



General Services Contractor / Production Fact Sheet

Event Information

Event Name: _____

Contracted Space: _____

Contact Name: _____ Phone: _____

Email: _____

Carpet & Floor Marking Schedule

- **Carpet Installation:**

Date/Time: _____ to _____

- **Carpet Removal:**

Date/Time: _____ to _____

- **Floor Marking:**

Date/Time: _____ to _____

Move-In Schedule

⚠ Important Equipment Notice: TCC does not have equipment such as pallet jacks or forklifts available for client use or rental. All production companies and contractors must provide their own material handling equipment.

General Services Contractor (GSC) Move-In

1. Date/Time: _____ to _____

2. Date/Time: _____ to _____

3. Date/Time: _____ to _____

4. Date/Time: _____ to _____

5. Date/Time: _____ to _____

6. Date/Time: _____ to _____

7. Date/Time: _____ to _____

8. Date/Time: _____ to _____

Production Move-In

1. Date/Time: _____ to _____
2. Date/Time: _____ to _____
3. Date/Time: _____ to _____
4. Date/Time: _____ to _____
5. Date/Time: _____ to _____
6. Date/Time: _____ to _____
7. Date/Time: _____ to _____
8. Date/Time: _____ to _____

Exhibitor Move-In

1. Date/Time: _____ to _____
2. Date/Time: _____ to _____
3. Date/Time: _____ to _____
4. Date/Time: _____ to _____
5. Date/Time: _____ to _____
6. Date/Time: _____ to _____
7. Date/Time: _____ to _____
8. Date/Time: _____ to _____

Show Days & Official Hours

General Services Contractor (GSC) Access (Show Days)

1. Date/Time: _____ to _____
2. Date/Time: _____ to _____
3. Date/Time: _____ to _____
4. Date/Time: _____ to _____
5. Date/Time: _____ to _____
6. Date/Time: _____ to _____
7. Date/Time: _____ to _____
8. Date/Time: _____ to _____

Production Access (Show Days)

1. Date/Time: _____ to _____
2. Date/Time: _____ to _____
3. Date/Time: _____ to _____
4. Date/Time: _____ to _____
5. Date/Time: _____ to _____
6. Date/Time: _____ to _____
7. Date/Time: _____ to _____
8. Date/Time: _____ to _____

Official Show Hours

1. Date/Time: _____ to _____
2. Date/Time: _____ to _____
3. Date/Time: _____ to _____
4. Date/Time: _____ to _____
5. Date/Time: _____ to _____
6. Date/Time: _____ to _____
7. Date/Time: _____ to _____
8. Date/Time: _____ to _____

Move-Out Schedule

General Services Contractor (GSC) Move-Out

1. Date/Time: _____ to _____
2. Date/Time: _____ to _____
3. Date/Time: _____ to _____
4. Date/Time: _____ to _____
5. Date/Time: _____ to _____
6. Date/Time: _____ to _____
7. Date/Time: _____ to _____
8. Date/Time: _____ to _____

Production Move-Out

1. Date/Time: _____ to _____
2. Date/Time: _____ to _____
3. Date/Time: _____ to _____
4. Date/Time: _____ to _____
5. Date/Time: _____ to _____
6. Date/Time: _____ to _____
7. Date/Time: _____ to _____
8. Date/Time: _____ to _____

Exhibitor Move-Out

1. Date/Time: _____ to _____
2. Date/Time: _____ to _____
3. Date/Time: _____ to _____
4. Date/Time: _____ to _____
5. Date/Time: _____ to _____
6. Date/Time: _____ to _____
7. Date/Time: _____ to _____
8. Date/Time: _____ to _____

Loading Dock Door Schedule

A security guard must be present while the door is open.

Lower Dock (1st Floor/Ballrooms) - Trailers under 46' & box trucks only

1. Date/Time: _____ to _____
2. Date/Time: _____ to _____
3. Date/Time: _____ to _____
4. Date/Time: _____ to _____
5. Date/Time: _____ to _____
6. Date/Time: _____ to _____
7. Date/Time: _____ to _____

8. Date/Time: _____ to _____

East Hall (Dock Door 1)

1. Date/Time: _____ to _____

2. Date/Time: _____ to _____

3. Date/Time: _____ to _____

4. Date/Time: _____ to _____

5. Date/Time: _____ to _____

6. Date/Time: _____ to _____

7. Date/Time: _____ to _____

8. Date/Time: _____ to _____

Central Hall (Dock Door 2)

1. Date/Time: _____ to _____

2. Date/Time: _____ to _____

3. Date/Time: _____ to _____

4. Date/Time: _____ to _____

5. Date/Time: _____ to _____

6. Date/Time: _____ to _____

7. Date/Time: _____ to _____

8. Date/Time: _____ to _____

West Hall (Dock Door 3)

1. Date/Time: _____ to _____

2. Date/Time: _____ to _____

3. Date/Time: _____ to _____

4. Date/Time: _____ to _____

5. Date/Time: _____ to _____

6. Date/Time: _____ to _____

7. Date/Time: _____ to _____

8. Date/Time: _____ to _____

Cleaning

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.

Rigging

Rigging of aisle signs, booth signs, banners, or anything attached to the building, and clings are exclusive to Tampa Convention Center. For questions, please contact Encore at (727) 686-6012 or Lauren.Crisp@encoreglobal.com.

Miscellaneous

Special Permits Required

- ☐ **Vehicles** (Display / Indoor Operation Required)
- ☐ **Haze** / Fog Machines / Special Effects
- ☐ **Tents / Covered Areas** (Indoor structures/setups, covered exhibits over 100 sq. ft.)
- ☐ **Two-Floor Construction** / Multi-Level Booths
- ☐ **Cooking** / Open Flame Regulations
- ☐ **Alcohol**
- ☐ **Other:** _____

Grand Opening Activities

Please describe any planned grand opening ceremonies, ribbon cuttings, or special entrance activities:

Trailer Drop-Off & Late Pick-Ups

Trailers can only be dropped off within 24 hours of move-in and must be picked up within 48 hours of show end time.

- Will trailers be dropped off on-site? ☐ Yes ☐ No

Drop-Off Date/Time: _____ Total Trailers: _____

- Are any late pick-ups requested/scheduled? ☐ Yes ☐ No

Pick-Up Date/Time: _____ Notes: _____

Subcontractor Information

1. Company Name: _____ Contact: _____

Service Provided: _____ Phone: _____

2. Company Name: _____ Contact: _____

Service Provided: _____ Phone: _____

3. Company Name: _____ Contact: _____

Service Provided: _____ Phone: _____

Additional Comments

[illegible]

MOVE-IN & MOVE-OUT

SAFETY REMINDERS

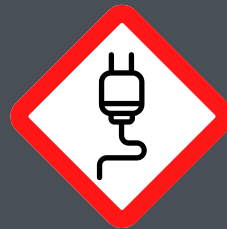
FACILITY

- 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.

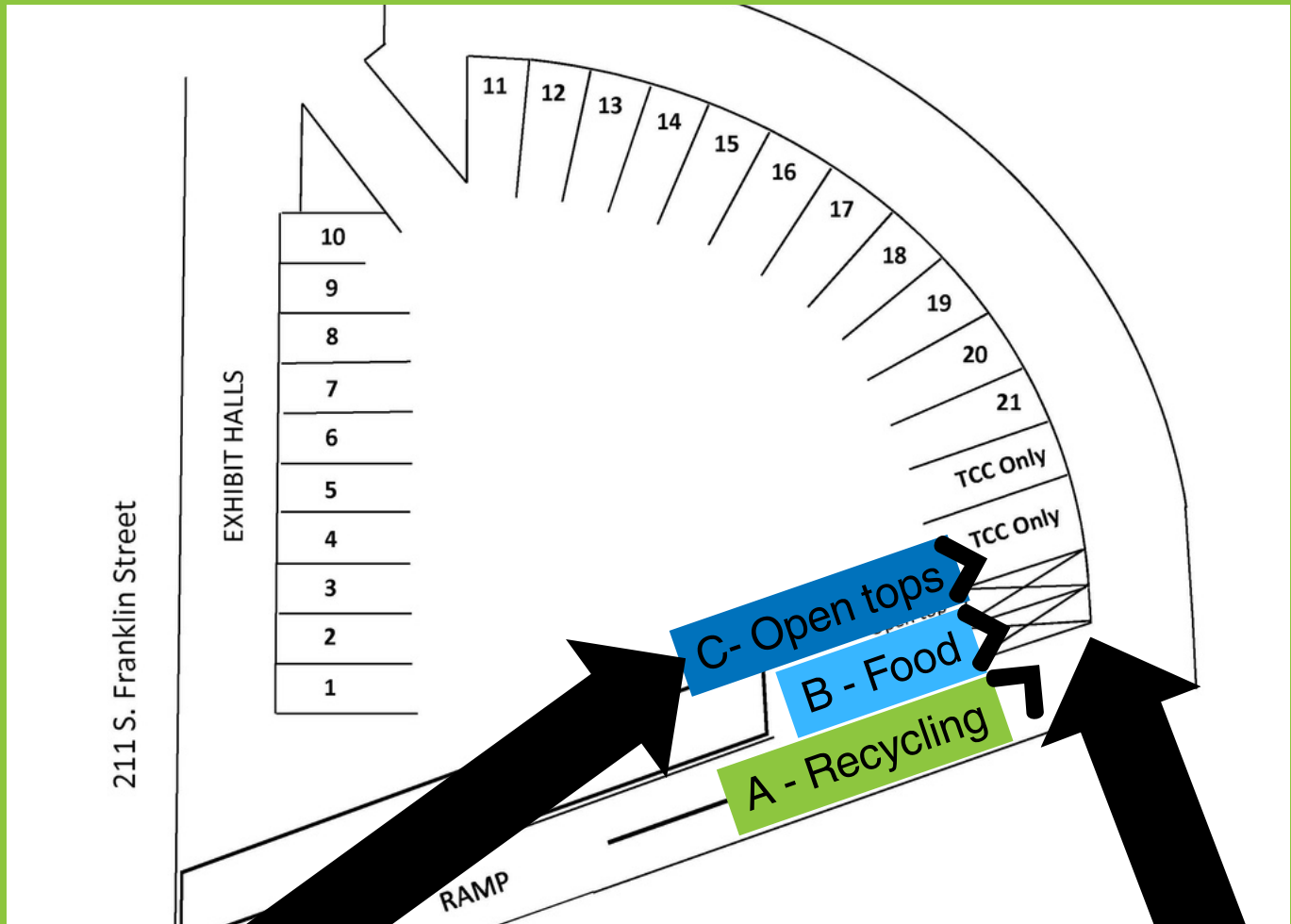
NO PALLETS OR CARPET MAY BE PUT IN ANY DUMPSTERS



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TCC TRASH & RECYCLING GUIDE



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