



OCEAN CENTER  
— DAYTONA BEACH —



# EVENT PLANNING GUIDE

FACILITY OVERVIEW | GENERAL PLANNING | POLICIES & REGULATIONS

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## WELCOME

The Ocean Center is an extraordinary meeting, conventions and event complex in the heart of Daytona Beach, one of America's favorite beach destinations, and just steps from the magnificent beaches and rolling surf.

We have assembled this Event Planning Guide to help you and your team with logistical planning information to produce a successful event. All the questions and answers you may have concerning your event and the facility should be addressed in the following pages.

We encourage you to communicate with your assigned Event Coordinator throughout the planning stages of your event. We look forward to serving you each step along the way.



## MEET THE TEAM

The Ocean Center staff includes professionals with great experience in meeting, convention, event planning and support. No detail is left to chance, and our goal is to make your Ocean Center event the most successful it can be.

### **SALES & MARKETING TEAM**

Tim Buckley, Director of Sales & Marketing  
Patrick Blankenship, Sales Manager  
Lena Hines, Sales Manager  
Lynn Miles, Sales Manager  
Ashley Santoianni, Oakview Group Catering Sales Manager  
Kate Sark, Marketing & Communications Manager

Upon your initial communication with the Ocean Center, a Sales Manager will be assigned to your event. Your Sales Manager has 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 SERVICES TEAM**

Jen Adams, Event Services Manager  
Dayna Ulmer, Event Coordinator  
Sandra Ruiz-Perez, Event Coordinator  
Paul Whiting, 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 to enable them to monitor any items related to the Ocean Center.

# 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

## FACILITY OVERVIEW

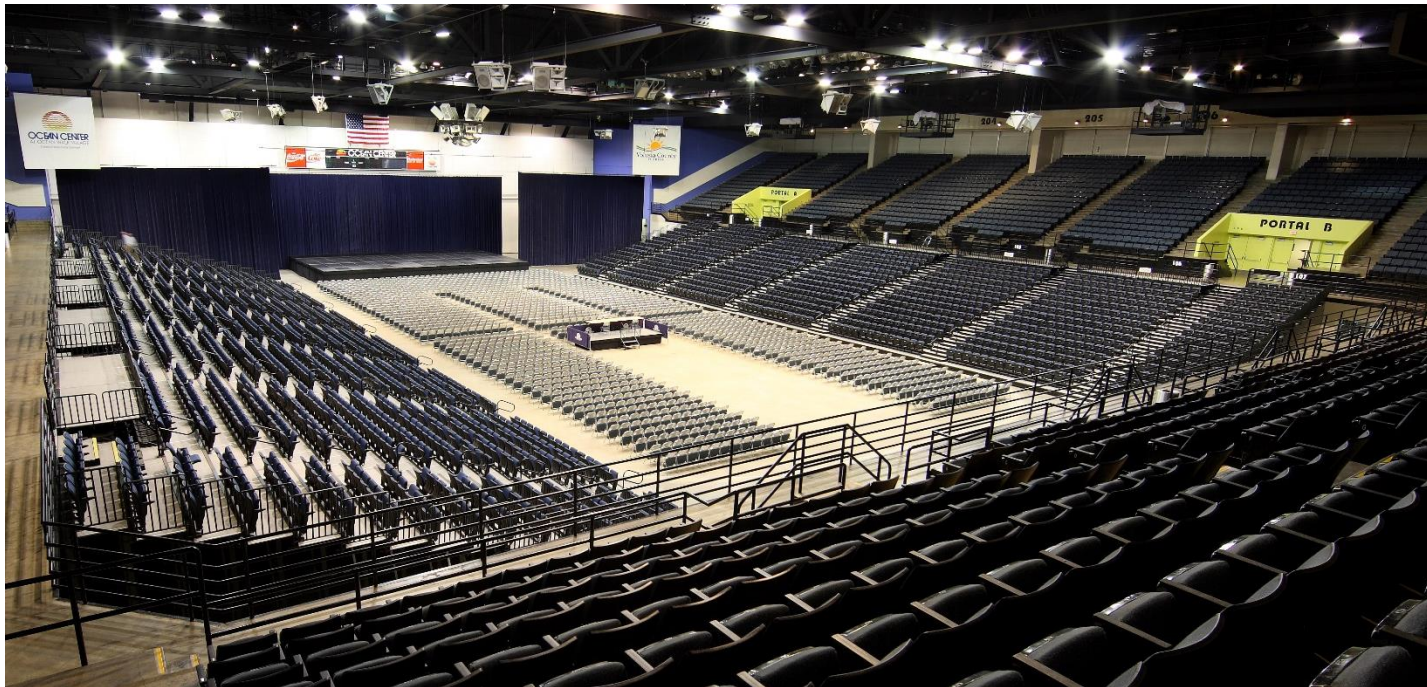
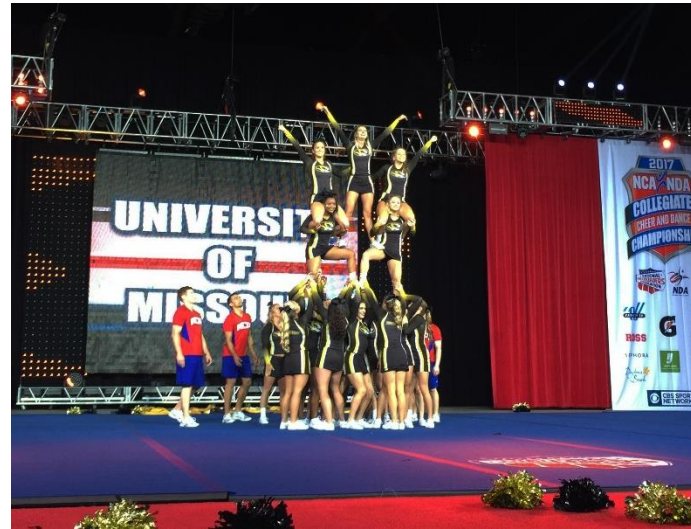
Where you meet can make all the difference. The Ocean Center is an extraordinary meeting, conventions and event complex in the heart of Daytona Beach. With more than 205,000 sq. ft. of flexible event space, the Ocean Center hosts events large and small, each with exceptional attention to detail.

The Ocean Center has one physical address. All packages and deliveries should be addressed to the below location:

Ocean Center  
101 North Atlantic Avenue  
Daytona Beach, FL 32118

### ARENA

The 42,146 sq. ft. Arena is centrally located on the first floor of the center. With first level telescopic riser seating, the Arena has the capacity to seat 7,000. Additional floor seating can be added to accommodate more attendees. 1 loading bay with dock leveler and a sliding drive-in door make load in easy for concerts, exhibitions, sporting and entertainment events.







## EXHIBIT HALL

The Exhibit Hall offers 93,028 sq. ft. of exhibit space, with floor utilities on 30 ft. centers. Additionally, there are six loading bays all with dock levelers and bay doors leading into the hall. The Exhibit Hall features a load in ramp with drive-in access to the hall. Four large roll-up doors connect the hall to the West Concourse.

## BALLROOM

With a mix of functionality and refined charm, the 11,904 sq. ft. Ballroom is carpeted and multi-purpose. The Ballroom can be divided into three separate spaces with the service corridor also opening into the Arena to accommodate larger banquets or general sessions.

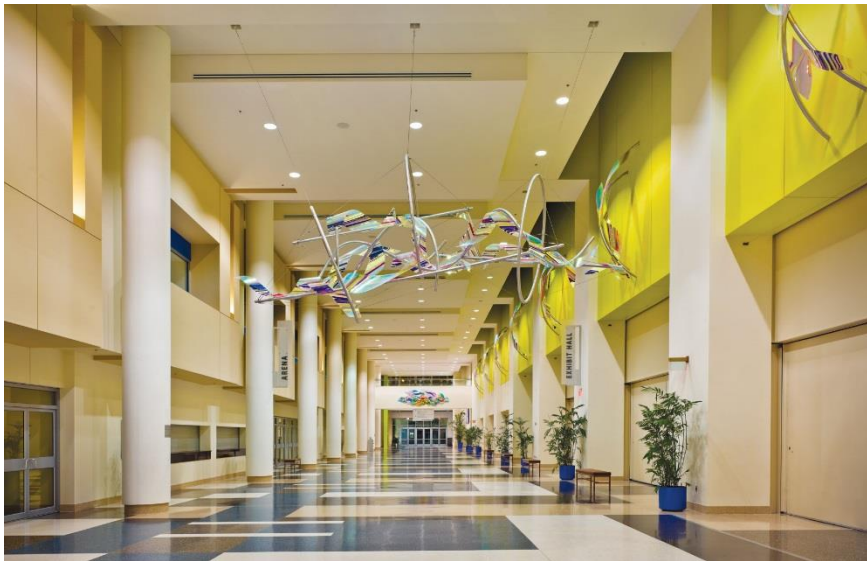






## MEETING ROOMS

The Ocean Center offers 32,000 sq. ft. of meeting space on three different levels. Each room can be divided into smaller rooms of varying size.



## PRE-FUNCTION SPACE

The **West Concourse** is brought to life with unique tropical colors and décor throughout the 15,000 sq. ft. space. With main entrances on either end, custom artwork hangs from the 32 ft. ceilings, making it a dramatic pre-event area.

The **East Lobby** with 32 ft. ceilings, and just over 4,000 sq. ft. is perfect for receptions, registration or vendor area and is just outside of the Ballroom. It is light filled and has a very open feel with a wall of glass that faces A1A and our host Hotel.

Our **“Diving Board”** is located on our second level and has beautiful views of the Boardwalk and the Atlantic Ocean. With nearly 5,000 sq. ft. of space, this area is great for receptions or dinner with a view!

## GENERAL PLANNING INFORMATION

### **ADA ACCESSIBILITY**

The Ocean Center is in compliance with the Americans with Disabilities Act as it relates to permanent facility access accommodations such as, but not limited to, wheelchair ramps, elevator standards, door width standards, parking and restroom accessibility.

The Client is responsible for all non-permanent accessibility requirements related to the event they are producing. Contact your Event Coordinator with any special needs accommodation arrangements.

### **ADVERTISING & COMMUNICATION**

The Ocean Center will be happy to assist you with your advertising and marketing needs. This includes press releases, social media & special promotions. For more information contact Tim Buckley, Director of Sales & Marketing.

### **ATMs**

For your convenience, ATM machines are located throughout the building. If deemed necessary, your Event Coordinator can arrange for additional machines.

### **BUILDING HOURS**

Meeting and event space at the Ocean Center is contracted from 6 am – Midnight. The exact building hours will be set by your event schedule.

### **DOOR KEYS / LOCK CHANGE REQUEST**

Keys are available to access meeting rooms and leased space. All room keys must be returned at the end of your event. If room keys are requested, the Client is responsible for daily locking and unlocking of each secure room for event activities. Please submit room key requests to your Event Coordinator.

When a lock change is requested, the Engineering Department will re-key the room access system, so that the lock-changed room becomes under the complete control of the Client.

The Ocean Center will access secure rooms only in emergency situations, e.g., fire alarm or at the request of show management. A lock change fee will be applied to all doors.

## EMERGENCIES

In the event of an emergency, please notify any Ocean Center staff immediately. All incidents must be reported on an Incident Report form prior to the close of the event, to be filled out by an Event Coordinator or Supervisor. Automatic External Defibrillator (AED) devices are available throughout the building.

## FAMILY RESTROOM

There is one family (gender-neutral) restroom at the Ocean Center for your convenience. Located in the South Concourse, near the Information Desk.

## LOADING DOCK

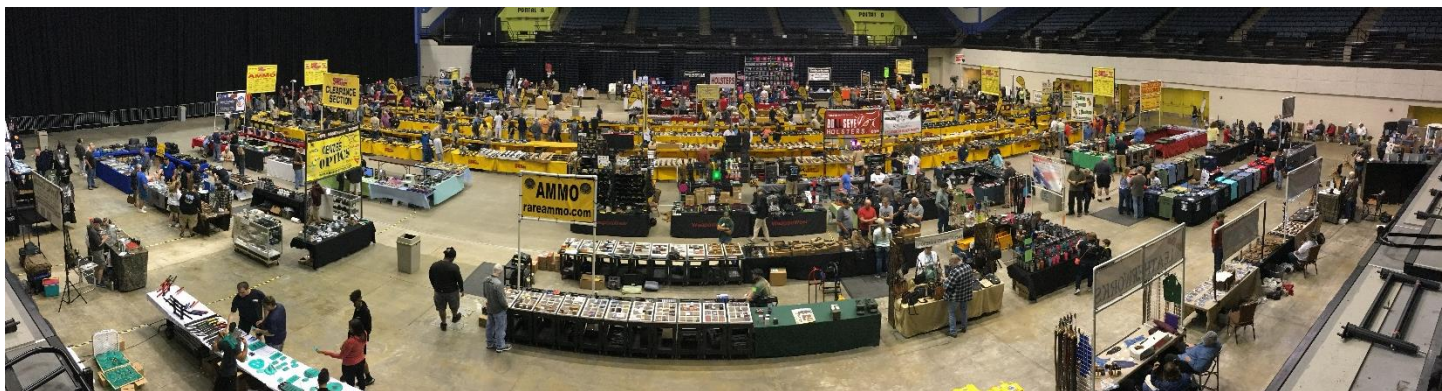
The Ocean Center has two main dock/freight access areas.

Arena Dock – Located on the Northeast side of the Ocean Center, the Arena Dock consists of access to one loading bay, a sliding door for drive in access to the Arena and 11 vehicle parking spaces.

Exhibit Hall Dock – Located on the Northwest side of the Ocean Center, the Exhibit Hall Dock consists of six loading bays, a drive up ramp for access into the Exhibit Hall and 25 vehicle parking spaces.

To assist freight and vehicles during your event, your Event Coordinator will staff a Dock Monitor. The Dock Monitor 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. Empty freight containers can be stored in the loading bays during your event. Please contact your Event Coordinator for detailed specifications regarding freight parking.

Show management and staff have access to park personal vehicles in the parking spaces included on the docks. Please provide an approved parking list to your Event Coordinator.





## **LOST AND FOUND**

All lost and found items are logged and placed in the Ocean Center Security Office. Unclaimed items are kept for a 30 day period. A designated lost and found location may be operated at Show Management's discretion.

## **MARQUEE**

The Ocean Center's marquee is located on the East side of the Ocean Center and is visible from Atlantic Avenue (A1A) and is provided for Client events. The full color display screen measures 9' tall x 13' wide (468x324). When there are multiple events in the facility, marquee space will be allocated at the Ocean Center's discretion. Please provide your Event Coordinator with marquee information.

## **NURSING ROOMS**

The Ocean Center recognizes public accommodation for all breastfeeding mothers in any authorized public location. For those requiring additional privacy, the Ocean Center has two dedicated private rooms for nursing mothers.

## **ROOM SET AND ADJUSTMENTS**

The initial room set is complimentary for all meeting rooms (theater, classroom, conference, banquet or reception style) and exhibit halls (used for general session and/or banquet style), within the limits of the Ocean Center inventory, during the term of the contract. Tables and chairs not being used by exhibitors are complimentary. If Ocean Center inventory limits are exceeded, equipment rental is the responsibility of the Client.

Changes to any approved room set two (2) days or less prior to the first move-in day will be charged at the prevailing rate.

Room changeovers during the term of the contract are subject to charges.

## **SECURITY**

The Ocean Center has security in the building during your event's set building hours. The building is secured in the evening after all groups have completed their events. Overnight security is available at the request of the Client. Prevailing rates will apply. Services such as bag inspection, additional crowd control, etc. can be contracted through your Event Coordinator.

## **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 Client 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 Client. Interpretation of these terms is the right of Ocean Center management.

## **SEVERE WEATHER**

On occasion, the Ocean Center can be subject to severe weather conditions, such as heavy thunderstorms, tropical storms and hurricanes. The Ocean Center has a detailed response plan that is available upon request, which provides extensive planning information regarding facility preparations for such conditions.

## **TELEPHONE & INTERNET**

Telephone, internet, wired and wireless communication services and equipment are provided by the Ocean Center. We have redundant carrier internet service utilizing two carriers, ATT and Spectrum. Our service is full-bandwidth, unrestricted availability throughout the building. Our Spectrum circuit is a 1 gigabit fiber connection and our ATT is approximately 200 megabits capacity. Phone and internet lines are available at established rates. Contact your Event Coordinator for additional information.

## **UTILITIES**

Electrical Service can be provided throughout the building. Electrical service and other utility services required for exhibits, vendors and special activations must be provided by one of the authorized utility contractors.

Arena – Utilities are available in the floor boxes (30 ft. centers with the exception of the ice floor). Every box has 60 amp 208 v 3 phase service and access to water. Show power is available for both upstage left and upstage right. An additional 2400 amp 120/208 v 3 phase is available via portable transformers.

Arena Dock – Power can be extended to the loading dock for production vehicles. (3) 50 amp RV connections are located on the dock.

Exhibit Hall – Utilities are available in the floor boxes (30 ft. centers). Each box has access to telecom and internet. Every other box in every other row has 100 amps 120/208 v 3 phase power. All boxes are interconnected with a 4" conduit. Water and drain connections are available at the base of all eight columns in the hall. Two electrical rooms are available on the West end of hall for additional power.

## PARKING INFORMATION

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. Both surface lots have solar powered self-pay kiosks.

Client shall not place exhibits outside the Ocean Center or in any parking areas unless prior approval has been given.

Parking for oversized vehicles should be arranged through your Event Coordinator.



### **PARKING GARAGE**

With 1,374 spaces, the parking garage is accessible from Earl Street and Ora Street and is located just North of the facility.

### **WEST PARKING LOT**

The West Parking Lot is located between Auditorium Boulevard and Earl Street, on the West side of the Exhibit Hall. It has 347 parking spaces.

### **SOUTH PARKING LOT**

Located off Auditorium Boulevard, the South Parking Lot has 329 spaces.





### **ADA ACCESSIBLE PARKING AREAS**

Surface parking lots and the Ocean Center Parking Garage have accessible ramps and curbs. Parking in the 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.

### **EXHIBITOR PARKING**

Exhibitors may purchase a parking pass for daily in/out privileges or overnight parking.

### **RV PARKING**

Recreational vehicles (RVs) may use the Ocean Center surface lots for parking purposes only. Staying or sleeping in the RV is strictly prohibited per the City of Daytona Beach Code of Ordinance 1970, Sec. 86-42.

### **OVERNIGHT PARKING**

Overnight parking on the Ocean Center premises is strictly prohibited, unless prior approval has been given or a pass has been purchased. Any truck or vehicle left in the parking lot once all event activity has concluded each day, may be towed at the owner's expense.

### **PARKING RATES**

The current parking rates during event days for surface lots and parking garage are as follows:

Daily pass, per car or per space being utilized.....	\$15.00
Overnight pass, per car or per space being utilized .....	\$30.00

### **TRAFFIC COORDINATION**

Daytona Beach Police Department can be scheduled for traffic detail by request or if deemed necessary by your Event Coordinator. Prevailing rates will apply.

## FOOD & BEVERAGE

Oakview Group is the Ocean Center's exclusive food and beverage service provider. From simple concessions to full catering, the creative chefs, professional event planners and meticulous wait staff of Oakview Group work together to enhance your event with great food and beverage service.

In addition to your food and beverage needs, Oakview Group can also accommodate any linen needs you may have.

Your Catering Sales Manager will guide you through the menu selection process. For large trade shows, public shows, and sporting events, Oakview Group can assist you with permanent and portable concessions and food court areas.

**No outside food or beverage will be permitted to be brought into the Ocean Center by any party without written approval from Oakview Group.** All food, alcohol and non-alcoholic beverages are operated and controlled by the Ocean Center.

Exhibitors must contact Oakview Group for authorization to exhibit and/or distribute sample food and beverage items. Authorization must be granted at least 14 days in advance of the event.



## POLICIES AND REGULATIONS

The Client 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 including show brochures, programs and exhibitor packets. It is the Client's responsibility to correct areas of noncompliance and to be responsible for damage to the premises caused by noncompliance.

### 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. The Ocean Center must be notified in advance of any planned animal exhibit and/or any intended public interaction with live animal displays.

Service Animals - In compliance with ADA, the Ocean Center welcomes service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go. The ADA defines a service animal as a dog that is individually trained to perform tasks or do work for the benefit of a person with a disability. In some cases, a miniature horse may also qualify as a service animal under the ADA. Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II and Title III of the ADA.

The handler is responsible for the care and supervision of his/her service animal. If a service animal behaves in an unacceptable way and the handler does not control the animal, the Ocean Center does not have to allow the animal onto its premises. Uncontrolled barking, jumping on people, or running away from the handler are examples of unacceptable behavior for a service animal. If a service animal is excluded or removed for being a disruption to others, the public accommodation must provide the individual with a disability the option of continuing access to the public accommodation without having the service animal on the premises.

### BALLOONS

Helium balloons are prohibited, unless prior approval is given by your Event Coordinator. Approved balloons must be tethered and secured or permanently affixed to authorized displays. Client is responsible for the removal and disposal of all balloons at the conclusion of the event. If helium balloons are released for any reason within the facility, labor costs associated with the removal of the balloons will be charged. Additionally, helium balloons may not be released into the outside environment from the premises of the Ocean Center.

Overnight storage of helium or compressed air cylinders in the building is prohibited. 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.



## **BANNERS AND 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.

## **BOX OFFICE AND TICKET SALES**

All tickets shall be ordered through 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 Client 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.

## **CAPACITIES**

The Ocean Center will not permit any areas of the building to be occupied greater than the listed capacities.

## **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.

## **CLEANING**

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

## **CONFETTI CANNONS**

Confetti projected through a cannon may be allowed in certain circumstances. Cannons must be floor-mounted with a maximum shooting distance of 30' and cannot spray confetti beyond 500 sq. ft. from the cannon. Confetti must be "streamer" types. Each request is reviewed and approved on a case by case basis by the Ocean Center.

Client is responsible for all cleaning, repair and damages that may result from use of a confetti cannon. A cleaning fee may be charged.

## **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.

## **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 Client 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.

## **DOORWAYS**

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

## **DRONES**

An Unmanned Aerial Vehicle/Remotely Piloted Aircraft/Drone is defined as a “powered aerial vehicle which cannot carry a human operator, uses aerodynamic forces to provide vehicle lift and can fly autonomously or be piloted remotely”.

Aircraft are not permitted to be operated inside the Ocean Center without prior approval from your Event Coordinator. Casual or recreational use of aircraft is strictly prohibited.

### Approved Flight Areas for Use

1. Inside contracted space (unoccupied) during flight.
2. Inside contracted space – Along perimeter of halls, no less than (15) feet from any person or existing facility structures.

### Restricted Flight Areas

1. Public Space including, but not limited to all public areas, concourses, lobbies, corridors, pre-function space, registration areas and food courts.
2. Any area outside the building.

The use of drones is subject to approval by both the Ocean Center and Show Management. Please contact your Event Coordinator for specific details on the approval process.



## **ELECTRICAL**

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

## **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.

## **EVENT STAFFING**

The Ocean Center will provide, and the Client 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 in specific positions will be required with certain events.

## **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 for loading/unloading purposes.

## **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.

## **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.

## **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. Your Event Coordinator will handle submitting the fire permit.



## **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. Any and all pyrotechnic displays must be submitted and approved by the Daytona Beach Fire Inspector no later than 15 days prior to the contracted start day of the event. Please contact your Event Coordinator for detailed specifications required to begin the permit process with the Fire Inspector.

## **FOG AND HAZE MACHINES**

Use of fog machines, hazers and lasers in the Ocean Center must be approved by the Daytona Beach Fire Inspector. Foggers and hazers must be nontoxic, and water based. Please contact your Event Coordinator for detailed specifications required to begin the approval process with the Fire Inspector.

Ocean Center Management reserves the right to limit the amount of haze produced by an event.

## **HEAVY EQUIPMENT**

The Ocean Center has on-site heavy equipment including forklift, scissor lift and boom lift. The forklift has 6,000 lb. capacity. The scissor lift can reach 30 ft., and the boom lift can reach 60 ft. Prevailing rates will apply for use of heavy equipment.

## **MOVABLE WALLS**

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



## **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.

## **RIGGING**

All rigging installations, signage, decorations, and other materials must be approved by the Ocean Center and hung by a certified rigger only. Your Event Coordinator can provide you with an approved rigging contractor list. The Client is responsible for all costs associated with rigging.

## **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 contracted 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.

## **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. There are designated smoking areas located outside the building, at various locations.

## **TAPING REQUIREMENTS**

The Ocean Center Management must approve the 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.

## **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.

When placing motorized vehicles inside the facility, occupancy consideration must be considered regarding exits and exit access, so that these areas remain free of any obstructions, thereby ensuring a clear path for emergency egress. Floor protection must be placed under the vehicle. Vehicles must be positioned prior to the opening of an event to the public and can only exit once the public is cleared of the event space.

## **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. No water displays of any type are permitted in the carpeted areas of the Ocean Center.

## **WASTE**

The Ocean Center is not responsible for trash generated by an 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.

## **WEAPONS**

If bag inspection, metal detectors or law enforcement is needed, services can be contracted through your Event Coordinator. No one shall be allowed to enter the premises with a loaded firearm with the exception of on duty law enforcement.





## INSURANCE REQUIREMENTS

The Client shall be required to furnish evidence of all required insurance in the form of certificates of insurance on an Acord 25 form, which shall clearly outline all hazards covered as itemized herein no later than 30 days prior to commencement of the rental period.

The Client shall not commence work or provide any service until they have obtained all the insurance required.

### REQUIRED TYPES OF INSURANCE

#### Commercial General Liability

- ✓ Each Occurrence ..... \$1,000,000
- ✓ General Aggregate ..... \$2,000,000
- ✓ Premises-Operations ..... \$1,000,000
- ✓ Products & Completed Ops ..... \$1,000,000
- ✓ Personal and Adv. Injury ..... \$1,000,000
- ✓ Damage to Premises Rented to You ..... \$250,000

#### Auto Liability

- ✓ Combined Single Limit ..... \$1,000,000  
(Any Auto)

#### Workers Compensation

- ✓ Waiver of Subrogation ..... Florida Statutory Coverage

A) Commercial General Liability Insurance. The Client shall acquire and maintain Commercial General Liability insurance, with limits of not less than the amounts shown above. Client shall not obtain an insurance policy wherein the policy limits are reduced by defense and claim expenses. Such insurance shall be issued on an occurrence basis and include coverage for the Client's operations, independent contractors, and subcontractors. Policy shall include coverage for damages caused by bodily injury, property damage, personal or advertising injury, products liability/completed operations, and damages to property rented by you. The policy shall be endorsed to 1.) Name the County as an additional insured, 2.) Provide a waiver of subrogation in favor of the County, and 3.) Be primary and non-contributory with any insurance or self-insurance maintained by or available to the County.

B) Motor Vehicle Liability. The Client shall secure and maintain during the term of the Agreement motor vehicle coverage liability coverage with a combined single limit per occurrence for bodily injury and property damage of no less than the amount shown above. Policy shall provide coverage for any owned and non-owned vehicles used by Client on Facility premises, including loading and unloading hazards. Policy shall name the County as an additional insured and include a waiver of subrogation in favor of the County. The sole exception to this requirement is when the event is a family get

together for less than 50 people hosted by an individual (not a corporate entity) using only Ocean Center contracted vendors.

C) Worker's Compensation. Workers' Compensation insurance is required for all employees of the Client, employed or hired to perform or provide work or services under the Agreement or that is in any way connected with work or services performed under the Agreement, without exclusion for any class of employee, and shall comply fully with the Florida Workers' Compensation Law (Chapter 440, Florida Statutes, Workers' Compensation Insurance) and include Employers' Liability Insurance with limits no less than the statutory. Policy shall include a waiver of subrogation in favor of the County.

#### **ADDITIONAL INSURED REQUIRED VERBIAGE**

Client agrees to provide Ocean Center with proof of insurance in the above amounts of coverage. Client shall name as additional insured the Ocean Center, the County of Volusia, its officers, agents and employees:

*The Ocean Center, the County of Volusia, its officers, agents and employees are named as additional insured.*

## 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
High Speed Internet (Wi-Fi or Hard Line) (per day) .....	\$100.00
Stage Power.....	\$750.00
Follow Spot (per performance) .....	\$100.00
Fixed Spot (par can) (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
Portable Sound System (per day) .....	\$125.00
Audio Line Feed (per day) .....	\$20.00
CD Player (per day).....	\$20.00
Lectern (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
Scissor Lift (30') (per day) .....	\$175.00
High Reach (60') (per day) .....	\$750.00
Compactor .....	\$350.00
Dumpster (20 yard open top) .....	\$350.00

### CLEAN UP FEES

1,000-3,000 attendees .....	\$650.00
3,001-6,000 attendees .....	\$850.00
6,001 or more attendees .....	\$1,000.00

\*Cleaning fees are subject to change and will be evaluated upon completion of the event. They will be determined based on the magnitude of clean up and labor needed.



# INTERNET RATES

All prices listed below are per event, per day.

## EXHIBIT HALL

Password protected .....	\$100.00
Not password protected (open to anyone) .....	\$1,000.00

## ARENA

Password protected .....	\$100.00
Not password protected (open to anyone) .....	\$1,000.00

## MEETING ROOMS

Password protected .....	\$100.00
Not password protected (open to anyone) .....	\$250.00 per level

## BALLROOM

Password protected .....	\$100.00
Not password protected (open to anyone) .....	\$500.00

Hard lines .....\$100.00/each

There is free, public Wi-Fi available in all concourses in the building.

## STAFFING RATES

### Event Staff (Hourly Rates)

Event Supervisor .....	\$19.00
Dock Monitor.....	\$18.00
Facility Monitors.....	\$17.00
Ticket Sellers.....	\$17.00
Ticket Takers .....	\$17.00
Ushers .....	\$17.00
Switchboard Operator .....	\$17.00
Overnight Security .....	\$20.00
Police Officer .....	\$45.00
Emergency Medical Technician (per crew of 2) .....	\$80.00
(+ \$20.00 per day EMT service charge)	

### Production Services (Hourly Rates)

Stagehand Supervisor .....	*
Stagehands .....	*
Riggers .....	*
Runners .....	*
Loaders .....	*
Equipment Operator .....	\$20.00
Sound Technician .....	\$50.00
Lighting Technician.....	\$50.00
Electrical Technician .....	\$50.00
Facility Workers.....	\$35.00

Minimum amount of staffing will be required for the safety and comfort of our guests.

\*Available through approved production service companies.

## CONTRACTED SERVICES

### Approved Utility Contractors

#### **Edlen Electrical Exhibition Services of Orlando**

5858 Lakehurst Drive  
Orlando, FL 32819  
407-854-9991  
Fax: 407-854-9992  
[www.edlen.com](http://www.edlen.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](http://www.powersourcesservices.com)

#### **Production Elektriks**

2330 Bayswater Court  
Orlando, FL 32837  
407-251-0413  
Fax: 407-251-8931  
[www.productionelektriks.com](http://www.productionelektriks.com)

#### **GES Electrical**

4805 Sand Lake Road  
Orlando, FL 32819  
407-370-6200  
Fax: 407-370-6217  
[www.ges.com](http://www.ges.com)



## CONTRACTED SERVICES

### Approved Production Contractors

#### **Markey's Rental & Staging**

969 Alexander Avenue, Unit C  
Port Orange, FL 32129  
386-756-4330  
Fax: 386-756-8082  
[www.markeys.com](http://www.markeys.com)

#### **Mugwump Productions**

796 Sanders Road Unit 3  
Port Orange, FL 32127  
386-788-1099  
[www.mugwumpproductions.com](http://www.mugwumpproductions.com)

#### **PSAV**

100 North Atlantic Avenue  
Daytona Beach, FL 32118  
386-947-8038  
972-261-4337  
[www.psav.com](http://www.psav.com)

#### **Special Event Services**

413 Oak Place, Suite 2A  
Port Orange, FL 32127  
386-760-6111  
Fax: 386-760-6143  
[www.iameeevents.com](http://www.iameeevents.com)

#### **Sunco Productions**

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

## CONTRACTED SERVICES

### Approved Decorators

#### **Fern**

888-621-3376

[www.fernexpo.com](http://www.fernexpo.com)

#### **Freeman Decorating Co.**

2200 Consulate Drive

Orlando, FL 32837

407-875-1500

[www.freemanco.com](http://www.freemanco.com)

#### **GEMS**

895 Central Florida Parkway

Orlando, FL 32824

407-438-5002

[www.gemsevents.com](http://www.gemsevents.com)

#### **Goben Convention Services**

7101 Presidents Drive, Suite 300

Orlando, FL 32809

407-240-3348

[www.gobencs.com](http://www.gobencs.com)

#### **PME Expo Services**

3315 Maggie Blvd., Suite 300

Orlando, FL 32811

407-730-3886

[www.my-pme.com](http://www.my-pme.com)

#### **Shepard Exposition Services**

603 West Landstreet Road

Orlando, FL 32824

407-888-9669

[www.shepardes.com](http://www.shepardes.com)

#### **The Expo Group**

2502 Lake Orange Drive

Orlando, FL 32837

407-851-0261

[www.theexpogroup.com](http://www.theexpogroup.com)

