

NAME OF EVENT: **IAAPA 2014** BOOTH #: _____
 EXHIBITING COMPANY: _____ BOOTH SIZE: _____ X _____

****TO COMPLETE THIS ORDER AN OCCC METHOD OF PAYMENT FORM MUST BE INCLUDED IN YOUR ORDER SUBMISSION****

This Order Is: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision		Incentive Rate If Ordered & Paid By:				Base Rate If Ordered & Paid After:				On-Site Rates After:	
		October 22nd, 2014				October 22nd, 2014				November 12th, 2014	
Quantity	Item Description	Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal	
	Water Service Connection* 1/2 FPT SERVICE OUTLET	\$190.55	\$19.06	\$12.39	\$222.00	\$307.29	\$30.73	\$19.98	\$358.00		
	Water Fill & Drain* 1-99 Gallons	\$80.68	\$8.07	\$5.25	\$94.00	\$128.75	\$12.88	\$8.37	\$150.00		
	Water Fill & Drain* 100-299 Gallons	\$162.22	\$16.23	\$10.55	\$189.00	\$259.22	\$25.93	\$16.85	\$302.00		
	Water Fill & Drain* 300-500 Gallons	\$232.61	\$23.27	\$15.12	\$271.00	\$375.10	\$37.51	\$24.39	\$437.00		
	Water Fill & Drain* Each Additional 500 Gallons	\$33.47	\$3.35	\$2.18	\$39.00	\$58.36	\$5.84	\$3.80	\$68.00		
	Drain Service Connection* 1/2 FPT Service Outlet	\$170.89		\$11.11	\$182.00	\$272.00		\$17.70	\$290.00		
	30 Gallon Quick Recovery Hot Water Heater*	\$317.37		\$20.63	\$338.00	\$476.05		\$30.95	\$507.00		
	80 Gallon Hot Water Heater*	\$634.74		\$41.26	\$676.00	\$634.74		\$41.26	\$676.00		
	Single Beauty 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* with Hot Water Heater & Disposal	\$722.06		\$46.94	\$769.00	\$1,053.52		\$68.48	\$1,122.00		
	Air Service Connection* 1/2 FPT Service Outlet, 90 PSI max.	\$265.72		\$17.28	\$283.00	\$362.44		\$23.56	\$386.00		
	LP (Liquid Propane) Gas* 5lb Tank	\$59.22	\$5.93	\$3.85	\$69.00	\$72.10	\$7.21	\$4.69	\$84.00		
	LP (Liquid Propane) Gas* Each Additional 5lb Tank	\$41.20	\$4.12	\$2.68	\$48.00	\$49.78	\$4.98	\$3.24	\$58.00		
	Natural Gas Connection† 45000 BTUs Hook-Up	\$256.46	\$25.67	\$16.69	\$299.00	TO ENSURE PROPER PERMITTING AND INSTALLATION, ALL NATURAL GAS ORDERS MUST BE PLACED (21) DAYS PRIOR TO THE FIRST MOVE-IN DATE					
	Natural Gas Connection Each Additional 45000 BTUs	\$59.22	\$5.93	\$3.85	\$69.00						
	Ceiling Drop For Natural Gas Only Required For All Natural Gas Orders	MUST BE INCLUDED IN TOTAL FOR ALL NATURAL GAS ORDERS			\$250.00						
	HD Cable TV Service* Digital Tuner Required for HD Service	\$300.00		\$19.50	\$319.50	\$300.00		\$19.50	\$319.50		
*LABOR & PLACEMENT <u>INCLUDED</u> , SERVICES ARE ONLY AVAILABLE FROM THE FLOOR									†REQUIRES A CEILING DROP CHARGE		TOTAL:

OCCC TERMS & CONDITIONS

- For exact placement, attach an OCCC Service Placement Plot form indicating the number and location of connections. If an OCCC Service Placement Plot form is not provided, the OCCC will install the service in the most convenient location and charges will apply for relocation.
- On-site orders are subject to a 50% price increase over base rates.
- Gas price includes one (1) connection to the exhibitor's equipment. Charges will apply for additional connections. OCCC will not branch/split gas. OCCC is not responsible for gas distribution installed by others. All gas will be removed or shut off one (1) hour after the close of each day. LP gas price includes hook-up and dismantle of tank each day.
- Pressure may vary. OCCC cannot guarantee minimum and/or maximum pressure. If pressure is critical, please contact your Exhibitor Services Coordinator.
- Modifications or additions to incentive rate orders received after the 21-day incentive rate deadline are subject to base rates.
- 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 refund. Cancellations and/or modifications to orders are subject to a \$35.00 Administration Fee if a refund is required.
- Payment in full MUST be paid before services are provided. Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

FOR OFFICE USE ONLY

Electrical Conditions

1. All equipment regardless of source of power must comply with the National Electrical Code, and all Federal, State, and Local Safety Codes.
2. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
3. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors.
4. Under NO circumstances shall anyone other than an OCCC electrician make electrical connections to house equipment.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without a house electrician; however, all service connections and overload protection to such equipment must be made by a house electrician only.
6. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
7. All material and equipment furnished by the OCCC for this service order shall remain the property of the OCCC and shall be removed ONLY by the OCCC at the close of the show.
8. Unless otherwise directed, OCCC electricians are authorized to cut floor coverings to permit installation of service.
9. All 120V cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
10. The OCCC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the OCCC.
11. Orders received during the incentive period will receive priority over base or on-site orders.
12. The exhibitor releases, waives and holds harmless the OCCC, its officers, employees and agents for any liability, claims, and damages arising out of any of the services or equipment provided herein. The exhibitor shall indemnify the OCCC for any bodily injury or property damage resulting from any negligent act or omission of the exhibitor, its officer, employees or agents.
13. Claims will NOT be considered unless filed by Exhibitor before the close of show at the Service Desk.
14. Obstructions blocking utility floor boxes are subject to relocation as necessary.
15. The OCCC will charge time and materials for exhibitor or appointed contractor installed cords, which require troubleshooting and/or redistribution.
16. All electrical services are to be billed to the next greatest wattage (i.e. 15amp 208v single phase = 20amp 208v single phase).
17. The OCCC does not provide distribution panels. If an exhibitor orders "bulk power", the OCCC will not provide distribution panels to the exhibitor; they must provide their own.

Plumbing, Compressed Air & Gas Conditions

1. Plumbing services are only available from the floor.
2. Compressed air pressure may vary. No guarantee can be made of minimum and maximum pressure. If pressure is critical, please contact Exhibitor Services at (407) 685-9824.
3. Booth anchoring/drilling must have prior approval by Show Management and the OCCC and must be performed by the OCCC.
4. The OCCC will not branch/split gas from one location to another to achieve multiple locations. The OCCC is not responsible for gas distribution installed by others.
5. 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.
6. Please provide an attached drawing indicating location of your connection(s). If a drawing is not provided, the OCCC will install the service in the most convenient location and charges will apply for relocation.
7. Labor charges will apply for service calls.
8. All equipment must comply with the Southern Building Code, all Federal, State, and local safety codes.
9. Claims will NOT be considered unless filed by Exhibitor before the close of show at the OCCC Exhibitor Services desk.
10. All material and equipment furnished by the OCCC shall remain the property of the OCCC and shall be removed ONLY by the OCCC at the close of show.
11. Unless otherwise directed, OCCC personnel are authorized to cut floor coverings to permit installation of service.
12. The exhibitor must notify the OCCC Exhibitor Services desk for installation if no detailed diagram has been submitted indicating the location of the ordered services.



**SERVICE PLACEMENT
 DIAGRAM FORM**

NAME OF EVENT: IAAPA 2014 BOOTH #: _____

EXHIBITING COMPANY: _____ BOOTH SIZE: _____ X _____

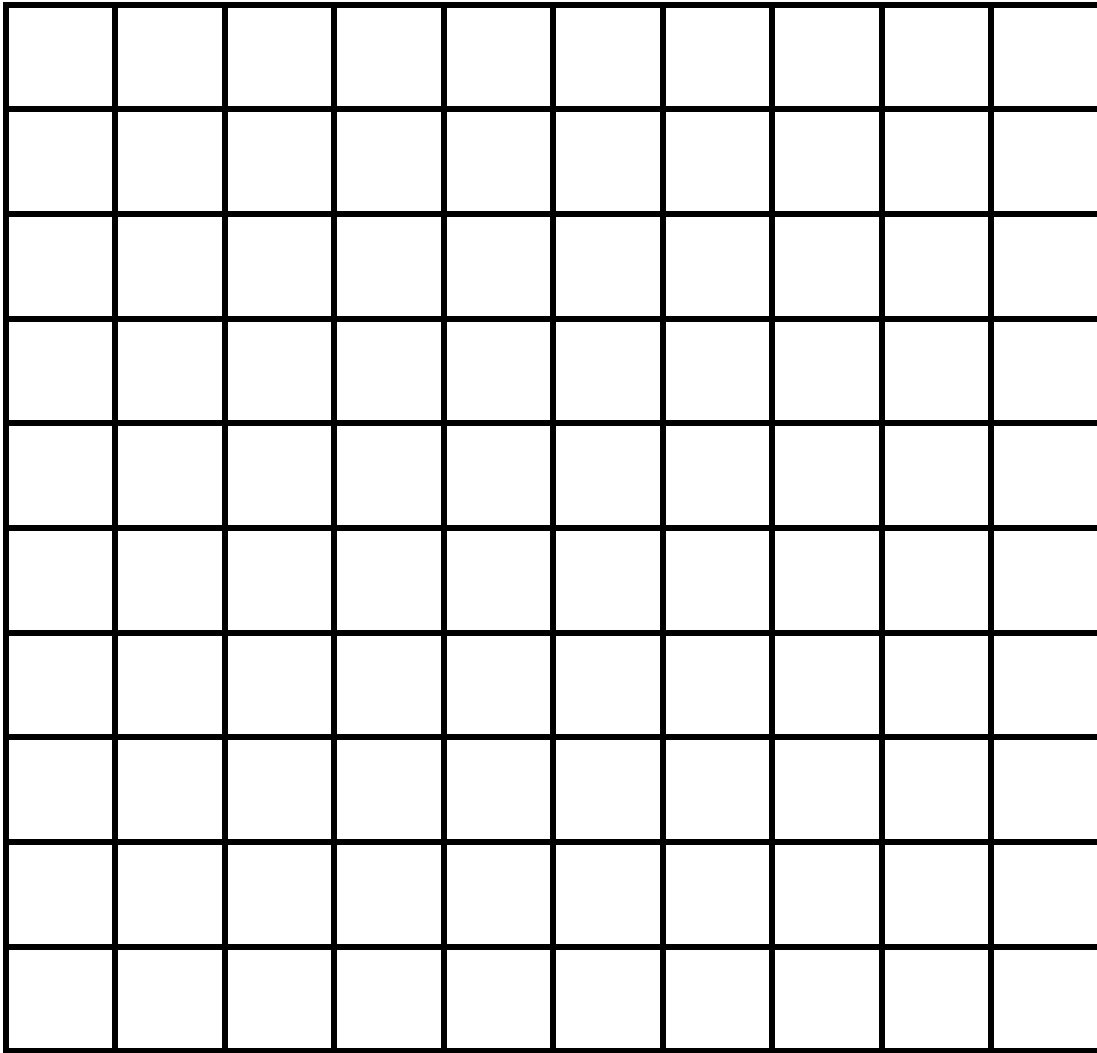
ORDER CONTACT NAME: _____

PHONE: _____ FAX: _____

EMAIL: _____

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # _____

ADJACENT
 BOOTH OR
 AISLE #:



ADJACENT
 BOOTH OR
 AISLE #:

FRONT OF BOOTH - AISLE # _____

SPECIAL INSTRUCTIONS/COMMENTS/NOTES:

Show Name: IAAPA 2014
Incentive Deadline Date: October 22nd, 2014
OCCC Exhibitor Services Coordinator: Cassandra Woods
Direct Phone: (407) 685-5793
Email: Cassandra.Woods@occc.net

The Orange County Convention Center is the exclusive provider of electricity, aerial rigging and lighting, water, plumbing, compressed air, natural and LP gas, and cable TV services to exhibitors. The OCCC's exclusive on-site service partners include: Internet and telecommunications by Smart City, booth catering by Centerplate, and business center services by FedEx Office. LMG is the OCCC's preferred A/V provider.

How To Order:

The fastest and easiest way to order OCCC services is through our online ordering system at www.occc.net/exhibitor - instantly get a confirmation of your order and a preliminary invoice!

If not ordering OCCC services online, please complete all applicable order forms and a required OCCC Method of Payment form. Orders without an OCCC Method of Payment form will not be processed. Please read through all of the OCCC's Guidelines & Conditions before ordering because exhibitors agree to all of the OCCC's Guidelines & Conditions when ordering services. Forms can be emailed, faxed or mailed to the OCCC for order processing. For assistance, email Exhibitor.Services@occc.net or call the OCCC Exhibitor Services Team at **(800) 345-9898** or **(407) 685-9824**.

Order Online:

www.occc.net/exhibitor

Email: Exhibitor.Services@occc.net
Fax: (407) 685-9884
Mail: Orange County Convention Center
9860 Universal Blvd.
ATTN: Exhibitor Services
Orlando, FL 32819-8199

OCCC Exhibitor Payment Conditions & Guidelines

1. Full payment and an accurate diagram **MUST** be included before services are provided. An accurate diagram indicates the quantity and location of outlets, as well as the booth's dimensions and neighboring booth/aisle numbers. Orders without payment will not be processed and service will be withheld.
2. Rates are based on when an exhibitor's order, payment and diagram is received by OCCC.
3. Orders received during move-in and/or on-site are subject to a 50% price increase over the base rates.
4. Modifications to incentive rate orders received after the 21-day incentive rate deadline are subject to base rates or on-site rates.
5. Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
6. 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 refund. Cancellations and/or modifications to orders are subject to a \$35.00 Administration Fee if a refund is required.
7. All prices are subject to change without notice.
8. Florida State Sales Tax and Public Services Tax, when applicable, must be included with payment. Services will be rendered after payment in full (including tax) is received.

OCCC Exhibitor Payment Options:

Credit / Debit Cards: OCCC will charge your credit/debit card in full for your advance order and any addition charges for on-site changes or additions. All aerial hanging sign (rigging) orders require a credit/debit card on file in the Method of Payment form, even if the exhibitor is paying with a check or ETF.

Company Checks: Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline in order to receive incentive rates. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.

Electronic Funds Transfers (Wire & ACH): OCCC accepts both wire transfers and ACH payments. Payment must be cleared, not sent, by the incentive deadline in order to receive incentive rates. It is the exhibitor's responsibility to verify with their Initiating Bank that all fees (including Intermediate Bank fees) are included in their payment. Please contact Exhibitor Services for payment instructions.

Third Party Billings: Exhibitors may request for a third party (EACs, I&Ds, etc.) to be invoiced for services provided by OCCC. In doing so the exhibitor understands and agrees said exhibitor is ultimately financially responsible for all OCCC-provided services. If an exhibitor's third party has any outstanding balance at the end of a show, all charges will revert to the exhibitor. The OCCC reserves the right to deny any Third Party Authorization Request, in which case the exhibitor will be responsible for all charges.



**METHOD OF
 PAYMENT FORM**

NAME OF EVENT: **IAAPA 2014**

BOOTH #: _____

E X H I B I T O R

EXHIBITING COMPANY: _____

PHONE: _____ FAX: _____

ADDRESS: _____

CITY: _____ STATE: _____

ZIP CODE/PROVIDENCE: _____ COUNTRY: _____

BOOTH SIZE: _____ X _____

BOOTH TYPE:

INLINE ISLAND

PENINSULA OTHER

B I L L I N G

ORDER CONTACT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____

ZIP CODE/PROVIDENCE: _____ COUNTRY: _____

PHONE: _____ FAX: _____

ORDER CONTACT EMAIL: _____ EMAIL FOR INVOICES: _____

I AM:

THE EXHIBITOR

AN EAC/I&D: _____

OTHER: _____

****THIS FORM MUST BE INCLUDED IN YOUR ORDER SUBMISSION OR YOUR ORDER WILL NOT BE PROCESSED****

IAAPA 2014 OCCC EXHIBITOR SERVICES COORDINATOR: Cassandra Woods (407) 685-5793 Cassandra.Woods@occc.net	PLACE ORDER VIA PHONE, FAX, MAIL OR ONLINE: ORDER ONLINE: www.occc.net/exhibitor EMAIL US: exhibitor.services@occc.net SEND VIA FAX: (407) 685-9884 CALL US: (407) 685-9824 or (800) 345-9898	OCCC MAILING ADDRESS: Orange County Convention Center 9860 Universal Blvd. ATTN: Exhibitor Services Orlando, FL 32819-8199
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COMPANY CHECK
 Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.

THIRD PARTY REQUEST
 An OCCC Third Party Billing Agreement Request must be submitted in addition to this Method of Payment form for your order to be processed. If an exhibitor's third party has any outstanding balance at the end of a show, all charges will revert to the exhibitor.

CREDIT / DEBIT CARD
 OCCC will charge your credit/debit card in full for your advance order and any additional charges for onsite changes or additions. Please complete all of the information below if using a credit/debit card:

ELECTRONIC FUNDS TRANSFER
 OCCC accepts both wire transfers and ACH payments. Payment must be cleared, not sent, by the incentive deadline. It is the exhibitor's responsibility to verify with their Initiating Bank that all fees are included in their payment. Please contact Exhibitor Services for payment instructions.

CARD TYPE: VISA MASTERCARD AMERICAN EXPRESS

CARD NUMBER: _____

EXPIRATION DATE: _____ SECURITY CODE: _____

CARDHOLDER NAME: _____

BILLING ADDRESS: _____

I, the undersigned cardholder, acknowledge and agree to all OCCC Terms & Conditions and give the Orange County Convention Center authorization to charge my credit card for the following services: electrical, rigging, lighting, water & drain, compressed air, propane & natural gas, cable TV and firewatches.

SIGNATURE: _____ DATE: _____

I further authorize the following named person(s) to approve additional charges on the above card on show site as deemed necessary by said person(s):

NAME: _____ SIGNATURE: _____

NAME: _____ SIGNATURE: _____

NAME: _____ SIGNATURE: _____



NAME OF EVENT: IAAPA 2014

EXHIBITING COMPANY: _____ **BOOTH #:** _____

THIRD PARTY COMPANY: _____

PHONE: _____ **FAX:** _____

ADDRESS: _____ **CITY:** _____

STATE: _____ **ZIP CODE/PROVIDENCE:** _____ **COUNTRY:** _____

THIRD PARTY CONTACT NAME: _____

DIRECT PHONE: _____ **FAX:** _____

ORDER CONTACT EMAIL: _____

EMAIL FOR INVOICES: _____

PLEASE SELECT PAYMENT TYPE AND SERVICES TO BE INVOICED

Exhibitors may request for a third party (EACs, I&Ds, etc.) to be invoiced for services provided by OCCC. By submitting this form, the exhibitor understands and agrees said exhibitor is ultimately financially responsible for all OCCC-provided services. If an exhibitor's third party has any outstanding balances at the end of a show, all charges will revert to the exhibitor. This form must be submitted with an accompanying Method of Payment form and order form(s). The OCCC reserves the right to deny any Third Party Authorization request, in which case the exhibitor will be responsible for all charges.

THIRD PARTY WILL PAY FOR:	EXHIBITOR WILL PAY FOR:
<input type="checkbox"/> ALL SERVICES	<input type="checkbox"/> NO SERVICES
<input type="checkbox"/> ELECTRICITY	<input type="checkbox"/> ELECTRICITY
<input type="checkbox"/> RIGGING/LIGHTING	<input type="checkbox"/> RIGGING/LIGHTING
<input type="checkbox"/> WATER/DRAIN	<input type="checkbox"/> WATER/DRAIN
<input type="checkbox"/> GASES	<input type="checkbox"/> GASES
<input type="checkbox"/> OTHER	<input type="checkbox"/> OTHER

COMPANY CHECK
 Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.

ELECTRONIC FUNDS TRANSFER
 OCCC accepts both wire transfers and ACH payments. Payment must be cleared, not sent, by the incentive deadline. It is the third party's responsibility to verify with their Initiating Bank that all fees are included in their payment. Please contact Exhibitor Services for payment instructions.

CREDIT / DEBIT CARD
 OCCC will charge your credit/debit card in full for your advance order and any addition charges for onsite changes or additions. Please complete all of the information below if using a credit/debit card:

CARD TYPE: VISA MASTERCARD AMERICAN EXPRESS

CARD NUMBER: _____ **EXPIRATION DATE:** _____ **SECURITY CODE:** _____

CARDHOLDER NAME: _____

BILLING ADDRESS: _____

I, the undersigned cardholder, acknowledge and agree to all OCCC Terms & Conditions and give the Orange County Convention Center authorization to charge my credit card for the following services: electrical, rigging, lighting, water & drain, compressed air, propane & natural gas, cable TV and firewatches.

SIGNATURE: _____ **DATE:** _____

I further authorize the following named person(s) to approve additional charges on the above card on show site as deemed necessary by said person(s):

NAME: _____ **SIGNATURE:** _____

NAME: _____ **SIGNATURE:** _____

NAME: _____ **SIGNATURE:** _____