



Tampa Convention Center Regulations

SERVICE ORDER FORMS: Orders must be postmarked 21 calendar days prior to the first day of the show with full payment enclosed in order to receive the incentive rate.

FORMS OF PAYMENT: Company check, cash, money order, Visa, MasterCard, or American Express. **NO BILLING OR PERSONAL CHECKS ACCEPTED.**

BADGING: All exhibitors are required to wear an exhibitor badge when on Tampa Convention Center property. All I & D Personnel are required to wear badges on TCC property.

PARKING: Parking on the loading dock or inside the Center (except for loading or unloading) is prohibited; violators will be ticketed and/or towed at owner's expense. Parking is available in TCC's garage and at several parking garages and lots within a two block area of TCC. For further information, please visit our website.

DOLLIES: Please check at the decorator's service desk or with an ambassador. Fees apply.

CHILDREN: No one under 16 is permitted in the hall or on the dock during the move-in/out.

FOOD AND BEVERAGE SAMPLING: Prior written approval from the Show Management must be given. Please contact Show Management for details. **NO OUTSIDE FOOD OR BEVERAGE IS ALLOWED INTO THE BUILDING.** Our Cafes and Restaurants will be open throughout the show hours.

VEHICLE(S) DISPLAYED: Show Management must be contacted for approval. Battery cables must be disconnected, gas tanks must be taped shut or locked and cannot contain more than 1/4 tank of fuel. Fueling or de-fueling shall not be done on TCC premises. Visqueen must be placed under all vehicles parked directly on TCC carpet and terrazzo tile. Keys to vehicles must be left on-site with the decorator, Show Management or TCC Security.

SMOKING: TCC complies with the Florida Clean Indoor Air Act. There is no smoking inside the facility.

DELIVERIES: Packages and freight are NOT accepted by TCC prior to the first move-in day of the show. Address the shipment to the contracted decorator with the name of the event, booth name and number.

FIRE MARSHAL: Please contact Show Management for any enclosed (or double decked) booths. All exits, hallways and aisles must be kept clear and unobstructed at all times. Materials used in exhibits must be flame-retardant and are subject to inspection by the Tampa Fire Marshal (The Fire Marshal may request that certification accompany items). All straw, hay or live evergreen trees are prohibited. **PROHIBITED:** compressed flammable gases, flammable or combustible liquids, and hazardous chemicals and materials (acetylene, hydrogen, propane, butane, pesticides, herbicides, poisons, gasoline, kerosene, cleaning solvents, and other petroleum-based materials). Helium balloons may be permitted provided Show Management approval is granted and TCC guidelines are followed. Adhesive-backed decals and stickers are not allowed inside the building.

TCC SERVICE DESK: Any questions about TCC services please call (813) 274-8511.



Tampa Convention Center looks forward to your arrival
and wishes you a most successful show.