



Ocean Center Facility Guide

We have assembled this Event Planning Guide to help you produce your most successful event ever. All the questions and answers you may have concerning your event and the facility should be addressed in the following pages.

Feel free to contact us if you have additional questions. We look forward to serving you each step along the way.

Sales & Marketing Team

Tim Buckley, Director of Sales and Marketing

Lori Hunter, Senior Sales Manager

Patrick Blankenship, Sales Manager

Lena Hines, Sales Manager

Ashley Santoianni, Spectra Catering Sales Manager

Event Services Team

Jen Adams, Special Projects Coordinator

Lisa Browning, Event Coordinator

Dayna Ulmer, Event Coordinator



EVENT PLANNING CHECKLIST

Please use this checklist to help with the planning, coordination and implementation of your upcoming event.

12-18 MONTHS PRIOR

Lease agreement is issued by your Sales Manager

Sign and return Lease agreement with the initial deposit by Due Date

An Event Coordinator and Catering Manager are assigned to your event

Provide your Event Coordinator with a working copy of your floor plan for initial review

6-10 MONTHS PRIOR

Notify your Event Coordinator of Service Contractors hired for your event

Obtain menus and begin to coordinate F&B needs with your Catering Manager

Review your floor plan with the Event Coordinator for any changes

Obtain the Ocean Center service order forms for exhibitor kits

Schedule a site tour with your Event Coordinator

2 MONTHS PRIOR

Provide your Event Coordinator with a draft of the schedule of events

Continue to coordinate F&B requirements

Send revised floor plans to the Ocean Center

Discuss staffing needs with your Event Coordinator

1 MONTH PRIOR

General liability insurance is due

Rental fee paid in full

Final schedule of events is due

Final version of the floor plan and/or meeting room sets are due for approval by the fire inspector

2-3 WEEKS PRIOR

Finalize internet, telecom, and power needs

Confirm catering guarantees with your Catering

Manager Schedule pre-con with your Event Coordinator

Obtain an estimate of expenses from your Event Coordinator



GENERAL INFORMATION

Sales Manager

Upon your initial communication with the Ocean Center, a Sales Manager will be assigned to your event. Your Sales Manager has the full authority to discuss available space, rental policies and contractual requirements. Your Sales Manager will be your primary contact during the contract process, if you find you need changes after the contract has been signed, let them know so an addendum can be executed.

Event Coordinator

Following the execution of your contract, an Event Coordinator will be assigned to your event. Your Event Coordinator will assist in planning the logistics of your event, and will serve as your primary liaison with the Ocean Center through the conclusion of your event. Include your Coordinator in discussions with your service contractors and any other meetings pertaining to your event.

Please forward any drafts of floor plans, meeting room sets, and agendas to your Coordinator for review and suggested changes. We recommend adding your Event Coordinator to any event related mailing in order to enable them to monitor any items related to the Ocean Center.

Spectra Food Services

Spectra Food Service is the Ocean Center's exclusive food and beverage service provider, **no outside food and beverage will be permitted without written approval from Spectra**. You will be impressed with the level of service and food presentation you will receive from Spectra; your Catering Sales Manager will guide you through the menu selection process. For large trade shows, public shows, and sporting events, Spectra can assist you with permanent and portable concessions and food court areas. For more information regarding Spectra Food Services contact them at 386.254.4552.

Novelty Sales

The Ocean Center retains the exclusive right to approve, sell and/or collect a commission for any event related novelty or merchandise item. For those events that meet the potential criteria for any exemption, a request for such an exemption of specific items must be submitted to the Event Coordinator prior to the event.

Advertising

The Ocean Center Marketing Department would be happy to assist you with your Advertising and Marketing needs. This includes print advertising, press releases, social media & special promotions. For more information contact Angela Daniels, Director of Sales, Marketing Director and Event Services.



Marquee

The Ocean Center’s marquee is located on the east side of the Ocean Center and is visible from Atlantic Ave / A1A. It is approximately 4’x10’ and is provided for Lessee events. When there are multiple events in the facility, marquee space will be allocated at the Center’s discretion. Please provide your Event Coordinator with marquee information.

Rate Schedule – Trade Shows and Conventions

<u>Space</u>	<u>Square Feet</u>	<u>Rate per day</u>	<u>Move-in/out rate</u>
Arena	42,146	\$3,000	\$1,500
Ballroom	14,000	\$1,500	\$750
Arena/Ballroom	54,050	\$4,500	\$2,250
Exhibit Hall	93,028	\$6,500	\$3,250
Exhibit Hall, Arena, Ballroom (200,000 with flexible areas)	147,078	\$11,000	\$5,500

Rate Schedule – Public Spectator Events and Concerts

Arena Rate per day

\$3,000 or 12 percent of gross box office receipts, whichever is greater

All rentals are subject to applicable taxes. The rental rate does not include tax, staffing, equipment and miscellaneous charges.

Arena Clean up

1,000-3,000 attendees - \$650

3,001-6,000 attendees - \$850

6,001 or more attendees - \$1,000



Insurance Requirements

- a.) \$1,000,000, for death or bodily injury or loss sustained by one person in any one occurrence.
- b.) \$1,000,000, for death or bodily injury sustained by more than one person in any one occurrence.
- c.) \$1,000,000, for damages or loss of property in any one occurrence.
- d.) \$300,000, for business automobile insurance (minimum per occurrence).
- e.) \$100,000, for business automobile insurance (minimum per person).

Lessee agrees to provide Ocean Center with proof of insurance in the above amounts of coverage. Lessee shall name as additional insured the Ocean Center, the County of Volusia, its officers, agents and employees for coverage set forth in paragraph (a) through (c) above.

Parking Lots

The Ocean Center has two separate surface parking lots and a parking garage for you and your attendees, consisting of more than 2,000 parking spaces. Published parking rates apply.

- South Parking Lot is located off of Auditorium Boulevard
- West Parking Lot is located between Auditorium Boulevard and Earl Street
- Parking Garage is accessible from Earl Street and Ora Street and is located just north of the facility

Accessible Parking Areas

Surface parking lots and the Ocean Center Parking Garage have accessible ramps and curbs. Parking in the Ocean Center Parking Garage includes 31 handicap spaces which are spread out between five floors and are located near the elevators on both the northeast and southwest corners of the garage.

Additionally, uniformed patron services personnel are on hand 24 hours a day to assist guests with special needs. This includes services such as offering rides to those who may have forgotten where their vehicles were parked or to those who have difficulty walking.

Box Office & Ticket Sales

All tickets shall be ordered through the Ocean Center management. All tickets and monies received at all times shall remain under the control of the Ocean Center until satisfactory completion of the event and the facility settlement has been completed. Under no circumstances may any lessee draw an advance of funds from the gross receipts prior to final settlement. All tickets will be sold through the Ocean Center ticket office and authorized outlets.



Event Staffing

The Ocean Center will provide, and the lessee will be charged for, all event related staffing. All event requirements must be coordinated with, and approved by, Ocean Center management at least 14 days prior to the beginning of the term of the lease. Minimum staffing levels of specific positions will be required with certain events. All positions have a four-hour minimum.

Emergency Medical Technician

The Ocean Center will determine the number of EMT's that will be required to service your event, taking into consideration the special needs of the event and the anticipated attendance. EMT's are required for all Arena events open to the public and certain Conference Center events (i.e., concerts, dances, gun shows). EMT services will be arranged by your Event Coordinator.

Communication Services

Phone and Internet lines are available at established rates. Contact your Event Coordinator for additional information.

Services Included with Facility Rental

House lighting, ventilation, heat and air conditioning as required are provided during show hours. To conserve energy, a minimum level of comfort will be maintained during non-show hours.

The Ocean Center will provide the premises in a clean and serviceable condition. At the conclusion of the event, the lessee is responsible for returning the premises in the same condition as found at the beginning of the event.

The Ocean Center shall provide cleaning service of public areas (i.e. restrooms, lobbies, mezzanine, etc.). Specialized cleaning and bulk waste removal is the responsibility of the lessee. Interpretation of these terms is the right of Ocean Center management.

Rooms will be set up on a one-time basis. Costs for additional changes will be charged to the lessee at the prevailing rates.



RULES & REGULATIONS

The lessee will be responsible for compliance with the following rules and regulations during their event. The Ocean Center suggests this information be provided to all event participants with information with information including show brochures, programs and exhibitor packets. It is the lessee's responsibility to correct areas of noncompliance and to be responsible for damage to the premises caused by noncompliance.

Fire Regulations

Exhibitors, service contractors and all event promoters must comply with all federal, state and local fire codes which apply to places of public assembly. Special care should be taken not to block or obstruct any fire hose or fire extinguisher cabinet, fire pull boxes or entrances and exits. A floor plan with all booth areas and storage areas clearly marked must be provided to the Ocean Center thirty (30) days in advance for review by Ocean Center Management and the Daytona Beach Fire Inspector. For each floor plan submittal, the City of Daytona Beach Fire Marshall charges a \$60 review fee that will be added to your final invoice.

All floor plans should clearly show the following:

- Name and Date of Event
- Name of the Area in use
- Official Service Contractor
- Date of initial drawing and revisions
- Dimensions of all aisle widths

Concessions

All food, alcohol and nonalcoholic beverage are operated and controlled by the Ocean Center. Exhibitors must contact our exclusive food service provider, Spectra Food Services. Call Spectra Food Services at 386.254.4552 for authorization to exhibit and/or distribute sample food and beverage items. Authorization must be granted 14 days in advance of the event. **Outside food and/or beverages may not be brought into the Ocean Center by any party.**

Banners & Signs

Decorations, signs, banners, etc., may not be taped, nailed or otherwise attached to any ceiling, window or painted surface or wall of the facility. The show management and the Event Coordinator must approve the location and method of installation of special banners and signs. Painting of signs, displays and other objects is not permitted in the building.



Parking

Parking on the loading docks, except for loading and unloading, is prohibited. Violators' vehicles will be towed at the owner's expense. Parking is available at the parking garage on Earl Street, immediately north of the Ocean Center. Published parking rates apply. If you have questions about parking, call the Ocean Center Parking Garage at 386.238.3110.

Shipping

Ocean Center storage space is limited. Therefore, the facility cannot receive goods prior to move-in or store them past the contracted move-out time. Deliveries arriving prior to the authorized move-in times will be refused and required to return at the scheduled move-in time. Please ask your show management for proper drayage instructions.

Contracted Services

Only facility approved electricians, plumbers, telephone technicians and Ocean Center staff engineers may access the utility floor boxes. Exhibitors are not permitted to use water from restroom faucets or janitorial closets for exhibit purposes.

Vehicle Displays

Fire code requires that vehicles displayed inside the facility must be disabled from starting. The gas tank must also be taped shut or have a lockable gas cap, and may contain no more than a quarter-tank of fuel. All exhibit vehicle keys must be in the possession of the show manager in case of emergency.

Animals

Animals and pets are not permitted in the facility except as an approved exhibit, activity or performance requiring the use of animals. The facility manager and governmental regulating agencies require approval. Service animals are permitted.

Electrical

All electrical extension cords must be three-wire UL listed and UL approved. Two-wire electrical cords and zip cords are prohibited.

Taping requirements

The Ocean Center Management must approve taping down of carpet and/or electrical cords, prior to installation. The Ocean Center requires the use of residue resistant carpet tape (i.e. Bron #100D/F or Bron #136 clear floor tape). All tape and its residue must be removed and disposed of immediately after the show.



Flammables

The use of propane, flammable bottled gas, liquid/gel fuels and open flame is prohibited in the building. Any other type of pressurized tank, cylinder or vessel must be properly secured to prevent damage.

Helium Tanks

Helium tanks must be securely stored outside of the facility. Helium users are responsible for the safe removal of all helium-filled balloons, novelties, and vehicles from the building at the end of the event.

Facility Care

Holes may not be drilled, cored or punched in the building. Adhesive-backed (stick-on) decals and similar items (except name tags) may not be distributed in the building.

Smoking

By law, smoking is prohibited at all times in the Ocean Center. The venue is a clean-air facility, which prohibits any form of smoking, including vaping and e-cigarettes.

Equipment

Tools, equipment, carts and labor for setting up your event are not provided by the Ocean Center. It is best to bring your own equipment for move-in/move-out.

Cleaning

Booth cleaning and housekeeping are the responsibility of the general service contractor. Ocean Center staff does not perform these services.

Waste

The Ocean Center is not responsible for trash generated by the exhibitor. The show will be provided a bulk trash receptacle in the loading dock for exhibitor use. Please do not allow any waste to accumulate in front of any doors marked with an overhead exit sign.

Carpeted Areas

During move-in and move-out, carpeted areas must be protected from the movement of crates, registration counters, pallet jacks and all other rolling stock. This may be accomplished by the use of reinforced visqueen. In the case of heavy freight, the use of plywood or other similar material may be required.



Exits and Aisles

All exits & aisles must be kept clear and unobstructed. No furniture, signs, easels, chairs or displays may protrude into the aisles. Exits and exit signs must not be covered by drapes nor obscured from view by exit components.

Water Displays

To limit your liability and protect our facility we ask that all exhibits or displays with fountains, pools, spas & decorative water containers are permitted in the Arena and Exhibit Hall areas only. Watering must be controlled to prevent leakage or seepage. NO water displays of any type are permitted in the carpeted areas of the Conference Center or Meeting Rooms.

Capacities

The Ocean Center will not permit the Arena or Meeting Rooms to be occupied greater than the listed capacities.

Loading Dock

To assist you during move-in and move-out on the loading docks, Ocean Center security officers will be assigned by the Center and charged to your event. The officers will enforce parking rules and control traffic. They will retain complete control over all loading dock areas and will make every effort to maintain a safe and effective loading dock operation. Please supply your Event Coordinator with all information regarding move-in/move-out activities to facilitate the smooth operation of your event. As loading dock space is limited we ask that you please monitor your time in the loading dock area when others are waiting, and move vehicles to the main parking lot when unloading is complete.

Movable Walls

The movable walls in the Ocean Center Arena and various meeting rooms are to be put in place and removed by Ocean Center personnel only.

Doorways

Due to code constraints we are prohibited from blocking or removing any doorways or propping open any automatic closing devices or panic hardware.

Damages

To determine and limit liability, any type of damage to Ocean Center property or equipment is to be reported immediately to the Ocean Center Manager on Duty. The Lessee or his representative is asked to inspect those areas of the building to be used with a representative of the Ocean Center Management prior to move-in and immediately following move-out to determine any damages resulting from the event.



STAFFING RATES

Event Staff (Hourly Rates)

Event Supervisor	\$15.00
Dock Monitor	\$13.50
Facility Monitors	\$12.75
Main Lobby Supervisor	\$15.50
Front of House Manager	\$15.50
Ticket Seller Supervisor	\$22.50
Assistant Ticket Seller Supervisor	\$17.25
Ticket Sellers	\$13.70
Ticket Takers	\$12.75
Usher Supervisor	\$15.50
Ushers	\$12.75
Switchboard Operator	\$12.75
Police Officer	\$35.00
First Aid (per crew)	\$70.00



STAFFING RATES

Production Services (Hourly Rates)

Stagehand Supervisor	*
Stagehands	*
Riggers	*
Runners	*
Loaders	*
Equipment Operator	\$20.00
Sound Technician	\$20.00
Lighting Technician	\$20.00
Electrical Technician	\$22.50
Facility Workers	\$16.50

*Available through approved production service companies. Minimum amount of staffing will be required for the safety and comfort of our guests. All positions have a four-hour minimum.



EQUIPMENT RATES

Staging (4'x8' section)	\$ 40.00
Stage Barricade (4' section)	\$ 54.00
Riser (6'x8' section)	\$ 25.00
Basketball Floor	\$ 1,000.00
Dance Floor (3'x3' section)	\$ 4.00
Bicycle Barricade (8' section)	\$ 15.00
Rope and Stanchion (8' section)	\$ 5.00
Tables	\$ 10.00
Chairs	\$ 2.50
Easel	\$ 15.00
Pipe and Drape (per foot)	\$ 5.00
Telephone Line	\$ 100.00
Telephone Calls (Actual)	
High Speed Internet (Hard Line)	\$ 100.00
Stage Power	\$ 750.00
Follow Spot (per performance)	\$ 100.00
Fixed Spot (parcan) (per day)	\$ 50.00
Clear Com system (per day)	\$ 100.00
Microphone, wired (per day)	\$ 20.00
Microphone, wireless (per day)	\$ 70.00
Sound Mixer, 6 channel	\$ 35.00
Sound Mixer, 16 channel	\$ 150.00



EQUIPMENT RATES (continued)

Portable Sound System (per day)	\$ 125.00
Audio Line Feed (per day)	\$ 20.00
Cassette Player (per day)	\$ 20.00
CD Player (per day)	\$ 20.00
Lecturn (per day)	\$ 50.00
Table-Top Podium (per day)	\$ 20.00
Chain Motor (per day)	\$ 100.00
Truss (12'x12' – 10' section) (per day)	\$ 50.00
Forklift (5,000 lb. capacity) (per day)	\$ 300.00
Compactor	\$ 350.00
Dumpster (20 yard open top)	\$ 350.00

Internet Rates

Exhibit Hall – Password protected: \$100.00
Exhibit Hall – Not password protected (open to anyone): \$1,000.00

Arena – Password protected: \$100.00
Arena – Not password protected (open to anyone): \$1,000.00

Meeting rooms – Password protected: \$100.00
Meeting rooms – Not password protected (open to anyone):
\$250.00/level (100 level rooms and 200 level rooms)

Ballroom – Password protected: \$100.00
Ballroom – Not password protected (open to anyone): \$500.00

Hard lines: \$100.00/each
Note: There is free, public Wi-Fi available in all concourses in the building.
The access code is OC-FREE.



CONTRACTED SERVICES

Approved Utility Contractors

Edlen Electrical Exhibition Services of Orlando

11483 Rocket Boulevard
Orlando, FL 32824
407-854-9991
Fax: 407-854-9992
www.edlenelectrical.com

Power Source Services, Inc.

7512 Dr. Phillips Boulevard
Suite 50-243
Orlando, FL 32819
407-351-4158
Fax: 407-704-2454
www.powersourcesservices.com

Production Elektriks

2330 Bayswater Court
Orlando, FL 32837
407-251-0413
Fax: 407-251-8931
www.productionelektriks.com

GES Electrical

4805 Sand Lake Road
Orlando, FL 32819
407-370-6200
Fax: 407-370-6217
www.ges.com

Approved Production Service Companies

International Alliance of Theatrical Stage (Local 631)

Employees and Moving Picture Technicians,
Artists and Allied Crafts
5385 Conway Road
Suite 200
Orlando, FL 32811
407-422-2747
Fax: 407-843-9170

Ocean State Event Services, Inc.

1461 Kastner Place
Suite 101
Sanford, FL 32771
407-324-7811
Fax: 407-324-7819
www.theoceanstategroup.com

Special Event Services

413 Oak Place, Suite 21
Port Orange, FL 32127
386-760-6111
Fax: 386-760-6143
www.iameevents.com

Sunco

1996 Forest Avenue
Daytona Beach, FL 32119
386-547-7113
386-671-3464
Fax: 386-671-3596
don@suncoproductions.com

24/7 Production Event Services

P.O. Box 24387
Lakeland, FL 33802
863-660-2273

Markey's Rental/Staging

969 Alexander Avenue, Unit C
Port Orange, FL 32129
800-635-6191
Fax: 386-756-8082
www.markeys.com



Approved Decorators

Arata Expositions, Inc.

4104 L. B. McLeod Road
Orlando, FL 32801
407-422-3636
Fax: 407-839-5929
www.arataexpo.com

B.H. & L. Decorators

7601 Chancellor Drive
Orlando, FL 32809
800-995-4245
Fax: 407-851-3090
www.bhldecorators.com

Brede Exposition Services

2502 Lake Orange Drive
Orlando, FL 32837
407-851-0261
Fax: 407-859-3904
www.brede.com

Excel Decorators, Inc.

4630 S. Kirkman Road, #840
Orlando, FL 32811
800-780-5476
Fax: 800-222-4825
www.exceldecorators.com

Freeman Decorating Co.

2200 Consulate Drive
Orlando, FL 32837
407-875-1500
Fax: 407-850-9328
www.freemanco.com

Mugwump Productions

796 Sanders Road, Suite 3
Port Orange, FL 32127
386-788-1099
Cell: 904-813-0423
www.mugwumpproductions.com

Goben Convention Services

7101 Presidents Drive
Suite 300
Orlando, FL 32809
407-240-3348
Fax: 407-240-8710
www.gobencs.com

GEMS

895 Central Florida Parkway
Orlando, FL 32824
407-438-5002
Fax: 407-852-0286
www.gemsevents.com

Platinum Events

2635 Skyview Drive
Lakeland, FL 33801
863-669-1444
Fax: 863-669-9495
www.platinum.events.net

Shepard Exposition Services

603 West Landstreet Road
Orlando, FL 32824
407-888-9669
Fax: 407-888-2301
www.shepardes.com



BUSINESS CENTER SERVICES

BLACK & WHITE COPY	1- 99 PAGES	100- 500 PAGES	# OF PAGES	TOTAL AMOUNT
COPY PAPER: LETTER	\$0.25	\$0.15		
COLORED* COPY PAPER: LETTER	\$0.30	\$0.20		
COPY PAPER: LEGAL	\$0.30	\$0.20		
COLORED* COPY PAPER: LEGAL	\$0.35	\$0.25		
COPY PAPER: LEGDGER	\$0.40	\$0.30		

COLORED COPY	1-99 PAGES	100- 500 PAGES		
COPY PAPER: LETTER	\$0.40	\$0.35		
COLORED* COPY PAPER: LETTER	\$0.45	\$0.40		
COPY PAPER: LEGAL	\$0.45	\$0.40		
COLORED* COPY PAPER: LEGAL	\$0.50	\$0.45		
COPY PAPER: LEDGER	\$0.60	\$0.55		

COPIES TOTAL:

FAX

DOMESTIC	1ST PAGE	\$4.00		
	ADDITIONAL PAGES	\$2.00		

FAX TOTAL :

PARCEL SERVICES

LETTER OR PAK	\$3.50	PER ITEM		
0-34 LBS	\$5.00			
35-69 LBS	\$7.50			

PARCEL SERVICES TOTAL :

	ORDER SUB-TOTAL:
	FL STATE TAX EXEMPT:
	6.5% SALES TAX
	TOTAL DUE:
	PAYMENT TYPE:
SHOW:	DATES:



BUSINESS CENTER SUPPLY FORM

ITEM	PRICE	# OF ITEMS	TOTAL AMOUNT
#2 PENCIL	\$0.25		
BALLPOINT PEN	\$0.50		
POST-IT 3 X 3	\$1.00		
COPY PAPER: 8 1/2 X 11 - BY THE SHEET	\$0.15		
COLORED COPY PAPER: 8 1/2 X 11 - BY THE SHEET	\$0.15		
COPY PAPER: 11 X 17 - BY THE SHEET	\$0.20		
COLORED COPY PAPER: 11 X 17 - BY THE SHEET	\$0.15		
CORRECTION FLUID	\$1.00		
PAPER CLIPS: LARGE	10- \$.50 /BOX- \$1.50		
PAPER CLIPS: SMALL	10- \$.25 /BOX- \$1.00		
RUBBER BANDS	25- \$.50 /50- \$1.00		
BINDER CLIPS: LARGE	\$1.00/ EACH		
BINDER CLIPS: SMALL	\$0.50		
SHARPIE	\$2.50		
HIGHLIGHTERS	\$1.50		
FILE FOLDERS: "LETTER" MANILA	\$0.50		
FILE FOLDERS: "LEGAL" MANILA	\$0.75		
NOTE PADS: SML "JR LEGAL"	\$3.00		
NOTE PADS: LRG "LEGAL"	\$5.00		
SCOTCH TAPE	\$4.50		
CD-R	\$1.50		
USB PORT	\$20.00		
DURACELL BATTERY: "AA"	\$1.50/ EACH		
DURACELL BATTERY: "AAA"	\$1.50/ EACH		
SML CALCULATOR	5.00 EACH		
RAIN PONCHO	\$6.00		
ENVELOPE: 9 X 12	\$0.50		
ENVELOPE: 10 X 13	\$0.75		
LETTER ENVELOPES	\$0.25		
	ORDER SUB-TOTAL:		
	FL STATE TAX EXEMPT:		
	6.5% SALES TAX:		
	TOTAL DUE:		
	PAYMENT TYPE:		
SHOW:		DATES:	



Add the following documents to the end:

- Site Plan
- First Floor Diagram
- Mezzanine Diagram
- Second Floor Diagram
- Exhibitor Sample Form