

Order Online: www.occc.net/exhibitor
Email Forms: exhibitor.services@occc.net
Fax Forms: (407)685-9884

**MULTI-LEVEL & COVERED
BOOTH APPLICATION**

EXHIBITING COMPANY: _____

BOOTH NUMBER: _____ BOOTH SIZE: _____ X _____ BOOTH TYPE: ☐ MULTI-LEVEL ☐ COVERED

NAME OF EAC / DESIGN FIRM: _____

CONTACT NAME: _____

PHONE: _____ FAX: _____ EMAIL: _____

SQUARE FOOTAGE OF BOOTH/EXHIBIT: _____ SQUARE FOOTAGE OF COVER: _____

STAIR RISE & TREAD: _____ GUARD RAIL MEASUREMENTS: _____

COMMENTS: _____

Please consult the OCCC Multi-Level & Covered Booth Conditions on the OCCC website, www.occc.net/Exhibitor-Guidelines-Information, for complete information regarding multi-level and covered booths. Fire watch personnel are charged at the prevailing rate. 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 sprinkler 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:
Exhibitor.Services@occc.net

Mailing Address:
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 MARSHAL

EVENT MANAGER: _____ APPROVED: _____

OCCC RECEIVED: _____ NUMBER OF COPIES: _____ ☐ YES ☐ NO

DATE TO FIRE MARSHALL: _____ DATE RETURNED: _____ FIREWATCH REQUIRED: _____

PLANS REVIEWER: _____ ☐ YES ☐ NO

COMMENTS: _____



Orange County Convention Center

Exhibitor Services

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Incentive Rate Deadline	Base Rate Start	On-Site Start

METHOD OF PAYMENT

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

BOOTH NUMBER: _____ BOOTH SIZE: _____ X _____
BOOTH TYPE: ☐ INLINE ☐ ISLAND ☐ PENINSULA ☐ OTHER
I AM: ☐ THE EXHIBITOR ☐ A 3RD PARTY (EAC/I&D)

EXHIBITOR INFORMATION

COMPANY: _____ PHONE: _____
ADDRESS: _____ FAX: _____
CITY: _____ STATE: _____
ZIP CODE/PROVIDENCE: _____ COUNTRY: _____
CONTACT NAME: _____ EMAIL: _____

BILLING INFORMATION

BILL-TO-COMPANY (IF DIFFERENT): _____ PHONE: _____
ADDRESS: _____ FAX: _____
CITY: _____ STATE: _____
ZIP CODE/PROVIDENCE: _____ COUNTRY: _____
CONTACT NAME: _____ EMAIL FOR INVOICES: _____

☐ 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 the information below if using a credit/debit card:

CARD TYPE: ☐ AMERICAN EXPRESS ☐ VISA ☐ MASTERCARD ☐ DISCOVER

CARD NUMBER: _____ EXPIRATION DATE: _____

CARD HOLDER NAME: _____ SECURITY CODE: _____

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: _____

☐ COMPANY CHECK

Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline. **Make checks 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.**

Mail Checks to

Orange County Convention Center
ATTN: Exhibitor Services
9860 Universal Blvd.
Orlando, FL 32819-8199