



SAVANNAH  
CONVENTION CENTER

# EVENT PLANNER GUIDE

Savannah Convention Center

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One International Drive Hutchinson Island

Savannah GA, 31421

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# Welcome

## Savannah Convention Center

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Thank you for allowing the Savannah Convention Center to host your event.

We pride ourselves on excellent customer service and proper pre-planning. The user guide will provide you with vast resources to answer event-related questions. You have been assigned an Event Manager who will be assisting you every step of the way. Our entire staff is here to serve you. The guide includes our contact information.

Thank you again for your partnership. We are excited to serve as your hosts and look forward to creating an impressive experience for your guests.

**Sherrie Spinks**

*Sherrie Spinks*

General Manager  
Savannah Convention Center

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# I. Contact Information

## A. Facility Contact Information

In-House Directory	Main: (912) 447-4000	Fax: Finance Area (912) 447-4711	Fax: F&B Area (912) 447-4722
<u>Title</u>	<u>Name</u>	<u>Extension</u>	<u>Cell</u>
<b>SITCC</b>			
<b>Administration</b>			
General Manager	Sherrie Spinks	4025	404-259-2994
Assistant General Manager	Stephen Hall	4050	912-695-8012
Senior Human Resources Manager	Gail Terrell	4052	912-210-1107
Director of Sales/Marketing & Event Services	Angela Daniels	4030	386-233-5515
Director of Operations	Ronnie Hickman	4070	912-313-5280
Director of Food & Beverage	Jamie Parks	4060	912-398-3026
<b>Finance</b>			
Manager of Accounting & Human Resources	Holly Jenkins	4051	912-677-0999
<b>Sales</b>			
Sales Manager	Kimberly Homansky	4075	912-447-0034
Sales Manager	Staci Stover	4041	912-661-1469
Sales Manager	Lynn Scarpelli	4040	954-557-5655
Sales Booking Coordinator	Madison Yeager	4032	
<b>Event Services</b>			
Event Services Manager	Stephanie Loudermilk	4062	912-944-8236
Event Manager	Lindsey Wolf	4069	912-313-4916
Event Manager	Lindsay Laettner	4065	912-644-9732
Event Manager on Duty Cell			912-665-3456
<b>Engineering</b>			
Chief Engineer	Jim Taylorson	4088	404-326-7509
General Maintenance Technician	D. Gary Triplett	4086	
General Maintenance Technician	R. Tyler Douberly	4086	
General Maintenance Technician	Marcus Smith	4086	
<b>Operations/Housekeeping</b>			
Operations Manager	Matt Jones	4071	912-650-3183
Operations Coordinator	Tina Taylorson	4072	912-656-6883
Operations Coordinator	Josh Taylorson	4039	

Emergency Operations Center		4044	
<b>Public Safety</b>		<b>4077</b>	<b>912-313-6948</b>
Public Safety Manager	Jared Whitehead	4078	912-644-9664
Public Safety Officer	Naomi DeLoach	4077	
Public Safety Officer	ElClifton Thurman	4077	
Public Safety Officer	Porter McGee	4077	
Copy Room		8400	
<b>F&amp;B</b>			
Executive Chef	Kasey Thexton	4066	912-313-6949
Sous Chef	Will Lewis	4067	912-655-0181
F&B Manager	E. Jason Touchberry	4081	912-429-8499
F&B Manager	Roni Smith	4063	912-313-4080
Steward Manager	James Strowbridge	4064	912-656-4756
Head Steward	Nyosha Thomas	4064	
Catering Coordinator	Patrice Simmons	4031	
Kitchen		4068	
<b>CCLD Networks</b>			
IT Manager	Clint Jenkins	4022	404-557-3526
<b>Encore</b>			
Director/Event Technology	Cameron Smith	4085	912-429-8146
<b>Water Ferry</b>			
Water Ferry Director of Operations	John Allen	4029	912-704-9624
	Boat Captain		912-704-9622

## B. Websites

1. SCC - [savconventioncenter.com](http://savconventioncenter.com)

## C. Social Media

1. FACEBOOK - [Savannah Convention Center | Facebook](#)
2. INSTAGRAM - [Savannah Convention Center 📷 \(@savtcc\) • Instagram photos and videos](#)

## II. Meet the Team

At the Savannah Convention Center (SCC), the customer is the focus of all we do. Our Event Services team is a dedicated and experienced group eager to assist in every way to ensure your event is successful. The talent and knowledge of our staff are one of the many benefits you'll experience when hosting your event with the SCC.

While planning your event, your Event Manager will be the key point of contact assigned to you throughout planning and executing your event. This individual is crucial to the success of your event. We welcome you to use your Event Manager as the primary source of information to answer any questions, coordinate with other departments, and address any event requirements.

### Event Services Management Team

Stephanie Loudermilk

Event Services Manager

[Sloudermilk@savtcc.com](mailto:Sloudermilk@savtcc.com)

Lindsey Wolf

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Event Manager

[lle@savtcc.com](mailto:lle@savtcc.com)

Lindsay Laettner

• • • •

Event Manager

[llaettner@savtcc.com](mailto:llaettner@savtcc.com)

To learn more about the Event Services team, visit our site at [savconventioncenter.com](http://savconventioncenter.com)

# III. Guide to Your Plan of Operations

We are excited to host you at the Savannah Convention Center! Our goal is to ensure you have a successful event and a memorable experience. You will find information that will be used to communicate your event needs to our Operations teams. While some items may not apply, we encourage you to review this information. Please let us know if you have any questions.

## A. 60 Days from First Move-in Date

Information provided at least 60 days from the first move-in day will allow us to review the event details in relation to other campus or city activity, provide an initial cost estimate, and develop our operations plan for the event.

### 1. EVENT SCHEDULE

Provides a general schedule overview highlighting times for key functions such as show floor hours, general session hours, and other main function times. Full Event Schedules are due 60 days in advance. If not, a fee of \$1,000 will be added.

### 2. EXHIBIT HALL FLOOR PLANS

The general service contractor must provide the Event Manager with an electronic copy of the floor plan drawn to scale with fire exits marked. Floor plans for trade shows, exhibit events, meeting programs, athletic events, and other functions in an exhibit hall are required to be approved by a Fire Marshal. The planned layout may only be permitted if the plan is received by the 30-day deadline.

### 3. EXHIBITOR LISTING

A detailed listing of all participating exhibitors includes the exhibiting company name, leading primary name, email address, phone number, and booth number. Our Food Services and Exhibitor Services personnel utilize this listing to ensure all required orders for exhibitors have been received.

### 4. EXPECTED ATTENDANCE

The current estimated attendance, including any group demographics that will help our team better serve your event (i.e., male/female ratio, local/out-of-state/international attendees).

## 5. RIGGING PLAN

Provide for any licensed space in which the truss will be rigged, including the weight per point. This will be reviewed internally by Encore.

## 6. ROOM LAYOUT

Provide initial set-up specifications for all meeting spaces, including the details listed below.

- Audio/Visual Components to ensure space can be allocated
- Room Set Up and Seating Style (i.e., theater, classroom, banquet rounds, solid/hollow square conference)
- Staging Requirements (head table size, podium requirements)

To ensure staff availability and order linen service, layouts generally are considered the final 21 days before the license period begins. Any changes following this date are subject to fees - contact your Event Manager/Coordinator for additional information. Room turnovers confirmed less than 21 days from the first licensed date generally will be charged at 2x the [standard room turnover fee](#) for that room.

## 7. SECURITY & FIRST AID

Security and first aid coverage are required for all exhibit hall events, most events in the auditoriums and ballrooms, and some significant events in the meeting room-only spaces.

## 8. SERVICE CONTRACTORS

Provide a list of all contracted service providers, including email and phone numbers. This includes the general service contractor, security provider, first aid provider, a shuttle company, audio/visual company, registration/housing company, and any other essential service provider(s) contracted for the event.

## 9. SIGNAGE PLAN

All wayfinding and other signage/banners to be placed in public concourses, lobbies, and outdoor areas will be reviewed by the Event Coordinator/Manager to ensure conflicts with other events. A fee is charged for advertising/branding in public areas.

## B. 30 Days from First Move-in Date

### 1. CREDIT

Before the start of the event, the entire pre-payment balance and estimated charges are due. Suppose a wire transfer or check has been submitted for any or all payment schedules. In that case, a credit card authorization must still be on file for the remaining balance and/or additional charges. Failure to comply with the approved form of payment could result in loss of deposits/funds submitted Authority's right to cancel your event.

### 2. SECURE ROOM REQUIREMENTS

Locks on designated meeting room doors can be changed, and keys can be provided to show management. Provide your Event Coordinator/Manager a list of meeting rooms to be changed to high-security locks and how many keys are needed per room. Three keys are provided complimentary. Additional keys are based on availability and are \$25 for each extra key.

### 3. Non-returned keys are \$100 each.

## 4. MISCELLANEOUS SCHEDULES

The schedule and location for the following activities:

- Exhibitor Registration
- Attendee Registration
- Exhibitor Service Center
- Shuttle Service

## 5. ROOM LAYOUTS

Final specifications for all licensed space. To ensure staff availability and order linen service, layouts generally are considered the final 14 days before the license period begins. Any changes following this date are subject to fees – contact your Event Manager/Coordinator for additional information. Room turnovers confirmed less than 14 days from the first licensed date generally will be charged at 2x the [standard room turnover fee](#) for that room.

Audio/Visual Components to ensure space can be allocated.

- Room set and Seating Style (i.e., theater, classroom, banquet rounds, solid/hollow square, u-shape, registration tables, other)
- Staging Requirements (head table size, podium requirements)

Diagrams for each space will be sent for final review and approval. Fees for room turns or special equipment will be provided in an updated cost estimate to be signed before the start of the event.

## C. Plan of Operations Checklist

### 90-Days Out

Provide High-level Event Schedule (including forecast attendance)	
Provide Electronic Exhibit Hall Floor Plan for Initial Review	
Provide Exhibitor Listing	

### 60-Days Out

Provide Preliminary Room Specifications	
Submit Exhibit Hall Floor Plans for Fire Marshal Approval	
Submit Rigging Plan	
Provide Updated Exhibitor Listing	
Submit Signage Plan	
Provide a List of all Contractors w/ Contact Information	

### 30-Days Out

Provide Final Event Schedules (event, attendee/exhibitor registration, service center)	
Provide Room Layout Specs	
Provide Updated Exhibitor Listing	
Provide High Secure Key Requirements	
Provide Production Schedule	

## IV. Building Guidelines

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The following policies provide guidelines to aid customers, general service contractors, and other users of the Savannah Convention Center in operating events in the facility. After reviewing this document, consult your Event Manager with any questions.

Activities that fall outside these established parameters are not allowed. If special conditions exist, the customer or contractor may apply for a temporary (one-time only) waiver of procedures by submitting a written plan to the Event Manager a minimum of 30 days before the first move-in day. Any waiver granted will be on a one-time basis only. Waiver approvals are not transferable from year to year or to or from different events.

The Savannah Convention Center will monitor all load-in/load-out activity in public areas of the facility to ensure the approved plans of operation received from either the general service contractor or customer are followed and to reduce wear & tear/damages to the facility. If non-compliance to facility guidelines is observed, load-in/load-out activity may be halted. A plan of operations is due from the customer or general service contractor 30 days before move-in detailing load-in, set-up, and load-out of equipment in all facility public areas (including lobbies, concourses, exterior facility entrances) the A/B Registration Hall). This plan should include the following information:

- Schedule of installation/dismantle activity.
- Type of protective flooring and adhesives to secure protective flooring (if applicable) to be installed in transporting equipment and stationary displays/equipment areas.
- Location(s) of boom or scissor lift operation, the type of diaper under the body to catch fluid leaks,

- and the type of tire socks for the lift(s).
- Timeline of installation/removal of protective flooring.

The Event Manager will review the plan of operation and will advise of any changes or approval.

### A. Advertising and Signage

The SCC wishes to accommodate customers' requests to promote events with interior signs, banners, and other promotional advertisements, including exhibitors' requests for signage above booth areas. With the many events scheduled at our facilities, these guidelines have been developed to protect the interests of all users of these facilities and maintain an appropriate building environment. Additionally, these guidelines address the safety and maintenance considerations of the buildings.

Generally, these guidelines do not apply to floor installations by individual exhibitors within exhibit booths. These guidelines do apply to any installation connected to the facilities' structural elements (e.g., ceilings, columns, beams, windows) and any proposed installation in the common (public) areas of the facility (e.g., meeting room and entrance concourses, pre-function areas, etc.).

## 1. CUSTOM SIGNAGE IN APPROVED LOCATIONS

The SCC wishes to accommodate customers' requests to promote events with interior signs, banners, and other promotional advertisements. With the multitude of events scheduled at our facilities, these guidelines have been developed to protect the interests of all users. Of these facilities and maintain an appropriate building environment. Additionally, these guidelines address the safety and maintenance considerations of the buildings. Generally, these guidelines do not apply to floor installations by individual exhibitors within exhibit booths. These guidelines do apply to any installation connected to the facilities' structural elements (e.g., ceilings, columns, beams, windows) and any proposed installation in the common (public) areas of the facility (e.g., meeting room and entrance concourses, pre-function areas, etc.).

## 2. DIGITAL ADVERTISING

**Signage/Event Information/Sponsorships:** Standard interior wayfinding and directional signage is provided. Information and guest services staff will also be available during show hours.

Show signs and/or decorations may not be attached to the permanent facility graphics, and removing such is strictly prohibited. Banners and signage may be attached to the facility only in locations and by methods approved by the Manager. Signage on and around escalators and stairwells may also be restricted.

## 3. SPONSORSHIP AND ADVERTISING

Show/exhibitor advertising or sponsorship is only allowed in public areas with written permit authorization from the SCC. Branding & Advertising in public spaces, including indoor and outdoor spaces, is subject to a fee. Show Management must submit a request to SCC with a list of all advertising to be sold in public areas at least 30 days before the first move-in day, including a rate card and copy of the invoice.

Additional branding and sponsorship opportunities are available using SCC internal digital signage throughout the building and numerous static options.

## 4. WALL, WINDOW, AND FLOOR CLINGS

Use and locations of clings must be approved by your manager and are subject to sponsorship fees if used for exhibitor advertising or sponsorship. If using the SCC internal service provider, all clings must be installed by your Decorator or CCLD Networks. The Decorator or Show Management is responsible for any charges for repairs or damages incurred during the installation or removal of clings. Floor clings are not permitted on any terrazzo surfaces in the building.

## 5. PROHIBITED

Permanent facility and commercial signage are found throughout the SCC and may not be visibly blocked in. This signage includes directional graphics, emergency exits, restrooms, concessions, exhibit hall signs, exhibitor service signs, commercial advertising, etc. Show signs and/or decorations may not be attached to the permanent facility graphics, and removing such is strictly prohibited. Banners and signage may be attached to the facility only in locations and by methods approved by the Manager. Signage on and around escalators and stairwells may also be restricted for safety reasons.

## B. Aerosol Cans

Aerosol cans containing flammable gases or liquids are prohibited. No flammable liquids may be brought into or stored in the building.

## C. Air Conditioning and Heating

Heat and air conditioning will be supplied during scheduled show hours in all contracted and public indoor spaces. Exhibit Hall Air Conditioning: The SCC maintains minimal comfort levels during move-in and move-out periods as part of the basic license fee. Suppose the logistical requirements of an event should demand that temperature be maintained within a specific range, and additional air conditioning is necessary. In that case, the SCC will provide such air conditioning at \$200.00 per hour per exhibit hall.

## D. Animals

Animals and pets are not permitted in the buildings except in conjunction with an authorized exhibit, display, or performance; or as service animals (ADA).

## E. Self-Serve Business Center

SCC operates a Business Center in the East Concourse Lobby. It is open from 8:00 am - 5:00 pm daily and offers the following services:

- Computer workstation rental with Internet access and printing capabilities
- Laptop stations with Internet access and printing capabilities

## F. Chemicals

Exhibitors are responsible for supplying show management with all chemical information brought into the facility and should provide Safety Data Sheets (SDS) upon request.

Arrangements must be made in advance with an outside resource for disposal. Disposal of hazardous materials is prohibited in the facility's sinks, sewer lines, or drains.

## G. Columns

Columns in the exhibit halls can be covered in soft (i.e., drape) or hard (i.e. temporary wall panels) materials. A minimum of 18" clearance must be kept around all four sides of the column if using a hard material and at least one door must be included to provide access to utilities located on the columns. Drape must be able to be pulled back to access utilities. Adhesives are prohibited for use on columns.

## H. Decorations (Balloons, Fog Machines, etc.)

### 1. BALLOONS

Helium balloon columns and arches are permitted in public spaces or meeting room areas if adequately anchored. Helium balloons may not be distributed within the facilities but are permitted as permanent fixtures on authorized event displays.

Helium gas cylinders used for refilling must be secured in an upright position. Balloons must be removed from the property by the exhibitor or the company who provided them. Balloon retrieval from high ceilings will be billed at \$175.00 per balloon.

### 2. FOG MACHINES

Use of all fog machines must be pre-approved by the Engineering department. Please send specs and schedule to your Event Manager at least seven days before hazing. The fog-generating fluids must be water-based and stored in the original containers provided by the manufacturer. The facility reserves the right to limit the haze produced by a show.

## I. Drilling/Anchoring in Exhibit Hall

Drilling and/or anchoring are not prohibited in the exhibit hall or Outdoor spaces. The exhibit hall floors are designed for a compressive uniform live load of 350 lbs.

## J. Elevators and Escalators

### 1. PROHIBITED

Freight is not permitted on passenger elevators. The transportation of dollies, oversized luggage, boxes, or freight and toolboxes on escalators is also prohibited.

### 2. FREIGHT ELEVATOR LOCATIONS

The freight elevator for contractor use is located in Loading Dock

### 3. ESCALATORS

Escalators are monitored by SCC Public Safety during events and may change direction as necessary to facilitate the ingress and egress of patrons.

## K. Exclusives

Exclusive providers at the SCC include:

1. CCLD - IT Services/Advertising, Branding, and Sponsorship
2. In-house Food and Beverage Department  
All food and beverage and catering services. All arrangements for serving food and beverages must be made through the in-house food and beverage department. State law prevents alcoholic beverages from being brought into the SCC except by SCC Food Services.
3. ONSITE AUDIO VISUAL - Rigging services
4. SCC Engineering

## L. Exit Signs

Building exit signs must always be illuminated and visible. Exit signs may not be turned off.

Any drape, exhibit, or convention-related material hung or built near an exit sign must be installed so that the exit sign is not covered. If an exit sign is blocked from the usual sight line, another emergency exit sign must be temporarily installed with a secondary power source.

There will be no power interruption to the emergency sockets within an exit sign. The SCC emergency power supply will not be a secondary source of temporary signs.

## M. Floors (Terrazzo & Carpeted Surfaces)

The customer, general service contractor, or vice providers using the space are responsible for damage to Terrazzo or carpeted surfaces of the facility during load-in/load-out or event operation. Please coordinate pre- and post-event inspections with your Event Manager.

1. A layer of approved protective flooring on all Terrazzo and carpeted surfaces in which equipment, freight, furnishings, and other items will be transported, and all areas for static displays, furnishings, signage, event carpet, or other items are required.
  - a. Masonite, contractor carpet with a soft base, or dense cardboard are options for protective flooring.
  - b. Visqueen or other forms of plastic sheeting are not approved as a layer of protective flooring on Terrazzo surfaces but can be used on carpeted surfaces.
  - c. If the event carpet is to be installed over the facility carpet or Terrazzo, reinforced Visqueen and Masonite must be laid before the carpet can be installed. This must be approved in advance of installation.
  - d. Double-faced tape applied directly to the Terrazzo flooring surface is not permitted.
  - e. The following tape types are permitted

on the Terrazzo surface: 47TT Tunnel Tape 7 mil

polyethylene tape, Scapa 125 vinyl-coated cloth tape, and Polyplex 136 single-coated polyethylene tape.

- f. The following tape types are permitted on carpeted surfaces: BRON BT279, BRON BT698, and HBM Supply 1464.

Electric aerial lifts, including boom and scissor lifts, are allowed on Terrazzo and carpeted building surfaces if the tires are wrapped with an approved wrap from Tire Socks, Inc. A diaper is placed under the lift's body to catch any leaks. Tire socks must be installed no more than 5' from the Terrazzo or carpeted floors to reduce the likelihood of picking up debris before rolling onto the surface.

All lifts must be inspected before each use to ensure no debris on the tire sock or items stuck in the tire that may damage the floors. An inspection tag on the lift must include Spector's name and the building the lift is in use. The tag is subject to review by authorized SCC personnel.

When lifts are used where pedestrian traffic is present, the service contractor must block off the work area with stanchion, drape, and/or signs.

2. Powered pallet jacks or forklifts are not allowed outside the exhibit hall at any time. Manual pallet jacks are allowed only on carpeted areas with a layer of Visqueen or on Terrazzo areas with protective flooring installed.
3. Dollies, rolling cases, or other rolling stock are permitted only with non-marking wheels. Contractors are responsible for inspecting, cleaning, and maintaining wheels to eliminate damage to the floor.
4. Equipment is subject to Savannah Convention Center

Center Authority (SCC) Personnel inspection/ approval.

5. Sliding or dragging crates, equipment, or other materials on Terrazzo or carpeted surfaces is prohibited. Crates must be kept on approved transport carts or placed on contractor-provided protective flooring.
6. Stationary displays, equipment, furnishings, signage, and all other items must either be placed on the layer of protective flooring or have protectively paced on Terrazzo surfaces.
7. Equipment shall not exceed floor load capacity. Plans for display/transport of equipment and displays weighing more than 6,000 lbs. shall be reviewed by SCC Engineers before installation.
8. Adhesive floor graphics are prohibited on Terrazzo or other hard surface floorings. Any adhesive floor graphics to be used on carpeted surfaces must be approved by the Event Manager at least 30 days before move-in.
9. The Event Manager must approve all vehicle and boat displays. Protective flooring must be on all surfaces to transport the vehicle to the display area. Wheel plates must be set under all tires, and plastic must be placed under the body of the vehicle or boat to collect any fluid leaks.
10. Movement of SCC planters, furniture, or other facility equipment is prohibited by general service contractors or customers. The SCC will handle the relocation or storage of facility property, and fees will be applied to the event master account.

## N. SCC Employee Access

The Event Manager will work with show management to allow access to leased space to SCC personnel for them to perform work-related duties.

## O. Keys and High Security Locks

Public Safety will change meeting room door locks and provide highly secure, standard keys as requested. Ten keys are offered complimentary. Additional keys are \$10/standard key and \$25/high-security key. Non-returned keys are \$100/high security and \$20/standard keys. Key sets for contracted security providers are \$150/set, and non-returned contract security key sets are \$500/set. Both fees are billed to the master account for post-event billing.

## P. Lobbies

Lobby areas are not leased spaces and must always be kept open for public access and used within guidelines set by the SCC.

SCC management reserves the right to determine areas to be used by each show and resolve any conflicts if the lobbies are to be shared by two or more shows.

## Q. Green Initiatives

The Savannah Convention Center integrates green initiatives campus-wide. The convention center is LEED Gold certified. We work closely with our hosts to improve their events' environmental and social impacts

Broadcast and Publications

The SCC does not regulate, control, approve or disapprove any broadcast, performance, music publication or, any other audio or visual presentation.

We do not play or perform any music or offer referrals to anyone who does.

Suppose the Lessee or an exhibitor wishes to use copyrighted material. In that case, it is necessary to make arrangements with the ASCAP,<sup>a</sup> BMI, or SESAC for license to perform such copyrighted music or material or otherwise qualify for an exemption.

### S. Microphone

Please get in touch with your On-site Audio-Visual sales team for more information.

### T. Personal Mobility Devices

Using skateboard hoverboards, in-line skates, and roller skates is prohibited inside the SCC. This includes all non-ADA-approved mobility devices.

### U. Unmanned Aircraft Systems, Aerial Vehicles/Drone Guidelines, etc.

#### 1. UNMANNED AIRCRAFT SYSTEMS AND MODEL AIRCRAFT

Approval is required to fly any aircraft inside or outside of SCC. Complete [Form B](#) and submit it along with a \$100 deposit (checks made payable to the Savannah Convention Center Authority) to your EC for approval.

For all purposes under these Regulations and Ordinances, the term Unmanned Aircraft System (UAS) refers to unmanned aircraft (sometimes referred to as drones) and all control stations, data links, telemetry, communications equipment, navigation equipment, and all other associated equipment without limitation necessary to operate the equipment, navigation equipment, and all other associated equipment without limitation necessary to operate the unmanned aircraft.

Federal Aviation Administration (FAA) regulations apply to all UAS regardless of size or weight. Notwithstanding any other provision of these Regulations and Ordinances, anyone operating or preparing to operate a UAS taking off from, operating within or over, and/or landing within any facility must comply with FAA requirements and all applicable laws. Any person operating or preparing to operate a UAS taking off from, operating within or over, and/or landing within any of the facilities must first (1) provide proof of FAA approval (including, as applicable, a 333 exemption, certificate of waiver or authorization, and/or a special airworthiness certificate issued by the FAA) and (2) receive written authorization from the SCC Executive Director. The Executive Director, at his/her sole discretion, may grant such request for approval, may deny such request for approval, or may condition such approval on any terms or conditions which the Executive Director deems appropriate (e.g., payment of a license fee, providing acceptable liability insurance, agreeing to an indemnification and hold harmless agreement acceptable to the Executive Director, etc.).

To operate a UAS taking off from, operating within or Operators must take reasonable precautions to avoid private areas over and/or landing within the facilities. Operators of any UAS taking off from, operating within or over, and/or landing within the facilities are prohibited from monitoring or recording areas where there is a reasonable expectation of privacy following accepted social norms. These areas include but are not limited to restrooms, hotel guestrooms, hotel hallways, etc. Such operators also are prohibited from monitoring or recording sensitive institutional or personal information, which may be found, for example, on an individual's workspace, on a computer display, or other electronic displays etc.

Model aircraft (as defined by and used in the FAA regulations) are also regulated by the FAA but are subject to different regulations than UASs. Use of model aircraft taking off from, operating within or over, and/or landing within the facilities is strictly prohibited. This prohibition applies to all model aircraft operations, whether for a business purpose or hobby/recreation.

## **v. Roof Access**

All persons requiring roof access must obtain approval in advance.

## **W. Sound Levels**

The SCC retains the right to regulate the volume of any sound, whether it be music, voice, unique, or artificial effects, to the extent that the same interferes with other lessees within the facilities or is determined to be offensive or otherwise violates the terms of the rules and regulations of the lease agreement and the building policies.

## **Y. Union and Non-Union Disputes**

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

## **Z. Vehicles**

All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors; fuel tanks shall not contain more than one-half their capacity or more than ten gals (38 L) of fuel, whichever is less.

Trucks or oversized vehicles will require a half tank or 10 gallons maximum, whichever is less. No fuel is allowed to be in the cargo tank. The cargo tank of the transport must be empty and purged of vapor before being brought into the building.

The minimum fuel for Diesel, Propane, Compressed Natural Gas (CNG), or Liquid Natural Gas (LNG) is limited to 10 gallons. These vehicles are required to have a shut-off valve on the storage container. For hydrogen Vehicles, the fuel valve must be in the off position, but no requirements on the amount of hydrogen fuel. At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the discounted battery cable shall then be taped. Separate batteries that are used for auxiliary equipment are allowed to remain connected. Visqueen or another floor protector must be placed under the vehicle. A \$325.00 vehicle handling charge will be assessed for each vehicle needing to be placed on any upper level of the SCC. The SCC Engineering Team will guide cars to their final placement location.

## AA. Weapons

Unless a legal exception applies, the general rule is that Georgia law allows individuals to carry weapons in government buildings including the Savannah Convention Center.

# V. Exhibition and Meeting Space

## A. Cleaning Services

The SCC provides janitorial services to include public concourses & lobbies, inside meeting rooms, facility restrooms, and dining areas, as well as placement of & servicing of waste receptacles. Licensee is responsible for the cost of the following cleaning services in the exhibit halls and any area used for temporarily built displays.

- Cleaning services during open event days and move-in/move-out periods to include removal of all bulk trash, crates, pallets, packing materials, furnishings, carpet, lumber, and other debris from exhibit halls and lobbies/public concourses used for temporary built displays. This includes aisles, lounges, registration areas, exhibitor service centers, inside exhibit booths, backstage areas, temporary office/green room build-outs, etc.
- Cleaning of general sessions and temporary built-out theaters on the exhibit hall floor, sporting events, and other unique events in the exhibit hall, ballrooms, or auditoriums. Contact your Event Manager/Coordinator for additional information and a cost estimate for SCC to provide this service.
- Cleaning loading dock areas, including service halls, loading dock bays, 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.

## B. Set-up Services

The SCC provides standard room sets for meeting rooms, auditoriums, and ballrooms within the limits of available equipment inventory. Additional equipment needs above available facility inventory must be outsourced; contact your Event Manager for more details. The initial set for these spaces is complimentary if final event specifications are submitted a minimum 30 days from the first licensed date. Layouts generally are considered final 21 days before the license period begins. Room turnovers fee for that room.

Equipment and labor, including chairs, tables, and staging, required for exhibit hall or outdoor functions (general sessions, banquets/receptions, sporting events, consumer events, trade shows, etc.)

Production schedules for ballroom and exhibit hall functions required a minimum of 30 days from the beginning of the license period. Additional labor fees may be assessed if sufficient time is not provided for setting equipment or the production company needs to catch up, shifting the start time for SCC Set-up operation.

Apart from tables/chairs required for food service, equipment required in lobbies/public concourses for use at temporary buildouts such as registration, offices, storage rooms, shuttle/information kiosks, exhibitor service centers, etc., shall be provided by the Customer.

The Customer shall provide equipment outside facility inventory. This includes, but is not limited to, easels, sign holders, flip charts, pipe & drape, dance floor, retractable barriers for crowd control/queuing, turnstiles, floor length mirrors, depository safes, pianos, and cork/white/chalkboards.

Portable risers within inventory are available for complimentary meeting room functions for up to four units in a room. The SCC can provide up to 24 units for a single stage in the exhibit hall. Stages used outside of meeting rooms transport/set are charged at Risers' rates of 6'x8' and heights of 16", 24", and 32", including stage steps and skirting.

## C. Booth Setup

Individual show management will determine if exhibitors may set up their own booths, use the show's official service contractor.

## D. Shipping and Receiving of Exhibitor Material and Products

### 1. SHOW MANAGEMENT

All freight must be managed by the designated general service contractor or accepted by show management. The SCC only accepts event-related shipments 48 hours before the event. The SCC needs storage for large shipments.

Shipping can be arranged through the show decorator or through "Stow Your Bag" (form attached)

### 2. EXHIBITORS

All shipments made directly to the SCC must be sent to the attention of the Decorator and include the event name, exhibition company, and booth number. The SCC must have wheeled carts, pallet jacks, dock plates, or other equipment for moving freight or other equipment throughout the facility.

## VI. Federal and State Guidelines

### A. Americans with Disabilities Act (ADA)

Accessibility is a top priority at the Savannah Convention Center. From parking to the trade show floor, the SCC is ADA-compliant. Ramps at all entrances and restroom facilities for disabled patrons are provided throughout the facility. We offer ample designated disabled parking, several passenger drop-off areas, and convenient curb cuts for easy wheelchair access. Other services include Braille instructions on elevators.

The SCC has manual push wheelchairs available for attendees at no charge while in the building. A state-issued form of ID is required for a deposit and a valid phone number; the ID will be returned to the patron upon returning the wheelchair to the information desk.

### B. Service Animals

The SCC is ADA-compliant in respect of service animals.

### C. Georgia Department of Revenue

The [Georgia Sales Tax Form \(Rev. 04.14.16\)](#) must be completed by vendors of shows that are selling items to attendees during show hours. (See [Form G](#))

All license fees are not subject to applicable Georgia State sales tax. [www.sale-tax.com/SavannahGA](http://www.sale-tax.com/SavannahGA)

### D. Non-smoking Policy

Smoking, including e-cigarettes and vaping, is prohibited in the Savannah Convention Center. Smoking outside the building is allowed if it takes place at least 25 feet from any entrance doors to the facility.

# VII. Leasing and Insurance

## A. Insurance and Indemnity

Customer shall provide to Authority a certificate of commercial general liability insurance, written on an occurrence basis, issued by an insurance company authorized to transact business in the State of Georgia, including contractual liability coverage, naming Customer as insured and naming additional insureds “The State of Georgia (including the State Tort Claims Fund and other State established Liability Funds), the Savannah Convention Center, and their respective officers and employees.” Such insurance’s limit shall be less than \$1,000,000 per person and \$3,000,000 per occurrence. The policy shall provide that it shall not be canceled without thirty (30) days prior written notice to Authority. The certificate of such insurance shall be delivered to Authority no later than forty-five (45) days before the license period. If Customer fails to provide such a certificate or maintains the insurance in force, in addition to other remedies available to Authority, after oral or written notice to Customer, Authority may, but shall not be required to, purchase such insurance on behalf of Customer. In that event, Customer shall reimburse Authority for all costs of such insurance.

## B. License

In the process of scheduling facilities and dates, the following terms and definitions apply to scheduling:

### 1. TENTATIVE

Facilities and dates may be held temporarily pending the execution of a license agreement. Unless both parties execute a License Agreement, no rates, dates, and/ or facilities shall be considered confirmed or held.

### 2. FIRST OPTION

Facilities and dates designated first option may be reserved tentatively, but a conflicting commitment for the facilities and dates generally will not be made in favor of a second requesting party within the same scheduling priority without first offering the party holding a first option an opportunity to execute a license agreement.

### 3. SECOND OPTION

Facilities and dates may be reserved tentatively, but the tentative reservation will be contingent upon releasing a prior reservation considered the first option.

### 4. CONFIRMED

Facilities and dates are considered as confirmed with an enforceable commitment only upon execution of the facilities’ license agreement by the event organizer and the Authority specifying all details.

## C. Deposits

Deposits are required for all activities upon execution of a formal license agreement.

A deposit of the anticipated license fee amount is required upon execution of the license agreement. For events licensed several years or more in advance, special arrangements may be negotiated, at the option of the Director of Sales, for a lessor deposit upon license execution with the deposit balance due and payable twelve (12) months in advance of the event. However, events without a proven history may be required to remit up to 100% of anticipated license fees and related expenses upon execution of the license agreement.

# VIII. Official Service Contractor Rules and Regulations

## A. Badges/Contractor Photo Identification

Personnel of the SCC, the customer, and all service contractors and suppliers should always wear identification badges and enter and exit licensed areas through specified service access doors. If customers do not have identification badges, public safety may issue a form of identification.

## B. Bike and Cart Policy

No bicycles or carts are allowed on upper levels. Carts and bicycles are prohibited from blocking entrances to buildings, stairways, handicapped ramps, or main thoroughfares. Electric carts are permitted on the carpet only when reinforced Visqueen protects the carpet.

## C. Cleaning

A clean building is provided at move-in unless arrangements are made between the Official Service Contractor and the building for an early move-in. If this is done, it is the responsibility of the Official Service. The contractor is requesting to make sure the building is returned clean. This includes all stairwells, parking lots, roads, and catwalks utilized by the Official Service Contractor and show. Your cleaning personnel must be on site on the first day of move-in through the last day of move-out.

All cardboard boxes must be broken down when placed in the compactors. Cleaning companies should order open trash dumpsters for those shows with heavy cardboard trash (i.e., a furniture show) as the cardboard will fill the compactor too fast, and there will be delays due to ordering the change out of the compactor.

All wood (pallets, display materials, etc.) will be placed in designated bulk trash areas. It is your responsibility to have bulk trash removed from our property.

A cleaning contractor must maintain parking lots or other external areas used for exhibits.

Areas around all freight doors should be checked to remove pallets and miscellaneous items before show opening and during move-out.

All items must be removed from the building, including discarded booth furniture left behind by the clients. Leftover publications must be removed.

All tape and residue must be removed from the floors during move-out. Trash must be removed from behind draped areas. All residues must be removed from glass and windows internally and externally if unauthorized materials are used.

Paint spills, hydraulic leaks, medical waste, or anything of this nature should be handled immediately by the Official Service Contractor and/or cleaning contractor.

## D. Floor Plans

The general service contractor must provide the Event Manager an electronic version of the floor plan drawn to scale with all fire exits marked. Floor plans for trade shows, exhibit events, meeting programs, athletic events, and other functions in an exhibit hall are required to be approved by a Fire Marshal. The current floor plan review is \$55/hour, with charges applied to post-event billing. The planned layout may only be permitted if the plan is received by the 60-day deadline.

All floor plans should include the following:

1. Name and date of event
2. Area to be used.
3. Name of developer and date of initial draft and revisions
4. Indicated exits.
5. Total number of booths
6. Floor plans drawn to scale with scale indicated.

The following specifications are required:

1. Entrance and exit points must have a minimum of 20 feet of clear space on all sides.
2. Cross aisles must be at least 8 feet wide.
3. Perimeter aisle must be at least 10 feet wide.
4. A person should be at most 225 feet from an exit.
5. Dead-end corridors should be at most 20 feet.
6. Fire hoses, extinguishers, and standpipe cabinets must be clear of obstructions.

7. No visual or physical obstructions to fire exits are permitted.
8. Building graphics, restrooms, and concession areas must be allowed.

## E. Hazardous Work Areas

Hazardous work areas are defined as any area on the premises where exhibits, equipment, and freight are being handled (e.g., loading dock areas, exhibit halls, service corridors, and staging areas). Still, they may also include public areas in the main concourse.

Within these areas and throughout the premises, the following guidelines will be enforced:

1. No alcoholic beverages or illegal or controlled substances are permitted.
2. No horseplay, practical joking, etc., is allowed.
3. No speeding (over mph) or reckless use of vehicles is allowed.
4. No flammable liquids may be brought into or stored in the building. Only some people can refuel their vehicles in these areas. Refueling must occur at least seventy-five (75) feet outside the building or covered areas.
5. Access to fire exit doors and corridors must be maintained throughout the move-in/move-out period.
6. All utility panels, switchgear, fire hose cabinets, standpipes, fire extinguishers, and flares must always remain visible and accessible.
7. Oil spills, loose or missing floor box covers, and other apparent safety hazards should be reported immediately to SCC Public Safety.
8. Work activities in the upper-level concourse areas require additional supervision to ensure the safety of guests attending other events. Control rope, signage, and other warning devices may be required.

## F. Rigging

Our in-house AV provider is the exclusive rigging provider in our ballrooms, auditoriums, and exhibit halls for any non-tradeshow production rigging. A full move-in and move-out plan, including installation and rigging plans, should be submitted to the Event Manager sixty (60) days before the event.

An Event Manager from the SCC will liaise between clients, subcontractors, and all internal departments. Please get in touch with the Event Services department to speak with the appropriate Event Manager.

### 1. INSTALLATION

- Show-related signs, banners, directional graphics, aisle signs, etc., may be installed in exhibit halls under the direction of the show service contractor following Entertainment Technician Certification Program (ETCP) Rigging Guidelines and Requirements.
- Building signs for restrooms, concession stands, and all fire exit doors and fire exit signs shall not be covered or blocked in any manner.
- Any proposed rigging to the structure or ceilings of the exhibit hall must be submitted for review and approval.
- Installation should be provided by the official service contractor or approved rigging contractor. The rigging plan must be approved, and fees may apply.

### 2. SUBMITTAL PROCEDURE

The SCC's review of all signs, banners, and rigging is restricted to general conformity to these policies, procedures, and guidelines. Any review by the facility's structural engineering consultant is restricted to the structure's capability to accept the loading of the proposed installation.

The SCC and its structural engineering consultant assume no responsibility or liability and make no

representation regarding the structural adequacy and The integrity of the signs, banners, lighting trusses, or equipment to be rigged, including the connection devices used to attach the devices to the facility.

Limited storage facilities are available in the service corridors of the SCC ballrooms and auditoriums. Most corridors are designated fire exits and cannot be used for storage. Please get in touch with the Event Manager to identify available storage areas.

No crates, packing material, wooden boxes, or other highly combustible materials may be stored in exhibit halls, meeting rooms, or fire exit areas.

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## IX. Parking Information

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### A. Parking

The Savannah Convention Center operates one surface lot.

Contact your Event Manager for additional information.

### B. Parking Rates

SCC parking facilities' daily rate for parking is \$5.00 per day per car.

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## X. Services

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“Stow Your Bag” Savannah can handle many of your needs, including the following:

- Small Packages up to 75 lbs.
- Airport Shuttles
- Luggage Storage Service
- Scooter & Wheelchair rentals

A form is included in the Form section of the Event Planning

# XI. Safety

## A. Fire and Safety Exhibit Guidelines

All portable and temporary tents and canopies must comply with National Fire Protection Association (NFPA) code standards for grandstands, folding and telescopic seating, tents, and membrane structures. The SCC will review all installation requests to ensure they comply with facility regulations and do not interfere with other events. Written requests for each installation should be submitted to the Event Manager at least twelve (12) weeks before the event.

All requests should include:

- Location
- Size of the installation
- Height
- Anchoring details
- Utility services required
- If applicable, plans for repair of damaged floors or pavements

Tent installations will not be allowed in fire lanes or in areas reserved for SCC activities. The Event Coordinator/Manager can provide additional details.

## B. Food Preparation within Exhibits

Review [Form D](#) for food sampling information and [Form E](#) for exhibition and display cooking information. The Fire Marshal will review form E for approval at a fee of \$250/form. Submit a completed Credit Card Authorization form, [Form F](#), with the Cooking and Cooking Equipment form. Charges are applied before submitting to the Fire Marshal.

## C. Multi-level and/or Covered Exhibits

Covered or roofed areas should be furnished with suitable battery-powered smoke detectors that emit alarms audible outside the enclosed or covered area.

The exhibitor will provide a Fire Watch within the booth space. Personnel providing Fire Watch services must be supplied with a Class 2A10BC Fire Extinguisher in each enclosed area covered by the floor above. Personnel must be trained in the use of extinguishers.

Spiral stairways are only recommended for areas occupied by the public, visitors, or clientele if specifically approved.

The upper deck of multilevel exhibits more significant than 300 square feet in area shall have at least two remote means of egress.

Areas within the exhibit booth that are enclosed (i.e., walls and roof/ceiling) must be served by an emergency lighting source (i.e., battery-powered) when such areas lead to exit access from the space (e.g., stairs, aisles, corridors, ramps, and passageways leading to an exit from the booth space). Enclosed areas of the booth greater than 300 square feet shall have at least two remote means of egress.

The Fire Marshal must review exhibit booth plans for approval at a fee of \$250/booth. Submit exhibit booth plans with a licensed structural engineer's stamp of certification and a completed Credit Card Authorization Form to the Savannah Convention Center Event Manager for review a minimum of sixty. (60) days before move-in. Charges are applied before submitting to the Fire Marshal.

## D. Permits

Lasers and x-ray equipment may only be used after receiving approval from the Georgia Department of Human Resources—Radiological Division.

Contact your Event Manager for more information.

## E. Propane Tanks

The use of a small propane bottle is allowed with the following restrictions:

The bottle must have a capacity of two pounds or less.

The bottle must be of the non-refillable type.

If multiple bottles are needed, they must be separated from each other by at least 20 feet.

The exhibitor must have a portable fire extinguisher readily available in the booth.

## F. Pyrotechnics and Special Effects

Each planned use of pyrotechnics, welding equipment, open flames, smoke-emitting materials, or large amounts of combustible materials as part of an exhibit must be reviewed and approved by the Event Manager and the Fire Marshal.

## G. Firearms on Display

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

The firing pin or other component prevents the firing of the weapon. Live ammunition is prohibited. Inert or dummy ammunition may be used.

The exhibitor must contract a certified firearms expert to inspect and tag the firearms. 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, a locked display cabinet, or a contract security guard. The SCC Public Safety department must approve alternatives. The license must remove or disable all firearms on display.

## XII. Security

All events on the Savannah Convention Center campus require security coverage. Any waiver to provide appropriate security coverage must be arranged with SCC Public Safety management and approved in writing.

As more fully described in the license agreement and rate schedules, the customer is responsible for security related to the safe and secure conduct of the event. The SCC provides general security for the building's exterior and interior patrols. Additional security may be required for events in the SCC.

### A. Emergency Contingencies

Emergencies of any nature should be reported immediately to SCC Public Safety, who will coordinate any required response. Copies of each facility's Emergency Operating Procedures are available through Event Services.

### C. General Guidelines

The Savannah Convention Center Department of Public Safety patrols all building perimeters, parking decks, exterior grounds, and interior public areas.

Copies of each facility's Emergency Operating Procedures are available through the Event Manager.

Chain locks and devices that secure mandatory fire exit doors are strictly prohibited.

Personnel, customers, and all service contractors and suppliers must wear identification badges. All contractors must enter and exit licensed areas through specified service access doors. Facility and event working staff should avoid loitering in public areas, including restaurants of either facility. Restaurants and other facilities in the concourses are reserved for the event attendees and patrons.

Solicitation is prohibited.

Abusive language, threats, assault, vandalism, theft, and other conduct detrimental to the successful staging of an event are grounds for immediate removal from the premises or arrest, depending on the nature of the offense.

Meeting rooms may be converted to "high security" rooms upon request by re-keying locks and installing hardware devices. See the Special Services Manual for more information.

## E. Security Plans

### CONTRACTED SECURITY EMPLOYEES

Contracted security employees should report to and depart from SCC in uniform, as mandated by the rules and regulations of the State of Georgia (GA.COMP.R. & REGS.R.509-4-02). Recruitment and distribution of payroll must be handled off-premises.

### LAW ENFORCEMENT OFFICERS

Any sworn police officer employed by a contract security firm must notify SCC Public Safety if they are required to carry a firearm as part of their duty. This includes non-uniformed law enforcement officers working “off-duty” for contract security firms.

Upon arrival, the law enforcement coordinator must check in with SCC Public Safety, advising the officers’ names, phone numbers, and locations. Any sworn police officer working at the SCC must have legal jurisdiction on the SCC campus and have written approval from their agency.

routes, traffic lane closures request, crosswalk guards, and police coverage)

## F. Security Regulations and Standards

### 1. CONTRACTED SECURITY EMPLOYEES

Contracted security employees should report to and depart from SCC in uniform, as mandated by the rules and regulations of the State of Georgia (GA.COMP.R. & REGS.R.509-4-02). Recruitment and distribution of payroll must be handled off-premises.

### 2. LAW ENFORCEMENT OFFICERS

Any sworn police officer employed by a contract security firm must notify SCC Public Safety if they are required to carry a firearm as part of their duty. This includes non-uniformed law enforcement officers working “off-duty” for contract security firms.

Upon arrival, the law enforcement coordinator must check in with SCC Public Safety, advising the officers’ names, phone numbers, and locations. Any sworn police officer working at the SCC must have legal jurisdiction on the SCC campus and have written approval from their agency.

## G. Updates and Adjustments

The security plan will be updated as modifications are made to the plan or the site. Authorized personnel of the facility will maintain all plans in confidence. The SCC reserves the right to deny and/or modify any contract security plan that does not meet the minimal coverage requirements as determined by SCC Public Safety. Security plans must reflect security coverage during move-in and move-out, and one half-hour before, during, and following the open hours of an

## H. Food and Beverage Information

Food and beverage services are provided exclusively by the Savannah Convention Center. Therefore, the Savannah Convention Center does not allow outside food and beverages.

### **SAMPLING**

Food and beverage sampling is limited explicitly to the exhibitor's product or service line and may not exceed 1oz. of food and 2oz of beverage portions per patron. Alcoholic beverage sampling is not permitted. Exhibitor food and beverage sales are restricted to products intended and packaged for off-premises consumption. The Savannah Convention Center Catering Department must approve it before the event. All sampling must follow Chatham County Health Department regulations and may be subject to inspection. Any food and beverage products utilized as "traffic promoters" not manufactured or produced by the Exhibiting Company must be purchased through Savannah Convention Center Catering.

### **MENU SELECTIONS**

Forty-five days before your event, initial order is required to be submitted. Thirty days before your event, an estimated attendance for each service is needed; 15 business days prior, signed sales orders and contracts; 10 business days prior, your final guarantees for all services and payments will be due.

### **GUARANTEES**

Catering guarantees are due (10) business days before the event. Holidays and weekends do not count as business days. The guaranteed due date will be specified on the catering Banquet Event Orders.

### **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).

### **ADVANCED CATERING PAYMENT**

100% of estimated catering charges are due two weeks before 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 the final guarantee must be paid before the start of the event.

### **LENGTH OF SERVICE FOR MEALS**

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

A service fee of \$125.00 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 charges and State of Georgia sales tax. The service charge is not a gratuity or tip nor distributed to the catering staff. The service charge is subject to the 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 additional charges of \$5.00 per person.

Requests for china service for more than 1,350 guests may incur additional rental charges (rental pricing to be determined at the time of the event).

A standard table set is a round of 8-10 or 10-12 persons depending on the table type. 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.

## I. Landing and Display of Aircraft

Please use the following format when addressing a request for the landing and display of an aircraft for any event at the Savannah Convention Center:

“To accommodate the display of the aircraft identified (helicopter, plane, etc.) during the (show name and dates) at the Savannah Convention Center, the following conditions must be addressed:

All external tanks are siphoned until empty.

Static ground wiring is to be attached to the aircraft.

“No Smoking” signs shall be posted within 50 feet of the aircraft.

Two people will be stationed at the aircraft trained in using portable fire extinguishers.

All external and internal tanks shall be taped to create a vapor seal at each fueling point.

Type A jet fuel shall be used in lieu of type B.

Two (2) 20-pound dry chemical fire extinguishers shall be on board the aircraft.

A minimum of one person shall be placed at the booth for the fire watch detail.

The above conditions are based on:

Type A jet fuel is a kerosene-based fuel which is not as volatile as type B jet fuel.

External tanks are siphoned, and internal tanks are to be packed to capacity to minimize vapors.

24-hour fire watch detail will be stationed at the booth.

Further, regarding the landing of the helicopter in the (specify a location for landing) adjacent to the Savannah Convention Center, the following stipulation will apply:

This activity shall be in full compliance with all FAA regulations.


If you agree with the conditions and stipulations outlined, please sign the letter and return it to the Event Coordinator by (date and time before aircraft arrival).

Agent of/Company requesting

landing or display. Please note that a copy of this letter with the required signature must be received before landing and/or display of aircraft.”

## XII. Forms

### A. Guidelines for Animals in Exhibit Booths

**SAVANNAH**  
CONVENTION CENTER

**Animal Display Request**

Please complete and submit this form to your Event Manager.

Show/Event Date(s)	Event Title
Exhibitor/Booth Number	Type of Animal(s) Displayed
Animal Display Dates	Animal Display Times
Requestor Signature	Date

**Brief Description of Display. Provide additional information if needed as an additional attachment. (Ages/Sizes)**  

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**OFFICE USE ONLY**

Event Manager	Department Head
Approved or Not Approved	
Authorized Signature	Date

## B. Request to Operate Unmanned Aircraft Systems

The following form along with a \$100 deposit (checks made payable to Savannah Convention Center) should be sent to your Event Coordinator/Manager for approval.

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

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

FAA Pilot's License number (if applicable): \_\_\_\_\_

Certificate of Authorization number (if applicable): \_\_\_\_\_

Make and Model of your Unmanned Aircraft System: \_\_\_\_\_

Written Description of UAS: \_\_\_\_\_

including its color and the approximate size and weight

Where on the SCC Campus do you seek to operate the UAS? \_\_\_\_\_

On what date(s) do you seek to operate the UAS, and during what hours? \_\_\_\_\_

Who will be operating the UAS, and from what location will you operate the UAS?

UAS Number (if applicable): \_\_\_\_\_

Intended Use of UAS: \_\_\_\_\_

Is your UAS equipped with a camera? \_\_\_\_\_

Is your UAS capable of releasing any form of payload? \_\_\_\_\_

You also are required to attach a photograph of your UAS.

The Applicant listed below hereby requests authorization to operate an Unmanned Aircraft System ("UAS") as that term is defined in the Savannah Convention Center Regulations and Ordinances (Section 4.29), which UAS shall take off from, operate within or over, and/or land within the Savannah Convention Center. By signing this form I certify that all information stated herein is true and that I have read the Savannah Convention Center Regulations and Ordinances, **Section 4.29, regarding Unmanned Aircraft Systems.**

Signature

Print Name

Date

## C. Regulations for Cooking and Cooking Equipment

### Savannah Convention Center

1 International Drive / P.O. Box 248  
Savannah, Georgia 31402  
Telephone: (912) 447-4063 \* Fax: (912) 447-4722



### SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION - PUBLIC SHOW AUTHORIZATION REQUEST

*Savannah Convention Center Catering has the exclusive food and beverage distribution rights within The Savannah International Trade & Convention Center. Exposition Sponsoring organizations and their exhibitors may distribute SAMPLE food or non-alcoholic beverage products with written authorization only*

#### GENERAL CONDITIONS:

- 1) Items dispensed are limited to products manufactured or produced by the exhibiting firm.
- 2) All items distributed are limited to sample sizes:
  - a. Beverages limited to maximum of 2 oz Containers.
  - b. Food items limited to "bite size" (1 oz. or less).
- 3) Use of cooking equipment must have prior approval of The Savannah International Trade & Convention Center.  
\*\*\*Sampling Company must comply with all state and local fire and health codes.
- 4) Exhibiting Company is responsible for securing a City/County of Savannah Health Permit. Permits must be obtained in order to distribute food and beverages. The Temporary Health Permit Application may be found on the Georgia Dept. of Public Health Website at: <http://health.state.ga.us/programs/envservices/FSManual.asp> SEE DOCUMENT K-7  
For assistance with, or questions about, this application please contact the Chatham County Health Dept at (912) 356-2160.
- 5) Standard fees for storage, handling, delivery, etc. will be charged where applicable.
- 6) Food and beverage items used as traffic promoters (i.e. coffee, popcorn, bottled waters, sodas, bar services, etc...), MUST be purchased from Savannah Convention Center Catering. Please contact our catering office with questions on traffic promotion items.
- 7) The applicant named below acknowledges they have sole responsibility for use, service, and disposition of such items in compliance with all applicable laws. State law prohibits the sampling and distribution of alcoholic beverages. Accordingly, the applicant agrees to indemnify and forever hold harmless The Savannah International Trade & Convention Center, the City of Savannah and its agents from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use distribution or other dispensed food and beverage items.
- 8) At the discretion of Savannah Convention Center Catering Food & Beverage Director any product not approved for sampling will be subject to fees or commissions.

Name of Event \_\_\_\_\_ Event Date (s) \_\_\_\_\_  
Firm Name \_\_\_\_\_ Telephone \_\_\_\_\_ Booth # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
On Site Contact \_\_\_\_\_ Title \_\_\_\_\_  
Signature \_\_\_\_\_ Fax Number \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

Product (s) you wish to dispense \_\_\_\_\_  
Size of portion to be dispensed \_\_\_\_\_ Quantity Distributed \_\_\_\_\_  
Proposed method of dispensing and reason for offering samples \_\_\_\_\_

**SERVICES REQUIRED:** Please notify **Savannah Convention Center Catering** at (912) 447-4063 regarding any special services or requests related to your sample distribution. A state sales tax applies to all charges and service charge where applicable.

**NOTE:** All samples MUST receive prior approval and confirmation from the Show Manager, and The Savannah International Trade & Convention Center Catering Department. Exhibitors who do not comply will be asked to remove the items from the facility.

APPROVED \_\_\_\_\_  
Sales Manager  
**Savannah Convention Center Catering**

**PLEASE RETURN TO OUR CATERING OFFICE AT LEAST TWO WEEKS PRIOR TO THE START OF THE SHOW.  
COMPLETED FORM MAY BE FAXED TO: (912) 447-4722 OR E-MAILED TO: KHUBNER@SAVTCC.COM**

**D. Credit Card Authorization Form**



**SCC ACCOUNTING DEPARTMENT  
Charge Authorization Form**

**Mail To: Savannah Convention Center  
Accounting Department  
One International Drive  
Savannah, GA 31402**

**OR**

**Fax To: 912-447-4722**

**Date:** \_\_\_\_\_

**From:** \_\_\_\_\_

**Please charge the amount of \$ \_\_\_\_\_ for invoice(s) \_\_\_\_\_**

**To the credit card circled: AMEX VISA MC DINERS DISCOVER**

**Card Number** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**V-Code:** \_\_\_\_\_

**(3 digits on the back for Visa, MC, Diners, & Discover or four digits on the front for AMEX)**

**Cardholder's Name:** \_\_\_\_\_

**Cardholder's Billing Address:** \_\_\_\_\_

\_\_\_\_\_

**Cardholder's Signature:** \_\_\_\_\_

**This card may be used for any remaining balance.**

*SCC will add a 3% processing fee to all credit card transactions. You also have the option to pay by*

check or wire transfer at no additional charge

## E. Miscellaneous Sales Event

FD-900 Rev. (04-14-10)



Lynette T. Kiley  
Commissioner

State of Georgia  
Department of Revenue  
314 East Main Street  
Suite 150  
Cartersville, GA 30120  
(770) 387-4060

Staci Guest  
Chief Tax Officer

### MISCELLANEOUS SALES EVENT

#### INSTRUCTIONS:

- 1) Complete seller's information.
- 2) Complete event information.
- 3) Report the amount of taxable sales. If no taxable sales are made, a zero should be entered on this line.
- 4) Collect Georgia sales tax at the rate of the county in which the event is held. Report the amount of taxable sales made and sales tax collected.
- 5) Pay to the GEORGIA DEPARTMENT OF REVENUE, by check or money order, the amount of sales tax collected.  
**DO NOT SEND CASH.**
- 6) If you are registered with the STATE OF GEORGIA for SALES AND USE TAX and will include these sales on your regular return, please provide your sales tax number: \_\_\_\_\_.

1. SELLER'S NAME	
SELLER'S ADDRESS	
SELLER'S TELEPHONE NUMBER	SELLER'S E-MAIL ADDRESS
2. NAME OF EVENT (IF APPLICABLE)	
DATE OF EVENT	

COUNTY OF EVENT	TAX RATE OF COUNTY OF EVENT. Sales tax rate charts are available on the Department's website, <a href="http://www.dor.georgia.gov">www.dor.georgia.gov</a>
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3. TAXABLE SALES	4. TAX COLLECTED
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#### 5. AT THE CLOSE OF THE EVENT, THIS FORM AND ALL TAXES COLLECTED MUST BE:

☐ Returned to the Revenue Agent on duty. ☐ Mailed within 3 days to the address below.

Should you have any questions, please contact:

Georgia Department of Revenue  
314 East Main Street  
Suite 150  
Cartersville, GA 30120

\_\_\_\_\_  
Authorized Agent for State Revenue Commissioner

TELEPHONE NUMBER: (770) 387-4060

DATE: \_\_\_\_\_

**F. Package Handling**

**SAVANNAH CONVENTION CENTER  
SMALL PACKAGE HANDLING SERVICE**

EVENT:

DATE OF EVENT

COMPANY NAME

BOOTH#

**\*\*\*ITEMS TO BE SHIPPED 75LB WEIGHT LIMIT PER BOX, NOTHING  
LARGER THAN A POP-UP DISPLAY ROLLING CRATE**

	ITEMS TO BE SHIPPED	HANDLING OPTIONS
BOXES (75lbs limit) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Fees: Receiving & Counter Pick up (includes three business days of storage) \$10.00 per carton \$15 per  
Pop up Display Booth delivery \$8.00 per item

**\*\*\*DUE TO OUR VOLUME OF PACKAGES FOR EVENTS, TIME YOUR SHIPMENT TO ARRIVE NO  
EARLIER THAN 3 BUSINESS DAYS BEFORE YOUR EVENT**

**DELIVERY ADDRESS:**

**SAVANNAH CONVENTION CENTER  
ATTENTION: STOW MY BAGS RECEIVING  
ONE INTERNATIONAL DRIVE  
SAVANNAH, GA 31421**

**Event Contact (the person receiving the shipment @ the event) a text will be  
sent.**

NAME:

EMAIL:

MOBILE PHONE:

Text will be sent upon delivery of goods, along with pick-up/delivery instructions.

Complete the Form and email it to:

Orders@Stowyourbags.net





