



Tampa Convention Center Show Management Planning Guide

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Welcome

The Convention Services Team is happy to welcome you to the Tampa Convention Center (TCC). Our goal is to ensure that your event is a success and exceeds your expectations. We look forward to assisting you in your planning process and providing on-site support.

This Show Management Planning Guide has been designed to help you work within our facility. You will find it to be a helpful resource that provides information regarding the specific policies and procedures at TCC. We have also included samples of detailed planning checklists, planning forms and more.

If you would like to schedule planning meetings or site visits before your event, please let us know when you would like to visit and we will set up a time that works best for you. If you have any questions, please let us know. We will be more than happy to assist. We look forward to helping you make your event a truly unforgettable experience.



Suzanne Seder, Convention Services Director

Contacts

TAMPA CONVENTION CENTER

333 S. Franklin Street
Tampa, FL 33602
813-274-8511

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.



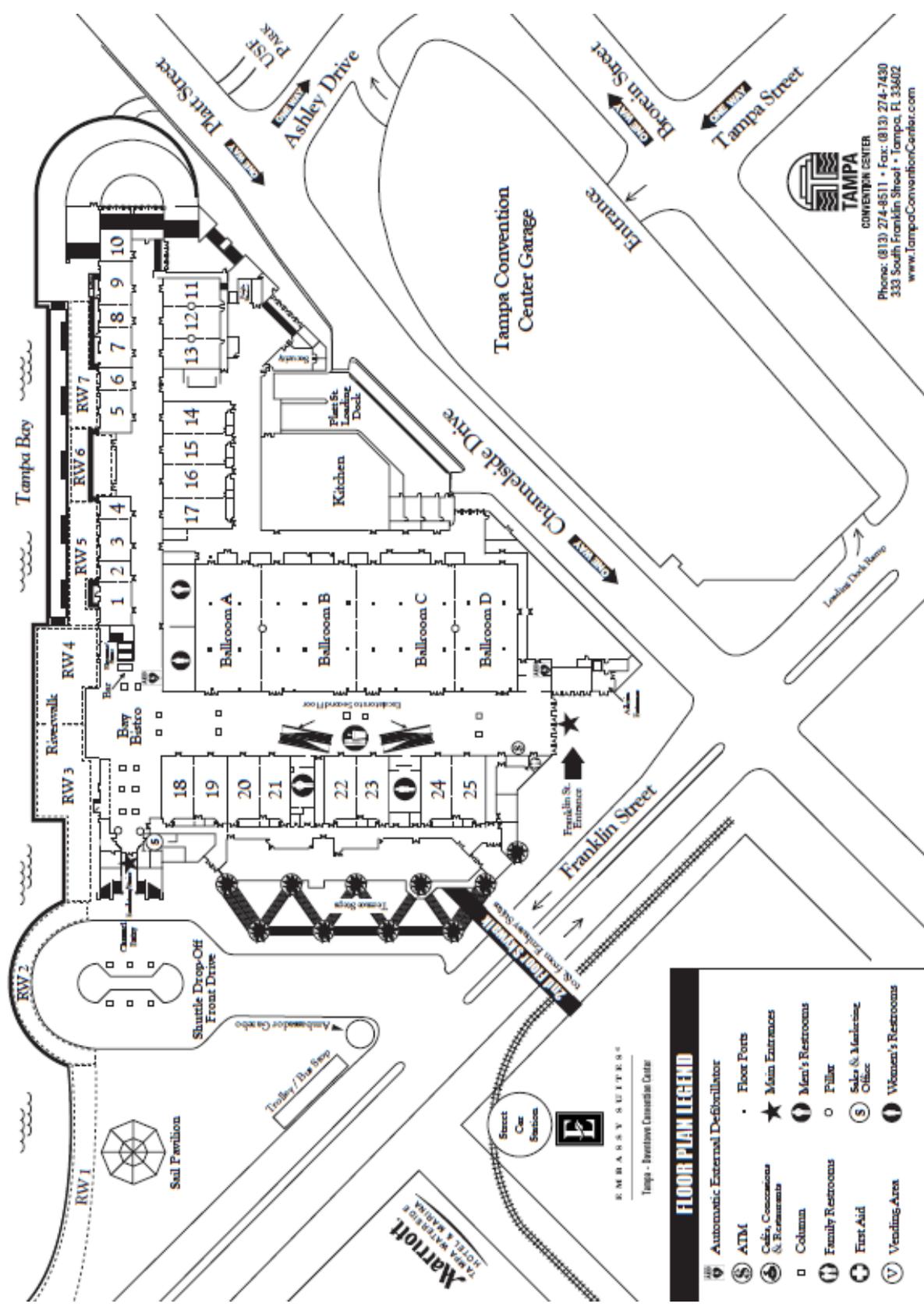
SmartCity is TCC's exclusive event technology provider. Founded over 30 years ago, they are the nation's largest provider of event telecommunications and technology in the convention industry. They offer a variety of communication services including internet, data networking, wireless and telephone services.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

First Floor

1st Floor



TAMPA CONVENTION CENTER
 Phone: (813) 274-8511 • Fax: (813) 274-7430
 333 South Franklin Street • Tampa, FL 33602
 www.TampaConventionCenter.com

FLOOR PLAN LEGEND

- Automatic External De-Stroller
- ATM
- Cdn. Concessions & Promotions
- Column
- Family Restrooms
- First Aid
- Vending Area
- Floor Ports
- Main Entrances
- Men's Restrooms
- Pillar
- Sales & Marketing Office
- Women's Restrooms

EMBRANBY SUPPERS
 Tampa - Invasive Convention Center



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

ROOM NAME	SO. FT.	W X L (FEET)	CEILING HEIGHT	BANQUET	THEATER	CLASSROOM	RECEPTION	CONFERENCE	HOLLOW SQUARE
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

Rev. 11/17

Ballrooms/Exhibit Halls



BALLROOM / EXHIBIT HALL SPECIFICATIONS



ROOM NAME	SQ. FT.	W X L (FEET)	CEILING HEIGHT	BANQUET	THEATER	CLASSROOM	RECEPTION	10' X 10' BOOTH
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' BOOTH
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

Rev. 11/17

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 suspicious behavior or activities to TCC Security Command. If you "See Something, Say Something."

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 that they will be able to prepare their own documentation for their records since TCC cannot share its incident reports.

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

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

Third Floor

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 Place" for their safety during severe weather conditions.

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. The police supervisor-in-charge will assess the threat and determine appropriate actions.

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 immediately. Your three best options recommended by Homeland Security are: RUN, HIDE, FIGHT.

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?

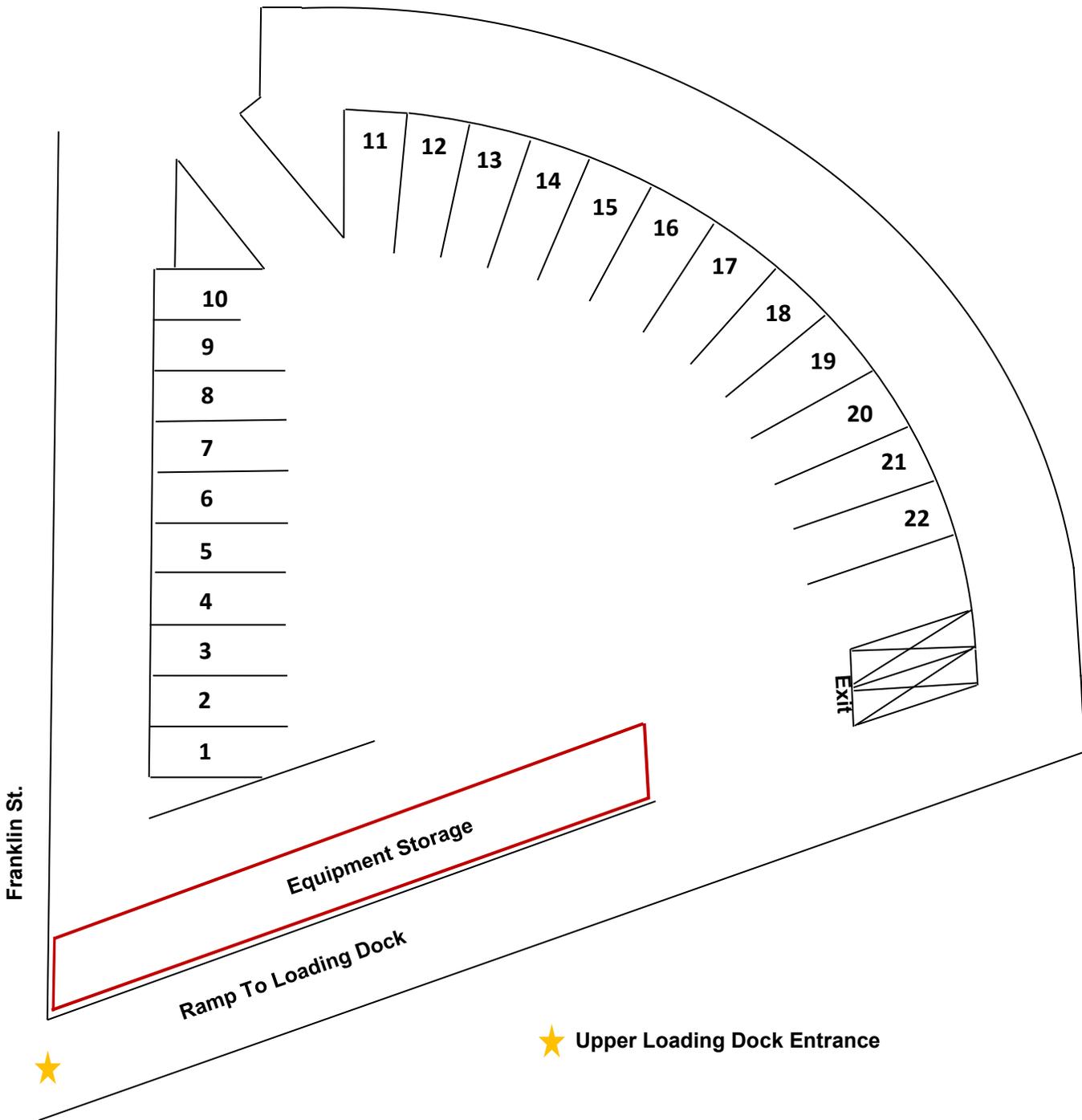
Take a moment each day to review with your CSM the preparations that can be made to keep attendees, speakers, exhibitors and staff safe.

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.

Street Level Map



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.

Directions to Platt Street Loading

From St. Petersburg, Clearwater (West)

From I-275 N take exit 44. Follow signs for Tampa Street. From Tampa Street turn right onto Brorein Street. Go west on Brorein Street to Platt Street & Bayshore Blvd. At the light turn left onto Platt Street. Go over the bridge and stay in the right lane. The ★ Platt Street Loading Dock will be on your right as you enter the tunnel.

From Orlando, Lakeland, Plant City, Daytona

Take I-4 West toward Tampa. From I-4 take I-275 South. Take exit 45A toward Downtown. Follow signs for Tampa Street. From Tampa Street turn right on Brorein Street to Platt Street & Bayshore Blvd. At the light turn left onto Platt Street. Go over the bridge and stay in the right lane. The ★ Platt Street Loading Dock will be on your right as you enter the tunnel.

From Brandon & Riverview

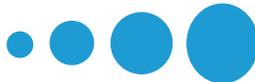
Take Hwy 618 West (Toll Road) to Exit 7 Downtown West. Keep left to take the Brorein Street ramp. Merge onto Brorein Street. Go west on Brorein Street to Platt Street and Bayshore Blvd. At the light turn left onto Platt Street. Go over the bridge and stay in the right lane. The ★ Platt Street Loading Dock will be on your right as you enter the tunnel.

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

Take I-75 to Exit 256, Highway 618 West (Toll Road). Take exit 7 Downtown West. Keep left to take the Brorein Street ramp. Merge onto Brorein Street. Take Brorein Street to Platt Street & Bayshore Blvd. At the light turn left onto Platt Street. Go over the bridge and stay in the right lane. The ★ Platt Street Loading Dock will be on your right as you enter the tunnel.



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

Parking

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

Planning Tools

In this section of the TCC Show Management Guide you will find samples of various planning tools that are designed to assist you.

CHECKLISTS & DEADLINES

- **Important Dates and Deadlines** - A checklist of helpful reminders for your calendar.
- **Show Management Event Planning Checklist** - A detailed list to help ensure all areas are covered during your planning phase.

Your greatest planning tool is your Convention Services Managers (CSM). Your CSM is here to help you have the best event ever! Reach out to your CSM to schedule an on-site planning meeting or conference call to review your event. The knowledge your CSM has is invaluable.



HELPFUL HINT: To access fillable versions of the planning tools go to the TCC website – Documents & Forms.

Planning Tools



SAMPLE Important Dates and Deadlines

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

Tampa Convention Center
 333 S. Franklin Street | Tampa, Florida 33602
 P 813-274-8511 | 1-800-426-5630 | F 813-274-8918

Planning Tools



SAMPLE

Event Planning Checklist

Event Name		Start Date	
		End Date	

ACTION ITEM	DONE /NA	DATE COMPLETED	COMMENTS	FOLLOW UP
Initial Review with Show Manager				
Intro phone call or email from CSM	<input type="checkbox"/>			<input type="checkbox"/>
Intro phone call from TCC Partners	<input type="checkbox"/>			<input type="checkbox"/>
Share previous event location & history with CSM	<input type="checkbox"/>			<input type="checkbox"/>
Provide the following to CSM (can use TCC's Planning Forms)	<input type="checkbox"/>			<input type="checkbox"/>
• Main Contact & Alternate Contacts (Authorized Signers)	<input type="checkbox"/>			<input type="checkbox"/>
• Decorator, A/V & Production Companies Contact Info	<input type="checkbox"/>			<input type="checkbox"/>
• Website, Phone #, etc. for Attendee Information	<input type="checkbox"/>			<input type="checkbox"/>
Insurance sent (if applicable)? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Deposit & scheduled payments sent? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Schedule Planning/Site visits to meet with CSM	<input type="checkbox"/>			<input type="checkbox"/>
Review website: www.tampaconventioncenter.com	<input type="checkbox"/>			<input type="checkbox"/>
Contracted dates & venue space correct?	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>
Tradeshows: CSM to Review with General Services Contractor/Decorator				
Service Provider Insurance Current: Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
General Service Contractor Fact Sheet	<input type="checkbox"/>			<input type="checkbox"/>
Floor Plans sent to CSM for Fire Marshal approval	<input type="checkbox"/>			<input type="checkbox"/>
TCC to send Exhibitor info for Exhibitor Kits	<input type="checkbox"/>			<input type="checkbox"/>
Remind Decorator to review "TCC's Service Contractor Guide"	<input type="checkbox"/>			<input type="checkbox"/>
Review Encore's Sign & Banner Policies, if applicable	<input type="checkbox"/>			<input type="checkbox"/>
Review TCC's Cleaning Policies	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>
AV/Production Company				
Review Exclusive Policies	<input type="checkbox"/>			<input type="checkbox"/>
Outside Production Co – Insurance current: Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Drawing Floor Plans: Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Rigging? Encore exclusive: Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Backdrop for stage?	<input type="checkbox"/>			<input type="checkbox"/>
Reminder About Blocking Exits (Lighted Exit Signs if needed)	<input type="checkbox"/>			<input type="checkbox"/>
Reminder About Lighting over A/V Screens (if needed)	<input type="checkbox"/>			<input type="checkbox"/>

Planning Tools

SAMPLE

Event Name		Start Date	
		End Date	

ACTION ITEM	DONE/NA	DATE COMPLETED	COMMENTS	FOLLOW UP
Floorplans for the Fire Marshal				
Floorplan sent to the CSM to submit to Fire Marshal	<input type="checkbox"/>			<input type="checkbox"/>
Display vehicles? Yes <input type="checkbox"/> No <input type="checkbox"/> / On Floor Plan <input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Schedule time for Fire Marshal inspection	<input type="checkbox"/>			<input type="checkbox"/>
Blocking fire extinguishers or exits?	<input type="checkbox"/>			<input type="checkbox"/>
Floorplan approval by Fire Marshal	<input type="checkbox"/>			<input type="checkbox"/>
Revisions of Floorplan sent to CSM for Fire Marshal	<input type="checkbox"/>			<input type="checkbox"/>
Review with Convention Services Manager				
Rigging, A/V, Banners & Clings	<input type="checkbox"/>			<input type="checkbox"/>
Vehicle Displays: Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
F & B Sampling: Yes <input type="checkbox"/> No <input type="checkbox"/> / Approved	<input type="checkbox"/>			<input type="checkbox"/>
Alcohol Sampling: Yes <input type="checkbox"/> No <input type="checkbox"/> / Sent to ARAMARK <input type="checkbox"/> / Approved <input type="checkbox"/> / Note: Much longer approval process	<input type="checkbox"/>			<input type="checkbox"/>
Cooking: Yes <input type="checkbox"/> No <input type="checkbox"/> / Grease Barrel: Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Internet Request: Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Phone Request: Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Electric Request: Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Hazing/Open Flame/Fireworks/Pyrotechnics: Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Animals: Yes <input type="checkbox"/> No <input type="checkbox"/> / Special Insurance	<input type="checkbox"/>			<input type="checkbox"/>
Extra Dumpster Pull : Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Overnight HVAC: Yes <input type="checkbox"/> No <input type="checkbox"/> (Extra charge)	<input type="checkbox"/>			<input type="checkbox"/>
Plumbing: Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Decorations/Balloons, etc.: Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Box Office: Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Lock Changes/Keys: Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Shuttle Buses: Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Media: Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Safe Needed: Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Shipping Packages early to Business Center: Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Schedule "Working Pre-Con", if applicable	<input type="checkbox"/>			<input type="checkbox"/>
Parking Passes	<input type="checkbox"/>			<input type="checkbox"/>
Discuss Local Donation Programs	<input type="checkbox"/>			<input type="checkbox"/>

Planning Tools

SAMPLE

Event Name		Start Date		
		End Date		
ACTION ITEM	DONE /NA	DATE COMPLETED	COMMENTS	FOLLOW UP
General				
Complete sent Specs to CSM: Yes No	<input type="checkbox"/>			<input type="checkbox"/>
Confirm Encore Details / Payment sent	<input type="checkbox"/>			<input type="checkbox"/>
Confirm Security Schedule / Payment sent	<input type="checkbox"/>			<input type="checkbox"/>
Confirm F&B Guarantees / Payment sent	<input type="checkbox"/>			<input type="checkbox"/>
Identify possible issues (inventory, outside activity, tight turns, noise, etc.)	<input type="checkbox"/>			<input type="checkbox"/>
Paramedic, if applicable	<input type="checkbox"/>			<input type="checkbox"/>
Fire Watch, if applicable	<input type="checkbox"/>			<input type="checkbox"/>
Review and sign Event Resume & Floorplans	<input type="checkbox"/>			<input type="checkbox"/>
Ancillary Payment due 7 days prior to event	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>
Pre & Post Show				
Prior To Show Day				
Walkthrough of rooms	<input type="checkbox"/>			<input type="checkbox"/>
Provide Program Guides to CSM - Go To Information Desk	<input type="checkbox"/>			<input type="checkbox"/>
Final Show Day				
Review added ancillaries	<input type="checkbox"/>			<input type="checkbox"/>
Walkthrough for damages	<input type="checkbox"/>			<input type="checkbox"/>
Post-Con, if applicable	<input type="checkbox"/>			<input type="checkbox"/>
Turn in all keys	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>
Additional Notes				
	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>

Planning Tools

Another helpful planning tool provided is the **Master Planning Questionnaire**. You'll find a sample of the **Questionnaire** on pages 23 - 26 of this guide. Answer all of the questions found in the **Questionnaire** to help us successfully assist you as you plan your event. If you prefer, you can provide us the information using your own format or our forms.

EVENT RESUME

Your Convention Services Manager (CSM) will create an **Event Resume** along with meeting room floor plans based upon the Master Planning Questionnaire. The final **Event Resume** will be distributed to each department within TCC. In this way all departments can prepare for your event.

Your CSM's deadline for completion and distribution of the **Event Resume** is at least 14 days prior to your first contracted day. Submit all necessary information to your CSM as early as possible. Forty-five (45) days prior to your event is ideal. This will provide the time to ensure all information and planning for your event is accurate.

HELPFUL HINT: You can find a fillable version of the Master Planning Questionnaire on the TCC website- Documents & Forms.



Planning Tools



SAMPLE

Master Planning Questionnaire

Event Name		Start Date	
		End Date	

Contacts	
Main Planning Contact	Alternate Planning Contact
Company:	Company:
Contact:	Contact:
Office #:	Office #:
Cell #:	Cell #:
Fax #:	Fax #:
Email:	Email:
<input type="checkbox"/> Authorized signer to add cost to master bill	<input type="checkbox"/> Authorized signer to add cost to master bill
Decorator	Production Company
Company:	Company:
Contact:	Contact:
Office #:	Office #:
Cell #:	Cell #:
Fax #:	Fax #:
Email:	Email:
<input type="checkbox"/> Authorized signer to add cost to master bill	<input type="checkbox"/> Authorized signer to add cost to master bill
Exhibits/Floor Manager	Other
Company:	Company:
Contact:	Contact:
Office #:	Office #:
Cell #:	Cell #:
Fax #:	Fax #:
Email:	Email:
<input type="checkbox"/> Authorized signer to add cost to master bill	<input type="checkbox"/> Authorized signer to add cost to master bill

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Planning Tools

Master Planning Questionnaire

Event Name		Start Date	
		End Date	

Exhibit Hall					
	Day	Date	Daily Start Time	Daily End Time	Estimated Daily Attend
Decorator Move-In	Select a Day		AM or PM	AM or PM	
	Select a Day		AM or PM	AM or PM	
	Select a Day		AM or PM	AM or PM	
	Select a Day		AM or PM	AM or PM	
Exhibitor Move-In	Select a Day		AM or PM	AM or PM	
	Select a Day		AM or PM	AM or PM	
	Select a Day		AM or PM	AM or PM	
	Select a Day		AM or PM	AM or PM	
Registration	Select a Day		AM or PM	AM or PM	
	Select a Day		AM or PM	AM or PM	
	Select a Day		AM or PM	AM or PM	
	Select a Day		AM or PM	AM or PM	
Show Hours	Select a Day		AM or PM	AM or PM	
	Select a Day		AM or PM	AM or PM	
	Select a Day		AM or PM	AM or PM	
	Select a Day		AM or PM	AM or PM	
Exhibitor Move-Out	Select a Day		AM or PM	AM or PM	
	Select a Day		AM or PM	AM or PM	
	Select a Day		AM or PM	AM or PM	
	Select a Day		AM or PM	AM or PM	
Decorator Move-Out	Select a Day		AM or PM	AM or PM	
	Select a Day		AM or PM	AM or PM	
	Select a Day		AM or PM	AM or PM	
	Select a Day		AM or PM	AM or PM	

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Planning Tools

Master Planning Questionnaire

Event Name		Start Date	
		End Date	

General Information	
Required Services – Check all that apply	
<input type="checkbox"/> Audio Visual	<input type="checkbox"/> Registration* – If yes, fill out Registration Information below
<input type="checkbox"/> Box Office – If yes, fill out Box Office information below	<input type="checkbox"/> Rigging
<input type="checkbox"/> Fog Machine/Special Effects	<input type="checkbox"/> Shuttles/Buses/Valet Service
<input type="checkbox"/> Food & Beverage Sampling/Alcohol Sampling	<input type="checkbox"/> Tents/Covered Areas
<input type="checkbox"/> Media	<input type="checkbox"/> Vehicle/Motorized Equipment Display*
*Vehicle or motorized displays require Fire Marshal approval and may require the use of a Fire Watch	
Registration	
Requested Location:	
*Registration areas are subject to TCC and Fire Marshal approval	
Attendance	
Move-In Days:	Majority Local Attendees Majority Hotel Attendees
Set-Up Days:	
Show Days:	Hotel(s)
Tear-Down Days:	
Move-Out Days:	
Box Office	
Contact for General Public:	Ticket Prices:

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Planning Tools

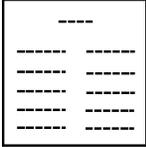
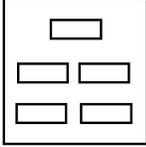
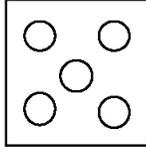
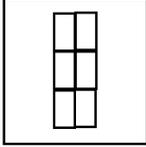
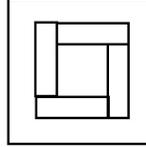
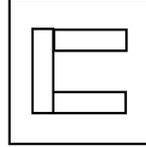


SAMPLE Master Planning Questionnaire Room Layout

Event Name		Start Date	
		End Date	

Room Layout (1 Form Per Room) - Turnover fees may apply			
Room #:		Attendance Expected:	
Date(s):		Contact:	
Start Time	End Time	Session Name	
AM	AM		

Room Set-Up - Select One

						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Theatre	Classroom	Banquet	Conference	Hollow Square	U-Shape	Other

Meeting Room Requirements - Check all that apply

<input type="checkbox"/> Audio Visual	<input type="checkbox"/> Keys
<input type="checkbox"/> Easel	<input type="checkbox"/> Linens for Classroom Set-Up*
<input type="checkbox"/> Electric <input type="checkbox"/> 20 Amp Other: <input style="width: 50px;" type="text"/> #: <input style="width: 50px;" type="text"/>	<input type="checkbox"/> Lock Change*
<input type="checkbox"/> Food & Beverage – If yes, select <input type="checkbox"/> Plated <input type="checkbox"/> Buffet	<input type="checkbox"/> Phone Lines
<input type="checkbox"/> Head Table	<input type="checkbox"/> Podium
<input type="checkbox"/> Internet	<input type="checkbox"/> Stage

* Please note: Additional service upgrades including linens, pads, pens and water service can be ordered through the catering department. Upon request TCC will provide up to four keys per room on a complimentary basis. Fees will be assessed for additional keys, lock changes, lost and non-returned keys.

Stage Description/Room Set-Up Instructions

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Exhibits

This section is designed for events that have the following components:

Exhibits/Exhibitors	Vehicle Displays
Service Contractors/Decorators	Cooking, Food Preparation or Sampling
Rigging	

All exhibit hall activity and tradeshow floor plans must be submitted to your CSM for Fire Marshal approval. The Fire Marshal floor plan permit fee will be added to the show management invoice. Your CSM is there to help with any questions you may have regarding the process.

Please refer your service contractors, decorators, and production companies to the Tampa Convention Center Services Contractor Guide located on the TCC website. This helpful tool has been produced for their reference and provides valuable information for working inside the Tampa Convention Center.

EXHIBITOR BULLETIN

The Exhibitor Bulletin is a handy reference guide to help answer Exhibitor questions and should be included in your Exhibitor Kits. The Exhibitor Bulletin is on pages 32 - 35 of this guide.

FIRE MARSHAL PRE-INSPECTION CHECKLIST

A walk-thru will be conducted by TCC's House Manager prior to the Fire Marshal's inspection. A sample checklist is included for your reference on page 32 of this guide. This completed checklist will be given to the service contractor and show management highlighting any corrections needed prior to the actual inspection.

GENERAL SERVICES CONTRACTOR

Service Contractors must complete and submit a completed General Services Contractor Fact Sheet to their CSM. It can be found on the TCC website.

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 call 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.

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,

TCC Management Team



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

Fire Marshal Check-List



Tampa Convention Center Fire Marshal Pre-Inspection Checklist

Event Name:		Today's Date:	
Walk-thru Conducted By:		Fire Marshal Inspection: (Date) AM (Time)	
<p>TCC has made a preliminary walk-thru of your contracted space and public areas for your event. Based upon this walk-thru, the following items have been identified and should be corrected prior to the inspection. Although we have identified items that are commonly cited by the Fire Marshal, the inspection may uncover additional items that require adjustment prior to show opening. We strongly recommend making the corrections noted below prior to the formal fire inspection to prevent any issues with opening your event on time.</p>			
Checklist Provided To The Following			
Client:		Decorator:	
Production:		Other:	
REVIEW WITH SHOW MANAGER (Please see map for additional information)			
1 st Floor	2 nd Floor	3 rd Floor	4 th Floor
Blocked Fire Extinguishers, Fire Hoses			
<input type="checkbox"/>			
<input type="checkbox"/>			
Booths/Exhibitors need Fire Extinguishers			
<input type="checkbox"/>			
Booths/Exhibitors need Tent Permits (Covered areas >10 x 10)			
<input type="checkbox"/>			
Blocked Entrance Doors			
<input type="checkbox"/>			
<input type="checkbox"/>			
Blocked Exit Doors			
<input type="checkbox"/>			
<input type="checkbox"/>			
Miscellaneous			
1 st Floor			
2 nd Floor			
3 rd Floor			
4 th Floor			
Blocked Ramps for Emergency Vehicle Access			
<input type="checkbox"/> Dock Door 1	<input type="checkbox"/> Dock Door 2	<input type="checkbox"/> Platt Street Dock	
Blocking Exit Doors with Drape			
<input type="checkbox"/> Need Lighted Exit Signs		<input type="checkbox"/> Need Baffle in Drape at Exit Doors	
Additional Items			
<input type="checkbox"/> Propane Tanks not in cage, not secured		<input type="checkbox"/> Smoking on Dock	
<input type="checkbox"/> Equipment with fuel in building		<input type="checkbox"/> Aisle width less than 10'	
<input type="checkbox"/> Blocking flow of egress on Upper Dock between Dock Doors		<input type="checkbox"/> Items less than 20' off doors	
<input type="checkbox"/> Placement of Service Desk		<input type="checkbox"/> Items less than 10' off doors	

Floor Plan Approval

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 2 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.

Rigging/Signs & Banners



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.

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.

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.

Promotional Packages

Promotional discount packages are available for your attendees during multiple day events from many popular tourist destinations and retail outlets in the Tampa Bay area. All discount programs use the delegate badge as proof of eligibility. You may request a copy of these advertisements for use in your program literature.

Tampa Convention Center Delegate Discount Program



eBoats Tampa
 @ Tampa Convention Center
 813-767-2245
www.eboatstampa.com
 \$10 off total reservation



Tampa Bay History Center
 801 Old Water Street
 813-228-0097
www.tampabayhistorycenter.org
 \$2 off delegate + 1 Guest



Electric Glide Tours - Segway Tours
 1805 E. 7th Avenue, Ybor City
 800-975-3177
www.electricglidetours.com
 Free Segway Demo
 \$5 off each guest (code tcc5)



Tampa Water Bikes
 @ Tampa Convention Center
 813-465-8025
www.tampawaterbikes.com
 \$6 off each rental



The Florida Aquarium
 701 Channelside Drive
 813-273-4000
www.FLaquarium.org
 \$6 off - Coupon Code 110



Tampa Water Taxi
 888-665-8687
www.watertaxitampa.com
 25% off - 1 hour or longer tours



Florida Museum of Photographic Arts
 400 North Ashley Drive
 813-221-2222
www.FMOPA.org
 Buy One, Get One



Urban Kai Paddleboard Tours
 2305 N. Willow
 813-598-1634
www.UrbanKai.com
 \$5.00 off 1 hour lesson
 10% off group of 5 or more



Henry B. Plant Museum
 401 West Kennedy Blvd.
 813-254-1891
www.Plantmuseum.com
 \$2 off delegate + 2 Guests
 Not available December, 2016



Yacht Starship Dining Cruises
 603 Channelside Drive
 813-223-7999
www.YachtStarship.com
 10% Off, Source Code: CNV



Macy's Westshore Plaza (only)
 298 Westshore Plaza
 813-286-5300
 10% off savings pass



The Official Ybor City Ghost Tour
 1523 East 7th Avenue, Ybor City
 813-386-3905
www.yborghosttour.com
 \$3 off including friends & family



Magic Carpet Glide Segway Tours
 @ Channelside Bay Plaza
 813-637-9797
www.magiccarpetglide.com



Ybor City Historic Walking Tour
 1800 East 9th Avenue
 813-505-6779
www.yborwalkingtours.com
 \$3 off including friends and family



SS American Victory Ship
 705 Channelside Drive
 813-228-8766
www.americanyictory.org
 \$5 off includes friends & family



OMG Trolley Tours
 Jackson's Bistro
 855-664-8765
www.omgtrolley.com
 \$2 off - code tcc2

**Convention delegates simply display event badges to receive the discount noted.
 Badges are non-transferrable.**

Blackout dates apply and are not valid for special events or promotions. Discounts cannot be combined. Parking is not included.

Helping the Community

TCC makes it easy to donate excess show items to several local charities in the Tampa Bay community. Included in this guide are just two of the options to consider; Habitat For Humanity Hillsborough County Restore and the Hillsborough Education Teaching Tools Foundation Store.



DONATE YOUR EXCESS SHOW ITEMS TO THE HABITAT FOR HUMANITY HILLSBOROUGH RESTORE!

Avoid the hassle and cost of shipping your excess show items while making an investment in the future of affordable housing for working-class families.

A donation to the ReStore means a direct contribution to Habitat for Humanity Hillsborough. The ReStore sells new and gently used items at a fraction of the retail cost. All net profits from the ReStore go directly to Habitat Hillsborough to help build homes in partnership with families who meet the requirements of our homeownership program.

Simply place your donations into the bins marked “Habitat for Humanity Hillsborough ReStore” and we’ll do the rest. If you would like an acknowledgment for your donation, please email dcrowther@habitat-hillsborough.com or call 813-237-1978. We will need your company name, mailing address, and a brief description of what you donated.

Thank you for your donation and your support of Habitat Hillsborough!

Habitat for Humanity of Hillsborough County ReStore
3736 E. Hillsborough Ave. | Tampa, FL 33610
habitat-hillsborough.com | dcrowther@habitat-hillsborough.com

DON'T TOSS THEM- DONATE THEM

The Hillsborough Education Foundation's Teaching Tools Store provides free school supplies to students in need via their teachers. Annually, the Store impacts more than 65,000 students, and since 2002 has distributed \$25 million in free school supplies.



Your new or slightly used donations will be used for classroom supplies or teacher incentives for economically disadvantaged students in Hillsborough County Public Schools.

Great donation items include:

- Show bags, paper and misc. office supplies
- Promotional items (fun stuff)
- Pens, pencils, markers, dry erase markers, etc.
- Notepads, tablets and folders
- Anything else a student or teacher could use

Donation pickup is easy to arrange, and saves you the cost of shipping boxes home. Plus, your donation is tax deductible.

To donate, fill out the information on the back of this sheet, tape to boxes and inform staff at the Tampa Convention Center service desk.



HILLSBOROUGH EDUCATION FOUNDATION
TEACHING TOOLS STORE
2306 N. Howard Avenue, Tampa, FL 33607
(813) 574-0260 • EducationFoundation.com
@hillsedufnd   

Helping the Community



Donated By:

Company: _____

Contact: _____

Address: _____

City, State and Zip: _____

Email: _____

Phone: _____

Thank you for your contribution to the Hillsborough Education Foundation Teaching Tools Store.

Donations to the Hillsborough Education Foundation are tax deductible as allowed by law. A copy of the official registration #SC-03514 and financial information may be obtained by calling 1-800-435-7352. Registration does not imply endorsement, approval, or recommendation by the State. No portion of any contribution is retained by professional solicitors. 100% of each contribution is received by this organization.