



**Orange  
County  
Convention  
Center**

**EXHIBITOR APPOINTED CONTRACTOR (EAC)  
2011 CREDIT CARD AUTHORIZATION FORM**

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

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

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

Effective Dates: (from) \_\_\_\_\_ (to) \_\_\_\_\_

I, the undersigned cardholder, give the Orange County Convention Center, Orlando, Florida USA, authorization to charge the following services: Electrical, Compressed Air, Water, and Drain, Lighting, Aerial Rigging, Fire watch and other Services provided by OCCC to my credit card number listed below for exhibitors contracted with the above company exhibiting at the Orange County Convention Center.

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

Print Name	Signature
_____	_____
_____	_____
_____	_____

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

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

**To be completed by Cardholder:**

**(OCCC only accepts American Express, Visa and Mastercard)**

Cardholder Name: \_\_\_\_\_ Card Type: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal code: \_\_\_\_\_

Country: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Credit Card Issuing Bank \_\_\_\_\_

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

**Please note:** Your card will be charged for the entire amount of the services requested as orders are placed for your booth(s). The exception is for Aerial Rigging services, where your card will be charged initially for a labor minimum deposit. Additional Aerial Rigging labor, equipment and materials used (if any) will be charged to your card at the end of the show.

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