



Orange County Convention Center (OCCC) Notification of Bus Moves



All bus moves will be submitted to Show Manager for approval

Instructions: This form is only to be used by exhibitors and/or groups requesting a bus move (curb space) for an event that they are participating in at the Orange County Convention Center (OCCC). OCCC will submit this form to the show manager (or designee) for his approval. Once a decision is obtained, OCCC will contact the requesting party confirming the approval or denial of the bus move request. The approval process may take up to several weeks, so please submit your request as soon as possible. If you are the show manager of an event, please do not use this form. Contact your OCCC Event Manager for further information.

Convention or Show Name	
Exhibitor or Group Company Name	
Exhibitor or Group Contact	
Exhibitor or Group Phone & E-mail	

Exhibitor's Hired Transportation Group (HTG)	
HTG's Representative Contact	
HTG's Phone	

BUS MOVE # 1:

Date of Tour	
Description of Tour/Destination	
Number of Coaches & Intended Pick-up Location	
Departure Time(s): Indicate Single Trip or Frequency	

BUS MOVE # 2:

Date of Tour	
Description of Tour/Destination	
Number of Coaches & Intended Pick-up Location	
Departure Time(s): Indicate Single Trip or Frequency	

BUS MOVE # 3:

Date of Tour	
Description of Tour/Destination	
Number of Coaches & Intended Pick-up Location	
Departure Time(s): Indicate Single Trip or Frequency	

OCCC USE ONLY

Location of Pick-up and Drop-off at the Orange County Convention Center.	
---	--

Show Manager and/or designee notified (date):

Name:	Number:
--------------	----------------

Circle Choice: **Approved** **Denied**

Traffic Coordinator (date):

Name:	Number:
--------------	----------------

Circle Choice: **Approved** **Denied**

Please complete this form and fax it to (407) 685-5810