



Orange County Convention Center Scheduling Policies

Statement of Purpose

The Orange County Convention Center is a convention and tradeshow multi-purpose facility owned and operated by Orange County, Florida. The facility was developed with the primary objective of promoting and facilitating events and activities, which generate economic benefits to Orange County and Central Florida. The Board of County Commissioners established the program goals and objectives for the facility on October 23, 1980.

The Orange County Convention Center was conceived and constructed to encourage and promote the growth and enhancement of the community.

The complex serves as the keystone of public and private assembly events, including the following:

- (1) Regional, national and international conventions, trade shows, conferences and the visitor industry;
- (2) Local exhibitions, educational, social, athletic, cultural, artistic and consumer events on behalf of all citizens;
- (3) Orange County's entertainment, recreational, and "consumer" related activities.

Qualifying factors considered to determine *first priority events* include the following: time of year, peak hotel rooms utilized, attendance, history, revenue, repeat factor and prestige of group.

Scheduling Priorities

First Priority Events

- A. *Conventions and trade shows, which are international, national, regional or state in nature, and which significantly impact in terms of hotel tax generated are given priority dates. Such events shall be considered "First Priority Events" at the Orange County Convention Center..*
 1. Date(s) requests for First Priority Events may be made as far in advance as necessary or appropriate and may supersede requests for other events and activities, unless the Orange County Convention Center and the user for such other event have previously executed a License Agreement.
 2. Lease Agreements may be issued as far in advance as necessary or appropriate. Signed lease agreements are required within three years *in advance of the event date(s)*.
 3. Deposits: \$1,065 is due with the signed lease; twenty-five percent (25%) is due eighteen (18) months prior to the event; and the remaining seventy-five percent (75%) is due forty-five days prior to the beginning of the lease term.

B. Multiple day, consumer/trade shows are also considered "First Priority Events" based on qualifying factors. However, the Center reserves the right to locate this space within the facility to ensure the best possible utilization of the Center. Space allotment and dates are considered confirmed upon execution of a lease agreement.

Second Priority Events

C. Public or consumer events, local corporate meetings, special events, banquets, entertainment events, business meetings, county events, not for profit events and other activities which essentially draw from or appeal to the general public and/or local attendees and participants are considered "Second Priority Events" at the Orange County Convention Center.

1. Date request for second priority events may not be booked more than 18 months in advance.
2. Lease Agreements may be issued up to 18 months in advance of the event date. Upon request by the Center, within a period of six to eighteen (18) months prior to dates requested, lessee agrees to cooperate with the Center in an effort to reschedule such dates in order to accommodate a first priority event.
3. Unless otherwise approved by the Sales & Event Management Manager, only meeting room business can be offered space within twelve (12) months of the event date.
4. Deposits: Twenty-five percent (25%) with the signed lease which
 - i. shall be due eighteen (18) months prior to the beginning of the
 - ii. lease term; the remaining seventy-five percent (75) shall be due
 - iii. forty-five (45) days prior to the beginning of the lease term.
 - iv. If the total rental payment is less than one thousand dollars (\$1,000)
 - v. or the event is less than forty-five (45) days out, the total payment
 - vi. shall be due upon execution of the contract.

Lease Agreement

Requests for the lease of space at the Orange County Convention Center (Center) must be made in writing, stating the date(s) of program, space required, times of use and the legal name of potential user. Tentative reservations will be held (10) working days, pending receipt of a written confirmation.

A lease outlining deposit, insurance and other pertinent requirements will be issued after receipt of confirmation. The lease must be fully executed and returned with the required deposit within the specified time period to secure date(s) and space.