales Managers

- Primary contacts for selling the Convention Center
- Sales Managers provide Center contracts which include space, dates, rooms, rental and any special provisions

RESPONSIBILITIES BY DEPARTMENT (CONTINUED)

Catering Sales Manager

- ✓ Responsible for selling stand-alone Food and Beverage functions for the Center and offsite properties

Event Managers

- ✓ Your go to source for event-related questions
- ✓ Event Managers will work with you on creating Event Resumes, Floor Plans and generating Cost Estimates and Updated Expenses
- ✓ The EM will be your main point of contact for all event needs from pre-planning to post event

Event Services Specialist

- ✓ Works with your Exhibitors on all ancillary orders (electrical, booth cleaning, etc.)
- ✓ Excellent source for questions on how to order, in advance, online at our website as well as ordering ancillaries once the move in begins

Public Relations and Marketing Manager

- ✓ Responsible for branding, social media content and community outreach

Director of Food & Beverage

- ✓ Oversees all Food and Beverage Managers, Senior Catering & Event Manager as well as all Kitchen staff

Senior Catering & Event Manager

- ✓ Works directly with contracted groups to choose menus and all detailed catering requirements

Food & Beverage Managers

- ✓ Responsible for Food and Beverage sets as well as serving as the onsite contact for questions relating to Food and Beverage

PSAV

- ✓ Responsible for all Audio Visual needs
- ✓ Exclusive rigger in the Ballrooms
- ✓ Exclusive rights to the Oglethorpe Auditorium

CCLD

- ✓ Responsible for all internet and telecom needs in the building, including WIFI

GENERAL CONDITIONS AND DECORATOR GUIDELINES

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.

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 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 Gasses – 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 on site. 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.

CONTRACTOR AND DECORATOR SPECIFIC INFORMATION

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.

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.

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, Outdoors or 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.

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.

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.

FOOD & BEVERAGE

Food and beverage services are provided exclusively by the Savannah Convention Center. No outside food and beverages may be brought on premise without the express written consent of Savannah Convention Center Catering Department.

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, and must be approved in advance of the event by the Savannah Convention Center Catering Department. All sampling must follow Chatham County Health Department regulations and may be subject to inspection. Any food and beverage products being utilized as "traffic promoters" that are not manufactured or produced by the Exhibiting Company, must be purchased through Savannah Convention Center Catering.

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.

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 SCC staff prior to operation of the equipment, whether brought in or rented through the Center. Center has six (6) flatbed carts for rental at no cost to exhibitors, 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 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.

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.

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.

FIRE MARSHAL REQUIREMENTS FOR SUBMITTING FLOOR PLANS

As of March 2015

The Savannah Convention Center submits Exhibitor
Floor Plans to the State Fire Marshal of Georgia.

The State Fire Marshal of Georgia requirements are as follows:

- Floor Plans must be sent in either an “Arch D” format (24”x36”) or an “Arch E1” format (30”x42). *Arch E1 is the preferred method*
- Floor Plans must be sent in a pdf format
- Floor Plans must show which building, space or room and event that is taking place
- Floor Plans must include the dates of the event
- Floor Plans must include the creator/decorator & company name
- Floor Plans must show the scale that is being used to create the exhibit area
- Floor Plans must include the gross square footage of the exhibit area
- First draft floor plans must be submitted 30 days in advance. Contact your Event Manager for floor plans submitted less than 30 days.

The SCC will also be placing a stamp of approval or approval with notes that will also include the estimated attendance of the event.

As always, we welcome your questions or concerns.

Please contact the Event Services Manager that is handling the event in question.

Event Services: 912.447.4710

FINANCIAL INFORMATION

Deposits and Payments

- ✓ As each event is unique, please refer to your contract for details

Acceptable Forms of Payment

- ✓ US Currency
- ✓ Cashier's Checks
- ✓ Money Orders
- ✓ Approved Local or National Company Check or Personal Check
- ✓ Wire Transfer (Processing Fee may apply)
- ✓ Credit Card (Visa, MasterCard, American Express) (Service Charges may apply)

FOOD AND BEVERAGE INFORMATION

Exclusivity

- All Food and Beverage items must be purchased exclusively from Savannah Convention Center Catering. No outside food or beverage may be brought into the facility without the express written consent of the Catering Department.

Menu Selections

- To ensure a successful event, Customer shall provide specifications, menus, diagrams and all other information reasonably requested no later than thirty (30) days prior to the first day of the Event in order to provide adequate time for Catering BEO(s) to be created, reviewed, and approved. No menu changes may be made within seven (7) full business days of the Event.

Guarantees

- Catering Guarantees are due (7) Business Days prior to the event. Holidays and Weekends do not count as business days. The Guarantee Due Date will be specified on the Catering BEO(s) for the event.

Overset

- We prepare, but do not set, for 5% over the final guarantee up to a maximum of (30) guests for all table service functions (plated or buffet meals).

Advanced Catering Payment

- 100% of Estimated Catering Charges are due two weeks in advance of the event. Your Catering Representative will include an invoice for the advanced catering payment when the Catering BEO(s) are sent for review and approval. Any increases to catering charges at the time of final guarantee must be paid prior to the start of the event.

Length of Service

- To ensure quality, integrity, and safety of food and beverage products, food service duration is limited to a maximum of two (2) hours. At its sole discretion, Savannah Convention Center Catering reserves the right to extend or further limit this timeframe. Additionally, menu prices are formulated based on customary service durations. Catering personnel are scheduled for 4-hours for breakfast, lunch, and dinner shifts. These shifts include 1-hour for set-up, 2-hours of service, and 1-hour for breakdown.

Should the function time exceed these established timeframes, an additional service fee may apply.

Services for Fewer than 25 Guests

- A service fee of \$75.00 will be charged to all meal functions of fewer than 25 guests.

Service Charge and Sales Tax

- All Food and Beverage Charges are subject to current Service Charge and State of Georgia Sales Tax.

The Service Charge is not a gratuity or tip and is not distributed to the Catering Staff.

The Service Charge is subject to current State of Georgia Sales Tax.

Facility Services

- Requests for China and Glass Service in the Exhibit Halls, Outdoors, or in any area deemed as “public space” will incur charges of \$1.50 per person.
- Requests for China Service for more than 1,500 guests will incur additional rental charges (rental pricing to be determined at the time of the event).
- A Standard Table Set would a round of 8 – 10 persons. Table sets outside of these parameters will incur additional labor charges.

Exhibitor or Client Sampling and Booth Catering

- Due to food and beverage being an exclusive in-house operation, no samples of food or beverage products (including alcohol), may be distributed without prior written permission from Savannah Convention Center Catering. Please refer to “Food and Beverage” Section in “General Conditions and Decorator Guidelines”.

QUESTIONS TO ASK YOUR SALES MANAGER

- ✓ What is required for the Certificate of Insurance?
- ✓ Can I come in to set up if I am not contracted for the space yet?
- ✓ How is the Convention Center different from a Hotel venue?
- ✓ When will Public Safety be addressed?
- ✓ What expenses are due prior to my event?
- ✓ Is there another group in the Center while my event is taking place?
- ✓ What is my Food and Beverage minimum and how is it applied?
- ✓ Can we bring in outside food into the Center?
- ✓ What changes should I be aware of?
- ✓ What building restrictions do I need to be aware of?

QUESTIONS TO ASK YOUR EVENT MANAGER

- ✓ What is the timeline for planning my event?
- ✓ Why do you need Center opening and closing times?
- ✓ When do you need my event details/agenda?
- ✓ What kind of information is needed in my event details/agenda?
- ✓ What kind of Public Safety requirements are needed for my event (Center Security, Police Officers, and Medical personnel)?
- ✓ What building restrictions may apply to my event?
- ✓ What information do you need about my 3rd party contractors (Audio Visual, Florist, Decorator, etc.)?
- ✓ How is shipping handled at the Center?
- ✓ How does the Center handle Exhibitor move in and move out?
- ✓ How do I reach my Event Manager once I am onsite at the Center?

SAMPLE DOCUMENTS

- ✓ Banquet Event Order (BEO)
- ✓ Event Resume
- ✓ Cost Estimate (Prior to Event)
- ✓ Updated Expenses (Conclusion of Event)

DIRECTIONS AND MAPS

- ✓ Area Map of Savannah Convention Center
- ✓ Directions to Savannah Convention Center

Savannah Convention Center One International
Drive / P.O. Box 248 Savannah, GA 31402-0248
Phone: (912) 447-4000 Fax: (912) 447-4722

Banquet Event Order

Definite

Booked: 12/10/2018 Revised: 12/10/2018

Client/Organization Jane Smith	Event Date 12/15/2018 (Sat)	Telephone (912) 555-5555	Fax () -	Event # E18122
Address 123 Main St., Savannah, GA 31404		Booking Contact Jane Smith	Site Contact Jane Smith	Guests 400 (Pln)
Party Name Holiday Event	Theme Refreshment	Sales Rep Kristi Hubner	Event Manager Kelli Henderson, Sr. Event	

The guaranteed number of attendees is required **(7) business days** prior to the date and time of the function (a business day is defined as Monday - Friday by 12 Noon). If the guarantee is not received as stated, the number specified on the contract will be your guarantee. The guarantee is not subject to reduction after the (7) business day deadline.

Our Catering Department uses locally grown seasonal and/or organic produce when possible, and serves chicken selections that are 100% hormone free. Any left-over food is donated to a local food bank or soup kitchen when possible. All disposable ware (plates, cups, utensils) are made of recycled and compostable material.

ROOM SELECTION

Banquet Room	Setup Style	Start	Serving	End	Bar	Date
Ballroom AB	Standard Break	6:30 pm	7:00 pm	10:00 pm	NA	12/15/2018-Sat

Setup Notes

Set refreshments on covered and skirted tables. White linens. China and glass service.

Food/Service Items			
Food/Service Items	Price	Qty	Total
Holiday Event: 7pm - 10pm (SET-BY: 6:30pm)			
Freshly Brewed Premium Coffee, per gallon	70.00	10	700.00
Freshly Brewed Premium Decaffeinated Coffee, per gallon	70.00	4	280.00
International Hot Teas, per gallon	70.00	2	140.00
Bottled Water, 12 oz., and Flavored Sparkling Water, each based on consumption	4.00	250	1,000.00
Assorted Sodas, 7.5 oz., each based on consumption ADD:	4.00	250	1,000.00
Assorted Snack Bars, per dozen	28.00	50	1,400.00

SERVICE NOTE:

Replenish beverages as needed

SPECIAL REQUESTS / COMMENT SECTION

**FINAL GUARANTEES OR ANY INCREASE/DECREASE IN FOOD AND BEVERAGE QUANTITIES
DUE BY: Friday, December 7, 2018 by 12:00 Noon.**

Subtotal	4,500.00 Paid	0.00	Pay Method	Card Number
Service Charge	994.40 Balance	5,900.41	Card Type	
Tax	386.01 Next Deposit	5,900.41	Card Holder	
Total Value	5,900.41 Due Date	12/10/2018	Signature	

TERMS AND CONDITIONS

A deposit of 100% of estimated charges is due, along with the signed agreement, by the date specified to guarantee services.

Any increases in final guarantee, above 5%, are due and payable prior to the start of services. Any on-site adjustments, additions, or replenishments of the contracted catering services will be reflected in a final invoice payable within 10 days of receipt.

Payments can be made via Company Check, Credit Card, Cash, or ACH Payment. Savannah Convention Center accepts Visa, MasterCard, and American Express; however, there is a 2.5% surcharge for credit card payments in excess of \$1,500.00.

Client's Signature:

Date:

Catering Manager:

Date:

12/10/2018 - 9:40:14 AM

Page 1 of 2



Convention Center Event Resume

8243 – December Event

Move In/Out Date: 12/15/2018 - 12/15/2018

Locations Booked

Chatham A DR 2 Ga Intl Gallery

Event Information

Client: Jane Smith December Event

Contacts:

MAIN POC:

Jane Smith
123 Main Street
Savannah, GA 31404
912.555.5555
Jane.Smith@email.com

Event Manager:

Sauers, Kelli

Sales Manager:

Helmly, Gerry

Catering Manager:

Event Type:

Client-Paid Event

Pre-Con:

Client Declined Pre Con

Hotel Info:

HQ Hotel

Registration #:

Web Address:

Contract Info

Tax Exempt: No

Attendance: 400

Simultaneous Events: Super Run 8K

Insurance Received: Yes

Licenses/Permits: N/A

Public Show Info

Questions/Comments

Hours Open to public: 8:30A-7P
Session 1: 9A-12P
Session 2: 12:30P-3:30P
Session 3: 4P-7P

Ticket Prices: Child Ticket: \$40.00
Adult Ticket: \$20.00
No onsite Ticket Sales

Transportation

Water Ferry Hours: Standard Water Ferry Hours

Ground Transportation: POV's in Main Lot
Unloading/Loading @ Loading Dock

Parking Charge: \$5 Fee

Parking Hours: 24/7 Operations
Gate Arms should be DOWN
Paid Parking

Department Instructions

A. General Information

>Resume Distributed: Thursday, November 29, 2018

>First time event for the Convention Center

>Client/MOD Communication: 912.447.4074

ABOUT THE EVENT:

Fun event taking place in December @ the Convention Center. Expecting around 400 people for a one day event.

B. Audio Visual

>PSAV to handle any AV needs

>Nothing has been requested at this time



Convention Center Event Resume

8243 – December Event

Move In/Out Date: 12/15/2018 - 12/15/2018

C. Engineering

>Please have lights & HVAC scheduled according to Client onsite times

>No additional power requests have been made @ this time

D. Customer Service

>CS Desk hours are not required for this event

E. Internet & Telecom

>CCLD to handle any internet/telecom or WIFI for this event

>Nothing has been requested at this time

F. Security

>Guests will be parking in the Main Lot

The Super Run 8K will be taking place on the same day and there will be some lane closures on/off of Shackelford Road

GUARDS:

Sat. Dec. 15:

7A-8:30P: 1 Roamer (1st floor...handle move in/move out & assist with getting guests to the Gallery)

8A-7:30P: 1 Roamer in Gallery/Ballroom A

FIRST AID:

Sat. Dec. 15:

8A-7:30P: 1 EMT in First Aid Office @ Loading Dock

No Police Officers required at this time b/c there are no Cash Sales happening onsite

Keys

>No keys have been requested for this event

Secure Rooms

>No Secure Rooms have been requested at this time

Door Openings

>Sat. Dec. 15; 7A: Unlock Loading Dock, Restrooms, Ballroom A, Secret Garden & All Perimeter doors

Escalators

>Sat. Dec. 15; 7A: Escalators to the Gallery turned on

G. Operations

>Please see diagrams for room set up details

>Please utilize plastic skirts/drapes as guests will be using crayons and stickers, etc.

>Directional Easels (Please have in place by Fri. Dec. 14 @ 2P):

1-Main Entrance

1-Rotunda Area

1-Across from Mural

1-Base of Gallery steps

1-Jasper Entrance

>Please stanchion off access to the Elevator & Stairs @ the Main Entrance

>Please stanchion off access to the Escalators & Stairs @ the Rotunda (Bryan Square Elevator needs to remain unblocked)

Schedule of Events

Saturday, December 15, 2018

Time	Function	Location	Room Set	Att.	BEO
7:00 AM - 7:00 AM	DOORS UNLOCKED/CLIENT ACCESS				
7:00 AM - 8:00 PM	Clients on Site				



Convention Center Event Resume

8243 – December Event

Move In/Out Date: 12/15/2018 - 12/15/2018

Saturday, December 15, 2018

Time	Function	Location	Room Set	Att.	BEO
7:00 AM - 8:30 AM	Client Set Up/Move In	Chatham A			
8:30 AM - 6:30 PM	Check In	Ga Intl Gallery	See Diagrams		
9:00 AM - 12:00 PM	Session #1	Chatham A	See Diagrams	220	
12:30 PM - 3:30 PM	Session #2	Chatham A	See Diagrams	220	
4:00 PM - 7:00 PM	Session #3	Chatham A	See Diagrams	220	
7:00 PM - 8:00 PM	Client Move Out-All Space				
8:00 PM - 8:00 PM	DOORS LOCKED/BUILDING CLEAR				



Cost Estimate

December Event

Start-End:

December 2018

Jane Smith
123 Main Street
Savannah, GA 31404
912.555.5555

Main: 912.555.5555
E-Mail: janesmith@email.com
Web: www.janesmith.com

	Units	Rate	Charges
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Engineering			
Miscellaneous Expenses (2) No			
December 2018			
Space Assigned			
120V, 1 Phase, 10 Amp Service: Vendor Booths (Req. by J. Smith)	4.00 EA	85.00 / EVT	\$340.00

Event Services			
Miscellaneous Expenses (2) No			
December 2018			
Space Assigned			
Audio-Visual Services	1.00 EA	388.94 / EA	\$388.94
Parking - Harbor Grass Lot Fee	1.00 EA	350.00 / EVT	350.00

Total For Event Services: **\$738.94**

Housekeeping			
Miscellaneous Expenses (2) No			
December 2018			
Space Assigned			
Aisle Cleaning (Per Sq. Ft.)	19,000.00 SFT	0.05 / DAY	\$950.00
Aisle Cleaning (Per Sq. Ft.)	19,000.00 SFT	0.05 / DAY	950.00
Porter Service (Per Hour)	1.00 EA	19.50 / HR	195.00
Porter Service (Per Hour)	1.00 EA	19.50 / HR	195.00
Porter Service (Per Hour)	1.00 EA	19.50 / HR	97.50
Porter Service (Per Hour)	1.00 EA	19.50 / HR	97.50

Total For Housekeeping: **\$2,485.00**

Sales & Marketing			
Booking Function (1) No			
December 2018			
Space Assigned			
Exhibit Halls A & B Combined	1.00 EA	35,000.00 / EVT	\$35,000.00

Security			
Security Detail (SEC) (4)			
December 2018			

Cost Estimate

December Event

Start-End:

December 2018

	<u>Units</u>	<u>Rate</u>	<u>Charges</u>
No Space Assigned			
Event Security (Per Hour): Thursday Area 7	1.00 EA	25.00 / HR	225.00
Event Security (Per Hour): Friday Main Lot	1.00 EA	25.00 / HR	100.00
Event Security (Per Hour): Friday Move In & Roamer	1.00 EA	25.00 / HR	275.00
Event Security (Per Hour): Friday @ East Gates	1.00 EA	25.00 / HR	200.00
Event Security (Per Hour): Friday Guard @ Area 7/Main Lot	1.00 EA	25.00 / HR	200.00
Event Security (Per Hour): Saturday Main Lot	1.00 EA	25.00 / HR	100.00
Event Security (Per Hour): Saturday Roamer	1.00 EA	25.00 / HR	262.50
Event Security (Per Hour): Sunday Main Lot	1.00 EA	25.00 / HR	100.00
Event Security (Per Hour): Sunday East Gates	1.00 EA	25.00 / HR	125.00
Event Security (Per Hour): Sunday Roamer	1.00 EA	25.00 / HR	287.50
Event Security (Per Hour): Sunday @ Dock (No Vendor Line Up)	1.00 EA	25.00 / HR	100.00
Event Security (Per Hour): Sunday Dock Gates (Pedestrians & Move Out)	1.00 EA	25.00 / HR	150.00
Event Security (Per Hour): Sunday Move Out	1.00 EA	25.00 / HR	137.50
Event Security (Per Hour): Sunday Move Out	1.00 EA	25.00 / HR	150.00
Police Officer (Per Hour): Friday I Drive	1.00 EA	45.00 / HR	360.00
Police Officer (Per Hour): Friday Box Office	1.00 EA	45.00 / HR	405.00
Police Officer (Per Hour): Saturday I Drive	1.00 EA	45.00 / HR	360.00
Police Officer (Per Hour): Saturday East Gates	1.00 EA	45.00 / HR	360.00
Police Officer (Per Hour): Saturday Box Office	1.00 EA	45.00 / HR	405.00
Police Officer (Per Hour): Sunday I Drive	1.00 EA	45.00 / HR	225.00
First Aid (Per Hour): Friday	1.00 EA	45.00 / HR	360.00
First Aid (Per Hour): Saturday	1.00 EA	45.00 / HR	360.00
First Aid (Per Hour): Sunday	1.00 EA	45.00 / HR	270.00
Police Officer (Per Hour): Sunday Box Office	1.00 EA	45.00 / HR	315.00
Event Security (Per Hour): OverFlow Lot Traffic Detail	5.00 EA	25.00 / HR	850.00

Total For Security: **\$7,945.00**

Set Up

Miscellaneous Expenses (2) No

Space Assigned

December 2018

Padded Chairs	10.00 EA	5.00 / EVT	\$50.00
Table (Plain)	41.00 EA	10.00 / EVT	410.00

Total For Set Up: **\$460.00**

Total Charges: **\$46,968.94**

Sales Tax, 460.00 @ 7.00%

Total For Taxes: **\$32.20**

Total Including Taxes: **\$47,001.14**

Payments and Adjustments	Reference	Amount
05/22/2018 Payment - Check	CK# 25209	\$35,000.00
		\$35,000.00

Total For Payments and Adjustments:

Total Outstanding Charges: **\$12,001.14**

Client Acceptance:

Date:



Updated Expenses

December Event

Start-End:

December 2018

Jane Smith
123 Main Street
Savannah, GA 31404
912.555.5555

Main: 912.555.5555
E-Mail: jan smith@email.com
Web: www.jan smith.com

	<u>Units</u>	<u>Rate</u>	<u>Charges</u>
Engineering			
Miscellaneous Expenses (2)		December 2018	
No Space Assigned			
120V, 1 Phase, 10 Amp Service: Vendor Booths (Req. by J. Smith)	4.00 EA	85.00 / EVT	\$340.0
120V, 1 Phase, 10 Amp Service: Booth 201/702-704	2.00 EA	120.00 / EVT	0
			240.00
Total For Engineering:			\$580.00

Event Services			
Miscellaneous Expenses (2)		December 2018	
No Space Assigned			
Audio-Visual Services	1.00 EA	388.94 / EA	\$388.94
Parking - Harbor Grass Lot Fee	1.00 EA	350.00 / EVT	350.00
Parking Lot Buyout	1.00 EA	14,576.25 / EVT	14,576.25
Total For Event Services:			\$15,315.19

Housekeeping			
Miscellaneous Expenses (2)		December 2018	
No Space Assigned			
Aisle Cleaning (Per Sq. Ft.)	19,000.00 SFT	0.05 / DAY	\$950.00
Aisle Cleaning (Per Sq. Ft.)	19,000.00 SFT	0.05 / DAY	950.00
Porter Service (Per Hour)	1.00 EA	19.50 / HR	195.00
Porter Service (Per Hour)	1.00 EA	19.50 / HR	195.00
Porter Service (Per Hour)	1.00 EA	19.50 / HR	97.50
Porter Service (Per Hour)	1.00 EA	19.50 / HR	97.50
Total For Housekeeping:			\$2,485.00

Sales & Marketing			
Booking Function (1)		December 2018	
No Space Assigned			
Exhibit Halls A & B Combined	1.00 EA	35,000.00 / EVT	\$35,000.00

Security			
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Updated Expenses

December Event

Start-End:

December 2018

	<u>Units</u>	<u>Rate</u>	<u>Charges</u>
Security Detail (SEC) (4)			
No Space Assigned			
Event Security (Per Hour): Wednesday Area 7	1.00 EA	25.00 / HR	\$225.00
Event Security (Per Hour): Wednesday Area 7	1.00 EA	25.00 / HR	225.00
Event Security (Per Hour): Thursday Move In	1.00 EA	25.00 / HR	293.75
Event Security (Per Hour): Thursday Move In	1.00 EA	25.00 / HR	250.00
Event Security (Per Hour): Thursday Move In	1.00 EA	25.00 / HR	237.50
Event Security (Per Hour): Thursday Area 7	1.00 EA	25.00 / HR	225.00
Event Security (Per Hour): Thursday Area 7	1.00 EA	25.00 / HR	262.50
Event Security (Per Hour): Friday Main Lot	1.00 EA	25.00 / HR	100.00
Event Security (Per Hour): Friday Move In & Roamer	1.00 EA	25.00 / HR	275.00
Event Security (Per Hour): Friday @ East Gates	1.00 EA	25.00 / HR	200.00
Event Security (Per Hour): Friday Guard @ Area 7/Main Lot	1.00 EA	25.00 / HR	137.50
Event Security (Per Hour): Saturday Main Lot	1.00 EA	25.00 / HR	100.00
Event Security (Per Hour): Saturday Roamer	1.00 EA	25.00 / HR	281.25
Event Security (Per Hour): Sunday Main Lot	1.00 EA	25.00 / HR	100.00
Event Security (Per Hour): Sunday East Gates	1.00 EA	25.00 / HR	100.00
Event Security (Per Hour): Sunday Roamer	1.00 EA	25.00 / HR	287.50
Event Security (Per Hour): Sunday @ Dock (No Vendor Line Up)	1.00 EA	25.00 / HR	100.00
Event Security (Per Hour): Sunday Dock Gates (Pedestrians & Move Out)	1.00 EA	25.00 / HR	150.00
Event Security (Per Hour): Sunday Move Out	1.00 EA	25.00 / HR	118.75
Event Security (Per Hour): Sunday Move Out	1.00 EA	25.00 / HR	137.50
Police Officer (Per Hour): Friday I Drive	1.00 EA	45.00 / HR	360.00
Police Officer (Per Hour): Friday Box Office	1.00 EA	45.00 / HR	382.50
Police Officer (Per Hour): Saturday I Drive	1.00 EA	45.00 / HR	360.00
Police Officer (Per Hour): Saturday East Gates	1.00 EA	45.00 / HR	360.00
Police Officer (Per Hour): Saturday Box Office	1.00 EA	45.00 / HR	382.50
Police Officer (Per Hour): Sunday I Drive	1.00 EA	45.00 / HR	247.50
First Aid (Per Hour): Friday	1.00 EA	45.00 / HR	360.00
First Aid (Per Hour): Saturday	1.00 EA	45.00 / HR	360.00
First Aid (Per Hour): Sunday	1.00 EA	45.00 / HR	270.00
Police Officer (Per Hour): Sunday Box Office	1.00 EA	45.00 / HR	292.50
Event Security (Per Hour): OverFlow Lot Traffic Detail	4.00 EA	25.00 / HR	700.00
Event Security (Per Hour): Traffic Detail Overflow Lot	1.00 EA	25.00 / HR	162.50

Total For Security: \$8,043.75

Set Up

Miscellaneous Expenses (2)

December 2018

No Space Assigned

Padded Chairs	10.00 EA	5.00 / EVT	\$50.0
Table (Plain)	41.00 EA	10.00 / EVT	0
			410.0
			0

Total For Set Up: \$460.00

Total Charges: \$61,883.94

Sales Tax, 460.00 @ 7.00%

Total For Taxes: \$32.20

Total Including Taxes: \$61,916.14



Updated Expenses

December Event

Start-End:

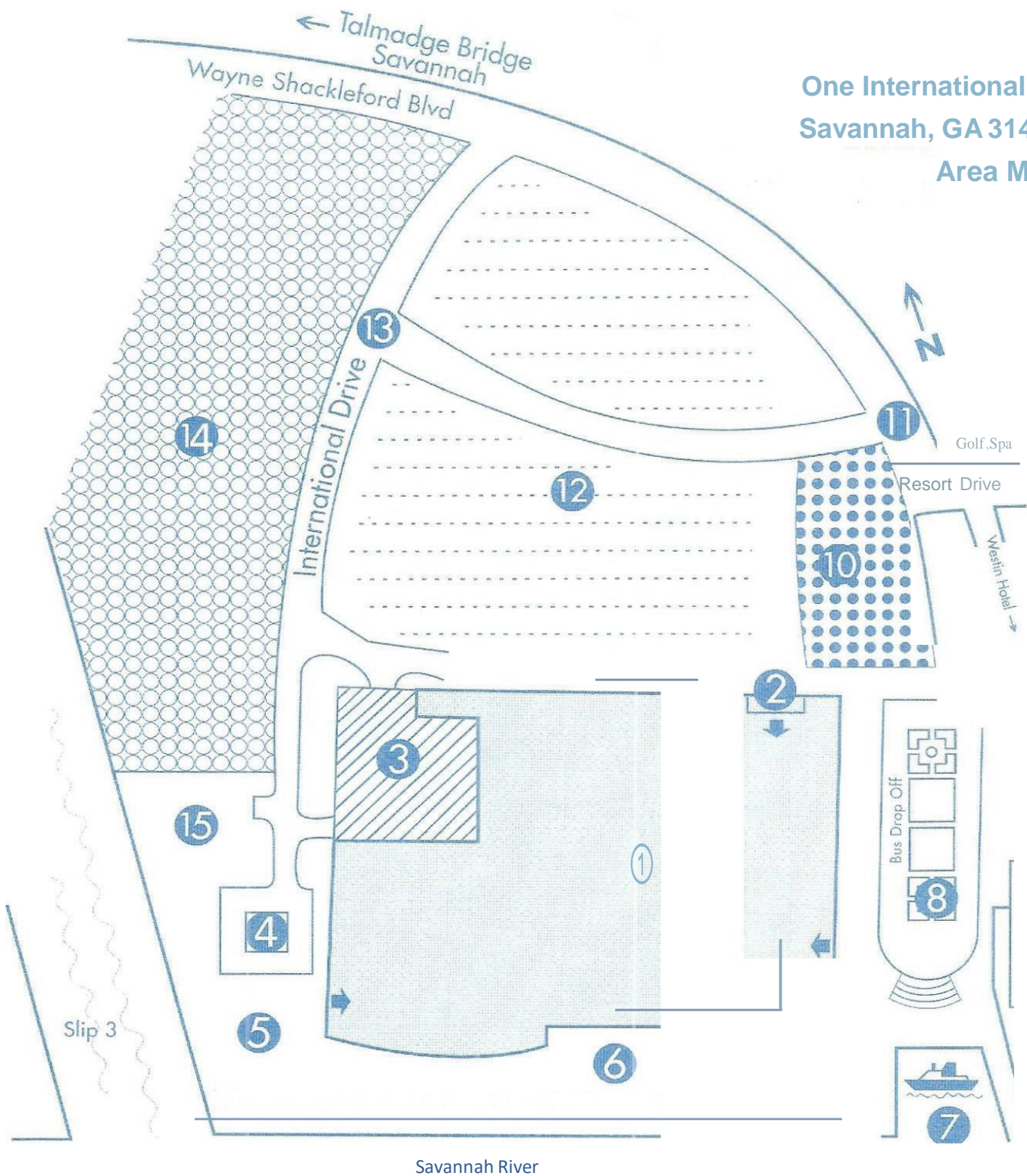
December 2018

Payments and Adjustments		Reference	Amount
05/22/2018	Payment - Check	CK# 25209	\$14,000.00
07/03/2017	Payment - Check	CK24711	3,500.00
10/23/2018	Payment - Check	CK# 25401	17,500.00
Total For Payments and Adjustments:			<u>\$35,000.00</u>
Total Outstanding Charges:			<u>\$26,916.14</u>

Client Acceptance:

Date:

**One International Dr
Savannah, GA 31402
Area Map**



- | | | |
|---|--|---|
| 1. Savannah Convention Center | 6. Esplanade and River Walk | 12. Main Parking |
| 2. North Entrance/Main Entrance | 7. Convention Center Landing/Belles Water Ferry | 13. West Parking Exit |
| 3. Loading Docks, Service Area and Security | 8. Bryan Square & Main Entrance. Bus Drop Off and/or Pick Up | 14. Area 7. Staging/Marshalling/Exhibitor Parking |
| 4. Tomochichi Square-Administrative Office | 9. Westin Savannah Harbor Resort & Spa | 15. Staff Parking |
| 5. River Plaza | 10. Area 3-Outdoor Event Space | |
| | 11. East Parking Entry | |

Directions

From Savannah/Hilton Head International Airport

- Take I-95 South to Exit 99A (I-16 East Savannah)
- Follow I-16 East to Exit 166 (US17, Gwinnett & Louisville Road, Charleston)
- Go over Talmadge Bridge
- Stay in right lane and turn right at the base of bridge onto Hutchinson Island
- Follow signs to Savannah Convention Center

Via I-95

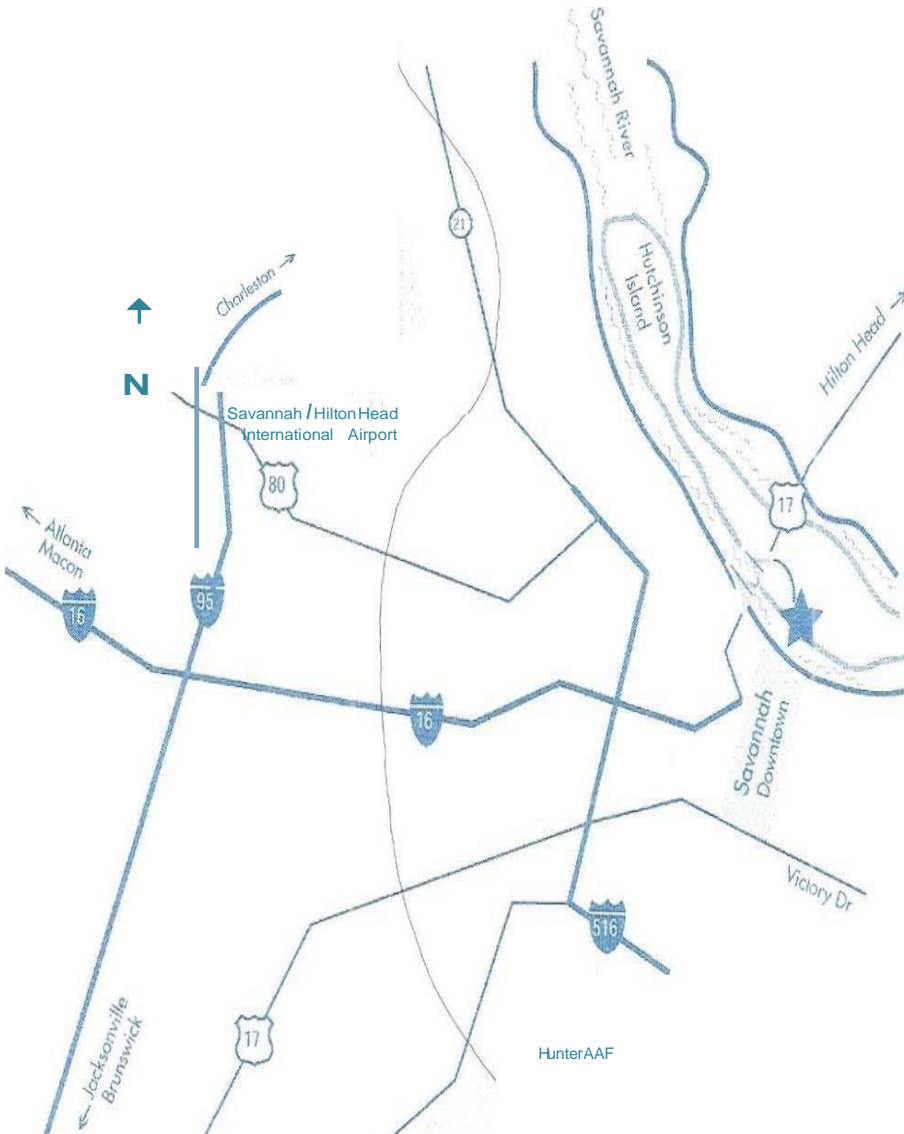
- Take I-95 South to Exit 99A (I-16 East Savannah)
- Follow I-16 East to Exit 166 (US 17, Gwinnett & Louisville Road, Charleston)
- Go over Talmadge Bridge
- Stay in right lane and turn right at the base of bridge onto Hutchinson Island
- Follow signs to Savannah Convention Center

Via I-95 North to Savannah

- Take I-95 North to Exit 99A (I-16 East Savannah)
- Follow I-16 East to Exit 166 (US17, Gwinnett & Louisville Road, Charleston)
- Go over Talmadge Bridge
- Stay in right lane and turn right at the base of bridge onto Hutchinson Island
- Follow signs to Savannah Convention Center

VIA I-16 to Savannah

- Follow I-16 East to Exit 166 (US17, Gwinnett & Louisville Road, Charleston)
- Go Over Talmadge Bridge
- Stay in right lane and turn right at the base of bridge onto Hutchinson Island
- Follow signs to Savannah Convention Center



Water Ferry

The Savannah Belles Ferry system is one of the city's liveliest thoroughfares in the Savannah River. Enjoy a scenic two minute ride from shore-to-shore in vessels christened for women notable in the city's history. The ferries offer a pleasant alternative link to the Savannah Convention Center/Westin Savannah Harbor and The Savannah Historic District. For more information, call (912)477-4000

