

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: _____

Quantity	*Incentive Order With Payment (21 Days Prior To First Move In Day)				**Base Order With Payment (20 days to Onsite)				TOTAL
	Cost	Utility Tax	Sales Tax	Unit Total	Cost	Utility Tax	Sales Tax	Unit Total	
WATER HEATER									
30 Gallon Quick Recovery Heater	\$317.37		+20.63	\$338.00	\$476.05		+30.95	\$507.00	\$
80 Gallon Water Heater	\$634.74		+41.26	\$676.00	\$634.74		+41.26	\$676.00	\$
SINK									
Single Beauty Sink with Hot Water Heater	\$329.57		+21.43	\$351.00	\$492.95		+32.05	\$525.00	\$
Single Utility Sink with Hot Water Heater	\$329.57		+21.43	\$351.00	\$492.95		+32.05	\$525.00	\$
Single Utility Sink without Hot Water Heater	\$232.86		+15.14	\$248.00	\$352.11		+22.89	\$375.00	\$
Triple Kitchen Sink w/ Disposal & Hot Water Heater	\$722.06		+46.94	\$769.00	\$1053.52		+68.48	\$1122.00	\$
								GRAND TOTAL	\$

EXPRESS MAIL TO: Orange County Convention Center
Attention: Exhibitor Services
 9860 Universal Blvd, Orlando, FL 32819 -8199

US MAIL TO: Orange County Convention Center
Attention: Exhibitor Services
 PO BOX 691509, Orlando, FL 32869-1509

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>

CONNECTION INFORMATION:

- PRICE INCLUDES CONNECTION TO EXHIBITOR'S EQUIPMENT. **PLEASE CONTACT EXHIBIT SERVICES AT (407) 685-5646.**
- A SINK INCLUDES WATER AND DRAIN SERVICE. A SINK WITH A WATER HEATER INCLUDES WATER, DRAIN SERVICE AND ELECTRICAL TO OPERATE THE WATER HEATER.
- A WATER HEATER INCLUDES ELECTRICAL SERVICE TO OPERATE THE WATER HEATER AND WATER SERVICE TO THE WATER HEATER. **DRAIN SERVICE IS NOT INCLUDED** AND MUST BE ORDERED SEPARATELY.
- PLEASE PROVIDE AN ATTACHED DRAWING INDICATING LOCATION OF YOUR HEATER. IF A DRAWING IS NOT PROVIDED THE CENTER WILL INSTALL THE SERVICE IN THE MOST CONVENIENT LOCATION AND CHARGES WILL APPLY FOR RELOCATION.

Payment Information

All payments MUST be paid in full before services are provided. Onsite orders are subject to a 50% increase over the base rate.

- **Absolutely NO purchase orders will be accepted. PRICES ARE SUBJECT TO CHANGE.**
- **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.

Amount to Charge: \$ _____ Visa MasterCard American Express

Account No. _____ Exp. Date _____

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 in date to receive a full refund less \$35.00 administrative fee.

FOR OFFICE USE ONLY

1. All equipment must comply with the Southern Building Code, all Federal, State, and local safety codes.
2. Claims will NOT be considered unless filed by exhibitor by close of show.
3. All material and equipment furnished by the Center for this service order shall remain the property of the Center and shall be removed ONLY by the Center at the close of show.
4. The Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Center's Plumbing Supervisor.
5. Unless otherwise directed, Center personnel are authorized to cut floor coverings to permit installation of service.
6. All payments **MUST** be paid in full before services are provided. **Onsite orders are subject to a 50% increase over the base rate.**
7. Incentive orders shall receive priority service.
8. OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES ARE SUBJECT TO RELOCATION AS NECESSARY.
9. Prices are subject to change without notice.
10. A sink includes water and drain service.
11. A sink with a water heater includes water, drain service, and electrical to operate the water heater.
12. A water heater includes electrical service to operate the water heater and water service to the water heater. **DRAIN SERVICE IS NOT INCLUDED** and must be ordered separately.
13. The exhibitor **must** notify the OCCC service desk for installation if no detailed diagram has been submitted indicating location of the ordered services.

Services requested on this form are for the single event listed.

Revisions and/or changes after the 21 day deadline will be charged at the base rate

Cancellation Policy:

Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less a \$35.00 administrative fee.

The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.

Credit will not be given for services provided and not used.