



Production Fact Sheet

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|-------------------|--|-------------------|--|
| Event Name | | Start Date | |
| | | End Date | |

| General Information | | | |
|---------------------|-----------|------------------|--|
| Contracted Space: | | Name: | |
| Acct Exec: | | Email: | |
| Phone #: | Office #: | Fax #: | |
| Event Manager: | | On-Site Foreman: | |

| Time Schedule | | | | |
|---------------------------------------|-----------------|------|------------|----------|
| | Day of the Week | Date | Start Time | End Time |
| Move-In | | | | |
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| Carpeting Installation | | | | |
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| Carpeting Removal | | | | |
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| Production Access on Show Days | | | | |
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| Show Hours | | | | |
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| Move-Out | | | | |
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|------------|--|------------|--|
| Event Name | | Start Date | |
| | | End Date | |

| Loading Docks Door Schedule | | | | |
|--|-----------------|------|------------|----------|
| A security guard must be present while the door is open. | | | | |
| | Day of the Week | Date | Start Time | End Time |
| Lower Dock (1st Floor/ Ballrooms) Trailers under 46' & box trucks only | | | | |
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| East Hall (1) | | | | |
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| Central Hall (2) | | | | |
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| West Hall (3) | | | | |
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|-------------------|--|-------------------|--|
| Event Name | | Start Date | |
| | | End Date | |

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

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| Rigging |
| <p>Rigging of aisle signs, booth signs, banners, or anything attached to the building is exclusive to Tampa Convention Center. For questions, please contact Encore at (727) 686-6012 or Lauren.Crisp@encoreglobal.com.</p> |

| | | | | | |
|--|-------|----|-------------------|-------|-----------|
| Miscellaneous | | | | | |
| Special permits required – Covered exhibits over 300 sq. ft., multi-level, cooking, alcohol, tents, etc. | | | | | Yes No |
| Grand opening activities | | | | | Yes No |
| Early drop-off of trailers – If yes, provide dates, times, & # of trailers below. Approval must be obtained in advance. | | | | | Yes No |
| Date: | Time: | #: | Date: | Time: | #: |
| Date: | Time: | #: | Date: | Time: | #: |
| Date: | Time: | #: | Date: | Time: | #: |
| Subcontractor information – List company name and responsibilities: | | | | | |
| Name: | | | Responsibilities: | | |
| Name: | | | Responsibilities: | | |
| Name: | | | Responsibilities: | | |

MOVE-IN & MOVE-OUT

SAFETY REMINDERS

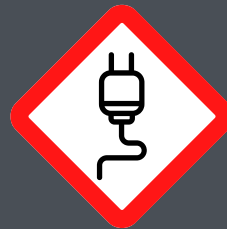
FACILITY

- Do walkthroughs for pre-event and post-event damage reports.
- Do not block fire extinguishers, exits/doorways, hallways, or concession stands.
- Do not use booth space as storage.
- Do not use passenger elevators with heavy loads.
- Do not rest objects against shades, walls, or windows.
- Use no-residue tape when marking floors. Remove any residue on steps, walls, or floors.
- Do not open janitorial closet without consent from Event Manager (EM).
- Do not store wood inside building.
- Do not use the catering freight elevator.
- Do not over-stack crates.
- Use the proper dumpsters for trash and recycling.



EQUIPMENT

- Do not use equipment (including carts, flatbeds, and housekeeping supplies) without permission.
- Do not operate machinery such as forklift at high speeds.
- No forklifts in the 300 meeting rooms.
- Store propane tanks properly.
- Do not overload power circuits.
- Only use cords that are approved and up to code.
- Properly tape and ramp cords.
- Do not daisy chain outlets.



STAFF

- Check in with security command.
- Don't eat from event meals, kitchen staff meals, drink from water towers, or take beverages from refrigerators.
- Do not ask center staff to work extra hours.
- Save TCC Security Command 24-hour number: 813-274-7791.
- Provide instructions when shipping banners.
- Children under 16 are not allowed in move-in/move-out areas.



DOCKS

- Do not open dock doors without guard present.
- Confirm dock door schedule with client.
- Do not leave empty trucks in Platt Street docks.
- Do not block path from dock to kitchen.
- Do not use "TCC Only" docks.
- Do not park personal vehicles on Upper Loading Dock.
- Do not smoke within 25 feet of building.





TCC TRASH & RECYCLING GUIDE



GREEN- RECYCLE & CLEAN CARDBOARD

NO PLASTIC, VISQUEEN, WOOD OR FOOD WASTE

BLUE- FOOD & MISCELLANEOUS

ALL FOOD WASTE MUST BE IN PLASTIC TRASH BAGS

OPEN TOPS- MISCELLANEOUS

NON-RECYCLABLE ITEMS INCLUDING VISQUEEN & PLASTIC

Normal dumpster pull days are Monday and Thursday. Additional pulls may be scheduled in advance for an added fee. This will be coordinated by your event manager upon request.

NO PALLETS OR CARPET MAY BE PUT IN ANY DUMPSTERS



**TAMPA
CONVENTION
CENTER**



TCC TRASH & RECYCLING GUIDE

