

# OPERATIONAL POLICIES



EXHIBIT C  
Operational Policies  
are terms and conditions of the  
Orange County Convention Center's  
Lease Agreement.

These Operational Policies, effective 07/01/09, are an extension of the Orange County Convention Center's (OCCC) Lease Agreement. They give the Lessee, its exhibitors and contractors the operational guidelines and a clear understanding of their responsibilities.

Attachments in the back of this booklet are designed for the ease of forwarding relevant information to your exhibitors and contractors.

If you require additional information or clarification, visit our PRIMA award winning website [www.occc.net](http://www.occc.net).

or contact OCCC Event Management

Phone: 407.685.9882

Fax: 407.685.9866

# THANK YOU FOR YOUR BUSINESS!

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We look forward to welcoming you to Orlando, and to working with you to create a productive and successful event. For over two decades, we have learned a great deal about what our clients expect and need from a convention center. The enclosed policies and procedures were developed with the input of clients just like you, so that we may better serve you and your attendees. Please review these policies and let us know if you have any questions.

Again, thank you for your business! As the Center of Hospitality, we will provide the service our clients have come to expect!

Tom Ackert  
Executive Director  
Orange County Convention Center

**ORANGE COUNTY CONVENTION CENTER  
ENVIRONMENTAL POLICY**

The Orange County Convention Center is committed to conducting its operations in an environmentally responsible manner by the establishment of an environmental management system. In fulfillment of this commitment, it is the policy of the Orange County Convention Center to emphasize:

- Opportunities for pollution prevention
- Conservation of resources
- Continual improvement of environmental practices
- Compliance with environmental laws and regulations

This policy is communicated to all Orange County Convention Center employees through training and education and will be made available to our customers, the public and any other interested parties.

Tom Acker  
Executive Director

07-20-06  
Date

Jessie J. Allen  
General Manager

July 20, 2006  
Date

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## **EXCLUSIVE SERVICES**

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OCCC and its designated concessionaires have exclusive control over, and rights to, the items listed below. OCCC prohibits the repackage, resale, and/or change of rates of these exclusive services. OCCC's service order forms may not be altered or reprinted without the written permission of OCCC. Lessee and the Lessee's general contractors are required to distribute all forms provided by OCCC for exhibitor services as part of the exhibitor kit (manual). OCCC requires an executed lease agreement prior to release of service order forms for distribution. Exhibitor Services order forms are available at [www.occc.net/forms.asp](http://www.occc.net/forms.asp).

### **1. Business Center**

OCCC operates a Business Center in each of the three Concourses that provides photocopying, facsimiles, signs, binding, packaging, shipping and receiving, etc. for shows. These services are preferred to the Show Management and exclusive to the exhibitors, speakers and attendees. Shipping, receiving, and packaging are preferred services to Show Management and exhibitors, and exclusive to the attendees and speakers. Show Management, their designees, and/or sponsors are not permitted to profit from these services to attendees, exhibitors, or speakers. Show Management shall have the right to bring office equipment and supplies into OCCC for their use.

### **2. Food and Beverage**

Catering and concessions are an exclusive service provided by OCCC's Food Service Partner. Arrangements for these services must be made through the Catering Manager. Food and beverages, including alcohol, will not be permitted into the Convention Center by Lessee. Any exhibitor's installation company, or any other entities hired by the exhibiting company, are not allowed to bring in food and beverages without the prior approval and written authorization by OCCC's Food Service Partner.

A special permit is required from the State of Florida for alcoholic beverage samples used as part of an exhibit or display. Contact OCCC Event Management for permitting procedures. Alcoholic beverages must be served according to Florida Statute and identification must be checked prior to serving alcoholic beverages. See Florida Statute 561-569 ([www.leg.state.fl.us/](http://www.leg.state.fl.us/)).

Exhibitors may distribute food and beverage samples as an approved exhibit if the exhibiting company is the legal manufacturer and/or distributor of the product. Sample sizes must be limited to four (4) ounces of beverage and three (3) ounces of food. No products may be sampled or given away outside the exhibit hall or inside any meeting room of OCCC. All other food and beverage samples must be purchased through OCCC's Food Service Partner.

OCCC has an exclusive contract for food and beverage with their Food Service Partners.

### 3. Rigging Services

*(See attachment or website for additional information.)*

Lessee, exhibitor, and production rigging are exclusive services that must be installed and supervised by OCCC Rigging Services. Approval of rigging locations in public areas is required and approval is based on multiple event requirements.

Rigging guidelines can be viewed on OCCC's website. Rigging requirements and plot diagrams should be submitted for approval a minimum of twenty one (21) days in advance of the event. Approval of on-site rigging requests and changes are subject to availability of personnel.

OCCC may prohibit the installation of any item(s) not approved in advance or not in compliance with the approved request for rigging. OCCC shall not be held liable if rigging is not installed due to late submittal of specifications.

### 4. Telecommunication and Data Transmission

OCCC's Telecommunications and Internet Service Partner provides all wired and wireless telecommunication services (voice and data) and equipment and transmission lines as exclusive services. Services, rates, and operating policies are listed on separate service order forms located at [www.occc.net](http://www.occc.net) and include:

- a. Telephone equipment and services
- b. Internet web service
- c. Data communication transmission – OCCC is equipped with fiber optic: Multi-mode fiber is available in the West Building; single mode fiber is available in the North/South Building; and, category five (5) cabling is available with access from most locations. The use of other fiber or copper cabling is prohibited. OCCC is also equipped with various wireless products for both voice and data transmissions. The use of other wireless transmission systems inside OCCC is prohibited.
- d. Wireless Communications – OCCC owns and operates a full-building WiFi system in both the North/South and West Buildings. This system is provided for our clients and is an exclusive service. Therefore, clients are not authorized or permitted to install and operate their own WiFi systems without the specific approval of OCCC and/or its representatives.
- e. OCCC can transport your audio and video signals via RF distribution systems to most locations. Contact OCCC Technical Services at 407.685.9825 for additional information.

**OCCC operates the following:**

- a. 800mhz wireless public safety radio system with a frequency range of 806mhz to 868mhz. Any other wireless system that could, or would, cause interference on these channels or to this system is strictly prohibited. This is a public safety system that allows police and fire response to critical life/safety issues that may arise inside the facility.
- b. Wireless WiFi LAN network throughout the facility that uses Cisco technology and operates on ten (10) channels in the 2.4-Ghz range and eight (8) channels in the 5-Ghz frequency range.

The use of any wireless devices or equipment in OCCC that conflicts with OCCC wireless data, communication, or voice frequencies is strictly prohibited.

**5. Utilities**

OCCC provides utilities as an exclusive service. Rates and operating policies for electric, air, steam, water, and drainage service are outlined on separate service order forms.

Electrical equipment must be Underwriter Laboratory approved. Gas operated equipment must be A.G.A. approved and the required permits and/or approvals must be obtained in advance from the Orange County Fire Rescue Services Department through OCCC Event Management.

OCCC's electrical equipment, e.g., extension cords, electrical distribution panels, spotlights, etc., should not be removed by the exhibitors, general contractors, or other personnel.

**PREFERRED SERVICE PARTNERS**

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The OCCC recognizes the following vendors as “preferred partners.” The OCCC recognizes the high quality of service these partners provide and encourage Lessee and exhibitors to utilize these vendors when possible. Preferred partners are given unobstructed access to the OCCC tunnel space, storage areas and loading docks at no additional charge unless otherwise noted.

- FedEx Office
- LMG
- Scootaround
- Universal Orlando Resort®

## ADVERTISING

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### 1. Decorations, Signs, Decals and Balloons

OCCC Event Management must approve the location of special decorations, banners, or signs. OCCC's directional signage may not be covered or otherwise obstructed. The method of installation must be submitted to OCCC Event Management and approved by OCCC Rigging Services. Painting of signs, banners, exhibits, or other objects is not permitted inside OCCC.

Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, or columns. For additional information, refer to Exclusive Services, Rigging on page 5. Holes may not be drilled, cored, or punched into any walls, floors, or ceilings of OCCC.

Adhesive-backed (stick-on) decals or similar items (except nametags) are not permitted in OCCC and may not be distributed by exhibitors. Any costs incurred by OCCC for the removal of these items will be charged to Lessee.

Lessee is permitted to use static helium balloon displays after submitting a "Balloon Waiver" to OCCC Event Management. A charge is assessed per helium balloon that escapes. Helium balloons may not be used as giveaways. Helium tank storage inside OCCC is prohibited. With Lessee's approval, exhibitors are permitted to display static helium balloons after submitting a "Balloon Waiver" and filing a damage deposit with OCCC Exhibitor Services.

### 2. Exterior Marquees/Public Space Monitors

Lessee welcome messages may be displayed on the exterior marquees at OCCC and must be submitted and approved through OCCC Event Management. OCCC does not sell advertising space on the exterior marquees. Lobby monitors will display event information at no charge to Lessee. Location and timing information will be displayed relating to event move-in/out, show hours, registration, and general sessions. Advertising is not permitted on lobby monitors. Sponsorships on lobby monitors may be available upon request. Please contact your Event Manager for more information.

### 3. Public Event Advertising

Lessee must submit advertising and brochure copy that references the Convention Center, show location, parking fee, and dates and times to the OCCC Sales Manager or Event Manager for approval prior to advertising or distribution. Advertisement of events must state the total admission price, the exact event location, organization producing the event and specify that parking fees will be charged, as applicable. The Lessee is responsible for advertising parking information and directions to the Center. Advertising shall not be permitted until the lease is fully executed.

## **EXHIBITOR SERVICES**

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### **1. Exhibitor Services**

The Exhibitor Services section of OCCC is the exclusive agent of rigging, utilities, food and beverage, business center services, and telecommunications to exhibitors utilizing the facility. OCCC prohibits the repackage, resale, and/or change of the rates established and published by its designated concessionaires and the Exhibitor Services section.

### **2. Exhibitor Information**

Lessee must provide a complete and updated exhibitor list to OCCC Exhibitor Services section 30, 20 and 10 days prior to event date. The exhibitor list is to include company name, booth number, booth dimensions, contact information, and billing information. OCCC will use this list to verify orders received ONLY and will in no way use the information to solicit exhibitors without prior Lessee approval.

### **3. Service Desk**

Lessee and Lessee's service contractors are required to provide OCCC with a minimum of one (1) service desk per exhibit area to service exhibitors during move-in, event days, and move-out. Please request staffing hours desired for each desk and indicate the location of the desk(s) on the floor plan.

### **4. Exhibitor Kit/Manual**

Lessee and the Lessee's service contractors are required to distribute all information provided by OCCC's Exhibitor Services as part of the Exhibitor Kit (manual), whether in print or electronic format. OCCC agrees to provide paper copies of the below forms at no additional charge to the Lessee. All other printed forms requested by Lessee are subject to a printing charge of \$.05 per piece, not to exceed \$500.00.

- Online Ordering Instructions
- Exhibit Appointed Contractor Policy
- Multilevel and Covered Exhibit Guidelines
- Standard Electrical Form

OCCC service order forms may not be altered or reprinted without written consent from the Director of Exhibitor Services. The Lessee is required to provide five (5) complete copies of the Exhibitor Kit/Manual to OCCC.

## **FACILITY SERVICES**

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### **1. Air Conditioning or Heating**

Rent includes air conditioning or heating in the public concourses during move-in, show, and move-out. Air conditioning or heating in exhibition halls is provided complimentary on leased show days for the following: Show hours for exhibits, session hours for general sessions, rehearsals, poster sessions, and in-hall registration.

Air conditioning and heating is provided complimentary on a leased move day in exhibit halls used as a general session for Dress Rehearsals only; air conditioning or heating for all other activity on a leased move-in or move-out day shall be billed at the applicable rate. Upon request, air conditioning or heating in exhibition halls during leased move-in and/or move-out days shall be billed at the applicable rate listed in the Personnel & Utility Services Rate Schedule. When registration is open in an exhibition hall and air conditioning is requested on a leased move-in day, the applicable rate will also apply.

Meeting room air conditioning is provided complimentary for rehearsals and session times only.

Open doors must be minimized at all times when air conditioning is on.

### **2. Custodial Services and Waste Removal**

OCCC provides custodial service for all public areas, restrooms, and meeting rooms before, during, and after the event at no additional cost to Lessee. Within the exhibition hall, OCCC will clean non-carpeted aisles and non-carpeted foodservice areas on leased show days only. Cleanup of special effect items, e.g., glitter, confetti, balloon drops, etc., will be charged to Lessee at the prevailing rate.

The Lessee is responsible for cleaning of registration areas, show offices, exhibit booths, the exhibition hall prior to carpet installation, and all carpet installed for an event, including aisles, booths, foodservice areas, and staging. Trash receptacles provided by the general contractor and located in all areas of the facility, e.g., registration, show offices, meeting rooms, exhibit space, must be serviced by the general contractor.

The Lessee is responsible for the removal of bulk trash in exhibition halls, meeting rooms, and pre-function areas, e.g., registration and show offices, during move-in, show, and move-out. Bulk trash is defined as boxes, crates, lumber, pallets, packing materials, and other items not easily removed by a standard push broom or vacuum. Any costs incurred by OCCC for trash not removed by Lessee will be charged to Lessee at the prevailing rate.

The Lessee is responsible for returning the space to its original condition at the conclusion of the term of the lease. Any applicable charges may apply if cleanup is not complete.

OCCC provides one trash haul per show. One haul consists of one (1) trash compactor, one (1) cardboard compactor, and one (1) open top compactor per show. Additional dumpsters or additional trash hauls will be billed at the prevailing rate.

### **3. Keys/Key Cards and Secure Rooms**

Keys/key cards are available to access meeting rooms. Requests for keys/key cards should be made through OCCC Event Management.

Five (5) keys/key cards per room can be issued at no charge. Additional keys/key cards will be charged at the prevailing rate. All keys/key cards must be returned within three (3) days after the last day of the Lease. Charges for secure rooms and keys/key cards not returned are listed on a separate rate schedule.

Secure rooms are under complete control of Lessee. OCCC will access secure rooms only in emergency situations, e.g., fire alarm. Lessee is responsible for daily locking and unlocking of each secure room for event activities. Arrangements must be made through the Food Service Partner for delivery and removal of food and beverage service. Cleaning arrangements must be made through OCCC Event Management.

### **4. Lighting**

Rent includes lighting in public concourse areas and meeting rooms during move-in, show, and move-out. During move-in and move-out, fifty percent (50%) exhibit lighting will be provided at no charge in exhibition halls.

One hundred percent (100%) exhibit lighting will be provided in exhibition halls during show hours beginning forty (40) minutes prior to show opening on first day and twenty (20) minutes prior to opening on subsequent days. Additional lighting in exhibition halls must be scheduled through OCCC Event Management and may be subject to a fee of \$150 per hall, per hour.

### **5. Material/Equipment Movement and Display Vehicles**

All equipment and freight shall be loaded/unloaded in the appropriate building dock area at all times. The loading/unloading of equipment and/or freight from the main guest exterior entrance areas in front of either building is strictly prohibited.

OCCC Security and Transportation may give permission for no more than three (3) tractor/trailer cabs/trucks or other gas/diesel power equipment with motors idling in Exhibit Halls West A, B, C, D, or North/South, AB, for loading/unloading at any one time. Special ventilation is required prior to entry. Subdividing these halls will limit the number of cabs. Cabs/trucks, with motors idling are not permitted in Exhibit Halls West E and F, as appropriate ventilation is not available.

Non-gasoline powered motorized vehicles or bicycles may be operated in OCCC's exhibition halls during move-in and move-out days only. The use of gasoline powered vehicles is prohibited inside OCCC. Persons under the age of sixteen (16) are not permitted to operate a motorized vehicle on OCCC property.

Motorized vehicles, personnel carts, forklifts, pallet jacks, and other wheeled vehicles with steel and/or hard metallic wheels are not permitted in OCCC's concourses, lobbies, and registration areas. Bicycles may be walked, not ridden, across these areas. Lifts or other wheeled vehicles approved for use in carpeted areas shall have non-marking tires, or tires that are covered with carpet tape or heavy-duty polyethylene sheeting.

Doorways, carpeted areas, and terrazzo floors must be protected from the movement of crates, registration counters, pallet jacks, plants, sign-hanging activities, and all other rolling stock during move-in and move-out. When off-loading counters, booths, and other heavy objects, the use of floor protection and extreme care is required. Carpeted areas must be protected by the use of a minimum six (6) mil polyethylene sheeting (reinforced preferred).

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.

For heavy objects, temporary carpet or plywood on top of reinforced polyethylene sheeting must be used to protect OCCC's carpet and terrazzo. Worn or torn sheeting must be replaced immediately. Heavy objects are defined as items in excess of 1500 lbs., exceeding the limits of an average pallet jack. If protective materials are taped to the floor, refer to Item 11 (Tape Removal).

Personal transport equipment such as rollerblades, Razor scooters, skates and skateboards are not permitted to operate on OCCC premises.

Electric wheelchairs and Segways® are permitted to operate on OCCC premises. Prior approval of the Lessee is required for operation of Segways® on the show floor. Safe operating practices shall be used at all times.

**6. Movable Walls**

The movable walls in the exhibition halls and meeting rooms must be installed and removed by OCCC personnel only.

**7. Parking Fees and Parking Facilities**

OCCC charges a parking fee per entry to all users of its parking areas at the prevailing rate on move-in, show and move-out days. Exhibitors receive daily in/out privileges with a valid parking receipt and exhibitor badge. Overnight parking on OCCC property is prohibited. Recreational vehicles (RVs) may use OCCC's parking area for parking purposes only.

Parking in the loading dock basin or on dock ramps is prohibited and violators will be towed at the owner's expense.

Lessee shall not place exhibits outside OCCC or in any parking area unless that area has been leased as exhibition space.

Tents and other structures placed in parking areas must be approved by OCCC Event Management and applicable permits must be acquired. Non-destructive methods of supporting structures are preferred, i.e., sand bags, water bags, etc. Any pavement penetrations must be approved by OCCC Event Management and repaired per OCCC Facility Maintenance guidelines.

## 8. Recycling and Bulk Waste

OCCC complies with Orange County's recycling program. OCCC has obtained an 80% recycling rate of dry waste. To help ensure OCCC's future success, material disposal shall be handled as follows.

Cardboard can only be disposed of in separate, specially marked compactors dedicated for "cardboard only." Any other type of material in the compactor that would contaminate the contents including, but not limited to, wooden materials, wooden pallets, cement blocks, carpet, padding, or hazardous materials, should not be placed in cardboard compactor.

Bulk and irregular waste can only be placed in open-top dumpsters. Waste shall not extend beyond the top or sides of the dumpsters.

Recycling cans for office paper are available at the request of the Lessee.

## 9. Room Changeovers

The initial room set is complimentary for all meeting rooms (theater, classroom, conference, banquet or reception style) and exhibition halls (used for general session and/or banquet style), within the limits of OCCC inventory, during the term of the Lease. Changes to the approved set five (5) days or less prior to the first move-in day will be charged at the prevailing rate. This includes, but is not limited to, the addition or removal of inventory, e.g., tables, chairs, riser, performance staging, and lecterns. Changeover charges are outlined on a separate rate schedule (see OCCC's Event Personnel, Services, Equipment and Utilities rates).

Equipment, e.g., chairs, tables, risers, performance staging is provided within the limits of OCCC's inventory. If inventory limits are exceeded, equipment rental is the responsibility of Lessee.

## 10. Storage

Limited storage for crates, equipment, or supplies is available within specifically marked areas on OCCC loading docks, during the term of a Lease. These areas are not available for storage before or after the term of the Lease. Stored items may not be located in, nor may they block, doorways, exits or fire equipment. Crates, cardboard boxes, or fiberglass cases may not be stored inside the OCCC, including service corridors, meeting rooms and exhibit halls.

All other storage arrangements must be made with Lessee's general contractor. Storage by Lessee or contractors in facility service corridors is strictly prohibited.

## 11. Tape Residue Removal

Lessee or its general contractor is responsible for the removal of all tape and residue marks from the exhibition hall, concourse, and meeting room floors. The repair cost for any damage caused to a surface by the use of inappropriate cleaning chemicals or tools will be billed to the Lessee.

The use of high residue tape is prohibited on terrazzo floors and carpeted areas. OCCC requires the use of low residue resistant carpet tape, e.g., Polyken 105C or Renfrew #174, and low residue safety tape, e.g., Asiachem SST-736 or approved equivalent. Tape or residue left on any surface will be removed by OCCC and the cost of the removal will be billed to Lessee.

## **12. Underground Utility and Service Corridors**

Lessee, and/or its general contractors, are not permitted to use the underground parking area, underground loading docks or underground utility corridors to transport equipment during move-in and show move-out. The use of service corridors for movement of inventory requires prior approval by OCCC Event Management.

## **13. Covered Booths, Multi-Level Booths and Interior Tents**

Interior tents, erected as part of an exhibit in an exhibit hall, should adhere to OCCC's Multi-Level and Covered Booth Guidelines whether over or under 300 square feet.

Refer to Multi-Level and Covered Booth Guidelines on page 31.

## **14. Exterior Tents, Exhibits and Demonstrations**

If stakes or other items are inserted into the grass, asphalt, and/or concrete pavement to anchor the tent, the Lessee is required to conduct a locator search of buried underground utilities using Sunshine State One-Call of Florida, Inc. at [www.callsunshine.com](http://www.callsunshine.com). Repair expenses incurred by OCCC to restore grounds and parking lots to their pre-exhibition condition will be billed to the Lessee.

Contact OCCC Event Management for information on obtaining a permit for exterior tent installation.

All exterior exhibit space must be leased and requires prior approval from OCCC Event Management, regardless of Lessee's contracted space agreement.

## **15. Drilling**

Drilling into the Convention Center's walls, floors and ceiling is strictly prohibited.

## **16. Washing of Vehicles - Environmental Regulations**

The washing of vehicles for display purposes is prohibited within any OCCC interior location or OCCC paved exterior location (parking lot or road). Runoff water from vehicle washing must not enter any area storm drains, which are located within close proximity to OCCC paved roadways and dock basins. Vehicle washing is only permitted on designated grassy area, where water runoff can filter through the ground, per local environmental standards.

## **FLOOR PLANS, PROPERTY AND REGISTRATION AREAS**

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### **1. Abandoned Property**

Any property unclaimed after forty-eight (48) hours following the term of the Lease will be considered abandoned by Lessee, its contractors, or exhibitors. OCCC may take possession of it and treat it as its own or dispose of such property without liability. The Lessee shall be liable for any cost incurred, including, but not limited to, storage, if applicable, and disposing of the abandoned property.

### **2. Freight Deliveries**

Freight or package deliveries, etc., will not be accepted by OCCC at any time. Shipments delivered to OCCC during the term of the Lease must be to the attention of the Lessee's general contractor or OCCC exclusive Business Center. Events without a general contractor should contact OCCC Event Management for referral to OCCC's exclusive Business Center.

### **3. Floor Plans**

Floor plans, including general session, registration, and pre-function space, must be submitted to OCCC Event Management at least six (6) months prior to the event for approval by the Orange County Fire Rescue Department. Applications may be obtained from OCCC Event Management. Lessee must remit fees for approval of plans per Orange County Fire Rescue fee schedule.

Exhibit hall floor plans should be submitted to Orange County Fire Rescue Department for approval prior to the sale of exhibit space by the Lessee. Floor plans must be to scale and include OCCC's utility grid and all exiting doors. Plans must include the name, dates, and location of the event. Exhibit plans may be submitted separately from general session, registration, and pre-function plans. If the Lessee's general contractor is unable to provide scaled plans, they are available upon request through OCCC Event Management.

### **4. Lessee's Property**

The Lessee assumes full responsibility of safeguarding display booth, advertising material, goods held for display or sale, and all other property owned or used by Lessee or any of its exhibitors or invitees. Lessee hereby waives any claims against OCCC and the persons described for damages to or loss of the property.

### **5. Registration Areas**

OCCC provides registration space in public areas that includes air conditioning on a complimentary basis. Should Lessee place registration inside the exhibition hall(s), the hall(s) must be rented at the show day rate on open registration days, or charges for air conditioning will be incurred.

Registration counters may be set up only in designated areas. In order to provide safe and attractive access to OCCC, any registration areas, entrance units and other show specific displays may only be installed in public areas during times when it does not conflict with the activity of other events already in progress. In the occurrence of multiple OCCC events, drape lines are required to cover construction or demolition of registration areas in public space. Access times to all public space must be scheduled through OCCC Event Management. Contact OCCC Security for more information.

## **PERSONNEL SERVICES AND EQUIPMENT**

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### **1. Baggage Check**

Baggage check service is available through a preferred provider. Arrangements can be made through OCCC Event Management.

### **2. Box Office**

The use of a full function box office is available through OCCC. The services and rates are listed on a separate rate schedule. Arrangements can be made through OCCC Event Management.

### **3. Emergency Medical Service**

OCCC strongly recommends that Lessee consider obtaining the services of an emergency medical service provider during their event. First Aid Rooms are available for Lessee's use. A list of emergency medical service providers is available on the OCCC website, *www.occc.net*.

A Lessee contracting emergency medical service is required to inform OCCC Event Management of the supplier's name, service location, type of service, and hours of operation.

OCCC will inform Lessee of any additional medical emergency procedures required.

Concurrent events contracting emergency medical services may share First Aid Rooms or designate one of their leased rooms to house this service.

OCCC reserves the right to require emergency medical services if deemed necessary based on the type of event.

### **4. Event Security Service**

OCCC maintains twenty-four (24) hour building security in the public halls, corridors, and grounds.

The Lessee is responsible for retaining the services of an Event Security Service. A minimum level of event staffing is required, to include rover position(s) for each exhibit hall that is under the clients' lease agreement. To secure the leased premises and support areas, the Security Provider must be selected from the eligible list available on OCCC's website or enter into an agreement with OCCC to operate within the facility. A minimum level of event security staffing is required and is subject to approval by OCCC event security staffing representatives. Coverage must commence at the first minute of move-in and continue through the completion of move-out.

Event security personnel must be posted before any equipment, show material, or freight may be moved into the facility. Twenty-four (24) hour security service coverage is required in exhibit hall areas.

During move-in and move-out, event staff must help ensure compliance with OCCC energy conservation policies. Exhibit hall doors adjacent to air conditioned concourses must be kept closed, except when in use for pedestrian or equipment transport. Event security supervisors are expected to review and emphasize this door policy during daily briefing and to work with OCCC personnel to minimize the loss of air conditioning.

At least one (1) event security person must be posted at any open freight door during move-in and move-out. No freight or personnel door(s) will be opened until event-security personnel have been posted.

A detailed security plan must be submitted for review to OCCC Event Security representatives no less than twenty one (21) days prior to the beginning of the Lease Term. The plan will indicate the number of event security personnel and supervisors, dates, times, and assigned locations. OCCC may request reasonable modifications to plans and will require that any plan meets the minimum requirements of OCCC regulations.

Event Security levels for events that are additional to the public, youth events, ride and drive events, and/or sporting events, may have coverage requirements that will be determined on a case-by-case basis which may include off duty Orange County Sheriffs Deputies. Contact OCCC Event Security representatives for more information.

The Event Security Service provider may not place locks or chains on exhibition hall, meeting room, or office doors. Keys for exhibition hall doors are not available, but Lessee may issue meeting room keys/key cards to their event-security provider. See Facility Services, Section 3, Keys/Key Cards and Secure Rooms.

Event security personnel must immediately report any and all incidents to OCCC Security and Transportation. An event security supervisor must be available to take reports on all incidents (theft, injury, etc.) that occur in areas under the care, custody, and control of Lessee. Copies of all incident reports must be submitted to OCCC Security within twenty-four (24) hours of each and every reported incident.

Only licensed law enforcement officers may carry firearms in the facility. Law enforcement officers are required for events that generate large quantities of cash, display products with extraordinary value, require special crowd control and/or heavy traffic flow, or pose harmful or threatening situations. OCCC reserves the right to determine the minimum number of officers and assigned locations based on individual event requirements.

Lessee and exhibitors shall secure the necessary licensed law enforcement officer services through the Event Security Service provider retained for the show.

## 5. Performance Audio and Lighting

Performance audio and lighting services are available in the Linda W. Chapin Theater. Performance audio and lighting equipment, operator rates, and operating policies are outlined on separate rate schedules.

Services of a preferred "in-house" audio/visual production provider are available through OCCC upon request.

Contracted audio/visual suppliers may feed signals into the house sound system as outlined in the Electronic System Guidelines. These are available as a tear-out attachment and are listed on OCCC's website, *www.occc.net*.

## 6. Service Personnel

Personnel are available at the prevailing rate. Services and rates are outlined on a separate rate schedule.

All other personnel employed by Lessee or its contractors shall be the responsibility of the Lessee. Individuals working at OCCC must wear an approved photo identification badge provided by their respective employer or obtained from OCCC's Security and Transportation Office.

## 7. Rental of Equipment

Rental equipment and the prevailing rates are listed on a separate rate schedule. OCCC equipment must be set up and operated by authorized OCCC personnel. Labor charges for operators shall be in addition to the rental charge for equipment.

Tables and chairs, when used for exhibits, will be charged at the prevailing rates.

## **SAFETY AND FIRE REGULATIONS**

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### **1. Capacities**

OCCC will not permit any leased space to be occupied by persons numbering greater than the listed capacities.

### **2. Catwalk and Roof Access**

Access to the catwalks is limited to show management approved personnel. This may include the event related placement of control equipment. Arrangements must be made through OCCC Event Management. No event equipment or activity is permitted on the OCCC roofs.

### **3. Doors**

In compliance with N.F.P.A. Life Safety Code 101 and Orange County Fire Regulation 6005, OCCC doors cannot be blocked, propped open, or altered in any way.

### **4. Escalators, Passenger Elevators and Moving Sidewalks**

Escalators, moving sidewalks, and passenger elevators are provided for use by the general public and may not be blocked or used to transport equipment or freight. Freight elevators are available in limited locations; please contact OCCC Event Management for details. OCCC has multiple freight elevators located throughout the facility that should be utilized when transporting freight and equipment in accordance with posted weight restrictions.

### **5. Fire Regulations**

*(See attachment or website for additional information.)*

Exhibitors, general contractors, and event promoters must comply with all federal, state, and local fire regulations and building codes that apply to places of public assembly (Orange County Standard 6005). All curtains, bunting, draping, etc., must be made of flame retardant materials.

Fire fighting and emergency equipment including fire extinguishers, strobes, fire hose cabinets, and standpipes may not be hidden, blocked, or obstructed. All emergency exits, hallways, and aisles leading from OCCC must be kept clear and unobstructed. Fire lanes must be left open at all times.

Lasers, welding, and/or cutting equipment is prohibited in OCCC except as part of an exhibit and must be approved in advance by the Orange County Fire Rescue Department through OCCC Event Management.

### **6. Refrigeration Trucks**

The OCCC requires the use of electric refrigerated trucks for the storage of perishable freight at the loading docks of the North South Building. Arrangements for loading dock access for diesel refrigerated trucks in the West Concourse must be made in advance through OCCC Event Management.

## 7. Fog/Smoke Machines

Approval must be obtained through OCCC Event Management 72 hours prior to first use. A schedule for the use of fog/smoke machines that includes rehearsal and show times must be submitted in advance to OCCC Event Management. Smoke/fog atmosphere effect must not impede visibility or egress.

Fog/smoke machine usage is limited to water-based chemicals.

Notification of use of fog/smoke machines less than 72 hours prior to first use may result in denial of use.

## 8. Hazardous Chemicals and Materials

The Lessee shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of OCCC, would be, or might be, dangerous to persons or property or otherwise incompatible with the structure, systems, and furnishings of OCCC. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, and chemicals (including oxidizers) are prohibited inside OCCC.

Compressed inert gases may be used provided the vessels are stored in a safe manner. Demonstrations involving inert gases must comply with all federal and local regulations.

Gasoline, kerosene, diesel fuel, combustible gases, or other flammable liquids may not be stored (permanently or temporarily) in OCCC during an event or during move-in and move-out.

The Lessee is responsible for removal of hazardous waste and must comply with all applicable federal, state, and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic, or biohazards (as defined under 40 CFR 261 subpart C and D). If materials are questionable, contact OCCC Event Management. Costs or applicable administrative expenses incurred by OCCC for the removal of hazardous waste left in, or about, OCCC will be assessed to the Lessee.

## 9. Hazardous Work Areas

During move-in and move-out, leased space, loading docks, truck staging areas, and service corridors are considered hazardous work areas.

The following are strictly prohibited:

- Alcoholic beverages
- Possession or use of controlled substances of any kind
- Horseplay
- Practical jokes
- Speeding or reckless use of vehicles or equipment
- Music or noise that may limit the audibility of back-up signals, fire alarms or emergency messages
- Children under sixteen (16) years of age are prohibited

## 10. OSHA Standards

Lessee, providers, and contractors must comply with the most current edition of the Occupational Safety and Health Administration (OSHA) standards. OSHA standards can be accessed online at: [www.osha.gov](http://www.osha.gov).

## 11. Package and Vehicle Inspection

Vehicles, cartons, packages or other containers brought in or removed from OCCC may be subject to random inspection by OCCC security.

## 12. Permits (Cooking, Covered Exhibits, etc.)

Special permits are required for event activities and exhibits that involve cooking, lasers, pyrotechnics, tents, multi-level or covered exhibits, and/or other potentially hazardous situations. Each situation must be individually approved. Permit information may be obtained by contacting OCCC Event Management.

- a. Cooking notices must be obtained from OCCC Event Management. A 2-A, 40-BC fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device. Lessee shall comply with all Orange County Health Department rules and regulations.

Events involving cooking or food preparation must provide an appropriate number of utensil clean-up areas. Disposal of cooking residue into OCCC's drainage system is prohibited. Lessee shall provide holding tanks for disposal of cooking residue (oil, grease, etc.) and these must be removed at the end of the lease. OCCC has grease barrels and portable sink units available at prevailing rates. Lessee 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 Lessee.

- b. Multi-level or Covered Exhibits Guidelines are available as an attachment on page 31 of the Operational Policies Manual. Fire watch personnel or automatic extinguishing systems are required. Lessee will be charged for fire watch personnel per County's fee schedules.

## 13. Safety Railing

All performance stages and meeting room risers not positioned with the rear of the stage, or riser flush against a wall, must be equipped with safety railing. Lessee is required to sign a waiver of liability should they request the removal of the railing.

All performance staging stair units are equipped with non-removable handrails.

## 14. Security

OCCC Security strictly prohibits the dispensing of a projectile within OCCC. This includes shooting galleries. Please refer to the "Personnel Services and Equipment" section. Only licensed law enforcement officers may carry firearms in the facility.

*Safety and Fire Regulations, Continued*

Weapons may be displayed as part of the exhibitor's static display, providing the necessary precautions have been instituted with approval by OCCC Security and the OCCC Risk and Safety Administrator.

Firearms require OCCC's "Firearm Permit Checklist" form to be completed and submitted to OCCC Security prior to the arrival of the client to the leased space. Contact Event Management to obtain "Firearm Permit Checklist" form.

OCCC recognizes the holder of a class "B" security agency license, to include Security consultants. An unlicensed security consultant cannot exercise operational control of a licensed agency or an agency's licensed personnel.

## 15. Smoking

In compliance with the Florida Clean Indoor Air Act, Florida Statutes Section 386.204, smoking is not permitted within OCCC. The Lessee or its general contractor shall post appropriate signage and enforce this policy.

## 16. Personal Transport Devices

Personal transport equipment such as rollerblades, Razor scooters, skates, and skateboards are not permitted on OCCC premises.

Electric wheelchairs and Segways® are permitted to operate on OCCC premises. Prior approval of the Lessee is required for operation of Segways® on the show floor. Safe operating practices shall be used at all times in the operation of Segways® and electric wheelchairs.

Segways® and electric scooter-style wheelchairs are currently the only personal transport equipment with rubber wheels allowed in OCCC concourses, lobbies, and registration areas. Non-gasoline powered motorized vehicles, such as electric carts and bicycles, may be operated in OCCC's exhibition halls during move-in and move-out days only. Bicycles must be walked, not ridden, across any OCCC concourse, lobby or registration area. All vehicles, transport devices, and equipment must be operated in a safe manner.

Motorized vehicles, such as personnel carts, forklifts, pallet jacks, and other related motorized vehicles with steel and/or hard metallic wheels are not permitted on OCCC's concourses, lobbies, and registration areas. Lifts or other wheeled vehicles approved for use in carpeted areas shall have non-marking tires, or tires that are covered with carpet tape or heavy-duty polyethylene sheeting.

## 17. Buried Underground Utilities

*Sunshine State One-Call of Florida, Inc.*

Lessee is required to conduct a locator search of buried underground utilities using Sunshine State One-Call of Florida, Inc. when outside exhibit installation is required into OCCC grounds and parking lots. Lessee is responsible for any damages or injuries due to improper installation of exterior exhibits. Repair expenses incurred by OCCC to restore grounds and parking lots to their pre-exhibition condition will be billed to the Lessee.

## **TAXES AND MISCELLANEOUS**

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### **1. Americans with Disabilities Act**

In regard to the Americans with Disabilities Act and all regulations thereunder, OCCC shall be responsible for the permanent premises access accommodations, such as, but not limited to, wheelchair ramps, elevator standards, door width standards, and restroom accessibility. The Lessee shall be responsible for non-permanent accessibility requirements, such as, but not limited to, auxiliary aids for the visually impaired, hearing impaired, and mobility impaired, meeting room seating arrangements and exhibition accessibility.

### **2. Animals**

Animals are not permitted on OCCC's premises except in conjunction with an approved exhibit or as service animals for the physically challenged. Animals that are approved to be on OCCC's premises must be on a leash, within a pen, or under similar control. The owner will be fully responsible for their animal(s). Animal exhibits are not permitted on carpeted areas of OCCC.

### **3. Discrimination**

A Lessee conducting an event open to the public shall not discriminate against any person because of sex, race, color, religion, ancestry, national origin, or disability. The Lessee shall not directly or indirectly display, circulate, publicize, or mail any advertisement, notice, or communication which states or implies that any facility or service shall be refused or restricted due to discrimination.

### **4. Gratuities**

OCCC policy prohibits any OCCC employee from accepting gifts, gratuities, or any other favors from parties doing business with OCCC pursuant to the Orange County Personnel Policy Manual, Code of Conduct.

### **5. Residual Matters**

OCCC reserves the right to alter and/or amend its Operational Policies. OCCC Executive Director shall determine any matters not expressly covered by the Operational Policies.

## **6. Sales Tax**

Lessee may be liable for collection of tax on the sales of tangible personal property (books, tapes, souvenirs, etc.) and certain services unless the transaction is specifically exempt. Sales to nonprofit organizations that hold a valid Florida Consumer's Certificate of Exemption (Form DR-14) are exempt from tax. Exhibitors do not need to register and collect tax if the written exhibitor agreement prohibits the sale of taxable goods or services on site. If exhibitors are permitted to sell taxable goods or services on site, exhibitors must register as a dealer with the Florida Department of Revenue. Additional information is available online at [www.myflorida.com/dor](http://www.myflorida.com/dor) or by calling 1-800-352-3671 (in Florida), 850-488-6800 or 407-903-7350. Forms are available by Fax on Demand at 850-922-3676 to registered dealers. See Florida Statute 212 ([www.leg.state.fl.us/](http://www.leg.state.fl.us/)) for more information.

## **7. Taxes and Miscellaneous**

### *Lottery/Games of Chance/Raffles*

Florida State Statutes regulate raffles, lotteries, and various games of chance.

See [www.flasenate.gov/Statutes](http://www.flasenate.gov/Statutes) for additional information regarding Statute #849.0935 addressing non-profit organizations and drawings of chance, and Statute #849.094 addressing drawings of chance by business organizations. For additional information go to [www.leg.state.fl.us/](http://www.leg.state.fl.us/).

Also refer to the Department of Business and Professional Regulations with the State of Florida at [www.myflorida.com/](http://www.myflorida.com/) for more information.

## **ORANGE COUNTY CONVENTION CENTER ELECTRONIC SYSTEMS GUIDELINES**

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In order for the Orange County Convention Center (OCCC) to provide the best possible service and consistent products to our clients, the following interface and building systems policies are applicable.

1. OCCC owned systems, lighting, audio, electronic signage, coax, etc., shall be maintained and operated exclusively by OCCC employees.
2. OCCC Technical Services provides all connectivity to in-house audio, lighting, electronic signage, and/or coax infrastructures. Please note that the user must provide any interface cables.
3. Line Level devices may be interfaced into the house audio system via the available line level inputs. Each meeting room is equipped with one line level input (XLR connector). There is a wall mounted volume control which adjusts the output level of the Line Level Input.
4. Each meeting room is also equipped with three (3) microphone level inputs. If a meeting room requires additional audio inputs, or if the vendor chooses, appropriate audio mixing consoles may be utilized. See published rate schedule for patch fee charges.
5. When audio input requirements exceed four (4) audio sources (microphones/or other audio devices), OCCC recommends that a technician (provided by the contracted AV vendor) operate the equipment. See published rate schedule for patch fee charges.
6. To ensure availability of requested interfaces with OCCC owned systems, all requests for services from OCCC should be made at least 21 days prior to the event. Requests should be coordinated via OCCC Event Management, 407-685-9882.
7. Meetings utilizing the in-house audio system may be recorded via the audio recording infrastructure. There are two recording rooms in each building. There is a fee for the use of the recording infrastructure. See published rate schedule for applicable charges.
8. Cable television/HDTV signals are available in all exhibit halls and most, but not all, meeting rooms and public spaces. Coax cable is provided for any Exhibit Hall drops from the catwalk to the location where the signal cable is required. Viewing equipment (video monitors with a tuner) and coax cables (except for the initial drop in exhibit halls) are NOT included. Please note that available decoder boxes are required for HDTV. The signal is provided by Bright House Networks. Lessees with an event contract may have these services added to the master invoice; all other customers must order this service through OCCC Exhibitor Services.
9. Routing of client audio and/or video signals through OCCC infrastructures is available via coax or audio infrastructure(s). Labor and equipment charges may apply. See published rate schedule for patch fee and/or labor charges.
10. Wall mounted lighting controls are available in all meeting rooms. OCCC Technical Services configure lighting to accommodate projection screens where possible to do so. When modifications require system programming, labor charges will apply. Remote control devices for

*Electronic Systems Guidelines, Continued*

lighting control are available in limited sections of the facility. Equipment fees for these devices are listed on the published rate schedule.

Background music is available in most areas of the complex. Volume levels can be adjusted by wall mounted controls in each meeting room. Background music cannot be provided to any public ticketed event. Common public areas are exempt and background music can be broadcast to these areas without the requirement of a music license. (ASCAP/BMI). Music provided by clients can be broadcast into leased spaces if the client has the appropriate music license. Private events may receive background music in any leased space(s).

For clarification or assistance with any electronic system needs, please contract OCCC Technical Services at 407-685-9825.

**Note:** On-site requests for service may not be able to be fulfilled on the day the services are requested. Please order services in advance. The interface into the systems available in the Linda W. Chapin Theater is not covered in this document. Information concerning this theater can be located on OCCC's web site [www.occc.net](http://www.occc.net).

## **ORANGE COUNTY CONVENTION CENTER EXHIBITOR AND EXHIBITOR APPOINTED CONTRACTOR RESPONSIBILITIES**

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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 manual (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 manual (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.

*Exhibitor and Exhibitor Appointed Contractor Responsibilities, Continued*

- 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](http://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](http://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 telecommunications, data networking, and wireless communications technology must be coordinated with OCCC Information Services or its representative(s). 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.

For clarification or assistance, please contact OCCC Exhibitor Services at 407-685-9824 or [exhibit.services@occc.net](mailto:exhibit.services@occc.net).

## **ORANGE COUNTY CONVENTION CENTER EXHIBITOR RIGGING INFORMATION**

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The Orange County Convention Center (OCCC) is the exclusive provider of rigging services. To provide the best possible service, the following guidelines are applicable.

- 1.** Rigging must conform to show management rules, regulations, and facility limitations.
- 2.** The exhibitor or exhibitor appointed contractor must be present for installation and removal of rigging.
- 3.** Rigging plots, drawings, blueprints, or engineer's certification, when requested, must be submitted to OCCC Rigging Services at least twenty one (21) days in advance of the first move-in day for the show.
- 4.** Rigging plots, drawings, and blueprints must include the location of the hang points, the height from the floor to the bottom of suspended item, and the weight of each point. Plots must also show booth outline with aisles and/or adjacent booths marked for reference.
- 5.** Equipment, signs, products, etc., must be designed for safe suspension. Care must be taken to use only rated rigging hardware when designing, constructing, or purchasing such items. The manufacturer of rigging hardware used for overhead suspension must be legally liable for its products within the continental United States. Certification of annual inspection is required for electric chain hoist motors.
- 6.** Points where span sets are used require a steel safety.
- 7.** Assembly of equipment, signs, products, etc., is the responsibility of the exhibitor or exhibitor appointed contractor.
- 8.** Equipment, signs, products, etc., deemed unsafe for overhead suspension by OCCC Rigging Services will not be approved for use. When possible, OCCC Rigging Services will recommend modifications for safe suspension.
- 9.** To reduce cost, times and dates for rigging may vary during move-in and move-out of the show. The charge is a minimum of one (1) hour installation and one (1) hour removal.
- 10.** Orders for rigging will be completed in the sequence of processing by OCCC Exhibit Services or at the discretion of OCCC Rigging service.
- 11.** If a definitive date and time for installation or removal is required, labor will be billed at a minimum of four (4) hours for installation and four (4) hours for removal.
- 12.** Rigging callbacks for adjustments, add-ons, etc., will be billed at a minimum of one (1) hour.

For clarification or assistance with Rigging, please contact OCCC Rigging Services at 407-685-5555 or [www.occc.net](http://www.occc.net).

## **ORANGE COUNTY CONVENTION CENTER GUIDELINES FOR MULTI-LEVEL AND COVERED EXHIBITS**

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Forward to Exhibitor Appointed Contractor (EAC), if applicable.

### **A. Definitions**

**COVERED** – To place something over or upon an exhibit or portion of an exhibit, e.g., roof, ceiling, tenting, lattice, fabric, plastic, to cover the ground level and/or support decorative structures. The upper portion of a “covered” exhibit is not to be occupied.

**MULTI-LEVEL** – To construct a level or tier atop an exhibit or portion of an exhibit, to be occupied by one (1) or more persons.

### **B. Guidelines for Covered Exhibits with Less than Three Hundred (300) Covered Square Feet**

1. All materials used in the construction of covered exhibits, and all decorative materials within the exhibit, must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame-retardant treatment, along with samples of said materials, must be submitted if requested by Orange County Fire Rescue Services Department. It is recommended that the certifications of flame-retardant treatments be available at show site.
2. Exhibitor must provide at least one (1) 2-A, 40-BC portable, dry chemical fire extinguisher. Fire extinguisher(s) must be mounted in a visible location, near exit doors, and be accessible at all times.
3. Guidelines for item C apply if booth contains an aggregate of covered materials with less than ten (10) feet separating the parts and equalizing three hundred (300) square feet or more, e.g., strips of fabric, spandex sails, tents, umbrellas, etc.

### **C. Guidelines for Multi-level Exhibits (regardless of the size) and Covered Exhibits Larger than Three Hundred (300) Covered Square Feet**

Requests for construction of multi-level (regardless the size) or covered exhibits larger than 300 square feet must be reviewed by the Orange County Convention Center’s Event Management Section and Orange County Fire Rescue Services Department. To ensure success of your exhibit, please read and comply with the following guidelines:

1. Plans should be submitted before exhibit construction begins and must adhere to the following:
  - a. They must be scaled, signed, and dated by a registered architect or engineer.
  - b. They must include the show name and dates.
  - c. They must include exhibitor’s name and assigned booth number.

*Guidelines for Multi-level and Covered Exhibits, Continued*

- d. They must include directional information, i.e., indicate neighboring aisles and/or booth numbers.
  - e. Indicate maximum exhibit height within the booth. Height guidelines are established per event by show management. Refer to the Exhibitor's Manual for applicable guidelines.
2. Send two (2) copies of scaled, signed, and dated blueprints (with front and side elevations) by a registered architect or engineer, to:

**Use for all Personal Correspondence/Letters:**

Orange County Convention Center  
 Attn: OCCC EM Name/Sales, Marketing & Event Management Division  
 P.O. Box 691509  
 Orlando, FL 32869

**Use for all Express Deliveries:**

Orange County Convention Center  
 Attn: OCCC EM Name/Sales, Marketing & Event Management Division  
 9860 Universal Boulevard  
 Orlando, FL 32819

3. All materials used in the construction of multi-level and/or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to Orange County Fire Rescue Services Department. It is recommended that the certifications of flame-retardant treatments be available at show site.

The upper deck of multi-level exhibits, if larger than three hundred (300) square feet, shall meet the following requirements:

- a. Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).
- b. If second level is to be occupied and greater than three hundred (300) square feet, two (2) stairways are required, remote from each other. If second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted. All stairs must be a minimum of three (3) feet in width, equipped with a handrail on at least one (1) side and constitute a "straight run" or be "squared off." Spiral stairs or winders are not permitted.
- c. Exhibitor must provide a portable fire extinguisher for each level or each covered exhibit or structure. At least one (1) 2-A,40-BC portable type fire extinguisher must be provided. Fire extinguishers must be mounted in a visible location, near exit doors, and be accessible at all times.

## **D. Required Fire Watch Personnel**

Orange County Fire Rescue Services Department requires fire watch personnel for:

- All multi-level exhibits (regardless the size)
- All other covered exhibits exceeding three hundred (300) square feet.

The following guidelines apply:

1. The exhibitor is required to order fire watch personnel through the Orange County Convention Center, Event Management Section no less than two (2) weeks before the show moves in. Fire watch is required:
  - a. For all multi-level exhibits (regardless the size) and all other covered exhibits exceeding three hundred (300) square feet.
  - a. On all show days.
  - b. Beginning one-half (1/2) hour prior to show opening and ending one-half (1/2) hour following show closing. A four (4) hour minimum is required. Fire watch personnel are charged at the prevailing rate.

To place order, contact:

Orange County Convention Center, Event Management

Phone: 407-685-9882

Fax: 407-685-9866

## **E. Alternative to Fire Watch Personnel (Automatic Extinguishing System)**

This alternative to fire watch personnel applies to the first level of exhibits with an occupiable second level, regardless of the size, and/or single-story covered exhibits where the covered area exceeds three hundred (300) square feet.

1. Automatic sprinkler systems must be designed in accordance with N.F.P.A. 13 and Florida Fire Prevention Code.
2. These systems may be connected to the Convention Center's existing standpipe system. Connections to water systems must be supervised by Orange County Convention Center Staff.
3. Extinguishing system designs must be part of the original plan submissions. Orange County Fire Rescue Services Department requires permitting and testing.
4. Exhibits or structures protected by an automatic extinguishing system must have flow alarm, audible and visual, within that area. This alarm is to be a local type, sounding in the vicinity of the exhibit or structure.

*Guidelines for Multi-level and Covered Exhibits, Continued*

5. Exhibitor must provide a portable fire extinguisher for each level or each covered exhibit or structure. At least one (1) 2-A,40-BC (5 lb. ABC) portable type fire extinguisher must be provided. Fire extinguishers must be mounted in a visible location, near exit doors, and be accessible at all times.

**If you have questions regarding these guidelines, please contact:**

Event Management  
Orange County Convention Center  
Phone: 407-685-9882  
Fax: 407-685-9866

**If you have questions regarding Fire Code, please contact:**

Orange County Fire Rescue Services Department  
Phone: 407-685-9811  
Fax: 407-685-9866

**Covered Exhibits**

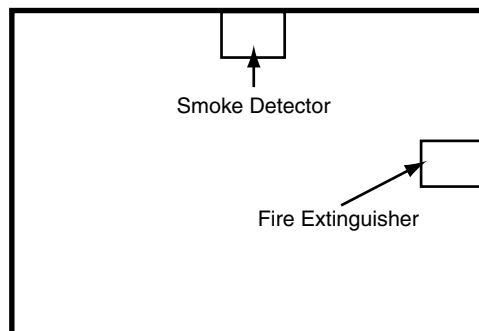
299 sq. ft. or less

- Fire Watch or Extinguishing System **Not Required**
- All booths to be constructed as required by applicable codes and standards

**Covered Booth, Tent and Theatre**

300 sq. ft. or greater

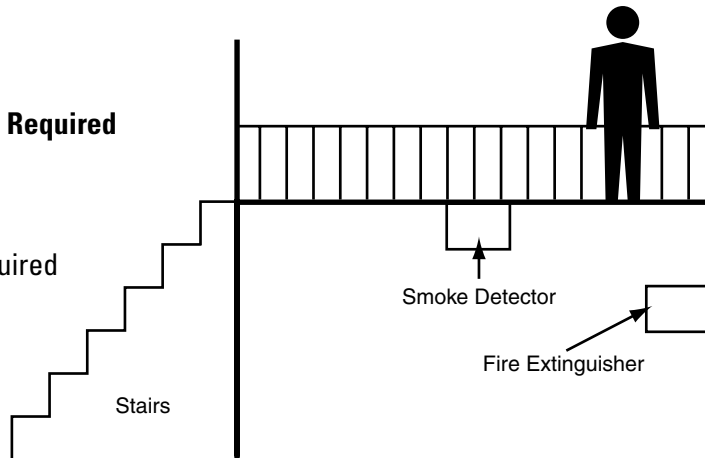
- Fire Watch or Extinguishing System **Required**
- All booths to be constructed as required by applicable codes and standards



**Multi-Level Exhibits**

299 sq. ft. or less

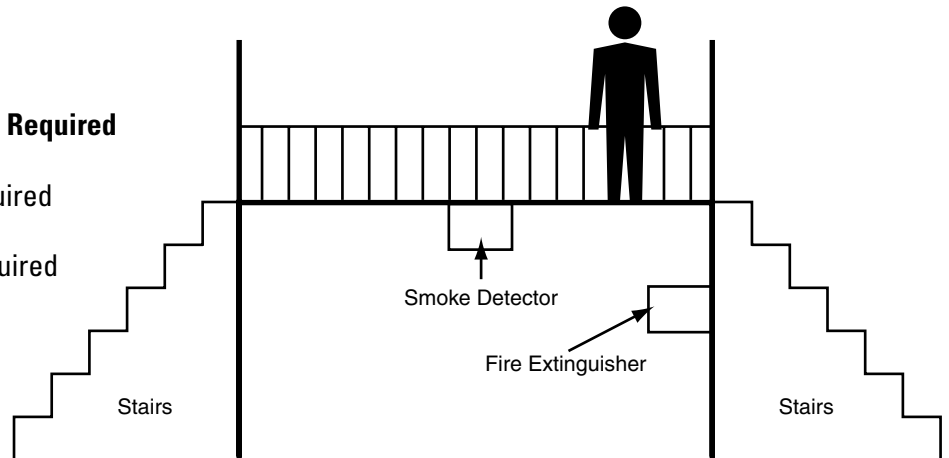
- Fire Watch or Extinguishing System **Required**
- Minimum **one (1) stair** required
- All booths to be constructed as required by applicable codes and standards



**Multi-Level Exhibits**

300 sq. ft. or greater

- Fire Watch or Extinguishing System **Required**
- Minimum **two (2) remote stairs** required
- All booths to be constructed as required by applicable codes and standards





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Center**

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