



**Orange
County
Convention
Center**

Orange County Convention Center EXHIBITOR SERVICES ORDERING INFORMATION

Orange County Convention Center
Attention: Exhibitor Service

Mail to: P.O. Box 691509, Orlando, FL 32869-1509

Overnight Mail: 9860 Universal Blvd., Orlando, FL 32819-8199

Convention Center (800) 345-9898 - Exhibit Services (407) 685-9824 - Fax (407) 685-9884

E-MAIL: exhibit.services@occc.net

Show Name

Incentive Deadline Date:

Contact:

Phone: 407-685-xxxx, Fax: 407-685-9884, Email:

- ◆ **Services provided** by the Center for exhibitors include: Electrical, plumbing, air, lighting, water, and aerial rigging. **Services provided** by on-site Service Partners: Internet, telecommunications, booth catering, advertising, business center, audiovisual and attractions.
- ◆ We have made it easy to order Orange County Convention Center services and services provided by on-site Service Partners. Options for ordering your services:
 - ❖ Order online @ <http://www.occc.net/Exhibitor/Orders/default.asp>
 - ❖ Download / print forms @ <http://www.occc.net/exhibitor/default.asp>
 - ❖ Call 1-800-345-9898 to speak with a personal Exhibitor Services Coordinator to place your order or request a form.
- ◆ Save money by ordering services **early**. Full payment must be received at least twenty-one (21) days prior to the first move in date to qualify for incentive rates. Payment may be made by check or money order (US funds drawn on US banks only), Visa, MasterCard, American Express or Cash. SORRY, NO PURCHASE ORDERS ACCEPTED. **ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**
- ◆ Florida **State Sales Tax** and **Public Services Tax** when applicable must be included with payment for services. Service will be rendered after payment in full (including tax) is received.
- ◆ If you are claiming Florida **Sales Tax exemption**, a copy of the Florida Department of Revenue **Consumer's** Certificate of Exemption (DR-14) must be included with each order placed, and payment must be made by company check or company credit card. Public Services Tax is a non-exempt tax and is paid by all entities utilizing public services.
- ◆ Exhibitors requiring **aerial rigging** (items suspended from the ceiling) should complete the Aerial Rigging Order at least twenty-one (21) days prior to the first move in date. Please stop by the Exhibit or Services Desk to initiate your on-site aerial rigging. Special 1000 watt overhead **spotlighting** (par can) is available depending on exhibit location and Show Management's approval.
- ◆ Exhibitors having equipment that require connection (**208V and higher**) must stop by the Exhibit Services Desk when the equipment is set and ready for hookup. Additional rental fees may apply.
- ◆ **Utility** services originate from floor boxes. **For exact placement attach a scaled diagram indicating the location of outlets including booth dimensions and aisle/booth numbers. If a drawing is not provided, the center will install the service in the most convenient location and charges will apply for relocation.**

The staff of the **Orange County Convention Center**
Looks forward to your arrival and wishes you a successful show!