

EVENT: **IAAPA Expo**

BOOTH #: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____ X _____

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

| | | Incentive Rate If Ordered & Paid By: | | | Base Rate If Ordered Or Paid On/After: | | | On-Site Rates Start: |
|--|------------------------------|--------------------------------------|-----------|------------|--|-----------|------------|----------------------|
| Quantity | Item Description | October 19th, 2022 | | | October 20th, 2022 | | | November 9th, 2022 |
| | | 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 | |
| †Installation, Removal, Electricity, & (1) Focus <u>Included</u> | | | | | | | | TOTAL: |

TO EXPEDITE 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 # _____

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**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

Show Name: IAAPA Expo
Incentive Deadline Date: October 19th, 2022
Base Rates Start On/After: October 20th, 2022
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 than \$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.

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**IN ORDER TO RECEIVE INCENTIVE RATES, ALL WIRE AND ACH PAYMENTS MUST BE CLEARED, NOT SENT, BY:
October 19th, 2022
ORDERS WITHOUT A CLEARED PAYMENT BY THE ABOVE DATE WILL BE CHARGED BASE RATES.**

Wire & ACH Payment Terms & Conditions

- All wire and ACH payments must be cleared, not sent, by the incentive deadline in order to receive incentive rates. Orders without a cleared payment by the incentive deadline will be charged base rates.
- If paying via wire or ACH payment, exhibitors MUST complete and submit an OCCC Method of Payment form with their order.
- There are numerous fees associated with sending a wire transfer, including but not limited to: Initiating Bank Fees, Intermediary Bank Fees and Receiving Bank Fees. Exhibitors must verify ALL of the costs to route wires from their bank through New York to our bank, and include ALL of those fees in their payment. It is the exhibitor's responsibility to have their Initiating Bank verify all fees associated with the wire transfer, especially the Intermediary Bank Fees and to ensure that the full amount due is remitted to the OCCC's account in sufficient time. For assistance, email Exhibitor.Services@occc.net or call the OCCC Exhibitor Services Team at **(800) 345-9898** or **(407) 685-9824**.

The OCCC's Bank Information:

Wells Fargo Bank N.A.
800 North Magnolia Avenue
Orlando, Florida 32803
(407) 649-5321

Credit To:

"Orange County BCC – New BCC EFT Revenue"
Account Number: 2000048897176
Routing Number: 121000248
Swift Code: WFBUS6S

Include the following information with
your wire/ACH payment:

IAAPA Expo
Company Name
Booth Number

For questions about ordering or
making payments, contact the OCCC's
Exhibitor Services department:

Exhibitor.Services@occc.net
(800) 345-9898 or
(407) 685-9824.

To ONLY receive confirmation of
wire/ACH transfer, contact:

Rose Brown
Rose.Brown@occc.net
(407) 685-5818



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| E X H I B I T O R | EXHIBITING COMPANY: _____ | BOOTH #: _____ |
| | PHONE: _____ FAX: _____ | BOOTH SIZE: _____ X _____ |
| | ADDRESS: _____ | BOOTH TYPE: |
| | CITY: _____ STATE: _____ | <input type="checkbox"/> INLINE <input type="checkbox"/> ISLAND |
| | ZIP CODE/PROVIDENCE: _____ COUNTRY: _____ | <input type="checkbox"/> PENINSULA <input type="checkbox"/> OTHER |
| B I L L I N G | BILL-TO COMPANY (IF DIFFERENT): _____ | I AM: |
| | ORDER CONTACT NAME: _____ | <input type="checkbox"/> THE EXHIBITOR |
| | ADDRESS: _____ | <input type="checkbox"/> 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****

| | | |
|---|---|--|
| <p>IAAPA Expo Incentive Deadline Date: October 19th, 2022 To qualify for incentive rates, all order forms, this Method of Payment form and a finalized booth diagram must be received by: October 19th, 2022</p> | <p>Place Your Order Online or Via Email or Fax: Order Online: www.occc.net/exhibitor Email Forms: exhibitor.services@occc.net Send Via Fax: (407) 685-9884 Call: (800) 345-9898</p> | <p>OCCE Mailing Address: Orange County Convention Center ATTN: Exhibitor Services 9860 Universal Blvd. Orlando, FL 32819-8199</p> |
|---|---|--|

☐ **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**

OCCE 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**

OCCE 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 OCCE, acknowledge and agree to all OCCE 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:** _____