TAMPA
CONVENTION CENTER

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). Please share these policies with all contractors working on your behalf while at the Tampa Convention Center. Your Sales Manager or Event Manager (EM) 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 that 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 2nd to 3rd 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 12 AEDs located in public areas throughout the TCC property.

First floor:

1. Inside the Franklin Street Entrance Alcove (next to Ballroom D)
2. Inside Rotunda (near the water end of the building) across from Street Eats café (between Meeting Room 117 & Ballroom A)
3. Across from Meeting Room 110
4. Outside at Big Ray's Fish Camp (by The Sail Plaza)

Second floor:

5. West Registration (on column across from The Landing - near water end of the building)
6. East Registration (on column across from Embassy Suites Skywalk pedestrian bridge)

Third floor:

7. At Central Hall Entrance (on West Hall side)
8. At East Hall Entrance
9. Back of East Hall (between the women's restroom and the emergency exit)
10. Back of West Hall (between the West Grill and the emergency exit)
11. Outside Meeting Rooms 304-305

Fourth floor:

12. Outside Meeting Room 411-412

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: https://www.tampa.gov/document/tcc-ancillary-price-list-72781

Animals (Display): Animals may be displayed in conjunction with an exhibit, only if proper insurance coverage has been collected by Licensee. Owners are responsible for pet's actions and cleanup/disposal of waste. In some cases, heavy duty polyethylene sheeting (plastic) 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), not affixed to facility.
- They are removed at the completion of the event.
- Air tanks are properly secured while in use inside the facility during setup
- Air tanks are placed outside the building during the event activity 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: https://www.tampa.gov/document/facility-branding-guide-75946

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 are restricted to contracted space and may not be hung in lobbies unless the entire building is rented.

- 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. Licensee is responsible for any damage and/or residue left.
- Signs cannot block exit signs, emergency exits, fire alarms, suppression equipment, or existing directional signage.
- 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.
- For specifics on rules and regulations for interior/exterior banners, reach out to in-house contractor.

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

Bleachers: Clients in need of bleacher seating for their event may contract directly with TCC's accepted vendors. Clients who wish to use their own vendor may submit a written request to the EM for review. All bleachers must meet the following criteria for approval: drawings sealed by a United States registered Professional Engineer and certification of Fire and Florida Building Code compliance.

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

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.

CBD Products: Any event in which the sale or distribution of CBD products containing THC must be in compliance with Florida Statute 581.217. Licensee is responsible for the regulation and enforcement of these guidelines. Additional paramedics and police may be required for specific type of events, providing sampling of these products.

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 or registration). 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.

TCC logo may not be used by Licensee in advertising or signage without expressed permission.

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

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)

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.

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. Please see Price List for fee schedule: https://www.tampa.gov/document/tcc-ancillary-price-list-72781.

Damage Assessment: A pre- and post-event damage assessment of all contracted space will be conducted with the EM 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 approval by 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 (at least 50% transparency) on any glass. If the cling is not transparent, it must only cover the lower portion of a glass door. Full door clings must be transparent for safety and security. A mock-up must be provided to Encore for approval.
- Clings may be subject to branding fees, please refer to the Facility Branding Guide and reach out to your Encore sales manager to discuss.
- 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. TCC 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 commercial license.

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: https://www.tampa.gov/document/tcc-ancillary-price-list-72781

Exclusive & Preferred Service Providers: For pricing and ordering of services, please go to: https://www.tampa.gov/tcc/services-and-ordering

Exclusive Services	**Company**
Banner/Sign Installation	Encore Event Technologies
Digital Signage	Xpodigital
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	Sentry Event Services
Shipping, Printing, Branding/Signs	FedEx
Utilities (electric, plumbing & air)	EDLEN

Service	**Preferred In-House Providers**
Ambassadors/Event Security	Sentry Event Services
Audio Visual	Encore Event Technologies

All Other Providers

Use of outside providers must be submitted to EM 45 days in advance of first contracted date, to include COI. If approved for use, outside providers are subject to TCC's General Building Policies as well.

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. Reselling services at a higher rate is 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: It is the responsibility of the licensee to ascertain specifications from the exhibitor/general service contractor for oversized, heavy equipment as part of an exhibit and configured such that the floor load capacity is not exceeded.

- If a vehicle meets the standards to be driven on the roads in the normal course of use, it can be driven into the exhibit hall for display.
- The exhibit hall is designed for a uniform live load of 350 lbs./sf and individual concentrated loads of 16,000 lbs. on a 2-foot x 2-foot contact area.
- The exhibit hall floor will support heavy equipment with dynamic load characteristics (reciprocating, motorized, etc.) up to 24,000 pounds equivalent static load.
- Any exhibit that has weights exceeding the limits above shall have additional support frames designed to distribute the loads to meet these limits and be certified to comply with these criteria.

The licensee shall provide certified documentation clearly stating that the specific exhibit may be safely placed in the precise location indicated within the exhibit hall if equipment exceeds the above guidelines. The certification shall include any support loads such as cranes, lifts, forklifts, etc. that may be needed to put the exhibit in place. The certificated document will be sent to the Operations Manager to determine if a certified engineer specialist is needed for review.

The certification statement must include the following:

1. Type of equipment including model number and weight.
2. Owner, address, and emergency contact information.
3. Event layout diagram showing exhibit location.

The licensee should contact the Exhibitor or General Service Contractor to acquire this certification. This certification must be received by TCC at least 90 days before the event. TCC reserves the right to utilize outside consultants for field inspections and weight verifications.

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 Tampa Fire Rescue. 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 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. See Fire Watch section below for more information.
- Compressed, flammable gases are prohibited inside the building.
- 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 may be required at Licensee's expense, and coordinated through TCC. Please see Price List for fee schedule: https://www.tampa.gov/document/tcc-ancillary-price-list-72781

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 (TFM) 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 grid
- 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, storage areas, and boneyards
- Registration areas
- Motorized equipment and vehicle displays
- Show utility grid on submitted floor plan
- 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.

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. 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. All adhesives must be preapproved.

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 square inches.
- Licensee must work with TCC to obtain request for sink and drainage.

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.

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: https://www.tampa.gov/document/tcc-ancillary-price-list-72781

Lighting: Ballroom light control is available for additional cost. 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: https://www.tampa.gov/document/tcc-ancillary-price-list-72781

Loading Docks/Front Drive: Loading docks are available upon request 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 upper loading dock spaces available for the third-floor exhibit hall
    - Address: 211 S. Franklin Street
- Channelside Dr. Dock: There are 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. Reserving this space for exclusive access requires contracting.
    - Address: 333 South Franklin Street
    - Limited parking available for personal vehicles via parking meters

Click here for Location Maps: https://www.tampa.gov/document/tcc-loading-dock-front-drive-42246

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 kept for 30 days, after which they 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 promotional material.

Marshalling Yard: Licensee/Decorator responsible for establishing and communicating marshalling yard with their exhibitors and service providers. Nearby marshalling yards are available at Raymond James Stadium and the Florida State Fairgrounds. More information available here: https://www.tampa.gov/document/marshalling-yards-near-tampa-convention-center-155921

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. If Licensee has all space in TCC contracted they may choose to deny media access during their contracted period and should notify their EM of this policy.

Medical Services: Based on event activity and projected attendance (500+) and exhibitor move-in and move-out, paramedic services will be required at Licensee's expense. Paramedic services are based on quantity, determined by Fire Rescue and TCC, to be coordinated in advance of show. Please see Price List for fee schedule: https://www.tampa.gov/document/tcc-ancillary-price-list-72781

An off-duty or volunteer paramedic, nurse, or doctor is not acceptable coverage, but may be provided in addition to services ordered through TCC. Additional paramedics may be required for events with 2,000 or more attendees or exhibitor move-in of 500 or more people. Paramedics do not act as an athletic trainer.

Multi-Level Booths: All multi-level booths must meet the following criteria for approval: drawings sealed by a United States registered Professional Engineer and certification of Fire and Florida Building Code compliance.

Noise Guidelines: Licensee must notify the EM 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. Award ceremonies or other activities that inherently cause loud noise are not permitted in lobby space if other groups are in the building.

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, the Licensee may arrange for attendee parking through the City of Tampa Parking Division 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 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.

Rigging: All rigging services must be arranged through our exclusive rigging contractor. This includes all motors and points for rigging supported by overhead points. All rigging plots, indicating location and weight loads per point, including ground support trussing, 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 with linen used for food functions will be provided complimentary. All sets are contingent upon available TCC inventory during the term of the License Agreement. One complimentary room turnover is extended 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 fee schedule: https://www.tampa.gov/document/tcc-ancillary-price-list-72781

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

Safety Rails: Safety rails are required on all TCC staging and risers in accordance with NRPA regulations. Events that wish to have staging without safety rails will have the option of either (a) supplying their own staging or risers from their own provider, or (b) completing the TCC Hold Harmless and Indemnification Waiver form, which must be notarized. TCC personnel will not set equipment rented from an outside source.

Sail Plaza: The Sail Plaza may be booked for F&B functions through your Sales Manager in conjunction with TCC's F&B operator. Events and event attendees should not impede upon The Sail bar, Big Ray's Fish Camp, the Riverwalk, Front Drive, or pedestrian traffic along the public sidewalk areas. Displays are subject to approval based on any potential for damage to the plaza's ground surface.

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

Security: TCC maintains twenty-four (24) hour security overseeing all public areas, pre-function spaces, back of house areas, parking lots and related exterior grounds. The Licensee is responsible for hiring security to monitor the contracted event spaces including exhibit halls, ballrooms, meeting space, and/or registration area. An adequate level of event security staffing is required, including door guards, rover, and overnight position(s) for lease space(s). Additional security may be required to secure the exhibit hall at the client's expense based on other contracted activities in the facility.

Security guard required during the following circumstances:

- Any time freight door is open.
- During POV heavy move-in/move-out activity.
- When alcohol is being served (other than concessions).
- Events taking place in Sail Plaza/Riverwalk.
- High attendance events.
- Sport/dance events.
- Events for minors.
- Use of front drive for shuttle/bus services.
- Any event that may expect heavy protesting.

Tampa Police officer(s) required during the following circumstances:

- During POV heavy move-in/out activity.
- When alcohol is being served from open bar.
- High attendance events (to ensure crosswalk safety and secure interior).
- Cannabis sales.
- Any other requirement TPD deems necessary based on event specifications.

All security requirements will be finalized during security planning meeting with event specifications.

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's preferred security provider 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. A valid State of Florida Class B security license, applicable certificate of insurance, and security plan / schedule for review and approval by the TCC Security & Safety Manager must be received at least 30 days prior to your first scheduled move-in day to do business within the facility. All security officers who are working onsite must

be in possession of a valid State of Florida Class D security license. **Armed security is prohibited.**

Coordination of services and emergency communication requirements must be confirmed with TCC Security prior to the first move-in day of your event. The Licensee is responsible for reviewing the TCC Emergency Procedure Plan with any third-party security provider.

Licensee must determine any ID requirements for their staff and vendors. Any ID process would be between the Licensee and their security vendor.

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. CCTV feed is for internal security and Tampa Police Department use only and will not be shared with licensee. Any request for footage must go through the City of Tampa Clerk's Office via a records request.

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 and inform TCC Security when time permits.

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 service animal's actions and cleanup/disposal of waste. TCC reserves the right to inquire if a guest's dog is a service animal required because of a disability, and what work or task has the dog been trained to perform. TCC may require a service animal to be removed from the premises if the dog is out of control and the handler does not take effective action to control it or the dog is not housebroken.

Shipping: FedEx is located on the 3rd floor of the Center, just outside of the West Hall. Licensee may make arrangements with FedEx for inbound/outbound shipping or any other business services. Freight addressed to the Licensee's General Service contractor may not be accepted by FedEx. All shipments may be subject to handling fee. Shipments arriving more than three (3) days before move-in will be subject to additional drayage fee.

Signs: See Banners/Signs

Smoking/Vaping: Smoking and vaping are strictly prohibited within 25 feet of building in compliance with the Florida Clean Indoor Air act. The Sail Bar has designated smoking areas. Licensee and its General Contractors must enforce.

Storage: Licensee's General Service Contractor and/or Production Company 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. Crates may have to be reloaded onto empty trailers or relocated off property to ensure proper fire evacuation routes or to meet specific security/safety requirements. Freight storage is not permitted inside the building. TCC and Tampa Fire Rescue reserve the right to have freight and/or any storage materials removed upon request.

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.

Transportation and Traffic: Front Drive may need to be reserved by Licensee. One (1) complimentary Front Drive Ambassador shall be provided by TCC to ensure the safety and consistency of traffic operations. Additional security personnel may be required for transportation, at Licensee's expense, including during shuttle/bus services. Tampa Police officers may be required to monitor crosswalk safety during high attendance events. TCC must be provided with the transportation schedule in advance.

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

Vehicles/Equipment: Motorized equipment and vehicles, including interior aircraft displays, may be permitted during events provided Licensee has TCC & Office of the Fire Marshal 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. Exceptions to this policy may apply for hybrid vehicles or vehicles where the battery is inaccessible.
- Office of the Fire Marshal has the right to limit 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 Safety & Security Manager and EM). After move-in, all vehicle keys must remain with TCC security at all times, until move-out begins.
- Vehicles cannot be jump-started on premises.
- Drivers must be licensed 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 (plastic).
- 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.
- Aircraft display requires submission of full specs, including fuel information, display location, weight and load-in/out plan, to EM 45 days prior of first contracted day for Tampa Fire Department approval.

Wi-Fi: Guests may enjoy complimentary wi-fi in all public spaces and meeting rooms. This excludes ballrooms and exhibit halls. Additional wi-fi services can be arranged with our in-house technology provider.