



General Building Policies

Licensee agrees to adhere to the policies and procedures of Tampa Convention Center (TCC) and the General Fire & Safety Requirements outlined in the Florida Fire Prevention Code, Life Safety Code NFPA 101, and Fire Code NFPA 1. TCC reserves the right to alter and/or amend these General Building Policies, which are an extension of the License Contract (reference Section 7).

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

Air Conditioning/Heating: Air conditioning or heating is provided complimentary during scheduled event hours. Additional services during move in or move out activities may be requested at the prevailing rates, provided all exterior doors remain closed while HVAC system is in operation. Please see Price List for fee schedule.

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

Box Office: Licensee is responsible for making their own arrangements for handling ticket sales and box office operations. TCC has portable ticket booths available for rental. Please see Price List for fee schedule.

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

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

Compliance with Laws: The Licensee shall not discriminate against any person because of sex, race, religion, ancestry, national origin, or disability. Licensee shall not directly or indirectly display, circulate, publicize or mail any advertisements, notices, or communiqués, which state or imply that any facility or services shall be refused or restricted due to discrimination.

Copyright Fees: The Licensee guarantees that no music, artistic work or other property protected by copyright will be performed, produced, exhibited or used without securing proper licensing agreements. Nor will the name of any entity protected by trademark be reproduced, exhibited or used during Licensee's use of TCC without the expressed, written permission from the copyright or trademark holder. Licensee shall indemnify and hold TCC and its representatives harmless from all liability, costs and claims, losses and/or damages (including court costs and attorneys' fees) with respect to such copyright or trademark rights and infringements involving their event.

Cost Estimate: Ancillary expenses will be submitted to Licensee for review and must be returned to TCC with an approval signature no later than 14 calendar days prior to the first contracted day. All projected ancillary expenses must be paid no less than 7 calendar days prior to the first contracted day of the event.



Decorator Storage: Limited crate storage is available only within the marked areas on the loading dock during the term of the License Contract. Crates or other equipment will not be 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.

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 properly secured while in use inside the facility
- 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.

Exclusive Services: TCC has exclusive rights to provide the following services:

- Advertising network
- All utilities (electric, air, plumbing, telephone, and Internet)
- Audiovisual services***
- First aid/medical and all life safety personnel
- Rigging (anything attached to the facility infrastructure)
- Sales and serving of all food and beverage, including alcoholic and non-alcoholic beverages
- Security at loading docks and front drive

*****Exceptions to this policy can be made for:**

1. **Customers who have a proven history of multiple years/occurrences with another audio visual provider.**
2. **Events that have production elements included (i.e. large scale sound, lighting, session recording, and/or image magnification)**

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 Convention Services Manager for review and approval prior to distribution to exhibitors.

Exhibitor Lists: It is the responsibility of Licensee to provide an initial exhibitors list (which includes contact name, company name, booth assignment, company address, company phone number, and company email address) at least 45 calendar days prior to the first contracted day of the event. The Licensee is also responsible for providing updated Exhibitor Lists periodically during the planning process.

Fire Regulations: General fire safety requirements apply to all shows. For specific information, refer to the Florida Fire Prevention Code, Life Safety Code NFPA 101, and Fire Code NFPA 1. 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 (TFM) 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.

**Fire Regulations (continued):**

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. Failure to comply with this policy may result in the assessment of handling and disposal fees by the venue.
- 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 motorized equipment and lifts used indoors must be propane or electric powered. Propane powered equipment must also 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 (collapsible paper lanterns) are prohibited on TCC property.
- Sprinklers must protect single-level covered areas over 300-sq. ft. and multi-level exhibit booths or a 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.

Fire Watch: Based on event activities and projected attendance, Fire Watch services may be required at Licensee's expense. Fire Watch services will be coordinated through TCC. Please see Price List for fee schedule.

Events with any of the following may require an on-site Fire Watch:

- Vehicles on display (6 or more)
- Motorized machinery using fuel
- Fog Machines
- Fireworks/Pyrotechnics***
- Certain Types of candle centerpieces or open flames
- Cooking and/or food warming devices
- Other times as may be required by the Fire Marshal

***** All pyrotechnics require special permitting through the City of Tampa Fire Department.**



First Aid/Medical Services: Based on event activities and projected attendance, first aid (Paramedic) services may be required at Licensee's expense. Paramedic services will be coordinated through TCC. Please see Price List for fee schedule.

Floor Plans: Events which are scheduled to occur in the Exhibit Halls, include exhibits, or vary from pre-approved maximum capacities for the designated event space require submission to the Tampa Fire Marshal's Office for review and approval (via permit). Licensee, or designated contractor is responsible for submitting floor plan(s) and subsequent permit fees to TCC for initial review and submission to the TFM. Floor plans which 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:

- Legend that includes all icons represented on the floor plan
- Name and date of show
- Name/location of TCC licensed space
- Original date of submission and all revised dates, if applicable
- All aisle dimensions and exits
- Booth dimensions (Multiple level 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
- Motorized equipment and vehicle displays
- Floor ports
- Entrance displays

Any variance to these guidelines must be submitted in writing to TCC for approval by TFM.

Floor Plan Guidelines:

- 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' to an exit.
- Dead-end corridors should be no longer than 20'.
- Exhibit booths or exhibit enclosures more than 50' from the exit access aisle are required to have at least two exits opposite each other.
- Exhibit booths must line up on floor ports.
- Pre-function space must be contracted if Licensee/Decorator will have anything more than an eight foot table with two chairs outside their contracted meeting room(s). Prior to occupying pre-function space, detailed floor plans must be submitted and approved by TCC and TFM.
- No exhibit booths, registration tables, or any other equipment may be set-up within ten feet of any public restrooms, common spaces or concession stands.



Floor Protection: Carpeted areas and Terrazo floors must be protected from forklifts, scissor lifts, the movement of crates, registration counters, placement of vehicles, pallet jacks, signs, furniture and all other rolling stock. This may be accomplished by the use of six mil reinforced polyethylene sheeting. In the case of heavy freight, the use of plywood or other similar material may be required. The use of carpet, duct, gaffer or other high residual tapes on terrazzo flooring is prohibited. Sample adhesives must be submitted to TCC Director of Operations prior to installation on TCC property. Licensee is responsible for removing all tape and residue marks from the floor. Failure to comply with this policy may result in the assessment of supplies and labor fees related to the restoration of damaged surfaces.

Only TCC approved tapes may be used including Polyken 105C, Renfrew #174, Asiachem SST-736 or equivalent.

Food Preparation/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 TCC 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 (commercial) 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, as well as 2A-10BC 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.
- Licensee 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.

Identification Badges: Licensee will be responsible for ensuring persons working their event have a badge with the company name and employee name (picture I.D. preferred) or brightly colored stickers issued to temporary employees with an expiration date. Persons without the appropriate identification will be directed to the proper location for credentials or asked to vacate the premises.

Keys: Upon request TCC will provide four keys (Maximum) per room on a complimentary basis. Fees will be assessed for lock changes, lost and non-returned keys. Please see Price List for fee schedule.

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

OSHA Regulations: Compliance with the Occupational Safety Health Act is the responsibility of Licensee and any of its contractors.



Pre-function Space: Licensee is only permitted to place one eight-foot table with two chairs set directly outside their contracted meeting space. Use of Pre-Function space for any other purpose must be approved in writing (via License Contract Modification) by TCC Sales and Marketing.

Production Companies/Decorators and other Service Providers: Decorators and other service providers must meet all insurance requirements in order to perform work at TCC.

Public Area/Common Space: Under no circumstances can an exhibit booth, registration table or any other obstruction 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.

Rigging: All rigging plots, indicating location and weight loads per point, must be submitted to TCC's exclusive rigging contractor at least 21 days prior to the first move in day for review and approval. Rigging plans submitted after the 21 day cut off will be assessed a \$100 fee. Rigging installation is exclusive to TCC's in house contractor and cannot be performed by any other entity. Ceiling rigging in meeting rooms is only permitted from airwall tracks at pre-approved loads.

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.

Room Set-up: The initial room set is complimentary for all ballrooms and meeting rooms which are set theater, classroom, conference, banquet, or reception style. Additionally, General Sessions and banquet events in the exhibit halls also include an initial complimentary set. All sets are contingent upon available TCC inventory during the term of the lease contract.

One room turnover is extended complimentary if it is to or from a full meal function (i.e. breakfast, lunch or dinner). Subsequent turnover fees may be assessed beyond the complimentary set for multiple day turnovers. Please see Price List for specific fee schedule.

Changes to the approved set five (5) days or less prior to the first move-in day will be charged at the prevailing rate. This includes, but is not limited to, the addition or removal of inventory, e.g., tables, chairs, riser, performance staging, and lecterns.

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 (continued):

Sampling portions should not exceed:

Food	2 ounces	Wine	2 ounces
Beverages	2 ounces	Beer	2 ounces
Liquor	1/2 ounce		

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



Security: TCC provides 24 hour building security coverage to monitor fire alarm, surveillance and other essential systems. Additionally, Loading dock and Front Drive security shall be provided by the in-house security provider to ensure the safety and consistency of traffic operations.

Licensee may contract TCC security or choose to use a third party security vendor to provide non-exclusive security services for leased space. All third party security providers must comply with TCC guidelines and have a signed contractor agreement and applicable insurance on file in order to do business within the facility. Should you choose to utilize a vendor other than the TCC in-house vendor, you will be required to provide your event security plan / schedule a minimum of 30 days prior to your first scheduled move in day for review and approval by the TCC Security Director.

Coordination of services and emergency communication requirements must be confirmed with the TCC Security Director prior to the first move in day of your event.

TCC Management reserves the right to make the final determination of security required to ensure the safe and secure operation of each event. Tampa Police Department may also require uniformed officers for traffic control and/or public safety.

Service Desk: TCC will maintain a service desk at exhibit shows during move-in, show hours and move-out. TCC will coordinate hours and location of the service desk in advance with the designated General Services Contractor.

Signs/Banners: Sign and banner hanging are exclusive services provided by TCC's in house contractor. Sign and banner hanging requirements are as follows:

- All signs and banners hung in or on TCC property must be reviewed and approved by TCC's in house contractor.
- Signs must be professionally produced to ensure proper quality, typeset, and appearance.
- Signs cannot be taped, nailed, or screwed to walls, doors, or related fixtures.
- Signs cannot block exit signs, emergency exits, fire alarms, or suppression equipment.
- Sign preparation (i.e. painting, construction, etc.) is not permitted on TCC property.
- Signs placed outdoors must be constructed for outdoor use and must be placed in suitable frames for outdoor use. The use of easels for outdoor signage is prohibited.

TCC Management reserves the right to remove any sign or banner (regardless of mounting method) that is deemed inappropriate for public display.

Smoking: Smoking is not permitted anywhere on TCC property.

Tax Exemption: In order to receive an exemption from Florida State sales tax, a copy of the Florida State Sales Tax Exemption Certificate must be submitted prior to the event. The organization name on the certificate must match the name on the TCC License Contract in order to be eligible for sales tax exemption. A United States Federal Income tax exemption is not applicable to exemptions of Florida State sales taxes.



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 1/2 tank of fuel, whichever is less. Vehicles or equipment fueled by LP gas must comply with NFPA #58 and may not be operated during show hours.
- Fuel caps must be taped/sealed completely around to prevent escaping vapors.
- The positive battery cable must be disconnected and either taped 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.
- 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 and Fire Watch personnel must be present to supervise display vehicle ingress and set up into the facility.
- TCC personnel must be present to supervise display vehicle tear down and egress from the facility.