



TAMPA CONVENTION CENTER ADVERTISING NETWORK ORDER

333 S. Franklin St.
Tampa, Florida 33602

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813-274-7761
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813-274-7859

Exclusive Service Provided by Tampa
Convention Center
Email: TCC.ExhibitServices
@TampaConventionCenter.com

SEE REVERSE SIDE FOR RATE, PAYMENT POLICIES, AND REGULATIONS

Event Name		Booth #	Booth Size: Standard ___ Island ___
Exhibitor Name			Dates From: To:
Address			Authorized Person
Address	City State Zip	E-mail	
Phone	() -	Fax	() -

Commercials are purchased on a per-spot, first come, first serve basis. Prime Time clients have the ability to choose days and times commercials are to air. The Tampa Convention Center guarantees day and hour of commercial broadcast for Prime Time Clients only and guarantees total number of commercial spots to air during length of event for all other clients ordering Run of Schedule.

Prime Time: 8:00am-5pm

Non-Prime Time: Run of Schedule (ROS)

BILLBOARD COMMERCIAL :10 second Still FORMAT ACCEPTED: JPEG/BMP

Prime Time	minimum order	Non-Prime Time	minimum order	Total Spots Ordered	Sub Total
\$25.00/spot	10=\$250.00	\$15.00/spot	10=\$150.00		

TELEVISION COMMERCIAL :30 second Video FORMAT ACCEPTED: AVI/MPEG

Prime Time	minimum order	Non-Prime Time	minimum order	Total Spots Ordered	Sub Total
\$85.00/spot	10= \$850.00	\$65.00/spot	10=\$650.00		

PRODUCTION CHARGES	Length of Spot	Digitization Charge	Sub Total
Billboard Commercial	:10 seconds	\$125.00	
Television Commercial	:30 seconds	\$175.00	

	SUB-TOTAL	
	SALES TAX (7%)	
	TOTAL	

	S	M	T	W	T	F	S			S	M	T	W	T	F	S
DATE:								DATE:								
8:00AM								1:00PM								
9:00AM								2:00PM								
10:00AM								3:00PM								
11:00AM								4:00PM								
12:00PM								5:00PM								

FORM OF PAYMENT PAYABLE TO THE CITY OF TAMPA				
Check <input type="checkbox"/>	Cash <input type="checkbox"/>	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	AMEX <input type="checkbox"/>
Account Number:			Exp. Date	
Name (Please Print)				
Cardholder Signature				
<i>I also authorize charging any unpaid balances to my credit card.</i>				

TCC USE ONLY	
Date Received	
Amount Paid	
Balance Due	
Date Processed	
Processed By	
Postmarked Date	

***To receive advance rates, orders must be postmarked 21 days prior to the first day of show.**

Advertising Network Instructions

**Complete the Order Form and retain a copy for your records.
Mail or fax a copy of the Order Form and FULL PAYMENT to:**
CITY OF TAMPA/TAMPA CONVENTION CENTER
ATTN: Exhibit Service Dept.
333 S. Franklin Street
Tampa, FL 33602

Rate Policy

1. To guarantee service Order Forms AND full payment MUST be postmarked a Minimum of **21** CALENDAR DAYS PRIOR to the first day of show. FLOOR RATES will apply after the deadline.
2. Rates include equipment rental.
3. Prices are for the entire show.

Cancellation Policy

1. Notification of cancellation of services MUST be postmarked in writing a MINIMUM of 14 days prior to the first scheduled show date to receive a full refund, less a \$50 administrative fee.
2. No refunds will be given for services installed and not used.
3. The Center will not refund overpayments, except sales tax, in amounts less than \$15, unless specifically requested in writing.
4. There will be a \$25 service charge on all returned checks.

Payment Policy

1. 100% payment (in U.S. currency ONLY) must accompany each order. Make company, certified, or cashier's check payable to the City of Tampa/ Tampa Convention Center. No personal checks, please. Credit Cards accepted: Visa, MasterCard, and AMEX.
2. Television service not received by exhibitor must be reported to the Service Desk PRIOR to the opening of the show.
3. Payment for additional on-site service is due when service is rendered.
4. If by any reason of any default on the part of the TCC lessee or exhibitor hereunder, it becomes necessary to engage an attorney, the TCC lessee or exhibitor agrees to pay all costs, expenses and attorney's fees expended or incurred by the City/TCC in connection therewith. The City/TCC will not be responsible for strikes, accidents, fires, acts of God, terrorism or delays beyond its control.