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## WELCOME

Thank you for choosing the Tampa Convention Center (TCC). Following is an excerpt of the General Building Policies and TCC's Emergency Procedures

Additionally, Licensees and their subcontractors are required to adhere to the: General Fire & Safety Requirements in the Florida Fire Prevention Code; Life Safety Code NFPA 101; Fire Code NFPA 1; and the Occupational Safety Health Act.

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## GENERAL BUILDING POLICIES

### **Abandoned Property**

TCC will take possession of any property left after the event by Licensee, its contractors or exhibitors without liability. Licensee will be responsible for any associated costs.

### **Aircraft Displays**

Interior aircraft displays require pre-approval by the Tampa Fire Marshal.

#### Guidelines

- Batteries must be disconnected and terminals taped before entering the facility
- Circuit breakers for fuel and starting systems must be de-activated
- All systems to spark ignition must be disconnected
- Systems will be inspected to ensure no fuel leakage
- Fire Watch services required

### **Animal Displays**

Certificate of Insurance (with animal exemption clause) must be submitted to CSM 45 days prior to event. Visqueen or carpeting must be placed under displays.

### **Banners**

Installation exclusively provided by Encore - see [Banner Guide](#) for many approved locations & rates. TCC flag poles are not available for event banners.

### **Decorations/Clings/Decals**

Permitted in contracted or authorized spaces only.

#### Guidelines

- Decorations must not block building signage, digital media boards, or fire systems
- Emergency exit signs must be provided if covering TCC exit signs
- Holes may not be drilled, cored, or punched into any walls, floors or ceilings
- Clings must be transparent on any glass; a mock-up must be provided to CSM for approval
- Sample adhesive-backed decals must be approved by CSM 30 days prior to install
- Balloons permitted if securely anchored and not available to attendees. Air tanks must remain secured outside building during event.

**Drones**

Permitted in contracted interior spaces with Drone/AUV liability insurance, to include products and completed operations property damage & bodily injury limit of \$1M per occurrence/\$2M aggregate. Not permitted in exterior spaces due to proximity to Tampa General Hospital & Peter O'Knight Airport.

**Fire Marshal**Requirements

- Exit doors must remain unlocked and unobstructed at all times
- Fire hose cabinets, extinguishers, alarm pull-stations, fire connections remain unobstructed
- Flammable compressed gases, explosives, and blasting agents prohibited inside building
- Flammable liquids or materials require Fire Marshal approval and disposal plan
- Approved combustible materials for exhibit booths are limited to a 1-day supply
- Storage of waste material in non-combustible covered containers outside to be disposed daily
- Forklifts & cranes must be equipped with fire extinguishers and stored outside during event
- Open flame devices & Chinese lanterns prohibited; candles permitted if flame enclosed

**Floor Protection**

Floors must be protected from dents, gouges and scratches. Labor fees assessed to restore any damaged surfaces.

<u>Approved protection</u>	6 Mil reinforced polyethylene sheeting, plywood or equivalent
<u>Approved tapes</u>	Polyken 105C, Renfrew #174, Asiachem SST-736 or equivalent
<u>Prohibited tapes</u>	carpet, duct, gaffer or other high residual tapes
<u>Use of other tapes</u>	requires sample to CSM for approval 45 days prior to installation

**Food & Beverage Sampling**

Requests must be made to [Catering Sales Director](#) 45 days prior to contract start date. Limited to 2 ounces for food/wine/beer & 1/2 ounce for liquor.

**Food Cooking**

Requires permitting by the Fire Marshal.

Guidelines

- Equipment must be UL listed and meet NFPA 101 Life Safety Code to include auto shut-off
- Equipment must be 2 FT from combustible material and 4 FT from the public
- Cooking surfaces limited to 288 sq. inches
- Use of commercial deep fryers is prohibited
- Use of grease products requires certified Class-K & 2A-10BC extinguisher
- Use of electrical warming equipment requires certified Class 2A-10BC fire extinguisher
- Designated food prep/clean-up areas must be located on show floor
- Holding tanks or grease barrels required; disposal in TCC drains strictly prohibited

**ID Badges**

All persons working in the building must be properly credentialed at all times; if not, they will be directed to Security Command for ID. Children under age 16 not permitted in event space during move-in/move-out hours.

**Load In/Out - [Location Map](#)**

- For exhibit halls: 20 upper loading dock spaces accessible from Franklin Street
- For ballrooms/meeting rooms: 2 loading dock spaces accessed from Platt Street
- Front drive: 36 metered spaces based on availability for up to 4 hours or daily rental
- Parking prohibited on loading docks; subject to towing at owner’s expense
- 30 minute permit issued for active load in/out; additional time may be requested
- Licensee/Decorator responsible for establishing and communicating marshalling yards

**Service Animals**

Must be properly identified, leashed, and remain with owner at all times. Owner responsible for cleanup/disposal of waste.

**Service Providers**

**Exclusive providers** For pricing and ordering: [thetampacc.com](http://thetampacc.com)

Audio Visual	Encore Event Technologies
Banner/Sign installation	Encore Event Technologies
Digital Messaging Boards	Encore Event Technologies
Fire Watch/Permitting	Tampa Fire Rescue (TFR), Tampa Fire Marshall (TFM)
Food & Beverage	Aramark
Front Drive Ambassador	Sentry Event Services
Internet	SmartCity
Paramedics	Tampa Fire Rescue
Police/Traffic Control	Tampa Police Department (TPD)
Rigging	Encore Event Technologies
Security-loading & boat docks	Allied Universal
Utilities (electric, plumbing)	EDLEN

**Preferred In-House providers**

Ambassadors	Sentry Event Services
Security-events	Allied Universal

**All Other providers**

Use of outside providers must be submitted to CSM 45 days in advance of contract start date to include COI. Outside Production AV does not include break-out sessions. Providers subject to TCC’s General Building Policies.

**Smoking/Vaping**

Strictly prohibited within 25 FT of building in compliance with the Florida Clean Indoor Air act. The Sail outdoor restaurant is the designated smoking area. Licensee and its General Contractors must enforce.

**Vehicles/Motorized equipment**

May be displayed on the Front Drive or inside building after Tampa Fire Rescue approves the number and location of vehicles; Fire Watch services required for six (6) or more.

Guidelines

- Must not block entrances/exits or Tampa Fire Rescue access locations
- Fuel tanks must be less than ½ a tank or 10 gallons
- Fueling and de-fueling must be done off premises; May not be jump-started on premises
- Keys must remain in Security Command during event; Operators must be at least 16 years old
- Visqueen or carpet must be placed underneath and remain in place at all times

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## EMERGENCY PROCEDURES

Security Officers are in the building 24/7 at can be reached at (813) 274-7791 or by picking up the white house phones located throughout.

### **Active Shooter**

The 3 best options recommended by Homeland Security are: RUN, HIDE, and FIGHT.

### **AED-Automated External Defibrillator**

On-site paramedics bring portable AED's with them dispatched. CSM's also trained in AED use.

Location of wall-mounted units in building:

#### **1st Floor**

1-Franklin Street Entrance inside alcove area next to Ballroom D

2-Inside rotunda between Meeting Room 17 & Ballroom A

#### **3rd Floor**

3-Outside Central Hall entry doors next to UPS Store

4-Back of West Hall next to Dock Door #2

### **Bomb Threat**

Tampa Police Department (911) will be called to assess threat and communicate action plan to CSM.

### **Fire Alarm & Evacuation**

Everyone must evacuate the building when fire alarm sounds with the evacuation announcement. The designated safe assembly is Cotanchobee Park (next to Marriott Waterside Hotel) and the Sail Plaza (on TCC property) for persons with disabilities until the "all clear" is given by officials.

### **Medical Emergency**

Contact CSM with emergency situation and location. CSM will radio on-site paramedic and/or Tampa Fire Rescue. Paramedics use on-site First Aid rooms. Security will file a confidential Incident Report with TCC Management only.

### **Power Outage**

A generator will activate emergency lighting in hallways, stairwells, restrooms, ballrooms, meeting rooms and exhibit halls within approximately 5 seconds of a power interruption for at least 24 hours.

### **Severe Weather Conditions**

The CSM will help prepare a plan of action to include guests "sheltering in place" until conditions improve.