MIDFLORIDA CREDIT UNION EVENT CENTER

PORT ST. LUCIE FLORIDA

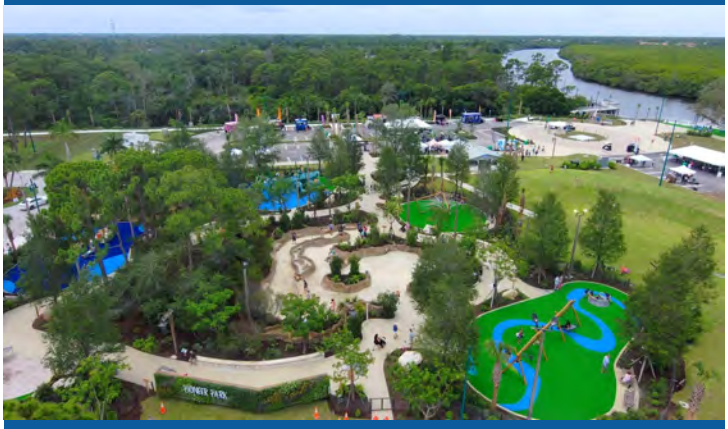
EVENTS LIVE HERE

2026 | EVENT PLANNING GUIDE

www.midfloridaeventcenter.com

TABLE OF CONTENTS

Policies, specifications, rentals rates and equipment rental charges noted herein are subject to change without notice and supersede any version of this guide produced prior to November 2025. This Event Planning Guide and its contents are incorporated by direct reference in your customer agreement. Circumstances and operations not covered in this guide will be subject to interpretation, stipulation, and decision deemed necessary and appropriate by the MFEC Director.



CITY OF PORT ST. LUCIE
HEART OF THE TREASURE COAST

ABOUT THE CITY OF PORT ST. LUCIE

Port St. Lucie is a thriving coastal community that blends natural beauty, recreation, and a refined lifestyle. Known as one of the safest and fastest-growing cities in America, Port St. Lucie provides a welcoming environment for families, professionals, and retirees alike. Its neighborhoods are well planned, with top-rated schools, abundant parks, and a strong sense of civic pride. In 2025, the City of Port St. Lucie was named one of only ten winners of an All America City Award.

Only minutes from Atlantic beaches, Port St. Lucie offers opportunities for boating, fishing, paddleboarding, and seaside relaxation. The nearby St. Lucie River winds through natural preserves and neighborhoods, giving the city a peaceful waterfront character.

Port St. Lucie is a golfer's paradise, home to the PGA Village, where enthusiasts can play world-class courses designed by golf legends. Miles of walking and biking trails, lush parks, and nature preserves offer both activity and tranquility.

Today, Port St. Lucie carries the title "Heart of the Treasure Coast", not only for its location but for its spirit—a place where opportunity, recreation, and elegance come together. It's a city designed for all people to thrive, offering sunlit days, vibrant community life, and an enduring sense of possibility.

VENUE OVERVIEW

WELCOME!

The MIDFLORIDA Event Center is a 100,000 square-foot facility featuring two beautiful multi-use event spaces, a spacious lobby, an art gallery, and an outdoor Village Square equipped with a larger performance stage.

Located along Florida's Treasure Coast, midway between Orlando, Miami and Tampa, the Event Center specializes in hosting meetings, conferences, banquets, expositions, tradeshows, performing arts, festivals, sporting events, and weddings.

With over 400 event days per year, our events draw a staggering 187,000 guests annually, catering to clients with a wide range of event visions.

Our area is home to a thriving arts and cultural scene, family-friendly neighborhoods, and top-rated schools, it's the ideal place to live, work, and play.

For directions, transportation and parking, please see Appendix A.

Experience Extraordinary.

OUR SERVICES

Five-Star Service.

When it comes to event planning, we excel at flawlessly transforming your vision into an incredible reality. With years of knowledge and local expertise, our Event Coordinators help shape your vision through the planning and design of unique and immersive settings. Whether an executive summit, evening gala, or lively festival in our Village Square, you will find flexible spaces and unparalleled service.

Extraordinary environments leave a lasting impression, but it's our staff who make events at MFEC exceptional. Our team of professionals is here to help in your marketing efforts to ensure your event is a success! On-site marketing services include our outdoor marquee and other signage (both inside and outside, space permitting), distribution of your marketing materials, calendar listing on both the MFEC calendar and others maintained by local media outlets, and event listings on social media. Social media posts can also be created or shared.

Our team can also assist you with paid local advertising in print and online, via social media, or on other platforms at any budget level. Please discuss your marketing needs with your Event Coordinator.

RENTAL BOOKING

BOOKING YOUR EVENT

Booking the MFEC is easy! Reserving space is on a first-come, first-served basis, and your event is confirmed once you've signed a customer agreement and paid the deposit. The way we handle this depends on the type of event you're planning.

A customer may need to provide venue references when required before renting the facility.

Rentals of the MFEC are accepted for individuals starting at twenty-one (21) years of age.

TIME PARAMETERS

Our customer agreement outlines the reserved time for your use of the space. If you'd like to arrive early or check out late, we can usually accommodate that (additional costs may be incurred). Your reserved time includes set-up and breakdown periods to make things easier for you.

Our usual hours are from 8:00 a.m. to 11:59 p.m. If you need the space before 8:00 a.m. or after 11:59 p.m., there will be an overtime charge. We're happy to help ensure everything goes smoothly!

DEPOSITS

The deposit outlined in the customer agreement is due when you sign.

Depending on your event, we might ask for a damage deposit. If no damage or extra charges occur during your rental period, we'll refund the full amount of the deposit to you.

If there are any unpaid services at the end of your event, we may use part or all of the damage deposit.

If damages exceed the deposit, we'll send you an invoice detailing the repair costs, which will need to be paid within ten days.

We might adjust the amount of the damage deposit for your convenience based on your past events either with us or at other venues, Our Sales Manager will review these details with you prior to your signing of the customer agreement.

CANCELLATION

If the event is cancelled by the customer, deposits are non-refundable.

> "Thank you for everything! It was a PERFECT weekend. You did an awesome job organizing everything, and we especially appreciate all the marketing you did for us. Steven and the rest of your crew could not have been more helpful. The center is beautiful, the room you provided us for speakers was perfect, and it was such a great show for us."
>
> - Mary Ellen Popyk, Executive Director, The Sanctuary for Mind, Body, & Spirit

INSURANCE

All customers at the MFEC need to provide proof of liability insurance, also known as a Certificate of Insurance (COI). If you don't submit this within the specified timeframe outlined in your contract, your Event may be cancelled without a refund. For examples of insurance certificates, please see Appendix B. If you have any questions, feel free to reach out to our knowledgeable Event Coordinators—they're here to help!

EXPENSES AND FEES

Room rental charges, catering charges, and event expenses are due in full before arrival. Invoices for additional goods and services requested will be provided by your Event Coordinator. The MFEC accepts business/personal/electronic checks, all major credit cards, Apple Pay, Google Pay, Venmo, PayPal, and cash for payment of fees. Services requested while on site are due at the end of the event.

NON-PROFIT RATES

Groups requesting non-profit rates should provide 501c3 documentation. If you're requesting tax-exempt status, please provide an official tax-exempt certificate (DR-14). The name on the DR-14 must match the customer's name exactly as it appears on the customer agreement.

INCLUDED FEATURES

- Overhead lighting, HVAC, one-time standard reasonable room set-up (theater, classroom, conference, hollow-square, banquet, u- shape), teardown, cleanup, standard acrylic podium, an American and State of Florida Flag, a registration table, housekeeping of restrooms, lobbies, corridors, along with other public areas are included in the meeting room space rental fee.
- Changes made after setup is in place may result in reset fees being applied.
- Additional fees may apply for large set-ups, including but not limited to tables, chairs, and pipe and drape. Holiday and overtime rates may apply. Contact your Event Coordinator for details.

EVENT PLANNING SERVICES

Event Planning assistance exclusive to your event, along with Marketing Services (if desired) are included as well.

When your event has been booked, you will be introduced to both the Event Planning and Marketing Teams. Your Event Planning Team Specialist is responsible for assisting with event planning, room diagrams, and event day assistance, and will communicate your needs and event requirements to the other MFEC departments.

MARKETING

The success of your event is paramount to us. Therefore, MFEC's team of professionals will assist in the marketing of your event that will be hosted here. Included with your rental are:

- Public facing events will be listed on the Event Center's calendar, as well as other third-party free calendar services available through local media.
- If requested, a visual presence on the Event Center's home page rotating banner.
- Promotion through the Event Center's social media channels (Facebook and Instagram). We can also assist with paid advertising through our social channels or other platforms to increase your desired reach at the customer's expense.
- A visual presence on our large outdoor electronic display sign, located on US Hwy 1. It will display the name and date(s) of your event at least two weeks before the event or as soon as space is available within that time frame.
- Marketing opportunities in our highly trafficked lobby space, which can include: Your event promoted on our large digital monitor; placement of your own marketing materials at our front desk and information kiosks; as well as your own pull-up banners or posters with permission, and if space is available.
- Assistance with taking your marketing assets and folding those in through our available marketing channels as described above. Our Marketing Team requires high-quality images, graphics, and other assets that its team may use in assisting with your event in these efforts. The Event Center should not be considered your "Agency of record" in the sole promotion of your Event, nor does the Event Center make any claims or guarantees that the services we include will provide for any guaranteed outcomes. The sole responsibility for marketing the Event lies with the customer.

BOX OFFICE & TICKETING

The customer is responsible for all expenses related to Box Office Ticketing, including operations, per ticket fees, credit card fees, sales tax, and box office staffing during the event.

Tickets must be sold at the price advertised by the customer. Any changes in ticket prices require notification and confirmation of the MFEC.

Consumer Shows may opt out of using our ticketing services by charging cash or accepting a hard ticket fee at the door.

Other third-party ticketing services may be considered at the Event Center's discretion and, if approved, will incur a service fee. For further information, contact us.

FOOD & BEVERAGE POLICY

Creative Catering is the primary food and beverage provider for the MFEC and the exclusive concessionaire and alcohol beverage service provider. Creative Catering and its team of culinary experts welcome the opportunity to customize menus and services to create unique and thematic events. Please contact Creative Catering by calling the Food and Beverage Manager at (772) 336-2507 or info@creativecateringbh.com for a quote. Creative Catering is also happy to provide concession services during your event. If you prefer, you may also use an outside caterer for food service only. Just make sure the caterer is approved by the MFEC and provides the necessary documentation.

MOBILE FOOD TRUCK REQUIREMENTS

The St. Lucie County Fire District has regulations regarding food vending trucks. All must comply with the Florida Fire Prevention Codes and are to be inspected prior to an event. Please call 772-621-3322 to arrange inspections.

ALCOHOL BEVERAGE POLICY

The Florida Division of Alcoholic Beverages & Tobacco regulates alcoholic beverages and service in the State. The Event Center's exclusive catering team is the holder of this facility's alcohol beverage license and has exclusive pouring rights for this venue. There are limited exceptions to this policy. Please consult with your Sales Associate should you need further clarification.

STORAGE

Storage space is limited. Please discuss pre-event and/or post-event space requirements so we can help to accommodate early deliveries or storage of event items.

GENERAL PLANNING

SPECIAL EQUIPMENT RENTALS

The MFEC offers a wide range of items for event rentals, including a full range of A/V equipment, dance floors, podiums, staging, easels, tablecloths, chair covers, and other specialty equipment. If our inventory cannot accommodate your requests, we will refer you to an third-party provider. Our goal is to provide you the equipment you need to make your event exactly as you imagine. See Appendix E for a breakdown of costs for these services and items.

AUDIO-VISUAL

We offer a comprehensive inventory of basic and specialized audio, video, and lighting equipment, along with an experienced team of event professionals. You may also bring in a third-party supplier of audiovisual services. See Appendix E for Audio/Visual Inventory and Service Pricing.

- House Sound: House sound equipment has the capability to provide sound for meetings and general announcements. Customers organizing an entertainment event with highly specialized requirements should contract with an outside vendor best suited to meet the needs of the event. Some events may be required to "fly" sound and/or lighting depending on the available space and the type of event. If using an outside provider for your A/V needs, please supply the name of that provider to your Event Coordinator.
- Audio Levels: The MFEC reserves the right to regulate the audio levels of all events. Customers must maintain an appropriate audio level so as not to disturb or interrupt other events.

ELECTRICAL & OTHER UTILITIES

The MIDFLORIDA Operations Team provides for basic electrical and utility needs for all customers. A complete list of those services can be found in Appendix E.

INTERNET & TELECOMMUNICATIONS

Your internet and telecommunications needs are provided by the MFEC, including voice lines, high speed data lines, and free unsecured wireless internet service. Secured hardwired internet service is available for a fee.

HOUSEKEEPING

The MFEC will maintain all common areas, including restrooms, lobbies, corridors, and other public areas during your event hours. The MFEC staff will also refresh your meeting rooms once daily between sessions and ending each day, should time allow. Additional housekeeping costs may be incurred for extraordinary cleaning. Appropriate fees may be assessed for large or specialized waste volume.

DECORATIONS

Decorations hung from walls or ceilings may be allowed, but first require consultation and subsequent approval by MFEC staff. Depending on the installation type, Event Center Staff may be required to assist with the installation. If so, this will incur additional costs that will be provided for approval in advance to the customer.

AUTOMATED TELLER MACHINE

An ATM is located in the main lobby of the MFEC.

MUSIC LICENSING

If applicable, the customer shall bear all Broadcast Music Incorporated (BMI), American Society of Authors, Composers and Publishers (ASCAP), Society of European Stage Authors and Composers (SESAC) or any other music licensing organization charges attributable to their event.

COPYRIGHTS & PROPRIETARY MATERIALS

If applicable, the customer shall obtain all necessary licenses and pay all costs and fees arising from the use of copyrighted music or dramatic materials, or any other property subject to any trademark, patent or other proprietary right, which is used or incorporated in the event.

PHOTOGRAPHY/RECORDING

The MFEC reserves the right to take photographs or record events for its own records and promotional purposes.

TRASH DISPOSAL FOR OUTDOOR EVENTS

For outdoor events with food vendors, the customer must supply, protect, and promptly remove proper receptacles for the disposal of grease. For all outdoor events, the customer is responsible for disposal of trash from the event in standard waste containers provided for use by the MFEC Operations Team. For pallets, large items, and excessive trash removal, standard rates will apply.

PETS

No pets are allowed within the MFEC, except for properly restrained, marked, and certified service animals, unless prior approval is obtained from the MFEC.

LOST AND FOUND

For inquiries regarding any lost items, call (772) 807-4488 or email contact@midfloridaeventcenter.com.

TRADESHOW POLICIES

CONSUMER SHOW EXCLUSIVITY PROGRAM

The MFEC offers its clients the opportunity for exclusivity in hosting niche events or trade shows (i.e. home show, trading card show, holiday festival, etc.) To be the exclusive host of an event type, the event planner will contractually commit to the following:

- Room rental, under the standard pricing rates, of the Emerald Hall and/or Ruby Hall, in their entirety.
- A minimum of 2 show days and 1 move-in day.
- Event history and Organizer's experience in similar facilities must demonstrate good standing for a minimum of two years.
- 50% deposit is due upon completion of the contract with balance due 30 days prior to the event.
- Room rental fees under this program are non-refundable.

FLOOR PLAN APPROVAL

Your Event Coordinator will provide you with an initial floor plan. This floorplan will include:

- Booth configurations, including base dimensions, heights and locations
- Aisle locations and dimensions
- Location and dimensions of all fixtures including, but not limited to stages, registration areas, and entertainment areas

- Location of all entrances and exits
- Location of all concession stands, if applicable.

If applicable, the MFEC may submit proposed floor plans to the St. Lucie County Fire Marshal for approval.

EXHIBIT HALL LOADING & UNLOADING

- All vendors must load in through either our designated loading dock or our load in/load out circle drive. The main entrance is not to be used without prior permission.
- Unless pre-approved, parking in the loading dock areas and restricted areas is not allowed. Do not block fire lanes, emergency exits, or other vehicles. At no time may exit doors be obstructed with freight, equipment, display material, trash or unattended materials.
- The refueling of vehicles is strictly prohibited without prior consent and permission of the MFEC.
- The customer is responsible for informing all Exhibitors of MFEC's tradeshow guidelines.

EXHIBIT HALL SET UP

Exhibitor Kits will be provided for your distribution to Exhibitors. Please see Appendix F. Exhibitor needs and a list of Exhibitors should be supplied to the Event Coordinator prior to move-in. Please plan to discuss the following with your Event Coordinator:

- Electrical and other utility needs
- Booths or displays
- Storage
- Freight
- Equipment needs (forklift, pallet jack, etc.)
- Floor protection
- Banners/Signage
- Security
- Move-in/move-out
- Loading areas
- Vendor Parking

GENERAL SECURITY

- The customer and/or exhibitors, at the close of the show, must remove all materials from the contracted space. The MFEC will not provide storage nor ship any abandoned property. The customer shall be liable for the cost incurred in disposing of any materials.
- Ceiling banners must be hung by MFEC staff. Additional fees may apply. See Appendix E for rates.
- An advance deposit may be required for late-hour event-related expenses such as MFEC staffing, utilities, equipment rental, and supplementary rental.
- All carpeted areas must be protected during move-in and move-out. Customer will be held liable for any damage caused by Exhibitors.

- The customer may wish to coordinate concession sales for Exhibitors and guests during show hours. Please contact the Food and Beverage Manager, Karyn Boyd at (772) 336-2507 or info@creativecateringbh.com.
- Sub-contractors: The customer is responsible for the safety, conduct and performance of their subcontractors.

EXHIBIT HALL SECURITY

The customer is responsible for their Exhibitors, subcontractors and staff in all areas specifically leased to the customer. The MFEC may require minimum levels of event staff coverage in any leased space and other areas (i.e. docks, public access areas, registration areas, etc.). Such coverage will be at the customer's expense.

"When I was looking for a new home for PalmCon, MIDFLORIDA proved a perfect fit. The venue is amazing, and I couldn't have asked for better service from the first meeting to the event's end. Many venues that I contacted weren't at all receptive to the idea of hosting my event, but MIDFLORIDA welcomed me, and because of that I'm hoping to hold another PalmCon event in the Fall of 2025."

-Martin Pierro, Cosmic Times Media Group, PalmCon of the Treasure Coast

EXPANDED APPENDICES

A: DIRECTIONS & PARKING

The MFEC is located just 5 miles from Florida's Turnpike and 10 miles from Interstate 95.

Florida's Turnpike Mainline begins from I-75 approximately 60 miles northwest of Orlando and continues southwest through Port St. Lucie. From Port St. Lucie, the turnpike continues south to Miami.

Interstate 95 follows Florida's east coast from Miami to Jacksonville and continues north through Georgia.

APPROXIMATE MILEAGE AND TRAVEL TIME

Palm Beach International Airport (PBI) – West Palm Beach, FL (PBI): 58 minutes/52 miles
Melbourne International Airport (MLB): 76 minutes/67 miles
Fort Lauderdale-Hollywood International Airport – Fort Lauderdale, FL (FLL): 1 hour, 40 minutes, 99 miles
Orlando International Airport – Orlando, FL (MCO): 1 hour 49 minutes/122 miles

PARKING

- A 6-story parking garage is located southwest of the MFEC. There is ample street parking surrounding the facility, and the Event Center has 30 handicapped parking spaces.
- Vehicles more than 19' in length will require special accommodations
- Vehicles illegally parked in handicapped spaces may be ticketed and/or towed at the owner's expense
- No loitering in parking garage or lots

PUBLIC TRANSPORTATION

TREASURE COAST CONNECTOR

The county-wide bus system features service to the MFEC Monday through Saturday. For more information visit TreasureCoastConnector.com or call (772) 464-8878.

TREASURE COAST ART (Area Regional Transit)

ART is a fare-free public transit system serving St. Lucie County. For more information call (772) 462-1778 or email: rideslc@stlucieco.gov.

B: INSURANCE REQUIREMENTS

- A certificate of insurance is required to be supplied by an event liability insurance carrier for all events.
- General Liability with Business Automobile Liability is required when driving vehicles on loading docks, the front plaza, Village Square or into the MIDFLORIDA Event Center.
- General Liability with Liquor Liability Insurance is required for non-profit outdoor events selling alcohol, if approved by the MIDFLORIDA Event Center.

SAMPLE #1 – CERTIFICATE OF INSURANCE – GENERAL

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/1/17

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Everett Mann
ABC Insurance 123 Main Street City, Any State, 55555 Phone – 123-456-7890	PHONE (AC, No ext): (772) 555-1212 FAX (AC,): (772) 555-1213 E-MAIL ADDRESS: My_Contact_e-mail@ provider.com
INSURED This section shall contain the legal name and business address of the business that entered into the Rental Agreement for use of the MIDFLORIDA Credit Union Event Center and/or Village Square	INSURER(S) AFFORDING COVERAGE / NAIC # INSURER A : Acme Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ Policy ☐ Project ☐ Loc	X	X	ABC1234567	1/23/19	1/23/20	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS – COMP/OP AGG	$1,,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
								$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Port St. Lucie, their officers, directors, agents, and employees are additional insured. This coverage must be primary and noncontributory to any insurance maintained by the certificate holder and additional insured. ADD EVENT NAME AND DATE OF EVENT(dates to include move in / move out dates of event).

CERTIFICATE HOLDER	CANCELLATION
City of Port St. Lucie 121 SW Port St. Lucie Blvd. Port St. Lucie, FL 34984	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. Authorized Representative *Insurance Agent's Signature*

B: INSURANCE REQUIREMENTS

SAMPLE #2 – CERTIFICATE OF INSURANCE – GENERAL LIABILITY & AUTO

Required when driving vehicles on the loading docks, front plaza, Village Square, or into the MIDFLORIDA Event Center

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/1/17

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IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Everett Mann
ABC Insurance 123 Main Street City, Any State, 55555 Phone – 123-456-7890	PHONE (AC, No ext): (772) 555-1212 FAX (AC,): (772) 555-1213 E-MAIL ADDRESS: My_Contact_e-mail@ provider.com
INSURED This section shall contain the legal name and business address of the business that entered into the Rental Agreement for use of the MIDFLORIDA Credit Union Event Center and/or Village Square	INSURER(S) AFFORDING COVERAGE / NAIC # INSURER A: Acme Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] Policy [ ] Project [ ] Loc	X	X	ABC1234567	1/23/19	1/23/20	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS – COMP/OP AGG	$1,,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY [X] ANY AUTO * OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY	X	X	ABC1234567	1/23/19	1/23/20	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$1,000,000 $ $ $
	UMBRELLA LIAB [ ] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER Statute [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE – EA EMPLOYEE E.L. DISEASE – POLICY LIMIT	$ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

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CERTIFICATE HOLDER	CANCELLATION
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B: INSURANCE REQUIREMENTS

SAMPLE #3 – CERTIFICATE OF INSURANCE – LIABILITY & LIQUOR

Required for non-profit outdoor events selling alcohol, if approved by the MIDFLORIDA Event Center..

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/1/17

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IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Everett Mann
ABC Insurance 123 Main Street City, Any State, 55555 Phone – 123-456-7890	PHONE (AC, No ext): (772) 555-1212 FAX (AC,): (772) 555-1213 E-MAIL ADDRESS: My_Contact_e-mail@ provider.com
INSURED	INSURER(S) AFFORDING COVERAGE / NAIC #
This section shall contain the legal name and business address of the business that entered into the Rental Agreement for use of the MIDFLORIDA Credit Union Event Center and/or Village Square	INSURER A : Acme Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [ ] OCCUR [X] GEN'L AGGREGATE LIMIT APPLIES PER: Policy [X] Project [ ] Loc [ ]	X	X	ABC1234567	1/23/19	1/23/20	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea. occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS – COMP/OP AGG	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea. accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	UMBRELLA LIAB [ ] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER Statute [ ] OTH-ER [ ] E.L. EACH ACCIDENT E.L. DISEASE – EA EMPLOYEE E.L. DISEASE – POLICY LIMIT	 $ $ $
A	Liquor Liability	X	X	ABC9876543	10/01/17	10/01/18	Each Occurrence Aggregate	$1,000,000 $2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Port St. Lucie, their officers, directors, agents, and employees are additional insured. This coverage must be primary and noncontributory to any insurance maintained by the certificate holder and additional insureds. ADD EVENT NAME AND DATE OF EVENT (dates to include move in / move out dates of event).

CERTIFICATE HOLDER	CANCELLATION
City of Port St. Lucie 121 SW Port St. Lucie Blvd. Port St. Lucie, FL 34984	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. Authorized Representative *Insurance Agent's Signature*

MIDFLORIDA CREDIT UNION EVENT CENTER

PORT ST. LUCIE FLORIDA

Event Planning Checklist

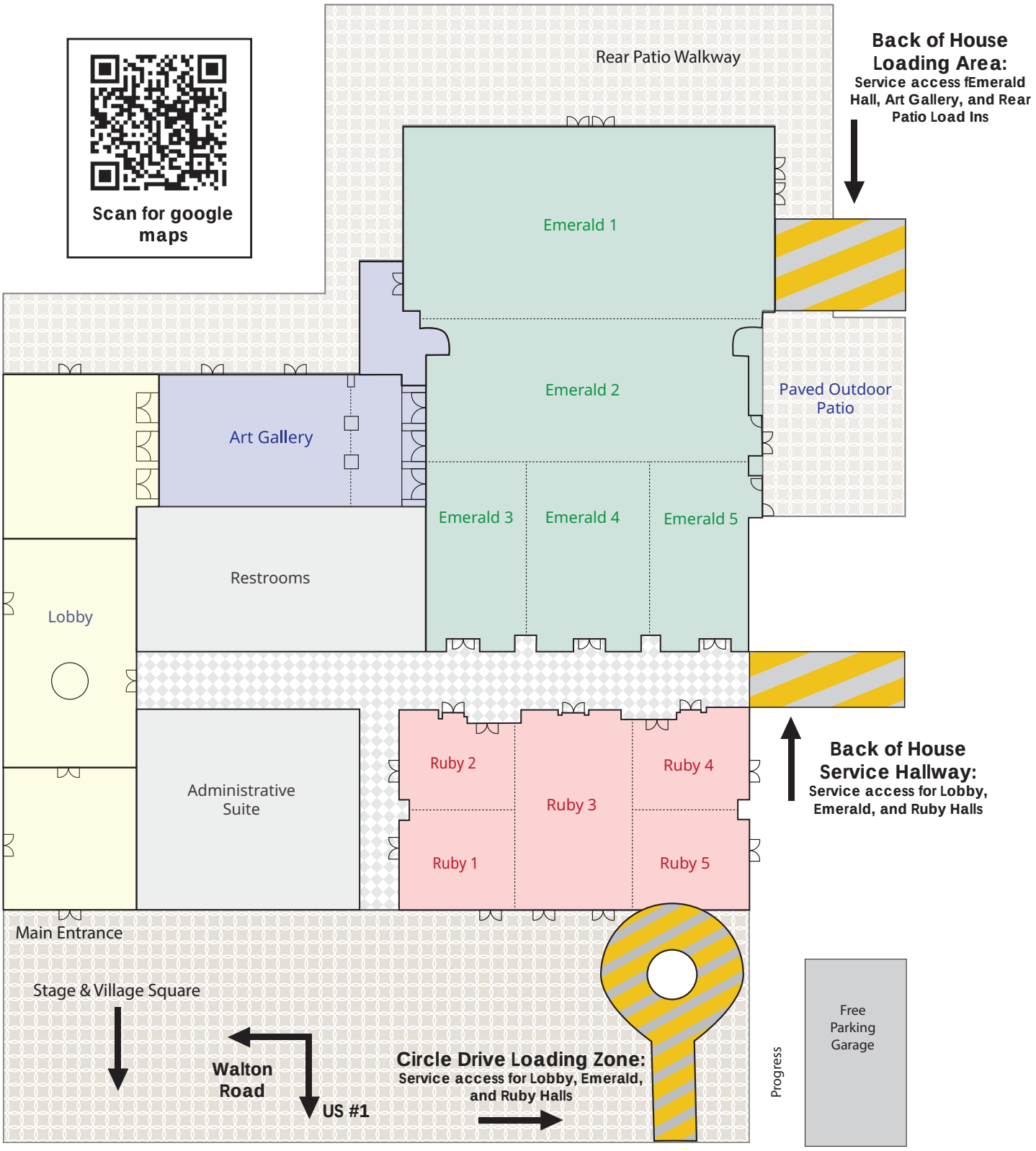
Prior to signing the contract, clients should review the Event Planning Guide. Once the contract is signed and executed requirements are as follows.

Requested one month out. Date due: _____	Date Completed:
Certificate of Insurance	
50% payment	
Outside caterer required documents	
Request order forms for Exhibitor Kits	
Submit agenda/schedule	
Marketing and promotional assets delivered to marketing team*	
Required three weeks out. Date due: _____	
Floor plan confirmed	
Load in/out schedule submitted for vendors (provided by client)	
Required one week out. Date due: _____	
Finalize and review all needs	
Final guest count	
Final payment	
Required one week post event: Date due: _____	
Any additional balance paid out	

**For events ticketed through the MIDFLORIDA Event Center, assets and ticket information must be provided prior to on-sale date. It is recommended that ticketed events go on sale 90 days prior to the event.*

D: FLOOR PLANS AND ROOM CAPACITIES

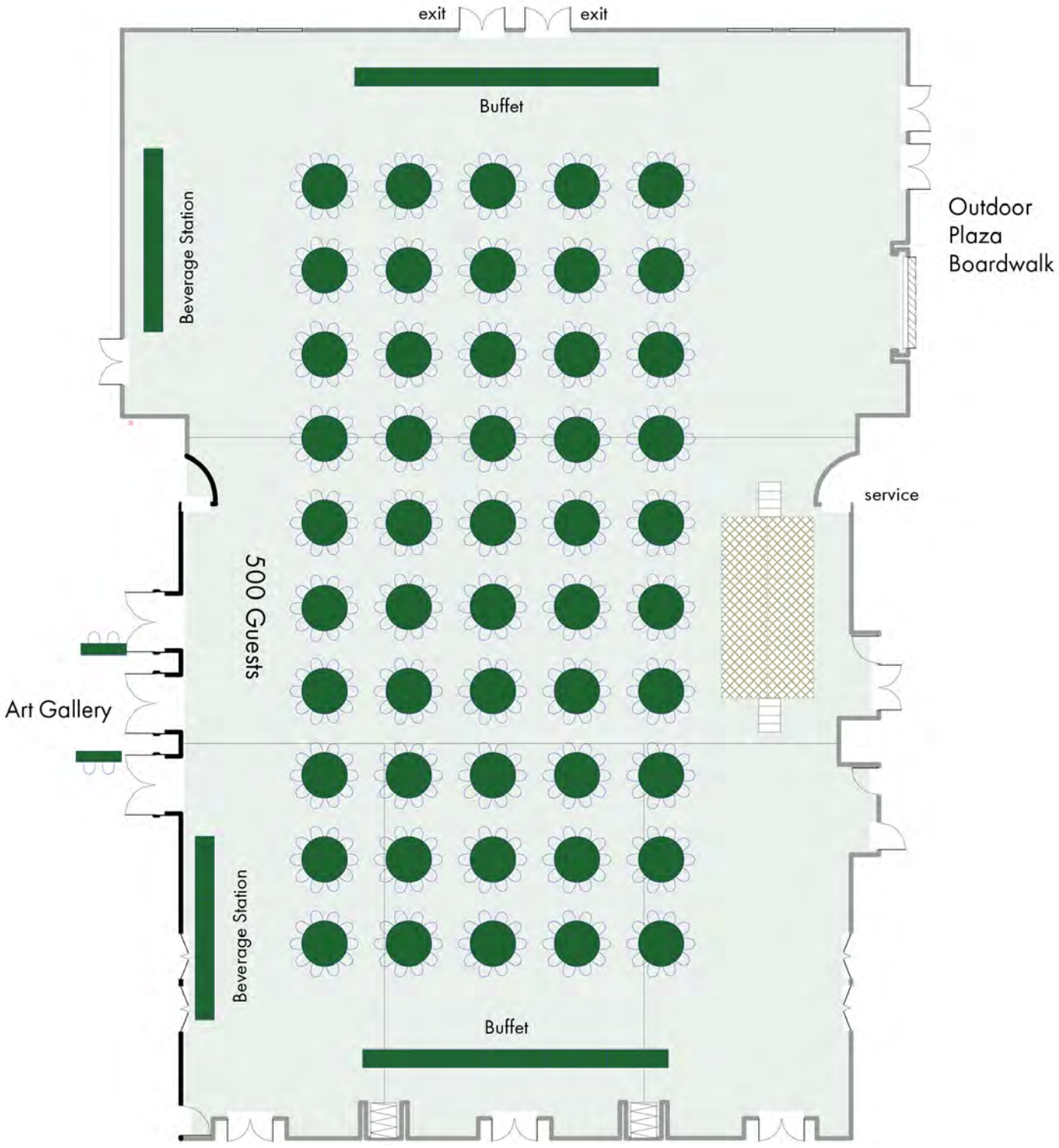
A wide variety of floor plan options are available to accommodate every event style and size. From intimate gatherings and corporate meetings to grand banquets, weddings, and expos, our flexible layouts include theater-style, banquet, classroom, and exhibition arrangements. Modular walls, multiple room sizes, and customizable seating configurations allow the space to be tailored to your vision, ensuring both comfort and functionality.



D: FLOOR PLANS AND ROOM CAPACITIES

Your Emerald Hall rental comes complete with banquet seating for up to 300 guests, featuring elegant 6-foot round tables that comfortably seat 10 guests each. Need more? Additional banquet seating can be added at just $20 per table setup ($10 for the table and $1 per chair).

Sample Setup

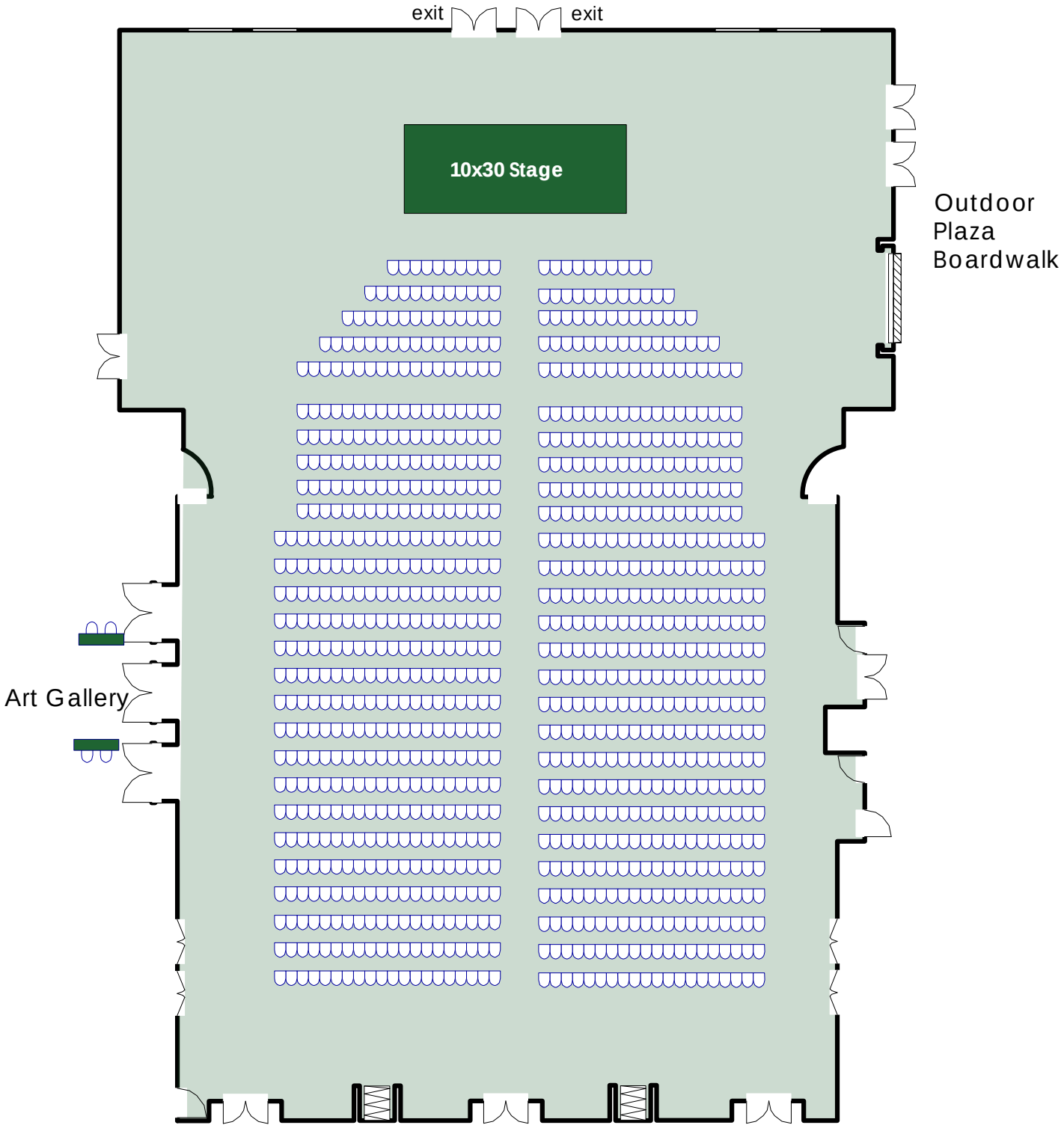


Emerald 1-5

D: FLOOR PLANS AND ROOM CAPACITIES

Hosting a theater-style event in Emerald Hall? We've got you covered with seating for up to 500 guests included. Extra chairs are available for only $1 each.

Sample Setup

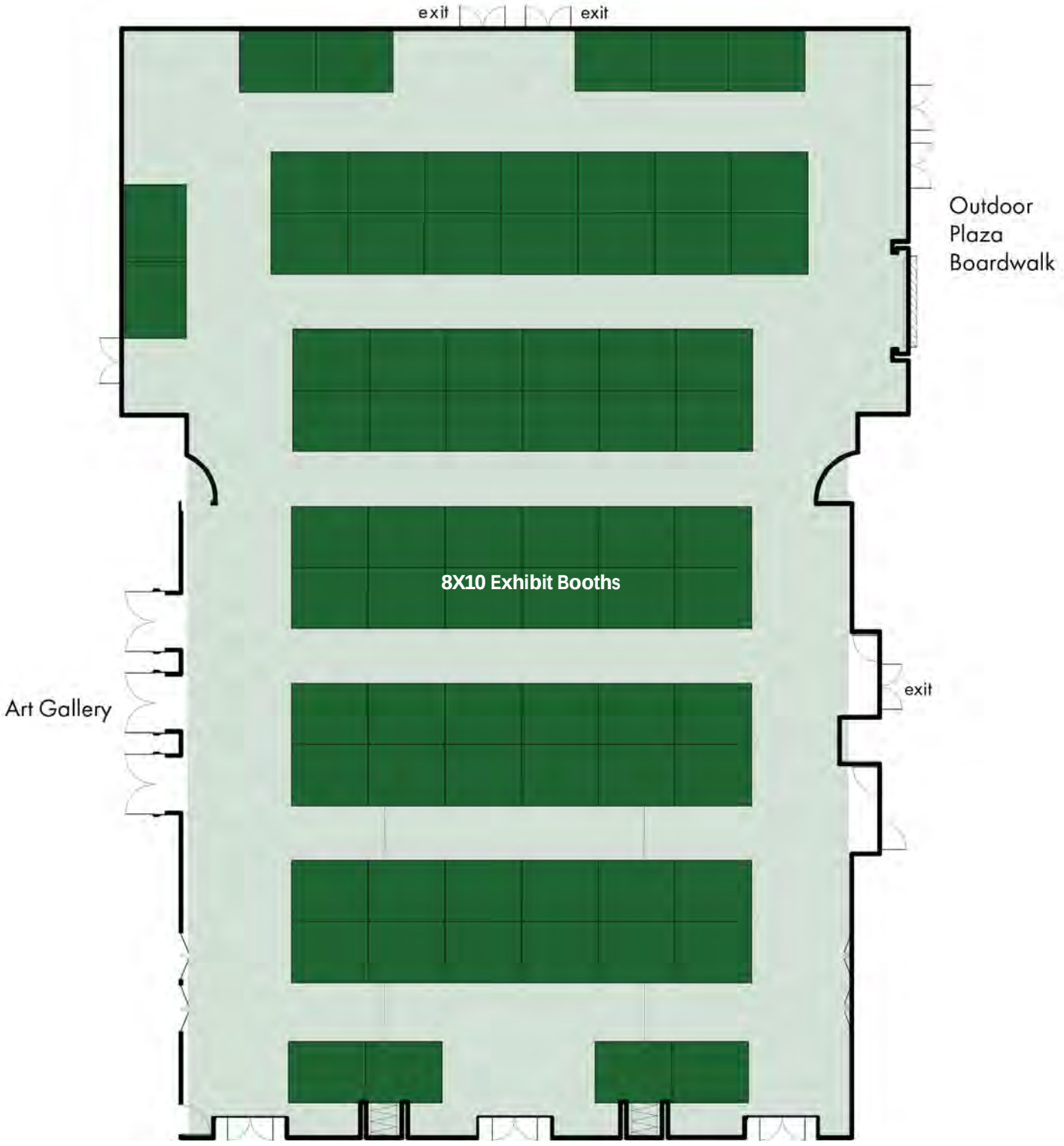


Emerald 1-5

D: FLOOR PLANS AND ROOM CAPACITIES

Emerald Hall can also be set up with up to 74 8'X10' booths for trade shows or multi-vendor sales events.

Sample Setup

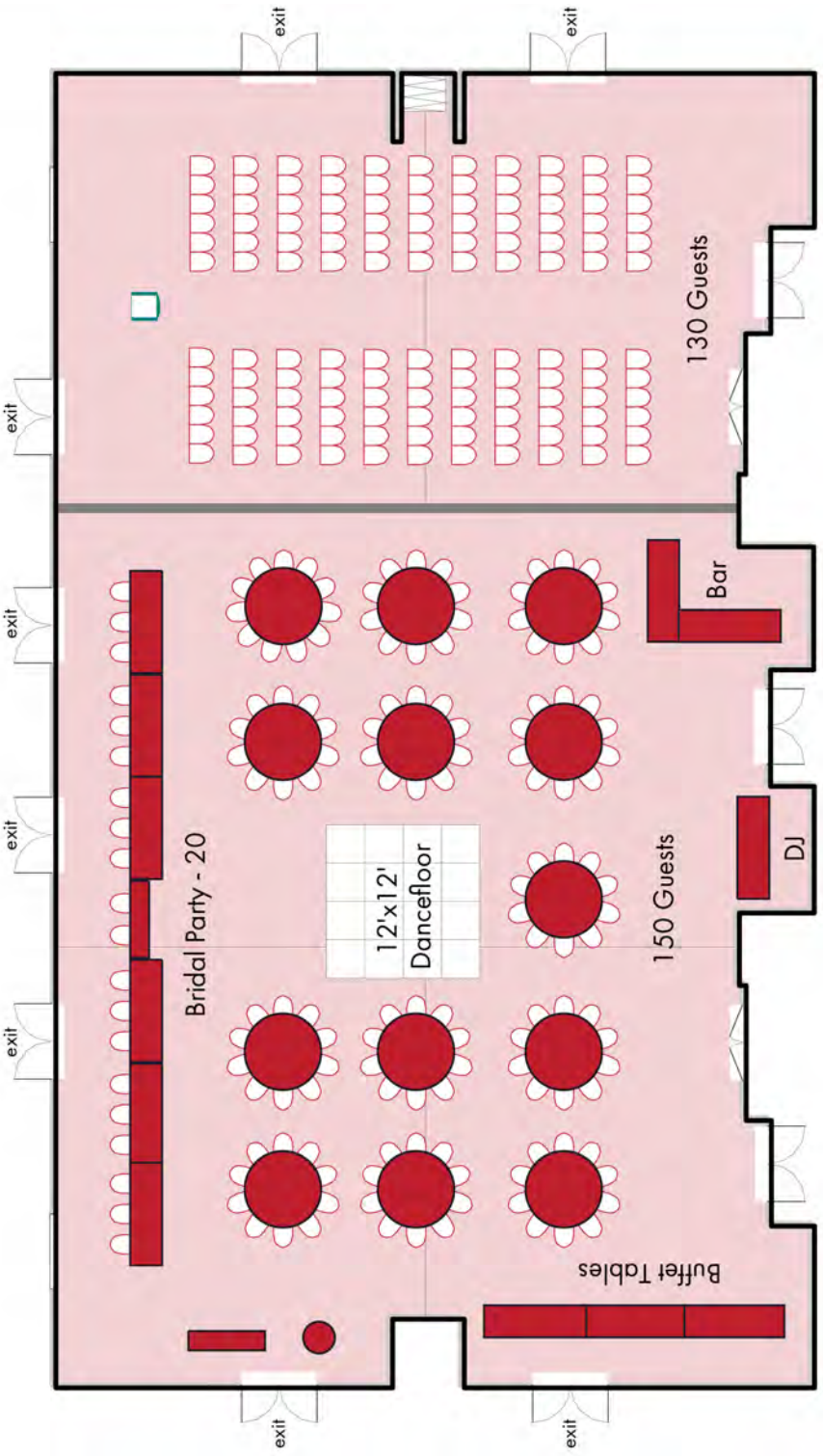


Emerald 1-5

D: FLOOR PLANS AND ROOM CAPACITIES

Your Ruby Hall rental includes banquet seating for up to 100 guests with 6-foot round tables that comfortably seat 10 each. Need extra seating? Additional tables are available at $20 per setup ($10 for the table and $1 per chair). You may also choose to utilize rooms one and two for a formal presentation or event, followed by a formal dinner or gala.

Sample Setup

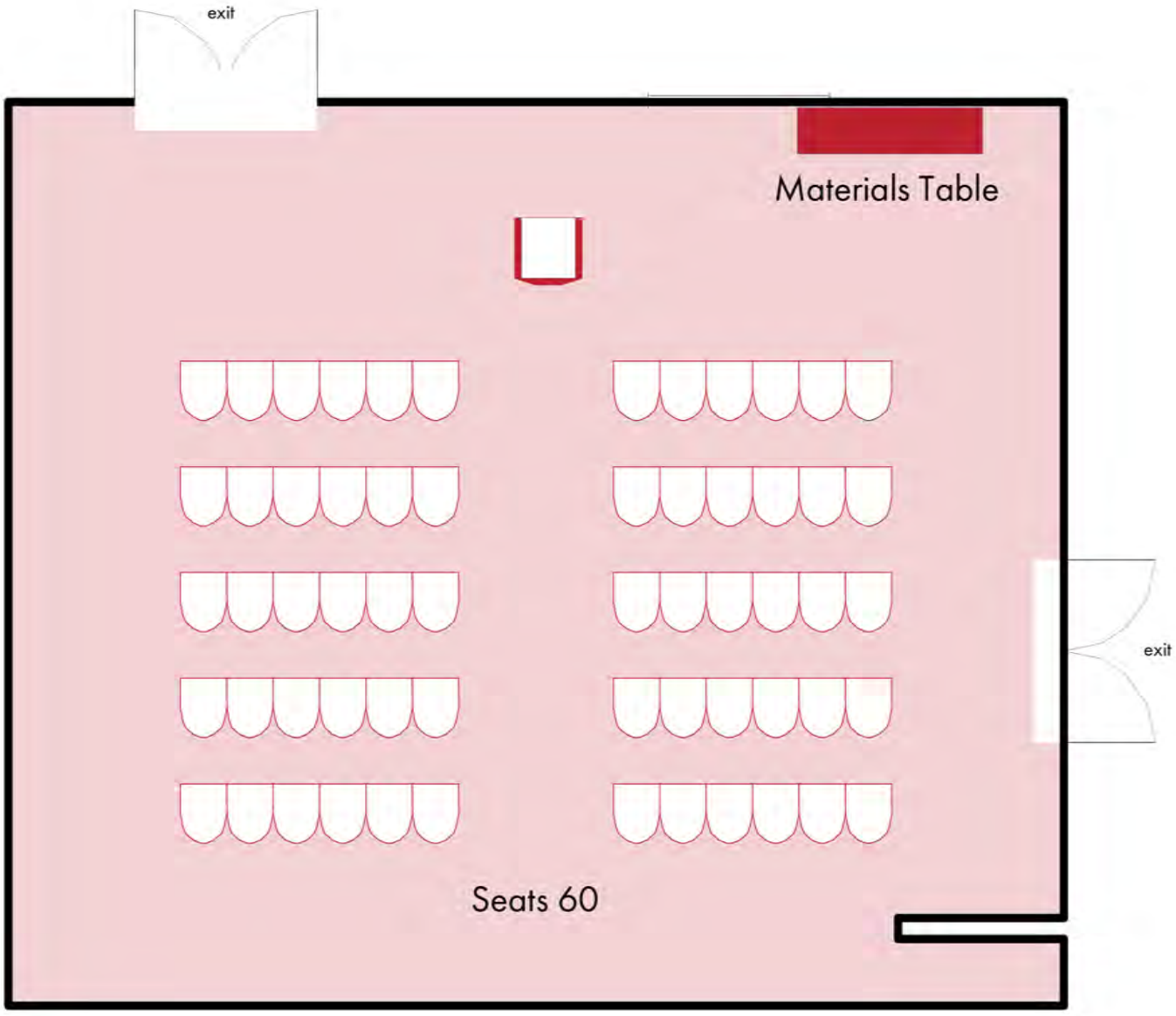


Emerald 1-5

D: FLOOR PLANS AND ROOM CAPACITIES

For theater-style events, seating for up to 200 guests is included when renting Ruby 1-5. Extra chairs can be added for just $1 each. You may also choose to utilize individual rooms at reduced costs for smaller presentations.

Sample Setup

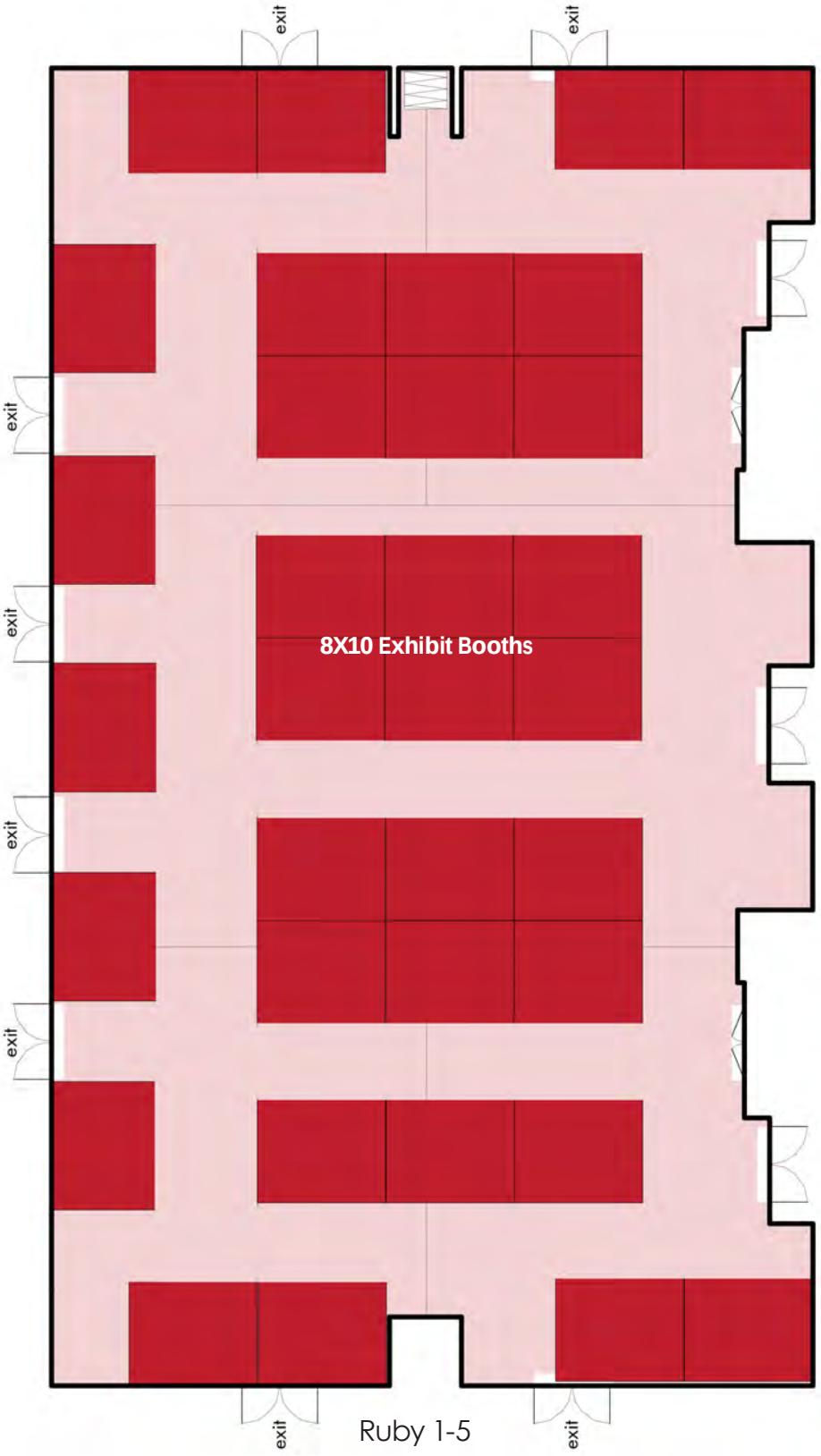


Ruby 1

D: FLOOR PLANS AND ROOM CAPACITIES

Ruby Hall can also be set up with up to 34 8'X10' booths for trade shows or multi-vendor sales events.

Sample Setup



Ruby 1-5

D: FLOOR PLANS AND ROOM CAPACITIES

EVENT SPACES	SQ. FT.	DIMENSIONS	BANQUET STYLE *6' Round Tables*	CLASSROOM STYLE *6' X 18' Tables*	THEATER STYLE *Chairs Only*	BOOTHS
Emerald Hall	**13,464**	**143.55' X 93.79'**	**600**	**486**	**4,400**	**74**
Emerald 1	5,406	53' X 102'	280	220	528	33
Emerald 2	3,557	40' X 88.9'	110	75	300	20
Emerald 3	1,377	51' X 27'	50	33	120	8
Emerald 4	1,784	51' X 34.P'	90	48	140	9
Emerald 5	1,377	51' X 27'	50	33	120	8
Emerald 1 & 2	8,970	90.55' X 99.06'	370	334	874	58
Emerald 2-5	8,059	90.55' X 89'	300	270	500	54
Emerald 3,4 & 5	4,539	51' X 89'	220	165	270	29
Emerald 3 & 4 or 4 & 5	3,163	51' X 62'	140	95	200	20
Ruby Hall	**5,790**	**56.77' X 102'**	**220**	**180**	**430**	**34**
Ruby 1	986	29' X 34'	40	30	60	4
Ruby 2	918	27' X 34'	40	30	60	7
Ruby 3	1,972	58' X 34'	80	60	120	9
Ruby 4	986	29' X 34'	40	30	60	4
Ruby 5	918	27' X 34'	40	30	60	7
Ruby 1 & 2 or 4 & 5	1,904	56' X 34'	90	72	162	9
Ruby 1,2 & 3 or 3,4 & 5	3,877	57' X 68'	200	180	490	23
Lobby	**6,420**	**130' X 49'**	**FOR SETUP IN THE ART GALLERY OR LOBBY PLEASE SEE YOUR EVENT SPECIALIST.**			
Art Gallery	**1,901**	**36' X 53'**				
Garage per floor	46,812	188' X 249'	**FOR SETUP IN EXTERIOR SPACES PLEASE SEE YOUR EVENT COORDINATOR.**			
Flat Lot	68,991					
Rear Boardwalk	3,600					
Front Plaza	27,657	230' X 130				
Village Square & Stage	38,000	300' X 160'				
Tot Room	1,590	30' X 53	60	44	7	
Gymnasium	12,544	128' X 98'	800	600	70	
Room A	1,451	36' X 42'	90	90	7	
Room B	1,605	49' X 40"	120	90	7	
Room A & B	3,065	87' X 40'	210	180	16	

E: EQUIPMENT RENTAL, SERVICE, AND LABOR RATES

A wide variety of floor plan options are available to accommodate every event style and size. From intimate gatherings and corporate meetings to grand banquets, weddings, and expos, our flexible layouts include theater-style, banquet, classroom, and exhibition arrangements. Modular walls, multiple room sizes, and customizable seating configurations allow the space to be tailored to your vision, ensuring both comfort and functionality.

UTILITIES	
Water	No charge
Electric (per tradeshow booth)	$25
Internet connection with static IP address	$100
Wifi Hot Spot	$50
FACILITY EQUIPMENT (subject to availability)	
Pipe & Drape: 20' & 14' high, 6-10' long	$30
Pipe & Drape: 8' high, 6-10' long	$20
Pipe & Drape: 3' high, 6-10' long	$20
Booth: 8' high back, 3' high sides	$60
Chairs (Included in banquet & meetings)	$1 each after cap
Tables	$10 each
Linens	$22 each
Stage per 6' X 8' Section	$50
Laminate Dance Floor 12X12	$200
Laminate Dance Floor 16X16	$350
Laminate Dance Floor 20X20	$500
Laminate Dance Floor 24X24	$720
Laminate Dance Floor 28X28	$980
Laminate Dance Floor 32X32	$1,280
Laminate Dance Floor 40X40	$1,600
Stairs (after first two at no charge)	$50
Stanchions (standard)	$5/10'
Stanchions (velvet ropes)	$10/10'
Podium - Standard	No Charge
Podium - Hydraulic	$50
Easels	No charge
Banner Hanging & Teardown	$30/hour
Flags with Flag Poles	No charge
Gaffer's Tape	$15
3 piece furniture set	$150
Cash Register	$25
10'X10'/10'X20' Tent with weights	$50/$75
10'X10' Tent assembly	$150
10'X20' or 15'X 15' Tent assembly	$175
20'X20' Tent assembly	$225
Tent walls (each)	$5
Barricades (assembled by customer)	$1/section
Barricades (assembled by MFEC)	$5/section

ELECTRICAL & MECHANICAL EQUIPMENT	
Generator	$350
Forklift (with operator)	$100/hour or $375/day
Scissor Lift (with operator)	$100/hour or $375/day
Pallet Jack	$100
EVENT STAFF AND EMERGENCY PERSONNEL	
A/V Technician	$35/hr
Before 6am/After midnight	$200/hr
Event Staff Supervisor	$35/hr
Usher, Badge Checker	$30/hr
Box Office Staff	$30/hr
Police Officer Supervisor	$75/hr
Police Officer	$70/hr
EMT with AED	$45/hr
Medical Personnel	$45/hr
Fire Marshal	$45/hr
AUDIO/VISUAL EQUIPMENT	
Wired Microphone	$50
Wireless Microphone	$75
Laptop PC	$100
Adjustable Truss (6.5')	$60
Projector	$125
Stage lights via ellipsoidals	$600
LED lights on booms	$150
LED lights on booms with ellipsoidals	$750
Truss LED wash	$1000
Truss LED wash with ellipsoidals	$1400
Truss LED lights with ellipsoidals & motion	$1650
LED Uplights	$40 ea./ $125/four
Projection Screen - 9' X 12' or 10' X 14"	$250
Projection Screen - 7.5' X 10'	$200
Rolling Monitor (86", 55", 43") - $150, $75, $50	
Sound System (small, medium, large)	$100, $200, $300
Video Wall	$1500
Subwoofer	$75

MIDFLORIDA CREDIT UNION EVENT CENTER

PORT ST. LUCIE FLORIDA

Day of Show Ancillary Item Fees

Client: _____ ***Event Coordinator:*** _____ ***Lead Event Tech:*** _____

Floor Plan Changes		*#/time/requestor*
Stage (6x8 sec.)	$60	
Stairs	$50	
Dance Floor (4X4 pc.)	$30	
Chairs	$2 ea.	
Table (cocktail, 8',6')	$10 ea.	
Linens	$25 ea.	
Booth	$65	
Standard stanchions	$7/10 ft.	
Velvet tanchions	$12/10 ft.	
Podium (gray)	$70	

Pipe and Drape		
Per 14'-20' section	$35	
Per 8' section	$25	
Per 3' section	$25	

Power		
Indoor (per plug)	$25	
Outdoor	Varies	

A/V Add-on charges		*#/time/requestor*
Speakers	$125/ea.	
86' LED Rolling Monitor	$160	
55" Rolling Monitor	$80	
42" Monitor	$60	
Wireless Microphone	$85/ea.	
Wired Microphone	$40/ea.	
Projector	$150	
Screens (10X14 or 9X12)	$300	
Screens (7X9)	$250	

Lighting add-on charges		
Stage Ellipsoidals	$675	
LEDs on boom	$175	
LEDs + Ellipsoidals	$800	
Uplights	$45 ea./ $150 for 4	

Labor add-on charges		
Banner hanging	$30	

TOTAL DAY OF SHOW FEES: $_____

_____ _____

Customer Signature Date

_____ _____

Event Center Staff Signature Date

F: EXHIBITOR KIT

We're thrilled to welcome you as an exhibitor at the MFEC! Get ready to showcase your brand in one of the most dynamic event spaces on the Treasure Coast. Inside this kit, you'll find key information to help you plan, set up, and make the most of your time with us. Whether you're a first-timer or a seasoned exhibitor, your Show Manager is there to support you every step of the way!

General MFEC rules are as follows. Please see your Event Planner with any questions.

- Smoking or vaping is not permitted inside the MFEC.
- Utility services (electric, water, telephone, and free unsecured Wi-Fi) are exclusively provided by the MFEC.
- Exhibitors may not glue, tape, tack, nail, screw or in any way affix anything to any interior or exterior surface.
- Glitter, streamers and adhesive-backed decals are prohibited and may not be distributed or used for any purposes.
- No outside food or beverage is allowed inside the facility during show hours.
- Any Exhibitor interested in distributing food or beverage must be the manufacturer of said product or be exhibiting in a food or beverage or related industry show.
- Exhibitors must only distribute "bite size" samples of no more than two ounces of food or nonalcoholic beverages. Exhibitor may not participate in cash sales of said product during the show.
- Recycle receptacles and trash receptacles are provided for your use in designated areas.
- Exhibitors must have all proper licenses and permits required by the State of Florida Department of Business and Professional Regulations and the City of Port St. Lucie Business Tax Department.
- Vehicles may not be displayed within interior spaces without approval of Show Management.
- Open flame, lighting devices and cooking appliances may be used in the MFEC with the advance approval of the MFEC and St. Lucie County Fire Marshal.
- Oils, combustibles, or any liquids other than water may not be poured in the MFEC drainage or sewer systems.
- Loading docks are for loading and unloading only.
- Loading in and loading out must be done through the loading docks or designated entrances.
- The MFEC does not accept freight shipments or packages for Exhibitors. Freight must be delivered through Show Management.

F: EXHIBITOR KIT

- Exhibitor-owned or leased vehicles are not allowed to drive on to the exhibit floor or Front Plaza to unload or load without prior approval from Show Management.
- Helium-filled balloons are allowed in the MFEC only as part of a display and must be securely fastened to the booth. Balloons may not be given out and must be used for décor only. Compressed gas cylinders used to inflate balloons must be properly secured and must be removed from the MFEC during all event hours. Clearing and/or removal of balloons may incur additional charges.
- All live animals are prohibited, except for guide and service animals.
- The MFEC has a "no tipping" policy.
- The MFEC is not responsible for lost or stolen items.
- Please review Appendix G – Security, Fire & Safety Guidelines.

- Food Shows must comply with the following:
  Ice & Water Services – Water service for chafing dishes and pitchers may be obtained through a water source designated to the show by the MFEC and must be arranged in advance. Fees apply to Show Management.
  Trash Disposal – The trash generated by Exhibitors is the responsibility of the Exhibitors and Show Management. Disposal of food items in restroom sinks/toilets, concession areas and in public trash receptacles is not allowed. Improper disposal may incur charges to Show Management.
  Grease Disposal - Grease disposal is the responsibility of the Exhibitors. Grease disposal in restrooms sinks/toilets, concession areas and in public trash receptacles is not allowed. Improper disposal may incur charges to Show Management.

MIDFLORIDA CREDIT UNION EVENT CENTER

PORT ST. LUCIE FLORIDA

Vendor Load-In

Load-In Location & Access

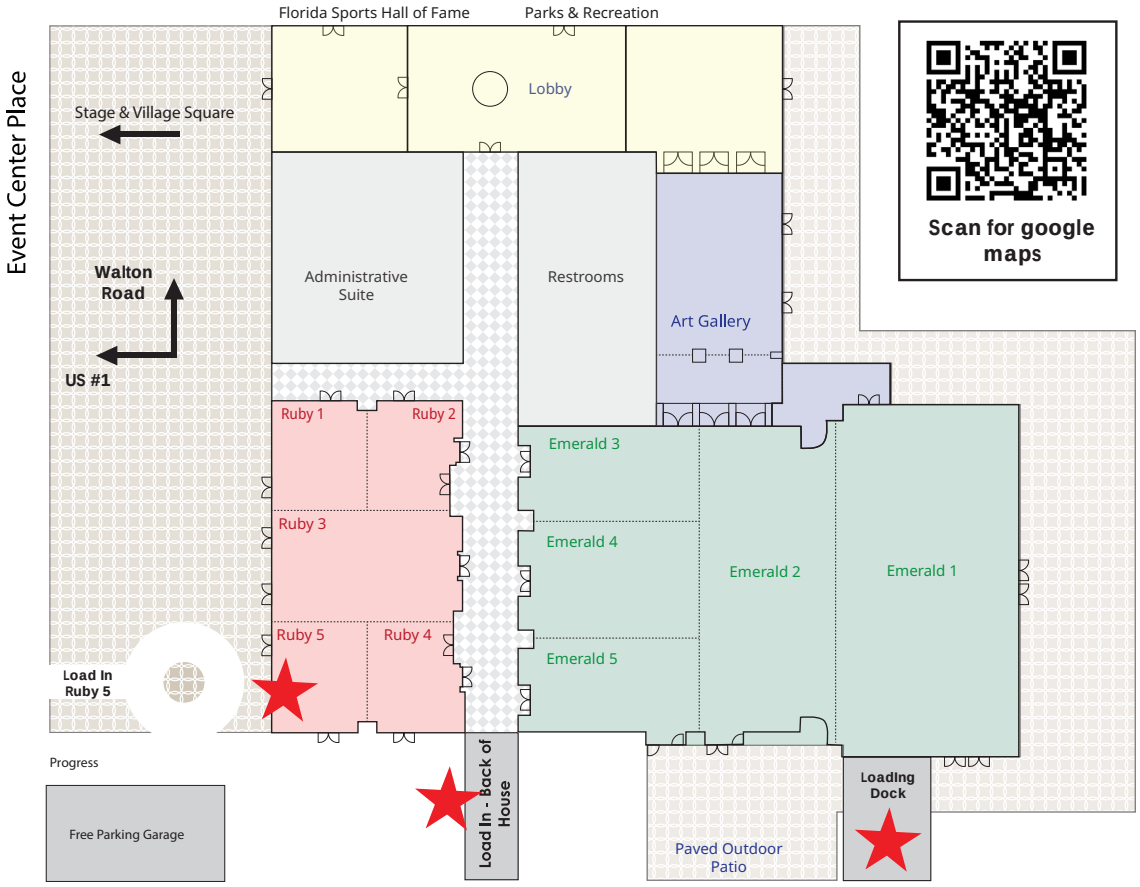
- All vendors must load in through the designated loading dock or circle lot door - not the main guest entrance.
- Venue Address for GPS: 9221 SE Event Center Place, Port St. Lucie, FL **(Loading Dock Entrance)**
- See attached Load-In Map for exact location and traffic flow.
- Loading dock height clearance: 12 ft / 12 ft.
- Vehicles may not be left unattended in the loading dock. Once unloaded, please move to designated parking.

Venue Rules

- Do not block fire lanes, emergency exits, or other vehicles.
- Access is limited to contracted event spaces. Staff offices, the kitchen, and any unassigned rooms must remain closed to vendors.
- Use floor protection (mats, runners, or felt pads) when moving heavy equipment.
- All cords must be taped down or covered to prevent trip hazards.

Equipment & Services

- Dollies and carts are available on a first-come, first-served basis.
- Electrical access: standard 110V outlets available; higher voltage requires advance notice.
- Free Wi-Fi available – MIDFLORIDA Free-Wifi
- Electrical service — including extension cords and outlets — is available for an additional fee and must be arranged in advance.
- Gaffer tape and unloading assistance can also be provided for an additional charge.



G: SECURITY, FIRE & SAFETY GUIDELINES

BUILDING SECURITY

The MFEC maintains 24-hour extensive video surveillance of the interior spaces (except for restrooms) along with the facilities perimeter areas. In addition our facility maintains an armed Security Guard presence during hours of operation. If overnight Security is desired to protect property in your event space, please contact your Event Specialist . An additional fee for this service will apply.

POLICE DETAILS

Police Details are required at some events for public safety. The City of Port St. Lucie requires that certain events maintain minimum levels of police coverage in any leased space and other areas. Police Details may also be required for move-in and/or move- out of events. MFEC management reserves right to increase or decrease established security requirements as deemed necessary. Please see Appendix E for security rates.

WEAPONS

Based on show restrictions determined by private event promoters and planners, weapons of any kind may be prohibited from the facility for certain events.

SAFETY, HEALTH, & WELFARE

In the event of an emergency, the MFEC shall have the right to cancel or reschedule events. All activity on the MFEC property will be conducted according to applicable laws, rules, regulations, and city ordinances.

The MFEC shall consider the safety, health and welfare of persons, and the security, preservation and orderly use of the MFEC as criteria for the granting of a customer agreement.

Equipment abuse, profanity, and fighting are unacceptable behaviors. The MFEC reserves the right to remove any person behaving in an objectionable manner, causing disruption to guests and/or staff, or a vendor within appropriate or questionable displays, at the expense of the customer.

G: SECURITY, FIRE & SAFETY GUIDELINES

GENERAL REGULATIONS

- Aisles must be a minimum of 4' with a room perimeter of 5'.
- No exhibit booth, registration table or related material may be placed within 20' of main entrance/exit.
- Clear access must be maintained to all designated exits.
- At no time shall an exit door be chain locked, blocked, tied open or obstructed in any way.
- Cords should run in non-traffic areas; and when run across traffic areas on or under carpet, taped down with Gaffers tape.
- Outdoor tents and canopies that exceed 300 square feet require a permit from the Fire Marshal.

FLAME RESISTANCE

All woodwork, stage scenery, furnishings, decorations and sets used upon a working permanent or temporary stage, or within an exhibit, shall be coated or treated by approved methods to render them flame resistant. Gasoline, kerosene, diesel fuel, combustible gases (cylinders) or other flammable liquids may not be stored within the MFEC facility, or on dock areas, before, during or after an event.

HAZARDOUS WORK AREAS

Event space during move-in and move-out, loading dock areas, and "back of the house" service areas should adhere to the following guidelines:

- No consumption of alcoholic beverages.
- No use or possession of illegal or controlled substances.
- No speeding or reckless use of vehicles, carts, or other equipment.
- Exit doors may not be blocked.
- Children under the age of 16 years old are not permitted in certain work areas.
- Proper footwear must be worn.
- Once vehicles used for load in/out are empty/ full, they must be moved out of the loading zone immediately to allow others to access the area.

OPEN FLAMES, PYROTECHNICS, LASERS AND SPECIAL EFFECTS

The use of open flame devices within the MFEC is regulated by the St. Lucie County Fire Marshal's Office. A special permit is required for the use of pyrotechnics and/or lasers. Each situation must be individually pre-approved by the MFEC and the Fire Marshal. If approved, the use of pyrotechnics and/or lasers will be strictly controlled and continuously monitored. A demonstration of the effects may be required at the discretion of the Fire Marshal while on MFEC premises. Standby Fire Personnel may be required at customer's expense.

- Within the MFEC, the use of open flame candles is limited to votive candles in votive bases and Sterno.
- Pyrotechnics, Lasers & Special Effects: Customer must supply equipment and/or material specifications through the MFEC for the Fire Marshal's approval for use.

FIRE WATCH

A Fire Watch may be required for certain special effects such as use of hazers, fog machines, pyrotechnics, and similar special effects.

VEHICLE DISPLAY GUIDELINES

Display vehicles are allowed in limited areas of the public concourses. Regulations on display vehicles are as follows:

- Equipment/Vehicles are to have no more than 1/4 tank of gasoline or five (5) gallons, whichever is less.
- Gas tank fuel pipe cover must be taped shut to prevent leakage of fumes.
- Both battery cables must be disconnected.
- While vehicles are permitted in the lobby and front plaza (following MFEC guidelines) we do not allow vehicles in Emerald or Ruby Hall.
- Vehicles shall not be moved during show hours.
- Fueling and defueling is prohibited.
- The MFEC staff may require keys to all approved display vehicles for emergency purposes.

CABLES, CORDS & OTHER TRIP HAZARDS

All cables or other trip hazards that cross doorways, aisles or walkways must be covered or taped down.

FIRST AID/EMERGENCY MEDICAL COVERAGE (EMT) – ST. LUCIE COUNTY FIRE DISTRICT

The MFEC may require some events to have on-site emergency medical personnel through the St. Lucie County Fire District.