

PLEASE PRINT OR TYPE: **Bolded** fields are required for processing.

NAME OF EVENT: _____ BOOTH: _____

BOOTH SIZE: _____ X _____ BOOTH TYPE: ISLAND INLINE PENINSULA

EXHIBITING COMPANY: _____ PHONE: _____ ext. _____

ADDRESS: _____ FAX: _____

CITY: _____ STATE/PROVINCE: _____ ZIP: _____ COUNTRY: _____

AUTHORIZED PERSON: _____ EMAIL: _____

IF USING AN EXHIBIT HOUSE, PLEASE INDICATE CONTACT NAME & PHONE NUMBER BELOW:
CONTACT NAME: _____ PHONE: _____

Natural Gas is only available in: West Hall B & Entire N/S Concourse		*Incentive Order With Payment (21 days prior to Move in day)				**Base Order With Payment (20 days to On site)				
Quantity		Cost	Utility Tax	Sales Tax	Unit Total	To ensure proper installation, all Natural Gas orders <u>must</u> be placed 21 days prior to first move in date.				TOTAL
Each Natural Gas – 45000 BTU Hook up		\$256.46	\$25.67	\$16.69	\$299.00					\$
Add'l BTUs @ 45000 increments		\$59.22	\$5.93	\$3.85	\$69.00					\$
1	Required Ceiling Drop for Natural Gas	Must be included in Total			\$250.00					\$
LP Gas – 5lb Tank** (Available in all Halls)		\$59.22	\$5.93	\$3.85	\$69.00	\$72.10	\$7.21	\$4.69	\$84.00	\$
Each Additional 5 lb Tank		\$41.20	\$4.12	\$2.68	\$48.00	\$49.78	\$4.98	\$3.24	\$58.00	\$
** 5lb LP Gas tanks do not require ceiling drop charge										
EACH ORDER INCLUDES PLACEMENT										
									Total:	\$

EXPRESS MAIL TO: Orange County Convention Center **US MAIL TO: Orange County Convention Center**
Attention: Exhibitor Services **Attention: Exhibitor Services**
 9860 Universal Blvd., Orlando, FL 32819-5199 PO BOX 691509, Orlando, FL 32869-1509

Attention: Exhibitor Services
Fax (407) 685-9884
 Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824
E-MAIL: exhibit.services@occc.net WEB: <http://www.occc.net/exhibitor/default.asp>

- ALL ORDERS MUST INCLUDE PAYMENT IN FULL AND FLOORPLAN TO RECEIVE INCENTIVE RATE
- FOR EXACT PLACEMENT ATTACH A SCALED DIAGRAM INDICATING THE LOCATION, INCLUDING BOOTH DIMENSIONS AND AISLE/BOOTH NUMBERS.
- NATURAL GAS PRICING INCLUDES LABOR AND MATERIALS. 1 HOOK UP PER PIECE OF EQUIPMENT, OCCC WILL NOT BRANCH/SPLIT GAS FROM ONE LOCATION TO ANOTHER TO ACHIEVE MULTIPLE LOCATIONS. RIGGING LABOR CALCULATED AT CLOSE OF SHOW AND MAY EXCEED DEPOSIT.
- ALL GAS WILL BE REMOVED OR SHUT OFF ONE HOUR AFTER THE CLOSE OF EACH DAY
- LP GAS PRICES INCLUDE HOOK UP AND DISMANTLE OF TANK EACH DAY
- IF A DRAWING IS NOT PROVIDED THE CENTER WILL INSTALL THE SERVICE IN THE MOST CONVENIENT LOCATION AND CHARGES WILL APPLY FOR RELOCATION
- OCCC ELECTRICIANS ARE NOT REPOSNSIBLE FOR GAS DISTRIBUTION INSTALLED BY OTHERS. LABOR CHARGES WILL APPLY FOR SERVICE CALLS.

Payment Information

- **All payment MUST be paid in full before services are provided**
- **Absolutely NO purchase orders will be accepted**
- **Orders without payment and/or floorplan will NOT be processed and service will be withheld.**
- **ONLY Visa, MasterCard, American Express, Company Checks, and Wire Transfers are accepted forms of payment**
- **Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.**

Amount Enclosed: \$ _____ Company Check or Money Order (**Made Payable to Orange County Convention Center, \$USD, US Bank**)
 Please complete all areas below. **Incomplete requests will be rejected.** The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Please note that we will be contacting your bank to verify that you are able to make these charges.

Security ID Code: _____ Visa MasterCard American Express

Account No. _____ Exp. Date _____

E-mail Address to where final invoice should be sent: _____

Card Holder Name (Please Print) _____

Authorized Signature _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move into receive a full refund less \$35.00 administrative fee.
 Prices subject to change without notice

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