PROPOSAL
2020 OHBM Annual Conference

Thank you for considering the Miami Beach Convention Center!!

The Miami Beach Convention Center, located in world-renowned Miami Beach, offers visitors a high-tech, leading edge facility with a versatile floor plan that can accommodate events of numerous capacities. The MBCC is comprised of 500,000 square feet of contiguous and divisible exhibit space, 125,910 square feet of flexible meeting space, and a 60,000 square foot column free ballroom (coming in summer of 2018).

Our center is conveniently located in the heart of South Beach. History, Arts, Culture, lavish accommodations and within walking distance from one of America's most spectacular beaches. Here at our beautiful center you are just steps away from this tropical experience.

It is my pleasure to welcome you to our great facility. We are all here to assist you in hosting a very successful event.

You are in the Center of it ALL!

Miami Beach Convention Center Building Partners:

<table>
<thead>
<tr>
<th>Building Partner</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centerplate:</td>
<td>Centerplate is the exclusive, in-house contractor for catering and concession services. For assistance with menus &amp; rates, please contact Bruce Townsend at 786-276-2712 or <a href="mailto:bruce.townsend@centerplate.com">bruce.townsend@centerplate.com</a>.</td>
</tr>
<tr>
<td>Smart City:</td>
<td>Smart City is the exclusive on-site contractor for all telecommunications needs. Please contact Yandi Lodos at 786-276-2656 or <a href="mailto:ylodos@smartcity.com">ylodos@smartcity.com</a>. We provide complimentary Wi-Fi hot spots in the building for your convenience.</td>
</tr>
<tr>
<td>Prestige AV:</td>
<td>Our in-house audio visual provider can offer a full range of services. Please contact Greg Passmore at 786-276-2627 or <a href="mailto:gpassmore@prestigeav.com">gpassmore@prestigeav.com</a>; you can also visit their website at <a href="http://www.prestigeav.com">www.prestigeav.com</a>. Outside suppliers are permitted to operate in the Center with prior approval by MBCC Management.</td>
</tr>
<tr>
<td>Union:</td>
<td>Florida is a right-to-work state. However, the Miami Beach Convention Center is party to union agreements with the International Alliance of Theatrical Stage Employees and Motion Picture Machine Operators (IATSE), and the International Brotherhood of Electrical Workers (IBEW). All staging and production or audio/visual work must be done by union labor in accordance with these agreements. All contractors providing stage and production or audio/visual production may provide supervision only. This includes all rigging and theatrical installations. And all union labor has a 4(4) hour minimum requirement. All issues relative to the amount and types of display work your exhibitors can perform within the confines of their exhibit booth space must be discussed with your general contractor.</td>
</tr>
</tbody>
</table>

Prepared: 1/13/17
Valid Until: 4/13/17

STEPHANIE ANDERSON
Sr. Sales Manager
O: 786.276.2606 M: 786.371.1003
Stephanie_Taylor@miamibeachconvention.com
www.MiamiBeachConvention.com
**PROPOSAL**
2020 OHBM Annual Conference

**PROPOSED DATE(S):**
Valid Until: 4/13/17

**SPACE REQUIRED** | **SPACE ALLOCATED (#{rms})** | **GROSS SQ FT**
--- | --- | ---
Exhibit/ Poster (50-80k sq. ft.) | Hall A | Approx. 125,000
General Session- TH (25-35k sq. ft.) | Grand Ballroom (GB) | Approx. 60,000
Registarion (5k sq. ft.) | Lobby | TBD - Further coordination necessary
Office (1k sq. ft.) | GB Breakout 1 | Approx. 1k
Internet Cafe/ Docking Station (2k sq. ft.) | Lobby | TBD - Further coordination necessary
Speaker Ready Room (600 sq. ft.) | GB Breakout 2 | Approx. 1k
Hackathon Room (4,500 sq. ft.) | West 2nd Lvl 44-48 | Approx. 3,900
Pop up Mtg (800-1k sq. ft.) | GB Breakout 3 | Approx. 1k
FMRI Course (6k sq. ft.) | North Jr. Ballroom 1-4 | Approx. 6k
OHBM Committee Mtg (25 ppl) | GB Breakout 4 | Approx. 1k
Interview Room (800-1k sq. ft.) | GB Breakout 5 | Approx. 1k
(4) Morning Workshop/ Oral Session- TH (4,500-6,500 sq. ft.) | North Jr. Ballroom 1-4; 5-8 & South Jr. Ballroom 9-12; 13-16 | Approx. 6k /ea.
Welcome Reception (50k sq. ft.) | Hall B | Approx. 125,000

**LEGEND:**
- Move- in/out day(s)
- Show day(s)

**Note:** space allocation and capacities are subject to change

Estimated Attendance: 3,000

**Scheduling Priority:** We will place the above dates on a Tentative hold. Please provide final confirmation of Total & Peak room nights to determine contracting timeframe in accordance with the MBCC booking policy.
## PROPOSAL
### 2020 OHBM Annual Conference

**FUNCTION SPACE(S)** | **RATE(S)** | **ESTIMATED RENTAL**
--- | --- | ---
Hall A- Exhibits | $1.10 /NSF VS. $44,000.00 MIN per Hall, (Based on 40k NSF MIN); whichever is greater. | $44,000.00
Grand Ballroom- GS | Based on (4) event day(s) @ $18,540.00 /day and (1) move-in day(s) @ $9,270.00 /day for non-exhibit usage | $83,430.00
Hall B- Welcome Reception | Based on (1) event day(s) @ $9,500.00 /day for non-exhibit usage | $9,500.00
South Jr. Ballroom 9-16 | Based on (5) event day(s) @ $6,180.00 /day for non-exhibit usage | $30,900.00
North Jr. Ballroom 1-8 | N/C | COMPLIMENTARY
West 2nd Level Room 44-48 | N/C | COMPLIMENTARY

Subtotal Rental $167,830.00
Adjusted Rental 167,830.00
7% Rental Tax 11,748.10
ESTIMATED RENTAL $179,578.10

### INCENTIVES:
- We provided (2) complimentary move-in day(s) in your exhibition Hall (Rack Rate approx. $19,000)
- 13 Complimentary Meeting rooms (Rack Rate approx. $77,250)
- Meeting rooms include: complimentary initial room set, tables, chairs, riser, dressed head table(s), podium and water for head table only.
- Additional equipment, services and labor billed at prevailing rates.

### Response(s) to client’s request(s):
- OHBM needs room for at least 1,250 double-sided poster boards displayed in a linear fashion and 40-45 exhibits in the exhibit area. Prefer one large space. We will need a drawing showing how this will be laid out. Space should leave room for catering and seating. All coffee breaks are served in this area and we will also hold poster receptions on two evenings. We can provide this at a later date; we are currently moving offices and don't have the resources necessary to create this at this time.

- OHBM often has satellite symposia held by other organizations. Space should be available for at least one room for up to 200 theater seating each day. The organization holding the event is responsible for paying for the space. Yes, we have additional spaces that would be able to accommodate these programs.

- OHBM prefers exclusive use of the convention center. Based on your space requirements we have two additional halls available for booking and cannot provide exclusivity at this time.
Approved Contractors

Audio Visual – In-House (Preferred) Exclusive for House Sound
- Prestige AV & Creative Services {www.prestigeav.com} 786-276-2660

General Contractors – Non-Exclusive
Providing exhibit services such as: pipe, side and back wall drape, carpeting, registration counters, booth and meeting signage, etc.
- Brede Exhibition Services {www.bredeallied.com} 407-851-0261
- Expo Convention Contractors {www.expocci.com} 305-751-1234
- Freeman Decorating {www.freemanco.com} 407-857-1500
- GES Exposition Services {www.gesexpo.com} 407-370-6200
- Shepard Convention Services {www.shepardes.com} 407-888-9669
- Show Management Convention Services {www.showmanagements.com} 954-764-7719
- Vista Convention Services South {www.vistacs.com} 305-673-1123

Electrical Contractors – Approved Contractors
- Edd Helms Electrical Contracting {www.eddhelms.com} 305-653-3520
- Edlen Electrical Exhibition Services {www.miami@edlen.com} 305-623-5335
- Freeman Electric {www.freemanco.com} 407-857-1500
- Trade Show Electrical {www.gesexpo.com} 800-475-2098
- Tri-City Electric {www.tricity-electric.com} 305-642-7822

Exposition Cleaning – Contractors
- All Convention Cleaning 770-949-3441
- Expo CCI Cleaning 305-751-1234
- Lanham’s Cleaning Services 305-822-4328

Food/Beverage Service – Exclusive
- Centerplate {www.centerplate.com} 305-672-0006

Security – Approved Contractors
Provide services such as: ushers, ticket takers, security.
- 50 State Security {www.50state.com} 786-547-3421
- Accurate Investigations, Inc Event Security {www.accurateevents.com} 954-927-4155
- Andy Frain Services of Florida {www.andyfrain.com} 305-532-4818
- DAK Security {www.dakcompanies.com} 305-634-8426
- Elite Show Services {www.eliteservicesusa.com} 619-906-4222
- Global One Protection & Security LLC 786-260-0085
- Mc Roberts Protective Agency {www.mcroberts1876.com} 800-866-7233
- Mega Security Solutions, Inc {www.megasecuritysolutions.com} 855-357-0413
- Simmons Security {www.simmsonssecurity.com} 301-262-6226
- Unique Surveillance, LLC {www.uniquepi.com} 305-923-5034

Telecommunications – Exclusive
- SmartCity {www.smartcity.com} 305-673-5189

Valet parking – Exclusive
First Class Parking – Miami Beach Convention Center {Event Manager Coordinates} 305-531-4466
<table>
<thead>
<tr>
<th>Position</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Steward</td>
<td>$56.00</td>
</tr>
<tr>
<td>Department Heads</td>
<td>$53.00</td>
</tr>
<tr>
<td>Audio Visual Techs</td>
<td>$53.00</td>
</tr>
<tr>
<td>Riggers</td>
<td>$53.00</td>
</tr>
<tr>
<td>Assistants (Audio, Electrics, Video, etc.)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Journeymen</td>
<td>$49.00</td>
</tr>
<tr>
<td>Special Equipment Operators (Video Switchers, Etc.)</td>
<td>$60.00</td>
</tr>
<tr>
<td>Camera Operators</td>
<td>$75.00</td>
</tr>
<tr>
<td>Assistant Camera Operators</td>
<td>$56.00</td>
</tr>
<tr>
<td>Car loaders</td>
<td>$44.00</td>
</tr>
</tbody>
</table>

**Time and one half is paid:**
- After 8 hours worked in any 24 hour period
- After forty (40) hours worked of straight time
- Saturdays after 5 PM to midnight
- Sundays from 8 AM to 5 PM
- Holidays

**Double Time is Paid:**
- After 12 hours worked in 24 hours
- All days from midnight to 8 AM
- Sundays after 5 PM to midnight
- Holidays after eight (8) hours worked
- 7th consecutive day on same event

**Principle workplace conditions are:**
- All work is done by IATSE Labor with the supervision of production.
- All calls are a minimum of four (4) hours.
- Meals are sixty (60) minutes in length at the 4th or 5th hour worked.
- Estimates allow for regular and expected circumstances including the use of special equipment operators.
- The job steward is a nonworking steward with a crew of 10 or more.
- Truck loader restrictions apply.
- The Miami Beach Convention Center does not supply dock plates.

Direct all inquiries to your assigned Event Manager
WiFi Connection Guide

• Open your browser (Internet Explorer, Firefox, Safari, or other standard browser). You should see a page resembling the graphic shown.*

• If this is your initial purchase, enter your username (email address) and password in the area shown on the left and click BUY NOW. Follow additional prompts to complete your purchase or login. Refer to service options and limitations shown to the right.

• If you have already created an account and are returning for an additional session, click LOGIN.

*If you do not see the above screenshot when you open your browser, please refresh your browser. If you still do not see this page you may need to manually select the SSID [network name] by following your computer’s procedure for viewing and selecting a wireless network. The Smart City SSIDs to look for are “Exhibitor Internet” or “Instant Internet.”

Questions?

For questions regarding wireless services or any of the other wired Internet and telephone services we provide, please call Smart City at 888-446-6911 or visit us online at www.smartcitynetworks.com

Wireless Options

Depending on where you are in the facility, you will see one or both of the following SSIDs [network names]. Although you may see both Exhibitor and Instant Internet, they are not actually supported in all areas. These networks are supported only in the areas designated below. Choose the option which best suits your location and requirements.

• Exhibitor Internet
Available in Exhibit Halls only. Not available in common areas (hallway, meeting rooms, or lobby areas). Exhibitor Internet is broadcast on 5.0GHz only. A dual band wireless adapter may be required for some devices.
*Connectivity speeds up to 1.54Mbps up/1.54Mbps down.
- 1 day for $79.99
- 3 days for $159.99
- 5 days for $239.99

• Instant Internet
Available in Meeting Rooms, common areas and lobby areas only. Not available in Exhibit Halls.
*Connectivity speeds up to 768Kbps up/768Kbps down.
- 1 day for $12.95

• Free Internet
Limited to lobbies and common areas only. Not available in Meeting Rooms. Limited to one session per day with connectivity speeds up to 256Kbps up/256Kbps down.

* Each purchase is limited to one device. One account cannot be shared among multiple devices simultaneously.
FOOD & BEVERAGE POLICIES
FOR ALL EXHIBITORS ON THE SHOW FLOOR
PLEASE TAKE THE TIME TO FAMILIARIZE YOURSELF WITH OUR POLICIES

- Centerplate is pleased to be the Exclusive Caterer to the Miami Beach Convention Center. We will provide all of your food, beverage and staff service. NO Outside Food & Beverage is allowed in the building.

- If your company manufactures, produces, or distributes food or beverages and your products are related to the nature of the show, you may provide samples for your guests’ enjoyment in your booth on the trade show floor. Maximum food sample sizes are two (2) ounces, and maximum beverage sample sizes are three (3) ounces. A Sample Food and/or Beverage form must be requested from the Senior Sales Manager of Food & Beverage, 786.276.2712. Return the completed form 3 days prior to the sampling occurring.

- No food or beverage may be sampled or given away outside of the exhibit hall, ballrooms or inside any meeting rooms of the Miami Beach Convention Center.

- If an exhibitor’s request for sampling exceeds the predetermined size portions or seems to be quantities exceeding sampling guidelines, it may be deemed appropriate by Centerplate to assess a Buy Out or Corkage Fee for the of bringing their product into the Miami Beach Convention Center.

- Food and Beverage “Traffic Promoters” must be purchased through Centerplate. Small candies such as individually wrapped mints are permitted. Exhibitors are not allowed to hand out food and beverage as an enticement to attract delegates to their booth if their featured product has no relation to food and beverage.

- Popcorn Machines may be rented through Centerplate, only if prior approval has been given to the exhibitor by show management.

- An exhibitor may bring in Logo’d Bottled Water. A corkage fee of $1.50+ tax per bottle will apply. Centerplate reserves the right to control the quantity of logo’d Bottled Water brought into the facility. For more details contact the Senior Sales Manager of Food & Beverage at 786.276.2712.

- All exhibit booth orders are designed and packaged to be placed on your counters or booth tables prearranged by the exhibitor with the show decorator. Centerplate does not provide tables for display of food and beverage. This is a requirement of the show decorators. Electrical needs for food service, trash removal, table, and chair equipment must be coordinated through your show’s general contractor or show decorator. For table requirements please ask your Food & Beverage Sales Manager.

- Our food and beverages are provided on high quality disposable ware with appropriate condiments. We will be glad to coordinate specialty linens, flowers and amenities to optimize services in your booth. Our Food & Beverage Sales Managers will work with you to provide these enhancements.
Food and Beverage Policies

- The Booth Service Order Form must be received no later than ten (10) business days prior to the start date of the event to ensure we have the food and beverages you want as well as appropriate staffing to prepare, deliver and service your order. Orders received after ten days may be limited to only those items on hand.

- In order to best serve your catering needs, we require your guarantee at least 72 business hours (3 business days) in advance for ordering. An additional 20% service charge may apply for rush orders.

- All prices are subject to 21% Administrative Charge and 9% Sales Tax.

- Cancellations of perishable products prior to Seventy-Two (72) Business hours in advance of the show’s start will receive a refund. Cancellation of services within Seventy-Two (72) Business hours of the show’s start will be subject to payment in full.

- Please allow a minimum of 45 minutes to 1 (one) hour for all on-site orders and replenishment requests during the show.

- Booth Orders under $75.00++ per delivery are subject to a delivery fee of $25.00+.

- Client MUST be Present in Booth to receive Food & Beverage Order. Redelivery Fee of $25++ will apply.

- All orders must be accompanied by payment in full (100% prior Date of Event). Centerplate will accept Company Checks drawn on a US bank, Visa, MasterCard, Discover and American Express. A credit card is required to be on file for each exhibitor to secure on-site orders during the event. A front & back copy of the card is required for processing. This includes all clients that have made payment in full in advance with a company check.

- Our full Catering Menus for Meeting Room functions, Private Parties, Host Bars and Receptions are available upon request. Please contact us at 786.276.2700 for further assistance.

Thank you for choosing the Miami Beach Convention Center for your event! Let us take care of the details so you may attend to your visitors and clients. Please call us at 786.276.2700 or email us at bruce.townsend@centerplate.com with your goals and we will help you achieve them.

Thank you!
The Miami Beach Convention Center Team
AUTHORIZATION REQUEST
OUTSIDE SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

Centerplate has exclusive food and beverage distribution rights within the Miami Beach Convention Center. Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products ONLY upon Written Authorization.

GENERAL CONDITION:

A. Only exhibitors who manufacture, produce or distribute with booths in the trade show exhibit hall may give away sample portions of their products and must be show related. No food or beverage may be sampled or given away outside of the exhibit hall or inside any meeting rooms of the Miami Beach Convention Center.

B. All approved items limited to SAMPLE SIZE.
   1. Beverage limited to maximum of 3oz container.
   2. Food items limited to maximum of 2oz portion.

C. FLORIDA STATE LAW PROHIBITS ANYONE OTHER THAN THE ALCOHOL LICENSE HOLDER TO DISTRIBUTE OR BRING INTO THE LICENSED ESTABLISHMENT (MIAMI BEACH CONVENTION CENTER) ANY ALCOHOLIC BEVERAGES FOR THE PURPOSE OF TRAFFIC PROMOTION. ALL ALCOHOLIC BEVERAGES MUST BE PURCHASED FROM THE ALCOHOLIC BEVERAGE LICENSE HOLDER.

D. The firm named acknowledges they have sole responsibility for use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Centerplate, Spectra, the Miami Beach Convention Center and the City of Miami Beach from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items. Items are to be used as samples only; no cash sales are permitted.

E. Standard fees for storage, handling, delivery, etc. will be charged where applicable.

F. Food and/or beverage items used as traffic promoters (i.e. coffee, sodas, ice cream, etc.) must be purchased from Centerplate at the Miami Beach Convention Center.

G. A Certificate of Liability Insurance naming Centerplate, Spectra, the Miami Beach Convention Center and the City of Miami Beach must accompany your Sample Food and/or Beverage Request Form ten (10) business days prior to the event start date. Requests received by Centerplate after the ten day period will not be considered for approval. YOUR COMPANY’S NAME AS CONTRACTED WITH CENTERPLATE, SPECTRA, THE MIAMI BEACH CONVENTION CENTER & CITY OF MIAMI BEACH MUST APPEAR ON THE CERTIFICATE OF INSURANCE.
AUTHORIZATION REQUEST
SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

Please complete this entire form and return with Certificate of Liability Insurance to:
Centerplate FAX (786) 276-2701

Name of the Event: ___________________________ Booth Number: _________________________

Firm Name: ___________________________ Tel: ___________________________ Fax: ___________________________

Address: ___________________________

City: ___________________________ State/Province: ___________________________ Zip Code: ___________________________

Contact: ___________________________ Cell Number: ___________________________

Signature: ___________________________ Date: ___________________________

Product(s) you wish to dispense: ___________________________

Size of portion to be dispensed: ___________________________

Proposed method of dispensing: ___________________________

Reason for offering samples: ___________________________

SERVICES REQUIRED PROVIDED BY CENTERPLATE:

STORAGE: Yes No TYPE: Freezer Refrigeration Dry Other

ALL PRODUCTS MUST BE DELIVERED TO CENTERPLATE LOADING DOCK, 1901 CONVENTION CENTER DR.
LOCATED IN THE SOUTHWEST CORNER OF THE MIAMI BEACH CONVENTION CENTER.

TOTAL CUBIC FEET OF ITEMS BEING SHIPPED:
(Handling Fee of $250.00+ will be applicable to the following: 1.Freezer and Refrigerator are $10.00+ per cubic foot per day 2. Dry storage is $5.00+ per cubic foot per day). All products must be delivered to the Centerplate Loading Dock. There is a $50.00+ delivery charge per delivery.

NAME OF COMPANY DELIVERING PRODUCT: ___________________________

FIRST AND LAST DATE OF STORAGE: ___________________________

TIME OF PRODUCT DELIVERY TO BOOTH EACH DAY: ___________________________

AMOUNT OF PRODUCT TO BE DELIVERED EACH DAY: ___________________________

ICE: ___________________________ Ice charges are $12.50+ per 25 lb. bag. There will be a $25.00+ delivery charge per delivery (varies on quantities).

NOTE: = 9% Miami Beach Sales Tax. (Applies to all charges)

APPROVED: ___________________________ cc: Show Manager
General Manager - Centerplate MBCC Event Service Dept.
Client’s copy

For additional information on services available, please call 786.276.2712

Miami Beach Convention Center “1901 Convention Center Drive” Suite D 34
Miami Beach, Florida 33139
Telephone: 786.276.2700 * Fas-simile: 786.276.2701