



SAVANNAH
CONVENTION CENTER

EVENT PLANNER GUIDE

Savannah Convention Center

One International Drive Hutchinson Island

Savannah GA, 31402

Welcome

Savannah Convention Center

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

With over 330,000 square feet of exhibit space, 14 meeting rooms, 1 auditorium, 1 grand ballroom, various outdoor spaces, and plazas. Soon to be doubled in size by January 2024.

Whether you are planning a convention, trade show, exposition, entertainment showcase, sporting event, social event or special occasion, this user guide provides you with vast resources to answer most of your event-related questions.

We are excited to serve as your hosts and look forward to creating a compelling experience for your guests.

Stephen Hall

Interim 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>
SITCC			
Administration			
Interim 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
Finance			
Manager of Accounting & Human Resources	Holly Jenkins	4051	912-677-0999
Accounting Manager	Sharon Hollingshead	4053	
Sales			
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	Charlen Vesey	4032	
Event Services			
Event Services Manager	Stephanie Loudermilk	4062	912-944-8236
Event Manager	Lindsay Laettner	4065	912-313-4916
Event Manager	Susanna Seigler	4073	912.724.0379
Event Manager	Ashely Reese	4069	912.313.4916
Event Manager on Duty Cell			912-665-3456
Engineering			
Chief Engineer	Jim Taylorson	4088	404-326-7509
General Maintenance Technician	Byron Joseph-Bryant	4086	
General Maintenance Technician	R. Tyler Douberly	4086	
General Maintenance Technician	Marcus Smith	4086	
Operations/Housekeeping			
Operations Manager	Matt Jones	4071	912-650-3183
Operations Coordinator	Tina Taylorson	4072	912-656-6883
Operations Coordinator	Josh Taylorson	4039	

Public Safety		4077	912-313-6948
Public Safety Manager	Jared Whitehead	4078	912-644-9664
Public Safety Officer	Naomi DeLoach	4077	
Public Safety Officer	Porter McGee	4077	
Public Safety Officer	ElCliffon Thurman	4077	
F&B			
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	Sasha Washkow	4710	
Catering Coordinator	Patrice Simmons	4031	
Catering Coordinator	Katie Mathis	4033	
CCLD Networks			
IT Manager	Clint Jenkins	4022	404-557-3526
Encore			
Director/Event Technology	Cameron Smith	4085	912-429-8146
Water Ferry			
Water Ferry Director of Operations	John Allen	4029	912-704-9624
	Boat Captain		912-704-9622

B. Websites

1. SCC - savconventioncenter.com

C. Social Media

1. FACEBOOK - [Savannah Convention Center | Facebook](#)
2. INSTAGRAM - [Savannah Convention Center \(@savgcc\) • 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 is 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 the course of 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

Lindsay Olear
Event Manager
llaettner@savtcc.com

Susanna Seigler
Event Manager
sseigler@savtcc.com

Ashley Reese
Event Manager
lreese@savtcc.com

To learn more about the Event Services team, visit our site at 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 your 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 will need to provide the Event Manager 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. If the plan is not received by the 60-day deadline, the planned layout may be prohibited.

3. EXHIBITOR LISTING

A detailed listing of all participating exhibitors that includes the exhibiting company name, main contact's name, email address and phone number, and booth number. This listing is utilized by our Food Services and Exhibitor Services personnel to ensure all required orders for exhibitors have been received.

4. EXPECTED ATTENDANCE

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

5. RIGGING PLAN

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

6. ROOM LAYOUT

Provide initial set-up specifications for all meeting space to include the details listed below 60 days before your move in date, or a fee will apply. Refer to Section VI. [Exhibition and Meeting Space](#) for further information on Set-up and cleaning services.

- 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 final 30 days prior to license period beginning. Any changes following this date are subject to fees - contact your Event Manager for additional information. Room turnovers confirmed less than 30 days from 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 is required for all exhibit hall events, and events in the auditoriums and ballrooms as well as some large events in meeting room only space. Your selected provider will complete the Event Action Plan form to be reviewed by the SCC Department of Public Safety to ensure sufficient coverage has been met. The fee for review of the Event Action Plan when the SCC is not the security provider is \$200. If the Event Action Plan is not received by the due date, the SCC Department

of Public Safety will create the Event Action Plan and bill the master account at prevailing rates. The contract security provider awarded services for events at the SCC are required to manage the high security and non-high security rooms within the licensee's contracted space. A master key will be given to the contract security provider beginning on the first date of contracted space. Contact the Event Coordinator/Manager for a list of approved providers.

8. SERVICE CONTRACTORS

Provide a list of all contracted service providers including email and phone number at least 30 days before your event. This includes the general service contractor, security provider, first aid provider, shuttle company, audio/visual company, registration/housing company, and any other key 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 Manager to ensure there are no conflicts with other events.

10. CREDIT

Prior to the start of the event, full pre-payment balance and estimated charges are due. If a wire transfer or check has been submitted for any or all of the payment schedule, a credit card authorization is still required to be on file for remaining balance and/or any additional charges. Failure to comply with approved form of payment could result in loss of deposits/funds submitted and Authority' right to cancel your event.

B. 60 Days From First Move-in Date

1. EVENT SCHEDULES

A full detailed schedule for all licensed space that includes the activity in each room, start and end time of each function, and scheduled breaks to allow for room refreshes. Secure Room Requirements: Locks on designated meeting room doors can be re-keyed.

2. SECURE ROOM REQUIREMENTS

Locks on designated meeting room doors can be changed and keys provided to show management. Provide your Event Manager a list of meeting rooms to be changed to high secure locks and how many keys needed per room. Three keys are provided complimentary. Additional keys are based on availability and are \$25 each additional key. Non-returned keys are \$100 each.

3. MISCELLANEOUS SCHEDULES

The schedule and location for the following activities:

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

4. ROOM LAYOUTS

Final specifications for all licensed space. To ensure staff availability, layouts generally are considered final 30 days prior to license period beginning. Any changes following this date are subject to fees - contact your Event Manager for additional information. Room turnovers confirmed less than 30 days from first licensed date generally will be charged at 2x the [standard room turnover fee](#) for that room.

- Room Set Up 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 specialty equipment will be provided in an updated cost estimate.

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 Room Specifications	
Submit Security Plan	
Submit First Aid Plan	
Submit Exhibit Hall Floor Plans for Fire Marshal Approval	
Submit Rigging Plan	
Provide Updated Exhibitor Listing	
Submit Signage Plan	
Submit Shuttle Plan (schedule, routes, loading map, security)	
Provide List of all Contractors w/ Contact Information	
Provide Event Schedules (event, attendee/exhibitor registration, service center)	
Provide Room Layout Specs	
Provide Updated Exhibitor Listing	
Provide High Secure Key Requirements	
30-Days Out	
Outstanding Payments	
Final Changes for Review	

IV. Building Guidelines

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. Following review of this document, consult with your Event Coordinator/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 Coordinator/Manager a minimum of 30 days prior to 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 with facility guidelines is observed, load-in/load-out activity may be halted.

A plan of operations is due from either the customer or general service contractor 60 days prior to move-in detailing load-in, set-up, and load-out of equipment in all public areas of the facility (inclusive of lobbies, concourses, exterior facility entrances and the A/B Registration Hall). This plan should include the following information:

- Schedule of installation/dismantle activity.
- Type of protective flooring and type of adhesives to secure protective flooring (if applicable) to be installed in areas of transporting equipment as well as stationary displays/equipment.
- Location(s) of boom or scissor lift operation as well as the type of diaper under the body to catch fluid leaks and 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 forms of promotional advertisement, including exhibitors' requests for signage above booth areas. 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 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

All preliminary requests for installation of show banners, signs, and any rigging should be submitted to the Coordinator/Manager approximately six (6) months prior to the event. Final requests are to be included in the Plan of Operation required at least sixty (60) days prior to the event. The plans should include a full description of the proposed installation including proposed location of sign or banner, proposed copy, name of contractor, and dates of installation and removal. Nails, tacks, and screws may not be used to hang signs anywhere in the facility. Large complex signs and banners will also require weights, proposed rigging and anchoring methods, and other relevant information for the facility's engineering review. The SCC or rigging consultant may require the additional services of the facility's structural engineer consultant to verify adequacy of connection to the building.

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.

Sponsorship:

The Savannah Convention Center Authority is proud to present the [Advantage Program](#). This program highlights unique and traditional sponsorship opportunities, in addition to digital signage.

3. SPONSORSHIP AND ADVERTISING

Show/exhibitor advertising or sponsorship is not allowed in public areas without written permit authorization of the

SCC. The current rate for all public areas, indoors and outdoors, is fifteen percent (15%) of show management's gross fee charged. Show Management is required to submit requests to the SCC with a list of all advertising to be sold in public areas not less than 60 days prior to the first day of move-in, including a rate card, and copy of invoice.

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

4. WALL, WINDOW, AND FLOOR CLINGS

Use and locations of clings must be approved in advance by your Coordinator/Manager and are subject to sponsorship fees if used for exhibitor advertising or sponsorship.

All clings must be installed by your General Service Contractor (GSC). The GSC is responsible for any charges for repairs or damage incurred during installation or removal of clings.

Floor clings are not permitted on any terrazzo surfaces in the building.

5. PROHIBITED

Permanent facility and commercial signage is found throughout the SCC and may not be visibly blocked in any manner. This signage includes directional graphics, emergency exits, rest rooms, 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 the removal of such is strictly prohibited. Banners and signage may be attached to the facility only in locations and by methods approved by the Event 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 space.

Exhibit Hall Air Conditioning: The SCC maintains minimal comfort levels during move-in and move-out periods as part of the basic license fee. If the logistical requirements of an event should demand that temperature be maintained within a specific range and additional air conditioning is necessary, the SCC will provide such air conditioning at the rate of \$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). Submit the form linked [here](#) to your Event Coordinator/Manager at least 30-days prior to the event for review and approval.

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 30 days before move in 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 sinks, sewer lines, or drains in the facility or on the facility grounds.

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. Drapes 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 space or meeting room areas as long as they are properly 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 Coordinator/Manager at least 7 days in advance of hazing. The fog-generating fluids must be water based and stored in the original containers that were provided by the manufacturer. The facility reserves the right to limit the amount of haze produced by a show.

I. Drilling/Anchoring in Exhibit Hall

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

J. Elevators and Escalators

1. PROHIBITED

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

2. FREIGHT ELEVATOR LOCATIONS

Freight elevator for contractor use is located in Loading Dock

ESCALATORS

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

K. Exclusives

Exclusive providers at the SCC include:

1. SCC Engineering
2. Public Safety (Guards, Officers, EMTS)
3. CCLD - IT Services & Digital Signage
4. In-house Food and Beverage Department
All food and beverage and catering services. All arrangements for the serving of 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.
5. ONSITE AUDIO VISUAL - Rigging services

L. Exit Signs

Building exit signs must be always 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 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 used as a secondary power source for temporary signs.

M. Floors (Terrazzo & Carpeted Surfaces)

1. The customer, general service contractor or other service provider using the space is responsible for any damages that occur to Terrazzo or carpeted surfaces of the facility that occur during load-in/load-out or during event operation. Please coordinate pre- and post-event inspections with your Event Coordinator/Manager.
2. A layer of approved protective flooring on all Terrazzo and carpeted surfaces in which equipment, freight, furnishings and other items will be transported as well as all areas for stationary displays, furnishings, signage, event carpet or other items is required.
 - a. Masonite, contractor carpet with 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 event carpet is to be installed over facility carpet or Terrazzo both 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 application directly to 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, Polyflex 136 single coated polyethylene tape.
 - f. The following tape types are permitted on carpeted surfaces: BRON BT279, BRON BT698, and HBM Supply 1464.
3. Electric aerial lifts including boom and scissor lifts are allowed on Terrazzo and carpeted surfaces of the building if the tires are wrapped with an approved wrap from Tire Socks, Inc. and a diaper is placed under the body of the lift to catch any leaks. Tire socks must be installed no more than 5' from the Terrazzo or carpeted floors to reduce likelihood of picking up debris prior to rolling onto the Terrazzo or carpet surface.

All lifts must be inspected prior to each use to ensure there is no debris on the tire sock or items stuck in the tire that may damage the floors. An inspection tag must be included on the lift that includes the date, time, inspector name, and 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.
 4. Powered pallet jacks or fork lifts 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.
 5. Dollies, rolling cases, or other rolling stock are permitted only if they have non-marking wheels. Contractors are responsible for inspecting, cleaning and maintaining wheels to eliminate damage to the floor.
 6. Equipment is subject to Savannah Convention Center

Center Authority (SCC) Personnel inspection/ approval.

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

N. SCC Employee Access

The Event Coordinator/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 high secure and standard keys as requested. Three keys are provided complimentary. Additional keys are \$25 key. Non-returned keys are \$100/key.

P. Lobbies

Lobby areas are not leased space 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 in the event 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 the LEED Gold certified. We work closely with our hosts to improve the environmental and social impacts of their events.

R. Music Broadcast and Publications

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

We do not play or perform any music, nor do we offer referrals to anyone who does.

If the Lessee or an exhibitor wishes to use copyrighted material, it is necessary to make arrangements with the ASCAP, BMI, or SESAC for license to perform such copyrighted music or material or otherwise qualify for an exemption.

S. Paging

One complimentary wired paging microphone is provided for contracted exhibit halls. Additional fees will apply for multiple microphones or wireless microphone upgrades. Wired paging mics must be installed in meeting rooms with existing patch capability conducive to the exhibit hall being used.

Please contact your On-Site Audio-Visual sales team for more information.

T. Personal Mobility Devices

The use of skateboards, hover boards, in-line skates, and roller skates are not permitted inside the SCC. This includes all non-ADA approved mobility devices.

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

1. HELICOPTERS

See for information on helicopter use.

2. UNMANNED AIRCRAFT SYSTEMS AND MODEL AIRCRAFTS

Approval is required to fly any aircraft inside or outside of SCC Complete [Form B](#) and submit 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 of the facilities 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 General Manager. 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

over, and/or landing within the facilities, operators must take reasonable precautions to avoid areas normally considered private. Operators of any UAS taking off from, operated within or over, and/or landing within the facilities are prohibited to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include but are not limited to restrooms, hotel guestrooms, hotel hallways, etc. Such operators also are prohibited to monitor or record sensitive institutional or personal information, which may be found, for example, on an individual's workspace, on a computer display, or other electronic display, etc. Model aircraft (as that term is defined by and used in the FAA regulations) are regulated also 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 operations of model aircraft, whether for a business purpose or for 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, special, 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.

X. Transportation and Shuttles

Please forward the following traffic plan information to your Event Coordinator/Manager for approval at least sixty (60) days prior to your first move-in day:

- Name of transportation company

- Schedule of shuttle service
- Number of routes
- Any special requirements
- Number and destination of buses
- Any ADA transportation information
- On-site contact name and telephone number
- Any potential challenges
- Location of bus staging

Additional police supervision is required for all shuttle services. This police supervision is exclusive to the SCC Department of Public Safety for shuttle operation on I-Drive Bryan Square

Y. Union and Non-Union Disputes

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

Z. Vehicles

For vehicles, any gas or electrical units being brought onto the facility grounds or into the facility itself, please observe the following information:

The IFC 314.4 requires:

- Disconnecting of electrical connections. With a fire watch by approved personnel (Police, Fire, other trained staff) electrical may remain connected.
- Fuel tank at quarter tank or five gallons - whichever is less.
- Fuel caps/fuel openings closed and sealed to prevent tampering. (locked out, secured fuel cover, duct tape, on hand security, etc)
- No fueling or defueling inside the building.
- Visqueen or another floor protector must be placed under the vehicle.

For vehicles left in the building overnight, an overnight fire watch will be required. That fee amount is subject to change. It is currently \$100/hr starting when the building is clear of attendees and client. Any event requiring an overnight fire watch must inform the Center at least 60 days in advance of your event.

Trucks or other large 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 in to the building or facility grounds

The minimum amount of fuel for Diesel, Propane, Compressed Natural Gas (CNG) or Liquid Natural Gas (LNG) is limited to a quarter tank or 5 gallons, whichever is less. 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 requirement on amount of hydrogen fuel.

Battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped.

Separate batteries that are used for auxiliary equipment are allowed to remain connected.

Visqueen or other floor protector must be placed under the vehicle.

A \$325.00 vehicle handling charge will be accessed for each vehicle needing to be placed on any upper level of the SCC. The SCC Engineering Team will guide vehicles to their final placement location.

For locations other than exhibit halls, use of motorized vehicles, forklifts, gas or electric carts, bicycles, scooters, and similar equipment must be approved by the Event Coordinator/Manager and must remain on authorized walkways.

Vehicles may not be driven or operated on the exhibit hall floor during event open hours. Fueling or defueling of vehicles is prohibited.

Vehicles used for sponsorship opportunities in public areas should be communicated to your Event Coordinator/Manager as fees may apply.

AA. Weapons

As a rule, Georgia law allows properly licensed individuals to carry weapons into the Savannah Convention Center or any government building that is open for business and where ingress is not restricted or screened by security personnel.

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 temporary 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 is inclusive of 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 of 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.
- One complimentary trash haul provided per exhibit hall rented. Additional trash hauls are charged per rate listed in the [Special Services, Equipment and Labor form](#).

B. Set-up Services

The SCC provides standard room sets for meeting rooms, auditoriums, and ballrooms within limits of available equipment inventory. Additional equipment needs required above available facility inventory will need to be outsourced; contact your Event Manager for more details. The initial set for these spaces provided complimentary if final event specifications submitted a minimum of 60 days from first licensed date. Layouts generally are considered final 30 days prior to license period beginning. Changes later than deadline may be subject to additional fees.

Room set changes after the initial set may result in the Customer being assessed a [room turnover fee](#). Room turnovers confirmed less than 30 days from first licensed date will be charged at 2x the standard [room turnover fee](#) for that room.

Equipment and labor including chair, table, and staging required for exhibit hall or outdoor functions (general sessions, banquets/receptions, sporting events, consumer events, trade shows, etc.) are charged per rate listed in the [Special Services, Equipment and Labor form](#).

Production schedules for ballroom and exhibit hall functions required a minimum of 30-days from beginning of license period. Additional labor fees may be assessed if sufficient time is not provided for setting equipment or if the production company is behind schedule shifting 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.

Equipment not within facility inventory shall be provided by the Customer. This includes, but 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/chalk boards.

Portable risers within inventory are available for meeting room functions up to four units in a room complimentary. The SCC can provide up to 24 units for a single stage in the exhibit hall. Stages used outside of meeting rooms as well as labor to transport/set are charged at rates listed in the [Special Services, Equipment and Labor form](#). Risers are 6'x8' and heights of 16", 24" and 32" and include 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 receiving warehouse does not accept event- related freight or provide crate storage on site. These items can be arranged through the designated general contractor or the FedEx Business Office.

2. EXHIBITORS

All shipments made directly to the SCC must be sent to the attention of the General Contractor and include the event name, exhibition company, and booth number. The SCC does not have wheeled carts, pallet jacks, dock plates or other equipment for moving freight or other equipment throughout the facility. These items can be arranged through the designated general contractor.

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. There are 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 use by attendees at no charge while in the building. A state-issued form of ID is required for a deposit, as well as a valid phone number; the ID will be returned to the patron upon return of the wheelchair to the information desk. Wheelchairs are available on a first-come, first-served basis.

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

D. Non-smoking Policy

Smoking, including the use of e-cigarettes, is not permitted anywhere within the Savannah Convention Center. Smoking outside the building is permitted, provided that it takes place at least 25 feet from any entrance doors to the facility. Covered smoking areas have been provided for contractor use during move-in and move-out on the loading docks in designated areas.

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.” The limit of such insurance shall be not less than \$1,000,000 per person, \$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 prior to the license period. If Customer fails to provide such certificate or fails to maintain 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 maybe held temporarily pending execution of a license agreement. Until a License Agreement is executed by both parties, no rates, dates and/or facilities shall be considered confirmed or held.

2. FIRST OPTION

Facilities and dates designated first option maybe 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 release of a prior reservation that is considered 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 fees amount is required upon execution of 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 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.

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. Use of electric carts on carpet is permitted only when carpet is protected by reinforced Vis queen.

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 Contractor making the request 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.

NO cardboard is allowed in the compactors. Cleaning companies should order open trash dumpsters for those shows having heavy cardboard trash (i.e., a furniture show) as the cardboard will fill the compactor too fast and there will be delays due to the ordering of the change out of the compactor.

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

Parking lots or other external areas used for exhibits are to be cleaned and maintained by cleaning contractor.

Areas around all freight doors should be checked to make sure all pallets and miscellaneous items are removed prior to show opening and during move-out.

All items must be removed from building, including discarded booth furniture that the clients have left behind. All left over 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 both 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.

must be kept clear of obstructions.

D. Floor Plans

The general service contractor will need to 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. Current rate for floor plan review is \$55/hour with charges applied to post-event billing - this is subject to change. If the plan is not received by the 60-day deadline, the planned layout may be prohibited.

All floor plans should include:

1. Name and date of event
2. Area to be used
3. Name of developer and date of initial draft and revisions
4. Clearly 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. No person should ever be more than 225 feet from an exit.
5. Dead-end corridors should be no longer than 20 feet.
6. Fire hoses, fire extinguishers, and standpipe cabinets

7. No visual or physical obstructions to fire exits are permitted.
8. Building graphics, restrooms, and concession areas must not be blocked.

rope, signage, and other warning devices may be required.

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), but 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 5 mph) or reckless use of vehicles is allowed.
4. No flammable liquids may be brought into or stored in the building. Nor may anyone refuel their vehicle 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, switch gear, fire hose cabinets, standpipes, fire extinguishers, and fire alarms must remain visible and accessible at all times.
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 safety of guests attending other events. Control

F. Rigging

Our in-house AV provider is the exclusive rigging provider in our ballrooms, auditoriums, as well as the 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 Coordinator sixty (60) days prior to the event.

An Event Coordinator/Manager from the SCC will act as liaison between clients, subcontractors, and all internal departments. Please contact the Event Services department to speak with the appropriate Event Coordinator/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. Rigging plan must go through approval process, fees may apply.

2. SUBMITTAL PROCEDURE

The review of all signs, banners, and rigging by the SCC is restricted to general conformity to these policies, procedures, and guidelines. Any review by the facility's structural engineering consultant is restricted to the capability of the structure 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 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 contact the Event Coordinator/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.

IX. Parking Information

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. Additionally, SCC Public Safety patrols the lots and decks ensuring the safety of you and your automobile.

C. Marshalling Yard

The Savannah Convention Center has a lot for marshalling at this time.

X. 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 that 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 prior to the event.

All requests should include:

- Size of the installation
- Location
- 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 information on exhibition and display cooking. Form E will be reviewed by the Fire Marshal 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 prior to submitting to the Fire Marshal.

C. Multi-level and/or Covered Exhibits

Covered or roofed areas should be furnished with acceptable battery-powered smoke detectors that emit alarms audible outside of 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 not recommended for areas occupied by the public, visitors, or clientele, unless specifically approved.

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

Areas within the exhibit booth that are totally 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.

Exhibit booth plans must be reviewed by the Fire Marshal 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 Coordinator/ Manager for review a minimum of sixty (60) days before move-in. Charges are applied prior to 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 Coordinator/Manager for more information

E. Propane Tanks

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

1. The bottle must have a capacity of two pounds or less.
2. The bottle must be of the non-refillable type.
3. If multiple bottles are needed, they must be separated from each other by at least 20 feet.
4. 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 Coordinator/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 License.

All firearms on display must be disabled by either removing

the firing pin or other component to prevent the firing of the weapon. Live ammunition is prohibited. Inert or dummy ammunition may be 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 cable lock, locked display cabinet, or by contract security guard. Alternatives must be approved by the SCC Public Safety department. Overnight security is required at prevailing rates.

XI. Security

All events on the Savannah Convention Center campus require security coverage and a security plan. Services may be provided by a private security contractor and must be approved by SCC Department of Public Safety. Smaller events, including most meeting room and banquet functions, may not require a contract security company but are encouraged to speak with the SCC Sales and Public Safety department to verify if security and medical coverage are needed. Any waiver to providing a security plan and 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 exterior and interior patrols. Contract security is mandatory for events in the SCC at the discretion of SCC Public Safety (see Contract Security Firms, Section 2).

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.

B. Facility Walkthroughs

To ensure both SCC and the security firm are aligned with the schematics of the building, SCC policies, procedures, and the footprint in which they'll be performing their duties, a facility walkthrough may be required before any contract security plans are approved.

C. General Guidelines

1. The Savannah Convention Center Department of Public Safety patrol all building perimeters, parking decks, exterior grounds, and interior public areas.
2. Copies of each facility's Emergency Operating Procedures are available through the Event Coordinator/Manager.
3. Chain locks and other devices that secure mandatory fire exit doors are strictly prohibited.
4. Personnel of the SCC, the customer, and all service contractors and suppliers must wear identification badges to include SCC ID, Exhibition Services & Contractors Association (ESCA), and exhibitor issued badges. All contractors must enter and exit licensed areas through specified service access doors.
5. 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.
6. Solicitation is prohibited.
7. 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.
8. Upon request, meeting rooms may be converted to "high security" rooms by re-keying locks and installing hardware devices. See the Special Services Manual for more information.

D. Licensing and Vetting

To promote the safe and orderly conduct of events, the SCC requires that all contract security firms (a) be licensed with the Secretary of State's office, (b) meet the conditions of the Private Investigators and Security Agencies Act, (c) have a current City of Atlanta business license, and (d) Certificate of Insurance, along with being vetted by the SCC and placed on the approved vendor list.

E. Security Plans

The security plan must be submitted to your assigned Event Manager and the Public Safety Assistant Security Manager no later than sixty (60) days before your event.

The security plan template must include the following key information:

- Event duty dates
- Times and assigned posts (including booth posts that individual exhibitors request and their post orders)
- VIP movement
- Any unique circumstances
- A traffic plan

3. WEAPONS

Security firms are prohibited from allowing or having firearms or other self-defense equipment, whether provided by the firm or owned by the security officer, while performing services at SCC,

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 he or she is required to carry a firearm as part of their duty. This includes non-uniformed law enforcement officers working “off-duty” for contract security firms.


The law enforcement coordinator must check in with SCC Public Safety upon their arrival, 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 must 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 event.

XII. Forms

A. Guidelines for Animals in Exhibit Booths



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)

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. 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 that must be addressed:

1. All external tanks are siphoned until empty.
2. Static ground wiring is to be attached to the aircraft.
3. “No Smoking” signs shall be posted within 50 feet of the aircraft.
4. There shall be two people stationed at the aircraft trained in the use of portable fire extinguishers.
5. All external and internal tanks shall be taped to create a vapor seal at each fueling point.
6. Type A jet fuel shall be used in lieu of type B.
7. There shall be two (2) 20-pound dry chemical fire extinguishers on board the aircraft.
8. A minimum of one person shall be placed at the booth for fire watch detail.

The above conditions are based on:

1. Type A jet fuel is a kerosene based fuel which is not as volatile as type B jet fuel.
2. External tanks are siphoned and internal tanks are to be full to capacity to minimize vapors.
3. 24 hour fire watch detail will be stationed at the booth.

Further, in regard to the landing of the helicopter in the (specify 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 are in agreement with the conditions and stipulations as outlined, please sign this letter where indicated and return to the Event Coordinator no later than (date and time prior to aircraft arrival). Agent of/Company requesting landing or display. Please note that a copy of this letter with required signature must be received prior to landing and/or display of aircraft.”

D. 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. Food and 2oz beverage portions per patron. Alcoholic beverage sampling is not permitted. Exhibitor sale of food and beverages is restricted to products intended and packaged for off-premises 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 utilized as "traffic promoters" that are 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 and is not 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 from SCC.

■ E. Regulations for Cooking and Cooking Equipment



F. 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 back for Visa, MC, Diners, & Discover or 4 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 3% processing fee to all credit card transactions. You also have the option to pay by check or wire transfer at no additional charge.

G. Miscellaneous Sales Event

FDJEM Rev. (04/14/16)



Lynette T. Riley
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, www.dor.georgia.gov	
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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: