

# Important Dates and Deadlines



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| <b>Before you sell exhibit space or before tickets go on sale:</b>  |
| You must have received a fully executed license contract and paid your deposit.                                   |
| Your floor plan must be submitted and approved by the Tampa Convention Center and the City of Tampa Fire Marshal. |
| Ticketing procedures must be confirmed through Tampa Convention Center  |
| Sample Exhibitor Kit must be submitted for accuracy   |
| Review General Building Policies  |
| <b>At least 45 days before your event:</b>  |
| Rental balance due, unless other arrangements are stated in contract  |
| Event requirements due to Convention Services Manager (CSM)   |
| Submit event schedule for development of a security schedule  |
| Submit Acord 25 Certificate of Insurance (if applicable)  |
| Subcontractors' insurance due – applicable if you have decorators, production companies, etc.                     |
| Rigging coordinated with Encore   |
| A/V specifications provided to Encore   |
| Food & Beverage specifications provided to Aramark  |
| Request for sampling or distribution of food/beverage must be submitted   |
| Internet and communication specifications provided to SmartCity   |
| Shipping directly to TCC coordinated with UPS Store   |
| <b>At least 30 days before your event:</b>  |
| Changes to original floor plan(s) must be submitted for updated approvals   |
| Staffing plan (i.e. security, paramedic, fire watch, etc.) must be approved                                       |
| All final event requirements due so the Event Resume can be produced  |
| <b>At least 14 days before your event:</b>  |
| Ancillary costs sent by TCC Fiscal  |
| Final event resume distributed to TCC departments   |
| <b>At least 7 days before your event:</b>   |
| Payment for ancillary expenses due  |
| <b>Notes:</b>   |
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