



# Myrtle Beach

CONVENTION CENTER

A FACILITY OF THE CITY OF MYRTLE BEACH

# POLICIES



# SHOW MANAGEMENT/DECORATOR/ EXHIBITOR POLICIES

To maintain a clean, organized facility, the Myrtle Beach Convention Center requests that you abide by the following house rules:

- **ANIMALS:** Animals are prohibited unless they are part of an attraction or provide assistance to disabled persons, and then only when the animal is properly leashed and sanitary safeguards are observed.
- **DECORATING AND SIGNS:** For easier access and in compliance with fire regulations, nothing shall be placed on top of electrical boxes in the exhibition halls. All decorations within the area of the ballrooms and meeting rooms must be freestanding and cannot be hung from the ceiling or attached to walls. The **only** adhesive materials permitted to be used on the walls or doors inside the Convention Center are painter's tape, tacky, or magnets. The use of tape or any adhesive décor on the Prefunction areas, Hall of Fame area, Exhibit Halls or on any carpet within the Convention Center is strictly prohibited unless specifically designed for that purpose and has been approved by the Event Coordinator. The Event Coordinator should also be contacted if any potential safety hazard exists which would require the use of tape. The tape used within the interior of the facility should not leave an adhesive residue on the applied surface. Any remaining adhesive residue is the decorator's or show management's responsibility to clean. A cleaning fee will be assessed if necessary.
- **ELECTRICAL REQUIREMENTS:** To purchase electrical services, visit our website at <https://myrtlebeachconventioncenter.myshopify.com/>. Please note, to avoid higher charges, your order must be placed at least Ten (10) days before the License start date. Questions regarding electrical requirements? Please contact our Facility Engineer.
- **TELECOMMUNICATIONS AND INTERNET:** To purchase telecommunications and internet services, visit our website at

<https://myrtlebeachconventioncenter.myshopify.com/>. Please note, to avoid higher charges, your order must be placed at least Ten (10) days before the License start date. Questions regarding telecommunications and internet requirements? Please contact our Facility Engineer.

Zeke Fowler, Facility Engineer  
(843) 918-1258 OR (843) 918-1251  
ZFowler@CityOfMyrtleBeach.com

- **EXIT DOORS:** Please do not block any doors marked with an overhead exit sign. All exits must be clearly marked on show diagram/layout/prospectus and must be approved by the Fire Marshal.
- **FOOD AND BEVERAGE:** Convention Center food and beverage service is contracted and provided exclusively by a single service provider with offices located on-site.
- **Alcoholic Beverages** - All arrangements for alcoholic beverages served and/or consumed on Convention Center property must be made through the Convention Center's exclusive food and beverage provider. Any alcoholic beverages brought into the facility will be confiscated.
  - **Concession Stands** - The Convention Center prohibits commercially prepared food and beverage products in the building. Custom exhibitor meals can be ordered in advance from the Convention Center concessionaire if advance arrangements are made with the Exhibit Manager.

For these meal orders, please contact our Concessions Manager.

Chris Lindstrom, Concessions Manager  
(843) 918-1238  
CLindstrom@CityOfMyrtleBeach.com

- **Delivery of Food** - The ordering and delivery of prepared "take out" foods from any source is prohibited.

- **Distribution of Food or Beverage Products**

Exhibitors may not sell or give away food or beverage products in any form unless the event falls under the Food Service Tradeshow exemption or has been given permission by the Event Coordinator.

- **Inspection** - Any bulk storage container is subject to inspection by Parking & Concierge Services, and the introduction of any restricted food or beverage products is prohibited.

- **Restricted Diets** - The caterer will accommodate any restricted diet with advance notice.

- **Utilizing Break Areas** - Show Management is encouraged to allow suitable space for break areas within the space rented for the show. When a break area is provided, exhibitors and attendees are encouraged to take meal breaks in this designated area.

- **FREIGHT DELIVERIES:** The acceptance of freight for decorators or exhibitors by Convention Center personnel is prohibited. Decorators/exhibitors should ensure that delivery of freight is scheduled when their representatives are on-site at the Convention Center. Arrangements should be made with local storage companies in the event decorator/exhibitor shipments arrive prior to scheduled move-in dates.

- **HAZARDS:** Report any spill or hazards to the Show Manager or Facility Personnel as soon as possible.

- **JANITORIAL SERVICES:** Public areas are cleaned daily at no charge.

- **LOADING DOCK: DOCK SPACES WILL BE ASSIGNED TO THE LESSEE AND OR THEIR DECORATOR FOR USE DURING MOVING IN AND OUT OF EVENTS. TYPICALLY, THREE SPACES WILL BE ASSIGNED FOR EACH THIRD OF**

**THE EXHIBIT HALL LEASED.** Ultimate control of loading dock belongs to the Myrtle Beach Convention Center. There should be a 10-foot clear walkway on the loading dock at all times.

- **MARQUEE:** Shared space is available on the Convention Center's marquee at no charge for events.
- **MOVE-IN/MOVE-OUT:** Decorator and exhibitor move-in is accomplished at the rear of the building and loading dock areas only. Decorator/exhibitor personnel who require access for move-in or move-out through the front of the building must secure the permission of the Event Coordinator. Parking & Concierge Services Personnel may be required to facilitate these requests, which makes Show Management responsible for payment of this personnel.
- **SMOKING POLICY:** Smoking or vaping is only permitted in designated areas outside of the facility.
- **PLANTS, FURNITURE, OTHER ASSETS:** The moving of plants, furniture, or other permanent type fixtures within the Convention Center is strictly prohibited.
- **OUTSIDE SOLICITORS:** Unauthorized solicitation is strictly prohibited at the Convention Center.
- **STORAGE OF EQUIPMENT:** Storage of materials, supplies, and other decorator equipment must be left on trailers or other private conveyances. In compliance with existing city fire regulations, the 20-foot perimeter of the exhibit halls should be free of decorator/exhibitor equipment.
- **STORAGE OF EXHIBITOR/VENDOR CRATES AND PROPERTY:** The Event Coordinator will provide assistance as to the proper storage points for exhibitor/vendor products and empty crates/boxes. In compliance with the existing city fire regulations, bone yards are strictly prohibited. Approved storage area for exhibitor/vendor property is located at the rear of the exhibit hall outside near the designated loading dock. This area must be maintained in a manner not to block any fire access or normal movement of personnel, material handling, or equipment during

Convention Center operation hours. The Convention Center assumes no responsibility or liability for items stored on the loading dock. Please store overflow crates, etc. in empty freight trailers.

- **ELECTRIC AND INTERNET:** To purchase electric and internet services, visit our website at <https://myrtlebeachconventioncenter.myshopify.com/>. Please note, to avoid higher charges, your order must be placed at least Ten (10) days before the License start date. Questions regarding telecommunications and internet requirements, please contact our Facility Engineer.

Zeke Fowler, Facility Engineer  
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- **TRASH/WASTE:** It is the responsibility of the decorator to remove trash or debris that is generated by the show such as booth signs, plastic table covers, exhibit hall tape, pallets, etc. prior to the close of the show and during the decorator breakdown and move-out. Convention Center rolling trash bins are readily available to decorator personnel at no charge provided they are emptied as they are filled. Non-recyclable waste should be taken to the compactor on the loading dock. The licensee is responsible for the cost of renting any dumpsters needed for trash exceeding the capacity of the Convention Center standard operations. If trash and debris are not properly disposed of in accordance with Convention Center policy and City and County ordinances, any fines and/or extra labor charges incurred by the Convention Center will be the responsibility of promoter and/or decorator.

- **USE OF CONVENTION CENTER EQUIPMENT:** A Banquet Event Order (BEO) must be confirmed by signature, ten (10) days prior to the decorator's arrival to ensure the equipment required is available for rental. The decorator is responsible for breaking down and returning rented equipment to the original point of pick-up; if not an additional charge for a Convention Center personnel to perform the equipment breakdown will be assessed against the

decorator. Hand tools and ladders are not available for use from the Convention Center.

These rules and regulations will be enforced to show management, service contractors, and exhibitors. Should you have any questions or facility related concerns, a Convention Center management representative is available for assistance. **ALL POLICIES, RULES, AND REGULATIONS NOT EXPRESSLY PROVIDED FOR HEREIN, SHALL BE DECIDED UPON BY THE CONVENTION CENTER'S GENERAL MANAGER.**

Brian Monroe, General Manager  
(843) 918-1230  
BMonroe@CityOfMyrtleBeach.com

# FOOD AND BEVERAGE POLICY- EXEMPTIONS

The Convention Center has contracted with a single caterer for all food and beverage services in and on the premises. The exclusive agreement prohibits certain activities by exhibitors or other event participants that involve the sale or distribution of food or beverages. The following is a summary of the policies regarding the distribution and/or sale of food or beverages by exhibitors.

Exhibitors at trade shows or consumer exhibitions are normally prohibited from distributing or selling any food or beverage product in conjunction with any activity. Exceptions to this policy are listed below.

- **APPLIANCE MARKETING:** An exhibitor in a trade show or consumer exhibition may distribute one (1) sample product from a food service appliance when the exhibitor is customarily engaged in the marketing of the food service appliance. The exhibitor must submit a description of the product and the proposed sample size to the Convention Center in advance of the event. An acceptable sample is considered a two-ounce (2 oz.) portion of food or a four-ounce (4 oz.) serving of non-alcoholic beverage.
- **COOKING DEMONSTRATIONS OR COOKBOOK SALES:** An exhibitor in a trade show or consumer exhibition may offer samples of products prepared as a part of a cooking demonstration or in support of a cookbook sale if the exhibitor is customarily engaged in promoting cooking demonstrations or in the sale of cookbooks. The exhibitor must submit a description of the products and the proposed sample sizes to the Convention Center in advance of the event. An acceptable sample shall consist of a two-ounce (2 oz.) portion of food or a four-ounce (4 oz.) serving of non-alcoholic beverage.
- **FOOD SERVICE INDUSTRY TRADE SHOWS:** Trade shows or consumer exhibitions of the food service industry are exempt from this



policy (except regarding alcoholic beverages). Food service industry trade shows are defined as exhibitions involving wholesalers of products that are sponsored by a food distribution enterprise.

- **GIFT PACKAGED FOOD PRODUCTS:** An exhibitor in a trade show or consumer exhibition may distribute samples of products ordinarily packaged as gift items. The exhibitor must submit a description of the products and the proposed sample sizes to the Convention Center staff ten (10) days in advance of the event. An acceptable sample is considered a two-ounce (2 oz.) portion of food or a four-ounce (4 oz.) serving of non-alcoholic beverage. The exhibitor may also sell packages of the gift-wrapped products if said products are not packaged in such a manner as to permit or encourage on-premises consumption.
- **PREPARED FOOD SERVICES:** Exhibitors in a trade show or consumer exhibition may wish to entertain clients with prepared food or beverage items served at their booths. Each exhibitor is required to contact the Convention Center staff ten (10) days in advance of arrival to arrange catering services. Otherwise, the exhibitor is confined to presenting static displays of his products prepared in a non-edible fashion and identified as such. The exhibitor should also review the show rules to determine if the Show Manager dictates any restrictions.
- **VENDING SERVICES:** Exhibitors customarily engaged in vending machine services may distribute samples of the snacks and beverages normally offered by their vending services. Each exhibitor must submit a description of the product and the proposed sample size to the Convention Center in advance of the event. Acceptable sample sizes are considered a two-ounce (2 oz.) portion of food or a four-ounce (4 oz.) serving of non-alcoholic beverage.

# CONVENTION CENTER EXHIBITION HALL FIRE AND SAFETY REQUIREMENTS

## GENERAL

Exhibit booths shall not obstruct access to the building's firefighting equipment, i.e. fire extinguishers, fire hose cabinets, and fire alarm pull stations.

No helium balloons are permitted in the exhibit halls due to the laser fire alarm system.

Tents in the exhibit halls shall not exceed 300 square feet. Displays beneath tents shall be subject to fire department approval based upon their combustibility and associated hazards. **Note: Exhibitors with tents shall not be located next to one another. Tents shall be spaced at least 10 feet apart from other tents.**

Tents shall be labeled as flame resistive.

Tents and exhibit booths with ceilings shall only be permitted inside exhibit halls A, B, & C. (All other inside areas of the Convention Center are off limits to tents and exhibits with ceilings/roofs).

Vehicles, boats, and similar exhibited products having over 100 square feet of roofed area shall be equipped with smoke detectors acceptable to the Myrtle Beach Fire Department.

Multilevel exhibits and exhibits with ceiling/roof exceeding 300 square feet may be acceptable if provided with a temporary fire sprinkler system. The water supply and piping for the system shall be permitted to be of approved temporary means when provided by a domestic water supply, a standpipe system, or a sprinkler system. **Note: This shall also apply to tents that exceed 300 square feet.**

Individual exhibitors shall ensure their booth is properly constructed. Drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic, cloth, and similar materials shall be flame retardant or fabricated of natural fireproof materials. **Note: When deemed appropriate by the fire department, written documentation of flame-retardant treatment shall be provided or a “match test” may be conducted to verify treatment.**

Combustible materials not on display, including packing crates used to ship exhibitor’s supplies and products, shall not be stored within the exhibit hall.

A one (1) day reserve quantity of combustible materials may be stored inside the booth. Storage of combustible material behind the booth shall be prohibited.

Smoking is prohibited within City of Myrtle Beach buildings.

Show Management is required to complete a walkthrough of all leased space with a Convention Center Staff Member prior to move in. A Convention Center Staff Member will do a post walkthrough after the completion of move out. Should any damages be found in the space, Show Management will be contacted immediately with documentation and photos. A damages fee may be applied.

### **PREFUNCTION & CORRIDOR AREAS**

Displays and/or exhibit booths shall not be permitted on the “Glass Wall” of the Prefunction Area, no exceptions.

Displays and/or exhibit booths shall be permitted on one side of any meeting room corridor only if the display and/or exhibit booth does not extend beyond 4 feet from the wall.

### **EGRESS REQUIREMENTS**

All posted exits shall be unobstructed and accessible at all times.

Trash cans, chairs, tables, etc., shall not be placed in front of any posted exit door. **Note: Tape shall not be placed on exit doors to prevent their use.**

All exhibit booths shall be installed in a manner that does not obscure the vision of required exit signs nor obstructs access to required emergency exits.

Aisles shall be maintained free of obstructions at all times. Easels, signs, etc. shall be kept inside the booth, not in the aisles.

The common path of egress travel shall not be more than 75 feet to reach a point where two separate paths of egress travel exist.

The maximum travel distance to any exit/exits shall be accessible within 250 feet of any point within the exhibit hall(s).

20-foot converging aisles are required for all shows, with the exception of non-public shows. Non-public shows may be reduced to 15-foot converging aisles.

## **INDOOR DISPLAY OF VEHICLES**

Operation of liquid-fueled vehicles shall be permitted only during the move-in and move-out phase of a show. **Note: Operation of vehicles during a show may be considered on an individual basis. Complete details of the show must be submitted to the Fire Marshal, for approval, at least seven (7) days prior to the move-in date.**

When a liquid-fueled vehicle is parked inside the exhibit hall, the following conditions shall be met:

- **Fuel tanks shall not contain more than 1/4 of the tank's capacity or contain more than 10 gallons of fuel, whichever is less.**
- **Fuel caps shall be taped shut or fitted with a locking cap.**

- **Hot lead of battery shall be disconnected and taped to prevent contact with the battery terminal.**
- **Batteries used to power auxiliary equipment shall be permitted to be kept in service.**

## **WRITTEN AUTHORIZATION REQUIRED**

Written authorization from the fire department is required for the following operations:

- **Display and/or operation of any open flame device such as, but not limited to, heaters, grills, fireplaces, candles, lanterns, torches, etc.**
- **Display and/or operation of any electrical, mechanical, or chemical device that is deemed hazardous by the fire department.**
- **Storage or use of combustible/flammable liquids, compressed gases, or hazardous chemicals.**

**Note #1:** Displays or exhibits that require the use of LP gas or compressed gas cylinders shall be limited to a maximum of one (1) five-pound LP cylinder and one (1) standard D (40 cubic feet) oxygen cylinder or one (1) standard ACB (40 cubic feet) acetylene cylinder. Cylinders shall be secured at all times to prevent them from being knocked over.

**Note #2:** All booths or exhibits that use an open flame device shall have a fully charged and currently tagged (within the last 12 months) five-pound ABC fire extinguisher accessible within their booth.

## **EXHIBITS INVOLVING FOOD PREPARATION**

Portable cooking equipment that is not fuel-connected shall be permitted only as follows:

- Alcohol burning equipment (including solid alcohol), shall be permitted to be used provided adequate precautions

satisfactory to the authority having jurisdiction are taken to prevent ignition of any combustible materials.

- “Flaming sword” or other equipment involving open flames and flamed dishes, such as cherries jubilee or crepe suzette, shall be permitted to be used provided necessary precautions are taken and subject to the approval of the authority having jurisdiction.
- Listed and approved LP-Gas commercial food service appliances as permitted by NFPA 58, Standard for the Storage and Handling of Liquefied Petroleum Gases.

**Note: NFPA 58 permits portable butane fueled appliances in restaurants and in attended commercial food catering operations fueled by no more than two 10 oz. (0.28-kg) LP-Gas capacity non-refillable butane containers having a maximum 1.08-lb. (0.4-kg) water capacity per container. Containers must be directly connected to the appliance, and manifolding of containers is not permitted. Storage of cylinders is also limited to 24 containers, with an additional 24 permitted where protected by a 2-hr fire resistance rated barrier.**

Cooking and warming devices shall be permitted as follows:

- Cooking and/or warming devices that produce grease laden vapors **shall be electric.** (An approved testing laboratory such as UL and/or FM shall list all cooking devices.)
- Cooking and warming devices shall be isolated from the public. The device shall be placed back a minimum of four (4) feet from the front of the booth (Measurement shall be from an aisle), or provided with a fixed “Non-Combustible” shield (i.e., 1/4 inch thick plexiglass or stainless steel) 18 inches high, across the front and on both sides of the demonstration area.
- A maximum of two (2) cooking and/or warming devices

shall be permitted per booth. At least two (2) feet of distance shall be maintained between cooking devices at all times.

- Individual cooking and/or warming devices shall not exceed 288 square inches of cooking surface area 12" x 24".
- The table surface beneath the cooking shall be of a noncombustible material.
- Combustible materials shall be kept a minimum of three (3) feet away from cooking and/or warming devices.
- Portable fire extinguishers are required within a 30-foot (9144 mm) travel distance of commercial-type cooking equipment. A Class K rated portable extinguisher, provided by Show Management or the Exhibitor, shall protect cooking equipment involving vegetable or animal oils and fats.
- Cooking shall not be permitted **indoors** beneath tents regardless of tent size.

**These requirements are referenced National Fire Protection Standards and/or adopted fire codes. Copies of the standards and/or fire code(s) are available upon written request to the City of Myrtle Beach Fire Department – Community Risk Reduction.**

City of Myrtle Beach Fire Department  
Community Risk Reduction  
Battalion Chief Christian J. Sliker, MPIO, FM  
912-B Oak Street (2nd Floor)  
Myrtle Beach, SC 29577  
(843) 918-1109 or (843) 360-0976

## EQUIPMENT, PERSONNEL, SERVICES FEES, AND UTILITIES

For event planning and budgeting purposes, the following is a list of established incidental services charged at the Myrtle Beach Convention Center, in addition to the Exhibit Hall rental and parking fees.

### 1. EQUIPMENT CHARGES:

8 Foot Table (Clothed and Skirted)	\$35 each	Re-keying/Re-coding Door	\$50
8 Foot Merchandise Table	\$50 each	MBCC Outdoor Themed Pole	\$400
Large Dance Floor (40' x 40')	\$750	Banner Install & Removal	(client supplied pole banners)
Small Dance Floor (20' x 20')	\$300		
Staging, Call For Pricing			

### 2. FORKLIFT EQUIPMENT:

Forklift / MBCC Facility Services Event Staff	\$90/hour	
Forklift / Client Operator	\$60/hour	\$250/day

Scheduling involving a convention center forklift operator must be requested 14 days prior to move-in to the Event Coordinator.

Rental of the forklift that is not operated by the convention center requires:

- The operator's certification/license must be provided.

### 3. PERSONNEL RATES:

Concierge Services (Dock, Door, and Crowd Control) Attendants \$27 per hour (4 hour minimum)

City of Myrtle Beach Off-Duty Public Safety

- Police, Please contact 843-918-1976
- EMT's, Please contact 843-918-1192

### 4. AUDIO/VISUAL

Please contact Dobil @ 843-918-5190

### 5. MISCELLANEOUS EQUIPMENT:

Pallet Jacks	\$50
Stanchions	\$10 per section

### 6. CLEAN-UP FEE:

Certain events require additional cleaning and will be assessed a cleaning fee for each area leased.



## 7. ELECTRICAL CHARGES:

20 Amp 120V	\$95 (Advanced Rate)	\$135 (Floor Rate)
30 Amp 208V Single Phase	\$140 (Advanced Rate)	\$160 (Floor Rate)
60 Amp 208V Single Phase	\$240 (Advanced Rate)	\$260 (Floor Rate)
30 Amp 208V Three Phase	\$200 (Advanced Rate)	\$220 (Floor Rate)
60 Amp 208V Three Phase	\$310 (Advanced Rate)	\$330 (Floor Rate)
Power Strip	\$35	
Extension Cord	\$25	
Electric Labor (Billed in 1/2 hour increments)	\$40	

## 8. COMMUNICATION CHARGES:

Wired High-Speed Internet\* \$450 each

\*Wired High-Speed Internet is recommended for exhibit presentations in the event wireless does not adequately support your needs. Wireless High-Speed Internet will be provided complimentary by the Myrtle Beach Convention Center to meeting planners and exhibitors. Log-in instructions are provided on-site. If you require this service, please ask your Event Coordinator for an access code.

**PLEASE NOTE:** Additional labor costs may be incurred. All rates and fees quoted herein are current and subject to change without notice.

Revised May 31, 2024

# **PARKING & CONCIERGE SERVICES ATTENDANT REQUIREMENTS**

Given the possibility of theft and pilferage that accompanies any merchandising operation, the Myrtle Beach Convention Center rental agreement contains general language that indemnifies the facility from any claims for theft or damage to exhibitor property. Mandated insurance pertain to third party injury, accidental death and City property damage claims only. The show promoter must submit a copy of show insurance with a minimum liability of one million dollars indicating Myrtle Beach Convention Center as the additional insured. The document should be submitted thirty (30) days in advance of the show opening. The Convention Center is not insured for exhibitor or visitor property damages or losses.

Show Management shall provide each exhibitor with a prospectus designating appropriate times for set-up, show hours and move-out. The prospectus should specifically disclose the terms of the exhibitor's agreement, including a statement regarding liability for theft and/or damage to exhibitor property. A copy of the exhibitor's prospectus shall be forwarded to the Myrtle Beach Convention Center's Event Coordinator prior to distribution.

The Show Management shall employ Parking & Concierge Services Personnel normally employed by the Convention Center. The particular size and type of Parking & Concierge Services force shall be determined by the Convention Center management. Parking & Concierge Services will be required for move-in and move-out. Designated points of entry or exit will be guarded according to the amount and location of space reserved. Parking & Concierge Services will inspect all articles entering or leaving the facility, and no worker or exhibitor will be admitted without a badge.

In all matters related to the Parking & Concierge Services Personnel, the lessee shall deal directly with the Convention Services Manager, not the Parking & Concierge Services Personnel.

Susan Skellett, Convention Services Manager  
(843) 385-1521  
SSkellett@CityOfMyrtleBeach.com

## PARKING

Show Management is to inform exhibitors and attendees of the convention center campus including the Myrtle Beach Convention Center, the Myrtle Beach Sports Center, and the Sheraton Myrtle Beach Hotel, on-site parking fees are \$5 per day for cars and \$10 per day for oversized vehicles.



## RECOMMENDED PARKING & CONCIERGE SERVICES

### PRECAUTIONS

Show Management is encouraged to:

- List the times during which exhibitors are allowed to enter the show

area. This schedule should include daily beginning and ending times for set-up, occupancy periods for each show day, and move-out.

- Staff a registration desk adjacent to the loading entrance. A representative should be present during all designated periods of occupancy, including set-ups, evening hours and move-outs.
- Issue identifiable credentials to each exhibitor – to be worn at all times, including set-ups, evening hours and move-outs.
- Authorize an adequate number of Parking & Concierge Services Personnel on a 24-hour basis to act as a deterrent against theft and pilferage.
- Advise all exhibitors that additional Parking & Concierge Services Personnel may be hired (with adequate advance notice) to monitor individual displays.
- Schedule decorating and other service contractors for load-out only when all exhibitors are available. When load-out involves more than one day, exhibitors and contractors should be required to vacate the premises at the same time.
- Be present to open the assigned show and remain until all exhibitors are advised to vacate the show area. Exhibitors should be admitted to the show area when a Show Manager is present.

All exhibitors are encouraged to:

- Be present during all periods of occupancy as authorized by Show Management. This requirement is important during move-in and move-out periods when large quantities of display materials are moved into and out of the Convention Center.
- Exercise precautions during the event. Each booth or exhibit should be attended at all times during set-up, event hours and load-out.
- Valuable display items should be secured in locked containers or showcases within the booth or removed to a secure location at the end of the show.
- Remove small items immediately and remain in the booth until all other exhibitors and workers are instructed to vacate the show area.

Any loss of property should be immediately reported to the Convention Center Parking & Concierge Services Office. The

exhibitors should be encouraged to make a separate report to the Police Department and furnish as much information as possible regarding the property, as well as provide witnesses to the removal of said property.

## **PUBLIC SAFETY**

The lessee shall submit a floor plan layout to the Event Coordinator at least forty- five (45) days prior to move-in of an event. The plan is subject to approval by the Myrtle Beach Fire Marshal. All displays or decorating materials must be fireproof. Smoking is not permitted within the facility.

Freight doors, overhead doors, emergency exits and corridors leading to these exits shall not be blocked at any time. All crates and boxes shall be removed from the premises prior to the opening of the show.

All electrical or plumbing work shall be done by Convention Center Electrical/Engineering personnel or contractors designated by the Convention Center management. Outdoor displays must be approved in writing by the Event Coordinator. All complaints or questions regarding public safety shall be addressed directly to the Event Coordinator.

The Event Coordinator must approve use of all motorized vehicles inside of the exhibit halls, public spaces, and loading docks in advance.

Your cooperation is essential to providing a safe and secure environment for exhibitor property. If you require further assistance in planning your event, please contact the Event Coordination staff at (843) 918-1225 or (800) 537-1690, or visit our website at [www.myrtlebeachconventioncenter.com](http://www.myrtlebeachconventioncenter.com).

# **MYRTLE BEACH CONVENTION CENTER FIRE PREVENTION & EMERGENCY EVACUATION PLAN**

Myrtle Beach Convention Center facilities are equipped with sophisticated electronic fire detection and alarm systems which are designed to notify our Fire Command Center of the location of any incident that triggers a detector or activates the sprinkler system. Once an alarm has been initiated, evacuation is automatic and will be communicated throughout the facility.

In the event of a fire, our facilities are equipped with state of the art fire suppression systems to control and extinguish fires of major consequence. In addition, portable fire extinguishers have been strategically placed throughout the property to allow for extinguishing fires in their incipient stage, before they endanger our patrons and employees.

Emergencies that may warrant evacuation of the Convention Center may include uncontrolled or uncontained fire, explosion, toxic chemical release, aviation incident or earthquake. Emergency conditions will be confirmed by the center's Parking & Concierge Services and communicated to the Convention Center and Show Management Personnel. Throughout the process, Parking & Concierge Services will be responsible for communication and coordination with local municipal emergency response entities such as the City of Myrtle Beach Fire and Police Departments and the Horry County Fire Department.

## **EMERGENCY ANNOUNCEMENTS**

When the alarm system is activated, horns will sound, flashers will be visible throughout the area, and a series of emergency announcements will be played over the public address system. As

indicated above, evacuation is automatic.

### Emergency Announcement (female voice)

When the alarm is first activated, the following announcement is played: "May I have your attention please: An emergency has been reported in the building, please exit the nearest emergency exit. Do not use elevators."

## **EMERGENCY EXITS**

Emergency exits throughout the Convention Center are clearly marked with illuminated signs that are supported by the emergency power system and continue to function even during periods of a power outage.

### From the Exhibit Hall, Ballroom, and Meeting Rooms

Guests will be directed to exit via the foyer areas to the sidewalk nearest 21st Avenue North. Additional exits are located at the rear of the exhibit halls, which allows access to the loading dock, where guests are to proceed to the adjacent parking lot.

## **DESIGNATED ASSEMBLY AREAS**

In the event of an evacuation, guests will be ushered to the designated primary and secondary assembly areas:

1. The outdoor entrance area to the South Carolina Hall of Fame
2. The Convention Center Special Events Plaza
3. The parking area adjacent to the Exhibit Hall Loading Docks

## **EVACUATION SAFETY**

- Remain calm and proceed in an orderly manner
- Leave the facility through the nearest exit as instructed
- Do not take time to retrieve personal property
- Do not attempt to use elevators or escalators

- Assist elderly and disabled persons
- Listen for instructions via the public address system
- Proceed directly to the designated assembly area
- Do not try to re-enter the building until an “all clear” message is given

## **ADDITIONAL INFORMATION**

For additional information about the Myrtle Beach Convention Center emergency procedures, please contact:

Frankie Sluss, Events Manager

(843) 918-1239

[FSluss@CityOfMyrtleBeach.com](mailto:FSluss@CityOfMyrtleBeach.com)