

FONTAINEBLEAU MIAMI BEACH

GENERAL INFORMATION

Welcome to NATPE 2022 at Fontainebleau Miami Beach. This packet is a supplement to Fontainebleau's website information (www.fontainebleau.com) and as such will supersede several policies listed in our regular packet of information.

RESERVATION PROCEDURES:

1. All reservations must be made using the NATPE Suite Contract and Agreement.
2. All format details must be completed on the Reservation Form.
3. Keys to this room will be made available to the company after 4:00PM on the **day the suite is occupied or advertised**. Should you wish to access the suite prior to 4:00PM, you will need to reserve the suite the day prior. **Please contact NATPE for extra night pricing.**
4. All rooms used as screening or meeting rooms must be listed on the rooming list as: Last Name (Your Company's name); First Name {Meeting Room (i.e. 1,2,3, etc.); or Screening Room (i.e. 1,2,3,etc.)}; Arrival Date; Departure Date; Event Start Date (this is first the date which the suite will be occupied and used for meetings or screenings); Event Stop Date (this is the last day you will use the suite for meetings or screenings) – REMEMBER, Check-out time is 11:00AM – Should you have a meeting scheduled that goes beyond 11:00AM you must rent the suite for an additional day.
5. All suites used as meeting or screening rooms must have room and tax prepaid for all nights. A credit card must be supplied upon check-in for incidentals, \$150.00 per room, per day and a \$500.00 security deposit for any damages incurred following inspection.
6. For all exhibit suites, a walk through will be required at the time of check-in and again upon check-out to determine if there have been any damages to the suites. The walk through will be conducted by personnel from hotel operations, accompanied by an authorized signer.
7. For all rooms used as screening or meeting rooms, an on-site primary contact must be provided. This individual will be responsible for checking the suite in and out, all incidental charges and must be an authorized signer for the suite.
8. Any authorized signer wishing to check-in a room for a colleague not physically present at the Front Desk must be listed on the reservation and supply a credit card for the room's incidental charges.
9. Any sleeping rooms that need to be **pre-assigned the day before the guest's arrivals require an additional night's rental prior to the actual arrival date of the guest**. For simplicity, utilize the Event Start Date as explained in item 3 of the topic to communicate your guest's actual arrival date. These requests must go directly through NATPE.
10. All reservations must be accompanied by check, credit card or wire transfer. All room & tax must be 100% prepaid prior to arrival.
11. All rooming lists must be submitted no later than the established contracted room's cut-off date.
12. All guests that will require key access to the exhibit suite must be listed as accompanying guests.

SUITE BILLING METHODS:

1. Billing methods are as follows:
For all groups, ROOM, TAX and EXHIBIT SUITE related charges must be 100% Prepaid: (Room Rate, Occupancy Tax, Exhibit suite related charges must be 100% prepaid. Incidental Charges signed to the exhibit suites will be the sole responsibility of the registered guest).
 - a) **100% PRE-PAID.** Please note that a group can only apply for Direct Billing if their estimated meeting related charges exceed \$20,000.00. All groups with estimated charges below \$20,000.00 will be on a 100% pre-payment status. Credit applications must be received at least

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45 days prior to arrival. Any applications received less than 45 days prior to arrival will not be accepted.

2. Payment methods are as follows:

- a) **CREDIT CARD** (Supplied at the time of rooming list). This card will be charged 100% of non-refundable room and tax at the time of booking.
- b) **COMPANY CHECK** (Supplied 30 Days prior to arrival date.) Within 30 days of arrival all payments must be made by Certified Check or Wire Transfer.
- c) **WIRE TRANSFER**

PAYMENT INFORMATION:

FONTAINEBLEAU FLORIDA HOTEL, LLC
TAX ID # 20-2401133
W9 form available upon request

CHECK PAYMENTS MAIL TO

USPS Fontainebleau Florida Hotel, LLC
PO BOX 865011
Orlando, FL 32886-5011

OVERNIGHT

Fontainebleau Florida Hotel, LLC
LBX# 865011
11050 Lake Underhill Rd.
Orlando, FL 32825

WIRE TRANSFERS SEND TO

Fontainebleau Florida Hotel, LLC
Wells Fargo Bank, NA
1901 Harrison Street
Oakland, CA 94612
Account# 4190401315
ABA# 121000248
Bank Swift Code: WFBIUS6S-SFO

FOR PAYMENT INQUIRIES PLEASE CONTACT

Fontainebleau Accounts Receivable Department
4441 Collins Avenue
Miami Beach, FL 33140
305-695-2492
Email: MiaARDept@fontainebleau.com

AUTHORIZED SIGNERS:

For All Groups with Fontainebleau a list of Authorized Signers is required. This list provided by you to the hotel authorizes those listed to place charges on the Company's Master Account. As such, any and all charges approved by an Authorized Signer will be the sole responsibility of the Company for payment to Fontainebleau. This list shall be due to Fontainebleau 30 Days prior to arrival.

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FRONT OFFICE CHECK-IN PROCEDURES:

1. All meeting rooms that require the installation of rental furniture must be rented (24 hours) prior to actual event date. All suites requiring additional data or phone lines must be rented a least (24 hours) prior to the start of the actual event date. The hotel can make keys available to your set-up crew by 4:00PM the second day the suite is held; however, it is understood that the hotel must have unlimited access to the suite during the setup day(s). The hotel will also work on a case by case basis with each participant to determine the number of days advance set-up is required in all cases the maximum number will be 2 days.
2. Check-in time is 4PM. Checkout time is 11AM.
3. Up to two suite keys can be made for each screening or meeting room. If you require more, please alert your CSM prior to your arrival.

BANQUET SETUP:

Standard banquet tables and chairs are available through the Banquet Setup Department. Requests for this type of equipment must be made through your assigned Conventions Services Manager. There is a delivery/removal charge of \$350.00 per delivery per room/suite applied to all equipment provided by Fontainebleau. In the event the hotel depletes its inventory, rental charges may apply. All furniture requests must be received at least 21 days prior to arrival. Any furniture requests received less than 21 days prior to arrival will be subject to an additional \$100 late fee.

CLEANING

All Suite Exhibitors will be required to pay for the cleanup of their Move-in, show dates and Move-out of their meeting rooms. All Suite Exhibitors will be required to have a credit card on file with Fontainebleau Exhibitor Services for this item. Charges will be billed at the close of the event, after labor hours are calculated for each individual meeting room. Cleaning rates may be confirmed through the assigned Convention Services Manager.

In exhibit suites, guest room attendants may be available for dedicated cleaning service. Please check with your Convention Services Manager for specific pricing.

FEDEX BUSINESS CENTER:

HOURS

- 9:00am to 6:00pm Monday to Friday FedEx Pick Up 3pm
- 9:00am to 4:00pm Saturday FedEx Pick Up 3pm
- Closed Sunday No FedEx Pick Up

THE FOLLOWING SERVICES ARE AVAILABLE ON-SITE (BUT NOT LIMITED TO):

- Digital Color Prints
- B/W and Color Copies
- Computer Workstations with Internet Access
- Packing, Shipping and Receiving via FedEx for packages up to 35 lbs.
- Office Equipment Rentals
- Binding and Finishing Services
- Office Supplies
- Business Cards

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- Large Volume Production of Meeting Materials/Books
- Notary Services

BED REMOVAL POLICY:

Tresor Tower: THERE ARE NO FREIGHT ELEVATORS IN THIS TOWER Beds may be propped against the wall or removed. If removed they may be stored in the Master Bathroom or the bathroom of the connecting Junior Suites if you have purchased. They cannot be moved outside the two bedroom suites.

Sorrento Tower: THERE ARE NO FREIGHT ELEVATORS IN THIS TOWER. Beds may be propped against the wall or removed. If beds are removed, you will have to purchase another room on the same floor for storage purposes.

Versailles Tower: THERE ARE NO FREIGHT ELEVATORS IN THIS TOWER. Beds may be propped against the wall or removed. If beds are removed, you will have to purchase another room on the same floor for storage purposes.

Chateau Tower: THERE ARE NO FREIGHT ELEVATORS IN THIS TOWER. Beds may be propped against the wall or removed. If beds are removed, you will have to purchase another room on the same floor for storage purposes.

In the event that an Exhibitor requests the bed to be removed, a onetime bed removal fee of \$250.00 per room will apply. Whenever possible, if bed removal is required in a 1-BR suite, the bed will be stored in the bathroom of the suite. If bed removal is required in any guestroom where storage is not possible in the bathroom, an additional guestroom on the same guestroom floor must be purchased at the Attendee Sleeping ROH Rates. Exhibitor's requesting bed removal in multiple guestrooms will be required to purchase additional guestrooms for storage on the same guestroom floor at a minimum ratio of 5:1 (to include the beds in the storage room).

FURNITURE RENTAL:

Furniture Rental is available through P3. P3 has extended the NATPE furniture rental rate to all companies participating here at Fontainebleau, with an added labor charge for time required to deliver and pick-up furniture. The NATPE Exhibitor Manual includes color brochures and rental forms. All forms should be sent directly to P3 as per the kit's directions. Please note that any furniture deliveries may not take place until the date keys are issued to your group. A representative from your company must be available in the Suites when furniture is delivered and picked up. This can be coordinated directly with P3.

USE OF TELEVISIONS:

1. All Fontainebleau televisions/plasma screens are to remain in their respective locations and are not to be disconnected from the hotel's hospitality network.
2. Fontainebleau will not allow the removal of Televisions from the Armoires or Entertainment Centers.
3. Under no circumstances shall any guest disconnect or reconfigure any Fontainebleau Television.
4. Any unauthorized use of a Fontainebleau Television as a monitor is strictly prohibited and will result in a fine related to the damages incurred.
5. Should you need additional televisions, monitors or audio visual equipment brought to the exhibitor suites, please contact Encore Productions

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6. **PLEASE NOTE:** There are no DVD Players in any guestrooms/suites.

SIGNAGE/BRANDING GUIDELINES – GUEST ROOM FLOORS

1. Displays, signs, and/or decorations may not be used unless Fontainebleau gives written approval for them. If approved, the patron agrees to be responsible for any damage done to equipment or function room during the time the premises is under their control, including damage or excessive cleanup made necessary by florists, decorators, or outside agencies during setup or tear-down. Signage is not permitted on the guest room levels, elevators, main lobby areas, or the building exterior.
2. The hanging of any item from a Fire System detector or sprinkler is strictly prohibited.
3. In order to denote locations of suites per floor, suite assignments will be posted in the Tresor Elevator landing, as well as on each floor.
4. Only the four signs approved by Fontainebleau can be used outside or inside the suites; Door Knob Hanger, Wreath Hanger, Picture Cover and Retractable Banner Stand Single Sided. The Fontainebleau will not allow the affixing of anything to the walls, floors, or ceilings of rooms with nails, staples, tape or any substance unless approved, in advance.

The following guidelines pertaining to signage and branding on the Hotel's guestroom floors and hallways will be in effect:

ALLOWED

- Pop up Signs/Roll Shades are allowed outside of the guestroom provided that such signage is within two (2) feet of the doorway and not blocking egress.
- Signage/Branding placed on the guestroom's hallway door or guestroom number sign.
- Signage/Branding inside of the reserved guestroom.
- If an exhibitor reserves all guestrooms on a given floor, then the exhibitor may brand the entire guestroom floor hallway.
- Approved elevator wraps on the Versailles lobby elevators or on individual guestroom floors in Versailles Tower, contingent on exclusive use of Hotel's vendor.

NOT ALLOWED

- Signage/Branding on Hotel furniture or décor in hallways unless prearranged with Hotel. Available only if an exhibitor reserves all guestrooms on a given floor (see pricing below).
- Signage/Branding on the exterior of the building including anything on balconies that can be viewed from other guestrooms. Failure to comply with this guideline will result in a \$5,000.00 fine per floor/per day out of compliance.
- Signage/Branding on Chateau elevator landing windows (facing Collins Avenue).
- Elevator wraps will not be allowed in the Tresor Tower lobby or guestroom floors. Group may submit individual requests for approval of elevator wraps in the Tresor Tower. Hotel will consider such requests on a case-by-case basis.

SIGNAGE/BRANDING COSTS

(Available only if an exhibitor reserves all guestrooms on a given floor)

- Guest Floor Hallway Art Work - \$500.00 per floor/per day
- Guestroom Floor Hallway Elevator Landing Table - \$500.00 per floor/per day
- Guestroom Floor Hallway Mirror - \$500.00 per floor/per day

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- Versailles Guestroom Floor Hallway Elevator Doors, contingent on exclusive use of Hotel's vendor- \$350.00 per elevator/per floor/per day (includes printing of image, installation and removal)
- Versailles Lobby Level Elevator, contingent on exclusive use of Hotel's vendor - \$700.00 per elevator/per day (includes printing of image, installation and removal)

BRANDING APPROVAL/PRICING/PENALTIES

Group understands that branding can impact the experience of non-Event guests and condo unit owners. Group understands that the Hotel must approve all branding in the Hotel's public areas in advance (including but not limited to: guestroom hallways, elevators, outdoor guestroom patios, outlets, lobby areas, and pool areas). The Hotel will remove any branding not preapproved by the Hotel without notice. Failure to obtain advance Hotel approval for any signage will result in the Hotel alerting Group and the Exhibitor that it's branding is out of compliance and offering a timeframe for the Exhibitor to rectify the situation. After this timeframe has lapsed, any Exhibitor out of compliance will be charged a \$3,000.00 fine per floor/per day out of compliance.

SHIPMENTS INTO THE FONTAINEBLEAU:

All freight shipments should be sent to **P3**. P3 has exclusive control of the loading/unloading and access to/from the loading docks in Tresor, Sorrento, Versailles Buildings and Conference Facility.

The Fontainebleau Resort Shipping & Receiving is available for only small package delivery for the Versailles, Chateau and Sorrento Tower exhibit suites.

You may ship directly to the hotel a maximum of four (4) boxes per suite and no one box can weigh more than **20 lbs**. For pricing, please see the **Fontainebleau Package Handling Form**, also in this section of the manual.

We strongly encourage you to use the Fontainebleau Shipping & Receiving Department for small packages for the Versailles, Chateau, Tresor and Sorrento exhibit suites and to strictly adhere to the limits set forth as there are no freight elevators in these Towers. For items that are above the allotted (4) boxes, 20 lb. maximum per box, there will be additional handling fees from P3.

If you plan to hand carry your items, you may bring them up directly yourself or utilize the hotel bellman service. Please be aware that there are no freight elevators in the Versailles, Chateau or Sorrento Towers. Fontainebleau does not provide any carts for movement of your materials. The only option is to use Bellman Services. Bellman carts will not be available for your personal use.

Fontainebleau will accept exhibitor shipments according to above specifications only beginning Sunday, **January 16, 2022**.

Fontainebleau Resort Show Site Shipping Address:

Fontainebleau Miami Beach / Shipping & Receiving

Attention: Your Name/Arrival Date/Exhibitor Location/Cell #

Group Name/Exhibitor's Company Name/Contact Name (YOUR Catering/Convention Services Manager Name)

4441 Collins Avenue

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Miami Beach, FL 33140

Outbound shipping charges will apply to each Exhibitor that ship outbound via Fontainebleau Miami Beach. A credit card account must be setup.

You are strongly urged not to ship anything other than small cartons or items that can fit into small passenger service elevators as there are no freight elevators in these Towers. Almost all crated items will have to be unpacked downstairs and brought up loose at an added expense.

Anything over 20 lbs. or over (4) boxes weighing 20 lbs. will be handled by P3. P3 is designated by NATPE and Fontainebleau to handle the load in and load out of everything including specialty furniture, decorations, etc. going into the exhibit suites, meeting rooms, ballrooms, exhibit hall and poolside other than the above-described items.

For large deliveries, we encourage you to ship early & utilize the P3 Warehouse.

P3 will accept crated, boxed or skidded materials; see P3 directly for further information.

Warehouse Shipping Address:

Exhibiting Company Name / *Booth #, Meeting Table #, Cabana # or Suite #*
NATPE 2022 c/o P3 Global Services
8201 NW 56th Street
Miami, FL 33166

Show Site Shipping Address:

Exhibiting Company Name/Booth #
NATPE 2022
C/O P3
Fontainebleau Miami Beach
4441 Collins Avenue
Miami Beach, FL 33140-3227

******PLEASE NOTE******

P3 will receive shipments at the above show site address beginning Sunday, January 16, 2022 Shipments arriving at the show site prior to this date may be refused. If accepted, your shipment will incur additional storage & handling charges from the Fontainebleau. All additional charges are the sole responsibility of the Exhibitor.

Time and material for delivery of furniture to the suites from the exhibit hall and removal at the end of the show will be charged, in addition to the prices quoted in the kit. Prices quoted for material handling of freight include all time & materials (to include any overtime).

In All CASES Fontainebleau has sole authority to direct and or modify deliveries of freight, AV Equipment, additional furniture, and materials to all suites.

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TELEPHONE CHARGES:

NATPE telephone pricing structure as follows:

- Local calls: 800/Toll free calls: \$1.50 to connect & free for the first 60 minutes. After that it is \$0.10 per minute.
- Long Distance Calls: per minute fee (which varies by destination)
- International Calls: per minute fee (which varies by destination)

TELEPHONES:

PLEASE NOTE: To activate telephones in guest rooms, a credit card must be provided at the front desk. All standard suites have been equipped with a telephone in the bedroom and living room. The telephones in the living room areas have two-line. Standard Hotel pricing applies for all long distance and local calls. **PLEASE NOTE: DID: Direct Dial In service is not available in suites - all calls go through the Hotel operators.**

FAX MACHINES:

Please take note: suites do not have fax machines or printers. Fax machines for use in suites must be arranged in advance with your Convention Services Manager. Fax machines are available on a limited basis for rent, and additional telecommunications installation fees will apply.

INTERNET ORDERS GENERAL INFORMATION

1. Fontainebleau I.T. Department is the exclusive provider of Internet services at Fontainebleau. If you require assistance for wireless Internet in our hotel rooms such as login, troubleshooting etc. speak with your Convention Services Manager to assist with your internet needs.
2. All participants shall be responsible for ensuring that computers are Internet ready. This means having Ethernet cards, drivers, adapters, TCP/IP software, Internet software (web browser, e-mail, etc.) installed for each machine you wish to connect.

FOOD & BEVERAGE GUIDELINES:

The following guidelines shall be used for all Food & Beverage taking place in traditional Fontainebleau Meeting Space including Versailles, Chateau, Sorrento and Tresor Tower. For guidelines referring to Guest Suite floors other than listed above, please refer to your assigned Convention Services Manager.

PRICES

- Prices listed are current and are subject to change without notice.
- Prices are subject to a 9% food and beverage tax, the 25% taxable service charge and 7% service charge tax.

ORDERS

Please place all of your food and beverage orders for Fontainebleau through your Convention Services Manager. Banquet Menus will be used for all food and beverage orders which can be supplied by your assigned Manager. Please note: All food and beverage orders are due by **Monday, December 20, 2022**. Your assigned manager will create Banquet Event Orders for your review and approval. Final Guarantees are due 72 business hours prior to function.

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GUARANTEES

Guarantees for all functions must be given to your Convention Services Manager seventy-two (72) hours prior to a function. If no guaranteed minimum number is received, you will be charged the expected number set forth on the special function arrangement sheet, as a guarantee or the number of people actually served, whichever is greater. In addition, we will not be obligated to serve or setup more than 3% above your guaranteed number. Should you need to cancel your function within 72 hours, you will be billed for all items ordered.

SERVICE CHARGES

- Food functions -- 25 persons or less - will have a \$100 service charge added to the check.
- Food functions -- 12 persons or less - will have a \$150 service charge added to the check.
- Continental Breakfast and Coffee Breaks with 25 people or less will have a \$50 setup charge added to the check.
- Cash food and beverage functions - a setup charge of \$150 per station will be added to the check and a minimum of \$1,500 in cash sales will be required.
- Cash liquor/food service - a labor charge of \$40 per hour per cashier will be added to the check.
- Liquor service - a labor charge of \$40 per hour per bartender will be added to the check.
- All food items must be supplied and prepared by the Fontainebleau. The guest may not remove food from the premises. No food or beverage of any kind will be permitted to be brought into the Fontainebleau by the guest or any of the customer's guests or attendees. The fee for items brought in will be the same as the price listed on the Exhibitor Food Order form.
- Late F&B Orders or pop-up orders are subject to a \$175.00 fee.

Special Exhibitor Menus have been provided; should you choose to select items from our published Banquet Menus, customization may be necessary due to limited number of guests relative to menu size, and pricing is subject to change.

HOSPITALITY SUITES

- Should you require a Hospitality Suite setup during your stay, please be advised that all liquor, beer, wine and food must be purchased through your Convention Services Manager. Pursuant to Hotel policy and terms of our liquor license, we are precluded from providing setup service for bars not serviced by the Hotel.

F&B BILLING

- A deposit equal to 50% of the estimated charges will be required within 10 days of booking the function. Should an event be booked within 30 days of the actual function, a 100% deposit will be required.
- Payment, based on the anticipated attendance, shall be made in full by cash, certified check, or by credit card at least fifteen (15) working days prior to the event. Direct billing will be established only for accounts of \$20,000 and over and a 50% deposit will be required.
- If payment has not been received within the specified time limits, Fontainebleau maintains the right to cancel the event and retain the deposit. In the event direct billing has been approved, all payments will be due upon receipt. After thirty (30) days, the account will be considered past due.
- The function sponsor agrees that by signing the check for food, beverage, and/or other services, he/she acknowledges the fact that there is no dispute over such services and the sponsor is solely responsible for the payment of the total amount due.

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CANCELLATIONS

- Should it be necessary to cancel a catered function, the following policy concerning refunds will apply:
 - 90 days or more prior to your event - full refund
 - 90 days and more than 30 days prior to your event - 50% refund
 - 30 days or less prior to your event - no refund

LIQUOR SERVICE

- Fontainebleau reserves the right to refuse service to any person who visibly appears to be intoxicated and all guests must be 21 years of age or over before alcoholic beverages are permitted to be served.

SECURITY

- If required, in our sole judgment, in order to maintain adequate security measures in light of the size and/or nature of your function, you will provide at your expense, security personnel supplied by a reputable licensed guard or security agent doing business in the city or county in which we are located, which agency will be subject to our prior approval. The Fontainebleau Security team can also provide security with three weeks advance notice.

LIABILITY

- Your organization agrees to protect, indemnify, defend, and hold harmless Fontainebleau and its employees and agents against all claims, losses, or damage to persons or property, government charges, fines, and costs (including reasonable attorney's fees) arising out of or connected with the use of the facilities, including but not limited to the installation, removal, maintenance, occupancy or use of the premises, or any part thereof, by Organization, or any guest, invitee or agent of Organization or any independent contractor hired by Organization, except those claims arising out of sole negligence or willful misconduct of Fontainebleau.
- Fontainebleau is not responsible for loss or damage to any property, which the organization or its guests bring to Fontainebleau before, during, or after the use of the facilities.

MISCELLANEOUS

- If our obligations under this agreement are not met for any reason beyond our control, our failure is completely excused, and we may cancel this Agreement by returning your deposit. The following is a partial list of events that, if they occur, would be considered reason beyond our control: strikes, labor disputes, accidents, government restrictions on travel, hotel operations, goods or supplies, acts of war and acts of God. If, for any reason, the reserved space is not available for the function, other space of comparable quality in the Hotel will be substituted for and accepted by you.
- Tax exempt organizations must furnish a State of Florida Certificate of Exemption to the Fontainebleau prior to the event.
- The Fontainebleau reserves the right to make the final decision concerning the suitability of holding a function outdoors or relocating it indoors due to inclement weather. The decision of the Hotel will be final. All contracted entertainment must conclude no later than 10:00PM. Events may continue until 11:00PM. Set up times will be determined by the Convention Services Departments.

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- Any function that has an admission charge or fee, or has merchandise for sale, must be approved by the Fontainebleau and licensed. A copy of the Certificate must be presented to your Convention Services Manager three (3) days prior to the event.
- There will be a handling charge for incoming and outgoing packages. Contact your Convention Services Manager for more information.

FLOOR PLANS

Floor plans for meetings and food and beverage functions with 300 people or more must be approved by the Miami Beach Fire Department thirty (30) days prior to the date of the function(s). Therefore, all decorations, audiovisual, and room setup requirements must be received by the Catering Department no later than forty-five (45) days prior to function(s).

Floor plans are final once they are approved by the Fire Department. Therefore, no changes or alterations can be made with the exception of deleting equipment, tables, and decorations.

If requirements are not received by your Convention Services Manager forty-five (45) days prior to function(s), the room setup will be at the Hotel's discretion.

Floor plans must be submitted to process furniture additions and AV equipment. Included on the floor plan should be the date and time, the equipment type, and the location within the suite. Please contact P3 to facilitate creation of a diagram.

DECORATIONS

It is the responsibility of the organization to ensure their contracted decorator provides your Convention Services Manager with all proper certification of fire-retardant materials for submission to the Miami Beach Fire Department. This must be done at the same time as the submission of the floor plan.

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