



Exhibitor Bulletin

Welcome Exhibitor to the Tampa Convention Center. We thank you for choosing to exhibit at our facility.

Following is an excerpt of our General Policies applicable to Exhibitors. These represent 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 the General Building Policies. The complete General Building Policies can be found on our website: TheTampaCC.com/Documents-and-Forms

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 from TCC management, 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.

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.

Hazardous Materials

- Flammable compressed gases, explosives, and blasting agents are prohibited inside the building at all times.
- Non-flammable compressed gases are prohibited inside the building during events.
- Flammable or combustible liquids/materials are prohibited inside the building without prior approval from TCC and TFM. If approved, a disposal plan must be presented to TCC including the contact information for the disposal company and the date of pickup.
- Flammable or combustible materials within exhibit booths shall be limited to a one-day supply.
- Flammable or combustible waste is to be stored in non-combustible, covered containers in a designated area outside the building and properly disposed of daily.

Failure to comply with this policy may result in the assessment of handling and disposal fees by the venue.

General Safety

- Exit doors must remain unlocked and unobstructed at all times.
- Fire hose cabinets, fire extinguishers, fire alarm pull-stations, and Fire Department connections must remain unobstructed or obscured from view at all times.
- Non-display fuel-powered vehicles or equipment (forklifts, cranes, etc.) must be equipped with a fire extinguisher and be stored outside of the building when not in use and during show hours.



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General Safety (cont.)

- Open flame devices are prohibited. However, candles may be permitted, if they are protected by hurricane lamps or similar protective enclosure. Prior approval is required by TCC and TFM for candle use and may require an onsite Fire Marshal. *Chinese lanterns (collapsible paper lanterns) are strictly prohibited on TCC property.*
- Automatic extinguishing systems must protect single-level booths or tents over 300-sq. ft. and each level of multi-level exhibit booths. Non-compliance may result in the requirement of a Fire Watch at the expense of either the Licensee or Exhibitor.
- Covered areas, including tents, over 900 sq. ft. shall require a permit from the TFM.
Note: Permit pricing is subject to change. Please consult with Tampa Fire for specific rates.

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 Preparation and Display:

- All fire extinguishers must have proof of a current inspection within the last year by a licensed fire extinguisher contractor.
- The utilization of commercial deep fryers is strictly prohibited.
- The utilization of combustible oils, solids, or grease products require both a class-K, and 2A-10BC fire extinguisher.
- The utilization of electrical warming equipment requires a 2A-10BC fire extinguisher.
- Licensee is responsible for providing an appropriate number of food prep and clean-up areas on the show floor.
- Disposal of cooking residue into TCC's drainage system is strictly prohibited. Holding tanks or grease barrels must be disposed of appropriately.

Guidelines for Cooking Equipment:

- Must be UL listed.
- Meet the NFPA 101 Life Safety Code.
- Must be isolated from the public by at least 4'.
- Must be limited to 288 square inches of cooking surface.
- Must have an automatic shut off feature.
- Must be kept 2' from any combustible materials and other appliances.

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. Parking on Loading Docks is strictly prohibited.

Additional guidelines for loading and unloading include:

- Contact information must be provided to the Upper Dock guard upon arrival.
- Vehicles will be issued a 30 minute pass for loading and unloading.
- Vehicles must load or unload in the allotted time frame and exit the building.



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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	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.

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.