

## **SECURITY GUIDELINES**

### **Overview**

The Orange County Convention Center (OCCC) maintains 24-hour OCCC Security, 7 days a week. The OCCC Security Division is responsible for providing a safe and secure environment for everyone. Additionally, the Orange County Deputy Sheriff's Office has dedicated a squad of deputies to patrol the OCCC.

### **The following guidelines are applicable at the OCCC:**

1. All show management, exhibitors and attendees must wear an approved show management badge for admittance to any exhibit hall. We recommend show management provide badges to their staff, exhibitors and service providers in advance of the show. All other personnel working at the Center must be badged with an approved Show Management or OCCC picture badge.
2. Any person without an approved event badge or OCCC badge requesting access into the exhibit hall will be provided with a "Temporary Day Badge (TDB)" issued by OCCC Security. The locations for issuance of the "TDB" are **West Building** – West Command Dock 7 and **North / South Building** – North and/or South employee checkpoints. To obtain TDB an approved form of photo identification (valid driver's license, passport, valid state, federal or military identification card) must be surrendered prior to issuance, and will be returned upon completion of the day.
3. OCCC Security maintains closed circuit TV monitoring of the OCCC to include parking lots and surrounding grounds.
4. Criminal background checks are conducted on all full-time and part-time OCCC employees as a condition of employment.
5. Security personnel will conduct random vehicle and package inspections.
6. The OCCC Security Division will assign an Event Security Liaison Officer to assist in the review of the event's contract security provider's plan to ensure all security needs are met and in compliance with OCCC requirements.
7. Should you require additional assistance, please contact the OCCC Security Supervisor via email at [Pete.Shipanock@occc.net](mailto:Pete.Shipanock@occc.net).