



**Orange  
County  
Convention  
Center**

The Center of  
Hospitality,  
where it's all about  
*your* experience.

*Orlando*

# Orange County Convention Center EXHIBITOR SERVICES ORDERING INFORMATION

Orange County Convention Center  
Attention: Exhibitor Services

**Mail to:** P.O. Box 691509, Orlando, FL 32869-1509

**Overnight Mail:** 9860 Universal Blvd., Orlando, FL 32819-8199

Convention Center (800) 345-9898 - Exhibit Services (407) 685-9824 - Fax (407) 685-9884

E-MAIL: [exhibit.services@occc.net](mailto:exhibit.services@occc.net)

## Incentive Deadline Date:

### Contact:

**Phone:**

**Fax: 407-685-9884, Email:**

- ◆ **Services provided** by the Center for exhibitors include: Electrical, plumbing, air, lighting, water, and aerial rigging. **Services provided** by on-site Service Partners: Internet, telecommunications, booth catering, business center, audiovisual and attractions.
- ◆ We have made it easy to order Orange County Convention Center services and services provided by on-site Service Partners. Options for ordering your services:
  - ❖ Order online @ <http://www.occc.net/Exhibitor/Orders/default.asp>
  - ❖ Download / print forms @ <http://www.occc.net/exhibitor/default.asp>
  - ❖ Call 1-800-345-9898 to speak with a personal Exhibitor Services Coordinator to place your order or request a form.
- ◆ Save money by ordering services **early**. Full payment must be received at least twenty-one (21) days prior to the first move in date to qualify for incentive rates. Payment may be made by check or money order (US funds drawn on US banks only), Visa, MasterCard, American Express or Cash. **SORRY, NO PURCHASE ORDERS ACCEPTED. ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**
- ◆ Florida **State Sales Tax** and **Public Services Tax** when applicable must be included with payment for services. Service will be rendered after payment in full (including tax) is received.
- ◆ If you are claiming Florida **Sales Tax exemption**, a copy of the Florida Department of Revenue **Consumer's** Certificate of Exemption (DR-14) must be included with each order placed, and payment must be made by company check or company credit card. **Public Services Tax is a non-exempt tax and is paid by all entities utilizing public services.**
- ◆ Exhibitors requiring **aerial rigging** (items suspended from the ceiling) should complete the Aerial Rigging Order at least twenty-one (21) days prior to the first move in date. Please stop by the Exhibit or Services Desk to initiate your on-site aerial rigging. Special 1000-watt overhead **spotlighting** (par can) is available depending on exhibit location and Show Management's approval.
- ◆ Exhibitors having equipment that require connection (**208V and higher**) must stop by the Exhibit Services Desk when the equipment is set and ready for hookup. Additional rental fees may apply.
- ◆ **Utility** services originate from floor boxes. **For exact placement, attach a scaled diagram indicating the location of outlets including booth dimensions and aisle/booth numbers. If a drawing is not provided, the center will install the service in the most convenient location and charges will apply for relocation.**

The staff of the **Orange County Convention Center**  
Looks forward to your arrival and wishes you a successful show!



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# Exhibitor Services

## CREDIT CARD AUTHORIZATION & PAYMENT FORM

(OCCC only accepts American Express, Visa and MasterCard)

**IF FAXING, PLEASE DO NOT DUPLICATE BY MAILING THE COPIES.**

**MAIL TO: Orange County Convention Center**  
 Attention: Exhibitor Services  
**Regular:** P.O. Box 691509, Orlando, FL 32869-1509, **Overnight:** 9860 Universal Blvd, Orlando, FL 32819  
 Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824 • Fax (407) 685-9884  
 E-MAIL: [exhibit.services@occc.net](mailto:exhibit.services@occc.net) WEB: <http://www.occc.net/exhibitor/default.asp>

Name of Event: \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_ Booth Size: \_\_\_\_\_ X \_\_\_\_\_

I, the undersigned cardholder, give the Orange County Convention Center, Orlando, Florida USA, and authorization to charge the following services to my credit card number listed below. This information may be used for the above referenced event only.

- **Electrical**
- **Lighting**
- **Compressed Air**
- **Fire Watch**
- **Water and Drain**
- **Aerial Rigging** (This Form Required)

I further authorize the following named person(s) to use the listed credit card to pay for any additional services at show site deemed necessary by said person(s).

Print Name	Company

***To be completed by Cardholder:***

Please complete all areas below. **Incomplete requests will be rejected and orders will not be processed.** The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion.

Corporate Card       Personal Card

Cardholder Name: \_\_\_\_\_ Company: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal code: \_\_\_\_\_ Country: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ ext. \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Security ID Code** (from back of card V / MC/ front of card AX): \_\_\_\_\_  Visa  MasterCard  AMEX

Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment for Services:** OCCC requires payment in full at the time the service(s) is ordered. For your convenience, we will use this authorization to charge your account for services, which may include labor and retained rental equipment.

**Incentive Pricing:** To qualify for the incentive rate, **payment** and a **complete floorplan** MUST be received **21 days prior** to the first move in day of the event.

**Third Party Charges:** You may authorize a third party to utilize your credit card by completing the Credit Card Authorization Form.

**Tax Exempt:** If you are tax-exempt in the state of Florida, USA, you must provide a Sales Tax Exemption Certificate to the address listed above.

**Please note:** Your card will be charged for the entire amount of the services requested as orders are placed for your booth(s). The exceptions are for Aerial Rigging service, cable TV box rental and the rental of UL certified plugs. When applicable your card will be charged initially for an aerial rigging labor minimum deposit. Additional Aerial Rigging labor, equipment, rigging materials used (if any) and a replacement fee in the amount below for any item rented and not returned will be charged to the credit card above. ● **\$150 for each UL certified plug** ● **\$300 for each Cable TV box**



## **ORANGE COUNTY CONVENTION CENTER WIRE TRANSFER INFORMATION**

Mail: P.O. Box 691509, Orlando, FL 32869-1509 Overnight: 9860 Universal Blvd, Orlando, FL 32819-5199  
Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824 • Fax (407) 685-9884  
E-MAIL: [exhibit.services@occc.net](mailto:exhibit.services@occc.net) WEB: <http://www.occc.net/exhibitor/default.asp>

### **TO RECEIVE WIRE TRANSFER INFORMATION CONTACT:**

**EMAIL:**

**VOICE:**

**FAX: (407) 685-9884**

**(A completed order form MUST be submitted with this request in enough time to receive an invoice and bank information. Your wire MUST be posted in our bank on or prior to deadline date.)**

**SHOW:** \_\_\_\_\_

**INCENTIVE DEADLINE DATE:** \_\_\_\_\_

**EXHIBITING COMPANY:** \_\_\_\_\_

**BOOTH NUMBER:** \_\_\_\_\_

***Note: There are numerous fees associated with sending a wire transfer, including but not limited to Initiating Bank Fees, Intermediary Bank Fees and Receiving Bank Fees. Exhibitors must verify the costs to route wires from their bank through New York to our bank and include those fees in their submission.***

***It is the exhibitor's responsibility to have their Initiating Bank verify all fees associated with the wire transfer, especially the \$25 Intermediary Bank Fees and to ensure that the full amount due is remitted to the Convention Center Account in sufficient time prior to the Event or Incentive Deadline.***



# ELECTRICAL SERVICE ORDER FORM 2013 CONDITIONS AND REGULATIONS

## ELECTRICAL SERVICE CONDITIONS AND REGULATIONS

120 VOLT, A.C., SINGLE PHASE, 60 CYCLE  
208 VOLT, A.C., SINGLE PHASE, 60 CYCLE  
208 VOLT, A.C., THREE PHASE, 60 CYCLE  
480 VOLT, A.C., SINGLE AND THREE PHASE

1. All equipment regardless of source of power must comply with the National Electrical Code, all Federal, State, and Local Safety Codes.
2. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
3. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
4. Under NO circumstances shall anyone other than "house electrician" make electrical connections to house equipment.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without a house electrician; however, all service connections and overload protection to such equipment must be made by a house electrician only.
6. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
7. All material and equipment furnished by the Center for this service order shall remain the property of the Center and shall be removed ONLY by the Center at the close of the show.
8. Unless otherwise directed, Center electricians are authorized to cut floor coverings to permit installation of service.
9. All exhibitors 120 VOLT cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
10. The Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Center's electrical supervisors.
11. Incentive orders will receive priority service.
12. Prices are based upon current wage rates and are subject to change without notice.
13. All payments **MUST** be paid in full before services are provided. **Onsite orders are subject to a 50% increase over the base rate.**
14. The exhibitor releases, waives and holds harmless the Center its officers, employees and agents for any liability, claims, and damages arising out of any of the services or equipment provided herein. The exhibitor shall indemnify the Center for any bodily injury or property damage resulting from any negligent act or omission of the exhibitor, its officer, employees or agents.
15. Claims will NOT be considered unless filed by Exhibitor before the close of show at the Service Desk.
16. Obstructions blocking utility floor boxes are subject to relocation as necessary.
17. The Center will charge time and materials for exhibitor or appointed contractor installed cords, which require troubleshooting and/or redistribution.
18. All electrical services are to be billed to the next greatest wattage; i.e. 15amp 208v single phase = 20amp 208v single phase.

Services requested on this form are for the single event listed.

### **Cancellation & Modification Policy:**

Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less a \$35.00 administrative fee.

Changes, additions or modifications to incentive rate orders received after the 21-day incentive rate deadline are subject to base rate.

The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.

**Credit will not be given for services provided and not used.**

PLEASE PRINT OR TYPE: **Bolded** fields are required for processing.

NAME OF EVENT: \_\_\_\_\_ BOOTH: \_\_\_\_\_

BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_ BOOTH TYPE:  ISLAND  INLINE  PENINSULA

EXHIBITING COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

ARE YOU:  Exhibitor  EAC / I & D (Company Name) \_\_\_\_\_  Other \_\_\_\_\_

Please indicate authorized person's contact information below:

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ EXT. \_\_\_\_\_ EMAIL: \_\_\_\_\_

120 VOLT POWER OUTLET Placement included with outlet		*Incentive Order With Payment Before				**Base Order With Payment After					
Floor	Ceiling	Quantity	Cost	Utility Tax	Sales Tax	Unit	Cost	Utility Tax	Sales Tax	Unit Total	TOTAL
		Single Outlet Up to 500 Watts	99.56	9.96	6.48	116.00	158.79	15.88	10.33	185.00	\$
		Single Outlet Up to 1000 Watts	113.30	11.33	7.37	132.00	181.97	18.20	11.83	212.00	\$
		Single Outlet Up to 1500 Watts	127.03	12.71	8.26	148.00	204.29	20.43	13.28	238.00	\$
		Single Outlet Up to 2000 Watts	141.62	14.17	9.21	165.00	225.74	22.58	14.68	263.00	\$
		Rigging Charge for Ceiling Drop Single Outlet**	<b>\$250.00</b>				<b>\$370.00</b>				\$
<b>Electric power comes from the floor, unless otherwise indicated. OCCC electricians will not branch power.</b>											Total: \$ _____
<b>** Must order power in addition to ceiling drop</b>											
<b>PRICES ARE SUBJECT TO CHANGE</b>											

**ADDITIONAL RENTAL ITEMS**

- \_\_\_\_\_ 25' Extension Cord (Power not included)
  - \_\_\_\_\_ Multi Outlet Assembly (Six outlets multi-strip - Power not included, maximum 1500 watts)
- Please pick up extension cords and multi-strips from service desk at show site.

Cost	Tax	Unit Total	TOTAL
22.53	1.47	24.00	\$
22.53	1.47	24.00	\$
<b>TOTAL:</b>			\$

**EXPRESS MAIL TO: Orange County Convention Center**  
**Attention: Exhibitor Services**

9860 Universal Blvd., Orlando, FL 32819-8199

**US MAIL TO: Orange County Convention Center**  
**Attention: Exhibitor Services**

PO BOX 691509, Orlando, FL 32869-1509

**Fax (407) 685-9884**

Convention Center (800) 345-9898 • Exhibitor Services (407) 685-9824

E-MAIL: [exhibit.services@occc.net](mailto:exhibit.services@occc.net) WEB: <http://www.occc.net/exhibitor/default.asp>

- **Orders received on site are subject to a 50% service charge.**
- For exact placement, attach a scaled diagram indicating the location of outlets, including booth dimensions, outlet dimensions and aisle / booth numbers.
- If a drawing is not provided, the center will install the service in the most convenient location and charges will apply for relocation.
- Exhibit houses are permitted to branch power in the booth. OCCC electricians are not responsible for power distribution installed by others.
- Labor charges will apply for service calls.
- Changes, additions, or modifications to incentive rate orders received after the 21-day incentive rate deadline are subject to base rate.
- **All prices are subject to change without notice.**

**Payment Information**

- **All payment MUST be paid in full before services are provided. NEW ONSITE ORDERS are subject to 50% increase over the Base Rate.**
- **Orders without payment and/or floor plan will NOT be processed and service will be withheld.**
- **ONLY Visa, MasterCard, American Express, Company Checks, and Wire Transfers are accepted forms of payment.**
- **Absolutely NO Purchase Orders will be accepted.**
- **Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.**

Please complete all areas below. The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Please note that we will be contacting your bank to verify that you are able to make these charges.

Check Amount Enclosed: \$ \_\_\_\_\_  Company Check or Money Order (**Made Payable to Orange County Convention Center, \$USD, US Bank**)

Security ID Code: \_\_\_\_\_  Visa  MasterCard  American Express

Account No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Card Holder Name (Please Print) \_\_\_\_\_

Authorized Signature \_\_\_\_\_

E-mail Address to where final invoice will be sent: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less \$35.00 administrative fee.** Changes, additions or modifications to incentive rate orders received after the 21-day incentive rate deadline are subject to base rate as well as a \$35.00 administration fee if a refund is required at the close of the show.

**FOR OFFICE USE ONLY**

**NAME OF EVENT:** \_\_\_\_\_ **BOOTH:** \_\_\_\_\_

**BOOTH SIZE:** \_\_\_\_\_ X \_\_\_\_\_ **BOOTH TYPE:**     ISLAND     INLINE     PENINSULA

**EXHIBITING COMPANY:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE/PROVINCE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_ **COUNTRY:** \_\_\_\_\_

**Are you:**     Exhibitor     EAC / I & D (Company Name)     Other \_\_\_\_\_

**IF USING AN EAC / I & D COMPANY, PLEASE INDICATE CONTACT INFORMATION BELOW:**  
**CONTACT NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **EXT.:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

		Incentive Rate with Payment Before				Base Rate with Payment After				
Quantity	Floor Ceiling	Cost	Utility Tax	Sales tax	Total	Cost	Utility tax	Sales tax	Total	TOTAL
	20 Amp Single Phase*	\$182.82	18.29	11.89	\$213.00	\$292.70	29.27	19.03	\$341.00	\$
	20 Amp Three Phase*	\$279.82	27.99	18.19	\$326.00	\$448.92	44.90	29.18	\$523.00	\$
	30 Amp Single Phase*	\$240.33	24.04	15.63	\$280.00	\$384.54	38.46	25.00	\$448.00	\$
	30 Amp Three Phase*	\$400.00	40.00	26.00	\$466.00	\$642.05	64.21	41.74	\$748.00	\$
	40 Amp Single Phase*	\$310.72	31.08	20.20	\$362.00	\$494.41	49.45	32.14	\$576.00	\$
	40 Amp Three Phase*	\$534.76	53.48	34.76	\$623.00	\$855.79	85.58	55.63	\$997.00	\$
	50 Amp Single Phase*	\$386.26	38.63	25.11	\$450.00	\$618.88	61.89	40.23	\$721.00	\$
	50 Amp Three Phase*	\$666.94	66.70	43.36	\$777.00	\$1068.66	106.87	69.47	\$1245.00	\$
	60 Amp Single Phase*	\$465.23	46.53	30.24	\$542.00	\$733.04	73.31	47.65	\$854.00	\$
	60 Amp Three Phase*	\$800.00	80.00	52.00	\$932.00	\$1282.40	128.24	83.36	\$1494.00	\$
	80 Amp Single Phase*	\$605.14	60.52	39.34	\$705.00	\$968.23	96.83	62.94	\$1128.00	\$
	80 Amp Three Phase*	\$1068.66	106.87	69.47	\$1245.00	\$1708.15	170.82	111.03	\$1990.00	\$
	100 Amp Single Phase*	\$774.24	77.43	50.33	\$902.00	\$1237.76	123.78	80.46	\$1442.00	\$
	100 Amp Three Phase*	\$1335.61	133.57	86.82	\$1556.00	\$2137.33	213.74	138.93	\$2490.00	\$
	150 Amp Single Phase*	\$1084.11	108.42	70.47	\$1263.00	\$1733.90	173.39	112.71	\$2020.00	\$
	150 Amp Three Phase*	\$1872.10	187.21	121.69	\$2181.00	\$2993.99	299.40	194.61	\$3488.00	\$
	200 Amp Single Phase*	\$1446.34	144.64	94.02	\$1685.00	\$2315.01	231.51	150.48	\$2697.00	\$
	200 Amp Three Phase*	\$2495.27	249.53	162.20	\$2907.00	\$3993.12	399.32	259.56	\$4652.00	\$
	400 Amp Single Phase*	\$2891.84	289.19	187.97	\$3369.00	\$4627.46	462.75	300.79	\$5391.00	\$
	400 Amp Three Phase*	\$5782.82	578.29	375.89	\$6737.00	\$9254.07	925.41	601.52	\$10781.00	\$

ADDITIONAL RENTAL ITEMS	Incentive	Base	TOTAL
_____ Ceiling Drop Request for Single or Three Phase Outlet ( <i>must order power separately</i> )	\$250.00	\$370.00	\$
_____ UL Certified Plug ( <i>* All 208V Service requires the use of a UL Certified Plug</i> )	\$ 93.00	\$ 93.00	\$
_____ European Multi-Strip (for use with 20 amp single phase only)	\$ 46.00	\$ 46.00	\$
		<b>TOTAL:</b>	<b>\$</b>

**EXPRESS MAIL TO: Orange County Convention Center**      **US MAIL TO: Orange County Convention Center**  
**Attention: Exhibitor Services**      **Attention: Exhibitor Services**  
 9860 Universal Blvd., Orlando, FL 32819-8199      PO BOX 691509, Orlando, FL 32869-1509

**Fax (407) 685-9884 • Convention Center (800) 345-9898**

**Exhibit Services (407) 685-9824 • E-MAIL: [exhibit\\_services@occc.net](mailto:exhibit_services@occc.net) WEB: <http://www.occc.net/exhibitor/default.asp>**

- For exact placement **attach a scaled diagram** indicating the location of outlets, including booth dimensions, outlet dimensions and aisle/booth numbers
- **Payment and floor plan are required to complete order**
- OCCC electricians are not responsible for power distribution installed by others. Labor charges will apply for service calls
- There may be additional charges for rental of UL certified plugs
- All unreturned rental plugs will result in a \$150 charge

**Payment Information**

- **Order MUST be paid in full before services are provide**
- **Absolutely NO purchase orders will be accepted**
- **Orders without payment and/or floorplan will NOT be processed and service will be withheld.**
- **ONLY Visa, MasterCard, American Express, Company Checks, and Wire Transfers are accepted forms of payment**
- **Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.**

**Amount Enclosed: \$** \_\_\_\_\_     Company Check or Money Order (**Made Payable to Orange County Convention Center, \$USD, US Bank**)

Please complete all areas below. The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Please note that we will be contacting your bank to verify that you are able to make these charges.

**Security ID Code:** \_\_\_\_\_     Visa     MasterCard     American Express

Account No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Card Holder Name (Please Print) \_\_\_\_\_

E-mail Address to where final invoice will be sent: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

FOR OFFICE USE ONLY

**Cancellation Policy:** Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less \$35.00 administrative fee. **PLEASE NOTE THAT ON SITE ORDERS ARE SUBJECT TO A 50% INCREASE OVER THE BASE RATE.**

NAME OF EVENT: \_\_\_\_\_ BOOTH: \_\_\_\_\_  
 BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_ BOOTH TYPE:  ISLAND  INLINE  PENINSULA

EXHIBITING COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

ARE YOU:  Exhibitor  EAC / I & D (Company Name)  Other

Please indicate authorized person's contact information below:

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ EXT. \_\_\_\_\_ EMAIL: \_\_\_\_\_

380V  480V

**Incentive Rate with Payment Before:**

**Base Rate with Payment After:**

Quantity	Cost	Utility Tax	Sales Tax	Unit Total	Cost	Utility Tax	Sales Tax	Unit Total	TOTAL
20 Amp Single Phase	\$364.80	36.48	23.72	\$425.00	\$584.54	58.46	38.00	\$681.00	\$
20 Amp Three Phase	\$561.37	56.14	36.49	\$654.00	\$897.85	89.79	58.36	\$1046.00	\$
30 Amp Single Phase	\$479.82	47.99	31.19	\$559.00	\$768.23	76.83	49.94	\$895.00	\$
30 Amp Three Phase	\$800.00	80.00	52.00	\$932.00	\$1282.40	128.24	83.36	\$1494.00	\$
40 Amp Single Phase	\$618.88	61.89	40.23	\$721.00	\$988.83	98.89	64.28	\$1152.00	\$
40 Amp Three Phase	\$1068.66	106.87	69.47	\$1245.00	\$1708.15	170.82	111.03	\$1990.00	\$
50 Amp Single Phase	\$771.67	77.17	50.16	\$899.00	\$1236.04	123.61	80.35	\$1440.00	\$
50 Amp Three Phase	\$1334.76	133.48	86.76	\$1555.00	\$2135.61	213.57	138.82	\$2488.00	\$
60 Amp Single Phase	\$928.75	92.88	60.37	\$1082.00	\$1486.69	148.67	96.64	\$1732.00	\$
60 Amp Three Phase	\$1599.13	159.92	103.95	\$1863.00	\$2562.22	256.23	166.55	\$2985.00	\$
80 Amp Single Phase	\$1210.30	121.03	78.67	\$1410.00	\$1937.33	193.74	125.93	\$2257.00	\$
80 Amp Three Phase	\$2135.61	213.57	138.82	\$2488.00	\$3420.60	342.06	222.34	\$3985.00	\$
100 Amp Single Phase	\$1547.63	154.77	100.60	\$1803.00	\$2476.39	247.64	160.97	\$2885.00	\$
100 Amp Three Phase	\$2670.38	267.04	173.58	\$3111.00	\$4272.95	427.30	277.75	\$4978.00	\$
150 Amp Single Phase	\$2167.38	216.74	140.88	\$2525.00	\$3466.94	346.70	225.36	\$4039.00	\$
150 Amp Three Phase	\$3742.48	374.25	243.27	\$4360.00	\$5988.83	598.89	389.28	\$6977.00	\$
200 Amp Single Phase	\$2891.84	289.19	187.97	\$3369.00	\$4627.46	462.75	300.79	\$5391.00	\$
200 Amp Three Phase	\$4990.55	499.06	324.39	\$5814.00	\$7986.26	798.63	519.11	\$9304.00	\$
400 Amp Single Phase	\$5782.82	578.29	375.89	\$6737.00	\$9254.07	925.41	601.52	\$10,781.00	\$
400 Amp Three Phase	\$11,565.66	1156.57	751.77	\$13,474.00	\$18,505.57	1850.56	1202.87	\$21,559.00	\$

1 Rigging Charge for Ceiling Drop **MUST BE INCLUDED WITH TOTAL \$250.00** **MUST BE INCLUDED WITH TOTAL \$370.00** \$  
 UL Certified Plug (ALL UNRETURNED RENTAL PLUGS WILL RESULT IN A \$150 CHARGE) \$93.00 \$  
 \* All 380V/480V Service requires the use of a UL Certified Plug **Grand Total** \$

**EXPRESS MAIL TO:** Orange County Convention Center  
 Attention: Exhibitor Services  
 9860 Universal Blvd., Orlando, FL 32819-8199

**US MAIL TO:** Orange County Convention Center  
 Attention: Exhibitor Services  
 PO Box 691509, Orlando, FL 32869-1509

Fax (407) 685-9884 \* Convention Center (800) 345-9898 \* Exhibit Services (407) 685-9824  
 E-MAIL: [exhibit.services@occc.net](mailto:exhibit.services@occc.net) WEB: <http://www.occc.net/exhibitor/default.asp>

- For exact placement, attach a scaled diagram indicating the location of outlets, including booth dimensions, outlet dimensions and aisle/booth numbers.
- OCCC will not branch/split power from one outlet through a multi outlet assembly to achieve multiple locations.
- OCCC electricians are not responsible for power distribution installed by others. Labor charges will apply for service calls

**Payment Information**

- Order MUST be paid in full before services are provided
- Absolutely NO purchase orders will be accepted
- Orders without payment and/or floorplan will NOT be processed and service will be withheld.
- ONLY Visa, MasterCard, American Express, Company Checks, and Wire Transfers are accepted forms of payment
- Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.

Amount Enclosed: \$ \_\_\_\_\_  Company Check or Money Order (**Made Payable to Orange County Convention Center, USD, US Bank**)  
 Please complete all areas below. **Incomplete requests will be rejected.** The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Please note that we will be contacting your bank to verify that you are able to make these charges.

Security ID Code: \_\_\_\_\_  Visa  MasterCard  American Express

Account No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

E-mail Address to where final invoice will be sent: \_\_\_\_\_

Card Holder Name (Please Print) \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less \$35.00 administrative fee.**  
**ALL PRICES ARE SUBJECT TO CHANGE. NEW ONSITE ORDERS are subject to a 50% increase over the BASE RATE.**

**FOR OFFICE USE ONLY**



**Orange  
County  
Convention  
Center**

The Center of  
Hospitality,  
where it's all about  
your experience.

Orlando

## 2013 LIGHTING SERVICE ORDER FORM

PLEASE PRINT OR TYPE: **Bolded** fields are required for processing.

NAME OF EVENT: \_\_\_\_\_ BOOTH: \_\_\_\_\_

BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_ BOOTH TYPE:  ISLAND  INLINE  PENINSULA

EXHIBITING COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

ARE YOU:  Exhibitor  EAC / I & D (Company Name) \_\_\_\_\_  Other \_\_\_\_\_

IF USING AN EAC / I & D COMPANY, PLEASE INDICATE CONTACT INFORMATION BELOW:

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ EXT. \_\_\_\_\_ EMAIL: \_\_\_\_\_

**EXPRESS MAIL TO: Orange County Convention Center**

**Attention: Exhibitor Services**

9860 Universal Blvd., Orlando, FL 32819-8199

**US MAIL TO: Orange County Convention Center**

**Attention: Exhibitor Services**

PO BOX 691509, Orlando, FL 32869-1509

**Fax (407) 685-9884**

Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824

**E-MAIL: [exhibit.services@occc.net](mailto:exhibit.services@occc.net) WEB: <http://www.occc.net/exhibitor/default.asp>**

Track Lights	*Incentive Order With Payment Before			**Base Order With Payment After			TOTAL	
	Quantity	Cost	Sales Tax	Unit Total	Cost	Sales Tax		Unit Total
4' Track with 2 lights*		\$ 176.52 +	\$ 11.48	\$ 188.00	\$ 284.50 +	\$ 18.50	\$ 303.00	\$
4' Track with 3 lights*		\$ 205.63 +	\$ 13.37	\$ 219.00	\$ 331.45 +	\$ 21.55	\$ 353.00	\$
4' Track with 4 lights*		\$ 232.86 +	\$ 15.14	\$ 248.00	\$ 373.70 +	\$ 24.30	\$ 398.00	\$
Add'l Track Light Fixtures*		\$ 56.33 +	\$ 3.67	\$ 60.00	\$ 89.20 +	\$ 5.80	\$ 95.00	\$
300 Watt Pole Light**		\$ 92.95 +	\$ 6.05	\$ 99.00	\$ 147.41 +	\$ 9.59	\$ 157.00	\$

\*Price includes: fixtures, maintenance, power, installation, removal and metal bar for placement in your booth (Please see reverse side).

\*\* Includes Power and Installation

**ADDITIONAL OVERHEAD LIGHTING** (Pricing is per event)

Quantity	Cost	Tax	Unit Total	Cost	Tax	Unit Total	TOTAL
Par Can**	\$ 266.66 +	\$ 17.34	\$ 284.00	\$450.00 +	29.25	\$ 479.25	\$
Lights Out (Per Pod)	Requires Show Mgmt Approval		\$55.00	Requires Show Mgmt Approval		\$75.00	\$

++ (1000 watt Theatrical Ceiling Light Includes Installation, Removal, Electric, and 1 Focus)

- If refocus is required, an additional labor charge will apply.
- Please attach blueprints, floor plans, booth diagrams, sketches or drawings with surrounding booth or aisle numbers in order to determine proper orientation of your booth and the location of par cans and/or track or pole lights.
- **ALL PAYMENTS MUST BE MADE IN FULL by check, cash, money order or credit card, payable in US dollars, before services are provided.**

### Payment in full must be received before service is provided.

Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.

**FORM OF PAYMENT: Remit to Orange County Convention Center. NEW ONSITE ORDERS** are subject to 50% Increase over the Base Rate.

Company Check or Money Order in the amount of \$ \_\_\_\_\_  Visa  MasterCard  American Express

(Made Payable to Orange County Convention Center, \$USD, US Bank)

Please complete all areas below. Incomplete requests will be rejected. The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Please note that we will be contacting your bank to verify that you are able to make these charges.

Account No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

E-mail Address to where final invoice will be sent: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

Security ID Code: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) days prior to the scheduled first move in date to receive a full refund less \$35.00 administrative fee. ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**



**PLEASE PRINT OR TYPE: Bolded fields are required for processing.**

**NAME OF EVENT:** \_\_\_\_\_ **BOOTH:** \_\_\_\_\_

**BOOTH SIZE:** \_\_\_\_\_  \_\_\_\_\_ **BOOTH TYPE:**  ISLAND  INLINE  PENINSULA

**EXHIBITING COMPANY:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE/PROVINCE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_ **COUNTRY:** \_\_\_\_\_

**ARE YOU:**  Exhibitor  EAC / I & D (Company Name) \_\_\_\_\_  Other \_\_\_\_\_

Please indicate authorized person's contact information below:

**CONTACT NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **EXT.:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

Natural Gas is only available in: West Hall B & Entire N/S Concourse		*Incentive Order With Payment Before:				**Base Order With Payment After:				
Quantity	Cost	Utility Tax	Sales Tax	Unit Total	To ensure proper installation, all Natural Gas orders <u>must</u> be placed 21 days prior to first move in date.				TOTAL	
Each Natural Gas – 45000 BTU Hook up	\$256.46	\$25.67	\$16.69	\$299.00					\$	
Add'l BTUs @ 45000 increments	\$59.22	\$5.93	\$3.85	\$69.00					\$	
<b>1</b> Required Ceiling Drop for Natural Gas	<b>Must be included in Total</b>			<b>\$250.00</b>	\$					
LP Gas – 5lb Tank** (Available in all Halls)	\$59.22	\$5.93	\$3.85	\$69.00	\$72.10	\$7.21	\$4.69	\$84.00	\$	
Each Additional 5 lb Tank	\$41.20	\$4.12	\$2.68	\$48.00	\$49.78	\$4.98	\$3.24	\$58.00	\$	
<b>Total:</b>									\$	

**\*\* 5lb LP Gas tanks do not require ceiling drop charge EACH ORDER INCLUDES PLACEMENT**

**EXPRESS MAIL TO: Orange County Convention Center**

**Attention: Exhibitor Services**  
9860 Universal Blvd., Orlando, FL 32819-5199

**US MAIL TO: Orange County Convention Center**

**Attention: Exhibitor Services**  
PO BOX 691509, Orlando, FL 32869-1509

**Attention: Exhibitor Services**  
**Fax (407) 685-9884**

Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824

**E-MAIL:** [exhibit.services@occc.net](mailto:exhibit.services@occc.net) **WEB:** <http://www.occc.net/exhibitor/default.asp>

- All orders must include payment in full and floor plan to receive incentive rate
- For exact placement, attach a scaled diagram indicating the location, including booth dimensions and aisle/booth numbers.
- Natural gas pricing includes labor and materials. One hook up per piece of equipment, OCCC will not branch/split gas from one location to another to achieve multiple locations. Rigging labor calculated at close of show and may exceed deposit.
- All gas will be removed or shut off one hour after the close of each day
- LP gas prices include hook up and dismantle of tank each day
- If a drawing is not provided the center will install the service in the most convenient location and charges will apply for relocation
- OCCC electricians are not responsible for gas distribution installed by others. Labor charges will apply for service calls.

## Payment Information

- **All payment MUST be paid in full before services are provided**
- **Absolutely NO purchase orders will be accepted**
- **Orders without payment and/or floorplan will NOT be processed and service will be withheld.**
- **ONLY Visa, MasterCard, American Express, Company Checks, and Wire Transfers are accepted forms of payment**
- **Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.**

**Amount Enclosed:** \$ \_\_\_\_\_  Company Check or Money Order (**Made Payable to Orange County Convention Center, \$USD, US Bank**)

Please complete all areas below. **Incomplete requests will be rejected.** The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Please note that we will be contacting your bank to verify that you are able to make these charges.

**Security ID Code:** \_\_\_\_\_  Visa  MasterCard  American Express

**Account No.** \_\_\_\_\_ **Exp. Date** \_\_\_\_\_

**E-mail Address to where final invoice should be sent:** \_\_\_\_\_

**Card Holder Name (Please Print)** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_

**Credit Card Billing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move into receive a full refund less \$35.00 administrative fee.**

Prices subject to change without notice.

**FOR OFFICE USE ONLY**

PLEASE PRINT OR TYPE: **Bolded** fields are required for processing.

NAME OF EVENT: \_\_\_\_\_ BOOTH: \_\_\_\_\_

BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_ BOOTH TYPE:  ISLAND  INLINE  PENINSULA

EXHIBITING COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

ARE YOU:  Exhibitor  EAC / I & D (Company Name) \_\_\_\_\_  Other \_\_\_\_\_

IF USING AN EAC / I & D COMPANY, PLEASE INDICATE CONTACT INFORMATION BELOW:

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ EXT. \_\_\_\_\_ EMAIL: \_\_\_\_\_

Quantity	*Incentive Order With Payment Before				**Base Order With Payment After				TOTAL
	Cost	Utility Tax	Sales Tax	Unit Total	Cost	Utility Tax	Sales Tax	Unit Total	
<b>COMPRESSED AIR SERVICES *</b> *+ Service Outlet 1/2" FPT Maximum Pressure 90 PSI									
Air Service Connection	\$265.72		+17.28	\$283.00	\$362.44		+23.56	\$386.00	\$
<b>WATER SERVICES * +</b> Service Outlet 1/2" FPT									
Water Service Connection	\$190.55	+19.06	+12.39	\$222.00	\$307.29	+30.73	+19.98	\$358.00	\$
<b>DRAIN SERVICES * +</b>									
Drain Service	\$170.89		+11.11	\$182.00	\$272.30		+17.70	\$290.00	\$
<b>WATER FILL &amp; DRAIN</b> (One Time) Labor Included									
Water Fill & Drain (1-99 Gal)	\$80.68	+8.07	+5.25	\$94.00	\$128.75	+12.88	+8.37	\$150.00	\$
Water Fill & Drain (100-299 Gal)	\$162.22	+16.23	+10.55	\$189.00	\$259.22	+25.93	+16.85	\$302.00	\$
Water Fill & Drain (300-500 Gal)	\$232.61	+23.27	+15.12	\$271.00	\$375.10	+37.51	+24.39	\$437.00	\$
Water Fill & Drain – Additional (Over 500 Gallons – in 500 Gallon increments)	\$33.47	+3.35	+2.18	\$39.00	\$58.36	+5.84	+3.80	\$68.00	\$
<b>GRAND TOTAL</b>									\$

**EXPRESS MAIL TO: Orange County Convention Center**

**Attention: Exhibitor Services**

9860 Universal Blvd., Orlando, FL 32819-8199

**US MAIL TO: Orange County Convention Center**

**Attention: Exhibitor Services**

PO BOX 691509, Orlando, FL 32869-1509

**Fax (407) 685-9884**

Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824

**E-MAIL: [exhibit.services@occc.net](mailto:exhibit.services@occc.net) WEB: <http://www.occc.net/exhibitor/default.asp>**

**CONNECTION INFORMATION:**

- Price includes one connection to exhibitor's equipment. Additional charges will incur for additional connections. Services are only available **from floor**.
- **Note: pressure may vary. No guarantee can be made of minimum and maximum pressure. If pressure is critical, please contact exhibit services at (407) 685-5646.**
- Please provide an attached drawing indicating location of your connections. If a drawing is not provided, the center will install the service in the most convenient location and charges will apply for relocation.

**Payment Information**

**All payments MUST be paid in full before services are provided. Onsite orders are subject to a 50% increase over the base rate.**

- **Absolutely NO purchase orders will be accepted. PRICES ARE SUBJECT TO CHANGE.**
- **Orders without payment and/or floorplan will NOT be processed and service will be withheld.**
- **ONLY Visa, MasterCard, American Express, Company Checks, and Wire Transfers are accepted forms of payment**
- **Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.**

Amount Enclosed: \$ \_\_\_\_\_  Company Check or Money Order (**Made Payable to Orange County Convention Center, \$USD, US Bank**)

Please complete all areas below. **Incomplete requests will be rejected.** The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Note: We will be contacting your bank to verify that you are able to make these charges.

Security ID Code: \_\_\_\_\_ Form of Payment:  Visa  MasterCard  American Express

Account No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Card Holder Name (Please Print) \_\_\_\_\_

Authorized Signature \_\_\_\_\_

E-mail Address to where final invoice will be sent: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less \$35.00 administrative fee.**

**FOR OFFICE USE ONLY**

**COMPRESSED AIR, WATER, DRAIN SERVICE CONDITIONS, AND REGULATIONS**

1. All equipment must comply with the Southern Building Code, all Federal, State, and local safety codes.
2. Claims will NOT be considered unless filed by Exhibitor before the close of show at the Service Desk.
3. All material and equipment furnished by the Center for this service order shall remain the property of the Center and shall be removed ONLY by the Center at the close of show.
4. The Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Center's Plumbing Supervisor.
5. Unless otherwise directed, Center personnel are authorized to cut floor coverings to permit installation of service.
6. All payments **MUST** be paid in full before services are provided. **Onsite orders are subject to a 50% increase over the base rate.**
7. Incentive orders shall receive priority service.
8. Prices are based upon current wage rates and are subject to change without notice.
9. OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES ARE SUBJECT TO RELOCATION AS NECESSARY.
10. The exhibitor **must** notify the OCCC service desk for installation if no detailed diagram has been submitted indicating location of the ordered services.

Services requested on this form are for the single event listed.

**Revisions and/or changes after the 21 day deadline will be charged at the base rate.**

**Cancellation Policy:**

Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less a \$35.00 administrative fee.

The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.

**Credit will not be given for services provided and not used.**

# 2013 CABLE SERVICE ORDER FORM



**Orange County Convention Center**

The Center of Hospitality, where it's all about your experience.

*Orlando*

**PLEASE PRINT OR TYPE: Bolded fields are required for processing.**

NAME OF EVENT: \_\_\_\_\_ BOOTH: \_\_\_\_\_

BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_ BOOTH TYPE:  ISLAND  INLINE  PENINSULA

EXHIBITING COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

ARE YOU:  Exhibitor  EAC / I & D (Company Name) \_\_\_\_\_  Other \_\_\_\_\_

IF USING AN EAC / I & D COMPANY, PLEASE INDICATE CONTACT INFORMATION BELOW:

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ EXT. \_\_\_\_\_ EMAIL: \_\_\_\_\_

**EXPRESS MAIL TO: Orange County Convention Center**

**Attention: Exhibitor Services**

9860 Universal Blvd., Orlando, FL 32819-8199

**US MAIL TO: Orange County Convention Center**

**Attention: Exhibitor Services**

PO BOX 691509, Orlando, FL 32869-1509

**Fax (407) 685-9884**

Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824

**E-MAIL: [exhibit.services@occc.net](mailto:exhibit.services@occc.net) WEB: <http://www.occc.net/exhibitor/default.asp>**

Quantity	*Incentive Order With Payment Before			**Base Order With Payment After			TOTAL
	Cost	CST Tax	Unit Total	Cost	CST Tax	Unit Total	
Standard Line Up	\$249.88	\$36.12	\$286.00	\$314.54	\$45.46	\$360.00	\$
*HDTV	\$327.65	\$47.35	\$375.00	\$413.28	\$59.88	\$473.00	\$
Add'l HDTV/Digital Box & Remote	\$170.38	\$24.62	\$195.00	\$218.44	\$31.56	\$250.00	\$
Refundable Deposit for Box			\$300.00			\$300.00	\$
<b>GRAND TOTAL</b>							<b>\$</b>

*\*All HDTV equipment must be returned to Exhibitor Services Desk at show close. Unreturned equipment is subject to a \$300.00 replacement fee.*

A television/monitor is not supplied. Rate includes labor, infrastructure patch fee. Cable service is provided by Brighthouse Networks. The rate is per show. See page 2 for channel lineup.

For exact placement, attach a scaled diagram indicating the location of cable service, including booth number and surrounding aisle numbers for orientation.

If drawing is not provided, the center will install the service in the most convenient location and charges will apply for relocation. **Labor charges will apply for service calls.**

**All payments must be made in full by check, cash, money order or credit card, payable in us dollars, before services are provided.**

**All prices are subject to change without notice.**

**Payment in full must be received before service is provided.**

Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.

**FORM OF PAYMENT: Remit to Orange County Convention Center.**

Company Check or Money Order in the amount of \$ \_\_\_\_\_  Visa  MasterCard  American Express  
(Made Payable to Orange County Convention Center, \$USD, US Bank)

Please complete all areas below. Incomplete requests will be rejected. The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Please note that we will be contacting your bank to verify that you are able to make these charges.

Security ID Code: \_\_\_\_\_

Account No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

E-mail Address to where final invoice will be sent: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) Calendar days prior to the scheduled first move in move in date to receive a full refund less \$35.00 administrative fee.**



# 2013 AERIAL RIGGING ORDER FORM

**PLEASE PRINT OR TYPE: Please complete entire form for processing.**

NAME OF EVENT: \_\_\_\_\_ BOOTH: \_\_\_\_\_

BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_ BOOTH TYPE:  ISLAND  PENINSULA

EXHIBITING COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

Are you:  Exhibitor  EAC / I & D (Company Name) \_\_\_\_\_  Other \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ EXT. \_\_\_\_\_ EMAIL: \_\_\_\_\_

**EXPRESS MAIL TO: Orange County Convention Center**

**Attention: Exhibitor Services**  
9860 Universal Blvd, Orlando, FL 32819 -8199

**US MAIL TO: Orange County Convention Center**

**Attention: Exhibitor Services**  
PO BOX 691509, Orlando, FL 32869-1509

**Fax (407) 685-9884**

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**E-MAIL: [exhibit.services@occc.net](mailto:exhibit.services@occc.net) WEB: <http://www.occc.net/exhibitor/default.asp>**

### Incentive Deadline Date:

### RIGGING LABOR RATES

**INCENTIVE RATE- \$84.00 PER PERSON/HR.** (Three-person team - minimum of 1 hr in & 1 hr out) The rigging form and payment of **\$504.00 MUST** be received 21 days prior to the first move in day to receive incentive pricing for event.

**BASE RATE - \$122.00 PER PERSON/HR.** (Three-person team - minimum of 1 hr in & 1 hr out). All rigging forms received after the incentive deadline or on-site will be charged base rate for event. A payment of **\$732.00** is required for base rate.

All labor in excess of 1 hr for installation and 1 hr for removal will be billed in ½ hr increments. There is no charge for aerial lifts used to suspend items. There is a charge when used for other purposes.

**After 8 hours per day and on holidays, overtime rates (time & ½ per hour) apply.**

Normal hardware to suspend items is available through the Convention Center at an additional charge (truss, electric chain hoists, aircraft cable, ropes, etc.). **ONLY RATED RIGGING HARDWARE IS PERMITTED.**

**AFTER ASSEMBLY OF YOUR SIGN AND BEFORE RIGGING CAN COMMENCE, THE ONSITE AUTHORIZED PERSON MUST STOP BY THE EXHIBITOR SERVICES DESK TO SIGN PAPERWORK. RIGGING ORDERS ARE HANDLED IN THE ORDER IN WHICH THE PAPER WORK IS SIGNED OFF AT THE ORANGE COUNTY CONVENTION CENTER EXHIBITOR SERVICES DESK OR AT THE DISCRETION OF THE RIGGING DEPARTMENT.**

Dates of installation may vary depending on the quantity of orders received and how many move-in days your event may have. OCCC personnel does not assemble item(s). Assembly must be completed before initiating services. All rigging orders are subject to approval by the Orange County Convention Center and must be installed, removed and supervised by OCCC personnel.

Rigging Install date \_\_\_\_\_ Rigging Strike date \_\_\_\_\_

Description of item (sign, banner, truss, etc.) \_\_\_\_\_

Quantity (if item are different, please attach descriptions of each) \_\_\_\_\_

Type of material (wood, vinyl, cloth, steel, etc.) \_\_\_\_\_

Size: \_\_\_\_\_ Weight: \_\_\_\_\_

Height desired from floor to bottom of suspended item \_\_\_\_\_

Does this item require power? \_\_\_\_\_ (Please order on electrical form and note that power is for overhead rigging only)

Will you require:

OCCC Chain Hoist (Motors) ? \_\_\_\_\_ Quantity: \_\_\_\_\_

OCCC Truss? \_\_\_\_\_ Quantity: \_\_\_\_\_

Please contact Rigging Services at 407-685-5555 to discuss details or to ask questions.

### TO COMPLETE THIS ORDER, PLEASE ATTACH THE OCCC CREDIT CARD AUTHORIZATION FORM

**Note: The credit card listed on the authorization form will be initially charged for the rigging labor payment as noted above when this order form is received. Additional charges (if any) for additional labor or normal hardware needed to suspend items will be charged separately to the card listed on the authorization form. No purchase orders accepted.**

**Prices are subject to change without notice. Please note that on-site orders are subject to a 50% increase over the base rate.**

**Cancellation Policy: Notification must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less \$35.00 administrative fee. Prices are subject to change.**

- The Orange County Convention Center is the **EXCLUSIVE** provider of Aerial Rigging Services.
- All rigging must conform to Show Management rules, regulations, and facility limitations.
- The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building, walls, or decorative surfaces is **NOT PERMITTED**.
- All equipment, signs, products, etc. must be designed to suspend safely. In some cases, signs may require a structural Engineers seal of approval.
- Care must be taken to use only **RATED RIGGING HARDWARE** when designing, constructing or purchasing such items. All hardware is required to have a working load limit, (W.L.L.).
- Rigging plots, drawings, blueprints or engineers certification (when requested) must be submitted to the Orange County Convention Center Rigging Services Department a **MINIMUM** of **THREE WEEKS** in advance of the first move-in day for your show and must include the location, the dimensions, the height above the floor to the top, and the weight of the suspended item. They must also show booth outline with aisles marked for reference.
- All points where nylon slings are used will require a steel safety cable.
- **All assembly of equipment, signs, products, etc., will be the responsibility of the Exhibitor or Contractor**
- Any equipment, signs, products, etc. deemed to be unsafe for overhead suspension by the Orange County Convention Center Rigging Services Department will not be allowed.
- All payments must be made by CHECK, MONEY ORDER (payable in U. S. funds on U. S. Banks), VISA, MASTERCARD, AMERICAN EXPRESS or CASH. No PURCHASE ORDERS accepted. **A credit card must be placed on file for any additional charges.**
- Actual time and date of rigging may vary during move-in and move-out of your show in order to reduce costs to you.
- **All orders for rigging will be handled in the order in which the paper work is signed off at the Orange County Convention Center Exhibitor Services Desk** or at the discretion of the Rigging Department.
- If you are not flexible and need a **DEFINITIVE DATE AND TIME**, you will be charged a **minimum** of 4 hours up and 4 hours down times the number of men needed.
- Refer to Rate Sheet for equipment/labor rates at our web site: [www.occc.net](http://www.occc.net)
- **The Orange County Convention Center, Rigging Services – Rigging Department can be reached by phone (407) 685-5555, or via FAX (407) 685-5974 to clarify or assist you with any concerns you have in regards to aerial rigging at the Convention Center.**

**Services requested on this form are for the single event listed.**

**Revisions and/or changes after the 21-day deadline will be charged at the base rate**

**Cancellation Policy:**

Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less a \$35.00 administrative fee.

The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.

**Credit will not be given for services provided and not used.**



# 2013 SERVICE PLACEMENT PLOT

Show Name: \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_ Booth Size: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Use the squares to indicate the dimensions of your booth size  
 Mark where you need your utilities / service

Adjacent Booth / Aisle # \_\_\_\_\_

Adjacent Booth / Aisle # \_\_\_\_\_


Adjacent Booth / Aisle # \_\_\_\_\_

Adjacent Booth / Aisle # \_\_\_\_\_



The Center of Hospitality, where it's all about your experience.



# 2013 BALLOONS AND OTHER LIGHTER-THAN-AIR OBJECTS AGREEMENT

**MAIL TO:** Orange County Convention Center - **Attention:** Exhibitor Services

**US Mail:** PO Box 691509, Orlando, FL 32869-1509

**Express Mail:** 9860 Universal Blvd., Orlando, FL 32819-8199

Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824 • Fax (407) 685-9884

E-MAIL: [exhibit.services@occc.net](mailto:exhibit.services@occc.net) WEB: <http://www.occc.net/exhibitor/default.asp>

The undersigned agrees to the following stipulations. By doing so, the undersigned is permitted to utilize lighter-than-air (helium, etc.) devices, balloons, inflatables or displays inside the Orange County Convention Center.

1. **Distribution or sale** of lighter-than-air objects **will not be permitted**. The use of a lighter-than-air object in your booth **requires Show Management approval**.
2. Helium (or other compressed gas) tanks will not be stored on the exhibit floor. Secure storage outside the facility must be arranged through show management and the Center.
3. All lighter-than-air objects must be properly tethered.
4. All items must be removed from the Convention Center property at the close of the event.
5. Retrieval costs for any escaped lighter-than-air object will be charged at the rate of **\$100.00 per item. An open credit card invoice will be held at the Exhibitor Services Desk to cover any retrieval costs.**

Please complete all areas below. Credit card will be charged in the event of escaped objects. Incomplete requests will be rejected. The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion.

Security Code: \_\_\_\_\_  Visa  MasterCard  American Express

Account No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address to where invoice will be sent: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

.....

Name of Event: \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Object(s) containing Helium or Compressed Gas: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**





**Orange  
County  
Convention  
Center**

The Center of  
Hospitality,  
where it's all about  
*your* experience.

*Orlando*

## **ORANGE COUNTY CONVENTION CENTER EXHIBITOR PARKING INFORMATION**

**Regular:** P.O. Box 691509, Orlando, FL 32869-1509, **Overnight:** 9860 Universal Blvd, Orlando, FL 32819

Business Services (Phone (407) 685-5825 • Fax (407) 685-9858  
Web: [www.occc.net](http://www.occc.net)

### **General Parking Information and Rates**

1. Determine the location of your Event – North/South Building or the West Building before your arrival at the Convention Center. Check OCCC “Calendar of Events” for your Event location.
2. Print the map below as reference for arrival and parking directions to the West Building or the North/South Building. Overhead electronic signage on International Drive lists each event’s parking location.
3. Parking fees: re-entry access to parking to parking areas is available provided show credentials (exhibitor badge) and identification is shown to parking attendant.

**Exhibitors with appropriate show credentials have unlimited in and out parking access within each 12 – hour day.**

### **Parking Rates**

- Please contact Business Services (407) 685-5825 for current parking rates.

### **Parking Locations and Walkways**

#### **West Concourse**

The West Building parking lot can be accessed by entering at the east or west entrances off International Drive.

#### **The North/South Concourses**

The primary entrance to the North/South Building parking lot is accessed from the north, on the newly constructed 6-lane extension of Universal Boulevard, which now connects to the Beachline Expressway (SR 528). The parking lot can also be accessed from International Drive.

#### **OCCC Destination Parkway Garage**

The Center maintains a parking garage two blocks west on International Drive heading west at Destination Parkway. Shuttle service is available to exhibitors parking in the OCCC garage to and from the West Building or North/South Building when the West and North/South lots are full.

#### **Pedestrian Walkway**

The Center’s convenient pedestrian bridge connects the North/South Building to the West Building, fast and easy accessibility to both facilities.

## **GUIDELINES FOR MULTI-LEVEL AND COVERED EXHIBITS** ***Forward to Exhibitor Appointed Contractor (EAC), if Applicable***

### **Definitions:**

**COVERED** – To place something over or upon an exhibit or portion of an exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a “covered” exhibit is not occupiable.

**MULTI-LEVEL** – To construct a level or tier atop an exhibit or portion of an exhibit, to be occupied by one (1) or more persons.

### **A. Guidelines for Covered Exhibits With Less Than Three Hundred (300) Covered Square Feet**

- 1) All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame retardant treatment, along with samples of said materials, must be submitted, if requested by Orange County Fire Rescue Services Department. It is recommended certifications of flame retardant treatments be available at show site.  
Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.
- 2) Exhibitor must provide at least one (1) 2-A, 10-BC portable, dry chemical fire extinguisher. Fire extinguisher(s) must be mounted in a visible location and be accessible at all times.

### **B. Guidelines for Multi-level Exhibits (regardless the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet**

Requests for construction of multi-level (regardless the size) or covered exhibits (larger than 300 square feet) must be reviewed by the Orange County Convention Center Event Services Division and Orange County Fire Rescue Services Department. To ensure success of your exhibit, please read and comply with the following guidelines:

- 1) Plans should be submitted before exhibit construction begins and must adhere to the following:
  - a. They must be scaled, signed and dated by a registered architect or engineer.
  - b. They must include the show name and dates.
  - c. They must include exhibitor's name and assigned booth number.
  - d. They must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
  - e. They must indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by show management. Refer to the Exhibitor's Manual for applicable guidelines.
- 2) Send two (2) copies of scaled, signed and dated blue prints (with front and side elevations), by a registered architect or engineer, to:

Orange County Convention Center  
Attn: Event Management  
**Regular Mail:** PO Box 691509, Orlando, FL 32869  
**Overnight:** 9860 Universal Boulevard, Orlando, FL 32819

- 3) All materials used in the construction of multi-level and/or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to Orange County Fire Rescue Services Department. It is recommended certifications of flame retardant treatments be available at show site.
- 4) The upper deck of multi-level exhibits, if larger than three hundred (300) square feet, shall meet the following requirements:
  - a. Upper level may not have a “cover” of any kind (e.g., roof, ceiling, tenting, lattice, fabric and plastic).
  - b. Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).
  - c. If second level is to be occupied and greater than three hundred (300) square feet, two (2) stairways are required, remote from each other. If second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted. All stairs must be a minimum of three feet (3') in width, equipped with a handrail on at least one (1) side and constitute a “straight run” or be “squared off.” Spiral stairs or winders are not permitted.
  - d. Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed one thousand (1,000) square feet.
  - e. If the upper deck, or covered area, is greater than one thousand (1,000) square feet, a clear fire break (unobstructed aisle), of not less than ten feet (10') must be provided on all four (4) sides of each one thousand (1,000) foot area. To avoid transfer of fire to another area, the firebreak (unobstructed aisle) shall not contain displays, furniture, or other materials.
  - f. The ten foot (10') clear space may be spanned by an overhead bridge or canopy which must not exceed four feet (4') in width. The bridge or canopy must be constructed of non-combustible materials.
  - g. Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must sound an audible alarm and be installed per manufacturer's instructions
  - h. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 2-A, 10-BC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, near exit doors, and be accessible at all times.

### **C. Required Fire Watch Personnel**

Orange County Fire Rescue Services Department requires fire watch personnel for:

- ALL multi-level exhibits (regardless of the square footage) and

## Guidelines for Multi-Level and Covered Exhibits (continued)

- All other covered exhibits exceeding three hundred (300) square feet.

The following guidelines apply:

The exhibitor is required to order fire watch personnel through Orange County Convention Center, Event Services no less than two (2) weeks before the show moves in. Fire watch is required:

- For ALL multi-level exhibits (regardless of the square footage) and all other covered exhibits exceeding three hundred (300) square feet.
- On all show days
- Beginning one half (1/2) hour prior to show opening and ending one half (1/2) hour following show closing. Fire watch personnel are charged at the prevailing rate.
- To place order, contact: Orange County Convention Center, Event Services Phone: (407) 685-9882 Fax: (407) 685-9866

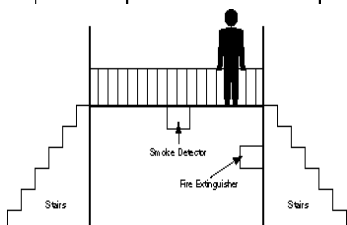
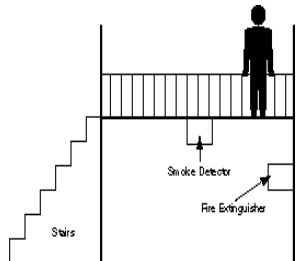
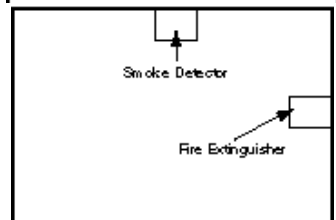
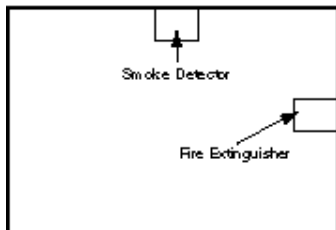
### D. Alternative to Fire Watch Personnel (Automatic Extinguishing System)

This alternative to fire watch personnel applies to the first level of exhibits with an occupiable second level, regardless the size and/or single-story covered exhibits where the covered area exceeds three hundred (300) square feet.

- Automatic sprinkler systems must be designed in accordance with N.F.P.A. 13 1991 Edition.
- These systems may be connected to the Convention Center's existing standpipe system and in some cases, the domestic water supply. Connections to water systems must be made by the Orange County Convention Center.
- Extinguishing system designs must be part of the original plan submissions. Orange County Fire Rescue Services Department requires permitting and testing.
- Exhibits or structures protected by an automatic extinguishing system must have flow alarm, audible and visual, within that area. This alarm is to be a local type, sounding in the vicinity of the exhibit or structure.
- Exhibitor must install at least one (1) single station, battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must have an audible alarm and be installed per the manufacturer's instructions.
- Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 2-A, 10-BC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, near exit doors, and be accessible at all times.

If you have questions regarding these guidelines, please contact:  
 Event Management  
 Orange County Convention Center  
 Phone: (407) 685-9882  
 Fax: (407) 685-9866

If you have questions regarding Fire Code, please contact:  
 Orange County Fire Rescue Services Department  
 Phone: (407) 685-9811  
 Fax : (407) 685-9866



#### Covered Exhibits

299 sq. ft. or less

- Firewatch or Extinguishing System Not Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

#### Covered Booth, Tent and Theatre

300 sq. ft. to 1,000 sq. ft. - maximum allowed

- Firewatch or Extinguishing System Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

#### Multi-Level Exhibits

299 sq. ft. or less

- Firewatch or Extinguishing System Required
- Minimum 1 Stair Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

#### Multi-Level Exhibits

300 sq. ft. to 900 sq. ft. - maximum allowed

- Firewatch or Extinguishing System Required
- Minimum 2 Stairs Required
- All Booths to be Constructed as Required by Applicable Codes and Standards



# Cooking, Gas (Natural/LP), Open Flame or Heat Producing Device Notice

Complete and sign this form if you intend to conduct ANY of the following activities within your exhibit space. Cooking, open flame and gas appliances require Fire Marshal approval in advance.

- A 2A40 B.C. fire extinguisher, (5 lb. ABC), with a current tag from a licensed fire extinguisher contractor, must be in the exhibit booth for any gas appliances, cooking or open flame.
- A fire extinguisher must be located no more than thirty feet (30') from any cooking, open flame or heat producing appliance.
- Provide a four-foot (4') space or barrier to separate the attendees or general public from a cooking, open flame or heat producing appliance.
- LP Gas (i.e. propane, butane) and Natural Gas may be ordered via Exhibitor Services only **after** approval from the Orange County Fire Marshal. The amount of LP Gas permitted in the building is limited to a nominal 5 lb. container. The contact information for Orange County Fire Marshal is (407) 685-9811.
- Please indicate, if any, which of the appliance(s) need to be left operating overnight.

**Introduction of a hazard deemed unsafe, or out of the ordinary, by the Orange County Fire Rescue Department (i.e. grease-laden vapors, flammable liquids or gases), may require a fire watch for an event and or exhibitor(s).**

**Please check all that apply:**

\_\_\_ “**Sterno**” or other jellied fuels must be used in a device designed to prevent container of fuel from tipping over.

\_\_\_ **Candles** (only votive or hurricane-enclosed, self-extinguishing candles are permitted)

\_\_\_ **Deep Fryers:** (Specify well dimensions):

Electric: \_\_\_\_\_ Gas: \_\_\_\_\_ Dimensions: \_\_\_\_\_

\_\_\_ **Range or Cook Top:** (Specify range cooking area dimensions):

Electric: \_\_\_\_\_ Gas: \_\_\_\_\_ Dimensions: \_\_\_\_\_

\_\_\_ **Grill or Griddle:** (Specify grill or griddle cooking area dimensions):

Electric: \_\_\_\_\_ Gas: \_\_\_\_\_ Dimensions: \_\_\_\_\_

\_\_\_ **Chain Broiler:** (Specify chain broiler cooking area dimensions):

Electric: \_\_\_\_\_ Gas: \_\_\_\_\_ Dimensions: \_\_\_\_\_

\_\_\_ **Fireplaces:** (Specify type of fuel):

Electric: \_\_\_\_\_ Gas: \_\_\_\_\_ Wood: \_\_\_\_\_

(Specify vent type): Vented: \_\_\_\_\_ Ventless: \_\_\_\_\_



# Cooking, Gas (Natural/LP), Open Flame or Heat Producing Device Notice (Con't.)

\_\_\_\_ **Other heat producing device(s) or gas operated device(s):** (Please describe or attach appliance literature, including Underwriter's Laboratories listing information.)

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**Introduction of a hazard deemed unsafe, or out of the ordinary, by the Orange County Fire Rescue Department (i.e. grease-laden vapors, flammable liquids or gases), may require a fire watch for an event and or exhibitor(s).**

Name of Event: \_\_\_\_\_

Show Dates: \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_ Contact Person On-Site: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_

Signature Acknowledging Requirements: \_\_\_\_\_

**Upon completion, please return both sides of this form no later than (30) days prior to first show date, to:**

**Orange County Convention Center Mailing Address (U.S. Postal Service)**

Attn: Event Management  
Sales, Marketing, Event Management & Exhibitor Services  
Orange County Convention Center  
P.O. Box 691509  
Orlando, FL 32869-1509

**Orange County Convention Center Express Deliveries (FedEx Office, DHL, etc.)**

Attn: Event Management  
Sales, Marketing, Event Management & Exhibitor Services  
Orange County Convention Center  
9860 Universal Boulevard  
Orlando, FL 32819-8706

**Or via fax at (407) 685-9866**

## OCCC Exhibitor Fire Regulations

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### **Cooking Information**

A Cooking Notice form must be obtained prior to any on-site cooking, and/or food warming activities on the premises. Cooking Notice forms can be obtained via the OCCC Event Services division, which are then submitted for review and approval by the Orange County Fire Marshal's office.

The use of cooking appliances must be disclosed on the Cooking Notice form. Each exhibit using cooking or food warming devices may be subject to an individual inspection. Cooking devices must be separated from the public by at least four feet, or by a substantial barrier between the devices and the public. In addition, a K-Class fire extinguisher must be in the cooking location, within thirty (30) feet of fryers and a 2A40BC fire extinguisher must be within thirty (30) feet of all cooking appliances. All fire extinguishers must be properly charged and tagged by a licensed fire extinguisher contractor.

Events involving cooking or food preparation must provide an appropriate number of utensil clean-up areas. Disposal of cooking residue into the OCCC drainage system is prohibited. Lessee shall provide holding tanks for disposal of all cooking residue (oil, grease, etc.) The OCCC has grease barrels and portable sink units available at the prevailing rates. Lessee shall also comply with all Orange County Health Department rules and regulations

### **Permitted Cooking Appliances Must Meet The Following Conditions**

- Equipment fueled by small heat sources (such as sterno).
- Flaming sword or other equipment involving open flames and flaming dishes provided that precautions (subject to the approval of the Fire Marshal) are taken. Prior approval from the Fire Marshal is required.
- Portable butane-fueled appliances (listed and approved for commercial use) with a maximum of two 10 oz. non-refillable containers.  
**Please Note:** The containers must be connected directly to the appliance. Manifolding of the cylinders is not permitted. The maximum number of stored butane containers is limited to 24. Prior approval from the Fire Marshal is required.
- Listed and approved ventless self-contained exhaust systems with an automatic suppression system that complies with NFPA 96 *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*. Prior approval from the Fire Marshal is required.
- Cooking Appliances that Require Automatic Suppression and/or Flue Connection:
  - Fryers
  - Grills, Ranges, Griddles, Broilers, Chain-broilers
  - Ovens**Please Note:** A fire watch may be provided in lieu of automatic suppression and/or flue connection with prior approval from the Fire Marshal.

### **Covered Booth Guidelines (Less than 300 Square Feet)**

Please See Multi Level Guidelines Information Sheet

### **Facility Emergency Equipment**

- Fire fighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, strobes, fire hose cabinets and standpipes.
- All emergency exits, hallways and aisles leading from the OCCC must be kept clear and unobstructed.
- Fire lanes must be maintained at all times on the loading dock.

### **Flame Resistance Information**

- All woodwork, stage scenery, furnishings, decorations and sets used upon a working permanent or temporary stage, or within an exhibit, shall be coated or treated by approved methods to render them flame resistant.
- All fabrics, films, draperies, curtains and similar furnishings must be flame resistant as demonstrated by testing in accordance with NFPA 701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.
- Acoustical and decorative material including, but not limited to, cotton, foamed plastic, hay, paper, straw, wood chips, mulch, split bamboo and thatch must be treated with a flame-retardant.
- The use of Styrofoam products for set construction is not permitted.
- Documentation of flame resistance must be available for review upon request. Additional flame retardant treatments shall be applied in accordance with the appropriate product direction.

### **Gas Information**

- The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the OCCC, would be, or might be, dangerous to persons or property or otherwise incompatible with the structure, systems and furnishings. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the OCCC.
- Gasoline, kerosene, diesel fuel, combustible gases and other flammable liquids may not be stored (permanently or temporarily) in the OCCC during an event or its move-in and move-out activities.

## OCCC Exhibitor Fire Regulations

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### **Gas - Compressed/Inert**

- Compressed inert gases may be used provided the vessels are stored in a safe manner and the OCCC Event Services division has been notified regarding their intended use and preferred storage location. Demonstrations involving inert gases must comply with all federal and local regulations.

### **Inert Gas Cylinders**

- Compressed gas cylinders may not be stored on dock areas or the exhibit floor during "move-in" or "move-out".
- Compressed inert gas cylinders may be located in an exhibit space after "move-in" is complete. Cylinders must be properly secured at all times.
- Introduction of all other compressed liquids and gases into the building is prohibited without prior approval from the Fire Marshal.

### **Gas – Natural**

- Equipment utilizing natural gas shall be installed in accordance with NFPA 54, Natural Fuel Gas Code.
- Supply lines will be turned on approximately one (1) hour prior to posted show hours and shut off one (1) hour after the end of each show day, by OCCC Event Utilities staff.
- A ceiling (rigging) drop is required for natural gas orders in exhibit halls. Exhibitor fee information and ordering information can be obtained from the Event Services division or via our website @ [www.orlandoconvention.com](http://www.orlandoconvention.com). **Please Note:** Exhibitors placing natural gas orders are to provide a "Service Placement Plot" drawing depicting exact placement of the requested line drop.

### **Gas – Liquid Petroleum (LP)**

- Non-refillable cylinders with a capacity of nominal 1 lb.
- The use of portable butane fueled appliances listed for commercial use, up to maximum of (2) 10 oz. containers, is permitted with prior approval of the Fire Marshal.
- The use of nominal 5 lb. Liquid Petroleum containers, when installed in the OCCC by the Event Utilities division, is permitted with prior approval from the Fire Marshal. A mandatory fire watch is required.
- Multiple nominal 5 lb. Liquid Petroleum containers, when installed in the OCCC, must be separated by a minimum of 20 feet. Storage of the Liquid Petroleum product must comply with NFPA 58 Liquefied Petroleum Gas Code. A mandatory fire watch is required.
- All Liquid Petroleum must be removed from the display area at the immediate close of show hours.
- Any other Liquid Petroleum product not listed above is strictly prohibited.

### **Gas – Storage**

- Gasoline, kerosene, diesel fuel, combustible gases (cylinders) or other flammable liquids may not be stored (permanently or temporarily) within the OCCC facility, or on dock areas, during an event or its move-in and move-out.

### **Hazardous Chemicals**

- The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the OCCC, would be, or might be, dangerous to persons or property, or otherwise incompatible with the structure, systems and furnishings of the building. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the OCCC.
- The Exhibitor is responsible for the removal of all hazardous waste and must comply with all applicable federal, state and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic or a biohazard (as defined under 40 CFR 261 subpart C and D). If materials are questionable, contact OCCC Exhibitor Services for more information. Costs or applicable administrative expenses incurred by the OCCC for the removal of hazardous waste left in, or about, the OCCC will be assessed to the Exhibitor.

### **Multi-Level Exhibits & Covered Booths Over 300 Square Feet**

Please See Multi Level Guidelines Information Sheet

### **Open Flame, Pyrotechnics and Special Effects**

#### **Open Flame**

- Open Flame and Flame Effects must comply with NFPA 160 – Standard for Flame Effects Before An Audience.
- Depending on the intended use of an open flame product, a Special Effects permit may be required. (Consult the OCCC Exhibitor Services division for further information and approval by the Orange County Fire Rescue Department.)
- A demonstration of the open flame device may be required at the discretion of the Orange County Fire Marshal, while on OCCC premises.
- Depending on the intended use of an open flame product and the demonstration of an open flame device, a fire watch may be required.

#### **Candles**

- All candle flames must be enclosed and protected at all times.
- Candles may be used on tables if securely supported on a substantial noncombustible base and located in a position to avoid danger of ignition of combustible material.
- The OCCC Exhibit Services division and Orange County Fire Rescue must be notified in advance on the intended use of candles and candle product.

#### **Pyrotechnics**

- Pyrotechnics must comply with NFPA 1126 Standard for the Use of Pyrotechnics Before a Proximate Audience.
- A pyrotechnics permit is required. (Consult the OCCC Exhibitor Services division for further information and approval by the Orange County Fire Rescue Department.)
- A demonstration of the pyrotechnics display may be required at the discretion of the Orange County Fire Marshal.
- A mandatory fire watch will be required. A fire engine stand-by may be required, per the discretion of the Orange County Fire Marshal's office.

## OCCC Exhibitor Fire Regulations

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### **Special Effects – Fog & Hazers**

- The use of fog and haze machines for lighting and theatrical effects is permitted within the OCCC, provided 1. that the exhibitor services coordinator be notified, and 2. that the fog/haze fluid used in those machines is water-based. The use of non-water-based fog/haze fluid, specifically with an oil-based composition, is prohibited.
- Orange County Fire Rescue guidelines will apply to the use of fog and haze machines and their interactions with OCCC building safety devices and/or detectors. Please consult the OCCC Exhibitor Services division for additional information regarding the use of fog and haze machines within the facility.

### **Special Effects - Lasers**

- Lasers must comply with Florida Administrative Code Chapter 64E-4 Control of Nonionizing Radiation Hazards, NFPA 115 – Standard for Laser Fire Protection, and Florida Department of Health, State Bureau of Radiation regulations.
- A Laser Permit from Orange County Fire Rescue Department is required. In order to apply for this permit, the requestor must provide information about the proposed laser light show that includes classification of the lasers; sketches indicating the location of the lasers, operators, performers, viewers, beam paths, viewing screens, walls, mirror balls and other reflective or diffuse surfaces which may be struck by any and all laser beams, including scanning beam patterns, scanning velocity and frequency in occupied areas.
- For open-air shows where a laser beam is projected into the sky, requestor must submit basic beam information of intended laser use and a copy of the notification provided to the federal Aviation Administration.
- All lasers must be registered with the Florida Department of Health, State Bureau of Radiation. A separate registration is required for each location of intended use. Out-of-state lasers brought into the state for temporary use require notification to the Florida Dept. of Health, State Bureau of Radiation.
- The Laser Safety Officer must establish and supervise a program of laser radiation safety for compliance with all applicable rules.
- Laser system users and staff must be trained on fire safety features prior to the lasers first use and at least annually thereafter.
- Staff members must be trained in the use of portable fire extinguishers.
- All training must be documented and available for review.

### **Permit Overview/Including Cooking Information**

Special permits or notices are required for event activities and exhibits that involve cooking, pyrotechnics, tents, multi-level or covered exhibits, and/or potentially hazardous situations. Appropriate permit applications or notices for the following activities must be made to the Office of the Fire Marshal, at least twenty-one (21) days prior to the event move-in:

- The display and operation of **any unusual electrical, mechanical or chemical device that may present a hazard**. The device, its application and the operation must be approved the Fire Marshal.
- The display or operation of **any heater, barbecue, open flame, candles, lamps, torches, etc.**
- The use or storage of **flammable liquids, compressed gasses or dangerous chemicals** as determined by the Fire Marshal.
- The display or operation of a **laser**. A permit is required from Orange County Fire Rescue Department. Proper notification to the Florida State Bureau of Radiation is required. (See previous page for laser regulations and restrictions.)
- Any **pyrotechnics, fireworks** or **special effects** display or process.
- Any **unusual use of a motorized vehicle** inside an enclosed structure.
- Any special **cooking** requirements, including cooking inside of ballrooms, convention areas and/or display areas.
- **Multi-level exhibit booths.**
- **Tents or covered exhibits in excess of 300 square feet** erected inside the host facility.
- **Tents erected OUTSIDE** the OCCC building premises will require a permit issued by the Orange County Building Department.

### **Vehicles**

- The show's security provider must conduct a mandatory vehicle inspection of each vehicle, prior to their entry into the exhibit hall.
- All fuel tank openings shall be locked and sealed to prevent escape of vapors. Fuel tanks may not contain more than one-half capacity or ten (10) gallons of fuel whichever is less.
- At least one battery cable must be removed from the battery used to start the vehicle engine. The disconnected battery cable must be taped.
- Battery charging is not permitted in the exhibit hall, at any time.
- Converters may not be used in lieu of a battery to power the ignition source.
- Batteries used to power auxiliary equipment are permitted to be kept in service.
- Fueling or de-fueling of vehicles is prohibited.
- Vehicles may not be moved during show hours, unless the OCFR Fire Marshal approves the movement in advance and a Fire Watch is in place.
- Motor Homes, boats and similar exhibited products with over 100 sq. ft. of covered area must be protected with a listed smoke alarm.

### **Welding**

- Welding and/or cutting equipment is prohibited in the OCCC except as part of an exhibit and must be approved by the Orange County Fire Rescue Services Department through the OCCC Event Services division.