



## Tampa Convention Center

333 South Franklin Street  
Tampa, Florida 33602

(813) 274-8511  
(800) 426-5630 (Toll-free)  
(813) 274-7331 (Fax)

[TheTampaCC.com](http://TheTampaCC.com)

# Initial Security Questions for Potential Client/Vendor

Your POC for event security:

Expected attendance:

Start Date/Time:

End Date/Time:

Entrances:

Badge/Tickets:

VIP Areas:

Bag Checks:

Mag/Wand Sweep:

Alcohol:

Open Bar:

Cash Bar:

Indoors:

Outdoors:

Any threats to the event or anyone involved:

Hosted at the Tampa Convention Center previously:

Event or personnel utilizing personal security detail:

Upper dock freight doors open during move-in/out:

Personal vehicles during move-in/move-out:

How many vehicles:

Dangerous weapons or materials sold or displayed:

Any other event-specific notes or details regarding security:



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# Requirements

### Staff requirements based on the following:

- Freight doors open during move-in/out.
- Exhibitors utilizing personal vehicles for move-in/out.
- Receptions with alcohol and/or taking place outdoors.
- Attendee count. Requirement increases with count.
- Sale or display of dangerous materials.
- Sale or display of CDB/THC products.
- Any other event spec deemed necessary by TCC Security Manager.

### Tampa Police requirements based on the following:

- Excessive vehicle count during move-in/out.
- Attendee count/flow (for crosswalks).
- Receptions with alcohol and/or taking place outdoors.
- Sale or display of CDB/THC products.
- Events with high-risk potential.
- Any other event spec deemed necessary by Tampa Police Department.

1. *All requirements will be finalized when final event specs are presented to TCC.*
2. *Sentry Event Services handles contracting of Tampa Police for all on-site activity. Any activity happening outside of TCC property must be contracted between event owner and Tampa Police SIMU.*
3. *Any change to event specs on-site that requires security staff will be added as necessary.*

Please return completed form to the Sentry Event Security Team below:

Derrick Burdgress, Sentry Event Services Director / [dburdgess@sentry.events](mailto:dburdgess@sentry.events)

Angela Dunn, Sentry Event Services Assistant Director / [adunn@sentry.events](mailto:adunn@sentry.events)

**If you have event security specs from previous years, please attach them. Thank you!**

# EMERGENCY ACTION PROCEDURES



Security Command is staffed at TCC 24 hours a day, 7 days a week and can be reached at: (813) 274-7791

This is your point of contact for disturbances, suspicious persons or packages, assaults, threats, theft, missing persons, interference by protestors or any other urgent matter. A security officer will be dispatched to the location of the incident and will contact law enforcement as required.

For any significant emergencies, please dial 911 before contacting Security.

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## **Fire Alarm Evacuation**

If the fire alarm is activated, proceed to the closest exit. Evacuation location will be announced during emergency announcements.

- Follow instructions per PA announcements or TCC Staff
- Remain at the evacuation location until the “all clear” is given by Emergency Response or Event Manager (EM)
- Maintain contact with your EM during emergency
- After the “all clear,” return to the building and assess any damages

## **Severe Weather**

If severe weather is detected close to the facility, direct people outside to move inside away from doors and windows. Shelter in place until an “all clear” is announced by radio or PA system. Emergency directives will be provided to TCC by the City Emergency Operations Center if area wide.

## **Active Shooter/Person with Weapon**

In the case of an active shooter, information will be passed from TCC staff to clients and guests. The fire alarm will not be sounded. The Department of Homeland Security recommended procedure is to RUN, HIDE (if you cannot run), or FIGHT (if you cannot hide). Please exit the building with hands held high in case law enforcement is already on scene. Obey all commands given.

## **Missing Person/Child**

Provide detailed physical description, special needs, and last known location to Security

Command or TCC Staff. Security will make an announcement and conduct search operations. When found, the child will not be moved by staff unless in an emergency.

**Bomb Threat**

If a bomb threat is received, please notify Security Command via land-line or in person. Avoid use of cellphones or radios. Security will notify Emergency Response and provide additional instructions to building occupants. If a building-wide evacuation is required, the fire alarm will be activated to evacuate the building.

**First Aid/Medical Assistance**

For significant emergencies, call 911 before contacting Security Command or EM. Include location and severity of situation. The EMT, if available, will be dispatched to the location of the emergency. Do not relocate the injured person unless they are in immediate danger.

**Suspicious Person**

Call Security Command or notify nearest TCC Staff of any unruly or suspicious persons. Provide as much identifying information as possible.

**AED-Automated External Defibrillator**

On-site paramedics carry portable AEDs when dispatched. EMs and all TCC city staff members are also trained in AED use and CPR.

**Location of wall-mounted units on property:**

**1st FLOOR**

- 1-Franklin Street Entrance inside alcove area next to Ballroom D
- 2-Inside Rotunda between Meeting Room 117 & Ballroom A
- 3-Platt Street Entrance, across from Meeting Room 110
- 4-The Sail Plaza & Big Ray's Fish Camp Riverwalk

**2nd FLOOR**

- 5-West Registration (across from The Landing)

**3rd FLOOR**

- 6-Out front of Central Hall (on West Hall side)
- 7-Out front of East Hall
- 8-Back of West Hall next to Dock Door 2

9- Outside Meeting Rooms 304-305

**4<sup>th</sup> FLOOR**

10- Outside Meeting Rooms 411-412

**Hospitals within 4 miles or less:**

- Tampa General Hospital (Level 1 Trauma) - 1 Tampa General Circle
- Memorial Hospital - 2901 W. Swann Avenue
- St. Joseph's Hospital (Level 2 Trauma) - 3001 W. Dr. Martin Luther King Blvd.

**Elevator Entrapment**

Push the emergency bell to alert persons nearby. Use emergency telephone intercom on control panel to contact Security Command. Do not attempt to force the elevator doors to open. Do not attempt to climb out of elevator. Wait for direction from Emergency Response or TCC Staff.

**Power Outage**

A generator will activate emergency lighting in hallways, stairwells, restrooms, ballrooms, meeting rooms and exhibit halls within 5 seconds of a power interruption for at least 24 hours.

**Hazardous Material Spill**

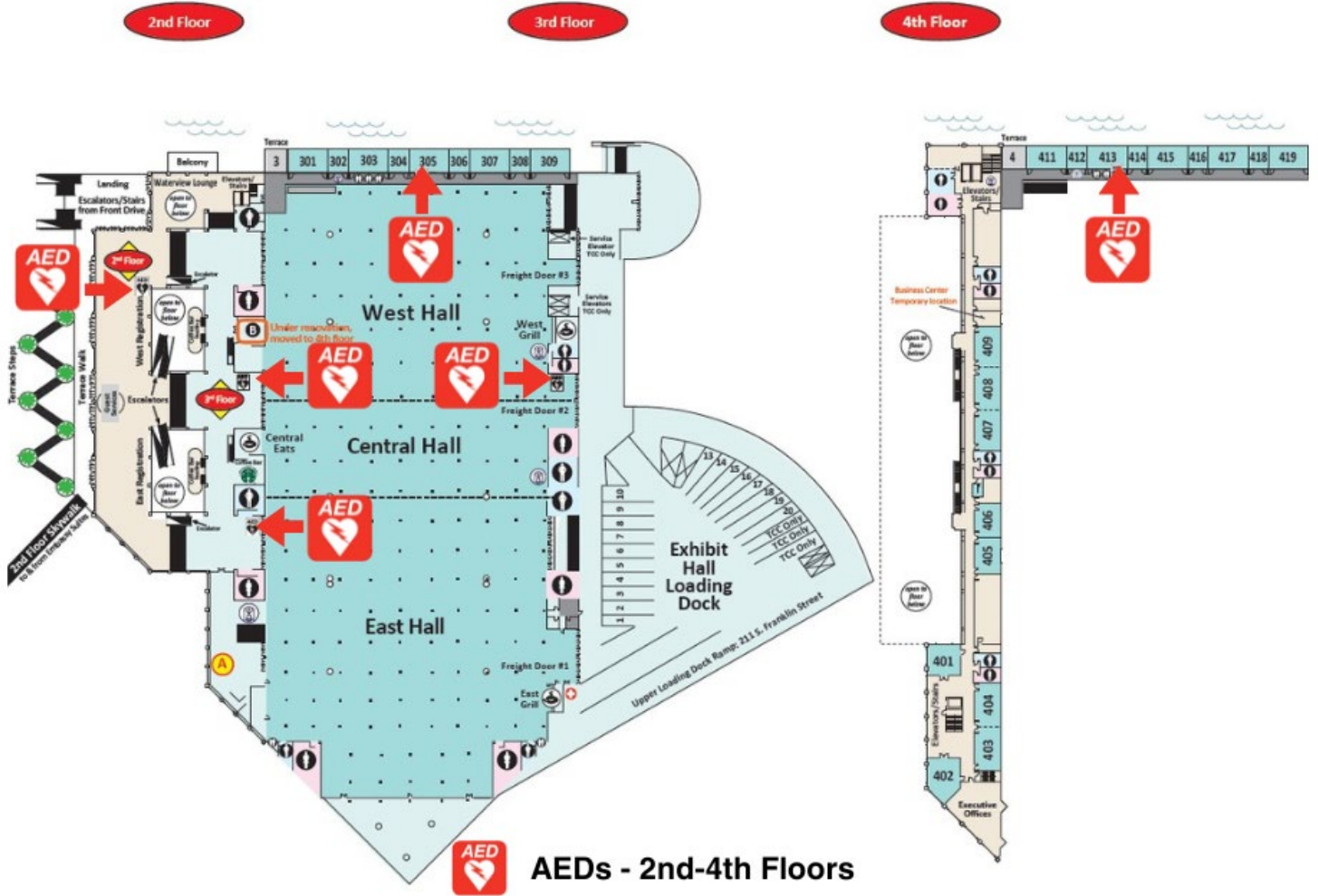
Notify TCC staff immediately of a hazardous material spill. Quarantine spill area to prevent personal contamination. TCC staff may call for fire alarm evacuation or shelter-in-place to limit exposure.

The following maps illustrate the evacuation gathering areas represented by **1, 2 & 3**, as well as the **AED** locations represented by the **AED symbol**:



 **AEDs - 1<sup>st</sup> Floor & Outside**

**Evacuation Gathering Areas circled**



TCC promotes the Homeland Security campaign: If You See Something, Say Something

Contact Security Command with as much information as possible if you see any of the following:

- A person demonstrating suspicious behavior such as profuse perspiration, extreme nervousness, changing directions when being approached, avoiding eye contact, unresponsive to questions, or wearing clothing that is unsuitable for the weather conditions of the day.
- A person without credentials in areas closed to the public, persons taking photographs of building systems/equipment, or making notes of sensitive building access areas.
- A vehicle parked, stalled, or abandoned on the property of the Center without proper credentials.



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# Request to Sell, Demo, or Display Weapons

## PURPOSE

Tampa Convention Center abides by Florida Statute Ch. 790. However, the sale or display of dangerous items will be allowed for exhibitors on a case-by-case basis. It is recommended that you seek approval prior to contracting any vendor that may bring a potential hazardous item in the event that TCC does not approve of the request.

## FIREARM REPLICAS/PROPS

Prop firearms are required to have an orange tip affixed to the end of the barrel as defined in 15 USC § 5001. Replica and prop firearms must be non-real firearms, regardless of being unloaded, stripped down, barrel filled, or any other modification made to a real firearm. A replica or prop gun is an item that was built from the ground up as a prop or replica and cannot be made to function as a firearm.

## SALE AND PICK-UP

All dangerous materials must be boxed/packed, sealed, and labeled. This must be done prior to the purchaser departing from the vendor and moving through the TCC. This plan encompasses any dangerous item, to include items such as kitchen knives, swords, or any other device that has the potential to inflict injury to persons or property.

## DISPLAY REQUIREMENTS

All dangerous items must be secured or made safe while on display or available to the public. Items being secured (i.e., zip tied) to displays or locked inside display cases is the preferred method. However, any blade not secured must be made safe with rubber gaskets, sheaths, plastic tips, etc. The booth must be staffed at all times during show hours to ensure all access to dangerous materials is controlled.

Anything else deemed unsafe by TCC staff must be promptly addressed.

## PROPS NOT MEETING THESE STANDARDS

Any dangerous material or prop that does not meet these regulations must be removed from the Tampa Convention Center. Vendors will have an opportunity to expedite any necessary changes to meet requirements. Any costs incurred due to a vendor or exhibit removal for failure to adhere to these standards will not be the responsibility of the TCC.

*This form can be returned to [francisco.milian@tampagov.net](mailto:francisco.milian@tampagov.net) or [chase.finch@thetampacc.com](mailto:chase.finch@thetampacc.com). Otherwise, please have it ready to be collected during move-in.*



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### Request to Sell, Demo, or Display Weapons

#### THIS FORM TO BE FILLED OUT BY EXHIBITOR

Each Exhibitor requesting to sell or display weapons will need to complete and return this form to show management for Tampa Convention Center to approve. Exhibitors that do not submit this for approval will not be allowed to display or sell any item that Tampa Convention Center considers to be a weapon.

#### EVENT INFORMATION

Event Name :

Event Dates:

#### EXHIBITOR INFORMATION

Company:

Booth Number:

#### PERSON ATTENDING BOOTH

Name:

Phone Number:

#### WEAPON INFORMATION

Type of weapons to be sold or displayed:

Firearms

Electronic Device (i.e., Taser)

Knives/Swords

Other:

#### Please Read and Initial:

This form will be filled out by exhibit owner or official representative.

Tampa Convention Center abides by Florida Statute Ch. 790 regarding weapons and firearms.

Prop/replica firearms must be affixed with an orange barrel tip in accordance with 15 USC § 5001.

Blades constructed with sharp-edged steel or other materials must be affixed with protective sheathing.

Dangerous materials/props must be secured to booth or locked within display case.

All dangerous materials/props must be packaged, sealed, and labeled when sold.

Vendors are wholly responsible for their booths, displays, and merchandise.

Tampa Convention Center will remove any vendor/materials not meeting the above criteria as necessary.

**Name:**

**Date:**



**SENTRY**  
EVENT SERVICES INC

## Tampa Convention Center

### *Sentry Client Rates 2026*

Position	Incentive Hourly	Standard Hourly	Standard Holiday
Security Officer	\$30.00	\$34.00	\$44.00
Security Supervisor	\$34.00	\$36.00	\$46.00
Ambassador	\$28.50	\$30.00	\$36.00
Ambassador Supervisor	\$32.00	\$36.00	\$42.00

- 6:1 ratio for supervisors to security/ambassadors
- Minimum charge: 4 hours for security/ambassador staff
- All services are subject to sales tax
- *Standard holiday rate applies if payment is not received by the incentive deadline and the event is on a holiday*

**Derrick Burdgress** – Ambassador/Security Director  
Email: [dburdgress@sentry.events](mailto:dburdgress@sentry.events) | Cell: 813-380-4011

**Angela Dunn** – Ambassador/Security Assistant Director  
Email: [adunn@sentry.events](mailto:adunn@sentry.events) | Cell: 606-304-1305

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