



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 newly transformed 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.

ADDITIONAL FEATURES:

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

**\$54 MILLION
TRANSFORMATION**

COMPLETED IN 2025

**LARGEST
CONVENTION
CENTER**

BETWEEN ST. PETERSBURG AND NAPLES

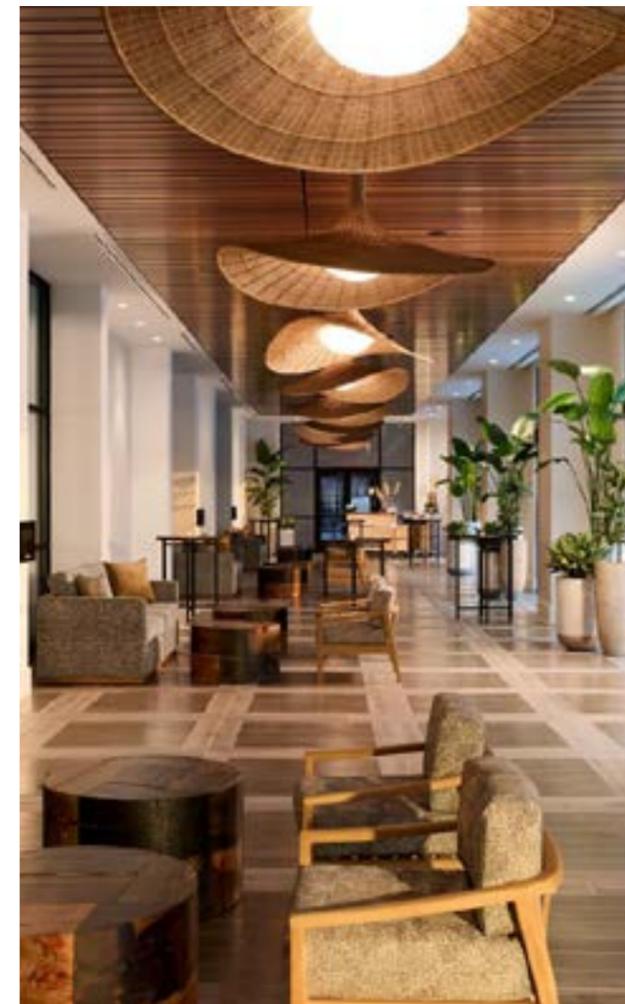
**95,000 SQ FT OF
MEETING SPACE**

**2 OUTDOOR
EVENT SPACES**

**CONNECTED,
HEADQUARTERS
HOTEL**

PALMETTO MARRIOTT RESORT & SPA

HEADQUARTERS HOTEL
OPENED JULY 2024



CONNECTED

TO THE CONVENTION CENTER BY A
CLIMATE-CONTROLLED CORRIDOR

252 GUEST ROOMS

10,000 SQ FT OF MEETING SPACE

ADDITIONAL FEATURES & AMENITIES:

- Four dining experiences, including two full-service restaurants
- Full-service spa
- Three pools
- Two fitness centers
- Exclusive Beach Club access with hotel stay
- Outdoor event space with amphitheater and VIP seating

VENUE MAP

PALMETTO MARRIOTT
RESORT & SPA

CONNECTED
CORRIDOR

RIVER
TERRACE

KITCHEN

NORTH PRE-FUNCTION

MANATEE

LONGBOAT KEY

CONFERENCE CENTER

CORTEZ

PREP
KITCHEN

GRAND
BALLROOM

SOUTHWEST
PRE-FUNCTION

ANNA
MARIA

SOUTHEAST
PRE-FUNCTION

BAY
PLAZA

LOBBY

CONFERENCE
WING

EXHIBIT
WING

EXHIBIT HALL



EXHIBIT HALL



GRAND BALLROOM



LONGBOAT KEY
CONFERENCE ROOM

EXHIBIT WING

ROOM	DIMENSIONS	SQ. FT.	CEILING HEIGHT	BANQUET	ARENA	EXHIBIT
Exhibit Hall	180' x 180'	32,400	28'	1,200	3,800	180 10' x 10' booths
	Divides evenly into two 180' x 90' sections					
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

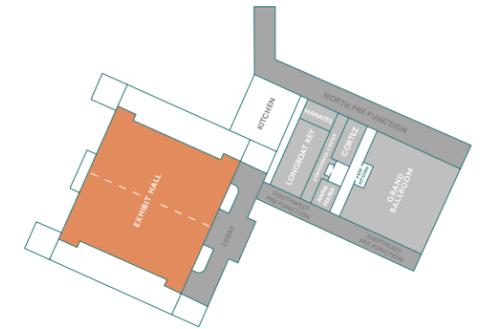


OUR MEETING SPACES

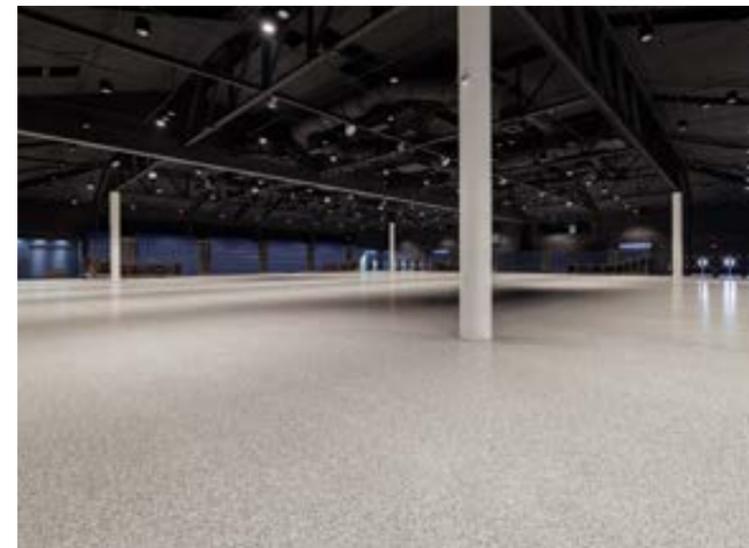
Whether you're looking for a large-scale arena, impressive ballroom, or multiple rooms for teams to huddle, our versatile floor plan – including outdoor event spaces – can be customized to your needs.



EXHIBIT HALL

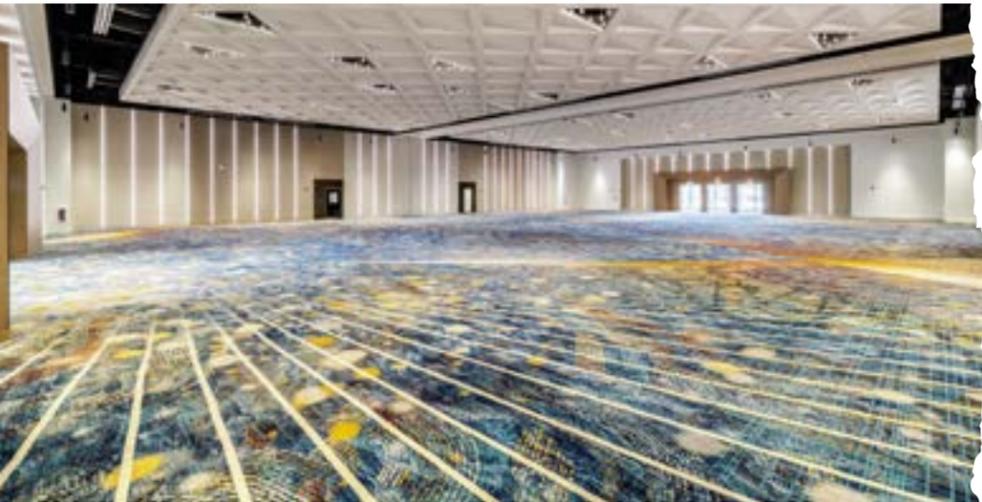
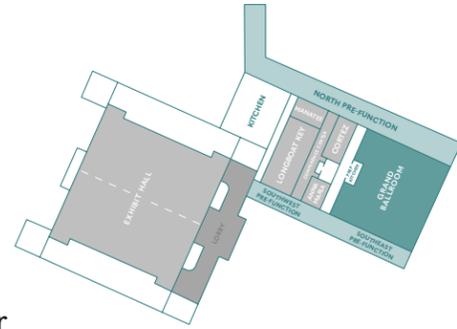


With 32,400 sq. ft., the Exhibit Hall is the largest and most versatile space in the Convention Center – suitable for large-scale gatherings such as trade shows, exhibits, general sessions, indoor sporting events, banquets, and galas. It's the perfect blank canvas for bringing virtually any vision to life. Take advantage of the wide-open floor plan or partition the room into two even spaces. Additional features include A/V capabilities, retractable stadium seating, large main lobby with multipurpose spaces for concessions or registration, two 16' x 14' loading doors, and 28' ceilings.



GRAND BALLROOM

A brand-new addition to the Convention Center, this captivating space features 14,000 sq. ft. that can be easily customized for your event's needs – even split into two equal rooms. A natural choice for banquets, galas, and general sessions, it provides seating for up to 800 guests banquet style and direct access to the kitchen for seamless food service by in-house caterer Gulf Islands Hospitality. The space can also be transformed for a classroom setup of up to 550 guests or used for smaller trade shows. Outside the main room, you'll find two Pre-Function Spaces, perfect for setting the tone for your event from the moment guests arrive. Additional features include A/V capabilities and 20' ceilings with 800 lb. rigging points for hanging banners, decor, and other equipment.



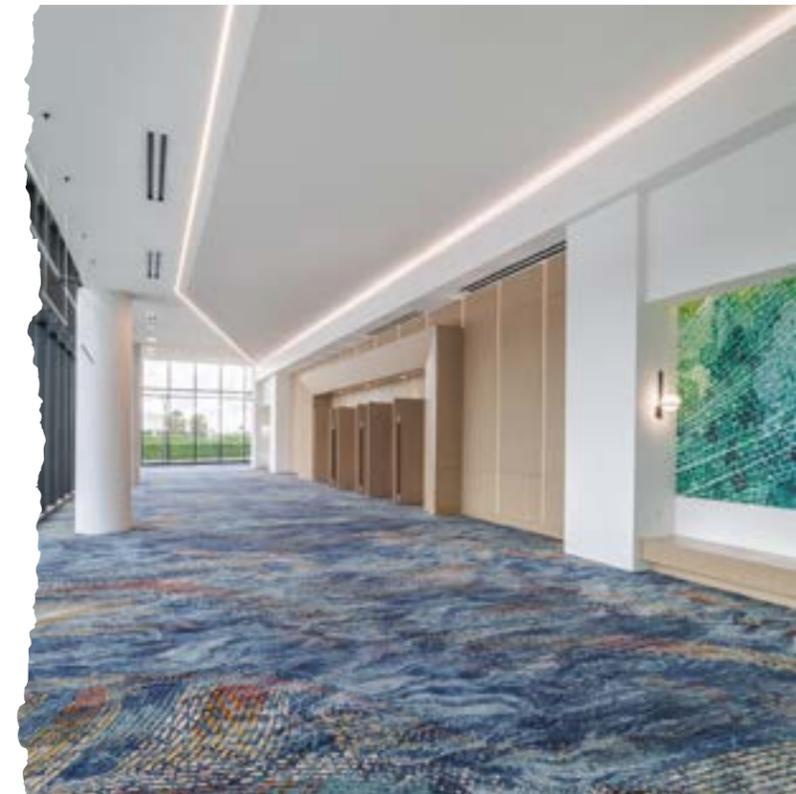
KEY FEATURES:

- 14,000 sq. ft. can be split into 2 equal rooms
- 20' ceilings with 800 lb. rigging points
- Multiple seating options



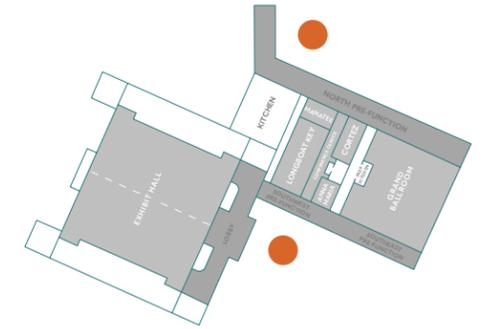
PRE-FUNCTION SPACES

Flooded with Florida sunlight creating a warm and welcoming atmosphere, the Pre-Function Spaces serve as an extension to the Grand Ballroom and Breakout Rooms – making them ideal for holding receptions, displaying exhibits, or serving refreshments during intermissions. In addition to the floor-to-ceiling windows that let in an abundance of natural light, warm wood detailing and contemporary coastal art give a nod to the destination's maritime heritage. These transitional spaces also provide convenient access to the venue's outdoor terraces, including a climate-controlled walkway to the Palmetto Marriott Resort & Spa – the destination's headquarters hotel for meetings and events.





OUTDOOR EVENT SPACES



BAY PLAZA

This multipurpose outdoor space is a popular choice for after-hours networking events, markets, fairs, and musical entertainment. Located between the Exhibit and Conference Wings, it's a convenient way to add an outdoor option to your indoor event – giving guests the opportunity to soak up some Florida sun and enjoy the refreshing coastal breezes. The space also has room for a large tent, if desired, for shade or unexpected weather.

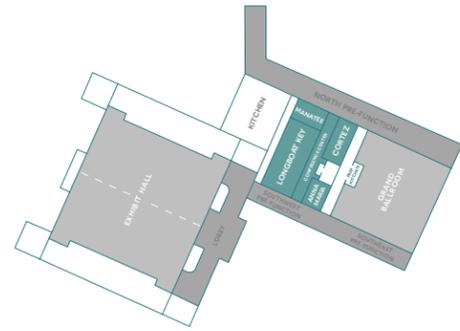
RIVER TERRACE

Adjacent to the covered walkway that takes guests to the Palmetto Marriott Resort & Spa, this terrace is available for open-air receptions, markets, and fairs – including events looking to display vehicles or other sizable attractions.



CONFERENCE CENTER

Adjacent to the Grand Ballroom, this section of the Convention Center features four different breakout rooms that can easily be divided into seven spaces to suit a variety of needs – from board meetings and classroom presentations to off-site office setups and green rooms.



LONGBOAT KEY ROOM 95' x 43'

Named after the destination's most secluded barrier island, the Longboat Key Room provides groups with more than 4,000 sq. ft. that can be customized with partitions for three different setups – one large room; a medium and small room; or three smaller rooms of 1,300 sq. ft. each. The space features 15' ceilings and is commonly booked for breakout sessions, classroom-style presentations, board meetings, or even smaller banquets.



CORTEZ ROOM 63' x 27'

Gather in this versatile space, inspired by Florida's oldest continuously operating fishing village. Totalling just over 1,700 sq. ft. with 13' ceilings, the Cortez Room can be used as one space or split into two sections of approximately 1,000 sq. ft. and 620 sq. ft. – making it a great choice for board meetings, breakout sessions, classroom instruction, or an off-site office setup.



MANATEE ROOM 43' x 31'

Set the tone for camaraderie and connection in the Manatee Room, which celebrates the destination's friendliest sea creature. Offering more than 1,300 sq. ft. of space, it's another great choice for holding board meetings or hosting a small banquet of up to 80 people.



ANNA MARIA ROOM 30' x 27'

An homage to the Bradenton Area's charming Anna Maria Island, this intimate meeting space at just over 800 sq. ft. is primarily used as a boardroom but can be outfitted for classroom-style presentations, as an off-site office, or as a green room. Fixed A/V setups make conducting virtual meetings and presentations a breeze.



FOOD & BEVERAGE

Gulf Islands Hospitality is the Convention Center's exclusive in-house catering team, ensuring a seamless event experience for you and your attendees. The team offers customizable culinary options and a range of services to complement any occasion – whether it's a casual welcome brunch inspired by the area's tropical produce, an intimate executive luncheon featuring regional dishes, or concessions to energize a diverse crowd of spectators.



Led by 30-year-veteran Executive Chef Tony Parker, Gulf Islands Hospitality expertly crafts culinary experiences to elevate events and highlight the destination's authentic coastal character. The team specializes in customizing menus to nourish and delight all palates – and delights in treating guests to a fusion of fresh Floridian favorites and bright Caribbean flavors, celebrated locally as "Floribbean cuisine."

GET A TASTE OF WHAT'S POSSIBLE

- Carving Station
 - Made-to-Order Omelet Station
 - Fresh-Tossed Pasta Station
 - Hand-Rolled Sushi Station
 - Live Oyster Shucking
-



LET US CATER TO YOU

The Gulf Islands Hospitality team are experts when it comes to partnering with clients to create unique and memorable dining experiences. Explore our [Catering Brochure](#) and let's make your culinary vision come to life.

SAMPLE MENUS

HORS D'OEUVRES
All items have a 50-piece minimum and can be displayed or passed
Passed hors d'oeuvres require a butler fee of \$225 per 100 guests for two hours / Price per each

AMBIENT

TOMATO GAZPACHO
Micro Basil
Gluten Friendly, Vegetarian

SHRIMP COCKTAIL
Bloody Mary Cocktail Sauce,
Micro Celery

***BEEF CARPACCIO CROSTINI**
Grated Horseradish,
Citrus Gremolata

CAPRESE SKEWER
Mozzarella, Tomato, Balsamic Glaze
Gluten Friendly, Vegetarian

***AHI TUNA TARTARE TACO**
Avocado Crema, Salsa Roja

EGGPLANT LOLLIPOP
Goat Cheese, Grissini
Gluten Friendly, Vegetarian

PLANTAIN TOSTADO
Mango Salsa, Avocado
Gluten Friendly, Vegan, Dairy Friendly

TRUFFLED DEVILED EGG
Chives, Espelette
Gluten Friendly, Vegetarian

SMOKED SALMON CANAPE
Capers, Red Onion, Dill Cream

***SHRIMP CEVICHE**
Grapefruit, Lime, Red Onion,
Persian Cucumber, Habanero
Friendly

TOMATO BRUSCHETTA
Extra Virgin Olive Oil
Vegetarian

HOT

SMOKE BRISKET EMPANADA

PAN-SEARED PIEROGIES
Bacon Chive Crème Fraiche

FRANKS IN A BLANKET
Pastrami Spiced, Dijon Mustard

JERK CHICKEN SKEWER
Mango Chutney
Gluten Friendly, Dairy Friendly

PORK POTSTICKERS
Scallions, Soy

MINI NASHVILLE CHICKEN SLIDER
Blue Cheese Crema, Brioche

MINI CRABCAKE
Brioche, Meyer Lemon Aioli

VEGETABLE SPRING ROLL
Sweet Chili Sauce
Vegetarian, Dairy Friendly

BRISKET ROPA AREPA
Cilantro Lime Crema,
Pickled Red Onion
Gluten Friendly

FALAFEL
Mint Cucumber Tzatziki
Vegetarian

PIMENTO CHEESE ARANCINI
Apricot Black Pepper Jam
Vegetarian

DINNER BUFFETS
Price per person / Minimum 25 guests
Served with dinner rolls, whipped butter, regular and decaffeinated coffee, hot tea and ice water

SOUTHERN BBQ

CORN CHOWDER
Potatoes, Bacon, Tomatoes, Basil Oil

BUTTERMILK RANCH COLE SLAW
Gluten Friendly, Vegetarian

RED BLISS POTATO SALAD
B&B Pickles, Duke's Mayonnaise,
Dijon Mustard

KALE & ESCAROLE CAESAR SALAD
Parmesan, Corn Bread Croutons,
Caesar Dressing

BUTTERMILK FRIED CHICKEN
Biscuits

TWELVE-HOUR SMOKED BEEF BRISKET
House BBQ Sauces
Gluten Friendly

SHRIMP & GRITS
Florida Shrimp, Anson Mills Grits,
Sausage, Red Eye Gravy

BRAISED COLLARD GREENS
Vegetarian

PIMENTO MAC & CHEESE
Vegetarian

BANANA PUDDING
Vanilla Custard,
Nilla Wafer Crumble,
Whipped Cream
Vegetarian

PEACH COBBLER
Vegetarian

FLORIBBEAN

CUBAN BLACK BEAN SOUP
Cilantro Lime Crema,
Pickled Red Onions, Corn Tortillas
Gluten Friendly, Vegetarian

FLORIDA GREENS
Mango, Cherry Tomatoes,
Scallions, Plantain Chips,
Florida Citrus Dressing
Gluten Friendly, Vegan

AVOCADO, TOMATO & WATERMELON SALAD
Red Onion, Extra Virgin Olive Oil
Gluten Friendly, Vegan

CONCH SALAD
Persian Cucumber,
Onion, Bell Peppers,
Habanero Lime Vinaigrette
Gluten Friendly, Dairy Friendly

ROPA VIEJA BRAISED BEEF BRISKET
Yuca, Tomatoes, Peppers
Gluten Friendly

FLORIDA RED SNAPPER
Tropical Fruit Salsa
Gluten Friendly, Dairy Friendly

CHAR-GRILLED JERK CHICKEN
Cilantro Lime Sauce,
Smoky Jerk BBQ Sauce
Gluten Friendly

CILANTRO LIME RICE
Gluten Friendly, Vegan

ROASTED SEASONAL VEGETABLES
Gluten Friendly, Vegan, Dairy Friendly

KEY LIME PIE SHOOTERS
Vegetarian

PINEAPPLE RUM CAKE
Vegetarian

**Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.
All prices are subject to 24% administrative charge & current sales tax (if applicable).
The administrative charge is not a tip, gratuity, or service charge for employees and will not be distributed to them.*



OUTSIDE CATERERS

Outside catering is not permitted on the Bradenton Area Convention Center campus. Cultural and religious options can be made available upon request. Contact General Manager, Kevin Piekarski at piekarski.kevin@aramark.com for further information.

FOOD TRUCKS

Food trucks can be made available for private rental if approved through the Bradenton Area Convention Center's exclusive caterer, Gulf Islands Hospitality. This includes special permission for outdoor areas on the Convention Center campus, i.e. River Terrace and Bay Plaza. Food trucks require food insurance licenses and advanced planning.

ALCOHOL AND BAR SERVICES

All alcoholic beverages are to be purchased and provided by caterer. Alcoholic beverages may not be brought onto the Bradenton Area Convention Center premises. All alcoholic beverages must be consumed on premises and cannot be removed at any time.

HAVE A CATERING QUESTION? READY TO TALK MENUS?



Kevin Piekarski,
General Manager
Gulf Islands Hospitality
piekarski-kevin@aramark.com



Patrick Curley, Sales & Service Manager
Gulf Islands Hospitality
curley-patrick1@aramark.com



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 seven days before the hold is released, unless a contract is signed within those seven 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

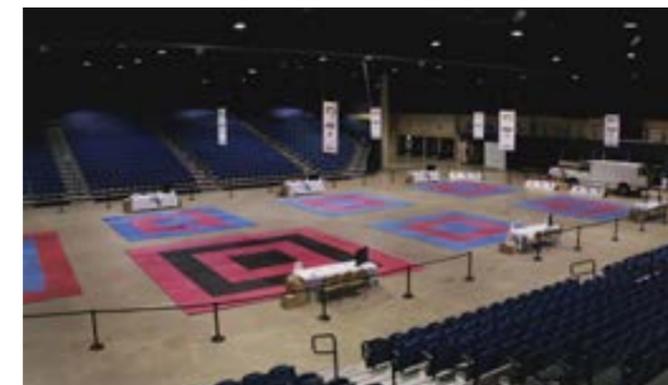
Any damages that occur during an event (except for normal wear and tear) are the responsibility of the licensee. Any known damage should be reported to event staff upon discovery. Once apprised of any damages, a facility staff member will take photographs and note information in the event report.

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 balloons, 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 event spaces. 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 ¼ 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 ¼ 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 is 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.

AUDIO AND VISUAL ACCOMMODATIONS

The Bradenton Area Convention Center provides in-house AV for all your event production, audiovisual equipment, and service needs. For further information, please inquire with staff.



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