



2011 LIGHTING SERVICE ORDER FORM

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

**Orange
County
Convention
Center**

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: _____

EXPRESS MAIL TO: Orange County Convention Center Attention: Exhibitor Services 9860 Universal Blvd., Orlando, FL 32819-8199	US MAIL TO: Orange County Convention Center Attention: Exhibitor Services 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 WEB: http://www.occc.net/exhibitor/default.asp	

Track Lights	*Incentive Order With Payment Before			**Base Order With Payment After			TOTAL
	Quantity	Cost	Sales Tax	Unit Total	Cost	Sales Tax	
4' Track with 2 lights*	\$ 176.52	+ \$ 11.48	\$ 188.00	\$ 284.50	+ \$ 18.50	\$ 303.00	\$
4' Track with 3 lights*	\$ 205.63	+ \$ 13.37	\$ 219.00	\$ 331.45	+ \$ 21.55	\$ 353.00	\$
4' Track with 4 lights*	\$ 232.86	+ \$ 15.14	\$ 248.00	\$ 373.70	+ \$ 24.30	\$ 398.00	\$
Add'l Track Light Fixtures*	\$ 56.33	+ \$ 3.67	\$ 60.00	\$ 89.20	+ \$ 5.80	\$ 95.00	\$
300 Watt Pole Light**	\$ 92.95	+ \$ 6.05	\$ 99.00	\$ 147.41	+ \$ 9.59	\$ 157.00	\$

*Price includes: fixtures, maintenance, power, installation, removal and metal bar for placement in your booth (Please see reverse side).

** Includes Power and Installation

ADDITIONAL OVERHEAD LIGHTING (Pricing is per event)

Quantity	Cost	Tax	Unit Total	Cost	Tax	Unit Total	TOTAL
Par Can**	\$ 266.66	+ \$ 17.34	\$ 284.00	\$450.00	+ 29.25	\$ 479.25	\$
Lights Out (Per Pod)	Requires Show Mgmt Approval		\$55.00	Requires Show Mgmt Approval		\$75.00	\$

++ (1000 watt Theatrical Ceiling Light Includes Installation, Removal, Electric, and 1 Focus

- If refocus is required, an additional labor charge will apply.
- Please attach blueprints, floor plans, booth diagrams, sketches or drawings with surrounding booth or aisle numbers in order to determine proper orientation of your booth and the location of par cans and/or track or pole lights.
- **ALL PAYMENTS MUST BE MADE IN FULL by check, cash, money order or credit card, payable in US dollars, before services are provided.**

Payment in full must be received before service is provided.

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

FORM OF PAYMENT: Remit to Orange County Convention Center. NEW ONSITE ORDERS are subject to 50% Increase over the Base Rate.

- Company Check or Money Order in the amount of \$ _____ Visa MasterCard American Express
 (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. Please note that we will be contacting your bank to verify that you are able to make these charges.

Account No. _____ Exp. Date _____

Name (Please Print) _____

Authorized Signature _____ Date _____

Credit Card Billing Address: _____

Security ID Code: _____

FOR OFFICE USE ONLY

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

ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.