



2012 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

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

1. All Exhibitor Appointed Contractors must complete and comply with the Contractor Security Agreement. Companies not in compliance with the Contractor Security Agreement may be removed from the building.
2. Adhesive-backed decals (stick-on), or similar items (except nametags), may not be distributed or used in OCCC.
3. Cooking notices must be obtained from your exhibitor manual or show management, completed and accepted by OCCC prior to any cooking activity. A 2-A, 40-BC 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 OCCC's drainage system is prohibited. Holding tanks for disposal of cooking residue (oil, grease, etc.) are required. Show management must make arrangements for proper disposal of cooking residue. Costs or expenses incurred by OCCC for the removal of cooking residue left in, or about, OCCC will be assessed to the show management.
4. If permitted by show management, exhibitor-rigging services are available through OCCC Exhibitor Services. If a rigging form is not included in your exhibitor kit, 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 OCCC.
6. For a charge, facsimile (FAX) and copy services are available at the Business Center.
7. Food and beverages are not permitted on premises unless purchased through OCCC's Food Service Partners or as an approved exhibit by the legal manufacturer and/or distributor. Food and beverages may not be brought in or delivered to OCCC for personal consumption. Exhibitors planning to distribute food and beverages, whether by manufacturer or distributor, must make advance arrangements with OCCC's Food Service Partner.
8. Freight deliveries will not be accepted by OCCC. Most carriers will not deliver to individual exhibits. Refer to your exhibitor kit or ask show management for proper drayage instructions.
9. 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 strictly 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 sixteen (16) years of age are prohibited.
10. Holes may not be drilled, cored, or punched into any surfaces of OCCC.
11. Multi-level and/or covered exhibits require fire watch personnel or an automatic extinguishing system and submittal of scaled, stamped plans. Guidelines are available through your exhibitor manual (kit), show management, OCCC Event Management, and on the website, www.occc.net. Exhibitors will be charged for fire watch personnel per the County's fee schedules.
12. The painting of signs, exhibits, or other objects is not permitted in OCCC.

13. 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, and inside OCCC is prohibited; violator's vehicles will be towed at owner's expense. Overnight parking on OCCC property is prohibited.
14. Permits are required for booths and/or exhibitor activity that includes cooking, lasers, pyrotechnic, tent, welding or cutting, 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 (kit), show management, or OCCC Event Management. Information is also available at www.occc.net.
15. In compliance with the Florida Clean Indoor Air Act, Florida Statutes Sections 386.205 and 386.206, smoking is not permitted in OCCC. The show management or its general contractor shall post appropriate signage and enforce this policy.
16. If approved by show management, static helium balloon displays are permitted after submitting a balloon waiver and filing a damage deposit with OCCC Exhibitor Services. Helium balloons may not be used as giveaways. Helium tank storage inside OCCC is prohibited.
17. Tape used on exhibition hall floors must be low residue resistant carpet tape (Polyken 105C or Renfrew #147) or 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. Tape or residue left on any surface will be removed by OCCC and the cost of the removal will be billed to show management.
18. 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-half (1/2) tank or ten (10) gallons of fuel, whichever is less.
19. All telephone, Internet, wired and wireless data networking services (voice and data) and equipment and transmission lines are exclusive services, provided by OCCC's service partner. Exclusive services must be acquired from OCCC or its representative(s). Any products or services not supplied or supported by OCCC or its representative(s) that conflict with facility-provided services, must be removed and/or replaced immediately at the client's expense.