

PLEASE PRINT OR TYPE: **Bolded** fields are required for processing.

NAME OF EVENT: \_\_\_\_\_ BOOTH: \_\_\_\_\_  
 BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_ BOOTH TYPE:  ISLAND  INLINE  PENINSULA  
 EXHIBITING COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_ EXT. \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_  
 AUTHORIZED PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_

IF USING AN EXHIBIT HOUSE, PLEASE INDICATE CONTACT NAME & PHONE NUMBER BELOW:  
 CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

Quantity	*Incentive Order With Payment Before				**Base Order With Payment After				TOTAL
	Cost	Utility Tax	Sales Tax	Unit Total	Cost	Utility Tax	Sales Tax	Unit Total	
<b>COMPRESSED AIR SERVICES *</b> *+ Service Outlet 1/2" FPT Maximum Pressure 90 PSI									
Air Service Connection	\$265.72		+17.28	\$283.00	\$362.44		+23.56	\$386.00	\$
<b>WATER SERVICES * +</b> Service Outlet 1/2" FPT									
Water Service Connection	\$190.55	+19.06	+12.39	\$222.00	\$307.29	+30.73	+19.98	\$358.00	\$
<b>DRAIN SERVICES * +</b>									
Drain Service	\$170.89		+11.11	\$182.00	\$272.30		+17.70	\$290.00	\$
<b>WATER FILL &amp; DRAIN</b> (One Time) Labor Included									
Water Fill & Drain (1-99 Gal)	\$80.68	+8.07	+5.25	\$94.00	\$128.75	+12.88	+8.37	\$150.00	\$
Water Fill & Drain (100-299 Gal)	\$162.22	+16.23	+10.55	\$189.00	\$259.22	+25.93	+16.85	\$302.00	\$
Water Fill & Drain (300-500 Gal)	\$232.61	+23.27	+15.12	\$271.00	\$375.10	+37.51	+24.39	\$437.00	\$
Water Fill & Drain - Additional (Over 500 Gallons - in 500 Gallon increments)	\$33.47	+3.35	+2.18	\$39.00	\$58.36	+5.84	+3.80	\$68.00	\$
<b>GRAND TOTAL</b>									\$

**EXPRESS MAIL TO: Orange County Convention Center**      **US MAIL TO: Orange County Convention Center**  
**Attention: Exhibitor Services**      **Attention: Exhibitor Services**  
 9860 Universal Blvd., Orlando, FL 32819-8199      PO BOX 691509, Orlando, FL 32869-1509  
**Fax (407) 685-9884**  
 Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824  
**E-MAIL: [exhibit.services@occc.net](mailto:exhibit.services@occc.net) WEB: <http://www.occc.net/exhibitor/default.asp>**

**CONNECTION INFORMATION:**

- PRICE INCLUDES ONE CONNECTION TO EXHIBITOR'S EQUIPMENT. ADDITIONAL CHARGES WILL INCUR FOR ADDITIONAL CONNECTIONS.
- SERVICES ONLY AVAILABLE FROM FLOOR.
- NOTE: PRESSURE MAY VARY. NO GUARANTEE CAN BE MADE OF MINIMUM AND MAXIMUM PRESSURE. IF PRESSURE IS CRITICAL, PLEASE CONTACT EXHIBIT SERVICES AT (407) 685-5646.
- PLEASE PROVIDE AN ATTACHED DRAWING INDICATING LOCATION OF YOUR CONNECTIONS. IF A DRAWING IS NOT PROVIDED THE CENTER WILL INSTALL THE SERVICE IN THE MOST CONVENIENT LOCATION AND CHARGES WILL APPLY FOR RELOCATION.

**Payment Information**

**All payments MUST be paid in full before services are provided.** Onsite orders are subject to a 50% increase over the base rate.

- **Absolutely NO purchase orders will be accepted. PRICES ARE SUBJECT TO CHANGE.**
- **Orders without payment and/or floorplan will NOT be processed and service will be withheld.**
- **ONLY Visa, MasterCard, American Express, Company Checks, and Wire Transfers are accepted forms of payment**
- **Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.**

Amount Enclosed: \$ \_\_\_\_\_  Company Check or Money Order (**Made Payable to Orange County Convention Center, \$USD, US Bank**)  
 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. Note: We will be contacting your bank to verify that you are able to make these charges.  
**Security ID Code:** \_\_\_\_\_ **Form of Payment:**  Visa  MasterCard  American Express  
 Account No. \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Card Holder Name (Please Print) \_\_\_\_\_  
 Authorized Signature \_\_\_\_\_  
 Credit Card Billing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**FOR OFFICE USE ONLY**

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

**COMPRESSED AIR, WATER, DRAIN SERVICE CONDITIONS, AND REGULATIONS**

1. All equipment must comply with the Southern Building Code, all Federal, State, and local safety codes.
2. Claims will NOT be considered unless filed by Exhibitor before the close of show at the Service Desk.
3. All material and equipment furnished by the Center for this service order shall remain the property of the Center and shall be removed ONLY by the Center at the close of show.
4. The Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Center's Plumbing Supervisor.
5. Unless otherwise directed, Center personnel are authorized to cut floor coverings to permit installation of service.
6. All payments **MUST** be paid in full before services are provided. **Onsite orders are subject to a 50% increase over the base rate.**
7. Incentive orders shall receive priority service.
8. Prices are based upon current wage rates and are subject to change without notice.
9. OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES ARE SUBJECT TO RELOCATION AS NECESSARY.
10. The exhibitor **must** notify the OCCC service desk for installation if no detailed diagram has been submitted indicating location of the ordered services.

Services requested on this form are for the single event listed.

**Revisions and/or changes after the 21 day deadline will be charged at the base rate**

**Cancellation Policy:**

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

The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.

**Credit will not be given for services provided and not used.**