



Tampa Convention Center Services Contractor Planning Guide

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Welcome

On behalf of our entire team we welcome you to the Tampa Convention Center (TCC). We look forward to assisting you in your planning process and providing on-site support. We have created this Service Contractor Guide to help you work within our facility. This guide was designed to be a helpful resource regarding the specific policies and procedures at our facility.

The guide features building diagrams, Fire Marshal floor plan guidelines, building policies and much, much more. We've also included information about parking options in the immediate vicinity of TCC, public transportation options, a hotel list and websites to assist you and your staff with finding local restaurants.

Our professional staff will partner with you to make working in our facility the best possible experience for you and your client. Should you have questions that the guide does not address please feel free to contact your Convention Services Manager (CSM). Your CSM, and the entire TCC Staff, look forward to working with you.



Suzanne Seder, Convention Services Director

Contacts

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CONVENTION SERVICES



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SECURITY

24 Hour Security Command: 813-274-7791



HELPFUL HINT: Do you need Lost & Found? Call Security Command.

Providers



Allied Universal is the largest security services provider in North America and is recognized as the premier service provider in every market they serve. Allied is please to offer professional security services tailored to your specific requirements. 813-274-7791 or email Richard Clemens richard.clemens@thetampacc.com.



Aramark is Tampa Convention Center's exclusive in-house caterer providing innovative menus and excellent customer service. 813-274-7779.



EDLEN is the exclusive in-house provider of: Electric, Water (fill & drain) and Compressed Air. With more than 40 years in the tradeshow and special event industry in venues nationwide, EDLEN can assist you with your temporary event utilities. 407-948-8047 / 407-287-2768 or email Support@edlenelectrical.com.



ENCORE EVENT TECHNOLOGIES is the leading provider of unique, creative and innovative audiovisual services for hotels, conference centers and resorts throughout North America. They will assist you with all of your audiovisual and rigging needs. 813- 898-1372.



Sentry Event Services provides staffing solutions for small and large events. Contact Sentry for all your staffing needs including front drive ambassadors, greeters and much more. 813-274-8444 or email Derrick Burdgress dburdgess@sentryeventservices.com.



SmartCity is TCC's exclusive event technology provider. Founded over 30 years ago, they are the nation's largest provider of event telecommunications and technology in the convention industry. They offer a variety of communication services including internet, data networking, wireless and telephone services. 813-517-1060



Tampa Convention Center's UPS Store offers a full range of creative business services. Services include laser and color printing, document scanning and ground/air shipping. Internet and computer workstations are also available. 813-274-7840



MEETING ROOM SPECIFICATIONS



ROOM NAME	SO. FT.	W X L (FEET)	CEILING HEIGHT	BANQUET	THEATER	CLASSROOM	RECEPTION	CONFERENCE	HOLLOW SQUARE
1	1,200	40'x30'	14'0"	60	108	60	133	30	44
2	600	20'x30'	14'0"	20	50	27	66	16	31
1-2	1,800	60'x30'	14'0"	80	160	90	200	48	56
3	1,200	40'x30'	14'0"	60	108	60	133	30	44
4	600	20'x30'	14'0"	20	50	27	66	16	31
3-4	1,800	60'x30'	14'0"	80	160	90	200	48	56
5	1,200	40'x30'	14'0"	60	108	60	133	30	44
6	600	20'x30'	14'0"	20	50	27	66	16	31
5-6	1,800	60'x30'	14'0"	80	160	90	200	48	56
7	1,053	39'x27'	13'0"	60	83	48	117	30	44
8	567	21'x27'	13'0"	20	40	31	63	20	24
9	1,080	40'x27'	13'0"	60	102	52	120	30	44
7-8	1,620	60'x27'	13'0"	80	127	84	180	48	56
8-9	1,647	61'x27'	13'0"	80	143	86	183	48	56
7-9	2,700	100'x27'	13'0"	140	270	144	300	86	96
10	550	22'x25'	9'0"	40	66	32	72	18	32
11	1,274	26'x49'	16'0"	60	125	87	140	30	44
12	1,421	29'x49'	16'0"	80	130	96	150	30	44
13	1,421	29'x49'	9'10"	80	130	96	150	30	44
11-12	2,695	55'x49'	16'0"	140	255	200	300	48	56
12-13	2,842	58'x49'	9'10"	160	260	204	310	48	56
11-13	4,116	84'x49'	9'10"	220	400	286	450	58	80
14	1,800	30'x60'	16'0"	80	180	110	200	48	56
15	1,800	30'x60'	16'0"	80	180	110	200	48	56
16	1,800	30'x60'	16'0"	80	180	110	200	48	56
17	1,800	30'x60'	16'0"	80	180	110	200	48	56
14-15	3,600	60'x60'	16'0"	170	360	220	400	58	80
15-16	3,600	60'x60'	16'0"	170	360	220	400	58	80
16-17	3,600	60'x60'	16'0"	170	360	220	400	58	80
14-16	5,400	90'x60'	16'0"	280	540	330	600	74	112
15-17	5,400	90'x60'	16'0"	280	540	330	600	74	112
14-17	7,200	120'x60'	16'0"	390	720	440	800	102	136
18	1,800	30'x60'	14'0"	80	180	110	200	48	56
19	1,800	30'x60'	14'0"	80	180	110	200	48	56
18-19	3,600	60'x60'	14'0"	170	360	220	400	58	80
20	1,800	30'x60'	14'0"	80	180	110	200	48	56
21	1,800	30'x60'	14'0"	80	180	110	200	48	56
20-21	3,600	60'x60'	14'0"	170	360	220	400	58	80
22	1,800	30'x60'	14'0"	80	180	110	200	48	56
23	1,800	30'x60'	14'0"	80	180	110	200	48	56
22-23	3,600	60'x60'	14'0"	170	360	220	400	58	80
24	1,800	30'x60'	14'0"	80	180	110	200	48	56
25	1,800	30'x60'	14'0"	80	180	110	200	48	56
24-25	3,600	60'x60'	14'0"	170	360	220	400	58	80
30A	775	43'x18'	12'10"	30	70	45	85	30	36
30B	1,000	40'x25'	12'10"	60	74	42	100	30	36
31	550	29'x16'	13'6"	30	41	30	73	26	31
32	665	35'x19'	13'6"	30	41	30	73	26	31
33	665	35'x19'	13'6"	30	41	30	73	26	31
31-32	1,235	65'x19'	13'6"	60	86	66	146	62	68
32-33	1,330	70'x19'	13'6"	60	86	66	146	62	68
31-33	1,900	100'x19'	13'6"	90	138	105	219	98	100
34	540	27'x20'	13'6"	20	33	24	60	20	26
35	560	28'x20'	13'6"	40	41	30	71	26	32
36	702	26'x27'	13'6"	40	50	36	78	26	32
37	777	37'x21'	13'4"	40	54	30	86	30	36
38	777	37'x21'	11'2"	40	54	30	86	30	36
37-38	1,554	74'x21'	11'2"	80	116	66	172	66	72
39	650	25'x26'	13'6"	40	72	45	75	26	32

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Ballrooms/Exhibit Halls



BALLROOM / EXHIBIT HALL SPECIFICATIONS



ROOM NAME	SQ. FT.	W X L (FEET)	CEILING HEIGHT	BANQUET	THEATER	CLASSROOM	RECEPTION	10' X 10' BOOTHS
Ballroom A	7,200	60'x120'	19'10"	400	700	500	800	32
Ballroom B	10,800	90'x120'	19'10"	640	1,100	800	1,200	53
Ballroom C	10,800	90'x120'	19'10"	640	1,100	800	1,200	53
Ballroom D	7,200	60'x120'	19'10"	400	700	500	800	32
Ballroom A-B	18,000	150'x120'	19'10"	1,040	1,800	1,300	2,000	85
Ballroom B-C	21,600	180'x120'	19'10"	1,280	2,200	1,600	2,400	106
Ballroom C-D	18,000	150'x120'	19'10"	1,040	1,800	1,300	2,000	85
Ballroom A-C	28,800	240'x120'	19'10"	1,680	2,900	2,100	3,200	138
Ballroom B-D	28,800	240'x120'	19'10"	1,680	2,900	2,100	3,200	138
Ballroom A-D	36,000	300'x120'	19'10"	2,080	3,600	2,600	4,000	170
ROOM NAME	SQ. FT.	W X L (FEET)	CEILING HEIGHT	BANQUET	THEATER	CLASSROOM	RECEPTION	10' X 10' BOOTHS
West Hall	75,000	300'x240'	30'0"	3,400	5,500	3,500	5,500	350
West / Central Hall	100,000	300'x330'	30'0"	4,940	8,000	5,000	8,500	480
Central Hall	25,000	300'x90'	30'0"	1,540	2,500	1,500	3,000	130
East Hall	100,000	300'x330"	30'0"	4,720	8,000	4,500	8,500	520
East / Central Hall	125,000	300'x420'	30'0"	6,260	10,500	7,000	11,500	650
Combined Halls	200,000	300'x660'	30'0"	9,660	16,000	10,500	17,000	1,000

Equipment subject to availability

ROOM NAME	SQ. FT.	W X L (FEET)	CEILING HEIGHT	BANQUET	THEATER	CLASSROOM	RECEPTION
Riverwalk	32,000	—	—	—	—	—	3,500
Bay Bar & Bistro	7,830	—	—	—	—	—	500
Second Floor	19,200	300'x64'	14'8"	—	—	—	2,100
Sail Pavilion	—	—	—	—	—	—	500

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Floor Plans

FLOOR PLANS

Events which are scheduled to occur in the Exhibit Halls require submission to the office of the Tampa Fire Marshal (TFM) for review and approval via permit. Licensee or designated contractor is responsible for submitting floor plan(s) and subsequent permit fees to the Convention Services Department for initial review and submission to the TFM. Floor plans that involve exhibits must receive approval (permit) prior to the sale of any booths. Modifications to an approved floor plan must go through the same review and approval process as the original floor plan (less the review fee). Exhibitions and trade shows cannot open without the approval (permit) of TCC and the TFM.

Floor plans should be drawn to scale and must clearly indicate all of the following items. Any variance to these guidelines must be submitted in writing to TCC for approval by TFM.

- Floor plans must be drawn in the TCC building shell and complete hall must be shown
- Name and date of show
- Name and location of TCC licensed space
- Original date of submission and all revised dates, if applicable
- All aisle dimensions and exits
- Booth dimensions - Double-decker booths must be identified
- Location of fire hoses and extinguishers
- Border pipe and drape or hard walls
- Net and gross square footage
- Location of decorator and TCC Service Desk and storage areas
- Registration areas
- Location of motorized equipment and vehicle displays
- Exhibit booths must line up on floor ports
- Entrance displays
- All points of ingress and egress should have a minimum of 20' clearance
- All interior aisles should be a minimum of 10' wide
- A person should not have to travel more than 200 feet to an exit
- Dead end corridors should be no longer than 20'
- Exhibit booths or exhibit enclosures more than 50' from the exit access aisle are required to have at least two exits opposite each other
- All displays, kiosks and entrance units located on the Registration Level or Lobby areas need to be indicated on a floor plan and approved in advance

REGISTRATION LEVEL AND PUBLIC AREAS

- Exhibit booths, the registration table or any other obstruction cannot block public areas or common space. This includes all cafés and restaurants inside the exhibit halls and lobby areas. There must be a minimum clearance of 10 feet surrounding all cafés, restaurants and restrooms.
- One eight foot table with two chairs may be set directly outside the contracted meeting space. Use of Prefunction Space for any other purpose must be approved in writing (via License Contract Modification) by TCC Sales and Marketing.

RIVERWALK

Although the Riverwalk can be reserved for specific functions, it is a public right-of way and must remain accessible for public access (walkthrough) at all times. For specific questions concerning the dimensions and access of this public right-of way, please contact your CSM directly.

Exhibit Services

GENERAL SERVICES CONTRACTOR

Service Contractors must complete and submit a completed General Services Contractor Fact Sheet to their CSM. The form can be found in the appendix of this guide.

EXHIBITOR KITS/FORMS

It is the responsibility of Licensee to ensure all TCC exhibit service order forms or reference to all TCC exhibitor services are included in all exhibitor kits along with all exhibitor policies and procedures. Licensee must submit a sample exhibitor kit to TCC for review and approval prior to distributing to exhibitors. Exhibitors will receive incentive rates for orders received at least 21 days prior to the first contracted day of the event. Orders received within 21 days will be confirmed at the standard rates. On-site rates will apply beginning the day of move in.

EXHIBITOR LISTS

It is the responsibility of the client, or their designated contractor, to provide an initial Exhibitors List at least 45 days prior to the first contracted day of the event. The list must include contact name, company name, booth assignment, company address, company phone number and company email address. The client, or their designated contractor, is also responsible for providing updated Exhibitor Lists periodically during the planning process.

Sample Exhibitor Kits and Exhibitor Lists should be submitted to the CSM.

SERVICE DESK

Service Contractors must provide TCC with a Service Desk. TCC will maintain the service desk at exhibit shows during move in, most show hours and the first hour of move out. TCC will coordinate hours and location of the service desk in advance with the designated General Services Contractor. For specific information please contact Exhibit Services at 813-274-7761.

UTILITIES

Utility Services are exclusive throughout TCC. Client and contractors are not allowed to resell or mark up any TCC utilities or services. Basic rates and information on electric, telephone, plumbing and internet services can be found on TCC's webpage and/or Exhibitor Kit. Exhibits requiring plumbing should be located close to floor ports providing this service.

*HELPFUL HINT: Exhibitor order forms
can be found on the TCC website/Exhibitor*



Loading Docks/Storage

LOADING DOCKS

Parking of personally owned vehicles (POVs) is not allowed on the TCC Loading Docks. Loading Docks are designed for active loading and unloading of event related equipment by truck or POVs. There is a 30 minute time limit allotted for unloading and loading. The time limit is not intended to include setup or tear down of the booth or equipment. If you require additional time for loading or unloading, please notify dock security prior to the expiration of your dock pass in order to receive additional time. Your contact information must be provided to the upper dock guard upon arrival. Please note that smoking is not allowed on the TCC Loading Docks.



HELPFUL HINT: To access TCC Loading Docks outside of event hours please call Command Security at (813) 274-7791

UPPER LOADING DOCK

The Upper Loading Dock has 20 slips. Access is located on Franklin Street between Brorein and Channelside.

- The dock door height on Franklin Street is 15'9"
- The narrowest point of the inbound lane to the Upper Dock is 16'8"
- The narrowest point of the outbound lane of the Upper Dock is 12'10"
- Dock slots are 52' - 55' long, depending on location
- Dumpsters cannot be blocked

PLATT STREET DOCK

The Platt Street Dock has limited availability for unloading. It is specifically for First Floor load in and out. All of the slips in this area require vehicles with lift gates.

- Maximum truck size that will access the Platt Street Dock is 53' with a standard cab
- Dock Door height on Platt Street is 13'8"

ELEVATOR DIMENSIONS

- Freight Elevator—10' high, 10' wide, 20' deep. Access is on first and third floor. 10,000 lbs. weight capacity.
- Passenger Elevators—91 1/2" high, 47 1/2" wide, 102" deep. 4,000 lbs. weight capacity.

EXHIBIT HALL FREIGHT DOORS

- Door 1 East Hall 30' high x 25' wide
- Door 2 Central Hall 20' high x 25' wide
- Door 3 West Hall 14' high x 25' wide

FRONT DRIVE

Loading and Unloading on the Front Drive is for First Floor only. Parking is controlled by the City of Tampa. Set up and tear down on the Front Drive is prohibited.

STORAGE

Limited storage is available only within the marked areas on the loading dock during the term of the License Contract. Crates, pallets and other wooden containers are not allowed to be stored in the hall. Crates and rental equipment are not allowed to block doorways, fire exit routes or exit ramps. Crates may have to be reloaded onto empty trailers to ensure proper fire evacuation routes or to meet specific security/safety requirements.

MARSHALING YARD

TCC does not have marshaling facilities. Marshaling services are the responsibility of the contractor. Early trailer drop offs and late trailer pick ups must be coordinated with your CSM.

Fire Regulations

General fire safety requirements apply to all shows. For specific information, refer to the Fire Prevention Code 1 and Life Safety Code NFPA 1 and 101. Licensee, show management, exhibitors, service contractors and other involved parties must comply with all federal, state and local fire and building codes which apply to "Places of Assembly." The Tampa Fire Marshal's office has final authority over the safety of all events. Violations of safety requirements may result in closure of an event until the TFM indicates all violations are resolved. Some guidelines associated with the above referenced codes:

- Fire hose cabinets, portable fire extinguishers, fire alarm pull-stations, and Fire Department connections shall not be obstructed or obscured from view.
- Exit doors must remain unlocked and unobstructed at all times.
- All forklifts must be equipped with a fire extinguisher.
- All fuel-powered vehicles or equipment (forklifts, cranes, etc.) not on display must be removed from building prior to show opening.
- Back doors cannot be propped open in a manner that will prevent their closure per the fire marshal.

FIRE WATCH

Based on event activities and projected attendance, Fire Watch services may be required at client's expense. Fire Watch services will be coordinated through the Convention Services Department. Events with any of the following may require an on-site fire Inspector for pre/post event inspection and/or show coverage.

- 3 or more vehicles on display and vehicle move in and move out
- Motorized machinery using fuel
- Fog machines
- Fireworks/Pyrotechnics—All pyrotechnics require special permitting through the City of Tampa Fire Department.
- Cooking and/or food warming devices
- Open flame devices are prohibited. A small number of candles may be permitted, if TCC and TFM grant prior approval. Candles are to be protected by hurricane lamps, glass globes, wire mesh cages or similar enclosures and securely supported on non-combustible bases, located away from any combustible materials. "Chinese Lanterns" are prohibited on TCC property.
- Covered areas over 300 square feet may require a fire watch.

COMBUSTIBLES, CHEMICALS, GASES

- Compressed, flammable gases are prohibited inside the building.
- Non-flammable compressed gases (e.g., helium, nitrogen) are prohibited inside the building during events.
- Flammable or combustible liquids/materials (pool chemicals, pesticides, herbicides, poison, radioactive materials, etc.) are prohibited inside the building unless prior arrangements have been made. MSDS sheets must be submitted to your Convention Services Manager who will then forward them to the Tampa Fire Marshal for approval. Licensee must make prior arrangements for disposal of hazardous chemical and materials handling company prior to arrival. The name of company, phone number, address and the confirmed time of pick up must be communicated to the Convention Services Manager in writing prior to the hazardous materials arriving on property. If these arrangements have not been made prior to the event and hazardous materials are left behind, Licensee will be charged directly for the disposal and handling fees.
- Hazardous chemicals and materials (gasoline, kerosene, propane, cleaning solvents, and other petroleum-based materials) are prohibited inside the building unless approved by the Tampa Fire Marshal.
- Explosives and blasting agents are prohibited inside the building.
- Combustible materials within exhibit booths shall be limited to a one-day supply.
- Combustible waste is to be collected as it accumulates and stored in non-combustible, covered containers in a designated area outside the building and properly disposed of daily.
- No combustible materials, merchandise, or signs may be attached, hung, or draped over draperies.

Covered Areas/Vehicle Displays

COVERED AREAS AND TENTS

Covered areas and tents with a square footage in excess of 100 square feet will require a permit from the Tampa Fire Marshal. The tent permit will be valid for no more than 30 days unless approved by the Fire Marshal's Office. The following must be provided when applying for a tent permit:

- A floor plan showing the layout under the tent along with measurements
- Dates that the tent will be put up and taken down and a contact number for our office to schedule an inspection
- A copy of the certificate of flame resistance for the tent
- All tents shall be provided with a 10 lb. ABC rated fire extinguisher, or larger, with an up-to-date inspection tag. Other fire extinguishers may be required depending on what is housed under the tent
- A tent greater than 1,200 square feet must have the exits marked with electric exit signs that have battery backup, and the tent shall have emergency lighting. The covered area or tent must have a battery operated smoke detector installed.
- Sprinklers must protect single-level covered areas over 300-sq. ft. and multi-level exhibit booths or an approved fire watch shall be required at the expense of either the Licensee or Exhibitor

VEHICLE DISPLAYS

Motorized equipment and vehicles may be displayed during events provided Licensee has TCC and Tampa Fire Marshal approval and the following conditions are met:

- Fuel tanks must have less than 10 gallons or 1/2 tank of fuel, whichever is less. Vehicles or equipment fueled by LP gas must comply with NFPA #58 and may not be operated during show hours
- Fuel caps must be taped/sealed completely around to prevent escaping vapors
- The positive battery cable must be disconnected and either taped or secured within a battery cable bag and then secured.
- Number and location of vehicles must be identified on the floor plans
- Fueling and defueling cannot take place on the premises
- Vehicle keys must remain within the building at all times and the location of keys should be coordinated with TCC Security Director and CSM
- Vehicles cannot be jumpstarted on premises
- Persons under the age of 16 will not be allowed to operate a motorized vehicle on TCC property
- Vehicles cannot be parked in fire lanes or block exits
- Vehicles of any type which have been approved for use in carpeted areas must have non-marking tires and carpet must be covered with heavy duty polyethylene sheeting.
- Tampa Fire Marshal and TCC personnel must be present to supervise display vehicle ingress and egress.
- Tampa Fire Marshal will conduct a final inspection of all display vehicles.



Cooking/Food Preparation

Aramark is the exclusive food and beverage provider for the Tampa Convention Center. Outside food and beverage is not allowed. To get more information on Aramark and their services call 813-274-7779 or go to their page on the Tampa Convention Center webpage.

GUIDELINES FOR COOKING AND FOOD PREPARATION

- Booths using warming equipment require a 2A-10BC fire extinguisher.
- Any vendor utilizing combustible oils, solids or any type of grease products must have serviced and inspected class K & 2A-10BC fire extinguishers.
- All fire extinguishers must have a current tag/sticker indicating servicing/inspection within the last year by a licensed fire extinguisher contractor.
- The utilization of deep fryers for exhibition purposes in assembly occupancies are prohibited.
- Sternos are permissible if placed on fireproof plates or ceramic tiles.
- Licensee, at Licensee's expense, must provide an appropriate number of utensil clean up areas.
- Holding tanks or grease barrels for disposal of cooking residue (oil, grease, etc.) must be appropriately disposed of daily. Disposal of cooking residue into TCC's drainage system is strictly prohibited.
- All cooking equipment must be UL listed, meet the NFPA 101 Life Safety Code, be isolated from the public by at least four feet, be limited to 288 square inches of cooking surface, have an automatic shut off and be kept two feet from any combustible materials and other appliances.

HELPFUL HINT: To get more information on Aramark and their services call (813) 274-7779



Cleaning/Set Up

SET UP

Materials may not be affixed or attached to walls, wall panels, columns, doors, ceilings, floors or TCC furniture. This includes but is not limited to adhesive backed decals, stickers, tape, nails, pushpins and staples. Items should not be leaned against walls or wall panels including but not limited to exhibit booths, tables, chairs and ladders. If damages occur due to noncompliance a fee will be assessed. Installation of adhesives is strictly prohibited (i.e. decals, overlays, graphics) without prior written consent from Tampa Convention Center management. Samples should be submitted to your CSM.

BALLOONS

The use of helium balloons are permitted with prior approval if the subsequent guidelines are followed. *Decorating with Mylar balloons, glitter, confetti, or birdseed is strictly prohibited.*

- They are not displayed in lobby areas (except entryway arches)
- They must be securely anchored or strung together (e.g., arched)
- They are removed at the completion of the event
- Air tanks are placed outside the building during the event and properly secured
- Balloons are not provided as giveaways anywhere on TCC property

CLEANING POLICY

TCC offers complimentary cleaning services in all common areas, lobbies and restrooms. Cleaning services related to licensed space is the responsibility of the Licensee or their designated General Services Contractor. Licensee's space should be returned in a clean and orderly condition at the conclusion of the License period. Failure to return licensed space in a clean and orderly condition will result in additional cleaning charges assessed to the final bill.

FLOOR PROTECTION

Carpeted areas and terrazzo floors must be protected from forklifts, scissor lifts, the movement of crates, registration counters, placement of vehicles, pallet jacks, signs, furniture and all other rolling stock. This may be accomplished by the use of six mil reinforced polyethylene sheeting. In the case of heavy freight, the use of plywood or other similar material may be required. Licensee is responsible for removing all tape and residue marks from the floor. An applicable fee for removal of residual tape may be assessed at one and one-half times the prevailing labor rate if not completely removed. The use of carpet, duct, gaffer or other high residual tapes on terrazzo flooring is prohibited.

Only TCC approved tape may be used including Polyken 105C, Renfrew #174, Asiachem SST-736 or equivalent. Facility must be returned to the same condition as found prior to the event to avoid additional charges.



Rigging



RIGGING

Rigging services at Tampa Convention Center are exclusive to Encore Event Technologies and cannot be performed by any other entity. Rigging plots, indicating point location, motor count and weight loads per point, must be submitted to Encore at least 21 days prior to the first move in day for review and approval in order to get advance rates. Orders received inside the 21 day period will be subject to standard rates.

SIGNS AND BANNERS

Sign and banner hanging/rigging are exclusive to Encore Event Technologies. Approved hanging/rigging locations may be obtained from Encore Event Technologies. You will find a Banner Services Guide in the Appendix of this guide.

RIGGING INFORMATION

- Booth signs and banners must be assembled and disassembled by the exhibiting company.
- Hanging anchor points must be prefabricated and ready to use.
- If rigging must be installed prior to the posted load-in dates please notify Encore and the decorating company for special authorization.
- All electrical signs must be in good working order and functionality and is the sole responsibility of the owner.
- Electricity must be ordered in advance through the TCC Electrical Service Order Form.



HELPFUL HINT: You'll find all of Encore Event Technology's service order forms on the TCC website—Order Services

Working In The Building

ABANDONED PROPERTY

Any property unclaimed after forty-eight (48) hours following the term of the License Contract will be considered abandoned by Licensee, its contractors, or exhibitors. TCC may take possession of it and treat it as its own or dispose of such property without liability. The Licensee shall be liable for any cost incurred, including, but not limited to, storage, if applicable, and disposing of the abandoned property.

ANIMALS

Animals may be displayed in conjunction with an exhibit only if proper insurance coverage is provided. Service animals are to remain on a leash or stay within voice command. Owners are responsible for pets' actions and cleanup/disposal of waste.

BREAK AREAS

In an effort to provide a pleasant experience for TCC guests, we ask that all labor (staff) take breaks in back of house or in one of the parks adjacent to the convention center. Labor should not use TCC lobbies and public areas for breaks.

CHILDREN

Children under the age of 16 are not allowed in areas scheduled for move-in or move-out activities. Lost children will be kept with a TCC staff person at the area where they were identified as lost. TCC staff will communicate with show management as well as security and guest services personnel in an attempt to find the parent(s).

FREIGHT

TCC has a full service shipping and receiving agreement with The UPS Store. Shipments arriving prior to contracted dates will be received and held.

HVAC

Air conditioning is complimentary during event, meeting or show hours only. Air conditioning may be requested for additional hours at the prevailing rates, provided all exterior doors remain closed while HVAC system is in operation.

INSURANCE

All contractors doing business on Tampa Convention Center property must have the proper certificate of insurance on file with the fiscal department.

NOISE GUIDELINES

Licensee must receive prior scheduling approval for any musical presentation, rehearsals or loud activities in advance of the activity. TCC will make the final determination on all sound levels and duration in the facility. Live entertainment should not be scheduled without the approval and coordination of the Convention Services Manager. TCC retains the right to regulate the volume of audio signals or music that interfere with any other Licensee's use of contracted space within the facility.

OSHA REGULATIONS

All individuals working in the Tampa Convention Center must comply with the Occupational Safety Health Act. The safety of all exhibitors and contractors is our priority.

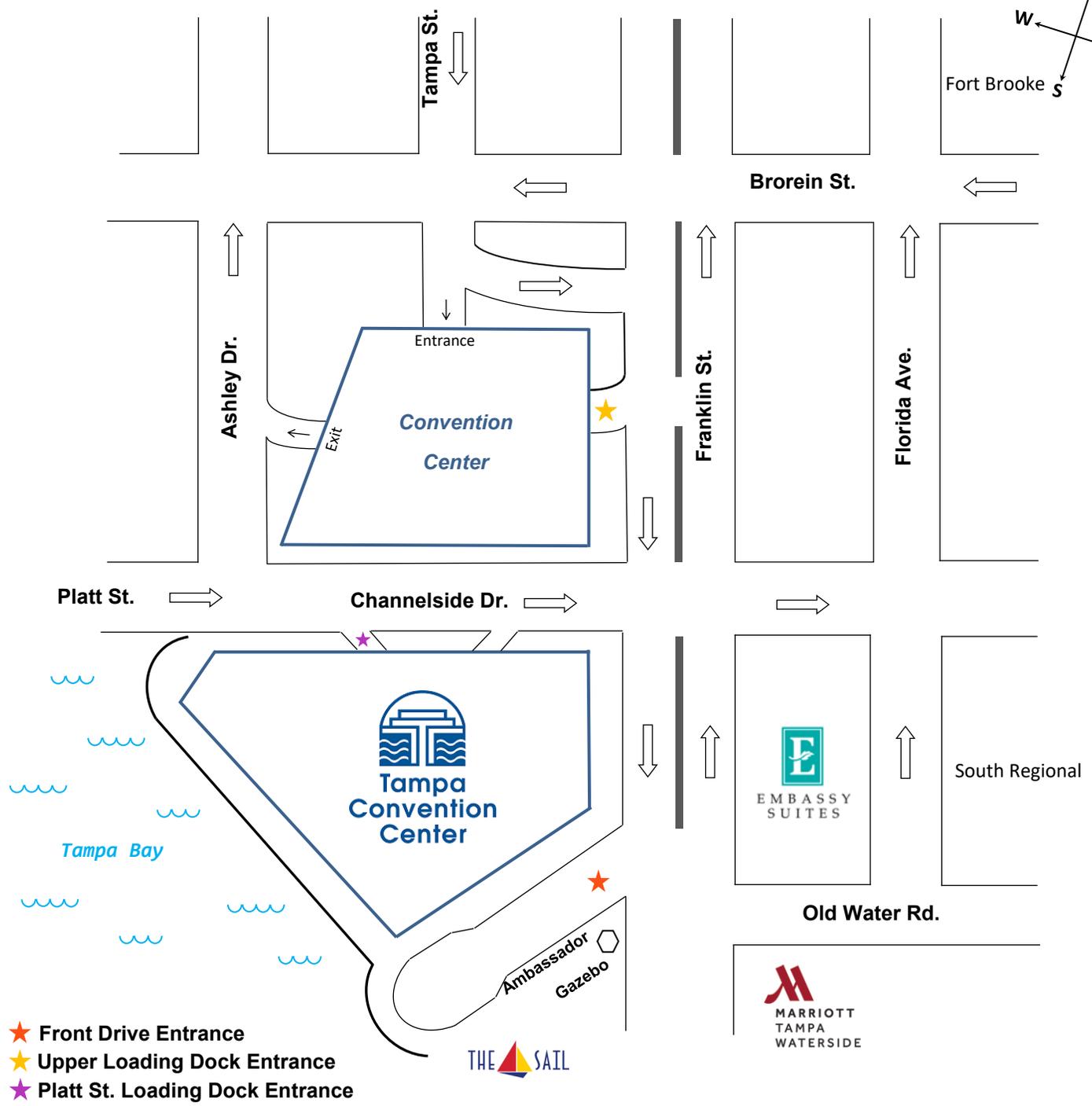
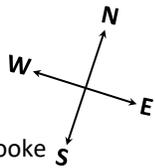
RIGHT TO WORK STATE

Florida is a Right To Work State. Workers in Florida can decide independently to join and financially support professional unions. The local union contact is IATSE, Local 321, 813-877-2788.

SMOKING

The Tampa Convention Center is a smoke-free campus. Smoking is prohibited inside the building as well as on the property.

Street Level Map



Staying In Tampa

AIRPORTS

Tampa International Airport
4100 George J. Bean Parkway
Tampa, FL 33607
813-870-8700
www.tampaairport.com

St. Pete-Clearwater International Airport
14700 Terminal Blvd., Suite 221
Clearwater, FL 33762
727-453-7800
www.fly2pie.com

HOTELS NEAR TAMPA CONVENTION CENTER

Tampa Marriott Waterside
700 South Florida Avenue
813-221-4900
813-221-0923 Fax
1-888-268-0923
www.marriott.com

- The Tampa Marriott Waterside is located one block from TCC.

Embassy Suites Tampa-Downtown
513 South Florida Avenue
813-769-8300
1-800-Embassy (362-2779)
www.embassysuites.com

- Embassy Suites Tampa-Downtown is located across the street from TCC and connected by a sky bridge.

Westin Tampa Harbour Island
725 South Harbor Island Blvd.
813-229-5000
www.westin.com

- The Westin Tampa Harbour Island is located 3 blocks from TCC.

Hilton Downtown Tampa
211 North Tampa Street
813-204-3000
813-273-0234 Fax
1-800-Hiltons (445-8667)
www3.hilton.com

- The Hilton Downtown Tampa is located 4 blocks from TCC.

Sheraton Tampa Riverwalk
200 North Ashley Drive
Tampa, FL 33602
813-223-2222
1-800-333-3333
www.sheratontampariverwalk.com

- The Sheraton Tampa Riverwalk is located 4 blocks from TCC

LIMITED SERVICE HOTELS NEAR TCC

Residence Inn Tampa Downtown
101 E. Tyler Street
813-221-4224
1-800-236-2427
www.marriott.com

- The Residence Inn is 1 mile from TCC.

Courtyard Tampa Downtown
102 E. Cass Street
813-229-1100
888-236-2427
www.marriott.com

- The Courtyard Tampa Downtown is .9 miles from TCC.

Staying In Tampa

GETTING AROUND TAMPA

Taxis and Shuttles

The average taxi cost from Tampa International Airport to downtown Tampa is \$20 - \$22. Costs depend on time of day and traffic. The minimum fare is \$10. Taxi service is available at the taxi stand at the Embassy Suites Tampa-Downtown and at the taxi stand at the Tampa Marriott Waterside Hotel.

Most hotels offer shuttle service to the airport and major attractions. Arrange shuttle service with the hotel of your choice.

Streetcars

This service is a 2.7 mile streetcar line that runs in downtown Tampa, through the Channel District and Ybor City. The system features historical replica streetcars of the original Tampa Streetcar Line. Ticket vending machines are conveniently located at all station stops. Fares are \$2.50 one-way, \$5.00 for a one-day unlimited fare card and \$11.75 for a 3-day unlimited ride fare card.

Buses

The Hillsborough Area Regional Transit Authority (HART) provides public transportation. For information go to their website, www.gohart.org.



HELPFUL HINT: Find a restaurant and get more information on hotels in the Tampa area by going to www.visittampabay.com

PUBLIC PARKING

There are many convenient parking options near Tampa Convention Center including parking garages and parking lots. The closest parking options are listed below. Rates are subject to change based upon event activity in the downtown area. Public Parking is managed by the City of Tampa.

TCC Front Drive

- There are 36 metered parking spaces in the Front Drive including 2 handicapped parking spaces.

Public Garages

- *Tampa Convention Center Garage* has 465 spaces. It is located at Tampa Street and Brorein Street. The maximum height is 6'8".
- *South Regional Garage* has 1,450 spaces. It is located at Florida Avenue and Morgan Street. The maximum height is 8'2".
- *Fort Brook Garage* has 2,523 spaces. It is located at 107 N. Franklin Street. The hourly parking entrance is on Whiting Street. The maximum height is 6'8".

Parking Lots

- *Selmon Expressway West Lot.* South of Brorein Street, bounded by South Ashley Drive and South Tampa Street. 201 South Tampa Street
- *Selmon Expressway Bill Changer Lot.* South of Brorein Street, bounded by South Tampa Street and South Franklin Street. 201 South Tampa Street
- *Selmon Expressway 2 Lot.* South of Brorein Street, bounded by South Florida Avenue and South Morgan Street. 310 South Florida Avenue

Appendix

The following documents may be found on the **Documents & Forms** section of our website:

- Client Emergency Preparations & Actions · 23-24
- Exhibitor Bulletin · 25-28
- General Services Contractor Fact Sheet · 29-30
- Upper Loading Dock Diagram · 31
- Map and Directions to Front Drive & Loading Docks· 32
- Tent Permit Form & Requirements · 33-35
- Weight Limitations and Plumbing Locations· 36
- AutoCAD Standards· 37
- Smart City Wireless Flyer· 38
- Smart City Exhibitor Order Form· 39-42
- Encore Rigging Form· 43
- Encore Banner Guide· 44

Client Emergency Preparations & Actions

Safety First

First and foremost is the safety of guests, exhibitors and employees. When an emergency situation is detected and announced, everyone is expected to evacuate the facility and safely assemble outside until the "All Clear" is given.

TCC Security Command

Tampa Convention Center (TCC) Security Command is available 24 hours a day to assist with your security needs or to provide access to the facility. Security Command can be reached at 813-274-7791. They can answer any security questions. Report

Medical Emergency

Contact the Convention Services Manager (CSM) on-duty for assistance by cell phone/radio or pick-up a white house phone to report the medical emergency.

Describe the exact location of the incident and the nature of the emergency (i.e., chest pains, ankle injury, etc.).

First aid rooms are located on the first floor near Meeting Room 17 and in the back of the East Hall near Locking Dock Door 1.

Discuss locations of the paramedic with the CSM. When a paramedic is on-duty, they can be dispatched to the location via Tampa Convention Center (TCC) radio. If there is no paramedic on duty, 911 will be called to respond if needed.

TCC Security Command will be notified to complete an Incident Report. The designated contact for the event will be notified so

AED – Automated External Defibrillator Locations

The on-duty paramedic will have a portable AED with them when dispatched inside the building. TCC staff has been trained in the use of AED units. TCC has four (4) AED units mounted on the wall with an AED locator sign in these locations.

First Floor

Third Floor

Franklin Street Entrance inside the alcove area near Ballroom D
Inside the Rotunda between Meeting Room 17 and Ballroom A

Outside the Central Hall Entrance doors near Business Center.
Inside the back of the West Hall near Dock Door #2

Fire Alarm

Please evacuate the building if the alarm goes off and the announcement says to evacuate. The CSM on-duty will be in communication with their client regarding the status of the alarm. The designated area for safe assembly outside the building is Cotanchobee Park. Persons with disabilities will be directed to The Sail or areas of safe refuge. These designated safe areas can be reviewed with the CSM prior to the event. For safety reasons, everyone must remain outside the building until the "All Clear" has been given.

Severe Weather Emergencies

The CSM will remain in close contact with their client regarding the status of severe weather conditions to determine an appropriate plan of action. A discussion of possible weather related scenarios can be reviewed in advance. Guests may be asked to "Shelter In

Power Outage

TCC is equipped with an emergency generator that will activate all emergency lighting and circuits within approximately 5 seconds of a power interruption. An adequate level of emergency lighting is available in hallways, stairwells, restrooms, ballrooms, meeting rooms and exhibit halls for at least 24 hours.

Client Emergency Preparations & Actions

Bomb Threats

The person answering the phone call will secure as much detail as possible from the caller. 911 will be notified immediately to have police support dispatched to the Security Command Office. The CSM and their client will remain in close contact for updates.

Active Shooter

Active shooter situations are unpredictable and evolve quickly. Remain calm. Be aware of your environment, escape routes and get away from the location of the active shooter as quickly as possible. If possible help lead others to safety, but take action

Client Preparation for Emergencies – What You Can Do?

Start conversations early with your Convention Services Manager (CSM) about reviewing Emergency Procedures for your event at TCC. Your CSM will be able to provide helpful advice on how to keep your event safe for attendees and exhibitors.

Effective communication is key in keeping activities safe and contingency plans in place for a successful event or conference. Be sure to keep your CSM informed of potentially hazardous exhibits or unusual activities that may be part of your event.

Be thinking about how your event will safely fit into each space your event is contracted to use. Audio visual set-ups and displays must not block emergency exits or fire safety equipment.

Have you identified a means of providing reasonable accommodations for persons with special needs to safely evacuate in case of an emergency? Discuss easy access to emergency exits, stages, exhibits and transportation with your CSM.

Who will be the primary and back-up contacts for your event in case of emergency situations? What are the best ways to ensure immediate access to these contact persons?

Do you have a clear chain of communication with one primary spokesperson relaying a consistent message for your website, social media channels and in person?

Do you maintain updated contact information (phone, email and text) for your attendees, exhibitors, presenters and service providers at your on-site/off-site offices? Communication of emergency updates will be more efficient when these preparations can be arranged in advance.

Can you remotely access your website to provide updates on the schedule of events, speaker changes and severe weather/emergency situations?

Take a moment each day to review with your CSM the preparations that can be made to keep attendees, speakers, exhibitors and staff safe.

We are here to help you with exploring contingency plans and creating flexible options. Should changes occur, we will adapt with you to develop the best possible contingency plan.

Exhibitor Bulletin-1

Dear Exhibitor,

Tampa Convention Center thanks you for choosing to exhibit at our facility. In order to make your visit to TCC a productive and worry free experience, we would like to share some relevant building policies and fire code requirements that will aid you in planning your booth at Tampa Convention Center.

LOADING AND UNLOADING

Loading Docks are designed for active (30 minute time limit) loading and unloading of event related equipment by truck or POV (personally owned vehicle). The 30 minute time limit is allotted for you and/or your staff to unload or load your vehicle only. It is not intended to include setup or tear down of your booth (equipment). This activity should take place before or after you have completed your unloading or loading activities. If you require additional time for loading or unloading activity, please notify dock security (prior) to the expiration of your dock pass in order to receive additional time. Exhibitor parking on Loading Docks is strictly prohibited.

Additional guidelines for loading and unloading include:

- 1) Contact information must be provided to the Upper Dock guard upon arrival.
- 2) Vehicles will be issued a 30 minute pass for loading and unloading.
- 3) Vehicles must load or unload in the allotted time frame and exit the building.

CHILDREN

Children under the age of 16 are not allowed in areas scheduled for move-in or move-out activities.

DECORATING

No materials may be affixed or attached to walls/wall panels, columns, doors, ceilings or floors, without prior written approval from TCC management. This includes, but is not limited to adhesive backed decals, stickers, tape, nails, pushpins and staples. Nor should items be leaned against walls/wall panels including but not limited to exhibit booths, tables and chairs. Should damage occur due to non-compliance, damage fees will be assessed.

BALLOONS

The use of helium balloons are permitted with prior approval, provided:

- They are not displayed in lobby areas (except entryway arches)
- They are securely anchored or strung together (e.g., arched)
- They are removed at the completion of the event
- Air tanks are placed outside the building during the event and properly secured
- They are not provided as giveaways anywhere on the property

****Decorating with mylar balloons, glitter, confetti, or birdseed is strictly prohibited.**

Exhibitor Bulletin-2

FIRE REGULATIONS

General fire safety requirements apply to all shows. For specific information, refer to the Fire Prevention Code 1 and Life Safety Code NFPA 1 and 101. Licensee, show management, exhibitors, service contractors and other involved parties must comply with all federal, state and local fire and building codes which apply to "Places of Assembly." The Tampa Fire Marshal's office has final authority over the safety of all events. Violations of safety requirements may result in closure of an event until the TFM indicates all violations are resolved.

LISTED BELOW ARE SOME OF THE GUIDELINES ASSOCIATED WITH THE ABOVE REFERENCED CODE:

- Exit doors must remain unlocked and unobstructed at all times.
- Compressed, flammable gases are prohibited inside the building.
- Non-flammable compressed gases (e.g., helium, nitrogen) are prohibited inside the building during events.
- Flammable or combustible liquids/materials (pool chemicals, pesticides, herbicides, poison, radioactive materials, etc.) are prohibited inside the building unless prior arrangements have been made. MSDS sheets must be submitted to the TCC Operations Manager who will then forward them to the TFM for approval. Licensee must make prior arrangements for disposal with a hazardous chemical and materials handling company prior to arrival. The name of company, phone number, address and the confirmed time of pick up must be communicated to the Operations Manager in writing prior to the hazardous materials being brought in property. If these arrangements have not been made prior to the event and hazardous materials are left behind, Licensee will be charged directly for the disposal and handling fees.
- Hazardous chemicals and materials (gasoline, kerosene, propane, cleaning solvents, and other petroleum-based materials) are prohibited inside the building unless approved by the TFM.
- Explosives and blasting agents are prohibited inside the building.
- Combustible materials within exhibit booths shall be limited to a one-day supply.
- Combustible waste is to be collected as it accumulates and stored in non-combustible, covered containers in a designated area outside the building and properly disposed of daily.
- Fire hose cabinets, portable fire extinguishers, fire alarm pull-stations, and Fire Department connections shall not be obstructed or obscured from view.
- All fuel-powered vehicles or equipment (forklifts, cranes, etc.) not on display must be removed from the building prior to show opening.
- All forklifts must be equipped with a fire extinguisher.
- No combustible materials, merchandise, or signs may be attached, hung, or draped over flame-retardant divider draperies.
- Open flame devices are prohibited. A small number of candles may be permitted, if TCC and TFM grant prior approval. Candles are to be protected by hurricane lamps, glass globes, wire mesh cages or similar enclosures and securely supported on non-combustible bases, located away from any combustible materials. "Chinese Lanterns" are prohibited on TCC property.
- Sprinklers must protect single-level covered areas over 300-sq. ft. and multi-level exhibit booths or an approved fire watch shall be required at the expense of either the Licensee or Exhibitor.
- Covered areas, including tents, over 900 sq. ft. shall require a permit from the TFM and must have a battery-operated smoke detector installed.

Exhibitor Bulletin-3

FOOD PREPARATION AND/OR COOKING

Cooking on TCC property requires a special permit issued by the TFM. Licensee or designated contractor is responsible for submitting required information and subsequent permit fees to the Convention Services Department for initial review and submission to the Tampa Fire Marshal.

GUIDELINES FOR COOKING/FOOD PREPARATION

- All fire extinguishers must have a current tag/sticker indicating servicing/inspection within the last year by a licensed fire extinguisher contractor.
- The utilization of deep fryers for exhibition purposes in assembly occupancies is prohibited
- ANY vendor utilizing combustible oils, solids, or any type of grease products MUST have a serviced & inspected class-K fire extinguisher
- Catering Indemnity Form(s) completed and approved prior to any food and beverage activities taking place on TCC premises
- Booths using warming equipment require a 2A-10BC fire extinguisher.
- Devices using combustible oils or solids require a 40BC or larger fire extinguisher.
- Licensee, at Licensee's expense, must provide an appropriate number of utensil clean-up areas.
- Holding tanks or grease barrels for disposal of cooking residue (oil, grease, etc.) must be appropriately disposed of daily. Disposal of cooking residue into TCC's drainage system is strictly prohibited.
- Sternos are permissible if placed on fireproof plates or ceramic tiles.
- All cooking equipment must be UL listed, meet the NFPA 101 Life Safety Code, be isolated from the public by at least four feet, be limited to 288 square inches of cooking surface, have an automatic shut off, and be kept two feet from any combustible materials and other appliances.

SAMPLING

Requests for any food and/or beverage sampling of products indigenous to the contracted event must be submitted in writing. Licensee is required to compile all of the exhibitors' requests for sampling privileges and will send one letter to the TCC Director for approval at least 45 days prior to the first contracted day of the event for approval. Specific information regarding the products intended to be sampled and why this is critical to their exhibit booth should be stated in the letter. The product sampled should be directly related to the type of business that the exhibitor conducts. Proper food handling requirements must be given thorough consideration in selecting possible sampling items to be distributed. Due to the lengthy process of securing the necessary permits from the State of Florida for alcoholic beverage sampling, the 45 day deadline for submittal is crucial.

SAMPLING PORTIONS SHOULD NOT EXCEED:

Food - 2 ounces

Liquor - 1/2 ounce

Beverages - 2 ounces

Wine - 2 ounces

Beer - 2 ounces

**TCC reserves the right to require alternate arrangements or deny requests if deemed appropriate.

Exhibitor Bulletin-4

VEHICLES

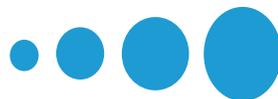
Motorized equipment and vehicles may be displayed during events provided Licensee has TCC & TFM approval and the following conditions are met:

- Fuel tanks must have less than 10 gallons or ½ tank of fuel, whichever is less. Vehicles or equipment fueled by LP gas must comply with NFPA #58 and may not be operated during show hours
- Fuel caps must be taped/sealed completely around to prevent escaping vapors
- The positive battery cable must be disconnected and either taped around or secured within a battery cable bag then secured
- TFM must approve the number and location of vehicles
- Fueling and de-fueling cannot take place on premises
- Vehicle keys must remain within the building at all times (Location of keys should be coordinated with TCC Security Director and CSM).
- Vehicles cannot be jump-started on premises
- Fire Watch may be required
- Persons under the age of 16 will not be allowed to operate a motorized vehicle on TCC property
- Vehicles cannot be parked in fire lanes or block exits
- Vehicles of any type which have been approved for use in carpeted areas must have non-marking tires and carpet must be covered with heavy-duty polyethylene sheeting
- TCC personnel must be present to supervise display vehicle ingress and egress to/from the facility

This Exhibitor Bulletin is intended to provide you with a summary of our policies which may affect you while you exhibit in our venue. However, if you would like to view a complete copy of Tampa Convention Center's General Building Policies, please visit <http://www.tampaconventioncenter.com/plan/> (menu item: General Building Policies).

We hope that you find this information useful during your visit and we look forward to a great event!

Sincerely,



HELPFUL HINT: If you have any questions about information contained in the Exhibitor Bulletin please reach out to your TCC Convention Services Manager

General Services Contractor Fact Sheet-1



Event Name		Start Date	
		End Date	

GENERAL SERVICES CONTRACTOR FACT SHEET

GENERAL INFORMATION

Contracted Space:		Decorator Name:	
Acct Exec:		Email:	
Phone #:	Cell #:	Fax #:	
Convention Services Manager:		On-Site Foreman:	
On-Site Freight Foreman:		On-Site Service Desk Supervisor:	

REGISTRATION

Registration areas are subject to TCC and Fire Marshal approval. Move-In/Out of Registration areas subject to TCC approval.

Attendee Registration		Exhibitor Registration	
Location:		Location:	
Move In Date	Move-In Time	Move In Date	Move-In Time
Select a Date	AM	Select a Date	AM
Electrical Requirements:		# of Lighted Counters:	

TIME SCHEDULE

Please indicate *beginning AND end* times for all categories.

Decorator Move-In			Exhibitor Move-In		
Date	Start Time	End Time	Date	Start Time	End Time
Select a Date	AM	AM	Select a Date	AM	AM
Select a Date	AM	AM	Select a Date	AM	AM
Select a Date	AM	AM	Select a Date	AM	AM
Select a Date	AM	AM	Select a Date	AM	AM

Aisle Carpeting Installation			Aisle Carpeting Removal		
Date	Start Time	End Time	Date	Start Time	End Time
Select a Date	AM	AM	Select a Date	AM	AM
Select a Date	AM	AM	Select a Date	AM	AM

Please select one: Wall-to-Wall Carpet Normal Booth and Aisle Carpeting

Decorator Access on Show Days			Exhibitor Access on Show Days		
Date	Start Time	End Time	Date	Start Time	End Time
Select a Date	AM	AM	Select a Date	AM	AM
Select a Date	AM	AM	Select a Date	AM	AM
Select a Date	AM	AM	Select a Date	AM	AM
Select a Date	AM	AM	Select a Date	AM	AM

Tampa Convention Center
 333 S. Franklin Street | Tampa, Florida 33602
 P 813-274-7761 | 1-800-426-5630 | F 813-274-7859
TCC.Exhibitservices@TampaConventionCenter.com

General Services Contractor Fact Sheet-2

TIME SCHEDULE (continued)					
Show Hours			Exhibitor Move-Out		
Date	Start Time	End Time	Date	Start Time	End Time
Select a Date	AM	AM	Select a Date	AM	AM
Select a Date	AM	AM	Select a Date	AM	AM
Select a Date	AM	AM	Select a Date	AM	AM
Select a Date	AM	AM	Select a Date	AM	AM

Decorator Move-Out					
Date	Start Time	End Time			
Select a Date	AM	AM			
Select a Date	AM	AM			
Select a Date	AM	AM			
Select a Date	AM	AM			

CLEANING

TCC will provide complimentary cleaning services in all common areas, lobbies and restrooms. All cleaning services related to licensee space is the responsibility of the Licensee or their designated General Services Contractor. Licensed space should be returned in a clean and orderly condition at the conclusion of the License period. Failure to return licensed space in clean and orderly condition may result in additional cleaning charges being assessed on the final bill.

SERVICE DESK

Please forward two copies of the Exhibitor Kit to TCC (all forms included) and forward one copy of the Exhibitor List. Provide floor plan for exact placements of Service Desk, Entrance Units, etc.

Service Desk Location:	Set-Up Date: Select a Date	Set-Up Time: AM
Contact TCC Exhibitor Services at 813-274-7761 to coordinate & pay for the following:		
Electrical: Yes <input type="checkbox"/> No <input type="checkbox"/>	Telephones: Yes <input type="checkbox"/> No <input type="checkbox"/>	Internet: Yes <input type="checkbox"/> No <input type="checkbox"/>

RIGGING

Rigging of aisle signs, booth signs, banners or anything attached to the building is exclusive to Tampa Convention Center. For questions please contact Shawn Bier with Encore at (813) 898-1371 or shawn.bier@encore-us.com.

MISCELLANEOUS

Yes No Targeted or Early Exhibitor Move-In - If yes, include a complete list of company names, dates & times allowed.

Yes No Special Permits Required - Covered exhibits over 100 sq. ft., multi-level, cooking, alcohol, tents, etc.

Yes No Grand Opening Activities

Yes No Heavy Freight Event - Provide Expected Weight:

Yes No Marshalling Yard

Yes No Early drop-off of trailers - If yes, provide dates, times & # of trailers below. Approval must be obtained in advance.

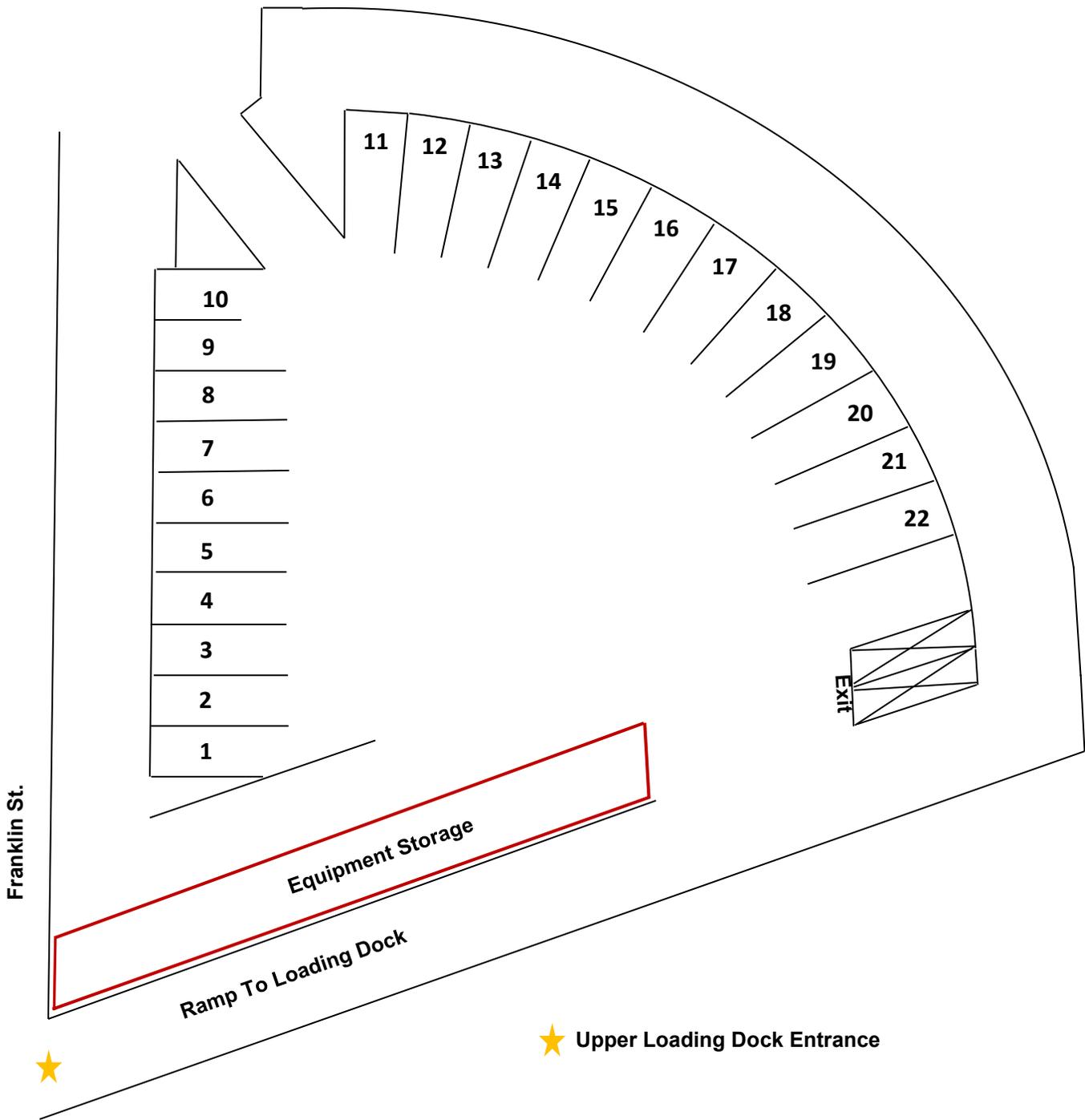
Date: Select a Date	Time: AM	#:	Date: Select a Date	Time: AM	#:
Date: Select a Date	Time: AM	#:	Date: Select a Date	Time: AM	#:
Date: Select a Date	Time: AM	#:	Date: Select a Date	Time: AM	#:

Yes No Heavy Equipment or Vehicle Display - If yes, provide a complete list of equipment & weights.

Subcontractor Information - List company name and responsibilities.

Name:	Responsibilities:
Name:	Responsibilities:
Name:	Responsibilities:

Upper Loading Dock



Directions to Upper Loading Dock & Front Drive

From St. Petersburg, Clearwater (West)

From I-275 N take exit 44 toward Downtown-East West. Merge onto N. Ashley Drive toward Downtown-West. Turn slight left onto ramp. Merge onto N. Tampa Street. Go past Brorein Street and travel under highway. Follow roadway curve to stop sign (Franklin Street). Continue onto S. Franklin Street and take immediate right into the ★ Upper Loading Dock entrance ramp. Continue down Franklin Street thru Channelside Drive and the ★ Front Drive entrance is on the right.

From Orlando, Lakeland, Plant City, Daytona

Take I-4 West toward Tampa. From I-4 take I-275 South. Take exit 45A toward Downtown. Keep right to take the Ashley Dr. ramp toward Downtown West. Merge onto N. Ashley Drive via the ramp on the left toward Tampa Street. Turn slight left onto ramp. Merge onto N. Tampa Street. Continue south on Tampa Street. Cross Brorein Street and travel under highway. Follow roadway curve to stop sign (Franklin Street). Turn right onto S. Franklin Street and take immediate right into the ★ Upper Loading Dock entrance ramp. Continue down Franklin Street thru Channelside Drive and the ★ Front Drive entrance is on the right.

From Brandon & Riverview

Take Hwy 618 West (Toll Road) to Exit 7 Downtown West. Go west on Brorein Street to Franklin Street. Turn left on Franklin Street. ★ Upper Loading Dock entrance is 1/2 block south of Brorein Street on right. Continue down Franklin Street thru Channelside Drive and the ★ Front Drive entrance is on the right.

From Ocala & Gainesville

Take I-75 South to Tampa. Merge onto I-275 South via exit 274 toward Tampa/St. Petersburg. Take exit 45A toward Downtown. Keep right to take the Ashley Drive ramp toward Downtown West. Merge onto N. Ashley Drive via the ramp on the left toward Tampa Street. Turn slight left onto ramp. Merge onto N. Tampa Street. Continue south on Tampa Street. Cross Brorein Street and travel under highway. Follow roadway curve to stop sign (Franklin Street). Turn right onto S. Franklin Street. Take immediate right into the ★ Upper Loading Dock entrance ramp. Continue down Franklin Street thru Channelside Drive and the ★ Front Drive entrance is on the right.

From Ruskin, Sarasota, Sun City Center, Apollo Beach, Bradenton (South)

Take I-75 to Exit 256, Highway 618 West (Toll Road). Exit 7 Downtown West. Go west on Brorein Street to Franklin Street. Turn left on Franklin Street. ★ Upper Loading Dock entrance is 1/2 block south of Brorein Street on right. Continue down Franklin Street thru Channelside Drive and the ★ Front Drive entrance is on the right.

Tent Permit Form & Requirements

FIRE PREVENTION PERMIT REQUEST

(*This form needs to be filled out in its entirety.)

Today's Date: _____

(A) Type of Permit Requested: _____

Example: Tent, Temporary Assembly, Exhibition, Open Flame, Open Burn, Pyrotechnics)

(B) Will Food Trucks participate in your event? Yes No

(C) Will Alcohol be served at this event? Yes No

NOTE: [Alcoholic beverages require a Temporary Wet Zoning Permit and Fire Watch](#)

1. Event Date: _____ Event time frame: _____

2. Type of event: _____ Number of guests: _____
(Picnic, party, sale, parade, etc.)

3. Event name: _____

4. Event address: _____
Please include physical address)

5. City/State/Zip: _____

6. Total number of tents: _____

7. Tent size(s): _____ Set-up: _____ Take down: _____
(only tents larger than 10 x 10)

8. Tent Company/Supervisor: _____ Cell: _____

9. Your name: _____

10. Party responsible for charges: _____

11. Billing address: _____

12. City/State/Zip: _____

13. Daytime Phone: _____ Fax: _____

14. Email address: _____ Cell: _____

PAYMENT FOR PERMITS:

- Fees will be invoiced
- Payment may be required in advance for new vendors.
- **OUTSTANDING FEES MAY BE SUBJECT TO PERMIT BEING DENIED.**

*Email Permit Request to: TampaFireMarshalPermits@Tampagov.net

Fire Marshal's Office: Columbus Municipal Office Building, 3402 W. Columbus Drive, Tampa, FL 33607

Revised: 2/10/17

Tent Permit Form & Requirements



CITY OF TAMPA

Bob Buckhorn, Mayor

Tampa Fire Rescue

Fire Prevention Bureau

To: Assembly Occupancy Owners and Managers
Event and Exhibition Coordinators

March 2013

From: Milton Jenkins, Fire Marshal
Fire Prevention Bureau

Re: Permit Requirements

In accordance with Tampa City Code, Chapter 11, Fire Prevention and Protection, Section 11-139, the City of Tampa Fire Marshal's Office has adopted and enforces the Life Safety Code and the Fire Prevention Code. The city code and permit fees are established by ordinance and resolution. These are also Uniform Codes established by State law.

These adopted codes require that all places of assembly and exhibitions submit plans for review by the Fire Marshal. A place of assembly is defined as any place where there is a congregation or gathering of fifty or more persons in one room or space for such purposes of recreation, entertainment, worship, amusement awaiting transportation, instruction, deliberation, drinking, and dining.

Annual Place of Assembly Permit and Occupancy Capacity Certificate:

All new and established business classified as assembly occupancies shall make application annually and submit general floor plan documents for review by the Fire Marshal's Office. The floor plan shall detail net square footage of applicable areas, exit locations, all means of egress components, seating and chair arrangements with variations, and fire detection and extinguishing equipment. An occupancy capacity limit for the area reviewed will be established by the Fire Marshal. Once a satisfactory inspection of all features is completed, the Fire Marshal's Office will issue an Annual Assembly Permit and Occupancy Capacity Certificate. This Permit and Capacity Certificate shall be posted in a conspicuous location adjacent to the main entrance. Fees for the annual permit will be billed to the business.

Special Temporary Indoor and Outdoor Assembly Events Permits:

All temporary events or activities where there is a gathering of fifty persons or more for the activities defined above shall, at the discretion of the Fire Marshal, require a permit. An event description shall be submitted for review with dates and times along with a site or building floor plan of the event. Details of the area or streets to be utilized for the event shall be shown. A permit application submitted for review needs to include the permit fee and a return envelope. A copy of the receipt or approved permit application shall be posted in a conspicuous location adjacent to the main entrance.

Exhibition Permit:

Convention Centers, Hotels, Assembly Occupancies, or other buildings that provide space for exhibition events where products or services are displayed, or direct exhibitors utilizing these facilities, shall apply for a permit by submitting detailed plans of the exposition. Details submitted must include dates and times, anticipated attendance, net square footage of applicable areas, exit locations, all means of egress components, drapery and table arrangements, and fire detection and extinguishing equipment. Plans submitted for review must include the permit fee and a return envelope. Once these plans are reviewed an inspection of the exhibition will be scheduled. A copy of the receipt or approved permit application shall be posted in a conspicuous location adjacent to the main entrance.

808 E. Zack Street • Tampa, Florida 33602 • (813) 274-7000 • FAX: (813) 274-7144



Tent Permit Form & Requirements

Permit Requirements

Page 2

Tent Permits:

A tent with a square footage in excess of 100 square feet shall require a permit. The following must be provided when applying for a tent permit: (1) A site plan showing the property lines and the location of the tent along with measurements; (2) A floor plan showing what is under the tent along with measurements; (3) A letter from the property owner stating that permission has been granted for the tent to be erected on the property; (4) The dates that the tent will be put up and taken down and a contact number for our office to schedule an inspection; (5) A copy of any occupational licenses; (6) A copy of the certificate of flame resistance for the tent. All tents shall be provided with a 2A-10BC rated fire extinguisher, or larger, with an up-to-date inspection tag. Other fire extinguishers may be required depending on what is under the tent. A tent greater than 1200 square feet shall have the exits marked with electric exit signs that have battery backup, and the tent shall have emergency lighting. The tent permit shall be for no more than 30 days unless approved by the Fire Marshal's Office and the City of Tampa Zoning Department.

Indoor and Outdoor Use of Pyrotechnics:

The use of pyrotechnics of any type shall require a special permit from the Fire Marshal's Office. Applicants shall be qualified and licensed in the use and handling of pyrotechnic devices. An insurance certificate approved by the City of Tampa Risk Management shall be required, and a Fire Watch will be required. Along with the application, a diagram of the area or stage showing product placement, a list of the product to be used, and the material safety data sheets for each product must be supplied.

Open Flame Permit:

Open flames include unprotected candles, tiki torches, flaming swords, other flame effects, and the like, and will require an open flame permit and a required Fire Watch.

Fire Watch Parameters:

Whenever it is essential for public safety in any place of assembly or any other place where people congregate due to the nature of a performance, exhibition, or display, the Fire Marshal may require the proprietor to employ approved fire watch personnel. The following are activities that require fire watch personnel to be assigned from the Fire Marshal's Office:

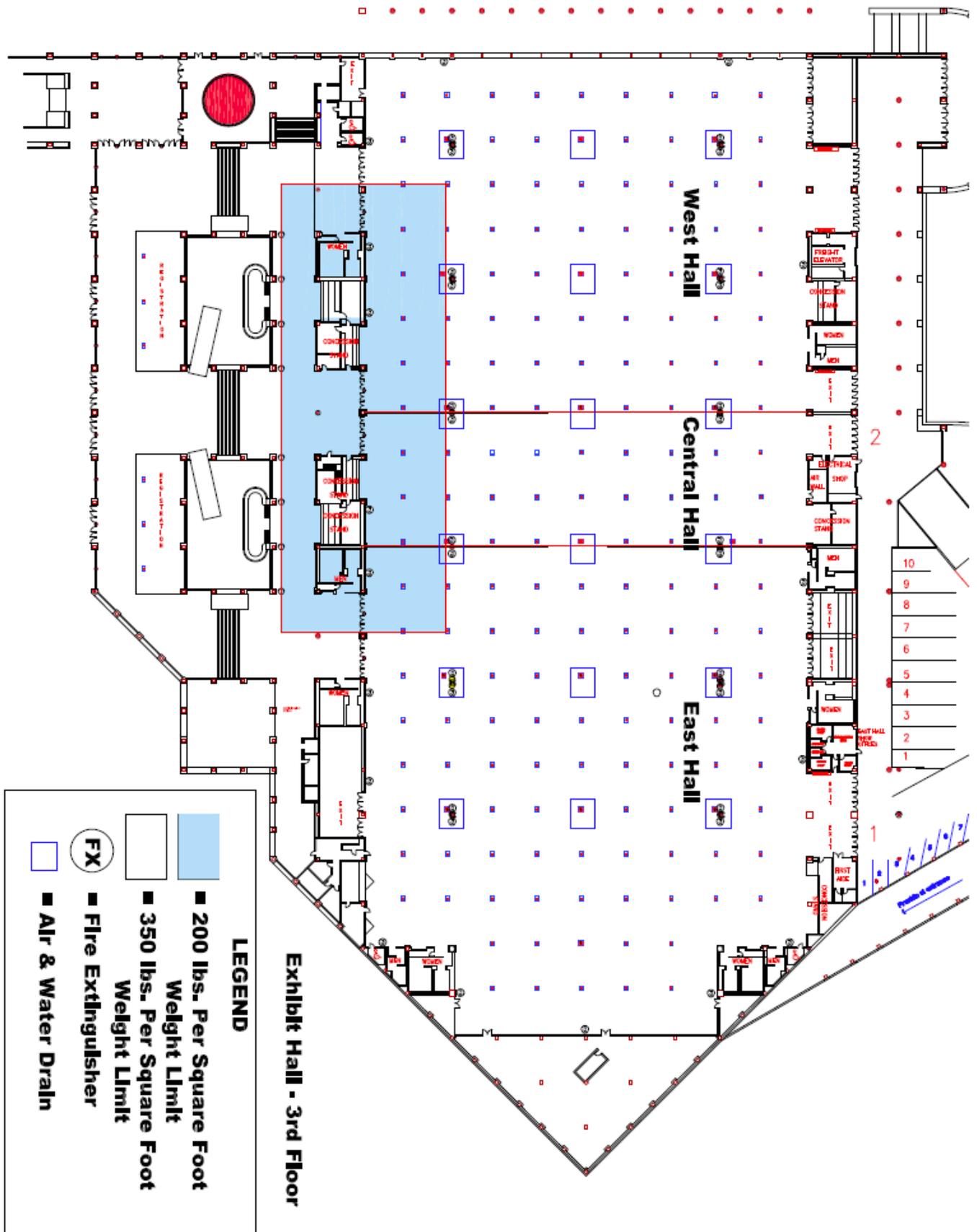
- * Displays involving pyrotechnical devices
- * Use of smoke or fog generators
- * Open cooking demonstrations without suppression systems
- * Open flame activities
- * Assembly events with vehicle movements
- * Vehicle displays with three or more vehicles
- * Events blocking or hampering TFR emergency vehicle access to buildings
- * Deactivation of any fire protection systems
- * Displays exceeding the fire protection system's design criteria
- * Displays which involve hazardous materials or processes
- * Assembly events warranting crowd control

The Fire Marshal or his designee may grant exceptions to the requirements above with conditions. Fire watch personnel shall be in uniform and under the orders of the Fire Marshal at all times when employed for such events. Fire watch personnel shall remain on duty during the time such places are open to the public or such activity is being conducted. Event sponsors shall be responsible for rendering payment at the time of the activity to the fire watch personnel.

Violations of Permitting Requirements:

Failure to abide by the permitting requirements may subject the owner of the property, event promoter, or other responsible parties to legal action. Severe violations may warrant the need for immediate closure of an event, termination of utilities, loss of wet zoning licenses, and/or arrest. Please assist our office to ensure a fire safe environment and a safer opportunity for our citizens and visitors as they enjoy the many entertainment venues that Tampa offers. Should you have any questions regarding any portion of these requirements, please do not hesitate to telephone the Fire Prevention Bureau at (813) 274-7000.

Weight Limitations & Plumbing Locations



AutoCad Standards

Theater Set			
<i>Chair Size: 19.5" x 19.5" Spacing between rows: 20"</i>	<i>Spacing from front of chair to front of chair</i>	<i>Width of Chair</i>	<i>Array Columns / Rows</i>
Ballroom Level	40"	19.5"	19.5" x 40"
Exhibit Hall	40"	19.5"	19.5" x 40"
4 th Floor Level	40"	19.5"	19.5" x 40"

Max # of chairs per row: 14

Max # of rows between cross aisle: 16

Classroom Set			
	<i>Spacing from front of table to front of table</i>	<i>Space between the tables</i>	<i>Array Columns / Rows</i>
8'x18" (max 4 chairs per table)	54"	36"	96" x 54"
6'x18" (max 3 chairs per table)	54"	36"	72" x 54"

Standard set: 8' classroom tables – tan mitylite (plastic); Linen extra charge

Head Tables: 8'x30" covered & skirted in black

(3) 8' tables or (4) 6' tables across with break & 12 rows max between cross aisles

Banquet Set			
	<i>Spacing from table edge to table edge</i>	<i>Spacing from Center to Center of table</i>	<i>Array Columns / Rows</i>
6' Rounds (72")	5' (standard)	132"	132" x 132"
6' Rounds (72")	6'	144"	144" x 144"

Standard 10 chairs per table

5 rows / 5 columns of rounds max between cross aisles

Risers – Ballroom Level		6'x8' x h (length x width x height)
<i>Height (8" increments)</i>	<i>Stage to first row of tables or chairs (theater) – Guideline only</i>	
16"	6'	
24"	8'	
32"	10'	
40"	10'	

For risers in the ballroom 6'x8' should be used

TCC AutoCad: X=8' / Y=6'

Riser to start at least 2' from wall. Top - Black carpeted

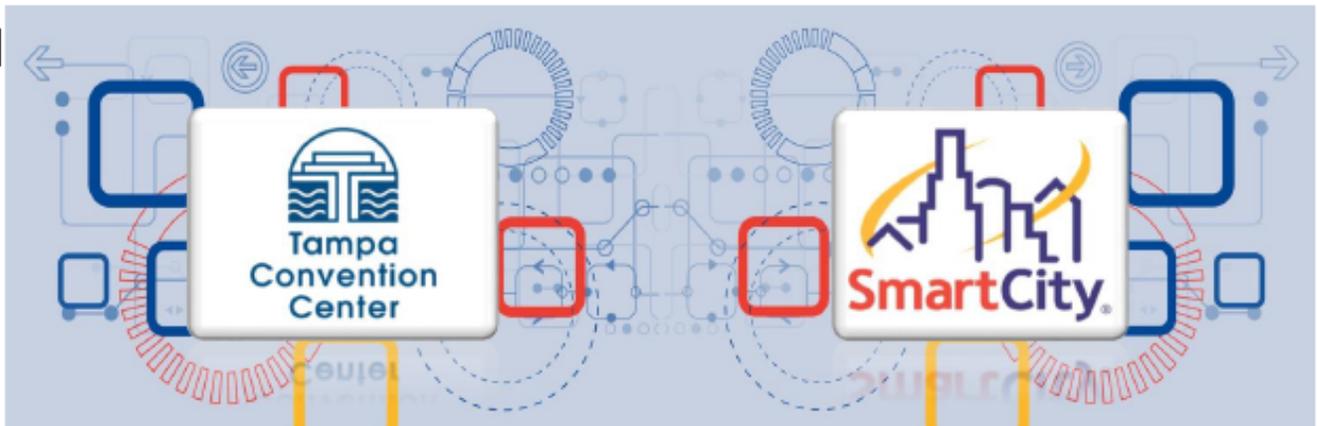
Risers		4'x8' x h (length x width x height)
<i>Height (8" increments)</i>	<i>Stage to first row of tables or chairs (theater) – Guideline only</i>	
32"	10'	
40"	10'	
48"	10'	

For risers in the exhibit hall with 16" or 24" heights 6'x8' would be used; all others would be 4'x8'. Black top.

Telescopes		Each section is 20'x40'
<i>Sections</i>		
A & C	40' Length x 42' depth	
A & B & C	60' Length x 42' depth	

At least 15' aisle required to be in front of telescopes

SmartCity Flyer



Order 14 days prior to the 1st day of the event move-in for incentive rate.

Smart City is the exclusive telecommunications service provider for the Tampa Convention Center.



Hardwired Internet Service

- Shared or Dedicated Bandwidth Services



Wireless Internet Service

- Custom Hot Spot
- On-Site / On-Demand Services



Telephone Service

- Single-Line
- Multi-Line
- Conference Telephone Services



To review and order our services visit <https://orders.smartcitynetworks.com>

Questions? Contact us at (888) 446-6911 or csr@smartcity.com.

SmartCity Order Form & Flyer



Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: 14 Days Prior to 1st Day of Show Move-in
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: () -
Contact Email:	Cell Number: () -
On-Site Contact:	On-Site Number: () -

When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=099

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
--	---

<p style="text-align: center;">Dedicated Wired Internet Routers Allowed</p> <p>Connection speeds of 3Mbps and up Required for:</p> <ul style="list-style-type: none"> Web Casting HD Streaming Routers(wired or wireless) <p>Includes 5 Static Public IP Addresses</p>	<p style="text-align: center;">Premium High Speed Wired Internet No wired or wireless routers</p> <p>Shared Connection speeds up to 10Mbps Recommended for:</p> <ul style="list-style-type: none"> Wired Cyber Cafe Social Media Feeds Multi Media Downloads <p>Includes 1 Static Private IP Address</p>	<p style="text-align: center;">Basic Wired Internet No wired or wireless routers</p> <p>Shared Connection speeds up to 1.54Mbps Recommended for:</p> <ul style="list-style-type: none"> Email Surfing the Internet <p>Supports 1 device only</p>
--	--	---

Wireless services are NOT included on this form – please contact us for specific rates

ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx

Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in

1. Shared Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service		\$1,095	\$1,395	\$1,674	
b. Additional Devices for Premium Service		\$150	\$185	\$222	
c. Upgrade to Public IP Address for Premium Internet Service		\$199	\$299	\$358	
d. Basic Internet Service		\$695	\$895	\$1,074	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3 rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
SUBTOTAL					
ESTIMATED 10% TAX / FEES					
GRAND TOTAL					

Make Checks Payable to SMART CITY NETWORKS
Send Completed Orders with Payment To:
5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118
(888) 446-6911 FAX (702) 943-6001 csr@smartcity.com

Effective January 1, 2017 – December 31, 2017

Customer No: **2017 - 046 -**

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

SmartCity Order Form & Flyer

Network Security Declaration

Center: T a m p a C C - (0 4 6) - F L Company Name: _____
Show: _____ Booth / Room #: _____
Customer / Ref #: 2017 - 046 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

*** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues ***

*** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements ***

Device(s) Operating System: _____ Total # of Devices Connecting to Smart City's Network: _____
Type of Anti-Virus Software Installed: Norton McAfee Other: _____
Virus Scan Last Updated - Date: ____ / ____ / ____ Security Updates Last Performed - Date: ____ / ____ / ____
Are You Renting Computers? Yes No Rental Company Name: _____
Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____ Date _____
Printed Name _____ Title _____

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001



SmartCity Order Form

Floor Plan – Communications Cable

Center: T a m p a C C - (0 4 6) - F L Company Name: _____
 Show: _____ Booth / Room #: _____
 Customer / Ref #: 2017 - 046 -

Voice and Data communications cabling. Smart City is the official installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

		Adjacent Booth or Aisle# _____											
Adjacent Booth or Aisle#													Adjacent Booth or Aisle#
		Adjacent Booth or Aisle# _____											

X = Main Distribution Location (MDL) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "T".

I / H / PC / C = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____ . **Scale** = 1 Box is equal to _____ ft.



SmartCity Order Form

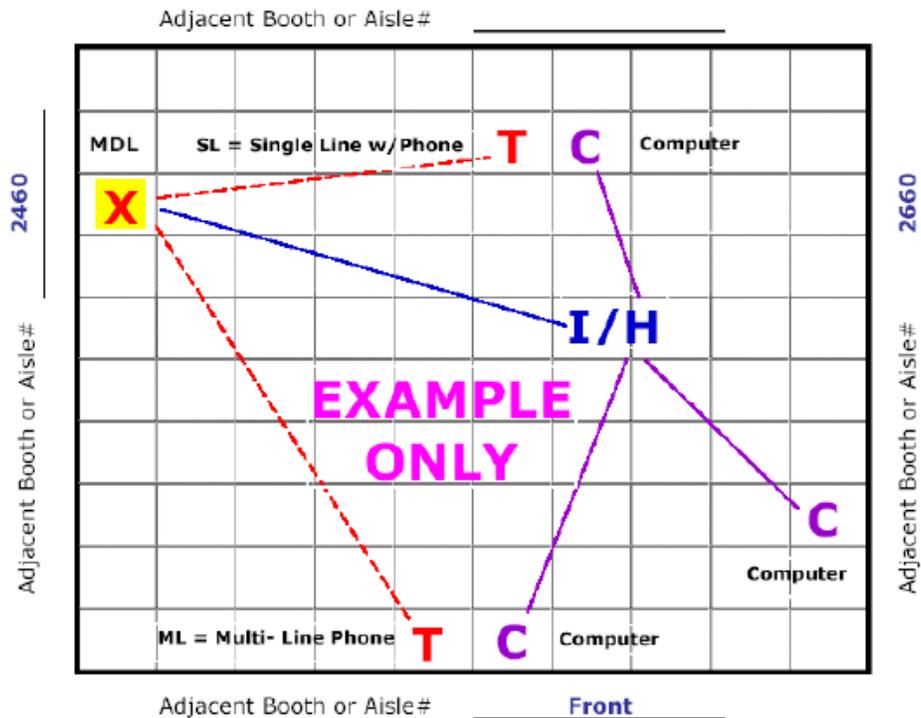
Floor Plan – Communications Cable

Center: T a m p a C C - (0 4 6) - F L
 Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY
 Booth / Room #: 1234
 Customer / Ref #: 2017 - 046 - XXX - XXXX

Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (MDL) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "T".

I / H / PC / C = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.

Encore Rigging Form



Rigging Order Form

Production Guide

Hoists

1/4, 1/2 and 1 Ton Hoist
Rigging Kit (per 13 motors)

Rate Per Day (2 day max per 5 days)

QTY	ADV.	STD.	DAYS	TOTAL
	\$200.00	\$250.00		
	\$65.00	\$75.00		

Points

Point Fee (Motor Point, Dead Hang or Cable Pick)

QTY	ADV.	STD.	DAYS	TOTAL
	\$75.00	\$100.00		

Truss

10' (12"x12") Light Duty Box Truss
5' (12"x12") Light Duty Box Truss
4' (12"x12") Light Duty Box Truss
2' (12"x12") Light Duty Box Truss
6-Way Corner Block (12"x12") Light Duty Box Truss
10' (12"x18") Heavy Duty Box Truss
5' (12"x18") Heavy Duty Box Truss
4' (12"x18") Heavy Duty Box Truss
4-Way (12"x18") Heavy Duty Box Truss

QTY	ADV.	STD.	DAYS	TOTAL
	\$80.00	\$120.00		
	\$40.00	\$60.00		
	\$32.00	\$48.00		
	\$16.00	\$24.00		
	\$50.00	\$65.00		
	\$100.00	\$140.00		
	\$50.00	\$70.00		
	\$40.00	\$56.00		
	\$60.00	\$75.00		

Lifts

32' Scissor Lift Per Day (3 day max per 5 days)
60' Boom Lift Per Day (3 day max per 5 days)

QTY	ADV.	STD.	DAYS	TOTAL
	\$250.00	\$350.00		
	\$600.00	\$900.00		

Labor / per hour (5 hr minimum)

Rigger (Mon-Fri 8am-5pm)
Rigger (Mon-Fri 5pm-12am & Sat 8am-5pm)
Rigger (Mon-Sat 12am-8am, Sun & Holidays)

QTY	RATE	HOURS	DAYS	TOTAL
	\$100.00			
	\$150.00			
	\$200.00			

Rental Totals

EQUIPMENT TOTAL
LABOR TOTAL
SUBTOTAL (add line 1, line 2)
SALES TAX (7% of line 3)
TOTAL DUE

Payment is due when order is placed

1. _____
2. _____
3. _____
4. _____
5. _____

ADDITIONAL REQUESTS

We offer a wide range of AUDIO, LIGHTING, VIDEO and PRODUCTION SERVICES.
Please call or e-mail for information and pricing.

Customer Information

Show Name/Date _____
Firm Name _____
Ordered By _____
Address _____
City/State/Zip _____
Phone _____
Fax _____
E-mail Address _____

Orders not received 21 days in advance of load-in
will be subject to the **STANDARD RATE**

Prices subject to change without notice

Ordering Instructions

- Billing is per day with a 2 day max per 5 days on equipment and a 3 day max per 5 days on lifts. Point fees are a 1 day charge per 5 days.
- Please include applicable Sales Tax on equipment rental.

TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

- All production rigging must provide a rigging plot with equipment details for approval by Encore Event Technologies. All rigging requires a minimum of a 3 person crew.
- To guarantee equipment availability and advanced rate, this order should reach us **21 DAYS PRIOR** to delivery.
- A e-mail confirmation will be sent to you within 5 days of your order. If you do not receive a confirmation, please re-send and call.
- Stage Hand labor, if requested, is subject to the prevailing hourly rate with a 5 hour minimum.
- CANCELLATIONS** - A. Cancellation of equipment ordered must be received **72 HOURS PRIOR** to delivery date to avoid a minimum one day charge. B. If services have already been provided at the time of cancellation, **50% OF ORIGINAL CHARGES** will be applied.

On-site Information

On-site Contact _____
On-site Phone # _____
Installation Date & Time _____
Dismantle Date & Time _____
Room _____



UNIQUE. CREATIVE. INNOVATIVE. www.encore-us.com P: 813-898-1369 F: 813-898-1370 E: TCC@Encore-US.com



Encore Banner Guide



Banner Services Guide

BANNER HANGING RATES

Rates are calculated by linear foot of the widest point of the banner. Banner hanging rates do not apply for motors, truss or production. Charges are inclusive of installation and removal. Additional fees apply if an installed banner must be moved. Based on the type of banner material and/or construction, additional charges may apply for items such as hardware, lifts, etc.

	UNIT	INCENTIVE RATE <i>(21 days or more)</i>	BASE RATE <i>(20 days or less)</i>
Interior Lobby & Exhibit Halls*	per linear foot	\$11.00	\$14.00
Exterior Building Banners*	per linear foot	\$15.00	\$18.00
Front Drive Lamp Posts	per event	\$1,200.00	\$1,650.00
Wait Time Charges**	per hour		\$85.00

* Minimum requirement of 60 linear feet

** For linear foot invoicing, 'wait time' will be charged if banners to hang are not available and crews are idle for 30 minutes or more.

The full 33 page Guide may be found on the **Documents & Forms** section of our website