TAMPA
CONVENTION CENTER

# Promotions and Advertising Request

SUBMIT BY E-MAIL

| Customer Information | |
|---|---|
| Event ID: | Description: |
| Account Name: | Contact: |

Dear Customer,

We are pleased that you have chosen to host your event at Tampa Convention Center. As part of our ongoing commitment to ensure a successful event for all of our event hosts, we provide several complimentary services to assist you with publicizing your event internally, as well as through our social media and public relations activities. Please fill in the information below and return it to your salesperson upon completion.

## Section 1 – Confirmation

Please answer the following questions Yes or No.

1. Is your event open to the public? ☐ Yes ☐ No

2. Publish Event Name and Date on inside digital monitors, outside marquee, and TCC website? ☐ Yes ☐ No

3. May we publish photos of your event to social media? ☐ Yes ☐ No

## Section 2 – Event Information

Event Name to Publish:

Event Contact Name:

Event Dates to Publish: Start Date: End Date:

Event Contact Phone Number:

Event Description for TCC Website:

**Tampa Convention Center**
**333 S. Franklin Street | Tampa, Florida 33602**
**P 813-274-7728 | F 813-274-8928**

## Section 3 – Registration Information

If your event requires registration, please provide the following information.

1. Registration Contact Number:

2. Registration Website:

## Section 4 – Social Media

1. Website Address:

2. Facebook:

3. Instagram:

4. X (formerly Twitter):

5. LinkedIn:

## Section 5 – Event Logos

If you would like TCC to use your logo in our PR and social media efforts, please provide the logo in one of the following file formats - JPEG, JPG, GIF or PNG. Please note that your logo size may be adjusted to fit the applicable medium. Some distortion may occur during this process.