



Orange County Convention Center (OCCC) Bus Move Request (BMR) Form



All BMR's will be submitted to Convention/Show Manager

Instructions: This form is only for participating exhibitors and/or groups requesting a bus move (curb space) at the OCCC. OCCC liaison will submit this form to the convention/show manager (or designee) for his/her approval. Once a decision is obtained, OCCC will contact the requesting party confirming the approval or denial of the bus move request. The approval process may take up to several weeks. Please submit your request as soon as possible. OCCC contact information is listed on the bottom of this form.

**If you are the show manager of an event, please do not use this form. Contact your OCCC Event Manager for further information.*

Convention/Show Name	
Exhibitor/Group Company Name	
Exhibitor/Group Contact	
Exhibitor or Group Phone & E-mail	
Exhibitor's Hired Transportation Group (HTG)	
HTG's Representative Contact Name	
HTG's Phone # & Email	

BUS MOVE # 1:	
Date of Bus Move	
Description of Bus Move	
# Coaches & Requested OCCC Location	
Departure Time(s): Indicate Single Trip or Frequency	

BUS MOVE # 2:	
Date of Bus Move	
Description of Bus Move	
# of Coaches & Requested OCCC Location	
Departure Time(s): Indicate Single Trip or Frequency	

BUS MOVE # 3:	
Date of Bus Move	
Description of Bus Move	
# of Coaches & Requested OCCC Location	
Departure Time(s): Indicate Single Trip or Frequency	

OCCC USE ONLY

Location of Pick-up and Drop-off at the Orange County Convention Center.	
Show Manager and/or Designee Name:	
Date:	Number:
Circle Choice:	APPROVED DENIED
Event Transportation Coordinator or designee:	
Special Instructions:	

Email completed BMR form to Joseph.Thalheimer@occc.net or Fax to 407-685-5728.