



EXHIBITOR GUIDE



NEW BRADENTON AREA CONVENTION CENTER

**REIMAGINED & READY
FOR YOUR NEXT EVENT**

Conveniently located in the heart of it all and near the scenic Manatee River, the brand-new Bradenton Area Convention Center is the perfect canvas for bringing virtually any vision to life. Discover its versatile meeting spaces, best suited for small to midsize events of up to 3,800 people.

**\$53 MILLION
TRANSFORMATION**

TO COMPLETE IN 2025

**95,000 SQ FT OF
MEETING SPACE**

**LARGEST
CONVENTION
CENTER**

BETWEEN ST. PETERSBURG AND NAPLES

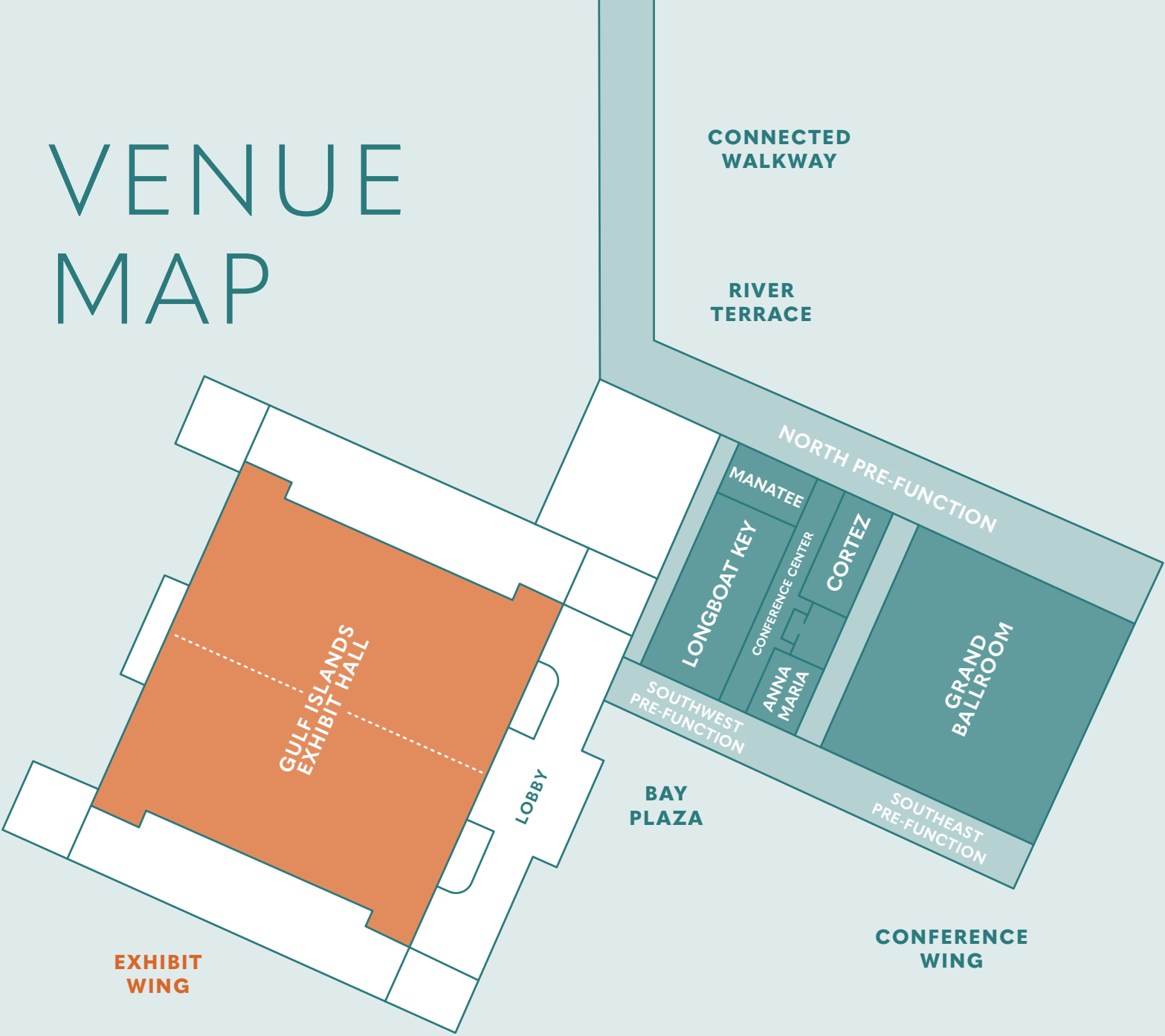
**2 OUTDOOR
PLAZAS**

**NEW CONNECTED
HOTEL**

ADDITIONAL FEATURES:

- Full-Service Food and Beverage
- Complimentary High-Speed Wi-Fi
- Non-Union Venue
- Operated by the Convention & Visitors Bureau

VENUE MAP



GULF ISLANDS
EXHIBIT HALL



GRAND BALLROOM



LONGBOAT KEY
CONFERENCE ROOM

EXHIBIT WING

ROOM	DIMENSIONS	SQ. FT	CEILING HEIGHT	BANQUET	ARENA	EXHIBIT
Gulf Islands Exhibit Hall	180' x 180'					
	Divides evenly into two 180' x 90' sections	32,400	28'	1,200	3,800	180 10' x 10' booths
Additional Features:	<ul style="list-style-type: none">• Two 16' x 14' loading doors• Exterior landscape and signage					

CONFERENCE WING

ROOM	DIMENSIONS	SQ. FT	CEILING HEIGHT	BANQUET	THEATER	CLASSROOM
Grand Ballroom	140' x 100'	14,000	20'	800	1,300	550
Conference Center (All breakout rooms used together)	127' x 91'	8,000	-	440	720	510
	95' x 43'					
Longboat Key	Divides evenly into three 31' x 43' sections	4,085	15'	240	350	280
Cortez	63' x 27'	1,701	13'	90	100	100
Manatee	43' x 31'	1,333	13'	110	160	90
Anna Maria	30' x 27'	800	13'	60	50	40

PRE-FUNCTION SPACE	DIMENSIONS	SQ. FT
Southwest	30' x 104'	3,120
Southeast	23' x 130'	2,816
North	20' x 97'	1,940

PALMETTO MARRIOTT RESORT & SPA

OPENED JULY 2024



CONNECTED

TO THE CONVENTION CENTER BY A
CLIMATE-CONTROLLED WALKWAY

252 ROOMS

10,000 SQ FT OF MEETING SPACE

UPSCALE DINING AND AMENITIES:

- Oyster River Rooftop
- The Social restaurant
- Revive Pool
- Spa services
- The Yard gathering area
- Access to the Beach Club at Riviera Dunes



VENUE DETAILS

PARKING INFORMATION/PARKING LOT RENTAL

PARKING LOT NAME	NUMBER OF SPACES
Lot A	631
Lot B	118
Lot C	162
Total Spaces:	911



SPACE CONFIRMATION

To confirm space bookings at the Bradenton Area Convention Center (BACC), we require all potential licensees to supply us with a completed license agreement request form (LARF). This form provides us with logistical and event details that help determine which space the client will need to host their event. Once a LARF has been submitted to the sales team, a license agreement will be issued to the licensee. This agreement will confirm space rentals.

A representative from our sales team can provide further information as needed.

DEPOSITS

Deposits are required for all events upon execution of a BACC license agreement.

A nonrefundable deposit in the amount of 50% of the requested rental rate (tax inclusive) is due upon execution of the license agreement. The other 50% of the rental rate will be due six months in advance of the event date. A facility representative has the ability to negotiate special payment arrangements as needed. The balance of all estimated charges will be due no later than 21 days in advance of the event.

If an event is scheduled within six months of the event date, a nonrefundable deposit of 100% is due upon the execution of the license agreement.



TENTATIVE HOLDS

Space will be held for 7 days upon request with before the hold is released, unless a contract is signed within those 7 days.

USE OF COMMON AREAS

Lobbies and pre-function spaces are considered public areas and are under the purview of the BACC. All activities using public areas (such as registration, special displays, temporary advertising, etc.) must be approved by the BACC no less than 60 days in advance of the event date. Please note: Clear access must be maintained for concurrent events as well as access to all restrooms and exit and entrance doors.

INSURANCE

Licensees are required, at their own expense, to comply with all of the following insurance requirements of the BACC. The licensee shall not occupy the premises until proof of the following insurance coverage has been furnished to the BACC.

Minimum Limits per Leased Period

General Liability – Each Occurrence
\$1,000,000
Third Party Property Damage \$1,000,000

Concerts, Expos

General Liability – Each Occurrence
\$2,000,000
Third Party Property Damage \$1,000,000

**Bounce Houses and Staging
Greater than Two Feet**

General Liability – Each Occurrence
\$5,000,000
Third Party Property Damage \$1,000,000

All policies must list Manatee County, a political subdivision of the state of Florida, as additional insured. All policies must be issued by companies authorized to do business in the state of Florida and assigned a rating of “A” or better. Evidence of the required insurance policies must be provided no later than 30 days in advance of the event date.

GENERAL POLICIES

ADA Accessibility

The BACC strives to implement changes promptly as new standards for the Americans with Disabilities Act (ADA) are introduced. The licensee and its subcontractors must comply with ADA standards as indicated in the license agreement. All permanent aspects of the venue are the responsibility of the BACC. Disability access to any event and the services the event provides are the responsibility of the licensee.

Service Animals

Service animals are always welcome. Under the Americans with Disabilities Act (ADA) regulations, a “service animal” is one that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. ADA service animals can be dogs or miniature horses.

At this time, Manatee County Government does not allow emotional support animals in county-owned public buildings.

Smoking, Vaping, and E-Cigs

The BACC is a smoke-free facility; this includes all loading docks, stairwells, back-of-house areas, and grounds. Prohibited items include vapor cigarettes, electronic cigarettes, and smokeless tobacco. Upon request, accommodations can be made to designate smoking areas.

Lost and Found

Unclaimed articles are turned into the BACC Administration Offices after events. Unclaimed articles are stored at the BACC for a 30-day period. Those left beyond that time frame will be disposed of as directed by BACC Management and are generally donated to local charitable organizations.

Pre- and Post-Event Inspections

Any damages that occur during an event (except for normal wear and tear) are the responsibility of the licensee. Any known damage should be reported to event staff upon discovery. Once apprised of any damages, a facility staff member will take photographs and note information in the event report.

Any and all damages are the responsibility of the licensee and will either be reported to insurance or included in the final invoice sent post-event.

Flooring Protection

To preserve the quality of the flooring throughout our venue, we have established the following policies regarding the use, delivery, or display of freight, equipment, and display material in all areas of the BACC.

Please help us to ensure that any work being performed on our flooring is accomplished in a manner that no damage occurs. The licensee is responsible for any damage caused. We require floor protection when using pallet jacks, lifts, or forklifts; non-marking tires are required on all equipment when on carpet. All freight and equipment delivered must be suitable to place onto the flooring without causing any damage. Containers that have splinters or rough edges will need to be placed onto a protective underlayment such as dense cardboard or Masonite to protect the floor.



Any items made of metal that are coated with an oil or chemical that could stain should also be placed on a protective underlayment when in the Exhibit Hall. Equipment, containers, displays, or products containing liquids or solids that could spill or stain will not be allowed in carpeted areas.

Forklifts and Other Motorized Vehicles

The BACC Staff are the only personnel authorized to operate forklifts within the venue. Any specialized forklift needs (e.g., moving boats for boat shows) are available at the BACC Management approval. Forklift operators do not have a four-hour minimum and the rate is \$75 per hour. Forklift operators must be scheduled in advance to avoid additional charges.

Electric carts, scooters, bicycles, skateboards, etc., are not permitted within the facility, unless ADA certified.



Tent Permitting

Stakes or other items are prohibited from being inserted into the grass, asphalt, and/or concrete pavement to anchor tents or displays. All tents, displays, etc., must be weighted down. Tents over 10' X 10' must be rented through a preferred rental vendor.

Exterior spaces must be rented and will require prior approval from your event supervisor for exterior tent installation. The term "tent" may be used interchangeably with the terms "canopy" and "cabana."

Damages to Equipment

Any damage to the BACC property or equipment is to be reported immediately to the BACC business office. The licensee or their representative is asked to inspect those areas of the building used with a representative of the BACC prior to move-out to determine any damages resulting from the event. A security deposit may be requested by the BACC Management.

Decorations

Licensee will not post or exhibit or allow to be posted or exhibited signs, advertisements, show bills, lithographs, posters, or cards of any description in the facilities except in the locations provided by the BACC. Decorations, signs, banners, and streamers shall not be attached, taped, nailed, pinned, or otherwise fastened to any ceiling, drapery, painted surface, or wall of the BACC. Special decorations and tape must be approved by the BACC Management as to where and how they shall be installed. Confetti also is not to be used on premises.

Marking Floors and Carpeted Areas

Gaffer's tape, painter's masking tape, and chalk are approved for marking lines in the Exhibit Hall but must be removed at the conclusion of the event.

Shoe polish is strictly prohibited for marking floors.

Utility grade gaffer's tape is approved to place markers or lines on the Ballroom floor, as well as carpeted areas of the facility, but it must be removed at the conclusion of the event.

Balloons

Under NO circumstances are helium filled, Mylar balloons, or adhesive back decals to be given away or permitted to be used in the BACC without prior management approval. Any costs incurred by the BACC from the use of, or removal of, these items shall be charged to the licensee.

Smoke/Fog Machines

The use of water-based smoke/fog machines is up to the discretion of the BACC Management staff.

Pyrotechnics

The use of cold sparks is up to the discretion of the BACC Management staff.

DJ/Bands/Instrumentals

Musicians are permitted at the BACC but must adhere to Manatee County noise ordinances. For more information, please see Manatee County Code of Ordinances Chapter 2-21 Article II. Noise.

Shipping and Handling

Prior arrangements must be made with the venue to ensure acceptance of freight. Under no circumstances will C.O.D. deliveries be accepted by venue personnel. All equipment and freight brought into the venue are to be delivered at the shipping area located at the southwest corner of the building. All deliveries must have the name and date(s) of the event for which it belongs.

RECYCLING AND SUSTAINABILITY

The BACC is committed to supporting and encouraging sustainable or "green" practices in our operations and in the planning, coordination, and servicing of events in our venue.

Our sustainability practices include:

- Placing recycling collection bins in all meeting and lobby pre-function areas. Items for collection are clearly marked on the bins.
- Managing the collection and recycling of cardboard.
- Providing china, glassware, and flatware through our in-house caterer.

We ask that event planners work with us to conserve valuable resources by:

- Keeping overhead doors closed as much as possible to reduce heat/air conditioning loss.
- Asking exhibitors to refrain from propping open outside doors.
- Monitoring room temperatures based on usage.
- Turning off lights in unused meeting rooms.



SAFETY AND SECURITY

In the event of an emergency, please notify any BACC staff immediately, or call 911. All incidents must be reported on an Incident Report form prior to the close of the event. This form may be obtained from BACC event staff.

Security

Our goal is to provide a safe environment for everyone who enters the BACC. BACC is not open to the public except during events, shows, and/or exhibits that may allow public access. We reserve control of all common areas at all times. The director or his designee determines the number and type of security required for a particular event and may require additional security for certain events. The director or his designee reserves the right to remove disorderly persons or any person using the common areas who is not an invitee, contractor, or employee of the licensee or otherwise participating in licensee's event, show, and/or exhibit. The director or designee reserves the right to allow the adjacent hotel's contracted security vendor the ability to lock and unlock doors that connect the hotel to BACC via the connecting corridor, River Terrace, and The Yard.

The director or designee shall have the right, at any time during the duration of an event, to add additional labor to be charged to the client as needed to ensure a safe and satisfactory event.

Medical Emergency

A first aid area can be staffed with medical professionals at the client's expense. If there is not a first aid area for a meeting, and someone falls ill and seems to need medical attention, staff may ask if the person would like an ambulance called. If the person is not able to give consent due to their condition, an ambulance will be called. Please note that the person transported is the responsible party for any expenses incurred for ambulance transportation. An Incident Report must be filled out for all such incidents. Please obtain this form from BACC event staff.

First Aid Kit and AED

Automatic external defibrillator (AED) devices are located in:

- The south end of the building in the Administration Offices of the BACC
- The northeast alcove of Exhibit Hall, by the operations office
- Grand Ballroom



FIRE & LIFE SAFETY Regulations

The client, general service contractor, exhibitors, and all event personnel must comply with all federal and municipal fire and safety codes that apply to places of public assembly. This information is courtesy of the North River Fire District. It has been prepared to assist you in ensuring exhibitors, meeting planners, and others are aware of fire codes that may affect your use of the BACC. The North River Fire District fire marshal makes regular inspections of the BACC and events taking place. Any questions about Fire and Life Safety regulations should be directed to the North River Fire District, phone 941-721-6700.

Open Flame Devices

Open flame devices are prohibited with the following exceptions: A small number of candles or decorative lighting may be used when approved by the fire marshal or his/her authorized representatives.

Candles and other decorative lighting shall comply with the following:

- Liquid- or solid-fueled devices containing more than eight (8) ounces of fuel must self-extinguish and not leak fuel or wax at a rate of more than 1/4 teaspoon per minute if tipped over.
- The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical. Exception: Devices that self-extinguish if tipped over and do not spill fuel or wax at a rate of more than 1/4 teaspoon per minute.

Flame shall be enclosed, except as follows:

- Opening on sides shall not be more than 3/8 inch in diameter.
- Opening on top shall be distanced such that a single layer of tissue placed over opening will not ignite in 10 (ten) seconds.



Food Preparation and/or Warming Devices

Devices that produce grease-laden vapors shall be ELECTRIC. Single-well warming equipment using combustible oils or solids may be used for warming trays, e.g., "Sterno." Cooking devices shall be approved by a recognized testing laboratory such as UL.

Warming devices used by vendors shall comply with the following:

- Warming devices and/or heated products used by vendors shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth or providing a shield between the warming device and the public.
- Demonstration cooking or food preparation by groups shall not create an excessive amount of grease-laden vapors.

- Individual cooking and/or warming devices shall not exceed 288 square inches of surface area (12" x 24").
- Non-combustible lids shall be available for immediate use for each warming device.
- The surface holding the warming device shall be of noncombustible material.
- A minimum of two (2) feet shall be kept between devices.
- Combustible materials shall be kept a minimum of two (2) feet away from any warming device.
- A class "K" or 2-A:10B:C fire extinguisher shall be provided within any booth that utilizes warming devices.
- All heat producing food preparation equipment or warming devices shall be constantly attended.

Temporary Electrical Installations

All appliances, cords, and other devices must be manufactured as a unit at the factory and be UL listed. An appliance or fixture is a device or machine that is operated by electricity to perform a task or function. A table lamp is one type of appliance.

If extension cords are used, they must be an approved electrical cord and be at least 14-gauge 3-wire grounded type cord. Two-wire ungrounded cords (zip cords or rip cords) are NOT ALLOWED.

The use of multi-plug adapters are prohibited, except for power taps or power strips that are UL listed and are approved multiple outlet devices that are polarized and grounded with a built-in breaker or fuse.

Power strips shall be directly connected to an approved receptacle and shall not be extended through walls, ceilings, floors, under doors or floor coverings, or be subject to environmental or physical damage. Power taps or power strips are only to be used with electronic devices.

All spliced wires, electrical devices, appliances, and other equipment that are modified or damaged and constitute an electrical shock or fire hazard shall not be used.

Extension Cords

Extension cords are permitted only with portable appliances or fixtures while in immediate use, in accordance with the following:

- Each extension cord shall be plugged directly into an approved receptacle and shall, except for multi-plug extension cords, serve only one device.
- The current capacity of the cord shall not be less than the rated capacity of the appliance or fixture and shall be plugged directly into an approved receptacle.
- Neither extension cords nor strips shall be daisy chained together or plugged into each other.
- The extension cord is maintained in good condition without splices, deterioration, or damage.
- The extension cord shall be the grounded type (3-wire cord).
- Electric cords shall not be affixed to structures; extended through walls, ceilings, under doors; or run under carpet or rugs. Exception: feed cords provided by the BACC with no fittings under carpet or rugs.
- Cords shall not be subject to environmental or physical damage.
- Cords across aisles shall be protected by a threshold or run above floor at a minimum height of 6'8" and supported with approved electrical strain relief devices.

Vehicles, Fuel, Tanks

The Fire Marshal's Office must be notified in advance if motorized vehicles are to be displayed during an event. Display vehicles shall conform to the following requirements:

- All fuel tanks shall not exceed $\frac{1}{4}$ of the tank capacity or five (5) gallons, whichever is less.
- All fuel tank openings shall be satisfactorily sealed to prevent escape of vapors.
- No vehicle shall be started or operated within building during event hours.
- All battery cables shall be disconnected from the battery terminals and remain disconnected while the vehicle is inside the building. Loose cable ends shall be taped to cover all exposed metal.
- Fueling or defueling is prohibited inside the building.

- Fuel for the vehicles or equipment shall be stored in approved containers in an approved location outside the building.
- Vehicles leaking fuel or other liquids shall be removed from the building.
- LPG/CNG tanks must meet one of three requirements: (1) purge tank, (2) remove tank, (3) disconnect and cap tank.

The number of vehicles being operated inside the building during setup and teardown shall be limited to two (2) vehicles to limit the toxic gas inside the building. The location of vehicles or equipment shall not obstruct or block exit egress, exit doors, or fire extinguishing equipment.

