

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: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision | | Incentive Rate If Ordered & Paid By: | | | | Base Rate If Ordered Or Paid On/After: | | | | On-Site Rates Start: | |
|---|--|---|--------------------|---|-----------|--|--|-------------|---------------|----------------------|---------------------|
| Quantity | | Item Description | October 27th, 2021 | | | | October 28th, 2021 | | | | November 11th, 2021 |
| | | | Cost | Utility Tax | Sales Tax | Unit Price | Cost | Utility Tax | Sales Tax | Unit Price | Subtotal |
| P L U M B I N G | | 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 | |
| G A S E S | | 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 | |
| | | 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 | | | | | | |
| * Labor & Placement <u>Included</u> , Only Available From Floor | | † <u>Requires</u> A Ceiling Drop Charge | | ‡ Installation, Removal, Electricity, & (1) Focus <u>Included</u> | | | | | TOTAL: | | |

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 #:

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FRONT OF BOOTH - AISLE # _____

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:

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.



Orange County Convention Center
Exhibitor Services

Orlando



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: Cassandra Woods

Direct Phone: (407) 685-5793

Contact Email: Cassandra.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:

www.occc.net/exhibitor

Order via Email:

Exhibitor.Services@occc.net

Fax:

(407) 685-9884

Mail:

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.

EVENT: **IAAPA Expo 2021**

| | | | |
|--|--|----------------------------------|---|
| 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 2021</p> <p>Incentive Deadline Date: October 27th, 2021</p> <p>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</p> | <p>Place Your Order Online or Via Email or Fax:</p> <p>Order Online: www.occc.net/exhibitor</p> <p>Email Forms: exhibitor.services@occc.net</p> <p>Send Via Fax: (407) 685-9884</p> <p>Call: (800) 345-9898</p> | <p>OCCE Mailing Address:</p> <p>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:** _____