



EVENT PLANNING GUIDE

Physical Specifications

General Building Information

- 44,537 Gross square feet of space
- 19,857 Square foot Hibiscus Hall
- 1,786 Square foot Peace River Room
- 1,788 Square foot Myakka River Room
- 2,659 Square feet of pre-function space
- 18,900 Square foot Great Lawn
- 2 Group Dressing Rooms of 396 square feet each
- 2 Star Dressing Rooms of 221 square feet each
- 246 on-site parking spaces
- 2 Loading Docks and 1 ramp allowing access to Main Hall

Main Hall

- Name: Hibiscus A, B, & C
- Can be divided into 3 separate halls (see attached for dimensions & seating capacities)
- Ceiling height: ranges from 45' over stage (in Hibiscus A) to 38' in rest of hall (Hibiscus B-C)
- Flooring: portable carpet tiles over cement

Meeting rooms

- Names: Myakka River A & B, Peace River A & B
- Both can be divided into two rooms for a total of 4 break out rooms
- Ceiling height: 12'
- Flooring: Carpet

Concourse

- Can be utilized as pre-function/registration space
- Ceiling height: 23'
- Flooring: terrazzo inlaid with decorative marine design

Group Dressing/Star rooms

- Quantity: 2 of each
- Coat Racks
- Private Showers/toilets

Parking

- Capacity: 240 vehicles including handicap spaces
- Covered area for drop off/pick up

Great Lawn

- 18,900 square feet
- Standing room capacity approx. 2,000

Technical Specifications

Stage/rigging

- Stage dimensions – Maximum of 40' x 60' portable stage
- Main Hall Rigging Points are 2000 lbs on 10' centers

Lighting

- Incandescent and metal halide lights throughout the main hall
- Theatrical lighting for stage areas available upon request

Audio-visual

- House PA system
- Recessed screens in the four meeting rooms
- Additional equipment available upon request

Electrical

- Electrical boxes located at 30' centers in the floor of Hibiscus Hall
- Standard outlets available in each meeting room
- Standard outlets available on both sides of the concourse
- Show power available at stage location
- Outdoor power available at stage location on great lawn

Internet

- High-speed wireless connectivity available throughout the facility

Services

Food & Beverage/Catering

- In-house caterer
- Full service kitchen
- Café on concourse

Box office

- Computerized Ticketing Service available
- Number of windows: 2

Equipment

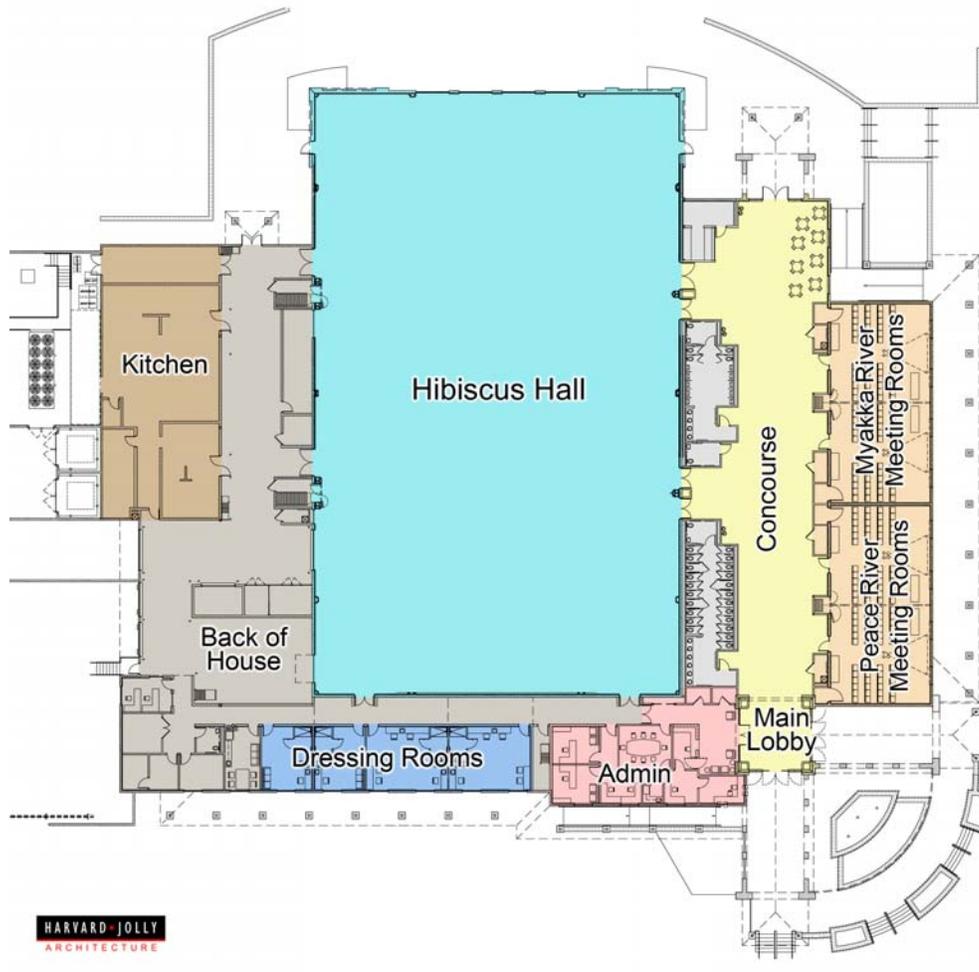
- Audio Visual Equipment available for rent
- Additional equipment available for rent

Decorating

- Preferred decorating services including pipe & drape

Charlotte Harbor Event and Conference Center Room Specifications

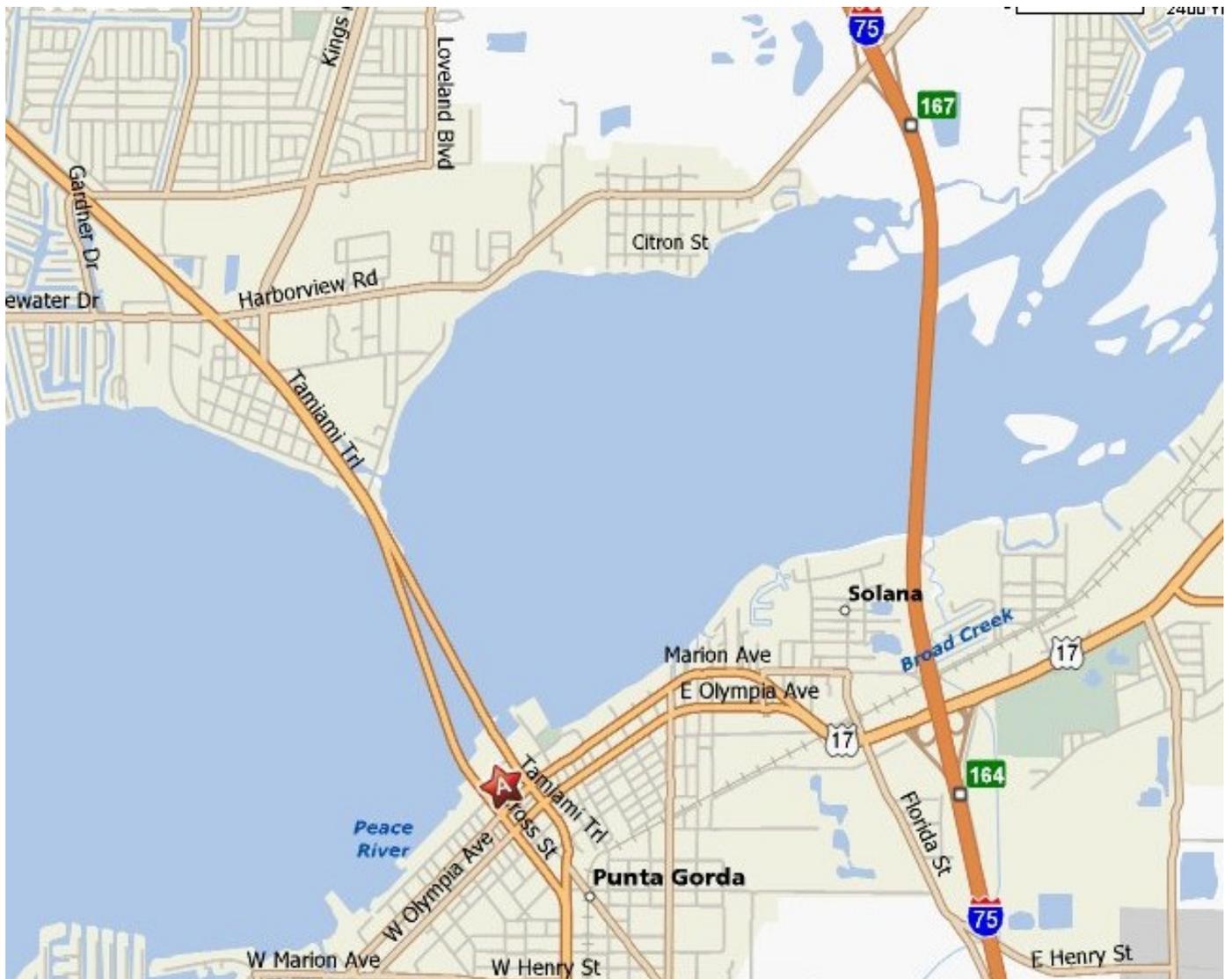
Room	Size	Square Footage	Ceiling	Theater	Banquet	Classroom	Exhibit Booths
Hibiscus Hall ABC	180' x 110'	19800	35'-46'	1800	1000	1100	112
Hibiscus Hall A	60' x 110'	6600	46'	600	390	370	38
Hibiscus Hall B	60' x 110'	6600	35'	600	390	370	38
Hibiscus Hall C	60' x 110'	6600	35'	600	390	370	38
Hibiscus Hall AB	120' x 110'	13200	35'-46'	1200	700	750	74
Hibiscus Hall BC	120' x 110'	13200	35'	1200	700	750	74
Myakka River Room	30' x 59'5"	1786	16'	194	140	120	N/A
Myakka River Room 1	30' x 29' 6"	889	16'	94	60	51	N/A
Myakka River Room 2	30' x 29'11"	897	16'	94	60	51	N/A
Peace River Room	30' x 59'5"	1788	16'	194	140	120	N/A
Peace River Room 1	30' x 29'11"	897	16'	94	60	51	N/A
Peace River Room 2	30' x 29' 6"	891	16'	94	60	51	N/A
Conference Room	16' x 8'6"	136	12'	Permanent Set-up for 8			
Star Dressing Room A	Varies	221	12'	N/A	N/A	N/A	N/A
Star Dressing Room B	Varies	221	12'	N/A	N/A	N/A	N/A
Group Dressing Room A	Varies	394	12'	N/A	N/A	N/A	N/A
Group Dressing Room B	Varies	394	12'	N/A	N/A	N/A	N/A
Pre-Function	Varies	2659	23'	N/A	N/A	N/A	N/A
Great Lawn	Varies	18,000	N/A	N/A	N/A	N/A	N/A
Parking Lot	290' x 285'	82650	240 parking spaces				



Directions

From North (*Tampa, Sarasota*): proceed south on I-75 to exit 164 (US 17 – Punta Gorda) Turn left (west) onto US-17 towards Punta Gorda. US-17 becomes West Marion Avenue. Turn right onto Taylor Street. The parking lot will be 2 blocks down on the left.

From South (*Ft. Myers, Naples, Southwest Florida Airport*): proceed north on I-75 to exit 164 (US 17 – Punta Gorda) Turn left (west) onto US-17 towards Punta Gorda. US-17 becomes West Marion Avenue. Turn right onto Taylor Street. The parking lot will be 2 blocks down on the left.



Rental and Booking Guidelines

Booking Category. Governs when bookings may be accepted, contracts issued, etc. **Category I.** Small conferences and conventions mainly coordinated through the visitor’s bureau that generate multiple hotel night stays. **Category II.** Large local, multiple day public and civic events of significant importance to the community and significant revenue potential for the Event Center. **Category III.** Small local, usually one-time civic and social events with moderate revenue potential for the Event Center.

Bookings and Contracts. The Booking letter will list space and dates being held and the release date. A Use License Agreement (Contract) will be issued according to the schedule below. The contract must be executed and returned with the required deposit by the Deposit Due Date in order to confirm your booking.

Deposits. Required for all events, and may include a damage deposit, rental and other expenses. Deposits are normally non-refundable except where the Event Center is unable to deliver the leased premises.

Event Estimate. You will be provided with an Event estimate when your requirements are reasonably firm. You may request an Event estimate at any time after booking.

Insurance Requirements. Lessees are required to obtain general liability insurance covering the lease period. Lessee shall name Charlotte County and SMG as additional insured using the proper name, “Charlotte County, a political subdivision of the State of Florida, SMG, its officers, agents, employees and volunteers”.

Rental Day. Includes event days and load in/load out days and are from 8:00am-11:59pm. Activity or set-up work between 12:00am (midnight) and 8:00am is subject to additional rental charges.

Room Sets and Arrangements. Standard room set-ups provided by the Event Center include Theater, Classroom, Conference, U-Shape and Hollow Square. Additional equipment is available for rent on a first come-first serve basis. Contact the Event Center for rates and availability. The Event Center reserves the right to assign space as to safety, capacity and accessibility. Set-up requirements are required by the schedule listed below. Late requests and/or changes may incur additional charges.

Booking Category, Lead Time	I	II	III
Hold Space (Tentative Booking)	Open	18 months	12 months
Confirm Space (Contract Issues to Lessee)	Open	12 months	8 months
Contract and Deposit Due	12 months	9 months	6 months
Cancellation by Lessee w/o Penalty	180 days	90 days	90 days
Certificate of Insurance Due	30 days	30 days	30 days
Event Requirements Due	30 days	30 days	30 days
Final Event Requirement Changes Permitted	2 days	2 days	2 days

Policies and Guidelines

Statement of Purpose

General operating policies and procedures have been established to insure the Charlotte Harbor Event and Conference Center, its personnel, lessees and related service industries are working in a safe and orderly environment. These policies and procedures should serve as a guide-line for all concerned and will be enforced by Charlotte Harbor Event and Conference Center management. Any requests for variations or exceptions should be submitted to the Administrative Offices and must be approved in writing by Center management.

General Building Policies

- Decorations may not be taped, nailed, tacked or otherwise fastened to ceilings , painted surfaces, columns, or fabric or decorative walls.
- Helium balloons may not be distributed inside the facility. Helium balloons may be approved through Event Services for permanent attachment to authorized displays.
- Adhesive backed decals and stickers may not be distributed inside the facility or on the premises.
- "Glitter" or "confetti" is not permitted in carpeted areas of the Center.
- Animals and pets are not permitted in the building except in conjunction with an approved exhibit, display or performance legitimately requiring use of animals. Seeing eye dogs are permitted.
- Charlotte Harbor Event and Conference Center permanent graphics, signs or displays may not be visibly blocked in any manner nor may temporary signs or decorations be attached to permanent building graphics. Planters and furniture in public areas, pre-function areas, etc., may not be removed or repositioned.
- Exterior signs and banners may not be fastened to the building structure. Temporary exterior directional, information, shuttle bus signs, etc., must be approved in advance by facility management.
- Charlotte Harbor Event and Conference Center office telephones are reserved exclusively for Event Center business. CHECC numbers may not be published as an official show or conference number.
- Food and beverage sampling in conjunction with specific exhibits must be approved in writing by CHECC management.
- Damage to the CHECC property or equipment shall be the responsibility of the lessee and/or the person or organization causing such damage. Show management and service contractors are invited to inspect leased areas prior to move-in and following move-out. Damages should be reported immediately to CHECC management.
- Banners, overhead signs and special decorations may not be hung from Hibiscus Hall, Concourse or Meeting Room ceilings or walls except by CHECC personnel or authorized contractor.
- The CHECC does not provide furniture and equipment for exhibit booth use. All arrangements for exhibit booth and lounge furniture should be made through a service contractor.
- Movement of portable walls is to be accomplished by CHECC personnel only.
- House lighting, ventilation, heat or air conditioning will be provided as required during show open times. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during move-in and move-out periods. Rehearsals and similar pre-event activities may be assessed a utility charge for special light and comfort level requirements.
- Smoking is prohibited in all County owned buildings, which includes CHECC.
- All Food and Beverage service will be handled through the Convention Center's preferred caterer unless approved by CHECC management.

Security

- Lessee is responsible for complete security within the exhibit halls, ball-rooms, meeting rooms and all other areas specifically leased to lessee.
- Lessee MAY BE REQUIRED to provide security in loading dock areas, emergency exits, registration area and any other leased area being used from the time of initial occupancy until completion of move-out. Such security, when required will be at the expense of lessee.
- All Security arrangements are subject to approval by CHECC management.
- Areas within the Charlotte Harbor Event and Conference Center identified "authorized personnel only" are restricted to permanent CHECC personnel.
- Exterior exit doors and loading dock exit doors are not to be propped open. Automatic closing devices are not to be removed or tampered with.
- Working personnel are not permitted to loiter or take breaks in public areas.
- Abusive language, threats, assault, vandalism, theft and all other inappropriate actions will result in immediate removal from the premises and prosecution if appropriate.
- No soliciting is permitted in the Charlotte Harbor Event and Conference Center. Safety of all occupants of the CHECC is of utmost concern. Any and all unsafe conditions or activities will be brought to the attention of the responsible parties and corrective measures are to be made immediately.

Hazardous Work Areas

The Hibiscus Hall during move-in and move-out, loading dock area and "back of house" service areas are considered HAZARDOUS WORK AREAS. As such, the following guidelines will be strictly enforced:

- Absolutely no drinking of alcoholic beverages.
- No horseplay, practical jokes, etc.
- Use or possession of illegal or controlled substances of any kind is prohibited. Violators will be prosecuted.
- No speeding or reckless use of vehicles or equipment will be permitted.
- No gasoline, kerosene, diesel fuel or other flammable liquids may be stored, permanently or temporary, in hazardous work areas.
- No re-fueling activity of any kind permitted. Re-fueling must be accomplished a minimum of fifty feet (50') beyond the exterior of the building. Exit doors may not be blocked with freight, equipment, display material, etc.
- In general, any and all unsafe condition or activity is to be corrected promptly. Safety is of primary concern in designated hazardous work areas.

Public Areas

The pre-function areas and permanent food facilities are considered public areas and generally not under lessee control. As such the following guidelines apply:

- All activities utilizing public areas, such as registration, special exhibits or displays, etc., must be approved in advance. Detailed floor plans with specifications are to be submitted to CHECC management for approval.
- Activities in public areas must take into consideration the requirements of other tenants utilizing the facility.
- Service desks and related "behind the scenes" work stations should not be set in public areas.
- Motorized vehicles, forklifts, gas or electric carts, etc., may not be operated in pre-function areas or any carpeted area of the Conference & Event Center.
- Installation of carpet runners, show carpet or other temporary floor coverings over permanent carpet must be approved in advance.
- Heat tape and double face tape may not be used on permanent carpet. Clear access must be maintained to all permanent food service facilities.

Loading Docks, Hibiscus Hall, Parking Areas

- CHECC employee parking areas are for the exclusive use of vehicles identified with a permanent CHECC parking decal. All unauthorized vehicles will be removed at owner's expense.
- No parking in fire lanes, service streets, loading dock areas or any other location posted "no parking", will be strictly enforced.
- Unauthorized vehicles will be removed at owner's expense.
- Use of loading dock(s) allocations will be based upon Lessee's contracted space.
- All labor requirements for move-in, move-out, set up of display areas, etc., shall be the responsibility of show management and/or exhibitors and their service contractors.
- All items to be suspended from exhibit hall ceilings, including signs, displays, light and sound equipment, etc., must be approved in advance through CHECC management.
- All ceiling equipment, material and rigging must be removed immediately upon close of the show.
- Utility panels and switchgear, hose cabinets and stand pipes located in the facility must remain accessible at all times.
- Tape removal from floors is the responsibility of the lessee and their service contractor.
- Lessee and their service contractors are responsible for removal of bulk trash, crates, pallets, packing material, lumber, etc., prior to show opening and following move-out.
- Additional trash hauls due to show trash removal shall be the responsibility of the lessee.

Delivery Procedures

- The Conference & Event Center does not accept advance freight shipments for exhibitors. Freight must be consigned to the official show service contractor or exhibitor service contractor, or delivered direct to service contractors or lessee during the lease period.
- Mail received on-site should be addressed to the appropriate show or event. Mail will be held in the CHECC Administrative offices until the first day of the lease period, at which time it will be delivered to show management.

Basic Fire Code Regulations

- Show management, exhibitors, service contractors and all other involved parties must comply with all Federal, State and Municipal fire codes which apply to places of public assembly. Sections of the Life Safety Code Book which are pertinent to places of public assembly shall be considered part of all leases whether specifically referenced or not.
- All drapes, curtains, table coverings and skirts, carpet or any materials used in exhibit must be flame retardant. All such material is subject to inspection and flame testing by the Fire Marshall.
- Fire fighting and emergency equipment may not be hidden or obstructed, including fire extinguishers and fire hose cabinets, fire alarm pull stations and stand pipes.
- Crates, wooden boxes, packing material, etc., may not be stored in exhibit halls, meeting rooms service halls or exit areas.
- Vehicles with gasoline engines may be displayed with a maximum of two (2) gallons of gas remaining in the tank. A locking gas cap must be installed or the tank must be adequately sealed by tape or in some other appropriate manner. All battery cables must be disconnected and taped to avoid potential sparks.
- All electrical equipment must be UL approved. All emergency exits, hallways and aisles leading from the building are to be kept clear and unobstructed. Vehicles in fire lanes or blocking exits, etc., will be removed at owner's expense.

Miscellaneous

Events or circumstances not covered in these operating policies and procedures may be subject to special consideration and stipulations as deemed appropriate by Charlotte Harbor Event and Conference Center management.