

Utility Services

39th IEEE Photovoltaic Specialists Conference June 17-20, 2013

Event # 1306018

Tampa Convention Center is pleased to host your event. We want to do everything possible to make your participation a very profitable and rewarding experience. We believe you will appreciate our personal touch to customer service and find our Exhibit Services staff to be very helpful.

The following service order forms are available at the Tampa Convention Center [website listed below](#).

Advertising Network

Audio Visual

Catering

Cleaning

Electric

Internet

Plumbing/Air

Security

Telephone

Rigging

*In order to receive the **INCENTIVE RATE**, your order with full payment and **required floor plans (all island booths)** must be postmarked by **May 25, 2013** or **standard rates** will be applied. Please submit all order forms for services required to **TAMPA CONVENTION CENTER**. The TCC Service Desk will be located in the Exhibit Service Center area during your event to assist with inquiries.*

If you need assistance prior to your event, a member of the Exhibit Services staff can be reached at 813-274-7761 or 1-800-426-5630.

www.TampaConventionCenter.com

p: 813.274.8511 • f: 813.274.7859



TAMPA CONVENTION CENTER EXHIBITOR SERVICES



NOTICE TO EXHIBITORS

SERVICE ORDER FORMS: All TCC orders must be postmarked on or before the established deadline date on the TCC brochure with full payment in order to receive the incentive (**discounted**) rates.

FORMS OF PAYMENT: Company check, cash, money order, Visa, MasterCard, or American Express. **NO BILLING OR PERSONAL CHECKS ACCEPTED.**

BADGING: All exhibitors are required to wear an exhibitor badge when on Tampa Convention Center property.

PARKING: Parking on the loading dock or inside the Center (except for loading or unloading) is prohibited; violators will be ticketed and/or towed at owner's expense. Parking is available in TCC's garage and at several more parking garages and lots within a two block area of TCC.

DOLLIES: Dollies (with labor) may be rented on site. Please check at the decorator's service desk or with a TCC Ambassador.

CHILDREN: No one under 16 is permitted in the hall or on the dock during the move-in/out.

FOOD AND BEVERAGE SAMPLING: Prior written approval from the Show Management must be given. Please contact Show Management for details. **NO OUTSIDE FOOD OR BEVERAGE IS ALLOWED INTO THE BUILDING.** Our Cafes and Restaurants will be open throughout the show hours.

VEHICLE(S) DISPLAYED: Show Management must be contacted for approval. Battery cables must be disconnected, gas tanks must be taped shut or locked and cannot contain more than 1/4 tank of fuel. Fueling or de-fueling shall not be done on TCC premises. Visqueen must be placed under all vehicles parked directly on TCC carpet and terrazzo tile. Keys to vehicles must be left on-site with the decorator, Show Management or TCC Security.

SMOKING: TCC complies with the Florida Clean Indoor Air Act. There is no smoking inside the facility.

DELIVERIES: Packages and freight are **NOT** accepted by TCC prior to the first move-in day of the show. Address the shipment to the contracted decorator with the name of the event, booth name and number.

FIRE MARSHAL: Please contact Show Management for any enclosed (or double decked) booths. All exits, hallways and aisles must be kept clear and unobstructed at all times. Materials used in exhibits must be flame-retardant and are subject to inspection by the Tampa Fire Marshal (The Fire Marshal may request that certification accompany items). All straw, hay or live evergreen trees are prohibited. **PROHIBITED:** compressed flammable gases, flammable or combustible liquids, and hazardous chemicals and materials (acetylene, hydrogen, propane, butane, pesticides, herbicides, poisons, gasoline, kerosene, cleaning solvents, and other petroleum-based materials). Helium balloons may be permitted provided Show Management approval is granted and TCC guidelines are followed. Adhesive-backed decals and stickers are not allowed inside the building.

TCC SERVICE DESK: Any questions about TCC services please call (813) 274-7761.
or e-mail us at TCC.Exhibitservices@TampaConventionCenter.com



Tampa Convention Center looks forward to your arrival
and wishes you a most successful show.