

## **Temporary Procedure for ID Badges Orange County Convention Center**

Anyone receiving an ID Badge must complete the Badge Form and show a valid Drivers License or Florida Photo ID or Passport.

### **Building Security's Procedure for issuing Magnetic Badges, with Hall "A" Garage Access, to Contractors:**

Contractor submits via fax on company letterhead, a list of names with Drivers License and social security numbers. Fax Number 407-685-5663

Building Security conducts background checks. The Contractor is required to check with Building Security to verify approval Telephone Number 407-685-5939.

Contractor pays parking fee in the Business Services Office - Located in the Central Lobby, next to Hall C behind Fed-Ex Kinkos in the West Concourse.

Contractor brings receipt to Building Security Representative at Employee Services, 9888 Universal Boulevard, Suite 100, picks up parking decals and activates badges.

Hours of Operation: Monday through Friday, 8:30 am to 11:30 am and 1:00 pm to 3:00 pm. **Please call (407) 685-5939 to ensure someone is available.**