

## Technical guidelines & regulations

air cargo Americas/ transport logistic Americas / project cargo Americas

November 11-13, 2025 / Miami Beach Convention Center, Miami, USA



## Technical guidelines and regulations

**Organizer:** Messe München GmbH, Messegelände, 81829 München, Germany („**MMG**“)

**Venue:** Miami Beach Convention Center, Miami Beach, Florida, USA („**MBCC**“)

Event Names: air cargo Americas & transport logistic Americas & project cargo Americas („**trade shows**“)

**General Contractor:** EXPO Convention Contractors, Inc. („**ECC**“) 15959 NW 15 th Avenue,  
Miami, Florida 33169, USA („**ECC**“)

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## Dates of move-in and move-out for Exhibitors including Exhibitor Appointed Contractors

### Move-in / Setup:

#### Exhibitor appointed contractors (EAC) / space only booth

Sunday November 9<sup>th</sup>, 2025 7:00 am – 4:30 pm

Monday November 10<sup>th</sup>, 2025 7:00 am – 4:30 pm

Should you need additional time for move-in please get in touch with us by October 1<sup>st</sup>, 2025 the latest.  
Additional costs for supervisor & security will be assets and may occur.

On **Monday November 10<sup>th</sup>** all delivery and stand-construction vehicles must be removed from the halls and the outdoor exhibition area by 04:30 pm at the latest.

#### Exhibitors with stand package booked via the organizer

Stands will be ready for move in: Monday November 10<sup>th</sup>, 2025 09:00 am – 4:30 pm

**Tuesday, November 11<sup>th</sup>, 2025 08:00 am - 9:00 am** "last touches" like arranging brochures, setting up roll ups...

Furbishing work and decoration in the booth are possible until 4:30 pm on November 10<sup>th</sup> or between 7:00 am – 9:00 am on November 11<sup>th</sup>. **All booths must be show-ready on November 11<sup>th</sup> by 09:00 am.** An extension of the setup time is unfortunately not possible.

All crates, boxes etc. have to be cleared off the booths and out of the halls after the setup is finished. Our General Contractor is happy to assist. Please see the corresponding services in the online exhibitor portal.

### Move-out / Dismantling:

Thursday, November 13, 2025 04:00 pm – 10:00 pm

Friday, November 14, 2025 07:00 am – 04:30 pm

Should you need additional time for move-out please get in touch with us by October 1<sup>st</sup>, 2025.  
Additional cost for supervisor & security will be assets and may occur.

Should exhibits be removed or the stand dismantled before the show closes, MMG can demand that the Exhibitor pays a contractual penalty of USD 500.

## Address of venue, information about traffic, access conditions

*The designated **labor entrance** is located in the southeast corner of the building, on Washington Avenue and 18th Street. Workers arriving at this entrance must show their ESCA badge respectively will get a badge from ECC to gain entrance to the MBCC.*

*The **gate for deliveries** is South Loading Dock off of Convention Center Drive at 18<sup>th</sup> Street. Only personally- owned vehicles (POV) will be allowed to exit via the east side of the South Loading Dock. All trucks must enter and exit the South Loading Dock via the 18<sup>th</sup> Street and Convention Center Drive entrance. There is a limited off and on loading time for trucks. ECC is glad to inform you.*

### **Exhibitor hand-carry procedures**

*Guests with hand-carrying items can enter the venue carrying a package. Smaller roller type bags (for example the size of carry-on luggage approved by the FAA) are allowed to enter via the west sides of the venue. No trolleys or carts are allowed.*

When exhibitors choose to hand-carry in accordance with the foregoing, they are not permitted access to the loading dock area(s).

## General contractor

EXPO Convention Contractors, Inc. (ECC) is the Official General Contractor for the trade shows.

They are responsible for efficient operations of the show including scheduling freight at the loading docks, keeping aisles clear and delivering freight to the booths. ECC is responsible for material handling at the show (drayage), cleaning and the operation of any mechanical lifts.

All Exhibitors will get access to an online exhibitor portal for more information on exhibition services, booking possibilities and further rules and regulations. This online exhibitor portal will be provided by ECC.

## Booth packages booked via MMG

Booth packages booked with MMG will be set up by General Contractor and ready for occupation as of **09:00 am on November 10<sup>th</sup>, 2025**. Additional furniture and graphics can be ordered with the online exhibitor portal.

## Booth height, designs and planning permission

As a matter of principle, every planner/ designer of an exhibition booth is responsible for compliance with public statutory regulations, insofar as applicable to exhibition booths and compliance with MMG's show and technical guidelines and regulations as well as the Exhibitor Agreement Rules.

No planning approval from MMG is necessary given compliance if the booth and/ or advertising structures isn't higher than 10ft (resp. 3m) and there is no closing of a side wall. Any booth concepts in non-compliance with the aforementioned requirements are to be submitted for approval to MMG's General Contractor containing to-scale stand design plans (ground plan, elevations and sectional drawings) no later than **September 12<sup>th</sup>, 2025**.

Any painting, papering, and gluing, nailing may be carried out only by MMG's approved contractors.

**Multi-storey stands and special constructions (such as bridges, stairs, cantilever roofs, galleries etc.) are not allowed**

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Dimensioned drawings including floor plans and elevations on a scale of 1:100 must be submitted to General Contractor for approval no later than **September 12<sup>th</sup>, 2025**.

**The maximum construction height for one storey booth is 16ft (resp. 5m). It is mandatory that all exhibitors who have booked raw space install flooring and partition walls (height 8ft. resp. 2.50m) at the perimeter to neighboring booths. Exhibitors are responsible for ensuring their Exhibit Space has perimeter to neighboring booths, and carpet either by ordering a Shell Scheme Stand Package by MMG's selected suppliers, or by appointing their own Contractor to install a Custom-Build Stand.** All exposed parts of constructed displays must be kept white, neutral, free of installation materials and clean. Exposed back and side-walls may not display copy, logos, graphics, or any other advertising or signage (island booths are exempt). Advertising may not feature flashing or alternating lights. It is not permitted to extend the booth design over the aisles. Booth number need to be visible at the booth.

**Partition walls at the visitor aisle can be closed up to 20ft / 6m only.**

No display or exhibit shall be installed or operated in a way that interferes with access to any required exit or interferes with the visibility of any required exit or exit sign. For rigging information within the exhibition booth please get in touch with the General Contractor.

### **Rigging Services:**

Please get in touch with the General Contractor ECC for rigging services.

## **Exhibition hall regulations and technical installations**

### **Exhibition hall infrastructure:**

*The hall floor load is concrete and has a 250lbs psf weight-bearing capacity. Utility floor port load is 60,000lbs.*

*All column locations with fire extinguishers and fire hose cabinets must be noted. **There must be a 3ft (1m) clearance at every column marked with a fire hose. All fire hose cabinets, fire extinguishers, manual pull stations and any other fire protection equipment, inside exhibit/booth space, shall be visible and accessible at all times.***

*Utility floor ports are located on 30' centers and provide electricity, drainage and phone connections. Compressed air and water are conveniently located on most columns.*

*The hall space will have airwalls installed/set in place. Exhibits, equipment, crates, and/or supplies cannot lean against the airwall.*

### **Forklifts/ Tower cranes:**

Forklifts can only be ordered through General Contractor. Please see regulations for inspection, use/ operation and accident reporting which come along with the booking.

Revolving tower cranes and the like must be secured in accordance with regulations. For safety reasons, it is not permitted to attach advertising media or other loads to cranes, with the exception of non-weighted flags.

### **Technical services:**

The technical services designated such as the provision of installations to supply the stand with electricity and water can be ordered only from contractor via the exhibitor online portal.

Electrical equipment must meet applicable local and national electrical codes. Only MBCC staff and authorized service partners are authorized to move the MBCC's electrical equipment. Utility panels and mechanical equipment rooms may not be blocked under any circumstances.

*All cables running across any floor surface must be either taped down with safety hazard tape or placed within the appropriate cable covering option, to minimize tripping hazards. Uncovered, unfastened, or unsecured cables, cords, wires, air and water hose, etc, are strictly prohibited. Running any cables across doorways, under doors, under airwalls, or through mouse holes or between booths/rooms is prohibited.*

*Motorized vehicles, forklifts, gas or electric carts, etc., may not be operated in lobbies, concourses or any carpeted or terrazzo area of the MBCC.*

**Restoration of exhibition areas:**

All exhibition areas must be handed over in their original condition by the stipulated date for completion of dismantling. On principle, exhibitors must completely remove all structures such as foundations, driven-in piles, utility lines, etc. after the close of the trade fair. If the required restoration work has not been completed by the set dismantling deadline, MMG is authorized to have the work done at the expense of the exhibitor. Soiled or damaged areas will be restored at the expense of the exhibitor.

*Tape should be easily removable and leave little or no adhesive residue. Tape must not fragment on the applied surfaces. Taping on vertical or overhead surfaces is prohibited.*

All work being performed on any of the carpeted and/or terrazzo surfaces must be accomplished in such a manner that no damage occurs to said flooring. The company performing the activity is responsible for any damage caused by their activity.

All freight and equipment that is delivered into terrazzo/carpeted areas using approved methods must be suitable to place onto said flooring without causing any damage.

Decorators and users of the MBCC must make every effort to protect the doors, doorways, walls and ceiling treatments when moving items during the setup and tear-down of an event. The company performing the activity is responsible for any damage caused by their activity.

*Any property not removed from the MBCC that has not been claimed within seventy-two (72) hours following the end of dismantling will be considered abandoned. The exhibitor shall be liable for the cost incurred in the disposing of the abandoned property.*

*Should exhibitor & EAC fail to vacate and surrender the premises at the end of the dismantling period, exhibitor shall pay to MMG USD 500.00 per hour for use and occupancy for that portion of the Premises that has not been vacated and surrendered. Further, MMG may remove and store all goods and chattels at the sole expense of the exhibitor and may dispose of any such property if, after the expiration of five calendar days, the exhibitor has failed to remove the property from the possession of MMG and the MBCC. MMG shall not be liable to the exhibitor on account of so removing, storing, or disposing of any property as provided by this Section and the exhibitor shall save and hold MMG harmless from any liability from another exhibitor who is prevented from occupying their licensed portion of the Facility due to the holding over of the exhibitor.*

**Exhibitor Appointed Contractors (EAC)**

**Exhibitors who wish to employ display houses or exhibit manufacturers to erect or dismantle their booth may have supervision of labor sent in from their supplier. Workers of this type cannot physically erect the booth, unless they are members of the appropriate Union Local.**

*All personnel working at the MBCC must be badged with an approved show credential or ESCA.*

ECC must be informed of intent to use EAC by submitting the "Exhibitor Appointed Contractor Form" found in the online exhibitor portal.

Exhibitors must notify ECC in writing before **September 1<sup>st</sup>, 2025** of their intent to use the services of contractors other than ECC.

**Wifi/ Internet**

*Network and telephone services at the MBCC are provided exclusively by Smart City.*

*Various services and connections can be ordered with Smart City. The MBCC offers state-of-the-art networking capabilities and high-speed internet access. All exhibit halls, meeting rooms, ballrooms, pre-function spaces are wired with*

*CAT6 and 10GB fiber-optic. The MBCC is designed with redundancy and throughput in mind to ensure maximum uptime and the highest data transfer rates available.*

#### **Ballons, airships, drones etc.**

*The use of balloons, airships and other flying objects, e. g. drones, is generally prohibited in the halls and outdoor area. Exceptions require the prior written permission by MMG and the MBCC and are subject to certain regulations and approval from official authority.*

*The MBCC prohibits the use of helium-filled balloons and/or blimps for displays, exhibits or giveaways. Balloon drops are prohibited.*

*Static air-filled balloons may be used for decoration. MMG and the MBCC must approve the use of all balloons. The exhibitor is responsible for all cost associated with clean up, removal, and/or damages.*

Confetti and loose glitter are not permitted. Exhibitors are responsible for cleaning cost.

#### **Fire Watch, Regulated Materials, Open Flame, Pyrotechnics and Special Effects**

##### **Fire Watch:**

*Fire Watch and Fire Watch personnel are required for the following types of exhibits and activities:*

- *Covered booths over 300 square feet (91.7 square meters) without automatic suppression*
- *All multi-level booths without automatic suppression*
- *Cooking without a flue connection*
- *Cooking appliances without automatic suppression*
- *Movement of a vehicle during a show or event*
- *Battery terminals connected to a vehicle during a show or event*
- *Open flames*
- *Pyrotechnic or flame effect displays*
- *Tents in accordance with OCFR Standard #6000*
- *Liquid Petroleum: usage of nominal five (5) pound (2.27 kilogram) containers*
- *Disabling of any fire and/or smoke detection sensor for any event related requirement (i.e. AV, Rigging, Haze, etc.)*

**The exhibitor is required to order Fire Watch personnel through the MBCC event services team no less than two weeks before the show move-in date.**

##### **Flame Resistance**

- *All woodwork, stage scenery, furnishings, decorations and sets used in an exhibit or on a working permanent or temporary stage shall be coated or treated by approved methods to render them fire-retardant.*
- *All fabrics, films, draperies, curtains and similar furnishings must be flame resistant, as demonstrated by testing, in accordance with NFPA 701 Standard Methods of Fire Tests for flame Propagation of Textiles and Films.*
- *Acoustical and decorative material, including, but not limited to, cotton, foamed plastic, hay, paper, wood chips, split bamboo and thatch, must be treated with a flame retardant.*
- *Documentation of fire retardants must be available for review upon request.*
- *Additional fire-retardant treatments shall be applied, in accordance with the appropriate product direction.*
- *The use of Styrofoam products for set construction is not permitted.*

##### **Gas Information:**

*The exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the MBCC, would or might be dangerous to persons or property or otherwise incompatible with the MBCC structure, systems and*

*furnishings. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressurized cylinders and tanks and hazardous chemicals (including oxidizers), are prohibited inside the MBCC.*

*Gas (Compressed/Inert): Compressed inert gases may be used, provided the vessels are stored in a safe manner. The Fire Marshal and EM are to be notified about their intended use and preferred storage location. Demonstrations involving inert gases must comply with all federal and local regulations.*

*Inert Gas Cylinders: Compressed gas cylinders may not be stored on dock areas or on the Exhibit Floor during move in or move out. Compressed inert gas cylinders may be located in an exhibit space after move in is complete. Cylinders must be properly secured at all times.*

*Other Compressed Cylinders: Introduction of all other compressed liquids and gases into the building is prohibited, without prior approval from the Fire Marshal.*

**Gas (Liquid Petroleum (LP):**

*The use of Liquid Petroleum is limited on the MBCC premises. The exhibitor may use liquid petroleum, with prior approval of the Fire Marshal, if it is in non-refillable cylinders with a nominal capacity of 1 pound.*

*The use of portable, butane-fueled appliances listed for commercial use, up to a maximum of (2) 10 oz. non-refillable container, is permitted with prior approval of the Fire Marshal. The containers must be connected directly to the appliance. Manifolding of the cylinders is not permitted. The maximum number of stored butane containers is limited to twenty-four (24) per day and must be removed at the end of each day.*

*The use of nominal five (5) pound Liquid Petroleum containers, when installed at the MBCC by the Event Utilities Department, is permitted with prior approval from the Fire Marshal. A mandatory Fire Watch is required.*

*Multiple nominal five (5) pound Liquid Petroleum containers, when installed at the MBCC, must be separated by a minimum of 20 feet (6.096 meters). Storage of the Liquid Petroleum product must comply with NFPA 58 Liquefied Petroleum Gas Code. A mandatory Fire Watch is required.*

*All Liquid Petroleum must be removed from the display area at the immediate close of Show hours. Any other Liquid Petroleum product not listed above is strictly prohibited at the MBCC.*

*Gas (Storage): Gasoline, kerosene, diesel fuel, combustible gases (cylinders) or other flammable liquids may not be stored (permanently or temporarily) within the MBCC venue, or on dock areas, during an event or its move-in and move-out period.*

**Hazardous Materials / Waste:**

*The exhibitor shall not bring any exhibit, equipment or vehicle on premises that, in the judgment of the MBCC, would or might be dangerous to persons or property, or otherwise incompatible with the structure, systems and furnishings of the MBCC. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the MBCC. The exhibitors must ensure that GSC involved in the use, handling, transportation, storage, and disposal of any regulated material is knowledgeable about the related regulations and complies with them at all times. Exhibitors are responsible for regulatory compliance and the costs associated with the removal, disposal, and administration of regulated materials.*

*Costs or applicable administrative expenses incurred by the MMG for the removal of hazardous waste left in or around the MBCC will be assessed to the exhibitor.*

**Regulated Materials:**

*The exhibitor shall not bring any exhibit, equipment, vehicle or material on premises that, in the judgment of the MBCC, would or might be dangerous to persons or property or otherwise incompatible with the structure, systems and furnishings of the MBCC.*

*Many materials are regulated for their use, handling, storage, transport and disposal. Regulated material may be classified as hazardous, non-hazardous, biomedical or another classification. These materials are defined by Florida Administrative Code FAC 62-730, FAC 64E-16, FAC 62621 and the Code of Federal Regulations 40 CFR 261.*

**Open Flame, Pyrotechnics and Special Effects:**

*The use of open flame devices, including candles, is permitted on MBCC premises with prior approval from the Fire Marshal and the MBCC EM*

**Permit Overview**

*Special permits are required for event activities and exhibits that involve cooking, lasers, pyrotechnics, tents, multi-level or covered exhibits and/or potentially hazardous situations. More information will be provided upon request.*

**FIREFIGHTING AND EMERGENCY EQUIPMENT**

All fire hose cabinets, fire extinguishers, manual pull stations and any other fire protection equipment, including those inside exhibit/booth space, shall be visible and accessible at all times.

*Firefighting and emergency equipment, including fire extinguishers, strobes, fire hose cabinets and standpipes, may not be hidden, blocked or obstructed. All emergency exits, hallways and aisles leading from the MBCC must be kept clear and unobstructed. Fire lanes must be always clear and open.*

**VEHICLES ON DISPLAY**

*If you are interested in displaying a vehicle this is possible only upon approval and subject to special regulations. Please get in touch with us.*

**Trash removal**

*Bulk trash is defined as boxes, collateral brochures, crates, lumber, pallets, packing materials, signage, etc., which cannot be easily removed by a standard push broom and/or vacuum. The EAC is responsible for returning the space to its original condition at the conclusion of the term of the lease.*

*Trash will be removed by General Contractor during setup and dismantling. Additional fees may apply for disposal of large-scaled trash such as e. g. old crates or busted pallets.*

**Freight Deliveries & Materials Handling (Drayage)**

*Freight or package deliveries (including, but not limited to UPS, FedEx etc.) will not be accepted by the MBCC at any time. Carriers will not deliver to individual booths. Shipments delivered to the MBCC during the show incl. setup and dismantling must be sent to the attention of the General Contractor. Neither MMG nor MBCC are not responsible for any shipping and receiving or for any lost, stolen and/or damage deliveries.*

**ECC** is the **only Material Handling (Drayage) contractor** allowed on the show floor. They will receive all shipments whether consigned in advance to their warehouse or sent directly to the Exhibit Hall. Material Handling includes receiving of your exhibit material, delivery to your exhibit space, removal of empties, storage of empties, return of your empty cartons and crates, and delivery to dock for pickup by your outbound freight company. Detailed instructions are provided in the exhibitor online service manual by ECC.

**Please pay special attention to the deadline dates for placing your order and shipping your booth materials. The deadline date to receive Advance Warehouse freight is Friday, October 31, 2025 and Direct to Show shipments will be accepted on Sunday, November 9, 2025.**

**Safety and security/ Indemnification**

It is understood and agreed that neither MMG as organizer nor the owners nor lessors of the property which serves as the exhibition hall, nor the management of these properties, can or will be responsible for the safety of exhibits, exhibitors, or their employees against robbery, burglary, theft or damage by fire, or any other cause. MMG will provide perimeter security for the protection of property, during hours when the exhibition is closed. In all cases, the Exhibitor is



advised to insure its property against damage or loss and insure itself against public liability at its own expense. The exhibitor waives all claims of any kind against MMG or any of their directors, committee members, or employees, arising from the conduct of the exhibition and agrees that none of the parties referred to above shall be liable for any loss, damage or destruction of property belonging to the Exhibitor, its agents or its employees, nor for any personal injury that may occur to the Exhibitor, its agents or its employees, while on the premises, nor for any other loss or damage whatsoever, including, without limiting the foregoing, any loss or damage to the Exhibitor's business by reason of failure to hold the conference and/or exposition, or failure to provide space for an exhibit or the removal of an exhibit, for any action of Management and the owners and lessors of the exposition areas of the MBCC, harmless from claims by the Exhibitor's agents or employees or by any other persons arising out of any act or omission connected with the Exhibitor's participation in the conference and/or exposition, whether negligent or not.

### **Sales regulations**

Open selling or other provision of goods and services from the stand is not permissible. Exhibited articles may be delivered to purchasers only after the end of the show. It is not permitted to show the selling price openly.

### **Exhibitor badges**

For the duration of the show, each exhibitor receives a specific number of exhibitor badges for his stand: 5 exhibitor badges per 100 sf and 3 exhibitor badges for each co-exhibitor. All exhibitor badges should be ordered via MMG's service partner CircData and its Fusion platform. All badges can be picked up at the on-site registration with the order code provided. The Exhibitor Shop will be available to you online both before and during the event. The number of determined badges exhibitors are entitled to will be shown during the registration process.

### **Cameras and Filming**

Registration and attendance at or participation in the show or Messe München meetings and other activities during the show constitutes an agreement by the Exhibitor and on behalf of its employees, agents and contractors to MMG's use and distribution (both now and in the future) of the image or voice of Exhibitor, its employees, agents and contractors in photographs, videotapes, electronic reproductions, or audiotapes of such events and activities. The only videotaping or electronic recording of any exhibit or equipment in the Exhibit Facility which may take place by the Exhibitor is recording his/her own exhibit or equipment upon approval of Messe München. Any exhibitor taking photographs or videotape of another's exhibit or product must relinquish the film or digital media upon request; the film or digital media will be disposed of one year after being relinquished.

### **Sponsorship options and advertising**

No advertising activities, including the deployment of stationary and mobile advertising carriers, promotion teams or the distribution of printed media and food samplings may be conducted at the showgrounds outside the confines of the given exhibitor's booth, unless the Exhibitor has applied for and obtained authorization from MMG for such activities, which are subject to a fee. MMG is entitled to stop unauthorized advertising activities outside the confines of the rented booth, in particular to expel persons who are used as advertising carriers from the site, and to confiscate, remove or destroy unauthorized advertising media. MMG is entitled to demand a compensation in the amount of USD 5,000 for unauthorized advertising activities carried out by the exhibitor outside his stand, or by third parties commissioned by him, amounting to twice the fee MMG would have charged for granting approval. MMG's right to claim further damages remains unaffected.

For the tradeshows we are offering various options for sponsorships. Please get in touch with us.

## Keys and access card for meeting rooms

*The quantity number of access cards are regulated.*

*All access card and/or keys must be returned to MMG on the last day of the contract. Additional fees will apply for lost, stolen or damaged keys.*

## Exhibitor Functions

Show Regulations prohibit functions being scheduled during show hours. Show Regulations also prohibit product displays in suites and locations other than the Exhibitor's rented space in the Exhibit Facility. Any violation of this requirement will result in the termination of the existing Exhibitor Agreement Rules. If the Exhibitor has a function in an official show hotel, signs for that function may be placed in the public space of that hotel only. No Exhibitor signs may be placed in any other official show hotel for any other reason.

**Any entertainment and performance being scheduled during show hours at the exhibitor booths must be approved by MMG. Get in touch with us for further information.**

## Background noise, sound effects

Demonstrations of video, music, stage shows, etc. during the event (see opening hours) must be conducted in such a way that neither visitors nor other exhibitors are disturbed or adversely affected. Accordingly, loudspeakers and other acoustic amplifiers/sound systems must be focused on the exhibition stand and may not sound off on neighboring stands or aisles. The maximum sound is 70dB.

## Catering

**Catering, concessions, alcohol and exhibitor booth catering services are exclusive to Sodexo Live! on the MBCC Campus.** Arrangements for Sodexo Live! food and beverage services are required to be made through a Sodexo Live! Catering Manager listed on the official trade show website.

**All outside food & beverage is strictly prohibited within the Miami Beach Convention Center.** The exhibitor assumes full responsibility for upholding and enforcing the exclusivity clause. Any infringements, by an exhibitor may be incur fees at Sodexo Live!'s discretion on a per-item or per-function charge and invoiced inclusive of a 20% On-Site Order Fee, 24% Service Charge and 9% Tax.

*Exhibitors may distribute food and beverage samples as an approved exhibit if the exhibiting company is the legal manufacturer and/or distributor of the product. To be approved, a Sample Food & Beverage Distribution form must be completed and submitted to the catering manager. Sample sizes must be limited to three (3) ounces of beverage and two (2) ounces of food. No products may be sampled or given away outside the exhibit hall or inside any meeting room. For additional information, contact the catering manager.*

*Exhibitors who ordered catering for their booths must order booth cleaning services as well.*

## General

*Smoking and vaping are prohibited on MBCC property, and the prohibition is strictly enforced.*

*Personal transport equipment such as rollerblades, razor-scooters, skates, skateboards, and hoverboards are not permitted on MBCC Campus*

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### LOST AND FOUND

*The MBCC Public Safety Department also receives, records and stores found property. Property items of high value (i.e. jewelry, wallet/purse with currency, etc.) may be turned over to the MBPD for safekeeping at the police station. The MBCC Public Safety Department records any property turned over to the MBPD for safekeeping*

*No individual may be eligible to carry a weapon into the Miami Beach Convention Center*

### Taxes and Licenses

*Exhibitors shall be responsible for obtaining all licenses, permits, or approvals that may be required in connection with the event, including without limitation those required by ordinances, rules and/or regulations of governmental authorities, and all licenses required by any performing arts societies such as ASCAP or BMI for music or other copyrighted works to be utilized or displayed at the event; provided. The exhibitor shall defend, indemnify and hold harmless from MMG and the exhibition facility owner from any and all claims, fees, expenses, costs or damages, including reasonable attorneys' fees and court costs, suffered or incurred by such parties in connection with any breach of this paragraph.*

Exhibitors shall be responsible for obtaining any tax identification numbers and paying all taxes, license fees, or other charges that shall become due to any government authority in connection with their activity at the trade shows. ECC is glad to assist.

### Tipping

Work Rules prohibit the solicitation and/ or acceptance of tips by any employee, including all employees representing MMG, ECC and the MBCC. Should you be solicited for a tip, please report the incident to MMG as soon as possible.

### Disorderly Conduct

*MMG reserves the right at all times to refuse admission to or to cause to be removed from the Event, the Premises and/or the Center any disorderly person, including Licensee's employees, agents, contractors, exhibitors, guests and invitees, as determined by Licensor in its sole discretion, and in the event of the exercise of such authority, Licensee hereby waives any and all claims for damages against Licensor and the Owner on account thereof.*

### Alterations

Messe München GmbH reserves the right to make alterations and additions in matters affecting technical arrangements and safety.

### Union Jurisdictions

The MBCC is a Union venue with particular regulations.

*The MBCC has an exclusive agreement with the International Alliance of Theatrical Stage Employees (IATSE) Local Union 500 as the in-house labor to handle all entertainment, theatrical stage related work, and audio-visual operations. IATSE Local Union 500 labor is exclusive for rigging in the ballrooms and exhibit halls, excluding aisle signage for trade shows. Audio visual load-in, setup, event production, move-out, and load-out are required to be staffed by IATSE. All contractors providing staging or audio-visual production may provide supervision only.*

For all relevant information, please refer to the document area work rules in the online exhibitor ordering system and get in touch with ECC.

### Freight Handling

The Local Union claims jurisdiction over the operation of all mechanized material handling equipment and all unloading and reloading from the loading docks. An exhibitor may move materials from the designated ground unloading area. All loading/unloading must be done in the corresponding dock. It is not allowed to load/unload through the west lobby. Exhibitor is not allowed to use mechanized equipment to move their freight. (i.e. no forklifts, pallet jacks or etc.)

When exhibitors choose to hand-carry in accordance with the foregoing, they are not permitted access to the loading dock area(s). Exhibitors with hand-carry are able to bring that through the west lobby on Convention Center Drive. Anything further must be loaded/unloaded through the dock. Security will assist in making sure exhibitors, or anyone else, does not move in/out anywhere else besides the docks.

### Exhibit Installation and Dismantling

ECC has a contract with the Local Union which claims jurisdiction over the installation and dismantle of trade shows and exhibits. Full-time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full-time employees can provide, must be rendered by the Union. Labor can be ordered in advance by returning the Labor form, or at show site, at the service desk. **Proof of full-time employment status may be requested by the Union Steward of any personnel working on your booth.**

Get in touch with ECC for additional information and latest regulations on Union Jurisdiction. ECC will gladly assist you.