



## GENERAL BUILDING POLICIES

Thank you for choosing the Tampa Convention Center (TCC). Please take a few moments to read through our General Building Policies as they are an extension of your License Agreement (Section 10). Your Sales or Convention Services Manager (CSM) can answer any questions you may have. TCC reserves the right to amend policies.

General fire safety requirements apply to all events. 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." Compliance with the Occupational Safety Health Act is the responsibility of Licensee and any of its contractors.

**Abandoned Property:** Any property unclaimed following the term of the License Agreement will be considered abandoned by Licensee, its contractors, attendees 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, shipping and/or disposing of the abandoned property.

**ADA Accessibility:** Licensee and TCC are mutually responsible for creating accommodations for guests which meet or exceed the requirements stated in the Americans with Disabilities Act. All restrooms are ADA accessible and Braille signage is located throughout the facility. With advance notice, auxiliary hearing devices are available through our in-house AV provider. The Center has an all access ADA lift located on the East Registration for access from the 2<sup>nd</sup> to 3<sup>rd</sup> floors and is exclusively used for this purpose.

**AED (Automated External Defibrillator):** On-site paramedics are equipped with portable AED devices when dispatched. Additionally, there are (6) AEDs located within TCC.

**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 (Display):** Animals may be displayed in conjunction with an exhibit, only if proper insurance coverage has been provided at least 45 days prior to the event. Owners are responsible for pet's actions and cleanup/disposal of waste. In some cases, visqueen or carpeting may be required, at Licensee expense. A green space is located adjacent to Big Ray's Fish Camp. See **Service Animals** for additional guidelines.

**Balloons:** Helium balloons are permitted with prior approval, provided:

- They are not displayed in lobby areas (except as 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.

Mylar balloons are strictly prohibited. Please note, fees will be assessed for loose balloons which require TCC labor to retrieve.

**Banners/Signs:** Sign and banner hanging are exclusive services provided by TCC's in-house provider. A banner guide of approved locations is available through Encore Event Technologies. 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.

**Bleachers and Multi-Level Booths:** Clients in need of bleacher seating for their event may contract directly with TCC's preferred vendors. Clients who wish to use their own vendor may submit a written request to the CSM for review. All bleachers and multi-level booths must meet the following criteria for approval: drawings sealed by a Florida registered Professional Engineer, certification of Fire and Florida Building Code compliance, and ADA compliance.

**Box Office:** Licensee is responsible for making their own arrangements for handling ticket sales and box office operations. Licensee will be required to hire off-duty police for a box office event.

**Cable Television:** Arrangements for cable television service can be made directly with a local provider. Licensee is encouraged to facilitate these arrangements as early in the planning stage as possible.

**Catwalk Access:** Licensee or their designee may gain access to the Catwalk with advance approval. Access to the catwalk requires escort by TCC personnel.

**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, security, and guest services personnel in an attempt to find the accompanying adult.

**Cleaning Services:** Complimentary cleaning services are provided by TCC 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 do so 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 age, 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 and Trademarks:** Licensee shall indemnify and hold TCC and its representatives harmless from all liability, costs and claims, losses and/or damages (including court costs and attorney fees) with respect to copyright or trademark rights and infringements involving their event.

**Concessions:** TCC maintains the right to open concession outlets during events to create a quality guest experience. Licensee may not block access to any concession outlet without advance approval. TCC's food & beverage provider may require a minimum to open a concession outlet. A minimum of 20' clearance should be maintained in front of concessions outlets and designated food service areas.

There is a minimum sales guarantee when requesting food outlets to be open. Please contact the Director of Catering Sales for specific details.

TCC maintains exclusive and restricted space for food & beverage service and guest seating. They are as follows:

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

2 seating pods and areas along railing in front of pods where tables/chairs reside

**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 first floor (Pre-function Ballroom B & C)

**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.

**Damage Assessment:** A pre- and post-event damage assessment of all contracted space will be conducted with the CSM and Licensee (or their designee). Any damages found at the conclusion of the event, not deemed pre-existing, will be billed to the Licensee. This includes failure to restore exhibit space to its condition at the beginning of License period.

To help minimize the potential for damage, TCC requires all items be set 2' off walls/airwalls.

**Decorating/Clings/Decals:** No materials may be affixed or attached to walls/wall panels, windows, columns, doors, ceilings, floors, or TCC owned equipment (tables, chairs, easels, etc.) 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.

Additional guidelines include:

- Decorations are 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 any of TCC's existing 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.
- Clings must be transparent or be only 50% on any glass.
- Use of glitter, confetti, or birdseed is strictly prohibited.

**Demonstrators/Protesters:** Persons engaged in demonstrations or protests must be outside of the facility and within the first 6' from edge of the curb. Access to sidewalks must not be blocked, nor the flow of traffic. Demonstrations/ protests may not impede upon guests entering/exiting the building. The on-duty CSM and Director of Security will work in tandem with the Licensee to monitor any demonstrations/protests which arise.

**Drones:** Use of drone technology is permitted in contracted interior spaces, provided TCC has received proof of Drone/AUV Liability Insurance, to include products and completed operations property damage & bodily injury limit of \$1M per occurrence/\$2M aggregate. Due to the center's close proximity to Tampa General Hospital and Peter O'Knight Airport, use of drone technology in exterior spaces also requires proof of FAA approval.

**Dumpster Pulls:** TCC maintains a regular schedule with the City of Tampa Solid Waste department for removal/emptying of on-site dumpsters. Additional dumpster pulls required due to heavy event activity are billable to Licensee. See [Price List](#).

**Exclusive & Preferred Service Providers:** For pricing and ordering of services, please visit our [website](#).

<b>Exclusive Services</b>	<b>Company</b>
Audio Visual	Encore Event Technologies (unless waived*)
Banner/Sign Installation	Encore Event Technologies
Digital Messaging Boards	Encore Event Technologies
Fire Watch/Permitting	Tampa Fire Rescue / Tampa Fire Marshal
Food & Beverage	Aramark
Front Drive Ambassador	Sentry Event Services
Internet	Smart City Networks
Paramedics	Tampa Fire Rescue (TFR)
Police/Traffic Control	Tampa Police Department (TPD)
Rigging	Encore Event Technologies
Security – Loading & Boat Docks	Allied Universal
Utilities (electric, plumbing & air)	Edlen

<b>Service</b>	<b>Preferred In-House Providers</b>
Ambassadors	Sentry Event Services
Event Security	Allied Universal

### **All Other Providers**

Use of outside providers must be submitted to CSM 45 days in advance of first contracted date, to include COI. \*Outside Production AV does not include break-out sessions. If approved for use, outside providers are subject to TCC's General Building Policies as well.

*\*3-year minimum consecutive history with same AV provider required for exemption.*

**Exhibitor Services:** Licensee must include all TCC provided service order forms and policies in exhibitor kits. A sample kit will need to be submitted to TCC Exhibit Services for review prior to distribution. Re-selling services and rate changes are prohibited. An 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.

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

**Exhibit Hall Floor Weight Load:** The TCC exhibit halls have strict loading limitations. These limitations vary depending on the location within the hall space. If a dead load is greater than 20K lbs. or a dynamic load is greater than 10K lbs. to be displayed, the equipment manufacturer shall be supplied with a copy of the TCC Exhibit Hall floor loading diagram. The manufacturers engineer will determine if the load is within acceptable parameters and supply the Licensee with written documentation on company letterhead with Engineering signature and license

number stating compliance of the specific equipment. A copy of this document must be supplied to the Convention Services Manager upon submission of the floor plans.

**Fire Safety Regulations:** 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.

**General Regulations:** Listed below are some of the guidelines associated with fire safety regulations:

- Exit doors must remain unlocked and unobstructed at all times.
- Fire hose cabinets, portable fire extinguishers, fire alarm pull-stations, and Fire Department connections shall not be obstructed or obscured from view.
- Covered areas, including tents, over 900 square feet shall require a permit from TFR. Covered areas, including tents, over 300 sq. ft. must have a battery-operated smoke detector installed and a fire extinguisher. 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.
- 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.
- 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.
- 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. 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 Watch:** Based on event activities and projected attendance, Fire Watch services are required at Licensee's expense, and coordinated through TCC. Please see [Price List](#) for fee schedule.

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

- 6 or more vehicles on display. Fire Watch is required during vehicle move-in, move-out, and show hours (including 1 hour prior to show opening).
- During heavy vehicle move-in/out activities inside the facility
- Motorized machinery using fuel
- Fog Machines
- Fireworks/Pyrotechnics require special permitting through City of Tampa Fire Department
- Certain types and quantities of candle centerpieces or open flames
- Cooking and/or food warming devices

**Floor Plans:** Events which include exhibits, or deviate from pre-approved maximum capacities, or are scheduled to take place in the exhibit hall(s) require floor plan submission to the Tampa Fire Marshal's Office for review and approval. Floor plans which involve exhibits must receive approval (permit) prior to the sale of booth space. Modifications to an approved floor plan must go through the same review and approval process as the original floor plan (less the review fee). Events cannot open without the approval (permit) of TCC and the TFM.

All floor plans submitted for review should meet the following requirements:

Floor plans should be drawn to scale using the TCC provided template:

- Labeled with event name, location within the Center, contracted dates of the space, along with submission and revision dates
- Include a legend of all icons represented on the floor plan
- All aisle dimensions, # of booths/sizes, net and gross square footage
- Booth dimensions (Multiple level booths must be identified)
- Exhibit booths line up on utility floor boxes
- Location shown for all exits, fire hoses, cabinets, extinguishers, columns, queuing lines, lobby areas with structures, and storage areas
- Border pipe and drape or hard walls
- Location of decorator and TCC Service Desk and storage areas
- Registration areas
- Motorized equipment and vehicle displays
- Floor ports
- Entrance displays
- 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'
- The travel distance within an exhibit booth, or exhibit enclosure, to an exit access aisle shall not exceed 50'.

- 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 20' of any public restrooms, common spaces or concession stands
- (2) freight-free aisles, per exhibit hall, should be designated on the floor plan and maintained during move-in/out

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

**First Aid/Medical Services:** Based on event activity and projected attendance (500+), paramedic services may be required at Licensee's expense. Paramedic services will be coordinated through TCC. Please see [Price List](#) for fee schedule. An off-duty or volunteer paramedic, nurse, or doctor is not acceptable coverage. Additional paramedics may be required for events with 5,000 or more attendees.

**Flag Poles:** Flag poles located on TCC's property are not available for event use.

**Floor Protection:** Carpeted areas and Terrazzo 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 residue tapes on TCC flooring is prohibited. Sample adhesives must be submitted to the assigned CSM 45 days 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. These include Polyken 105C, Renfrew #174, Asiachem SST-736 or equivalent.**

**Food Preparation/Cooking/Sampling:** 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 TFM.

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 use of commercial deep fryers is prohibited.
- Use of combustible oils, solids, or any type of grease products requires a serviced & inspected Class-K and a 2A-10BC fire extinguisher.
- Catering Indemnity Form(s) completed and approved prior to any food and beverage activities taking place on TCC premises.



- Use of warming equipment requires a 2A-10BC fire extinguisher.
- Licensee must provide an appropriate number of food prep / utensil clean-up areas.
- Holding tanks or grease barrels are to be supplied by Licensee at their expense. Tanks must be removed promptly at the end of the contracted period. Disposal in TCC drainage system is strictly prohibited.
- Sternos are permissible if placed on fireproof plates or ceramic tiles.
- 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

**Sampling:** Requests for any food and/or beverage sampling of products indigenous to the contracted event must be submitted in writing to the Catering Sales Director 45 days prior to contract start date. Specific information regarding the products intended to be sampled and why this is critical to their exhibit booth should be stated in the letter. TCC reserves the right to require alternate arrangements or deny requests if deemed inappropriate.

Sampling portions are limited to 2 ounces for food/wine/beer and ½ ounce liquor.

**Freight Storage:** Licensee's General Service Contractor will be permitted to store crates on the Upper Loading Dock within the marked designated areas during the term of the License Agreement. Should more space be required, the General Service Contractor will need to store crates on empty trailers. Crates or other equipment will not be allowed to block doorways, fire exit routes or exit ramps. Freight storage is not permitted inside the building.

**Guest Services/Information Desk:** Based on the nature of the event, TCC & Visit Tampa Bay may provide (1) complimentary Ambassador to staff the Information Desk. This desk is not for Licensee use.

**Hold Harmless:** When activity associated with a service provider is not covered by the existing License Agreement, the service provider must submit a Hold Harmless & Indemnification document.

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

**Lighting:** Ballroom lighting may be customized complimentary. Exhibit Hall lighting pods can be disconnected for an additional cost. Control of Ballroom lighting is the responsibility of the Audio Visual/Production company. Please see [Price List](#) for fee schedule.

**Loading Docks/Front Drive:** Click [here](#) for Location Maps. Loading dock spaces may be reserved in advance for early or late trailer drop off/pick-up. Personal vehicles are prohibited from parking on the loading docks. There is a 30-minute limit on personal vehicles for loading & unloading.

- **Upper Loading Dock:** There are 20 upper loading dock spaces available for the exhibit hall
  - Address: 211 S. Franklin Street
- **Channelside Dr. Dock:** There are 3 lower dock spaces for ballrooms/meeting rooms.
  - Address: 111 Channelside Drive
  - Lower Loading Dock allows for trailers 45' and under and box trucks only
- **Front Drive** is available for loading/unloading of personal vehicles.
  - Address: 333 South Franklin Street
  - Limited parking available for personal vehicles

**Lost & Found:** TCC maintains a lost & found at our Information Desk. Any unclaimed items are turned into Security at the end of each day. Security may be reached at (813) 274-7791. Unclaimed items will be donated or discarded.

**Marketing:** TCC provides a complimentary listing of all events on our website, social media platforms and in-house video boards unless otherwise requested. Customized use of video boards is available through our in-house audio-visual provider, additional fees will apply. High resolution photos may be obtained from your TCC Sales Manager for use in marketing and promotion material.

**Marshalling Yard:** The designated Marshalling Yard for TCC is located at 1301 N. Morgan Street in downtown Tampa. Use of this area may be leased directly through the City of Tampa Parking Department by calling 813-274-8933.

**Media:** Branded media vehicles are generally accommodated on property upon arrival. Advance notice by Licensee of scheduled media visits is helpful in ensuring space, and other accommodations, are made for them prior to their arrival. Licensee should notify their CSM if media should be not given access to the Center during their contracted period.

**Noise Guidelines:** Licensee must notify the CSM in advance of any musical presentations or noise-related activities associated with their event. TCC retains the right to regulate volume so not to interfere with another event.

**Nursing Station:** If needed, Licensee will need to make their own nursing station accommodations within their leased space.

**Parking:** A limited number of complimentary parking spaces may be available for Licensee use. Additionally, attendee parking can be arranged for by the Licensee through the City of Tampa Parking Department at (813) 274-8179.

**Pre-function Space:** Licensee may use the Pre-Function space directly outside of their contracted rooms for check-in or registration. Any other purpose or use must be contracted through the TCC Sales and Marketing Department.

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

**Re-Selling:** Reselling of space or TCC services are prohibited without prior written approval by the Director.

**Rigging:** All rigging services must be arranged through our exclusive rigging contractor. This includes all truss, motors, and points for both ground supported, and rigging supported by overhead points. 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.

**Riverwalk:** Although the Riverwalk can be reserved for specific functions, a public right-of-way must always remain accessible for a pedestrian walkthrough.

**Room Set-up:** An initial room set (excluding exhibits) is complimentary in each contracted space. Linens for classroom and round table sets can be ordered through our in-house catering provider. Banquet tables used for food functions will be provided complimentary. All sets are contingent upon available TCC inventory during the term of the License Agreement.

One room turnover is extended complimentary if it is to or from a full meal function (i.e. plated or buffet breakfast, lunch or dinner). Additional room turns are subject to reset fees. Please see [Price List](#) for specific fee schedule.

Changes to the approved set three (3) days or less prior to the first move-in day may be charged at the prevailing rate.

**Sail Plaza:** The Sail Plaza may be booked for event activity through your Sales Manager. Events and event attendees shall not impede upon The Sail, Big Ray's Fish Camp, the Riverwalk, Front Drive, or pedestrian traffic along the public sidewalk areas. The use of the Sail Plaza has/is been intended for use as an extension of our F&B operations and on a rare occasion for table top display booths. The ground cover and weights for equipment and vehicles and the risk to damaging this surface made of fine shell cannot and should not be compromised; therefore, please do not place displays of any type in this area.

**Scooters/Wheelchairs:** Licensee is welcome to provide scooters/wheelchairs for guests. TCC does not have scooters or wheelchairs available for event use.

**Security:** TCC has 24-hour building security to monitor all critical systems. TCC will provide (1) complimentary loading dock guard. Additional loading dock guards may be required at Licensee's expense based upon event activity and are exclusive to our in-house security provider.

One (1) complimentary Front Drive Ambassador shall be provided by TCC to ensure the safety and consistency of traffic operations. Additional Front Drive Ambassadors may be required, at Licensee's expense, based upon event activity (shuttle buses, ballroom exhibitor move-in/out).

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 applicable insurance on file in order to do business within the

facility. Should you choose to utilize an outside 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 & Safety Manager.

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

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.

TCC has security cameras inside and outside the building. These cameras are part of our security team's efforts to ensure the safety of our clients and the public.

The 24-hour telephone number for TCC Security Command (813) 274-7791. Also contact the Security Command for Lost & Found. In the event of an emergency, please call 911.

TCC follows Florida Statute Chapter 790 when referring to concealed weapons or firearms. Please refer all questions concerning this statute directly to the TCC Safety & Security Manager for clarification.

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 Animals:** Service animals are to remain on a leash or stay within voice command of the owner. Owners are responsible for pets' actions and cleanup/disposal of waste. TCC reserves the right to inquire of guests as to the status of any animal brought into the facility.

**Shipping:** The UPS Store is located on the 3<sup>rd</sup> floor of the Center, just outside of the West Hall. Licensee may make arrangements with The UPS Store for inbound/outbound shipping or any other business services. Freight addressed to the Licensee's General Service contractor will not be accepted by The UPS Store.

**Signs:** See Banners/Signs

**Smoking/Vaping:** Smoking and vaping are not permitted on TCC property in compliance with the Florida Clean Indoor Act.

**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 at time of contracting. The organization name on the certificate must match the name on the TCC License Agreement in order to be eligible. A United States Federal Income tax exemption is not applicable.

**Utilities:** All electrical, water, drainage and air connections can be ordered through TCC's exclusive provider.

**Vaccination Identification:** If a licensee wishes to require vaccination cards of their attendees they can do so within their rental space only. If a client has the entire facility and wishes to require vaccination cards it should be a secured venue to prevent the general public from being included in the request. Disallowing the general public to enter an unsecured public property is not an alternative. TCC employees nor partner employees are permitted to participate in any way in the client seeking to implement verification of a COVID vaccination card.

**Vehicles/Equipment:** Motorized equipment and vehicles, including interior aircraft displays, may be permitted during events provided Licensee has TCC & TFM approval and the following conditions are met:

- Fuel tanks must have less than 1/2 tank of fuel or less than 10 gallons, 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 move-in and set up into the facility.
- Fire Watch must be ordered for events with 6 or more vehicles on display. Fire Watch is required during vehicle move-in, move-out, and show hours (including 1 hour prior to show opening).
- TCC personnel must be present to supervise display vehicle tear down and move-out from the facility.

**Wi-Fi:** Guests may enjoy complimentary wi-fi at The Sail and in the Rotunda. Additional wi-fi areas can be arranged with our in-house technology provider.