

FUTURE PROOF CITYWIDE 2027 RULES AND REGULATIONS

Welcome to Future Proof Citywide! Along with the Future Proof Citywide staff you will work with Logistics Management Group (LMG), Future Proof's Site Production/Operations Team. These teams will support you throughout the entire activation process – from pre-planning conference calls to on-site set-up and prep, through strike and load-out. Our goal is to provide you with all information necessary in order to make your Future Proof Citywide experience streamlined and successful.

EXHIBIT FOOTPRINT

- Dimensions of your individual activation footprint(s) will be based upon contractual agreement and CANNOT be exceeded or changed.
- Activation must meet mandated code compliances and be subject to recommended revisions as necessary.
- All activations, including rental items, décor, signage, food & beverage, and other materials, must remain within the contracted exhibit footprint.
- Items may not be placed in aisles or walkways during show hours. These are designated fire lanes required by local ordinances.

ACTIVATIONS

All activation plans are subject to approval by Future Proof and municipal permit requirements. Please submit the below information by **January 15, 2027.***

***For more extensive builds subject to permitting (20x20+ booths forgoing the provided tents), the deadline for submission is **Tuesday, December 15, 2026** to allow for revisions and timely filings.*

Activation Plans should include:

- Proposed footprint layout including all power and utility needs. Please advise what you are powering.
- List of activation elements you will be including (ie: podcast, book signing, filming, customized tote bags, etc.)

The following items are *strictly* prohibited:

- NO swings, ball-pits, or slides allowed.
- NO conference style or pop-up style builds allowed.

- NO “pop-up” signage/ banners are permitted anywhere on-site. No aluminum frame convention center style displays are allowed due to safety concerns.
- Space outside your footprint (including behind & adjacent) CANNOT be used as storage space. All elements must be within your contracted footprint.
- No plastic hedgewalls or foliage

ENTERTAINMENT & AUDIO:

- NO live performances are permitted without approval from Future Proof.
- Activations must not disrupt scheduled event programming or neighboring exhibitors.
- Amplified sound is not permitted in exhibits smaller than 20'x20'.
- Exhibits with a 20'x20' footprint or larger must request pre-approval from Future Proof for amplified sound.
- Future Proof reserves the right to require that sound levels be lowered or shut off at any time if deemed disruptive.

FOOD & BEVERAGE:

- ALCOHOL – NO outside alcoholic beverages may be brought on-site.
 - Only the FUTURE PROOF preferred catering vendor may provide or pour alcohol due to the event liquor license.
 - Alcohol sourced from any non-approved supplier is strictly prohibited. Outside liquor served is a violation of our liquor permit & insurance.
 - Alcohol service may start at 3:00 PM ET. No alcohol should be served before this time.
- CATERING – NO outside catering vendors will be permitted.
 - All Catering must be provided by the FUTURE PROOF Preferred Vendors.
- ICE
 - Ice distribution is handled by the Future Proof catering team site-wide. All ice needs should be requested in advance. A limited supply will be available on-site.

EXHIBITOR FORM

- The Exhibitor Form is due by **January 15, 2027.**
- Submissions after January 15, 2027 – February 26, 2027 will incur a \$500 late fee + an additional 20% rush charge fee. *Items are subject to availability after January 15.*

Power

- Your sponsorship does not include any basic power. All power needs are subject to availability.
- Power requests can be ordered on the Exhibitor Form.
- Please note that power drops may not be located directly within your footprint.
- You can order extension cords from the preferred venue on the Future Proof website. You can also bring your own as long as they are 100ft (10 gauge).
- Those sponsors who have center activations should consider their power requirements when planning their layout. Power may be dropped in a centrally located area between sponsor footprints or at a corner point.
- Custom power drops will be an added cost, pending approval. Custom power can be ordered on the Exhibitor Form.
- Power deadline is **January 15, 2027**.

Lighting

- Any lighting needs can be ordered from our approved lighting vendor and requested in advance via the Exhibitor Form.

Wi-Fi

- Future Proof offers public WI-FI for general event attendees.
- Dedicated, password protected WiFi can be ordered through the Exhibitor Form. Costs will apply.
- The deadline for ordering dedicated WiFi is **January 15, 2027**. Late requests cannot be guaranteed. Future Proof will make best efforts to accommodate.

CITY OF MIAMI BEACH CODE

Mandatory Miami Beach Code Rules – Non-compliance Will Result in Fines

NO:

- No Digging Into the Sand – All Activations Must Be Flush With the Grade.
- No White Zip-ties.
- No Plastic Straws or Stirrers.
- No Styrofoam.
- No Glass Bottles May Be Given Out to Guests.
- No Confetti, Feathers, Streamers, or Other Materials That Can Contaminate the Sand.
- No Spray Paint Used on Site.

YES:

- Yes Black Zip-ties.
- Yes Recyclable Paper Straws.
- Yes Compostable Wooden Stirrers.

FIRE SAFETY

- Smoking is NOT permitted on site. It is also prohibited on the sandy beach.
- NOT Permitted under tents: Propane, compressed gas, liquid nitrogen, wood-fire, charcoal, propane or open flame.
- Fire extinguishers will be provided per code for tents.
- Flammable, explosive or hazardous substances are prohibited.

EXHIBITOR APPOINTED CONTRACTORS (EACs)

Exhibitors intending to work with a vendor outside of the Future Proof preferred vendor's list, must submit an EAC application. Exhibitors must receive application approval from Future Proof before bringing any non-preferred vendors (EACs) onsite.

Approved EACs are subject to documentation requirements, including:

- January 22nd, 2027:** Certificate of Insurance (required of all EACs)
- December 15, 2026:** Engineer-stamped drawings and calculations (EACs constructing custom structures only)

EACs who fail to provide required documentation will be denied access, even if their application was initially approved.

CUSTOM STRUCTURES

Permitting:

For more extensive builds subject to permitting, the deadline for activation plan & technical drawing submission is **December 15, 2026** to allow for revisions & timely filings. Permitting is usually needed for any truss or build structure. Typically an exhibitor in a 10×10 tent would not need permitting.

The following information is required at that time:

- CAD layout (to scale) of the space.
- Technical drawings for any fabricated, structural or trussing elements for inclusion with permit sets, which LMG will manage & submit. Please note, plans subject to permitting will incur permitting & inspection costs.
- Structural elements must comply with Florida building code and may require engineering calculations which LMG will manage & submit. Costs will apply.

- Decor elements must be fire retardant. Flame certificates are required. Failure to provide certs may require items to be fire sprayed at additional costs.

On-Site Construction:

- Any sawing and/or cutting of wood on-site, MUST work atop construction grade visqueen where any wood sawing occurs.
- Visqueen must be rolled up and discarded at the end of each day to prevent mingling of sawdust and sand. The City of Miami Beach will issue and enforce fines for this violation.

Heavy Equipment

- Only LMG operators are permitted to operate heavy machinery on site.
- Limited forklift assistance is available and must be advised in advance.
- Dedicated needs should be discussed during Sponsor activation calls.

Tenting

- Future Proof's tent company is the only approved tent vendor permitted on site. You are NOT permitted to erect any tent structures from other sources.
- Do not attach items to tent structures without the permission of LMG.

Water & Ice

- There is no running water on-site.
- Ice distribution is handled by the Future Proof catering team site-wide. All ice & water needs should be requested in advance.

Height Restrictions & Walls

- Solid walls/fabric backdrops MAY NOT exceed 8ft in height for 10×10 footprints. LMG approval is required.
- All structures including bracing must fit within the contracted footprint.
- Drawings submitted to LMG should include how the structures are secured.

SECURITY/SAFETY

- Future Proof has 24-hour security for the site but NOT dedicated for exhibitor footprints.
- Please remember the site during load in/loadout is a construction site. Take due care as all exhibitors, agents, vendors, employees and representatives are present at their own risk.

- Future Proof & LMG are not responsible or liable for any losses or damage.
- Airport Rules Apply: Do not leave any personal items unattended during event hours, including load-in, load-out or overnight. Secure your valuables.

LOAD-IN/OUT AND SET-UP& TRUCK DELIVERIES

- Future Proof Citywide is located on a public beach. Vehicle access is limited.
- All on-site deliveries must be scheduled in advance through LMG.
- You or your EAC will receive detailed load-in/out instructions prior to arriving on site. Please follow instructions carefully.
- Delivery entry for vehicles is on 5th St. & Ocean Dr – Directions will be provided to share with your crews. LMG will also provide a vehicle dashboard pass for all authorized deliveries.
- The largest truck permitted on-site is a 24-foot box truck unless special arrangements have been pre-approved by LMG.
- Only one of your trucks is allowed on site at a time. If more than (1) truck is required for your load-in, your delivery times will be staggered and pre-arranged.
- No semi-tractor trailers may access the site at any time without special arrangements through LMG.
- Only walk on FOOTPRINT INSTALLS are on Sunday, March 14. Only drop and go deliveries such as florals and final small detailing allowed. Walk on items are permitted.
- EAC's will be limited to the number of sub-vendor delivery slots. It is important to use approved Future Proof vendors whenever possible or consolidate décor items on a single delivery.
- Any product left on site that the Future Proof needs to remove on your behalf will generate a billable cleaning & removal charge to you.

SET-UP/STRIKE

- Limited forklift assistance is available at the event site. Please make any request in advance.
- Sponsors and contracted design teams must be self-contained, Future Proof DOES NOT provide tools, power tools, ladders, extension cords, etc.
- You must fully clear your activation of all materials and décor during load-out.
- Any product left on site that the Future Proof needs to remove on your behalf will generate a billable cleaning & removal charge to you.

- All shipping/pickup arrangements must be made in advance with LMG & inventory.
- Packing supplies and labor needed to repackage items for shipping, including but not limited to pallets, boxes, shrink-wrap, tape, pre-paid and completed shipping labels, etc. is the sole responsibility of the sponsor.

EARLY MOVE OUT

Early move-out is strictly prohibited in order to maintain an optimal attendee experience and for logistical purposes.

Exhibitors must follow the official load-in/load-out schedule provided by Future Proof.

Load-in begins on March 13th, 2027 at 8:00 am EST and load out ends promptly on March 17th, 2027 at 12:00 pm EST. After this, the show floor must be cleared.

ENTRANCE & CREDENTIALS

- The Registration area is located on the sand area just east of Lummus Park, on 10 th St. & Ocean Drive.
- The ADA entrance is located on 10 th Street & Ocean Drive. To access this area enter on the 10 th Street service drive as though you were going to the beach. Turn left before crossing over the sand berm to the beach. Signage will be placed to direct you.
- You are required to check-in at the Credential Center upon arrival on your first on-site day to pickup credentials.
- You will receive working credentials in accordance with your individual contracts.
- ALL staff MUST visibly display a valid working credential at all times.
- No working credential, no access. This will be strictly enforced.

DEADLINES & DELIVERABLES

- Exhibitors are expected to meet all deadlines provided by Future Proof and LMG.
- Missing deadlines may result in limited availability, inability to fulfill requests, and additional rush fees.
- Future Proof cannot guarantee items or services if deadlines are missed, and exhibitors are responsible for any resulting costs or consequences.

SPONSOR-HOSTED MEDIA CONTENT (PODCAST + VIDEO) POLICY

1. Pre-Approval Required

Sponsors must submit a content plan that explains your company's objectives and intended use of your media capture. All filming, including interviews or B-roll, must be pre-approved, with clear schedules and locations outlined.

2. Allowed Activities

- Interviews with clients, partners, or other attendees (with consent).
- Filming within their sponsored activation space or clearly assigned areas.
- Podcast recording sessions in sponsor activation space, private meeting rooms, or designated media zones, if available.

3. Restricted Activities

No filming or recording inside:

- Breakthru Meetings
- Breakthru Activities
- Breakthru Networking Dinners
- Near any stage during speaker sessions
- On any stage
- No drones whatsoever

4. Technical & Insurance Requirements

Podcast/video crews must be credentialed as part of the sponsor's team or declared as vendors.

5. Branding & Usage

Content cannot be marketed as official Future Proof media unless explicitly co-branded or approved. Future Proof reserves the right to review and request edits on any co-branded or on-site content prior to publication.

For approvals and inquiries, please contact the Future Proof Festival Event Team at hello@futureproofhq.com

FAILURE TO COMPLY

Violations of Rules & Regulations will result in a verbal and/or written warning. Exhibitors may also be subject to the following actions, fees, and penalties:

1. **Items placed outside of designated exhibit footprints:** A Future Proof representative will visit your space to notify your team in person. If items are not moved, they will be subject to removal. Exhibitors will be billed for waste removal fees.
2. **Obstructing fire lanes:** May result in enforcement action by the local fire district. Exhibitors will be held responsible for any resulting fines or penalties assessed.
3. **Unapproved amplified sound:** Shut down immediately. Exhibitors with approved sound amplification may still be directed to lower or turn off volume at any time if deemed disruptive to attendees, event content, or neighboring exhibitors.

4. **Non-compliant Exhibitor Appointed Contractors (EACs):** Vendors who fail to provide proper documentation, or who have not been approved by Future Proof, will not be permitted on event grounds.
5. **Unauthorized alcohol:** All alcohol must be ordered through Future Proof's preferred vendors per the event liquor license. Alcoholic beverages retrieved from a non-approved supplier will be confiscated immediately. Exhibitors in violation may be subject to additional penalties under state liquor laws.
6. **Unauthorized catering/food service:** Outside catering vendors are strictly prohibited. Any non-approved food & beverage service will be shut down immediately at exhibitor's expense.
7. **Missed deadlines:** Submissions made after published deadlines are subject to late fees, rush charges, limited availability, and/or inability to fulfill specific requests.
8. **City of Miami Beach code violations:** Violations (e.g., use of banned materials such as plastic straws, Styrofoam, glass bottles, confetti, or spray paint) will result in immediate shutdown of the activation and potential fines issued directly by the City of Miami Beach. Exhibitors will be solely responsible for payment.
9. **Fire safety violations:** Use of prohibited materials (e.g., propane, compressed gas, charcoal, or open flame under tents) will result in immediate shutdown of the activation and potential fines. Exhibitors may also be billed for remediation if unsafe materials must be removed.
10. **Improper load-in/load-out or early move-out:** Any exhibitor who disregards the official schedule, attempts unauthorized deliveries, or begins strike early may be subject to penalties. Abandoned items will be removed at exhibitor's expense.
11. **Non-compliance with security and safety rules:** Exhibitors are responsible for securing personal items. Future Proof and LMG are not liable for lost or damaged property.
12. **Unauthorized media capture:** Recording or filming in restricted areas (Breakthru sessions, stages, or with drones) will be stopped immediately. Content may be confiscated and violators may lose filming privileges for the duration of the event.