



TRADESHOW EXHIBITOR REQUIREMENTS

In order to ensure a seamless tradeshow experience, we ask that all exhibitors comply with the following guidelines. For further information and assistance, please contact your event coordinator at 813.831.5390.

- **TAPE** Only gaffers tape may be applied to floors. Masking and duct tape will not be permitted.
- **FUEL & FLAMMABLE MATERIALS** Propane is not permitted inside the building. Butane is acceptable. Any exhibitor utilizing flammable materials must provide a fire extinguisher.
- **ELECTRICITY** There will be a \$50 fee per booth for use of electricity. A La Carte requires 14 days advance notice of electrical needs and will provide extension cords which will be taped to the floor prior to the event.
- **BANNERS** All banner hanging arrangements must be made with your event coordinator at least 14 days prior to the event. There will be a \$15 fee for each banner hung on the wall and a \$25 fee for each banner hung from the ceiling. Exhibitors may not tape, pin or prop items against walls.
- **EQUIPMENT REMOVAL** It is important that all equipment/props are removed completely and immediately following the event. Items that are left behind may be discarded.
- **LOAD-IN & STRIKE** For the convenience of our exhibitors and comfort of our guests, we require that all load-in and strike take place at the rear of the building (loading dock and service hallway). Loading from the front of the building is strictly prohibited.
- **FLOORS** Exhibitors should provide floor mats or visqueen when exhibits endanger carpeted areas.
- **FOOD EXHIBITORS** Food preparation must be self-contained. The kitchen will not be available for use unless prior arrangements are made. All plasticware, smallwares, napkins, serving items, etc. must be provided by the exhibitor.
- **CLEANING FEES & DESTRUCTION OF PROPERTY** The client will be responsible for all vendors. Any destruction of property will be billed to the master account.
 - ❖ Cleaning Fee for Confetti: \$250
 - ❖ Cleaning Fee for Balloon Drop: \$250
 - ❖ Cleaning Fee for all Public Events: \$250



TRADESHOW SHIPPING REQUIREMENTS

In order to ensure the proper flow of materials to and from our venue, we require that all exhibitors comply with the following guidelines regarding shipping. For further information and assistance, please contact your event coordinator at 813.831.5390.

- **RESPONSIBILITY** All items being shipped to and from the Pavilion are the responsibility of the exhibitor. A La Carte Event Pavilion is not responsible for lost, stolen, damaged or misplaced items.
- **DELIVERY** Packages should be delivered no more than two days prior to the event.
- **RETURN SHIPPING** Return shipping should be arranged with your shipping agent prior to the event. All items must be picked up no more than one business day after the event.
- **LABELS** Packages must be clearly labeled with the event name and date. Also, use a label to indicate if an item is perishable.
- **SHIPPING ADDRESS**
A La Carte Event Pavilion
4050 Dana Shores Drive
Tampa, FL 33634