



Exhibitor Bulletin

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.



Tampa Convention Center
333 S. Franklin Street | Tampa, Florida 33602



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 on property. If these arrangements have not been made prior to the event and hazardous materials are left behind, Licensee will be charged directly for the disposal and handling fees.
- Hazardous chemicals and materials (gasoline, kerosene, propane, cleaning solvents, and other petroleum-based materials) are prohibited inside the building unless approved by the 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 100 sq. ft. shall require a permit from the TFM and must have a battery-operated smoke detector installed.





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
- Beverages – 2 ounces
- Wine – 2 ounces
- Beer – 2 ounces

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





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



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