



Building Guidelines

Welcome to the RP Funding Center! Please review the outlined guidelines. We want to make your experience at RPFC as user friendly as possible. An Event Manager will be assigned to your event to assist with any questions you may have or to direct you to the appropriate party when noted in the procedures which follow. Our administrative hours are 8:00 am – 5:00 pm, Monday - Friday.

During your event, please direct all questions to your Event Supervisor.

ANIMALS

Properly restrained service animals are permitted to assist disabled persons requiring their services (i.e. Seeing Eye or dogs for hearing impaired).

BUS STAGING

Please make your Event Manager aware of any bus staging needs your event may have two (2) weeks prior to the event. They will work with you and the RPFC Security/Parking Manager to determine the best option for your event needs. RPFC is a multi-facility complex with multiple events occurring at the same time and this will allow us to provide the best option possible for your event.

CARPET PROTECTION

It is the client's responsibility to ensure permanent carpet is protected throughout move-in, move-out and show hours. Show contractors and vendors must be made aware that visqueen, poly/plastic, plywood panels or masonite may be required for various equipment and displays. Please make your Event Manager aware of any/all activities which may impact carpeted areas. Floor covering over permanent carpet must be approved in advance. Damage to carpet will result in additional fees.

CLEANING SERVICES

1. The client or client contractor is responsible for post event cleaning of all contracted space.
2. Events with high attendance or of a nature where excessive clean-up is involved may require additional cleaning costs. Your Event Manager will make you aware of these charges.
3. Client is responsible for the cost associated with excessive debris left in the contracted space and the use of additional trash services such as open top containers which may be required for the event. RPFC will coordinate removal of solid waste compaction and open top equipment with a disposal service.

CLIMATE CONTROL

Air conditioning is provided during event operating hours. Air will be turned on approximately 3 hours before your event to ensure space is sufficiently cooled.

COOKING

Deep frying and cooking with oil is not permitted. Baking, microwaving, or warming (using a hot plate) is acceptable. Cooking residue (grease) must be poured into a holding tank and not in the building's drainage system. A minimum 5 lb. Fire Extinguisher is required with all cooking, at the client's expense. All cooking is subject to Fire Inspection.

Building Guidelines(cont'd)

DAMAGES

To protect the building, please work closely with your staff, contractors, attendees, and exhibitors to make sure damages do not occur. RPFC will make the client aware of any damage found and provide information they may have related to the damage. The client will be responsible for paying for the repairs.

DECORATIONS/DISPLAYS

1. The use of nails, tape, stickers, thumbtacks or plaster to hang or affix any apparatus or materials to the walls, doors, and ceilings in any of the buildings or rooms is strictly prohibited. Unauthorized use will result in additional charges for damages to the facility. There are rigging points in the ceiling for the Exhibit Hall and Sikes Hall and a pole system is available to hang banners up to 8 lbs. Please contact your Event Manager if you would like to hang a banner from the ceiling. *(items subject to additional charges.)*
2. Banners and signs cannot block permanent graphics, signs, or displays in any manner. Location of exterior and interior banners must be approved by RPFC.
3. Helium balloons are only permitted in the Exhibit Hall, Sikes Hall, Theatre Lobby and meeting rooms. If the balloons are inflated on the premises, the tanks must be stored outside the building after all balloons are inflated. All balloons must be removed at the end of the event to avoid additional charges. Helium balloons are not permitted in the Arena or Theatre House.
4. Dead vegetation such as hay, bark, mulch, moss, cut branches, etc., is not permitted in the facility. If any of the items listed above are part of your exhibit, the item(s) must be treated with fire retardant material before arriving and before being installed. A Fire Retardant Certification must be obtained and will be subject to a building inspection prior to the opening of the event.
5. Visqueen or a similar kind of protective covering must be used to cover the floor for any display or exhibit using dirt, soil, sand, or any other landscaping-type materials. Exhibit or displays with fountains, pools, or spas must be waterproof.
6. In addition, the following items are **NOT** permitted:
 - a. Confetti and rice (Birdseed can be used outside the building)
 - b. Spray paint
 - c. Dirt, soil, sand, or glitter on carpeted areas
 - d. Double sided tape that leaves a residue
 - e. Handwritten signs, unless professionally done
 - f. Lighted candles are strictly prohibited anywhere but on tables and flames must be contained inside glass containers.
 - g. Adhesive-backed decals and duct tape
7. Client, exhibitor, and service contractor are responsible for removing any type of residue left on the floor after the event. A fee will be assessed to the User if any residue remains on the floor.

DELIVERIES

Deliveries or shipments must have prior arrangements. There is an additional charge for the service of handling and storing of packages. All approvals are based on space/storage availability. Please contact your Event Manager. RPFC is not liable for any packages left over after an event. *(See Shipping and Receiving in your contract)*

EMERGENCY SYSTEMS AND PROCEDURE

1. The Center is equipped with detection and alarm systems, sprinklers, and extinguishers strategically placed throughout the facilities. These systems are monitored by RPFC security and the Fire Alarm System is also monitored by the City of Lakeland.
2. If and when RPFC is made aware of an Emergency situation there are procedures in place and the client will be contacted immediately regarding procedures and protocols.

Building Guidelines(cont'd)

EQUIPMENT RENTAL

1. RPFC maintains a limited inventory of chairs, tables, skirting, staging, and audio visual equipment. RPFC will allocate equipment proportionally when and if required by simultaneous events. It could become the clients' responsibility to make arrangements with outside sources for equipment that may not be available.
2. Terms and conditions of equipment rental will be in the contract. Your Event Manager will inform the client of terms relative to request which may occur outside the scope of the license agreement.

EVENT SERVICES

RPFC offers a full range of services including electricity, audio visual, technical, freight handling, forklifts, internet, water, and catering. Contact your Sales Representative or Event Manager for costs associated with these services. RPFC encourages advance purchase and request for these services.

EVENT SIGNAGE

It is the Client's responsibility to provide any internal and/or external directional signage for their event if necessary. Signage must be of appropriate size to properly aid customers to your event. RPFC management reserves the right to remove signs deemed inappropriate. Any banners to be hung require prior arrangements and could have associated costs.

FIRST AID REQUIREMENTS

1. Based on event activities and projected attendance, RPFC Emergency Medical Staff services may be required at the client's expense. Emergency Medical Services staffing will be coordinated through the Sales Department and your Event Manager.
2. RPFC Emergency Medical Services Staff are certified Emergency Medical Technicians and are fully trained and authorized to perform "early defibrillation" and basic life support. Your Event Manager will schedule and bill out these medical services.
3. RPFC Emergency Medical Services Staff are intended to service the public attending events. The client is responsible for providing medical services (i.e....trainers) for sports/physical activity participants relative for events which those services are applicable or required.

FLOOR PLANS

1. Your Event Manager will assist you as needed in establishing floor plans/layout for your planned event.
2. All exits will remain clear and unobstructed. Exhibits or displays may not block the visibility of exit signs. Hallways and aisles must remain clear at all times.
3. Floor Plans for Exhibit Shows must be provided 60 days in advance of the event for Fire Marshall approval. If changes occur, a final floor plan must be submitted 2 weeks prior to the event for additional approval if required.
4. A final inspection by the Fire Marshall may take place on site prior to door opening.

FOOD AND BEVERAGE

1. Spectra Food Services and Hospitality is the exclusive provider of food and beverage service at RPFC. All food and beverage intended for consumption within the facility must be purchased through Spectra.
2. Spectra provides a wide variety of food and beverage options for banquet service, booth catering, and concessions. Each event is assigned a Catering Manager who will work with you to fulfill your food service needs.
3. Outside food and beverage such as fast food, food placed in coolers, etc. are not permitted.

Building Guidelines(cont'd)

4. Any requests for importing food and/or beverages must be approved in writing by Spectra and RPFC management. Such requests will be considered on a case by case basis and may be declined at the sole discretion of Spectra and RPFC management.
5. All events wishing to distribute food and beverage samples in conjunction with or as a part of their event must submit that request in writing to Spectra and RPFC management 30 days prior to the event. Request should provide full details of samples to be distributed. Spectra management will approve and provide sample size information in writing.
6. For Catering questions contact Spectra at 863-834-8132.

HAZARDOUS DEMONSTRATION AND DISPLAYS

1. Open flame devices are not permitted unless contained inside glass.
2. Explosives and blasting devices are not permitted in the building. The use of pyrotechnics requires a permit (must be obtained by the user) and requires a 3-week advance notice and approval of RPFC and the City of Lakeland Fire Marshall. Fees may apply.
3. Flammable or combustible liquids (gasoline, poison, herbicides, etc.) are not permitted inside the building.

INSURANCE

Events are required to provide insurance covering the term of their licensed agreement. Please see license agreement for specific details.

KEYS

All requests for keys should be directed to your Event Manager. Keys must be returned at end of event or a fee will apply. Re-coring of a door and key system will be charged at \$250 dollar per door when requested. If keys are lost or not returned a \$250 fee will apply.

LOST & FOUND

Any property left unclaimed 2 weeks after the close of an event will become the possession of RPFC.

MOTORIZED VEHICLES

1. On pre-approved occasions, motor vehicles may be driven into the Exhibit Halls or Arena for unloading or loading of equipment. Each vehicle must be removed as soon as possible after unloading or loading is completed. Refer to carpet care section as applicable.
2. If a vehicle is a part of a display or an exhibit inside the facility, the vehicle must meet the following requirements:
 - The vehicle must have less than 1/8 of a tank of gas/fuel or less than 5 gallons.
 - The gas cap must be locked or taped.
 - Any fueling or de-fueling cannot take place inside the building.
 - An extra set of keys to the ignition must be left with the Show Promoter or building management.
 - Visqueen must be placed underneath each vehicle.
 - Carpet squares to be placed under each tire. Refer to carpet care where applicable.
 - The battery cables must be disconnected from the battery in case of an emergency. No jump starting of vehicles will be allowed inside the building.
 - All vehicles will remain stationary.
 - No field equipment to be operated inside the building (i.e....lawnmowers, weed trimmers, etc.).

OSHA REGULATIONS

Compliance with OSHA regulations is the responsibility of the lessee and its contractors.

Building Guidelines(cont'd)

PARKING

RPFC has 2400 parking spaces directly surrounding the facility (additional auxiliary spaces are also available when needed). These spaces are offered at a charge to attendees. Discuss your parking needs with your Sales Representative or Event Manager.

PORTABLE TOILETS

The client is responsible for securing, at their expense portable toilets if they are required. RPFC will have final decision on locations for portable toilets.

POV & SMALL UTILITY VEHICLE LOADING/UNLOADING

1. Exhibitors and Show Managers may unload event related materials from their own automobiles and small utility vehicles in pre-designated areas determined by the facility. Designated areas will be determined on a case by case basis depending on location of the event and other events happening at or around the same time.
2. Show management is responsible for ensuring an orderly flow in this area and may utilize targeted move-in times for vehicles, and/or set reasonable time limits on vehicles and numbers of vehicles that may unload at one time. They may also determine routing with approval from RPFC management. Vehicles will be allowed a maximum of 20 minutes in the loading area.

RIGGING

All rigging required at RPFC will be approved by or supervised by RPFC staff or our designee. Our production staff is experienced and responsible for approval of rigging and rigging systems used at the Center. The client or client contractor should contact our technical management team to discuss rigging outlines and/or provide rigging plots for approval.

SECURITY/STAFFING (Effective October 1, 2018)

1. RPFC has the capability to provide staffing for many of your Guest Service needs. We can provide ticket takers, ticket sellers (see disclaimer #9 below), ushers, technicians, cleaning staff and Security. Supervision for this staffing is also provided.
2. Your event security will control movement of guests, maintain safety of guests, and secure event property, including materials delivered, stored or waiting for pick-up. RPFC will provide you with recommended and required security requirements as part of your planning process.
3. Determination of Security needs may differ based on event specific event needs and type of event. RPFC Management reserves the right to make the final determination of security required to ensure the safe and secure operation of each event.
4. Your Sales Representative and Event Manager will work with you in developing a plan that fits the needs of your event and the RPFC.
5. A security plan needs to be determined 30 days prior to the event. If a plan is not provided 30 days prior, RPFC will establish a security plan at the client's expense.
6. When reviewing staffing and security, RPFC considers the following factors:
 - Special needs request the client may have
 - Crowd size
 - Nature of the event
 - Security needs of similar event
 - Time of the event

Building Guidelines(cont'd)

- Searches
 - Money Collection
 - Ticket Sales or Public Event
 - Venue access points
 - Alcohol consumption
7. Terms and conditions regarding staffing will be noted in your proposal.
 8. Outside security companies are allowed at RPFC under the following guidelines:
 - Licensed and Bonded in the state of Florida.
 - Outside Security Companies must be in good standing with RPFC and have an insurance certificate on file with the building. RPFC has final authority on acceptance of any all 3rd party requests.
 9. Events selling their own tickets but using RPFC Ticket Sellers will be required to sign a waiver.

SHIPPING AND STORAGE

1. Shipping charges may apply to any items shipped to and from RPFC. See your Event Manger for details. Note, without proper notice shipped items may be turned away.
2. RPFC has limited storage; clients are encouraged to discuss options or availability with their Event Manager.
3. Exhibitors are responsible for removing any empty boxes, pallets, crates, cartons, and other packaging materials from the building. These items may not be stored in the building.

SMOKING POLICY

RPFC is a smoke and vapor free facility.

TAXES, LICENSES, PERMITS

Client is responsible for any necessary taxes, licenses or permits the event may require.

TENTS

Tents larger than a 20' x 20' require a permit. Please call The City of Lakeland Department of Building Inspections at 863-834-6012 to secure a permit. Please note that all tents must be free standing and secured by a weight system. The Lessee and/or tent company is prohibited from drilling holes into the concrete and pounding stakes into the concrete.

TICKETING

RPFC is a licensed ticketing agent that can be a benefit to your event, some charges apply. Please see your Sales Representative or Event Manger for details.

WEAPONS AND FIREARMS

1. No weapons or firearms are allowed within RPFC. Exceptions may be made for certified enforcement officers, with prior approval from RPFC management.
2. Events involving the sale of weapons or firearms as a whole or in part will require a two (2) week written notice to RPFC Management.
3. City of Lakeland Police officer(s) are required to be on site during your event, the quantity will be based on the number of exhibits and the factors noted previously.
4. All events selling firearms require gun checks, see your Event Manager for details.
5. No sale of black powder is permitted. Smokeless Powder must be under 125 lbs. in weight.

Building Guidelines(cont'd)

Any matters not expressly covered by the guidelines set forth herein shall be determined by RPFC Management. At any time, RPFC reserves the right to amend or otherwise change these Building Guidelines.

By signature of the rental agreement you accept these Guidelines.