



# EXHIBITOR AND EXHIBITOR APPOINTED CONTRACTOR RESPONSIBILITIES

## FOR CLARIFICATION OR ASSISTANCE CONTACT:

Orange County Convention Center

Attention: Exhibitor Services

**Regular:** P.O. Box 691509, Orlando, FL 32869-1509

**Overnight Mail:** 9860 Universal Blvd, Orlando, FL 32819-8199

Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824 • Fax (407) 685-9884

E-MAIL: [exhibit.services@occc.net](mailto:exhibit.services@occc.net)

## These policies apply to all exhibitors and exhibitor appointed contractors for events held at the Orange County Convention Center.

1. Adhesive-backed decals (stick-on) or similar items (except nametags) may not be distributed or used in the OCCC.
2. Cooking permits must be obtained from your exhibitor manual or show management, completed and accepted by the OCCC prior to any cooking activity. A 2A40 B.C. fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device. Exhibitor shall comply with all Orange County Health Department rules and regulations. Exhibits involving cooking or food preparation must provide a clean-up area or use those provided by show management. Disposal of cooking residue into the OCCC's drainage system is prohibited. Holding tanks for disposal of cooking residue (oil, grease, etc.) are required.
3. "Day tanks" of bottled gas may be used, during show hours, for cooking or demonstration purposes. Tanks must have a release valve and be removed from the OCCC, daily, at the close of event. At no time can tanks be stored in the OCCC. A 2A40 B.C. fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device.
4. If permitted by show management, exhibitor rigging services are available through OCCC Exhibit Services. A rigging form may be included in your exhibitor manual (kit). If not, check with show management before placing an order for this service. Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, or columns by exhibitors or their designee.
5. Exhibits or displays, equipment, stock or supplies will not be allowed to enter or leave by way of the front entrances of the OCCC.
6. Facsimile (FAX) and copy services are available at the Business Center at a charge.
7. Fog, smoke and special effect equipment is restricted to water based chemicals. Approval must be obtained from show management and the Orange County Fire Rescue Services Department through OCCC Event Coordination. Fog, smoke and special effect equipment must not be operated in areas where the effect could enter adjacent spaces, e.g., exhibition hall entrances, concourses, etc.
8. Food and beverages are not permitted on premises unless purchased through the OCCC's Food Service Partners or as an approved exhibit by the legal manufacturer and/or distributor. Food or beverages may not be brought in or delivered to the OCCC for personal consumption. Exhibitors planning to distribute food and beverages, whether manufacturer or distributor, must make advance arrangements with the OCCC's Food Service Partners.
9. Freight deliveries, including, but not limited to: UPS, FedEx, RPS, GPS, etc. will not be accepted by the OCCC. Most carriers will not deliver to individual exhibits. Refer to your exhibitor manual or ask your show management for proper drayage instructions.
10. Hazardous Work Areas - During move-in and move-out, exhibition halls, loading docks, truck staging areas and service corridors are considered hazardous work areas. Alcoholic beverages, possession or use of controlled substances of any kind, horseplay, practical jokes, etc. are prohibited. Speeding or reckless use of vehicles or equipment is prohibited. Music or noise that may limit the audibility of back-up signals, fire alarms or emergency messages is prohibited. Children under 16 years of age are prohibited.
11. Holes may not be drilled, cored, or punched into any surfaces of the OCCC.
12. Multi-level and/or Covered Exhibits require firewatch personnel or an automatic extinguishing system and submittal of scaled, stamped plans. Guidelines are available through your exhibitor manual, show management or OCCC Event Coordination. Exhibitor will be charged for firewatch personnel per County's fee schedules.
13. Painting signs, exhibits or other objects is not permitted in the OCCC.
14. Parking is charged on all move-in, show and move-out days. Exhibitors receive daily in/out privileges with a valid parking receipt and exhibitor badge. Parking on the loading dock, in the dock basin or inside the OCCC is prohibited; violators' vehicles will be towed at owners' expense.
15. Permits are required for booths and/or exhibitor activity that includes cooking, pyrotechnic, tent, welding or cutting and multi-level or covered booths or other potentially dangerous hazards. Each situation must be individually approved. Permit information may be obtained from your exhibitor manual, show management, or OCCC Event Coordination.
16. Smoking - In compliance with the Florida Clean Air Act, Florida Statutes Sections 386.205 and 386.206, smoking is not permitted in any meeting room or public area; e.g., rest rooms, concourses.
17. Smoking is prohibited in exhibition halls during move-in and move-out. The Lessee or its general contractor shall post appropriate signage and enforce this policy.
18. Static helium balloon displays are permitted after filing a damage deposit with OCCC Exhibit Services section. Helium balloons may not be used as giveaways. Helium tank storage inside the OCCC is prohibited.
19. Tape used on exhibition hall floors must be low residue resistant carpet tape (Polyken 105C or Renfrew #147) and low residue safety tape (Asiachem SST-736 or approved equivalent). All tape must be removed from the floor and disposed of immediately after the event.
20. Vehicles that remain in the exhibition hall as part of a display must have the battery cables disconnected. The gas tank must either be taped shut or have a lockable gas cap and may contain no more than one-fourth (1/4) tank or 10 (ten) gallons of fuel, whichever is less.