

Terms & Conditions

Additional Event Staffing

The renter will be charged for any additional staff required, which may include cleaning and security staff. Requirements must be coordinated with, and approved by, the Emerald Coast Convention Center (ECCC) management at least fourteen (14) days prior to the beginning of the term of the rental agreement. Minimum staffing will be required with certain events. All labor will be charged at the industry standard rates per position per hour, at a four-hour minimum.

Advertising

Event advertising and marketing campaigns must not begin until the ECCC has received all required signed documentation and payments. The ECCC offers additional venue advertising opportunities.

Audiovisual Equipment

The ECCC has a complete inventory of audiovisual equipment available for rental. Rental pricing is available in the Rental Equipment Services rate schedule. The ECCC maintains exclusivity for all electrical and rigging services for liability reasons. Electricity for trade shows is not included in the room rental and will be billed separately. Extensive electrical and rigging requirements will be organized and invoiced accordingly.

Decorations

The use of confetti, glitter, silly string, helium balloons, Mylar balloons, or self-adhesive name tags is prohibited. Signage and decorations must be hung with approval by the ECCC. Signage may not be adhered to walls or windows in any area of the center. The use of tacks, glue, nails, staples, or any other type of fasteners to hang signage or decorations is prohibited. For a listing of the ECCC's approved adhesives, preferred decorating companies and branding capabilities, please inquire.

Drayage, Storage and Freight

The ECCC does not have the space available for bulk storage. All deliveries must be coordinated in advance with ECCC management. Additional charges will apply for forklift usage and dock labor.

Fire Safety

We understand that trade show exhibits may require specialized equipment, including cooking and heating devices; however, anytime there is cooking or heating outside of the kitchen, Fire Safety permits must be obtained by the event organizer from the Okaloosa Island Fire Department at the organizer's sole expense. Please contact Events Staff for other terms and conditions that may apply to heating and cooking devices. If the event requires usage of a gasoline driven engine, fog/haze machine, or heat generating device, the ECCC Staff will need to be notified no later than fourteen (14) days prior to the event in order to coordinate with the appropriate authorities.

PLEASE NOTE: Any vehicle driven into the building must have no more than a quarter tank of gasoline and must be driven by an ECCC employee. Vehicles must have mats placed under the tires and a drip pan underneath the vehicle.

Food Services and Concessions

All food and beverage concessions will be operated and controlled exclusively by the ECCC in-house caterer.

Funds

The ECCC will not be responsible for handling, storing, or dispersing any of the Renter's funds. No funds should be stored or left at the ECCC.

Insurance

Event organizers must, at their sole cost and expense, procure and maintain the following insurance:

Commercial General Liability - Insurance against claims for bodily injury or death and property damage occurring in or upon resulting from the premises leased hereunder, such insurance affords immediate protection to the limit of not less than \$1,000,000 (one million dollars). Such insurance shall include Blanket Contractual Liability coverage and Independent Contractors Liability, which insures contractual liability under the indemnification of RENTOR by RENTER, set forth above. Additional Insured endorsement must be checked.

Workers' Compensation - Florida statutory limits plus Employers Liability limits of at least \$100,000, for clients that have their employees working at ECCC during their event. Subrogation Waived endorsement must be checked.

Products Liability - If products are dispensed or sold by the RENTER, a limit of not less than \$1,000,000. Additional Insured endorsement must be checked.

A copy of this certificate and the insurance compliance form or request for county insurance is due at a minimum of 14 days prior to move in date.

For more details on the county's insurance specifications or to clarify requirements, please contact our Risk Management Department at 850-689-5977.

Outdoor Event Space

Bayview Plaza and the north half of the main parking lot can be rented for displays, festivals, concerts and trade shows. Tents are permitted on Bayview Plaza and in the parking lot. Tents must be secured by cement ballasts or comparable securing system. Any damage will be invoiced post event. Palm trees, posts and poles must not be used to support tents or any items.

Room Resets

Meeting rooms that are reset with an alternate seating style during the same day of the function will be charged on a sliding scale as determined by ECCC Management, with a minimum charge of \$50.00 per man hour.

Security

Security personnel are required when alcoholic beverages are being served, open to the public, extensive loading dock usage, and all other events as deemed necessary by the ECCC management. All security arrangements will be processed through the ECCC. All costs associated with security will be added to your final invoice. The minimum notification required to arrange security personnel for events is fourteen (14) days prior to the event. Security for all events may be arranged to begin one hour prior to the event and end one hour following the event. Failure to schedule required security at your event may result in additional security charges and either the delay or cancellation of the event. Special arrangements will be handled on a case-by-case basis with the Security Coordinator.

Transportation and Parking

The ECCC offers 600 parking spaces including 154 parking spaces under the building. The under-building parking lot clearance is 6 feet 6 inches. Parking is free.

We look forward to working with you on your event details and discussing all options or alternatives available for hosting your event.