Orlando Orange County Convention Center Exhibitor Services

IAAPA EXPO

ORDERING INFORMATION

Show Name: IAAPA Expo 2021
Incentive Deadline Date: October 27th, 2021
Base Rates Start On/After: October 28th, 2021
OCCC Exhibitor Services Coordinator: Kassandra Woods
Direct Phone: (407) 685-5793
Contact Email: Kassandra.Woods@occc.net

The Orange County Convention Center is the exclusive provider of electricity, aerial rigging labor and lighting, water, plumbing, compressed air, natural and LP gas, and cable TV services to exhibitors. The OCCC's exclusive on-site service partners include: Internet and telecommunications by Smart City, booth catering by Centerplate, and business center services by FedEx Office. LMG is the OCCC's preferred A/V provider.

****A METHOD OF PAYMENT FORM MUST BE INCLUDED IN YOUR ORDER SUBMISSION OR YOUR ORDER WILL NOT BE PROCESSED****

How To Order OCCC Services:

Order Online:	Order via Email:	Fax:	Mail:
www.occc.net/exhibitor	Exhibitor.Services@occc.net	(407) 685-9884	OCCC Exhibitor Services 9860 Universal Blvd. Orlando, FL 32819-8199

If not ordering OCCC services online, please complete all applicable order forms and the required OCCC Method of Payment form. Orders without an OCCC Method of Payment form will not be processed. Please read through all of the OCCC's Guidelines & Conditions before ordering because exhibitors agree to all of the OCCC's Guidelines & Conditions when ordering services. For assistance, email Exhibitor.Services@occc.net or call the OCCC Exhibitor Services Team at **(800) 345-9898** or **(407) 685-9824**.

OCCC Exhibitor Ordering Conditions & Guidelines

1. Full payment and an accurate diagram MUST be included before services are provided. An accurate diagram indicates the quantity and location of outlets, as well as the booth's dimensions and neighboring booth/aisle numbers for orientation. Orders without full payment will not be processed and service will be withheld.
2. Rates are based on when an exhibitor's order, payment AND finalized diagram is received by OCCC. Revised diagrams will affect rates.
3. Orders received during move-in and/or on-site are subject up to a 50% price increase over base rates.
4. Modifications to incentive rate orders received after the incentive deadline are subject to base rates or on-site rates.
5. Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
6. Notification of cancellation must be received in writing prior to the first scheduled show management move-in date to receive a refund. All cancellations and/or modifications to orders are subject to a $35.00 Administration Fee and if a refund is required. The Center will not refund overpayments, except sales tax, in an amount less then $15.00, unless specifically requested in writing.
7. All prices are subject to change without notice.
8. Florida State Sales Tax and Public Services Tax, when applicable, must be included with payment. Services will be rendered after payment in full (including tax) is received.
9. Once the OCCC has received a payment from an exhibitor, that payment is the payment that will be applied to the exhibitor's invoice. The OCCC will not accept an initial credit card payment from an exhibitor, and then refund the exhibitor's credit card if the exhibitor wants to pay with another credit card, a check, or an ETF (Wire/ACH) payment later.
10. Any unpaid balance will be subject to a finance charge of one and one half percent (1 ½%) per month from the date of the last contracted show day of the event."

OCCC Payment Options:

Credit / Debit Cards: OCCC will charge your credit/debit card in full for your advance order and any additional charges for on-site changes or additions. All aerial hanging sign (rigging) orders require a credit/debit card on file in the Method of Payment form, even if the exhibitor is paying with a check or ETF.

Company Checks: Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline in order to receive incentive rates. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.

Electronic Funds Transfers (Wire & ACH): OCCC accepts both wire transfers and ACH payments. Payment must be cleared, not sent, by the incentive deadline in order to receive incentive rates. It is the exhibitor's responsibility to verify with their Initiating Bank that all fees (including Intermediate Bank fees) are included in their payment. Please contact Exhibitor Services for payment instructions.

Third Party Billings: Exhibitors may request for a third party (EACs, I&Ds, etc.) to be invoiced for services provided by OCCC. In doing so the exhibitor understands and agrees said exhibitor is ultimately financially responsible for all OCCC-provided services. If an exhibitor's third party has any outstanding balance at the end of a show, all charges will revert to the exhibitor. The OCCC reserves the right to deny any third party billing, in which case the exhibitor will be responsible for all charges.

Orlando Orange County Convention Center Exhibitor Services

IAAPA EXPO

METHOD OF PAYMENT

EVENT: IAAPA Expo 2021

EXHIBITOR

EXHIBITING COMPANY: _____ **BOOTH #:** _____

PHONE: _____ **FAX:** _____ **BOOTH SIZE:** _____ X _____

ADDRESS: _____ **BOOTH TYPE:**

CITY: _____ **STATE:** _____ ☐ INLINE ☐ ISLAND

ZIP CODE/PROVIDENCE: _____ **COUNTRY:** _____ ☐ PENINSULA ☐ OTHER

BILLING

BILL-TO COMPANY (IF DIFFERENT): _____ **I AM:**

ORDER CONTACT NAME: _____ ☐ THE EXHIBITOR

ADDRESS: _____ ☐ A 3RD PARTY (EAC/I&D):

CITY: _____ **STATE:** _____

ZIP CODE/PROVIDENCE: _____ **COUNTRY:** _____

PHONE: _____ **FAX:** _____

ORDER CONTACT EMAIL: _____ **EMAIL FOR INVOICES:** _____

****THIS FORM MUST BE INCLUDED IN YOUR ORDER SUBMISSION OR YOUR ORDER WILL NOT BE PROCESSED****

IAAPA Expo 2021	Place Your Order Online or Via Email or Fax:	OCCC Mailing Address:
Incentive Deadline Date: October 27th, 2021	**Order Online:** www.occc.net/exhibitor	Orange County Convention Center
To qualify for incentive rates, all order forms, this Method of Payment form and a finalized booth diagram must be received by: October 27th, 2021	**Email Forms:** exhibitor.services@occc.net	ATTN: Exhibitor Services
	Send Via Fax: (407) 685-9884	9860 Universal Blvd.
	Call: (800) 345-9898	Orlando, FL 32819-8199

☐ **COMPANY CHECK**

Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.

☐ **ELECTRONIC FUNDS TRANSFER**

OCCC accepts both wire transfers and ACH payments. Payment must be cleared, not sent, by the incentive deadline. It is the exhibitor's responsibility to verify with their Initiating Bank that all fees are included in their payment. Please contact Exhibitor Services for payment instructions.

***ACH Payments now available Online**

☐ **CREDIT / DEBIT CARD**

OCCC will charge your credit/debit card in full for your advance order and any additional charges for onsite changes or additions. Please complete all of the information below if using a credit/debit card:

CARD TYPE: ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

CARD NUMBER: _____ **EXPIRATION DATE:** _____ **SECURITY CODE:** _____

CARDHOLDER NAME: _____

BILLING ADDRESS: _____

I, the undersigned cardholder, by submitting an order to the OCCC, acknowledge and agree to all OCCC Terms & Conditions and give the Orange County Convention Center authorization to charge my credit card for the following services: electricity, rigging labor and equipment, lighting, plumbing, compressed air, propane & natural gas, cable TV and/or firewatches.

SIGNATURE: _____ **DATE:** _____

I further authorize the following named person(s) to approve additional charges on the above card on show site as deemed necessary by said person(s):

NAME: _____ **SIGNATURE:** _____

NAME: _____ **SIGNATURE:** _____

NAME: _____ **SIGNATURE:** _____

Orange County Convention Center
Orlando
Exhibitor Services

IAAPA EXPO

STANDARD 120V ELECTRICAL SERVICE

EVENT: IAAPA Expo 2021 **BOOTH #:** _____

EXHIBITING COMPANY: _____ **BOOTH SIZE:** _____ X _____

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

This Order Is: ☐ Original or ☐ A Revision

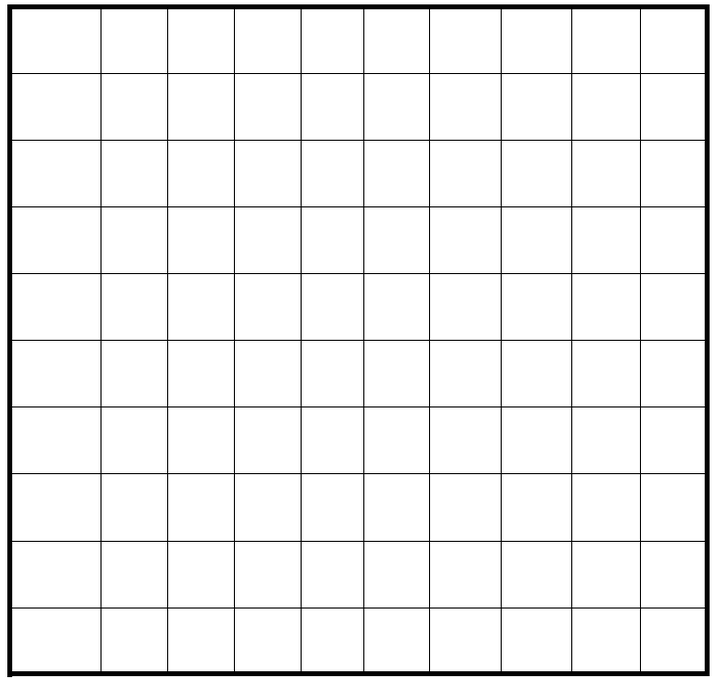
Quantity		Item Description	Incentive Rate If Ordered & Paid By: October 27th, 2021				Base Rate If Ordered Or Paid On/After: October 28th, 2021				On-Site Rates Start: November 11th, 2021
Floor	Ceiling		Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
		120V 5 Amp (500w) Single Outlet*	*$119.87*	*$11.99*	*$7.80*	**$139.66**	*$192.87*	*$19.29*	*$12.54*	**$224.70**	
		120V 10 Amp (1000w) Single Outlet*	*$136.99*	*$13.70*	*$8.90*	**$159.59**	*$219.91*	*$21.99*	*$14.29*	**$256.19**	
		120V 15 Amp (1500w) Single Outlet*	*$154.12*	*$15.41*	*$10.02*	**$179.55**	*$247.85*	*$24.79*	*$16.11*	**$288.75**	
		120V 20 Amp (2000w) Single Outlet*	*$172.15*	*$17.21*	*$11.19*	**$200.55**	*$270.39*	*$27.04*	*$17.58*	**$315.01**	
Select Any Related and/or Required Services											
		Ceiling Drop Charge†				**$275.10**				**$407.40**	
		25' Extension Cord	*$22.53*		*$1.47*	**$24.00**	*$22.53*		*$1.47*	**$24.00**	
		Six Outlet Power Strip	*$22.53*		*$1.47*	**$24.00**	*$22.53*		*$1.47*	**$24.00**	
		GFI Rental Plug	*$25.00*		*$1.63*	**$26.63**	*$25.00*		*$1.63*	**$26.63**	
										TOTAL:	

**Labor, Placement & 24-Hour Power Included* *† Required For All Ceiling Drops*

ALL ISLAND BOOTHS ARE REQUIRED TO SUBMIT FLOOR PLAN TO PREVENT DELAY OF POWER INSTALLATION.
PLACEMENT OF ALL INLINE BOOTH POWER WILL BE BACK CENTER OF BOOTH. IF NON-STANDARD LOCATION IS NEEDED A FLOOR PLAN MUST BE SUBMITTED.

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # _____

ADJACENT BOOTH OR AISLE #:
_____



ADJACENT BOOTH OR AISLE #:
_____

FRONT OF BOOTH - AISLE # _____

OCCC TERMS & CONDITIONS

- On-site orders are subject to a 50% price increase over base rates.
- Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers MUST be included before services are provided. Rates are based on when payment and floor plan is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- OCCC electricians will not branch power and are not responsible for power distribution installed by others. Exhibitors and/or EACs are permitted to branch power in the booth.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates. All cancellations and/or modifications to orders are subject to a $35.00 Administration Fee if a refund is required.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk. The Center will not refund overpayments, except sales tax, in an amount less then $15.00, unless specifically requested in writing.
- Labor charges may apply for service calls.

Exhibitors are permitted to install all plug rentals. If an electrician is needed, one may be provided.

- All prices are subject to change without notice.

FOR OFFICE USE ONLY

Orlando Orange County Convention Center Exhibitor Services

IAAPA EXPO

208V ELECTRICAL SERVICE

EVENT: IAAPA Expo 2021 **BOOTH #:** _____

EXHIBITING COMPANY: _____ **BOOTH SIZE:** _____ X _____

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

This Order Is: ☐ Original or ☐ A Revision

Quantity		Item Description	Incentive Rate If Ordered & Paid By: October 27th, 2021				Base Rate If Ordered Or Paid On/After: October 28th, 2021				On-Site Rates Start: November 11th, 2021
Floor	Ceiling		Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
208V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below*											
		208V 20 Amp Single Phase*	*$220.82*	*$22.08*	*$14.35*	**$257.25**	*$355.11*	*$35.51*	*$23.08*	**$413.70**	
		208V 30 Amp Single Phase*	*$292.02*	*$29.20*	*$18.98*	**$340.18**	*$466.87*	*$46.69*	*$30.35*	**$543.91**	
		208V 40 Amp Single Phase*	*$359.61*	*$35.96*	*$23.37*	**$418.94**	*$572.32*	*$57.23*	*$37.20*	**$666.75**	
		208V 50 Amp Single Phase*	*$447.04*	*$44.70*	*$29.06*	**$520.80**	*$715.63*	*$71.56*	*$46.52*	**$833.71**	
		208V 60 Amp Single Phase*	*$538.07*	*$53.81*	*$34.97*	**$626.85**	*$848.12*	*$84.81*	*$55.13*	**$988.06**	
		208V 80 Amp Single Phase*	*$666.95*	*$66.70*	*$43.35*	**$777.00**	*$1,066.95*	*$106.70*	*$69.35*	**$1,243.00**	
		208V 100 Amp Single Phase*	*$853.22*	*$95.32*	*$55.46*	**$994.00**	*$1,363.95*	*$136.40*	*$88.66*	**$1,589.00**	
N/A		208V 150 Amp Single Phase*	*$1,084.11*	*$70.47*	*$108.42*	**$1,263.00**	*$1,733.90*	*$112.71*	*$173.39*	**$2,020.00**	
		208V 200 Amp Single Phase*	*$1,446.34*	*$94.02*	*$144.64*	**$1,685.00**	*$2,315.01*	*$150.48*	*$231.51*	**$2,697.00**	
		208V 400 Amp Single Phase*	*$2,891.84*	*$187.97*	*$289.19*	**$3,369.00**	*$4,627.46*	*$300.79*	*$462.75*	**$5,391.00**	
208V Services (Three Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below*											
		208V 20 Amp Three Phase*	*$338.89*	*$33.89*	*$22.03*	**$394.81**	*$544.38*	*$54.44*	*$35.38*	**$634.20**	
		208V 30 Amp Three Phase*	*$485.79*	*$48.58*	*$31.58*	**$565.95**	*$779.61*	*$77.96*	*$50.67*	**$908.24**	
		208V 40 Amp Three Phase*	*$618.28*	*$61.83*	*$40.19*	**$720.30**	*$990.52*	*$99.05*	*$64.38*	**$1,153.95**	
		208V 50 Amp Three Phase*	*$734.55*	*$73.45*	*$47.75*	**$855.75**	*$1,177.98*	*$117.80*	*$76.57*	**$1,372.35**	
		208V 60 Amp Three Phase*	*$925.63*	*$92.56*	*$60.17*	**$1,078.36**	*$1,484.42*	*$148.44*	*$96.49*	**$1,729.35**	
		208V 80 Amp Three Phase*	*$1,177.68*	*$117.77*	*$76.55*	**$1,372.00**	*$1,884.12*	*$188.41*	*$122.47*	**$2,195.00**	
		208V 100 Amp Three Phase*	*$1,472.10*	*$147.21*	*$95.69*	**$1,715.00**	*$2,356.22*	*$235.62*	*$153.15*	**$2,745.00**	
N/A		208V 150 Amp Three Phase*	*$1,872.10*	*$121.69*	*$187.21*	**$2,181.00**	*$2,993.99*	*$194.61*	*$299.40*	**$3,488.00**	
		208V 200 Amp Three Phase*	*$2,495.27*	*$162.20*	*$249.53*	**$2,907.00**	*$3,993.12*	*$259.56*	*$399.32*	**$4,652.00**	
		208V 400 Amp Three Phase*	*$5,782.82*	*$375.89*	*$578.29*	**$6,737.00**	*$9,254.07*	*$601.52*	*$925.41*	**$10,781.00**	
Select Any Related and/or Required Services											
		Ceiling Drop Charge†				**$275.10**				**$407.40**	
		25' Extension Cord	*$22.53*		*$1.47*	**$24.00**	*$22.53*		*$1.47*	**$24.00**	
		Six Outlet Power Strip	*$22.53*		*$1.47*	**$24.00**	*$22.53*		*$1.47*	**$24.00**	
		GFI Rental Plug	*$25.00*		*$1.63*	**$26.63**	*$25.00*		*$1.63*	**$26.63**	
		20 - 30 Amp Connection Plug‡	*$92.02*		*$5.98*	**$98.00**	*$92.02*		*$5.98*	**$98.00**	
		40 - 60 Amp Connection Plug‡	*$92.02*		*$5.98*	**$98.00**	*$92.02*		*$5.98*	**$98.00**	
		80 - 100 Amp Connection Plug‡	*$92.02*		*$5.98*	**$98.00**	*$92.02*		*$5.98*	**$176.00**	
		150 - 200 Amp Connection‡	*$165.26*		*$10.74*	**$176.00**	*$165.26*		*$10.74*	**$195.00**	
		400 Amp Connection‡	*$183.10*		*$11.90*	**$195.00**	*$183.10*		*$11.90*	**$195.00**	
	☐	**CHECK HERE IF NO PLUG RENTAL NEEDED**								**TOTAL:**	

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- OCCC electricians will not branch power and are not responsible for power distribution installed by others. Exhibitors and/or EACs are permitted to branch power in the booth.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates. All cancellations and/or modifications to orders are subject to a $35.00 Administration Fee if a refund is required.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk. The Center will not refund overpayments, except sales tax, in an amount less then $15.00, unless specifically requested in writing.
- Labor charges may apply for service calls.

Exhibitors are permitted to install all plug rentals. If an electrician is needed, one may be provided.

Orlando Orange County Convention Center
Exhibitor Services

IAAPA EXPO

240V & 480V ELECTRICAL SERVICE
(U.S. Standard)

EVENT: IAAPA Expo 2021 **BOOTH #:** _____

EXHIBITING COMPANY: _____ **BOOTH SIZE:** _____ X _____

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

This Order Is: ☐ Original or ☐ A Revision

Quantity		Item Description	Incentive Rate If Ordered & Paid By: October 27th, 2021				Base Rate If Ordered Or Paid On/After: October 28th, 2021				On-Site Rates Start: November 11th, 2021
Floor	Ceiling		Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
240V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below											
NOT AVAILABLE		240V 20 Amp Single Phase*	*$394.77*	*$39.48*	*$25.66*	**$459.91**	*$631.81*	*$63.18*	*$41.07*	**$736.06**	
		240V 30 Amp Single Phase*	*$518.24*	*$51.82*	*$33.69*	**$603.75**	*$830.09*	*$83.01*	*$53.96*	**$967.06**	
		240V 40 Amp Single Phase*	*$669.66*	*$66.97*	*$43.53*	**$780.16**	*$1,069.82*	*$106.98*	*$69.54*	**$1,246.34**	
		240V 50 Amp Single Phase*	*$834.59*	*$83.46*	*$54.25*	**$972.30**	*$1,336.61*	*$133.66*	*$86.88*	**$1,557.15**	
		240V 60 Amp Single Phase*	*$1,005.84*	*$100.58*	*$65.38*	**$1,171.80**	*$1,609.70*	*$160.97*	*$104.63*	**$1,875.30**	
		240V 80 Amp Single Phase*	*$1,309.57*	*$130.96*	*$85.12*	**$1,525.65**	*$2,095.50*	*$209.55*	*$136.21*	**$2,441.26**	
		240V 100 Amp Single Phase*	*$1,673.69*	*$167.37*	*$108.79*	**$1,949.85**	*$2,679.53*	*$267.95*	*$174.17*	**$3,121.65**	
		240V 150 Amp Single Phase*	*$2,275.75*	*$227.57*	*$147.92*	**$2,651.24**	*$3,640.29*	*$364.03*	*$236.62*	**$4,240.94**	
		240V 200 Amp Single Phase*	*$3,036.43*	*$303.64*	*$197.37*	**$3,537.44**	*$4,858.83*	*$485.88*	*$315.82*	**$5,660.53**	
		240V 400 Amp Single Phase*	*$6,071.96*	*$607.20*	*$394.68*	**$7,073.84**	*$9,716.77*	*$971.68*	*$631.59*	**$11,320.04**	
240V Services (Three Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below											
NOT AVAILABLE		240V 20 Amp Three Phase*	*$607.47*	*$60.75*	*$39.49*	**$707.71**	*$970.68*	*$97.07*	*$63.09*	**$1,130.84**	
		240V 30 Amp Three Phase*	*$865.23*	*$86.52*	*$56.24*	**$1,007.99**	*$1,388.89*	*$138.89*	*$90.28*	**$1,618.06**	
		240V 40 Amp Three Phase*	*$1,155.45*	*$115.55*	*$75.10*	**$1,346.10**	*$1,848.55*	*$184.85*	*$120.16*	**$2,153.56**	
		240V 50 Amp Three Phase*	*$1,482.62*	*$148.26*	*$96.37*	**$1,727.25**	*$2,310.90*	*$231.09*	*$150.21*	**$2,692.20**	
		240V 60 Amp Three Phase*	*$1,729.57*	*$172.96*	*$112.42*	**$2,014.95**	*$2,772.36*	*$277.24*	*$180.20*	**$3,229.80**	
		240V 80 Amp Three Phase*	*$2,310.90*	*$231.09*	*$150.21*	**$2,692.20**	*$3,699.79*	*$369.98*	*$240.49*	**$4,310.26**	
		240V 100 Amp Three Phase*	*$3,827.76*	*$382.78*	*$248.80*	**$4,459.34**	*$4,622.71*	*$462.27*	*$300.48*	**$5,385.46**	
		240V 150 Amp Three Phase*	*$3,929.60*	*$392.96*	*$255.42*	**$4,577.98**	*$6,288.27*	*$628.83*	*$408.74*	**$7,325.84**	
		240V 200 Amp Three Phase*	*$5,240.08*	*$524.01*	*$340.61*	**$6,104.70**	*$8,385.57*	*$838.56*	*$545.06*	**$9,769.19**	
		240V 400 Amp Three Phase*	*$12,143.94*	*$1,214.39*	*$789.36*	**$14,147.69**	*$19,430.85*	*$1,943.08*	*$1,263.01*	**$22,636.94**	
480V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below											
NOT AVAILABLE		480V 20 Amp Single Phase*	*442.53*	*$44.25*	*$28.76*	**$515.54**	*710.22*	*$71.02*	*$46.16*	**$827.39**	
		480V 30 Amp Single Phase*	*582.24*	*$58.22*	*$37.85*	**$678.31**	*932.83*	*$93.28*	*$60.63*	**$1,086.74**	
		480V 40 Amp Single Phase*	*715.63*	*$71.56*	*$46.52*	**$833.71**	*1,144.64*	*$114.46*	*$74.40*	**$1,333.50**	
		480V 50 Amp Single Phase*	*893.17*	*$89.32*	*$58.06*	**$1,040.55**	*1,430.34*	*$143.03*	*$92.97*	**$1,666.34**	
		480V 60 Amp Single Phase*	*1,074.34*	*$107.43*	*$69.83*	**$1,251.60**	*1,720.56*	*$172.06*	*$111.84*	**$2,004.46**	
		480V 80 Amp Single Phase*	*1,401.50*	*$140.15*	*$91.10*	**$1,632.75**	*2,242.40*	*$224.24*	*$145.76*	**$2,612.40**	
		480V 100 Amp Single Phase*	*1,790.86*	*$179.09*	*$116.41*	**$2,086.36**	*2,866.09*	*$286.61*	*$186.30*	**$3,339.00**	
		480V 150 Amp Single Phase*	*2,275.75*	*$227.57*	*$147.92*	**$2,651.24**	*3,640.29*	*$364.03*	*$236.62*	**$4,240.94**	
		480V 200 Amp Single Phase*	*3,036.43*	*$303.64*	*$197.37*	**$3,537.44**	*4,858.83*	*$485.88*	*$315.82*	**$5,660.53**	
		480V 400 Amp Single Phase*	*5,782.82*	*$375.89*	*$578.29*	**$6,737.00**	*9,254.07*	*$601.52*	*$925.41*	**$10,781.00**	
480V Services (Three Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below											
NOT AVAILABLE		480V 20 Amp Three Phase*	*681.38*	*$68.14*	*$44.29*	**$793.81**	*1,090.56*	*$109.06*	*$70.89*	**$1,270.51**	
		480V 30 Amp Three Phase*	*999.35*	*$99.93*	*$64.96*	**$1,164.24**	*1,556.52*	*$155.65*	*$101.17*	**$1,813.34**	
		480V 40 Amp Three Phase*	*1,236.56*	*$123.66*	*$80.38*	**$1,440.60**	*1,977.42*	*$197.74*	*$128.53*	**$2,303.69**	
		480V 50 Amp Three Phase*	*1,544.81*	*$154.48*	*$100.41*	**$1,799.70**	*2,471.33*	*$247.13*	*$160.64*	**$2,879.10**	
		480V 60 Amp Three Phase*	*1,850.34*	*$185.03*	*$120.27*	**$2,155.64**	*2,965.23*	*$296.52*	*$192.74*	**$3,454.49**	
		480V 80 Amp Three Phase*	*2,471.33*	*$247.13*	*$160.64*	**$2,879.10**	*3,959.36*	*$395.94*	*$257.36*	**$4,612.66**	
		480V 100 Amp Three Phase*	*3,091.42*	*$309.14*	*$200.94*	**$3,601.50**	*4,946.27*	*$494.63*	*$321.51*	**$5,762.41**	
		480V 150 Amp Three Phase*	*3,929.60*	*$392.96*	*$255.42*	**$4,577.98**	*6,288.27*	*$628.83*	*$408.74*	**$7,325.84**	
		480V 200 Amp Three Phase*	*5,240.08*	*$524.01*	*$340.61*	**$6,104.70**	*8,385.57*	*$838.56*	*$545.06*	**$9,769.19**	
		480V 400 Amp Three Phase*	*11,565.66*	*$751.77*	*$1,156.57*	**$13,474.00**	*18,505.57*	*$1,202.87*	*$1,850.56*	**$21,559.00**	
Select Any Related and/or Required Services											
		Ceiling Drop Charge†				**$275.10**				**$407.40**	
		20 - 30 Amp Connection Plug‡	*$92.02*		*$5.98*	**$98.00**	*$92.02*		*$5.98*	**$98.00**	
		40 - 60 Amp Connection Plug‡	*$92.02*		*$5.98*	**$98.00**	*$92.02*		*$5.98*	**$98.00**	
		80 - 100 Amp Connection Plug‡	*$92.02*		*$5.98*	**$98.00**	*$92.02*		*$5.98*	**$98.00**	
		150 - 200 Amp Connection‡	*$165.26*		*$10.74*	**$176.00**	*$165.26*		*$10.74*	**$176.00**	
		400 Amp Connection‡	*$183.10*		*$11.90*	**$195.00**	*$183.10*		*$11.90*	**$195.00**	
	☐	**CHECK HERE IF NO PLUG RENTAL NEEDED**									
										TOTAL:	

**Labor, Placement & 24-Hour Power Included* *† Required For All Ceiling Drops* *‡ Required For Each Connection*

OCCC TERMS & CONDITIONS

- On-site orders are subject up to a 50% price increase over base rates.
- Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers MUST be included before services are provided. Rates are based on when payment and floor plan is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- OCCC electricians will not branch power and are not responsible for power distribution installed by others. Exhibitors and/or EACs are permitted to branch power in the booth.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates. All cancellations and/or modifications to orders are subject to a $35.00 Administration Fee if a refund is required.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk. The Center will not refund overpayments, except sales tax, in an amount less then $15.00, unless specifically requested in writing.
- Labor charges may apply for service calls.

Exhibitors are permitted to install all plug rentals. If an electrician is needed, one may be provided.

FOR OFFICE USE ONLY

Orlando Orange County Convention Center
Exhibitor Services

IAAPA EXPO

220V & 380V ELECTRICAL SERVICE (International)

EVENT: IAAPA Expo 2021 **BOOTH #:** _____

EXHIBITING COMPANY: _____ **BOOTH SIZE:** _____ X _____

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

This Order Is: ☐ Original or ☐ A Revision		Incentive Rate If Ordered & Paid By: October 27th, 2021				Base Rate If Ordered Or Paid On/After: October 28th, 2021				On-Site Rates Start: November 11th, 2021
Quantity Ceiling Only	Item Description	Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
220V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below										
	220V 20 Amp Single Phase*	*$394.77*	*$39.48*	*$25.66*	**$459.91**	*$631.81*	*$63.18*	*$41.07*	**$736.06**	
	220V 30 Amp Single Phase*	*$518.24*	*$51.82*	*$33.69*	**$603.75**	*$830.09*	*$83.01*	*$53.96*	**$967.06**	
	220V 40 Amp Single Phase*	*$669.66*	*$66.97*	*$43.53*	**$780.16**	*$1,069.82*	*$106.98*	*$69.54*	**$1,246.34**	
	220V 50 Amp Single Phase*	*$834.59*	*$83.46*	*$54.25*	**$972.30**	*$1,336.61*	*$133.66*	*$86.88*	**$1,557.15**	
	220V 60 Amp Single Phase*	*$1,005.84*	*$100.58*	*$65.38*	**$1,171.80**	*$1,609.70*	*$160.97*	*$104.63*	**$1,875.30**	
	220V 80 Amp Single Phase*	*$1,309.57*	*$130.96*	*$85.12*	**$1,525.65**	*$2,095.50*	*$209.55*	*$136.21*	**$2,441.26**	
	220V 100 Amp Single Phase*	*$1,673.69*	*$167.37*	*$108.79*	**$1,949.85**	*$2,679.53*	*$267.95*	*$174.17*	**$3,121.65**	
	220V 150 Amp Single Phase*	*$2,275.75*	*$227.57*	*$147.92*	**$2,651.24**	*$3,640.29*	*$364.03*	*$236.62*	**$4,240.94**	
	220V 200 Amp Single Phase*	*$3,036.43*	*$303.64*	*$197.37*	**$3,537.44**	*$4,858.83*	*$485.88*	*$315.82*	**$5,660.53**	
	220V 400 Amp Single Phase*	*$6,071.96*	*$607.20*	*$394.68*	**$7,073.84**	*$9,716.77*	*$971.68*	*$631.59*	**$11,320.04**	
380V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below										
	380V 20 Amp Single Phase*	*$421.81*	*$42.18*	*$27.42*	**$491.41**	*$675.97*	*$67.60*	*$43.94*	**$787.51**	
	380V 30 Amp Single Phase*	*$555.20*	*$55.52*	*$36.09*	**$646.81**	*$889.57*	*$88.96*	*$57.82*	**$1,036.35**	
	380V 40 Amp Single Phase*	*$715.63*	*$71.56*	*$46.52*	**$833.71**	*$1,144.64*	*$114.46*	*$74.40*	**$1,333.50**	
	380V 50 Amp Single Phase*	*$893.17*	*$89.32*	*$58.06*	**$1,040.55**	*$1,430.34*	*$143.03*	*$92.97*	**$1,666.34**	
	380V 60 Amp Single Phase*	*$1,074.34*	*$107.43*	*$69.83*	**$1,251.60**	*$1,720.56*	*$172.06*	*$111.84*	**$2,004.46**	
	380V 80 Amp Single Phase*	*$1,401.50*	*$140.15*	*$91.10*	**$1,632.75**	*$2,526.31*	*$252.63*	*$164.21*	**$2,943.15**	
	380V 100 Amp Single Phase*	*$1,790.86*	*$179.09*	*$116.41*	**$2,086.36**	*$2,866.09*	*$286.61*	*$186.30*	**$3,339.00**	
	380V 150 Amp Single Phase*	*$2,275.75*	*$227.57*	*$147.92*	**$2,651.24**	*$3,640.29*	*$364.03*	*$236.62*	**$4,240.94**	
	380V 200 Amp Single Phase*	*$3,036.43*	*$303.64*	*$197.37*	**$3,537.44**	*$4,858.83*	*$485.88*	*$315.82*	**$5,660.53**	
	380V 400 Amp Single Phase*	*$6,071.96*	*$607.20*	*$394.68*	**$7,073.84**	*$9,716.77*	*$971.68*	*$631.59*	**$11,320.04**	
380V Services (Three Phase)*Plug Rental Charge is Automatically Added Unless Otherwise Noted Below										
	380V 20 Amp Three Phase*	*$649.82*	*$64.98*	*$42.24*	**$757.04**	*$1,038.28*	*$103.83*	*$67.49*	**$1,209.60**	
	380V 30 Amp Three Phase*	*$925.63*	*$92.56*	*$60.17*	**$1,078.36**	*$1,484.42*	*$148.44*	*$96.49*	**$1,729.35**	
	380V 40 Amp Three Phase*	*$1,236.56*	*$123.66*	*$80.38*	**$1,440.60**	*$1,977.42*	*$197.74*	*$128.53*	**$2,303.69**	
	380V 50 Amp Three Phase*	*$1,544.81*	*$154.48*	*$100.41*	**$1,799.70**	*$2,471.33*	*$247.13*	*$160.64*	**$2,879.10**	
	380V 60 Amp Three Phase*	*$1,850.34*	*$185.03*	*$120.27*	**$2,155.64**	*$2,965.23*	*$296.52*	*$192.74*	**$3,454.49**	
	380V 80 Amp Three Phase*	*$2,471.33*	*$247.13*	*$160.64*	**$2,879.10**	*$3,959.36*	*$395.94*	*$257.36*	**$4,612.66**	
	380V 100 Amp Three Phase*	*$3,091.42*	*$309.14*	*$200.94*	**$3,601.50**	*$4,946.27*	*$494.63*	*$321.51*	**$5,762.41**	
	380V 150 Amp Three Phase*	*$3,929.60*	*$392.96*	*$255.42*	**$4,577.98**	*$6,288.27*	*$628.83*	*$408.74*	**$7,325.84**	
	380V 200 Amp Three Phase*	*$5,240.08*	*$524.01*	*$340.61*	**$6,104.70**	*$8,385.57*	*$838.56*	*$545.06*	**$9,769.19**	
	380V 400 Amp Three Phase*	*$12,143.94*	*$1,214.39*	*$789.36*	**$14,147.69**	*$19,430.85*	*$1,943.08*	*$1,263.01*	**$22,636.94**	
Select Any Related and/or Required Services										
REQUIRED	Ceiling Drop Charge†				**$275.10**				**$407.40**	
	20 - 30 Amp Connection Plug‡	*$92.02*		*$5.98*	**$98.00**	*$92.02*		*$5.98*	**$98.00**	
	40 - 60 Amp Connection Plug‡	*$92.02*		*$5.98*	**$98.00**	*$92.02*		*$5.98*	**$98.00**	
	80 - 100 Amp Connection Plug‡	*$92.02*		*$5.98*	**$98.00**	*$92.02*		*$5.98*	**$98.00**	
	150 - 200 Amp Connection‡	*$165.26*		*$10.74*	**$176.00**	*$165.26*		*$10.74*	**$176.00**	
	400 Amp Connection‡	*$183.10*		*$11.90*	**$195.00**	*$183.10*		*$11.90*	**$195.00**	
☐	**CHECK HERE IF NO PLUG RENTAL NEEDED**									
									TOTAL:	

**Labor, Placement & 24-Hour Power Included* †*Required For All Orders* ‡*Required For Each Connection*

OCCC TERMS & CONDITIONS

- On-site orders are subject up to a 50% price increase over base rates.
- Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers MUST be included before services are provided. Rates are based on when payment and floor plan is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- OCCC electricians will not branch power and are not responsible for power distribution installed by others. Exhibitors and/or EACs are permitted to branch power in the booth.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates. All cancellations and/or modifications to orders are subject to a $35.00 Administration Fee if a refund is required.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk. The Center will not refund overpayments, except sales tax, in an amount less then $15.00, unless specifically requested in writing.
- Labor charges may apply for service calls.

Exhibitors are permitted to install all plug rentals. If an electrician is needed, one may be provided.

- All prices are subject to change without notice.

FOR OFFICE USE ONLY

Orlando Orange County Convention Center
Exhibitor Services

IAAPA EXPO

PLUMBING & GAS SERVICE

EVENT: IAAPA Expo 2021 **BOOTH #:** _____

EXHIBITING COMPANY: _____ **BOOTH SIZE:** _____ X _____

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

This Order Is: ☐ Original or ☐ A Revision

	Quantity	Item Description	Incentive Rate If Ordered & Paid By: October 27th, 2021				Base Rate If Ordered Or Paid On/After: October 28th, 2021				On-Site Rates Start: November 11th, 2021
			Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
PLUMBING		**Water Service Connection*** 1/2 FPT Service Outlet	*$190.55*	*$19.06*	*$12.39*	**$222.00**	*$307.29*	*$30.73*	*$19.98*	**$358.00**	
		Drain Service Connection* 1/2 FPT Service Outlet	*$170.89*		*$11.11*	**$182.00**	*$272.00*		*$17.70*	**$290.00**	
		Water Fill & Drain* 1-500 Gallons	*$232.61*	*$23.27*	*$15.12*	**$271.00**	*$375.10*	*$37.51*	*$24.39*	**$437.00**	
		Water Fill & Drain* Each Additional 100 Gallons	*$33.47*	*$3.35*	*$2.18*	**$39.00**	*$58.36*	*$5.84*	*$3.80*	**$68.00**	
		30 Gallon Hot Water Heater*	*$317.37*		*$20.63*	**$338.00**	*$476.05*		*$30.95*	**$507.00**	
		80 Gallon Hot Water Heater* Quick Recovery Type	*$317.37*		*$20.63*	**$338.00**	*$476.05*		*$30.95*	**$507.00**	
		120 Gallon Hot Water Heater* Quick Recovery Type	*$634.74*		*$41.26*	**$676.00**	*$634.74*		*$41.26*	**$676.00**	
		Single Beauty Sink* with Hot Water Heater	*$329.57*		*$21.43*	**$351.00**	*$492.95*		*$32.05*	**$525.00**	
		Single Utility Sink* with Hot Water Heater	*$329.57*		*$21.43*	**$351.00**	*$492.95*		*$32.05*	**$525.00**	
		Single Utility Sink* without Hot Water Heater	*$232.86*		*$15.14*	**$248.00**	*$352.11*		*$22.89*	**$375.00**	
		Triple Kitchen Sink* with Hot Water Heater & Disposal	*$722.06*		*$46.94*	**$769.00**	*$1,053.52*		*$68.48*	**$1,122.00**	
GASES		**Air Service Connection*** 1/2 FPT Service Outlet, 90 PSI max. (if greater PSI is needed, please contact us)	*$279.01*		*$18.14*	**$297.14**	*$380.56*		*$24.74*	**$405.30**	
		LP (Liquid Propane) Gas* 5lb Tank	*$62.18*	*6..22*	*$4.04*	**$72.44**	*$75.71*	*$7.57*	*$4.92*	**$88.20**	
		Natural Gas Connection† 1 - 50,000 BTUs Hook-Up	*$256.64*	*$25.67*	*$16.69*	**$299.00**	***Only Available in West Hall B and the N/S Building.*** *To Ensure Proper Permitting And Installation, All Natural Gas Orders Must Be Placed (21) Days Prior To The First Move-In Date*				
		Natural Gas - additional BTUs† Additional 50,000 BTUs Hook-Up	*$123.18*	*$12.32*	*$8.01*	**$143.51**					
		Ceiling Drop For Natural Gas Order Required For All Natural Gas Orders	*Must Be Included In Total For All Natural Gas Orders*			**$275.10**					
										TOTAL:	

** Labor & Placement Included, Only Available From Floor* *† Requires A Ceiling Drop Charge* *‡ Installation, Removal, Electricity, & (1) Focus Included*

OCCC TERMS & CONDITIONS

Water/Drain Connection includes one (1) connection to the exhibitor's equipment. Charges will apply for additional connections. OCCC will not branch/split water or drain. OCCC is not responsible for plumbing distribution installed by others.

- Gas price includes one (1) connection to the exhibitor's equipment. Charges will apply for additional connections. OCCC will not branch/split gas. OCCC is not responsible for gas distribution installed by others. All gas will be removed or shut off one (1) hour after the close of each day. LP gas price includes hook-up and dismantle of tank each day.
- Pressure may vary. OCCC cannot guarantee minimum and/or maximum pressure. If pressure is critical, please contact OCCC Exhibitor Services.
- The OCCC's cable tv service includes both non-HD and HD service. Your TV must be equipped with an HD Digital Tuner to get HD channels. If your TV does not have an HD Digital Tuner, you will only be able to view non-HD channels. Please contact us if you have questions about cable TV service.
- Par can refocusing is subject to labor charges.
- On-site orders are subject up to a 50% price increase over base rates.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Payment in full MUST be paid before services are provided. Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

FOR OFFICE USE ONLY

Orlando Orange County Convention Center Exhibitor Services

IAAPA EXPO

SERVICE PLACEMENT DIAGRAM FORM

EVENT: IAAPA Expo 2021 **BOOTH #:** _____

EXHIBITING COMPANY: _____ **BOOTH SIZE:** _____ X _____

ORDER CONTACT NAME: _____

PHONE: _____ **FAX:** _____

EMAIL: _____

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # _____

ADJACENT BOOTH OR AISLE #: _____

ADJACENT BOOTH OR AISLE #: _____

FRONT OF BOOTH - AISLE # _____

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:

Orlando Orange County Convention Center
Exhibitor Services

OCCC RIGGING & HANGING SIGN LABOR

EVENT: IAAPA Expo 2021

EXHIBITOR

EXHIBITING COMPANY: _____ **BOOTH #:** _____

PHONE: _____ **FAX:** _____ **BOOTH SIZE:** _____ X _____

ADDRESS: _____ **BOOTH TYPE:**

CITY: _____ **STATE:** _____ ☐ INLINE ☐ ISLAND

ZIP CODE/PROVIDENCE: _____ **COUNTRY:** _____ ☐ PENINSULA ☐ OTHER

BILLING

BILL-TO COMPANY (IF DIFFERENT): _____ **I AM:**

RIGGING CONTACT NAME: _____ ☐ THE EXHIBITOR

ADDRESS: _____ ☐ A 3RD PARTY (EAC/I&D):

CITY: _____ **STATE:** _____

ZIP CODE/PROVIDENCE: _____ **COUNTRY:** _____

PHONE: _____ **FAX:** _____

RIGGING CONTACT EMAIL: _____ **EMAIL FOR INVOICES:** _____

NOTICE

- A CREDIT CARD ON FILE with an OCCC Method of Payment form is REQUIRED for all rigging orders. The credit card will initially be charged for the Initial Rigging Charge and any additional charges for labor or hardware needed to suspend items will be charged separately to the credit card.
- After your sign is assembled and ready to be hung, an AUTHORIZED SIGNER from your OCCC Method of Payment form must visit the OCCC Exhibitor Services service desk to sign rigging paperwork. Rigging orders are handled in the order in which the paperwork is signed-off at the OCCC Exhibitor Services service desk and/or at the discretion of the OCCC. Dates of installation will vary depending on the quantity of orders and move-in days. If a specific install or strike time is required, the exhibitor must order a Dedicated Rigging Team.

Rigging Labor	Incentive Rate If Ordered & Paid By: **October 27th, 2021**	Base Rate If Ordered Or Paid On/After: **October 28th, 2021**
Initial Rigging Charge, Three-Rigger Team, First Hour In & Out	**$579.60** □ Select	**$844.20** □ Select
Additional Rigging Labor, Per Rigger, Per Hour	**$96.60**	**$140.70**
Holiday or Overtime (After 8 Hours), Per Rigger, Per Hour	**$140.70**	**$211.05**

REQUESTED RIGGING INSTALL DATE: _____ **REQUESTED RIGGING STRIKE DATE:** _____

DESCRIPTION OF ITEM(S): _____ **DOES THIS ITEM REQUIRE:**

SIZE: _____ **WEIGHT:** _____ **QUANTITY:** _____ ☐ **POWER**

REQUESTED HEIGHT FROM FLOOR TO TOP OF SUSPENDED ITEM: _____ ☐ **OCCC TRUSS OR MOTORS**

TYPE OF MATERIAL (WOOD, VINYL, CLOTH, STEEL, ETC.): _____

DOES THE SUSPENDED ITEM HAVE A BOTTOM? ☐ **YES** ☐ **NO** **IF YES, PROVIDE THE BOTTOM DIMENSIONS:** _____

ADDITIONAL COMMENTS:

OCCC RIGGING TERMS & CONDITIONS

- The OCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.
- OCCC does not assemble item(s). Assembly must be completed by the exhibitor.
- After eight (8) hours or on holidays, overtime rates (time and 1/2 per hour) apply.
- OCCC's Rigging department is subject to the Show Manager's rules and policies.
- There may be additional charges for aerial lifts used to suspend items. There is a charge when used for other purposes.
- All rigging orders are subject to the approval by the OCCC and must be installed, removed and supervised by OCCC personnel.
- Only rated rigging hardware is permitted. Rigging hardware is available through the OCCC at an additional charge (truss, hoists, aircraft cable, ropes, etc.)
- Signs and/or truss exceeding 100 lbs. will require a chain hoist.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Orders received on site are subject up to a 50% price increase over base rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- OCCC does not accept purchase orders (POs). All prices are subject to change without notice.

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Orlando Orange County Convention Center
Exhibitor Services

OCCC RIGGING EQUIPMENT RATES

EVENT: **IAAPA Expo 2021**

Contact us for quantity discounts!
Save on transportation/freight charges and costly downtime!

Item Description	Incentive Rate If Ordered & Paid By: October 27th, 2021			Base Rate If Ordered Or Paid On/After: October 28th, 2021		
	Cost	Sales Tax	Unit Price	Cost	Sales Tax	Unit Price
CM Lodestar Chain Hoist, Electric, 1/4 Ton*	*$315.00*	*$20.48*	**$335.48**	*$472.50*	*$30.71*	**$503.21**
CM Lodestar Chain Hoist, Electric, 1/2 Ton*	*$316.00*	*$21.48*	**$336.48**	*$472.50*	*$30.71*	**$503.21**
CM Lodestar Chain Hoist, Electric, 1 Ton*	*$317.00*	*$22.48*	**$337.48**	*$472.50*	*$30.71*	**$503.21**
CM Lodestar Chain Hoist, Electric, 2 Ton*	*$318.00*	*$23.48*	**$338.48**	*$472.50*	*$30.71*	**$503.21**
Rotating Motor, 100lb Capacity*	*$180.28*	*$11.72*	**$192.00**	*$270.42*	*$17.58*	**$288.00**
Rotating Motor, 200lb Capacity*	*$210.32*	*$13.72*	**$224.04**	*$473.22*	*$30.76*	**$503.98**
Rotating Motor, 500lb Capacity*	*$539.43*	*$35.07*	**$574.50**	*$539.43*	*$35.07*	**$574.50**
Truss Is Available In Silver or Black						
Thomas Aluminium Truss, 12" x 12" x 2'	*$56.10*	*$3.65*	**$59.75**	*$84.16*	*$5.47*	**$89.63**
Thomas Aluminium Truss, 12" x 12" x 2.5'	*$56.10*	*$3.65*	**$59.75**	*$84.16*	*$5.47*	**$89.63**
Thomas Aluminium Truss, 12" x 12" x 3'	*$56.10*	*$3.65*	**$59.75**	*$84.16*	*$5.47*	**$89.63**
Thomas Aluminium Truss, 12" x 12" x 4'	*$56.10*	*$3.65*	**$59.75**	*$84.16*	*$5.47*	**$89.63**
Thomas Aluminium Truss, 12" x 12" x 5'	*$56.10*	*$3.65*	**$59.75**	*$84.16*	*$5.47*	**$89.63**
Thomas Aluminium Truss, 12" x 12" x 6'	*$67.33*	*$4.38*	**$71.70**	*$100.99*	*$6.56*	**$107.55**
Thomas Aluminium Truss, 12" x 12" x 8'	*$72.93*	*$4.74*	**$77.67**	*$109.41*	*$7.11*	**$116.52**
Thomas Aluminium Truss, 12" x 12" x 10'	*$78.55*	*$5.11*	**$83.66**	*$117.82*	*$7.66*	**$125.48**
Thomas Aluminium Truss, 12" Corner Block	*$56.10*	*$3.65*	**$59.75**	*$84.16*	*$5.47*	**$89.63**
Thomas Aluminium Truss, 12" Grapple	*$42.35*	*$2.75*	**$45.10**	*$63.51*	*$4.13*	**$67.64**
Thomas Aluminium Truss, 12" Hingle Plate	*$72.93*	*$4.74*	**$77.67**	*$109.41*	*$7.11*	**$116.52**
Thomas Aluminium Truss, 20.5" x 20.5" x 2'	*$56.10*	*$3.65*	**$59.75**	*$84.16*	*$5.47*	**$89.63**
Thomas Aluminium Truss, 20.5" x 20.5" x 3'	*$56.10*	*$3.65*	**$59.75**	*$84.16*	*$5.47*	**$89.63**
Thomas Aluminium Truss, 20.5" x 20.5" x 4'	*$56.10*	*$3.65*	**$59.75**	*$84.16*	*$5.47*	**$89.63**
Thomas Aluminium Truss, 20.5" x 20.5" x 5'	*$56.10*	*$3.65*	**$59.75**	*$84.16*	*$5.47*	**$89.63**
Thomas Aluminium Truss, 20.5" x 20.5" x 6'	*$67.33*	*$4.38*	**$71.70**	*$100.99*	*$6.56*	**$107.55**
Thomas Aluminium Truss, 20.5" x 20.5" x 8'	*$78.55*	*$5.11*	**$83.66**	*$117.82*	*$7.66*	**$125.48**
Thomas Aluminium Truss, 20.5" x 20.5" x 10'	*$95.38*	*$6.20*	**$101.58**	*$143.07*	*$9.30*	**$152.37**
Thomas Aluminium Truss, 20.5" Corner Block	*$89.78*	*$5.84*	**$95.61**	*$134.65*	*$8.75*	**$143.40**
Thomas Aluminium Truss, 20.5" Grapple	*$42.35*	*$2.75*	**$45.10**	*$63.51*	*$4.13*	**$67.64**
Thomas Aluminium Truss, 20.5" Hingle Plate	*$89.78*	*$5.84*	**$95.61**	*$134.65*	*$8.75*	**$143.40**
Hardware						
Airwall Hanger	*$21.00*	*$1.37*	**$22.37** / Week	*$31.50*	*$2.05*	**$33.55** / Week
All Thread	*$3.00*	*$0.20*	**$3.20** / Week	*$4.50*	*$0.30*	**$4.80** / Week
Barn Door	*$30.00*	*$1.95*	**$31.95** / Week	*$45.00*	*$2.93*	**$47.93** / Week
Batten or Water Pipe - Per Foot	*$3.00*	*$0.20*	**$3.20** / Week	*$4.50*	*$0.30*	**$4.80** / Week
Clamp - Beam	$45.00	*$2.93*	**$47.93** / Week	*$67.50*	*$4.39*	**$71.89** / Week
Clamp - Misc.	$6.00	*$0.39*	**$6.39** / Week	*$9.00*	*$0.59*	**$9.59** / Week
Deck Chain	$10.00	*$0.65*	**$10.65** / Week	*$15.00*	*$0.98*	**$15.98** / Week
Black Strap/Eye Bolt /Link Sub-Assembly/Turnbuckle/Rings	$6.00	*$0.39*	**$6.39** / Week	*$9.00*	*$0.59*	**$9.59** / Week
Nylon Sling or GAC Flex	$15.00	*$0.98*	**$15.98** / Week	*$20.00*	*$1.30*	**$21.30** / Week
Raw Wire - Per Foot	$0.95	*$0.07*	**$1.02** / Week	*$1.35*	*$0.09*	**$1.44** / Week
Rope	$12.00	*$0.78*	**$12.78** / Week	*$18.00*	*$1.17*	**$19.17** / Week
Sheave	$21.00	*$1.37*	**$21.37** / Week	*$31.50*	*$2.05*	**$33.55** / Week
Steel Point	$10.00	*$0.65*	**$10.65** / Week	*$15.00*	*$0.98*	**$15.98** / Week
Strand Vice	$21.00	*$1.37*	**$21.37** / Week	*$31.50*	*$2.05*	**$33.55** / Week
Truss Protector	$1.00	*$0.07*	**$1.07** / Week	*$1.00*	*$0.07*	**$1.07** / Week

**Electricity Included*

****Please note this page is not an order form. If you would like to rent any OCCC Rigging equipment (motor, truss, hardware) please contact our Rigging department at (407) 685-5555***

Not An Order Form
Pricing Purposes Only

OCCC TERMS & CONDITIONS

- The OCCC requires a 25% deposit on all rigging equipment orders to secure equipment in our inventory.
- OCCC Rigging is responsible for assembling and installing all truss and motors.
- Signs and/or truss exceeding 100 lbs. will require a chain hoist.
- Only rated rigging hardward is permitted. Rigging hardware is available through the OCCC at an additional charge (aircraft cable, ropes, etc.).
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Orders received on site are subject up to a 50% price increase over base rates.
- All prices are subject to change without notice.

Orange County Convention Center Orlando Exhibitor Services

IAAPA EXPO

AERIAL LIGHTING SERVICE

EVENT: IAAPA Expo 2021 **BOOTH #:** _____

EXHIBITING COMPANY: _____ **BOOTH SIZE:** _____ X _____

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

Quantity	Item Description	Incentive Rate If Ordered & Paid By: October 27th, 2021			Base Rate If Ordered Or Paid On/After: October 28th, 2021			On-Site Rates Start: November 11th, 2021
		Cost	Sales Tax	Unit Price	Cost	Sales Tax	Unit Price	Subtotal
	Aerial Par Can Light‡	*$266.66*	*$17.34*	**$284.00**	*$450.00*	*$29.25*	**$479.25**	
	Overhead Lights Out, Per Pod	*Per Show Management Approval*		**$55.00**	*Per Show Management Approval*		**$75.00**	
							TOTAL:	

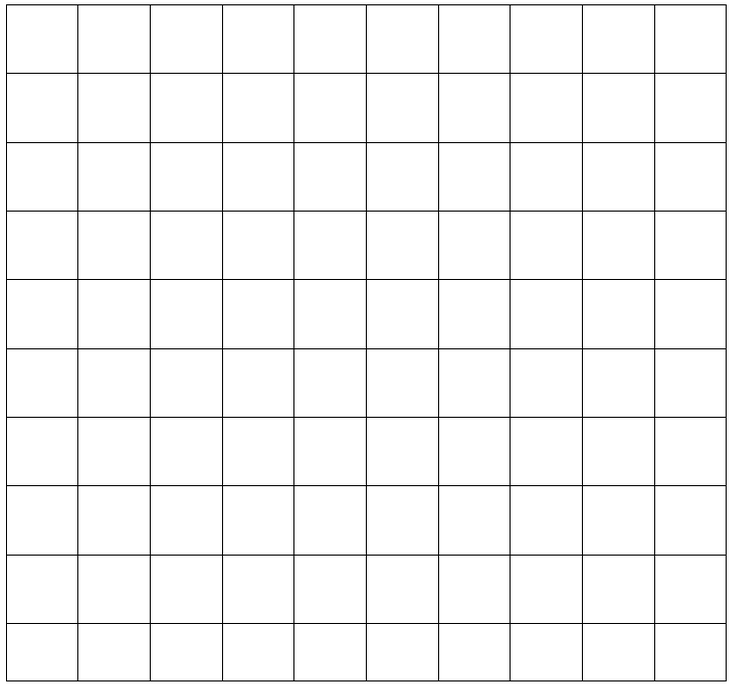
‡Installation, Removal, Electricity, & (1) Focus Included

TO EXPEDIATE THE INSTALLATION OF PAR CANS, PLEASE NOTATE BELOW WHERE YOU WOULD LIKE THE PAR CAN(S) TO BE AIMED:

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # _____

ADJACENT BOOTH OR AISLE #:

_____



ADJACENT BOOTH OR AISLE #:

_____

FRONT OF BOOTH - AISLE # _____

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:

OCCC TERMS & CONDITIONS

- Par can refocusing is subject to labor charges.
- On-site orders are subject up to a 50% price increase over base rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

FOR OFFICE USE ONLY

Orlando Orange County Convention Center Exhibitor Services

IAAPA EXPO

CABLE TV SERVICE

EVENT: IAAPA Expo 2021 **BOOTH #:** _____

EXHIBITING COMPANY: _____ **BOOTH SIZE:** _____ X _____

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

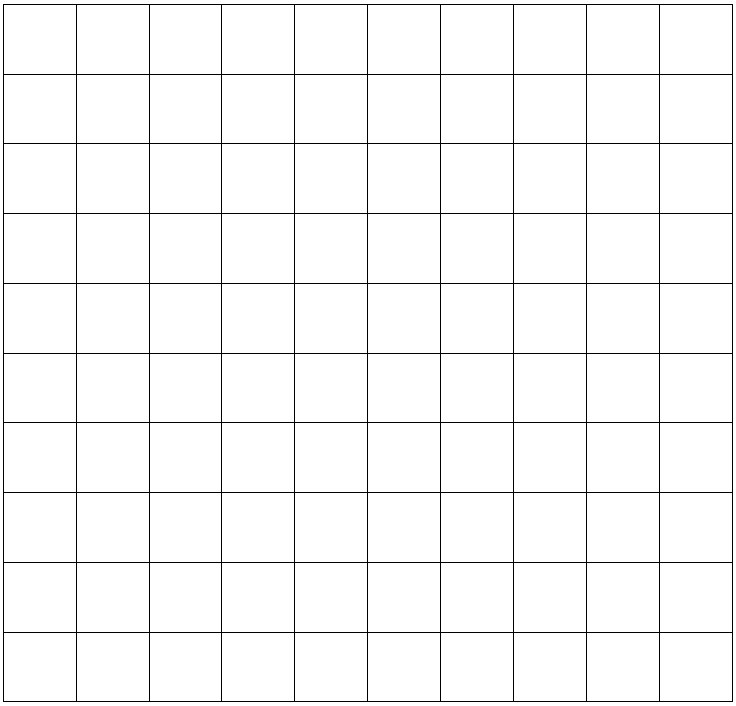
Quantity	Item Description	Incentive Rate If Ordered & Paid By: October 27th, 2021			Base Rate If Ordered Or Paid On/After: October 28th, 2021			On-Site Rates Start: November 11th, 2021
		Cost	Sales Tax	Unit Price	Cost	Sales Tax	Unit Price	Subtotal
	HD Cable TV Service* Digital Tuner Required for HD Service	*$300.00*	*$38.16*	**$338.16**	*$300.00*	*$38.16*	**$338.16**	
**Labor, Installation & Removal Included*							**TOTAL:**	

CABLE TV SERVICE IS DROPPED FROM THE CEILING. PLEASE NOTATE BELOW WHERE TO STAGE THE CABLE TV LINE DROP:

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # _____

ADJACENT BOOTH OR AISLE #:

_____



ADJACENT BOOTH OR AISLE #:

_____

FRONT OF BOOTH - AISLE # _____

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:

OCCC TERMS & CONDITIONS

- OCCC's cable tv service includes both non-HD and HD service. Your TV must be equipped with an HD Digital Tuner to get HD channels. If your TV does not have an HD Digital Tuner, you will only be able to view non-HD channels. Please contact us if you have questions about cable TV service.
- Orders received on site are subject up to a 50% price increase over base rates. Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

FOR OFFICE USE ONLY

Orlando Orange County Convention Center
Exhibitor Services

IAAPA EXPO

BALLOONS & OTHER LIGHTER-THAN-AIR OBJECTS AGREEMENT

EVENT: IAAPA Expo 2021 **BOOTH #:** _____

EXHIBITING COMPANY: _____ **BOOTH SIZE:** _____ X _____

AGREEMENT CONTACT NAME: _____

PHONE: _____ **FAX:** _____

EMAIL: _____

****To Complete This Agreement You Must Include an OCCC Method Of Payment FormWith Your Submission****

The undersigned agrees to the following rules. By doing so, the undersigned is permitted to utilize lighter-than-air (helium, etc.) devices, balloons, inflatables or displays, per Show Management rules, 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 can 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.

A credit card will be charged in the event of escaped objects. Requests without a Method of Payment form will be rejected. OCCC reserves the right to decline any card-not-present credit card transaction at its discretion.

SIGNATURE: _____ **DATE:** _____

Orlando Orange County Convention Center Exhibitor Services

IAAPA EXPO

NATURAL/LP GAS, COOKING, OPEN FLAME, HEAT PRODUCING DEVICE AGREEMENT FORM

EVENT: IAAPA Expo 2021 **BOOTH #:** _____

EXHIBITING COMPANY: _____ **I AM:**

ORDER CONTACT NAME: _____ ☐ THE EXHIBITOR

PHONE: _____ **FAX:** _____ ☐ AN EAC/I&D: _____

ORDER CONTACT EMAIL: _____ ☐ OTHER: _____

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. Introduction of a hazard deemed unsafe or out of the ordinary (i.e. grease-laden vapors, flammable liquids or gases), by the Orange County Fire Rescue Department may require a firewatch. Please consult your exhibitor kit for all OCCC and Orange County Fire Rescue's terms and conditions.

Additional Information:

• 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. The fire extinguisher must be located no more than thirty feet (30') from any cooking, open flame or heat producing appliance.
• If a fire extinguisher is necessary for your booth, you may rent one from OCCC Exhibitor Services for $35.00.
• 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.
• Please indicate, which appliance(s), if any, need to be left operating overnight.
• Please contact the Orange County Fire Marshal at (407) 685-9811 with any questions.

Please Check All That Apply To Your Booth/Exhibit:

☐ "Sterno" or other jellied fuels (must be used in a device designed to prevent fuel from tipping over)

☐ Candle (only votive or hurricane-enclosed, self-extinguishing candles are permitted)

☐ Deep Fryer: ☐ Electric ☐ Gas Specify Well Dimensions: _____

☐ Range or Cook Top: ☐ Electric ☐ Gas Specify Range Cooking Area Dimensions: _____

☐ Grill or Griddle: ☐ Electric ☐ Gas Specify Grill or Griddle Cooking Area Dimensions: _____

☐ Chain Broiler: ☐ Electric ☐ Gas Specify Chain Broiler Cooking Area Dimensions: _____

☐ Fireplace: ☐ Electric ☐ Gas ☐ Wood Specify Vent Type: ☐ Vented ☐ Ventless

☐ Fog/Haze

☐ Other Heat Producing or Gas Operated Device. Please describe and/or attached appliance literature, including UL listing information:

I, the undersigned, acknowledge and agree to all OCCC and Orange County Fire Rescue Terms & Conditions:

SIGNATURE: _____ **DATE:** _____

Orlando Orange County Convention Center Exhibitor Services

IAAPA EXPO

MULTI-LEVEL & COVERED BOOTH APPLICATION

EVENT: IAAPA Expo 2021

BOOTH #: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____ X _____

NAME OF EAC / DESIGN FIRM: _____

BOOTH TYPE:

CONTACT NAME: _____

☐ MULTI-LEVEL ☐ COVERED

PHONE: _____ **FAX:** _____

I AM:

CONTACT EMAIL: _____

☐ THE EXHIBITOR

SQUARE FOOTAGE OF BOOTH/EXHIBIT: _____

☐ AN EAC/I&D: _____

SQUARE FOOTAGE OF COVER: _____

☐ OTHER: _____

STAIR RISE & TREAD: _____ **GUARD RAIL MEASUREMENTS:** _____

COMMENTS:

Please consult the OCCC Multi-Level & Covered Booth Guidelines in your exhibitor kit for complete information regarding multi-level and covered booths. All booths must be constructed as required by all applicable codes and standards.

Orange County Fire Rescue Department requires firewatch personnel for:
- All multi-level booths and exhibits regardless of square footage, unless a spinkler system is installed
- All other covered booths and exhibits exceeding three hundred (300) square feet**.**

COVERED BOOTH, EXHIBITS, TENT & THEATRE DEFINED: 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.
- Covered Booth/Exhibits 299 square feet or less: Firewatch not required
- Covered Booth/Exhibits 300 - 1000 square feet (maximum): Firewatch REQUIRED

MULTI-LEVEL BOOTH DEFINED: To construct a level or tier atop an exhibit or portion of an exhibit, to be occupied by one (1) or more persons.
- Multi-Level Booth/Exhibits 299 square feet or less: Firewatch and one (1) stair REQUIRED
- Multi-Level Booth/Exhibits 300 - 900 square feet (maximum): Firewatch and two (2) stairs REQUIRED

Please send the completed form back to:
Orange County Convention Center Attn: Event Management
Regular Mail: PO Box 691509, Orlando, FL 32869
Overnight: 9860 Universal Boulevard, Orlando, FL 32819

TO BE COMPLETED BY OCCC AND ORANGE COUNTY FIRE MARSHALL

EVENT MANAGER: _____

APPROVED:

OCCC RECEIVED: _____ **NUMBER OF COPIES:** _____

☐ YES ☐ NO

DATE TO FIRE MARSHALL: _____ **DATE RETURNED:** _____

FIREWATCH REQUIRED:

PLANS REVIEWER: _____

☐ YES ☐ NO

COMMENTS:

Orlando
Orange County Convention Center
Exhibitor Services

EXHIBITOR CONDITIONS

Electrical Conditions

1. All equipment regardless of source of power must comply with the National Electrical Code, and 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.
4. Under NO circumstances shall anyone other than an OCCC 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 OCCC shall remain the property of the OCCC and shall be removed ONLY by the OCCC at the close of the show.
8. Unless otherwise directed, OCCC electricians are authorized to cut floor coverings to permit installation of service.
9. All 120V 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 OCCC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the OCCC.
11. Orders received during the incentive period will receive priority over base or on-site orders.
12. The exhibitor releases, waives and holds harmless the OCCC, 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 OCCC for any bodily injury or property damage resulting from any negligent act or omission of the exhibitor, its officer, employees or agents.
13. Obstructions blocking utility floor boxes are subject to relocation as necessary.
14. The OCCC will charge time and materials for exhibitor or appointed contractor installed cords, which require troubleshooting and/or redistribution.
15. All electrical services are to be billed to the next greatest wattage or amperage (i.e. 15amp 208v single phase = 20amp 208v single phase).
16. The OCCC does not provide distribution panels. If an exhibitor orders “bulk power”, the OCCC will not provide distribution panels to the exhibitor; they must provide their own.

Plumbing & Gases Conditions

1. Plumbing services are only available from the floor.
2. Compressed air pressure may vary. No guarantee can be made of minimum and maximum pressure. If pressure is critical, please contact Exhibitor Services at (407) 685-9824.
3. The OCCC will not branch/split gas from one location to another to achieve multiple locations. The OCCC is not responsible for gas distribution installed by others.
4. 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.
5. Labor charges will apply for service calls.
6. All equipment must comply with the Southern Building Code, all Federal, State, and local safety codes.
7. All material and equipment furnished by the OCCC shall remain the property of the OCCC and shall be removed ONLY by the OCCC at the close of show.
8. Unless otherwise directed, OCCC personnel are authorized to cut floor coverings to permit installation of service.

Orlando
Orange County Convention Center
Exhibitor Services

EXHIBITOR CONDITIONS

Additional Exhibitor Conditions

1. Claims will not be considered unless filed by the exhibitor at the OCCC Service Desk prior to the close of the show.
2. Freight deliveries, including, but not limited to: UPS, FedEx, RPS, GPS, etc. will not be accepted by the OCCC. Most carriers will not deliver to individual booths. Refer to your exhibitor manual or ask your show management for proper drayage instructions.
3. Adhesive-backed decals (stick-on) or similar items (except nametags) may not be distributed or used in the OCCC.
4. Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, or columns by exhibitors or their designee.
5. Cooking permits must be obtained from your exhibitor manual or show management, completed and accepted by the OCCC prior to any cooking activity. A 2A40 B.C. fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device. Exhibitor shall comply with all Orange County Health Department rules and regulations. Exhibits involving cooking or food preparation must provide a clean-up area or use those provided by show management. Disposal of cooking residue into the OCCC's drainage system is prohibited. Holding tanks for disposal of cooking residue (oil, grease, etc.) are required.
6. "Day tanks" of bottled gas may be used, during show hours, for cooking or demonstration purposes. Tanks must have a release valve and be removed from the OCCC, daily, at the close of event. At no time can tanks be stored in the OCCC. A 2A40 B.C. fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device.
7. Exhibits or displays, equipment, stock or supplies will not be allowed to enter or leave by way of the front entrances of the OCCC.
8. Fog, smoke and special effect equipment is restricted to water based chemicals. Approval must be obtained from show management and the Orange County Fire Rescue Services Department through OCCC Event Coordination. Fog, smoke and special effect equipment must not be operated in areas where the effect could enter adjacent spaces, e.g., exhibition hall entrances, concourses, etc.
9. Food and beverages are not permitted on premises unless purchased through the OCCC's Food Service Partners or as an approved exhibit by the legal manufacturer and/or distributor. Food or beverages may not be brought in or delivered to the OCCC for personal consumption. Exhibitors planning to distribute food and beverages, whether manufacturer or distributor, must make advance arrangements with the OCCC's Food Service Partners.
10. Hazardous Work Areas - During move-in and move-out, exhibition halls, loading docks, truck staging areas and service corridors are considered hazardous work areas. Alcoholic beverages, possession or use of controlled substances of any kind, horseplay, practical jokes, etc. are prohibited. Speeding or reckless use of vehicles or equipment is prohibited. Music or noise that may limit the audibility of back-up signals, fire alarms or emergency messages is prohibited. Children under 16 years of age are prohibited.
11. Holes may not be drilled, cored, or punched into any surfaces of the OCCC.
12. Multi-level and/or Covered Exhibits require firewatch personnel or an automatic extinguishing system and submittal of scaled, stamped plans. Guidelines are available through your exhibitor manual, show management or OCCC Event Management. Exhibitor will be charged for firewatch personnel per Orange County's fee schedules.
13. Painting signs, exhibits or other objects is not permitted in the OCCC.
14. Permits are required for booths and/or exhibitor activity that includes cooking, pyrotechnic, tent, welding or cutting and multi-level or covered booths or other potentially dangerous hazards. Each situation must be individually approved. Permit information may be obtained from your exhibitor manual, show management, or OCCC Event Coordination.
15. In compliance with the Florida Clean Air Act, Florida Statutes Sections 386.205 and 386.206, smoking is not permitted on any parts of the OCCC campus.
16. Static helium balloon displays are permitted after filing a Balloons Agreement with OCCC Exhibitor Services department. Helium balloons may not be used as giveaways. Helium tank storage inside the OCCC is prohibited.
17. Tape used on exhibition hall floors must be low residue resistant carpet tape (Polyken 105C or Renfrew #147) and low residue safety tape (Asiachem SST-736 or approved equivalent). All tape must be removed from the floor and disposed of immediately after the event.
18. Vehicles that remain in the exhibition hall as part of a display must have the battery cables disconnected. The gas tank must either be taped shut or have a lockable gas cap and may contain no more than one-fourth (1/4) tank or 10 (ten) gallons of fuel, whichever is less.

Orlando
Orange County Convention Center
Exhibitor Services

208V-480V ELECTRICAL RECEPTACLES & CONNECTION PLUGS

Exhibitors need to provide their own UL-Certified plug(s) for connecting equipment to the OCCC's electrical receptacle. If an exhibitor's electrical plug does not match the OCCC's electrical receptacle, the exhibitor will need a UL-Certified Connection Plug to connect to the OCCC's receptacle. If an exhibitor does not provide their own UL-Certified Connection Plug, the exhibitor must rent a UL-Certified Connection Plug from the OCCC for an additional charge. Exhibitors are responsible for leaving all rented UL-Certified Connection Plugs in their booth at the close of the event. **All missing plugs will result in a $150 charge.** Below is a description of the type of electrical receptacles the OCCC's supplies based on amperage.



20 Amp Single Phase - two hots, neutral and ground
OCCC Receptacles for 208V: **NEMA L21-20R** OCCC Receptacles for 277/480V: **NEMA L22-20R**
Plug Needed for 208V: **NEMA L21-20P** Plug Needed for 277/480V: **NEMA L22-20P**

20 Amp Three Phase - three hots, neutral and ground
OCCC Receptacles for 208V: **NEMA L21-20R** OCCC Receptacles for 277/480V: **NEMA L22-20R**
Plug Needed for 208V: **NEMA L21-20P** Plug Needed for 277/480V: **NEMA L22-20P**



30 Amp Single Phase - two hots, neutral and ground
OCCC Receptacles for 208V: **NEMA L21-30R** OCCC Receptacles for 277/480V: **L22-30R**
Plug Needed for 208V: **NEMA L21-30P** Plug Needed for 277/480V: **NEMA L22-30P**

30 Amp Three Phase - three hots, neutral and ground
OCCC Receptacles for 208V: **NEMA L21-30R** OCCC Receptacles for 277/480V: **L22-30R**
Plug Needed for 208V: **NEMA L21-30P** Plug Needed for 277/480V: **NEMA L22-30P**



60 Amp Single Phase - two hots, neutral and ground
OCCC Receptacles for 208V: **Hubbell 560P9W** OCCC Receptacles for 277/480V: **Hubbell 560P7W**

60 Amp Three Phase - three hots, neutral and ground
OCCC Receptacles for 208V: **Hubbell 560P9W** OCCC Receptacles for 277/480V: **Hubbell 560P7W**

100 Amp Single Phase - two hots, neutral and ground
OCCC Receptacles for 208V: **Hubbell 5100P9W** OCCC Receptacles for 277/480V: **Hubbell 5100P7W**

100 Amp Three Phase - three hots, neutral and ground
OCCC Receptacles for 208V: **Hubbell 5100P9W** OCCC Receptacles for 277/480V: **Hubbell 5100P7W**

Rental Price: $98.00 ($92.02 + $5.98 tax)

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150 - 200 Amp Single Phase - two hots, neutral and a ground.
OCCC Receptacles for 208/480V: **Camlock (2/0)**

150 - 200 Amp Three Phase - three hots, neutral and a ground.
OCCC Receptacles for 208/480V: **Camlock (2/0)**

Rental Price: $176.00 ($165.26 + $10.74 tax)



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200 - 400 Amp Single Phase - two hots, neutral and a ground.
OCCC Receptacles for 280/480V: **Camlock (4/0)**

200 - 400 Amp Three Phase - three hots, neutral and a ground.
OCCC Receptacles for 208/480V: **Camlock (4/0)**

Rental Price: $195.00 ($183.10 + $11.90 tax)

Orlando Orange County Convention Center Exhibitor Services

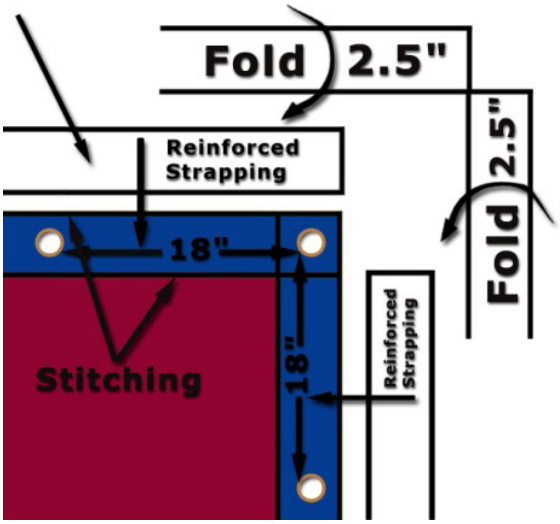
OCCC EXHIBITOR AERIAL RIGGING CONDITIONS

The OCCC is the exclusive aerial rigging service provider for exhibitors. In order for the OCCC to provide the best possible service to our clients, the following aerial rigging guidelines are applicable to all exhibitors and/or exhibitor appointed contractors (EACs). The OCCC's Rigging department can be reached by phone (407) 685-5555 to assist with any questions in regards to aerial rigging.

1. The OCCC is the exclusive provider of aerial rigging services.
2. All rigging must conform to Show Management rules, regulations, and facility limitations.
3. The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building, walls, or decorative surfaces is not permitted.
4. All equipment, signs, products, etc. must be designed to suspend safely and in an appropriate condition to be suspended. A structural engineer's certification or seal of approval may be required under certain conditions.
5. All hardware is required to have a working load limit (WLL). Use only rated rigging hardware when constructing your sign. All hardware and equipment must be approved by the manufacturer for overhead suspension.
6. Rigging plots, drawings, blueprints or engineers certification (when requested) must be submitted to the OCCC Rigging 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.
7. All points where nylon slings are used will require a steel safety cable.
8. All assembly of equipment, signs, products, etc., is the responsibility of the exhibitor or exhibitor appointed contractor.
9. 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 signage is subject to on-site inspection for final approval.
10. A credit card must be placed on file with the Method of Payment form for any additional charges.
11. The OCCC does not accept purchase orders.
12. Actual time and date of rigging may vary during move-in and move-out of your show in order to reduce costs to you.
13. All orders for rigging will be handled in the order in which the paper work is signed off at the OCCC Exhibitor Services desk or at the discretion of the OCCC Rigging department.
14. If you are not flexible and need a DEFINITIVE DATE AND TIME, you need to order a Dedicated Rigging Team. The exhibitor will be charged a minimum of 4 hours up and 4 hours down times the number of riggers needed.
15. The OCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.

Seams:

1. When using cloth material, seams need to be double stitched on the top and bottom.
2. Heat Seam is ONLY acceptable when hanging lightweight vinyl drape.
3. If the vinyl drape to be used as a drop down for a sign or banner, which would include a bottom batten to attach the foam core, sintra, or cloth/vinyl banner, the OCCC requires double stitching on the vinyl drape due to weight considerations and possible failure of the heat seam.



Adhesive:

1. Adhesive or glue tape is not acceptable due to the tendency of it to come loose under weight.
2. The use of any type of adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces (inside or outside) is NOT PERMITTED.

Hardware:

1. The manufacturer must rate all rigging hardware with a "Working Load Limit" (WLL).
2. The manufacturer of the rigging hardware must be legally liable for its products in the continental United States.
3. All wire rope slings 3/8" and larger must be certified and proof-tested (tested to twice its working load limit).
4. Flemish eye construction is preferred for all wire rope slings 3/8" and larger.
5. The OCCC Rigging department reserves the right to substitute hardware on a case-by-case basis at its discretion.

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Orange County Convention Center
Exhibitor Services

FIRE MARSHAL REGULATIONS

Cooking Information

A Cooking/Open Flame Agreement form must be obtained prior to any on-site cooking, and/or food warming activities on the premises. Cooking/Open Flame Agreement forms can be obtained via the OCCC Exhibitor 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/Open Flame Agreement 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 Orange County Fire Marshal) are taken. Prior approval from the Orange County 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 Orange County 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 Orange County 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 firewatch may be provided in lieu of automatic suppression and/or flue connection with prior approval from the Orange County 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.

FIRE MARSHAL REGULATIONS

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.

Gas - Compressed/Inert

- Compressed inert gases may be used provided the vessels are stored in a safe manner and the OCCC Event Management department 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 Exhibitor Services division or via our website @ www.occc.net/exhibitor. **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.

FIRE MARSHALL REGULATIONS

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 department 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.

Special Effects – Fog & Hazers

- The use of fog and haze machines for lighting and theatrical effects is permitted within the OCCC, provided 1). The Exhibitor Services Coordinator be notified, and 2) 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. A firewatch is required with all fog and haze.
- 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.

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Orange County Convention Center
Exhibitor Services

FIRE MARSHAL REGULATIONS

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-quarter (1/4) 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 o f 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.

Orange County Convention Center
Orlando
Exhibitor Services

MULTI-LEVEL & COVERED BOOTH CONDITIONS

Covered Booth Definition – 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 Booth Definition – To construct a level or tier atop an exhibitor 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 OCCC Event Management department 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.
   f. They must include the rise and tread of the stairs.
   g. They must include the guard rail measurements.

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 firewatch personnel for:

- ALL multi-level exhibits (regardless of the square footage) and
- All other covered exhibits exceeding three hundred (300) square feet.

The exhibitor is required to order firewatch personnel through the OCCC Event Management department no less than two (2) weeks before the show moves in. Firewatch is required:

a. For ALL multi-level exhibits (regardless of the square footage) and all other covered exhibits exceeding three hundred (300) square feet.
b. On all show days
c. 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.
d. To place order, contact: the OCCC Event Management department. 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.

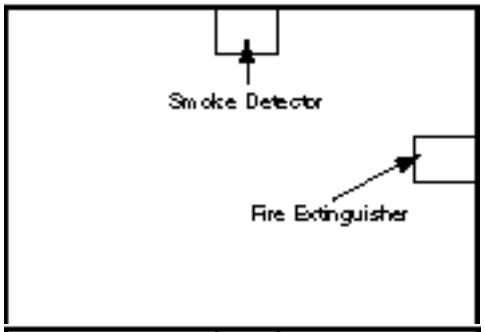
1) Automatic sprinkler systems must be designed in accordance with N.F.P.A. 13 1991 Edition.
2) These systems may be connected to the Convention Center's existing standpipe system and in some cases, the domestic water supply. Connections to water systems must be made by the Orange County Convention Center.
3) Extinguishing system designs must be part of the original plan submissions. Orange County Fire Rescue Services Department requires permitting and testing.
4) 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.
5) 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.
6) Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit/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.

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MULTI-LEVEL & COVERED BOOTH CONDITIONS

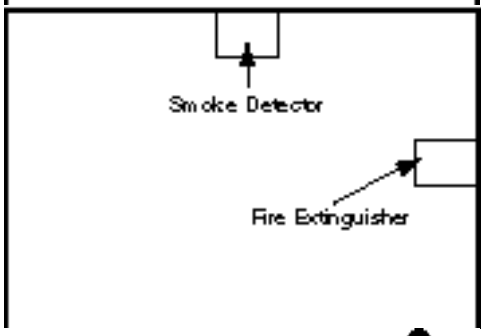
If you have questions regarding these guidelines, contact:
Event Management
Orange County Convention Center
Phone: (407) 685-9882
Fax: (407) 685-9866

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



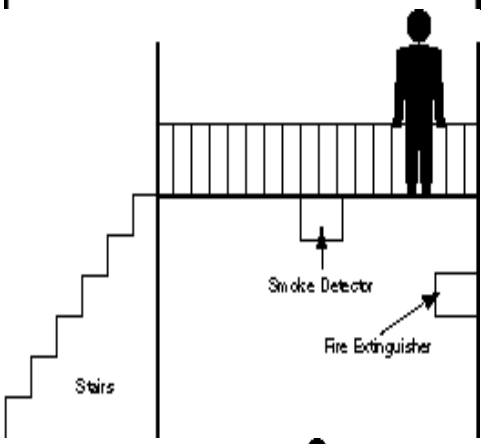
Covered Exhibits
299 sq. ft. or less

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



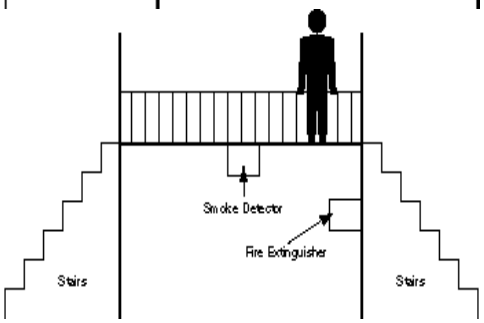
Covered Booth, Tent and Theatre
300 sq. ft. to1,000 sq. ft. - maximum allowed

- 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

OCCC EXHIBITOR TENT & MEMBRANE CONDITIONS

ORANGE COUNTY FIRE RESCUE DEPARTMENT (OCFRD) TENT STANDARD 6000

This Standard operates under the authority of Orange County, Florida Ordinance and State Statutes.

1.1 Scope

This standard covers all tents and membrane structures having an area in excess of 200 square feet or canopies having an area in excess of 400 square feet. Temporary membrane structures, tents, or canopy structures used exclusively for camping and structures located on the private property of one or two family detached dwellings are exempt from the requirements of this standard.

1.1.1 When the term tent is used, it also applies to membrane structures.

1.2 Appeal

If a party is not satisfied with a decision of the Fire Marshal, an appeal may be made to the Orange County Fire and Life Safety Board of Appeals, as provided by State Law.

2. Plans and Specifications

2.1 A scaled or dimensioned floor plan identifying furnishings, exhibits, pipe and drape, exiting, exit widths, aisles, seating, tables, fire alarm or public address systems, emergency and exit lighting, HVAC units, emergency power sources, and panic hardware shall be provided to the Orange County Fire Marshal's Office at the time of permit submittal.

2.2 All applications for tent permits shall include a scaled or dimensioned site plan indicating the location of the tent(s), distances from other buildings, and vehicular access.

2.3 Stages and platforms must not exceed their allowable load limits. The minimum load limit design of stages or platforms shall be a minimum of 100 pounds per square foot (PSF).

2.4 Seating for assembly use accommodating more than 200 persons shall be fastened together in groups of not less than three (3) and not exceeding seven (7).

2.5 Documentation shall be provided that all tent fabric meets the requirements of NFPA 701, *Standard Methods of Fire Tests for Flame-Resistant Textiles and Films*.

2.6 Covered booths and/or multi-level booths are not permitted without prior review and approval by the Fire Marshal.

2.7 A scaled layout shall be provided for all tents used for the sale of pyrotechnics.

2.8 Main Aisles in assembly occupancies in large tents, as defined in this section, aisle widths shall at no time be less than outlined in Table 2.9.1 under **Alternate requirements:**

Large Tents

- A single tents or combination of tents with only one multi-purpose room of 12,000 square feet or more;
- Multi-purpose tents used as a mixed occupancy or assembly with occupant loads exceeding 300;
- Tents more than 4,500 square feet used for exhibit or display;
- All other tents that do not meet the definition of Small Tents;

2.9 Main aisles in assembly occupancies in small tents, as defined in this section, aisle widths shall at no time be less than aisle dimensions outlined in Table 2.9.1 under **NFPA 101 requirements.**

Small Tents

- A single tent or combination of tents with only one multi-purpose room of less than 12,000 square feet that is not being used for exhibition/display or part of a mixed occupancy;
- Multi-purpose tents used as a mixed occupancy or assembly with occupant loads less than 300;
- Tents less than 4,500 square feet used for exhibit or display.

2.9.1

Aisles	**NFPA 101**	***Alternate**
Classroom	63" (44+19)	85” (66+19)
Banquet	82" (44+19+19)	104” (66+19+19)
General Session	44"	66”
Exhibits	44”	66”

Banquet Seating Aisles - Provide aisles such that the maximum travel distance from any point to the closest aisle or egress door does not exceed 36 feet.

2.10 Rows of seating served by aisles or doorways at both ends shall not exceed 100 seats per row. The 12” minimum clear width of aisle access way between such rows shall be increased by 0.3 inches for every seat over a total of 14 as outlined in Table 2.10.3, but shall not be required to exceed 22 inches.

2.10.1 Rows of seating served by an aisle or doorway at one end only shall have a path of travel not exceeding 30 ft. in length from any seat to an aisle. The clear width of aisle access way between such rows shall be in accordance with Table 2.10.3.

2.10.2 Aisle access ways serving seating for Classroom, Banquet or General Session floor plans shall comply with Table 2.10.3.

2.10.3

Aisle Access ways	**NFPA 101**
Classroom	36” (average)
Banquet	56” (average)
General session 14 seats per row	12”
General session >14 seats per row	12" + 0.3" each chair (max 22")
General Session Dead-end 7 per row	12"
General Session Dead-end > 7 per row	12"+ 0.6" each chair

(Note: dead-end rows may not exceed 30 feet)

2.11 If approval of the set-up of the tent/membrane structure is not received by the Orange County Fire Marshal’s Office, the structure cannot be occupied.

2.11.1 The tent company who permits the tent/membrane structure must contact the Orange County Fire Marshal’s Office for a fire safety inspection of the structure at least one business day prior to the show or event beginning.

2.11.2 Tent/membrane structure permit applications must be submitted to the Orange County Building Division, Zoning Department, and Fire Marshal’s Office in a timely manner, with all the pertinent information outlined in this Standard, for the county departments to successfully provide approval prior to the date of the tent set-up. It is strongly recommended that for larger tent/membrane structures that a pre-construction meeting be requested through the Orange County Fire Rescue Departments’ Office of the Fire Marshal.

3. Location and Spacing

3.1 All tents and membrane structures must have a minimum of 20 ft. clearance from exterior obstructions to provide an area to be used as a means of emergency egress by the occupants and access by emergency personnel. Tents may be attached together as long as the perimeter around the structures complies with this section.

3.2 Tops of tent stakes shall be blunt. If the stakes are not blunt, they shall be covered so as to prevent injury.

3.2.1 All stake lines adjacent to exits shall be visible.

4. Exits

4.1 There shall be a minimum of two (2) separate exits from any point in the structure where the occupant load is less than 500 persons. Where occupant loads are between 500 and 999 persons there shall be a minimum of three (3) separate exit doors from any point in the structure. Where occupant loads are 1,000 persons or greater there shall be a minimum of four (4) separate exit doors from any point in the structure.

4.2 The number of required exits and their exit widths for assembly occupancies in large tents, as defined in section 2.8 of this standard, **will be based on the alternate method of protection and must be increased based on 1.5 times the calculated occupant load**. Egress widths and number of exits is based on calculated occupant load for the size of the tent or the documented maximum occupant load identified by the property management.

4.3 The number of required exits and their exit widths for assembly occupancies in small tents, as defined in section 2.9 of this standard, **will not be based on the alternate method of protection and will be as specified in NFPA 101 on the calculated occupant load.**

4.4 There shall not be changes of elevations in excess of one-half (1/2) inch at exits. Any changes of elevations at exits must be in compliance with NFPA 101 and provided with the appropriate stairs or ramps.

4.5 Panic hardware or an approved equivalent must be provided on all exit doors that are lockable.

4.6 Exit doors are required to be placed at a distance from one another not less than one-half (1/2) the length of the maximum overall diagonal dimension of the structure or area served, measured in a straight line between the nearest edge of the exit doors.

4.6.1 Exits shall remain accessible and unobstructed while the tent is occupied.

4.6.2 If exits are covered while the tent is occupied; tent flaps or canvas curtains shall be arranged so that when opened they can readily be moved to the sides so that they create an unobstructed opening in the tent wall of the minimum width and height required for door openings.

4.6.3 Exits shall be designed and arranged to be clearly recognizable and distinctly marked as a means of egress.

4.7 If fencing, barricade, or similar material is installed around the perimeter of a tent, that portion that would cover the exits when the tent is not occupied shall be a separate piece and removed when the tent is occupied as defined in NFPA 101, 7.2.1.1.3.

4.8 For assembly occupancies in large tents as defined in section 2.8 of this standard, exits shall be so arranged that no point within the tent is more than 100’ from an exit.
Exception: No point within a tent used for the sale of pyrotechnics shall be more than 50’ from an exit.

4.8.1 For assembly occupancies in small tents as defined in section 2.9 of this standard; exits shall be so arranged that no point within the tent is more than 150’ from an exit. Exception: No point within a tent used for the sale of pyrotechnics shall be more than 50’ from an exit.

4.9 Exits shall be clearly marked with externally illuminated exit signs. Private party tents not exceeding 1,200 square feet shall not be required to have illumination in accordance with this section.

4.9.1 Directional exit signs if required shall be provided in accordance with NFPA 101, 7.10.

4.9.2 Exits, exit access, and exit discharge shall be illuminated at all times. Emergency lighting shall be provided as required by NFPA 101. Private party tents not exceeding 1,200 square feet shall not be required to have illumination in accordance with this section.

5. Occupant Load

5.1.1 The occupant load shall be posted in all tents used for assembly purposes, regardless of occupant load.

5.1.2 Occupant loads shall be calculated by the square footage of the structure multiplied by 7 sq. ft per person for concentrated use (general session, classroom, reception) or 15 sq. ft. per person for less concentrated use (exhibits or banquet). Maximum occupant loads may be proposed to the Fire Marshal based on written documentation.

6. Cooking and Heating Equipment

6.1 Cooking is not permitted without prior review and approval by the Orange County Fire Marshal. Temporary and limited heating of food products by sterno is acceptable when contained in a noncombustible container and constantly attended and supervised.

6.2 HVAC equipment if installed, shall comply with the Florida Mechanical Code and the appropriate NFPA Standard.

7. Fire Hazards

7.1 No storage or handling of flammable or combustible liquids or gases shall be permitted at any location where it could jeopardize egress from the tent.

7.2 Refueling of equipment shall not be permitted inside a tent.

7.3 The ground enclosed by any tent and a minimum of 10'-0" outside of such tent shall be cleared of all flammable or combustible material or vegetation and the premises shall be kept free of such during the use of the tent. Live landscaping is exempt from the requirements of this section.

7.4 Decorative or acoustical materials as outlined in NFPA 1, 13.7.4.3.6 such as hay, paper, straw, wood chips, shavings, foams, and plastics are strictly prohibited unless flame retardant and approved by the Orange County Fire Marshal's Office.

7.5 Open flames are not permitted without prior review and approval by the Orange County Fire Marshal.

7.6 Pyrotechnics are not permitted without prior review and approval by the Orange County Fire Marshal.

7.7 Vehicle parking or display in the structures is not permitted without prior review and approval by the Orange County Fire Marshal.

7.8 Smoking is prohibited unless previously approved by the Orange County Fire Marshal's Office.

7.8.1 "No Smoking" signs shall be posted throughout the tent and outside of each entrance/exit.

8. Fire Extinguishers

8.1.1 A minimum 2A10BC dry chemical fire extinguisher shall be provided within 75'-0" of any point in the structure. Exception: Where a functioning garden hose that can reach all portions of the private tent, that does not exceed 1,200 square feet, is provided

9. Fire Alarm and Emergency Communications

9.1 Tents used for assembly use with an occupant load of 300 or more people shall provide a fire alarm system, public address system with constantly attended location, or an alternate method of protection approved by the Orange County Fire Marshal's Office. An acceptable method of emergency forces notification shall be provided satisfactory to the Fire Marshal. Tents without sides that are open, accessible, and unobstructed on all sides at all times shall be exempt from the requirements of section 9.1 unless specifically mandated by the Fire Marshal.

10. Electrical Installations

10.1 Electrical installations shall comply with NFPA 70, *National Electrical Code*.

11. Crowd Managers and Orange County Fire Department Fire Watch

11.1.1 Trained Crowd Managers, with a means of emergency forces notification, shall be provided for all events at a ratio of 1 to 250 people. When occupant loads exceed 250 individuals, additional trained crowd managers or crowd manager supervisors shall be provided at a ratio of 1 for every 250 occupants..

11.1.2 The Fire Marshal shall have the authority to require Orange County Fire Department Standby Fire Personnel, emergency response equipment, or an approved fire watch when potentially hazardous conditions or a reduction in a life safety feature exist due to the type of performance, display, exhibit, occupancy, contest or activity, an impairment to a fire protection feature, or the number of persons present.

11.1.3 One (1) Orange County Fire Department Fire Watch Personnel with a means of emergency forces notification shall be provided when actual occupant loads exceed 1,000 individuals in addition to the crowd manager requirements of 11.1.1.

12. Special Requirements

12.1 An Orange County Fire Rescue Department's Special Event Permit is required for all events inside of tents that are being used for exhibition or display purposes. The tent company shall provide general floor plans and the OCFRD tent checklists. The hotels or event coordinator shall submit specific floor plans.

12.2 An Orange County Fire Rescue Department's Special Event Permit is not required for events inside of tents such as banquet, reception, classroom or general session settings. The tent company shall provide general floor plans and the Orange County Fire Rescue Department's tent checklist.