



# OCCC Plans Review Application

OCCC Event Management Section – (407) 685-9882

www.occc.net

## To Be Completed By Service Contractor

Original: \_\_\_\_\_ Revised: \_\_\_\_\_ Event Dates (Including move-in/move-out): \_\_\_\_\_

Trade Show: \_\_\_\_\_ General Assembly: \_\_\_\_\_ Public Space/Registration: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Name of Service Contractor: \_\_\_\_\_

Service Contractor Account Executive: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

### Information that **MUST** be included on the floor plans:

- Name of Event, Date of Event and Exhibit Halls.
- All Entrances and Exits clearly marked as such.
- Exhibits at least twenty (20) feet from lobby doors & dock recesses.
- Fire apparatus and strobe lights to remain visible and accessible (not blocked).
- Utility grid on plan and aligned with exhibits.
- Blueprint legend indicating scale.

Reminder: Please submit one (1) reduced copy of floor plan (i.e. 8 ½ x 11, 8 ½ x 14, or 11 x 17).

**THIS SECTION TO BE COMPLETED BY ORANGE COUNTY CONVENTION CENTER**

Comments (Print & Initial): \_\_\_\_\_

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Date Received: \_\_\_\_\_

Event ID: \_\_\_\_\_

1. Event Manager to Supervisor of Event Management (Date/Initial): \_\_\_\_\_

2. Supervisor of Event Management to OCFR Fire Official (Date/Initial): \_\_\_\_\_

Event Manager: \_\_\_\_\_

OCFR Permit #: \_\_\_\_\_ Approved: \_\_\_\_\_ Rejected: \_\_\_\_\_

Plan Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_