
WELCOME

Thank you for choosing the Tampa Convention Center (TCC). An experienced Convention Services Manager (CSM) will contact you well in advance of your event to guide you through the following General Building Policies incorporated in Section 4 of your Agreement and TCC's Emergency Procedures. TCC reserves the right to amend policies and agrees to provide an updated copy as soon as possible prior to your event.

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.

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.

ADA Accessibility

All restrooms are ADA accessible. Braille signage is throughout the facility. Auxiliary hearing devices available through in-house AV provider with advance notice. Please contact the following companies directly for scooters: [Top Mobility](#) 1-888-364-3813

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.

Cadavers

Temperature in the space must be maintained at 65 degrees, all floors protected, and bio-hazardous waste managed by a reputable company.

Complimentary & Fee Services - Ancillary Fee Schedule at thetampacc.com

Air Conditioning/Heating

Provided complimentary during event hours. Air conditioning and heating requested for move-in/out is provided per the Fee Schedule.

Banners

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

Bleachers

Aluminum sporting bleachers of various sizes available through TCC's licensed required provider and scheduled by CSM at least 30-days in advance of event. Specialty bleachers also available. Use of an outside company requires advance approval by the Director or designee.

Boat Slips

Slips available for rent to be included in your License Agreement. Security available by in-house provider only. Signage to be approved by CSM. For more information: [TCC Boat Docks](#)

Box Office

Portable ticket booth rental available; Licensee responsible for box office operations.

Cable Television

Available for contracting through local provider Spectrum.

Cleaning Services

Provided complimentary in all spaces except those used for exhibits. Labor fees assessed if space not left in original condition.

Fire Watch Services-required by Tampa Fire Marshal

- Tents and covered areas 300 SF or more, unless automatic extinguishing systems
- Multi-level booths and covered area 900 SF or more (special fire permit also required)
- Six (6) or more display vehicles and motorized machinery using fuel
- Fog, haze and smoke machines; fireworks and pyrotechnics (special fire permit also required)
- Cooking and food warming devices

Front Drive Ambassador

Provided complimentary during event hours; required for move in/out and for multiple shuttles.

Guest Services/Information Desks

TCC & Visit Tampa Bay provide complimentary staffing for events with 500+ attendees.

Keys/Secured Rooms

Four (4) keys per room complimentary. Fees apply for additional keys, secured rooms, and keys not returned. Secured rooms strictly controlled by Licensee unless an emergency situation.

Load In/Out (click her fore: [Location Maps](#))

- For exhibit halls: 21 upper loading dock spaces accessible from 211 S. Franklin St.
- For ballrooms/meeting rooms: 2 loading dock spaces accessible from 111 Channelside Dr. or Front Drive 36 metered spaces based on availability for up to 2 hours or daily rental
Note: Lower Loading Dock allows for dry van trailers 45' and under and box trucks only.
- 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 yard.
Note: City managed yard located at 1301 N. Morgan Street in downtown Tampa 813-274-8933

Lighting

Bulb removal must be requested from CSM in advance of room setting. Fees apply.

Paramedics

Required by Tampa Fire Rescue for 500+ attendees & during move-in/out. Scheduled by CSM.

Room Set-up/Room Turns

One (1) room set complimentary and one (1) room turn if to/from a food function. Labor fees apply for room set changes less than 7 days prior to move-in date.

Website/Social Media

Contracted events not deemed private appear on TCC's website & social media complimentary.

Concessions

TCC maintains the right to open concessions during events to create a quality guest experience.

Decorations/Clings/Decals

Guidelines *Permitted in contracted or authorized spaces only*

- 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.

Decorator Storage

Permitted within marked areas on exterior loading dock during Agreement term.

Demonstrators/Protesters

Persons must be outside of the facility and within the first 6 FT from edge of the curb and must not block sidewalks, disrupt the flow of traffic or impede upon guests entering/exiting the building.

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.

Exclusive & Restricted Spaces

Used for food & beverage service and guest seating.

Exclusive Spaces on Exhibit Hall Level - not available for contracting or branding:

- 2 seating pods and areas along railing in front of pods where tables/chairs reside
- 20 FT in front of open concessions or seating must be provided for quality dining experience

Restricted Spaces - available only if contracted for another use:

- Food Court seating area in lower rotunda
- Lounge on upper rotunda, Exterior Landing outside upper rotunda, Riverwalk zones
- Tiled area on Level 1 (i.e. pre-function Ballroom B & C)

Exhibitor Services

Licensee must include provided service order forms and policies in exhibitor kits and submit a sample kit to [TCC Exhibit Services](#) for review prior to distribution. Re-Selling services and rate changes must be approved in advance by TCC's exclusive in-house provider. Exhibitor list to include contact, company, booth #'s, address, phone, and email must be submitted to [TCC Exhibit Services](#) 45 calendar days prior to contract start date with updates provided to event start.

Fire Marshal

Requirements

- Exit doors must remain unlocked and unobstructed at all times
- 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

Floorplan Permitting

Required by Fire Marshal 45 days prior to contract start date for tradeshow/exhibits or sporting events. Modifications subject to same approval. Permit required to open event.

Requirements

- Drawn to scale with name, location, move in/out dates, submission and revision dates
- All locations used for exhibits, signage and displays
- A legend with all icons represented on the floor plan
- Aisle dimensions, # of booths/sizes, net and gross square footage
- Exhibit booths must be in line with floor ports
- Locations shown for: building shell (including exits); columns; entrance displays; fire hoses, cabinets, extinguishers; floor ports; hard walls with measurements; motorized equipment; multi-level booths; perimeter pipe & drape; queuing lines; registration/lobby areas with structures; service desks; storage areas; vehicle displays
- 10 FT minimum width for interior aisles
- 10 FT minimum clearance for restrooms and common areas
- 20 FT clearance in front of concessions; or a designated area for dining on show floor
- 20 FT minimum clearance for points of ingress and egress
- 20 FT maximum length for dead-end corridors
- 200 FT minimum distance to exits

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.](#)

Lost & Found

Report items to an active Information Desk or the nearest staff member.

Noise Guidelines

Notify CSM in advance of any musical presentations or noise-related activities. TCC retains the right to regulate volume so not to interfere with another event.

Security

TCC's in-house partner Allied Universal provides 24-Hr building security to monitor all critical systems and is the required vendor for security at our loading docks. Bag checking and metal detector surveillance is mandatory for public events, with TCC making final determination for check points.

TCC reserves the right to require security personnel to ensure a safe event to include uniformed Tampa Police officers for traffic control. Security services form a separate contract billable directly to Licensee. Licensee using an outside security provider must notify CSM 45 days prior to contract start date.

Licensee must submit the following within 30 days prior to contract start date:

- Florida Dept. of Agriculture & Consumer Services Agency class "D" license
- Security plan to include the following:
 - Schedule of positions, hours of coverage and detailed cost estimate
 - Weapons policy, attendee screening & crowd management procedures
 - On-site contact person during event
- Florida Dept. of Agriculture & Consumer Service class "D" license for each officer within 48 hours prior to contract start date; TCC reserves right to spot check for licenses

Sail Pavilion Event Space *NEW 8/2019*

The Sail Plaza may be booked for exhibits, food and beverage functions, concerts and other event related activity with certain requirements as follows:

Protective Measures for good stewardship of new Plaza

- Clings, banners, etc. to attach to posts must be pre-approved by the Operations Manager
- Structural posts must be protected by closed cell Polyethylene foam or similar wrap during move- in/move-out of exhibits, freight or vehicles occurs
- All concrete shall be protected by Ram board or Masonite board when lifts or forklifts are utilized. Tires shall be non-marking
- No staples, nails or fasteners shall be attached to the structure components. Only painters tape or masking tape may be utilized. Tents or displays requiring weights on the Sail Plaza must use sandbags
- Great care shall be taken not to damage or mark the shell embedded concrete finishes. No paint, stain, or staining materials may be used. Caution must be used when setting up and tearing down to protect and prevent damage to the Shade Structure posts and fabric. Nothing may be attached to the Shade Structure fabric panels.

Prohibitions to ensure a successful event

- Events and event attendees shall not impede upon The Sail, Big Ray's Fish Camp, the Riverwalk, or pedestrian traffic along the public sidewalk areas
- The use of concrete or metal weights
- The selling of outside food or beverage items
- No open flame, grill, pyrotechnics, or fireworks
- Large inflatables, such as a bounce house
- Confetti is not permitted

Vehicle Displays (Guidelines from General Building Policy)

- Must not block entrances/exits or Tampa Fire Rescue access locations
- Fuel tanks must be less than ½ a tank for cars and less than ¼ if larger than a car
- Fueling and de-fueling must be done off premises
- Keys must remain in Security Command during event
- Operators must be at least 16 years old
- Visqueen or a drip pan must be placed underneath and remain in place at all times

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

Audio Visual <i>unless waived*</i>	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

**3-year consecutive history required for Sales & Marketing Manager approval.*

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.

Tax Exemption

A Florida Sales Tax Exemption Certificate with the same organization listed in license agreement, must be submitted to TCC's Fiscal Department within 7 days of contract start date. US Federal Income Exemption not accepted.

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 for cars and less than ¼ if larger than a car
- Fueling and de-fueling must be done off premises
- Keys must remain in Security Command during event
- May not be jump-started on premises
- Operators must be at least 16 years old
- Visqueen or carpet must be placed underneath and remain in place at all times

Security Command is staffed at TCC 24 hours a day, 7 days a week and can be reached at (813) 274-7791

This is your point of contact for disturbances, suspicious persons or packages, assaults, threats, theft, missing persons, interference by protestors or any other urgent matter. A security rover will be dispatched to the location and call for Tampa Police to detain and arrest perpetrators as required. Security will prepare an incident report to include photo documentation and police report.

EMERGENCY PROCEDURES

Fire Alarm Evacuation

If the fire alarm is activated, proceed to the closest exit. Evacuation exits are marked on the attached map and should be shared with all event staff.

- Follow instructions from TCC Staff and announcements made over the PA system
- Remain at the evacuation location until the “all clear” is given by Evacuation Location Supervisor
- Maintain contact with your CSM or Evacuation Location Supervisor for status updates
- After the “all clear,” return to the building and assess any damages in the case of an incident

Severe Weather

If severe weather is detected close to the facility, direct people outside to move inside away from doors and windows. Shelter-in-place until an “all clear” is announced by radio or PA system.

Emergency directives will be provided to TCC by the City’s Emergency Operations Center if area-wide.

Active Shooter/Person with Weapon

In the case of an active shooter, an “armed intruder” announcement will be announced over the PA system followed by the fire alarm. Follow the Department of Homeland Security recommended procedure to RUN to closest exit, HIDE if running to an exit is not possible and as a last resort, find a weapon and FIGHT the perpetrator.

Missing Person/Child

For missing person/child, report to a TCC staff member or to Security Command by calling 813-274-7791. Be prepared to provide a full description of the subject to include as age, height, weight, hair color, eye color, special needs and the last location seen. TCC Security will make announcements via radio, house PA system and conduct search operations as needed. All parties should report to the Information Desk located on the Registration level for reunification.

Bomb Threat

If a bomb threat is received, TCC staff will notify authorities and provide additional instructions to building occupants. If a building-wide evacuation is decided, the fire alarm will be activated to evacuate the building.

First Aid/Medical Assistance

Contact the assigned CSM and if unavailable, call Security Command at 813-274-7791 on site 24/7 to get in direct contact with any on-site police officers and paramedics working in the building; otherwise call 911. TCC staff can also radio for help. Report location and severity of situation. First Aid rooms on-site may be used. A confidential Incident Report will be prepared by Security for TCC Management only.

AED-Automated External Defibrillator

On-site paramedics carry portable AED's when dispatched. CSM's also trained in AED use and CPR.

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

Hospitals within 4 miles or less:

Tampa General Hospital (Level 1 Trauma)	1 Tampa General Circle
Memorial Hospital	2901 W. Swann Avenue
St. Joseph's Hospital (Level 2 Trauma)	3001 W. Dr. Martin Luther King Blvd.

Security Assistance

Notify TCC staff of unruly or suspicious persons for immediate reporting to Security Command.

Elevator Entrapment

Push the emergency bell to alert persons nearby. Use emergency telephone intercom on control panel to contact Security Command. Do not attempt to force the elevator doors to open.

Power Outage

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

Hazardous Material Spill

Notify TCC staff immediately of a hazardous material spill. Quarantine spill area to prevent personal contamination. TCC staff may call for fire alarm evacuation or shelter-in-place to limit exposure.

**TCC promotes the Homeland Security campaign: If You See Something, Say Something
Contact Security Command with as much information as possible if you see any of the following:**

-A person demonstrating suspicious behavior such as profuse perspiration, extreme nervousness, changing directions when being approached, avoiding eye contact, unresponsive to questions, or wearing clothing that is unsuitable for the weather conditions of the day.

-A person in areas not open to the public without a credential, persons taking photographs of building systems/equipment or making notes of sensitive building access areas.

-A vehicle parked, stalled or abandoned on the property of the Center without proper credentials.