



BOOTH DESIGN & DISPLAY GUIDELINES

BOOTH HEIGHT LIMITS

The type of booth you have contracted for will determine the allowable height for your exhibit. **Please see [Booth Display Diagrams](#) for illustrations and additional details.**

Standard 10 Foot Deep Booth (linear or inline)

Definition: One or more 10'x10' (3.05m by 3.05m) units in a straight line

Height: **Front 5'** (1.52m) of booth cannot exceed **4'** (1.22m) in height (exhibit fixtures, components and identification signs)

Back 5' (1.52m) of booth cannot exceed **8'** (2.44m) in height (exhibit fixtures, components and identification signs)

Intent: Each exhibitor is entitled to a reasonable sight-line from the aisle. Exhibit spaces of 30 linear feet (9.14m) or more may use floor space 10' (3.05m) from adjacent booths for 8' (2.44m) high displays. Limiting the display fixture's height and location is to accommodate the sight-lines of neighboring exhibitors.

Exception: Booths 10'x40' (400 square feet) and larger are permitted up to 12' (3.66m) in the rear 5' (1.52m) of the booth as long as the back side of any structure over 8' (2.44m) is free from trademarks, graphics and/or logos.

Perimeter Wall Booth

Definition: One or more 10'x10' (3.05m by 3.05m) units in a straight line located on the perimeter walls.

Height: **Front 5'** (1.52m) of booth cannot exceed **4'** (1.22m) in height (exhibit fixtures, components and identification signs)

Back 5' (1.52m) of booth cannot exceed **12'** (3.66m) in height (exhibit fixtures, components and identification signs)

Intent: Because the outer perimeter booths do not back up against another exhibitor's booth, display back walls and materials will not interfere with or distract from any other exhibitor booth.

Peninsula Booth

Definition: Open on three sides and sharing a common wall with 2 other linear booths on the fourth side.

Height: Exhibit fixtures, components, and attached identification signs are permitted to a maximum height of **16'** (4.88m) except along the perimeter of the common wall. **Exhibit must create a set-back 5' (1.52m) from each aisle**, which does not exceed 4' (1.22m) high. This set back must also extend 5' (1.52m) from the common wall into the booth space. Double-sided signs, logos, and graphics must be set back 10' (3.05m) from adjacent booths.

Intent: Allows for an adequate sight line for adjoining linear booths.

Split Island Booth

Definition: Is a Peninsula Booth that shares a common back-wall with another Peninsula Booth.

Height: The entire cubic content may be used, up to a maximum height of **16'** (4.88m). Double-sided signs, logos, and graphics must be set back 10' (3.05m) from adjacent booths.

Island Booth

Definition: Four or more 10'x10' (3.05m by 3.05m) units, with a minimum side dimension of **20'** (6.10m), one or more display levels, and aisles on all four sides.

Height: Exhibit fixtures and components are permitted to a maximum height of **20'** (6.10m)

IAAPA reserves the right in its sole judgment to prohibit or close any demonstration or activity by any exhibitor that results in obstruction of booth line-of-sight and/or access to a nearby exhibitor's booth by either attendee/buyers or exhibitors.

HANGING BANNERS/SIGNS

Exhibitors in Linear/Perimeter Booths are not authorized to have hanging banners / signs / equipment.

Exhibitors in an Island, Peninsula or Split Island booth, 400 square feet and larger, are allowed to hang a banner/sign over their booth with the following rules:

- All signage must be contained within the contracted booth space.
- Hanging signage must be set back at least 5' (1.52m) from any aisle and 10' (3.05m) from adjacent booths.
- Rigging (installation) of signs will be completed by the Orange County Convention Center. See the aerial [Rigging order form](#).
- A drawing or blueprint of the proposed banner/sign must be sent with the aerial [Rigging form](#).
- Hanging banner/signs may extend to a maximum height of 25' (7.62m), from the floor to the top of the banner.

Signs that are supported from below (not hanging) must comply with all ordinary use-of-space requirements (the highest point of any supported sign should not exceed the maximum allowable height for the booth type: Peninsula and Split Island Booths 16' (4.88m) and Island Booths 20' (6.10m).

CANOPIES AND CEILINGS

Canopies for Linear or Perimeter Booths should comply with line of sight requirements. The bottom of the canopy should not be lower than 7' (2.13m) from the floor within 5' (1.52m) of any aisle. Canopy supports should be no wider than 3 inches (.08m).

EXHIBIT DESIGN VARIANCE REQUEST

To request a variance to any of the published exhibit rules, the [Variance Request form](#) must be submitted to IAAPA Show Management for approval, along with a complete rendering of the proposed exhibit. Variances are reviewed and approved for product that extends beyond the height limit **from the floor**, as long as neighboring site lines aren't blocked. Plush will need to remain within booth height limits and flags cannot be placed on tables which extend beyond height limits. IAAPA will arrange and pay for 8' (2.44m) high back drape along the side(s) that neighboring Variance approval has been provided to Peninsula booths, if the

exhibitor submits the [Variance Request form](#) by the deadline (September 5). If a Variance is requested and approved after that date for this type, it will be the exhibitor's expense and responsibility to arrange the 8' (2.44m) high back drape.

Variance requests and complete booth plans and renderings must be received at IAAPA no later than **Friday, September 5** to be considered. **A company MUST allow IAAPA at least ten working days for review and approval.**

Submission of a variance request does not guarantee that a variance will be approved. Requests will be reviewed on a case- by-case basis. Variances given for previous shows do not imply approval for IAAPA Attractions Expo 2014. It is the exhibitors' responsibility to verify whether a display meets all IAAPA rules and regulations. Decisions made by IAAPA Show Management are final.

EXHIBIT BOOTH DESIGN SUBMISSION

All exhibitors with a booth 20'x20' (6.10m by 6.10m) and larger and/or displaying Inflatables, *MUST* submit a drawing of the proposed booth layout to IAAPA Show Management. Drawings must include a top and side view of the exhibit, and indicate all dimensions. Any exhibitor exceeding standard booth designs, especially rules concerning the height of their booth or line of sight, must submit a drawing/diagram for proper assignment of space, regardless of contracted square footage.

Booth design drawings must be submitted to IAAPA Show Management by **Friday, September 19**. Any exhibitor attempting to build a booth greater than 20'x20' without IAAPA approval will not be permitted to set-up or **will be forced to close** their space until the design has been approved.

MULTI-LEVEL OR COVERED EXHIBITS

The design for multi-level exhibits, no matter the size, or covered exhibit booths, including theaters, must include: flame-retardant materials, a smoke detector, and a hand-held fire extinguisher.

ALL multi-level exhibits and covered booths with over 300 sq ft (total space) covered require Fire Watch. See the [Multi-Level and Covered Booth Conditions](#) for additional requirements and the application. The application must be completed and sent with support materials by **Friday, September 26**.

FIRE WATCH

Orange County Fire Rescue Services Department requires Fire Watch personnel for ALL multi-level exhibits and those having 300 total square feet or more of covered area. The following guidelines apply:

- Those exhibits requiring Fire Watch will be determined by the Orange County Convention Center Fire Marshal from the Orange County Fire Rescue Services Department.
- Exhibitors who require Fire Watch will be notified on-site (there is no way of determining all of those exhibitors who require this service in advance).
- Fire Watch personnel must be on duty in the area of your booth during all show hours.

- Fire Watch expenses will be paid by IAAPA if an exhibitor submits the [Multi-Level and Covered Booth](#) Application by **Friday, September 26**.
- IAAPA will bill exhibitors that do not submit the above application by September 26, for Fire Watch after the Trade Show, if it is required for their booth.

EXHIBITOR PRODUCING EMISSIONS OR WASTE

Exhibitors whose product produces fumes, gases or waste such as fog, confetti or bubbles, (but not limited to these examples,) must keep these emissions and products contained *within their booth*! This means that all emissions need to be vented, trapped or collected so as not to impact on any neighboring booths. Non-compliance will lead to your product being turned off and/or having your booth closed. IAAPA reserves the right in its sole judgment to prohibit or close any display or activity because of noise, odors, or other disturbing features, or which may be offensive to other exhibitors or attendees.

INFLATABLES & INFLATABLE TUBES

All exhibitors, including **inflatables and inflatable tubes** may only utilize 75% of contracted space leaving 25% of the footprint of their booth space free and clear and the majority of this open space should be open on the side of the closest or adjoining exhibitors. Due to the size and number of inflatable companies, exhibitors in this market should expect to be placed in similar positions or in close proximity to competition on the show floor. **All exhibitors displaying inflatable products MUST provide a diagram of their booth space, no later than Friday, September 19.**

BLOWERS USED FOR INFLATABLES & INFLATABLE TUBES

All blowers must be turned off nightly at the conclusion of the daily trade show hours, including move-in, show hours, and move-out. If it is left on, it will be shut off after Expo hours by IAAPA safety inspectors immediately, without notice. IAAPA will not be responsible for any damage that may occur.

- All blowers used at any time must be clearly labeled as UL or ETL approved or carry a comparable acceptable designation. All blowers must have a built in thermal overload protection. (IAAPA will have final decision rights on acceptance of comparable designations).
- All blowers are to be checked periodically throughout the day by the exhibitor.
- As per most manufacturer handbooks, blowers need to be plugged in to a GFCI outlet. GFCI outlets can be rented on the [Electrical order form](#).
- IAAPA's trade show safety inspectors will be inspecting blowers on a daily basis to make sure there is adequate ventilation area around the blowers. All blowers must be kept free and clear of displays, boxes and anything that could restrict or impede the flow of air to the blower. No flammable material is to be under or next to a blower.
- Any box or device used to dampen the sound of the blower must have been designed and manufactured for this purpose and have adequate space and ventilation for the blower and must be free of anything else inside the case. No extension cords can be stored in the box. IAAPA safety inspectors have the right to reject any of these boxes or devices.

If you wish to request a variance to operate your blower(s) all night, please contact Show Management by **Friday, September 5** at exhibitors@IAAPA.org.

CARPET / FLOOR COVERING

All indoor exhibits must have carpet or some form of floor covering over their booth space. Linear and Perimeter booths that are 10'x10', 10'x20', 10'x30', or 10'x40', can order 9' pieces of Classic Carpeting through Freeman, as long as the carpet is placed flush with the front aisle. Peninsula, split island, and island booths 20'x20' and larger must cover their entire booth space with no exposed flooring. This can be arranged with Custom Cut Carpeting. See the [Carpet order form](#).

aisle CARPET & CROSS-AISLE SIGNAGE

In order for an exhibiting firm to cover an aisle with their own choice of carpet, or to cross over the aisle with a sign, archway or any other structure, the exhibitor must occupy three adjacent islands that together total more than 3,000 net sq. ft. Additionally, only the aisles that are between the islands, and that border the side of each island and have the greatest dimension may be crossed. All such requests must be submitted and approved via the [Variance Request form](#), and in accordance with the indicated procedures and deadlines for requesting a variance, as outlined in this [Exhibitor Services Guide](#).

NOTE: No nails, bolts, tack, screws, or holes shall be drilled, cored, or punched into any surface of the Orange County Convention Center including walls, columns, or flooring (inside and out).

BALLOONS AND LIGHTER THAN AIR OBJECTS

Any exhibitor intending to utilize balloons or other lighter than air objects, is required to obtain approval from the Orange County Convention Center. Helium balloons may not be used as giveaways. A Retrieval Fee will be charged for any escaped lighter-than-air objects. Please see the [Balloons & Lighter-than-Air Objects Agreement](#).

FIREWORKS, PYROTECHNICS AND LASERS

All exhibitors displaying or demonstrating fireworks, pyrotechnics, lasers or other special effects, must submit a [permit](#) to the Orange County Fire Rescue. To maintain a safe environment for all attendees and exhibitors, the following provisions are in place:

- Lasers must be projected onto a non-reflective surface with lasers being mounted 8 – 12 feet off the ground and projected in such a way to avoid purposeful or accidental eye contact.
- All lasers must be installed in accordance with International Electrotechnical Committee (IEC) regulations
- Lasers may only be projected in contracted booth space or perimeter wall space nearest your booth (with IAAPA written consent).
- Laser projections may NOT include exhibiting company name/reference, logo or booth number. The IAAPA logo or Attractions Expo logo may be displayed.
- Exhibitors demonstrating lasers MUST contact the Orange County Fire Rescue - Office of the Fire Marshal at +1 (407) 836-0070 for specific instructions on laser demonstrations at the Orange County Convention Center.
- Exhibitors must complete the Orange County Convention Center [Permit Application for Indoor Display of Fireworks, Pyrotechnics and Special Effects](#).



VARIANCE REQUEST

Have you reviewed and do you understand all [booth specifications](#) and [diagrams](#) in the [Exhibitor Services Guide](#)? ☐ Yes ☐ No

Will you block your neighbor or will the line-of-sight for neighboring booths be altered? ☐ Yes ☐ No

PLEASE EXPLAIN WHY YOU NEED A VARIANCE (check one or more):

☐ Product _____

☐ Display Construction / Height: Expected Height _____

☐ Hanging Sign/Structure: Expected Size _____ ☐ 5' (1.52m) Setback Rule

☐ Other: _____

INCLUDE WITH REQUEST:

☐ Complete 'to scale' renderings, **including a side and top view**, and comprehensive explanation for review.

Exhibiting Company Name	Booth Number	
Phone Number	E-Mail Address	
Signature	Print Name	Title

- Important**
1. No requests will be granted for products/displays violating line-of-sight rules.
 2. Height violations, e.g. flags, banners, promotional flags, etc. will not be approved. They will only be considered if the item is your actual product.
 3. No variance will be reviewed without inclusion of support materials, as noted above.
 4. Allow a minimum of ten (10) business days for a response to this request.
 5. **Friday, September 5** is the deadline to submit a Variance Request.

Send Requests to: IAAPA, 1448 Duke Street, Alexandria, VA 22314, USA
 E-mail: exhibitors@IAAPA.org; Telephone +1 (703) 299-5745; Fax +1 (703) 738-7483

For Show Management Use:

Booth Size: _____ Booth Type: _____ Approved / Declined

Reason: _____

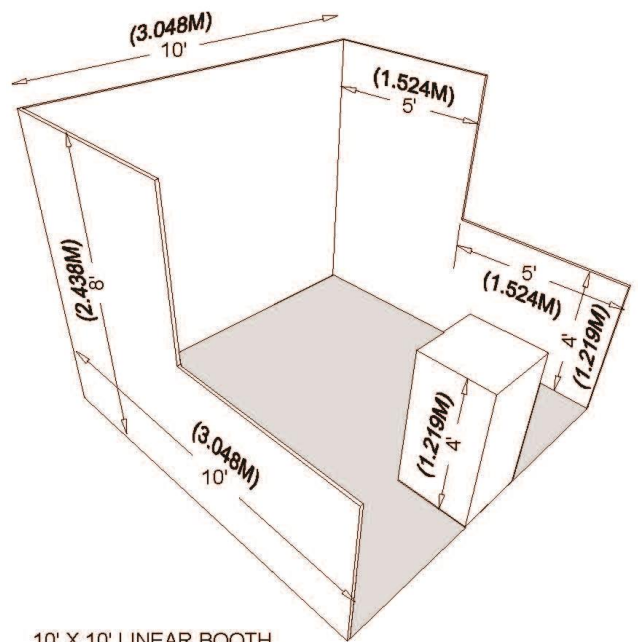
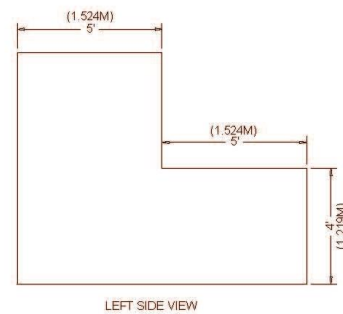
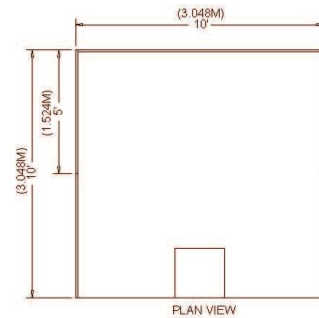
Show Management Signature: _____ Date: _____

BOOTH DISPLAY SPECIFICATIONS

Linear or In-Line Booth

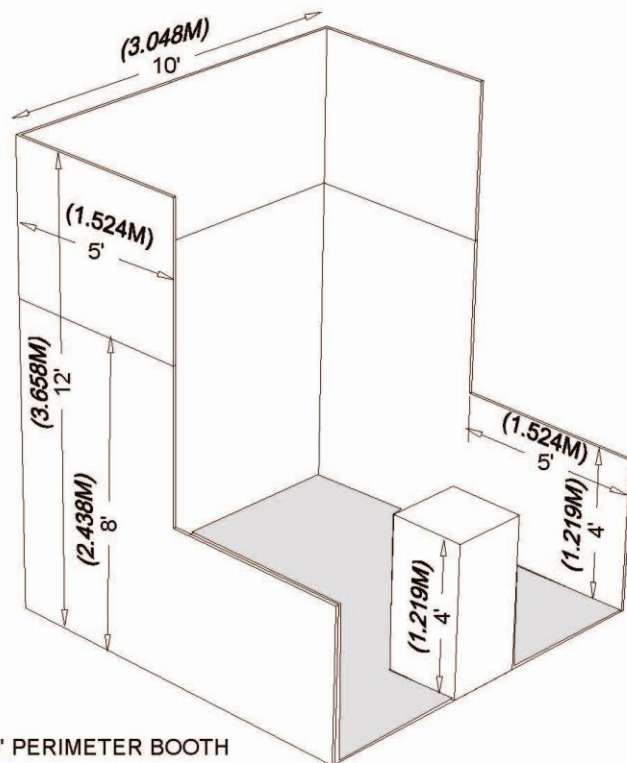
Linear Booths have one side exposed to an aisle and are generally arranged in a series along a straight line. Linear Booths are 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10'x10'. The maximum back wall height limitation is 8ft (2.44m), except in the case of 10'x40' (400 square feet) and larger, which are permitted up to 12ft (3.66m) in the rear half of the booth space as long as the back side of any structure over 8ft (2.44m) is free of signage, graphics, and/or logos.

Display materials should not obstruct or block sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height limit imposed on all materials in the remaining space forward to the aisle. (Note: When 3 or more Linear Booths are used in combination as a single exhibit space (10'x30'), the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.)



Perimeter Booth

Display materials should not obstruct or block sight lines of neighboring exhibitors. The maximum height of 12ft (3.66m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height limit imposed on all materials in the remaining space forward to the aisle. (Note: When 3 or more Linear Booths are used in combination as a single exhibit space (10'x30'), the 4ft (1.22) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.)

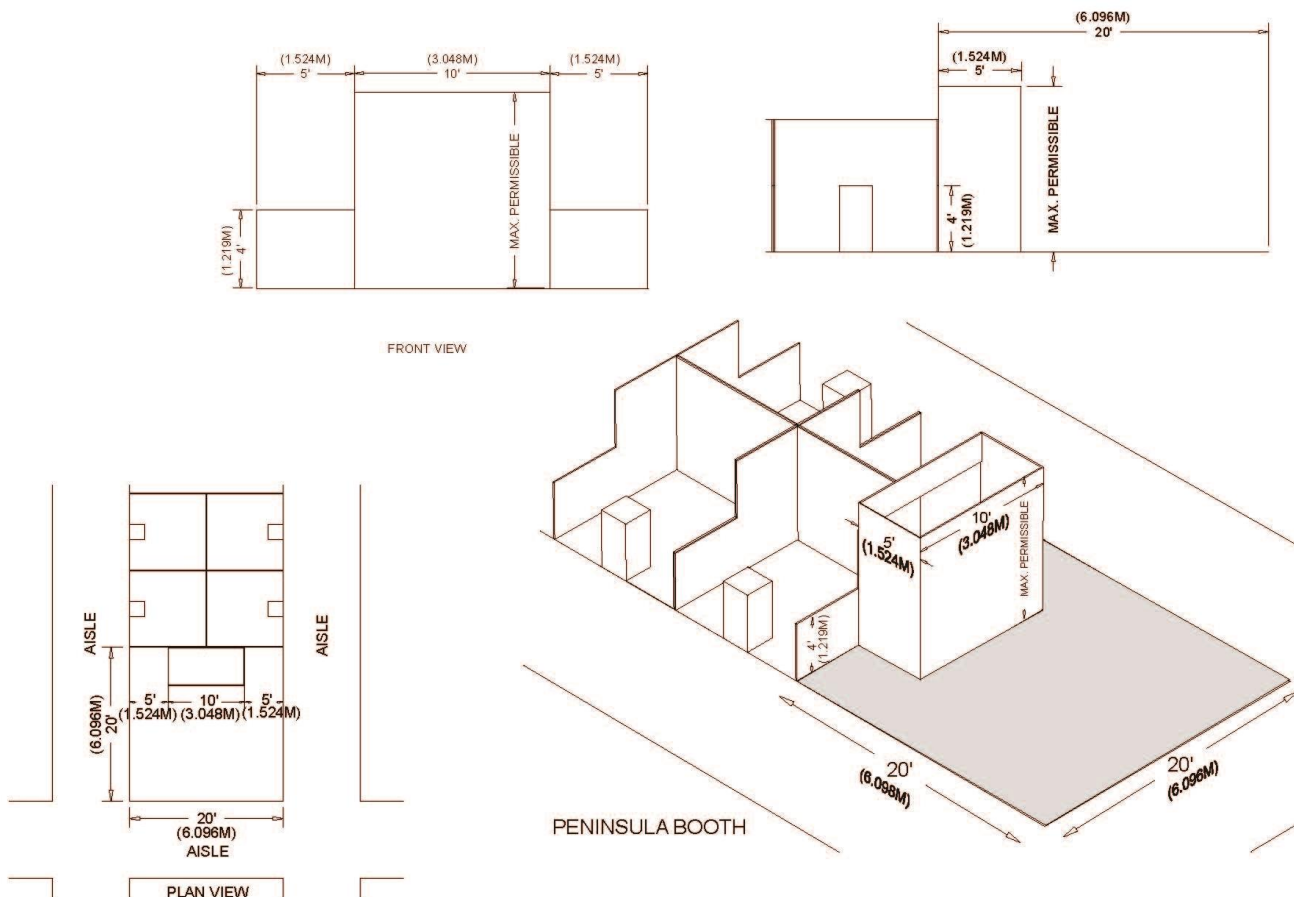


BOOTH DISPLAY SPECIFICATIONS

Peninsula Booth

A Peninsula Booth is exposed to aisles on 3 sides and composed of a minimum of 4 booths. A Peninsula Booth is 20'x20' (6.10m by 6.10m) or larger.

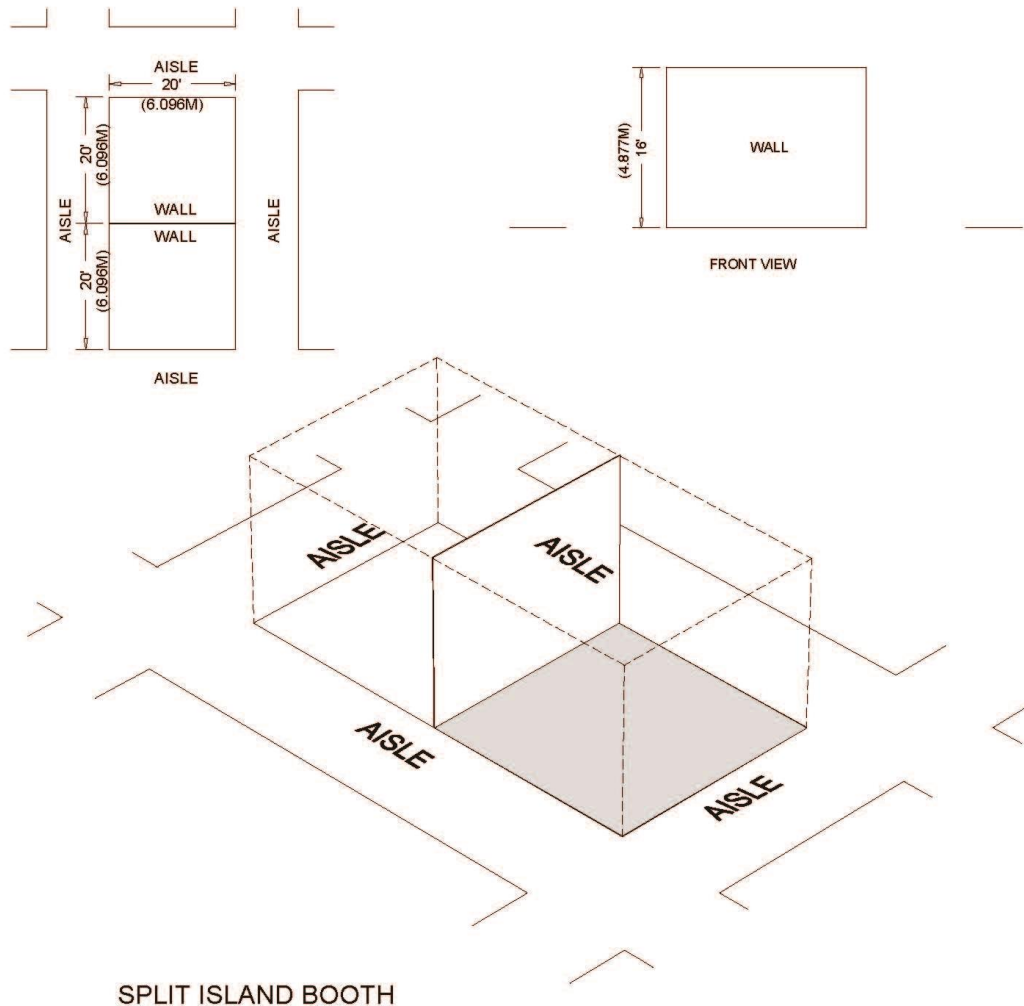
When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle and from the back wall, permitting adequate line of sight for the adjoining Linear Booths. Sixteen feet (4.88m) is the maximum height allowance, including attached signage for the center portion of the back wall and the remaining area of the booth. Double-sided signs, logos, and graphics shall be set back 10ft (3.05m) from adjacent booths.



BOOTH DISPLAY SPECIFICATIONS

Split Island Booth

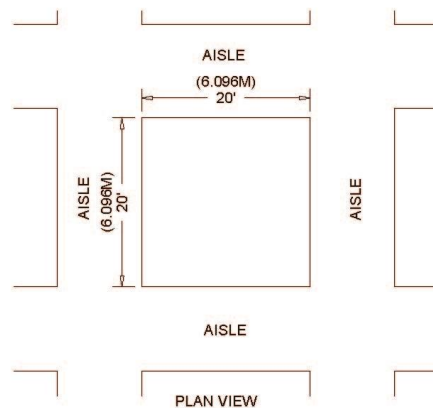
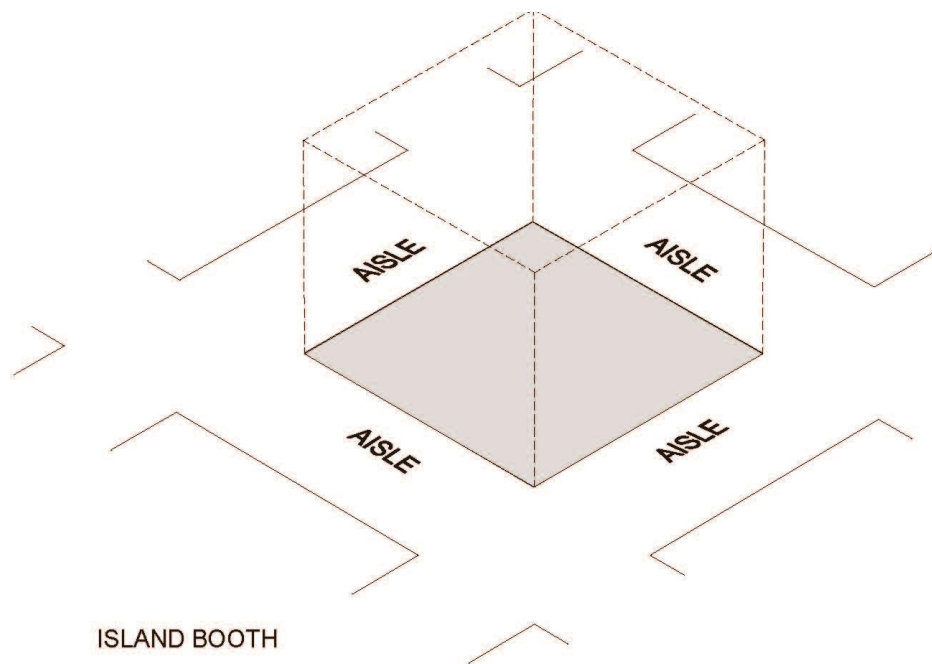
A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, which is 16ft (4.88m), including attached signage, without any back wall line of sight restrictions. A Split Island booth is 20'x20' (6.10m by 6.10m) or larger. Double-sided signs, logos, and graphics shall be set back 10ft (3.05m) from adjacent booths.



BOOTH DISPLAY SPECIFICATIONS

Island Booth

An Island Booth is any booth exposed to aisles on all four sides. An Island Booth is 20'x20' (6.10m by 6.10m) or larger. The entire cubic content of the space can be used up to the maximum allowable height of 20ft (6.10m) including attached signage.



BOOTH DISPLAY SPECIFICATIONS

Hanging Signs & Graphics

Hanging signs and graphics are allowed in Peninsula, Split Island, and Island Booths only. The maximum height is 25ft (7.62m) from the top of the sign to the floor. Hanging signs and graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Signs that are supported from below (not hanging) must comply with all ordinary use-of-space requirements (the highest point of any supported sign should not exceed the maximum allowable height for the booth type: Peninsula and Split Island Booths 16ft (4.88m) and Island Booths 20ft (6.10m).

Canopies and Ceilings

Canopies for Linear or Perimeter Booths should comply with line of sight requirements. The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than 3in (.08m).

IAAPA - Inline Booth with classic furnishings ordered



IAAPA - Inline Booth with upgraded furnishings ordered



IAAPA - Inline Standard Booth



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F R E E M A N

IAAPA - Inline Booth with Carpet



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F R E E M A N



PRODUCT DEMONSTRATION & AUDIENCE PARTICIPATION SAFETY FORM

The Audience Participation Safety Form is due Friday, September 26.

ALL EXHIBITORS

Please complete ONE of the following Audience Participation Safety Forms (page 3-9). If your display items are all static, provide your exhibit name, stand number and return the form to IAAPA at: exhibitors@IAAPA.org or fax: +1 (703) 738-7483. If your display includes dynamic features defined as Audience Participation, please see the following.

ALL EXHIBITORS WITH AUDIENCE PARTICIPATION

DEMONSTRATION OF AMUSEMENT RIDES AND OTHER INTERACTIVE EQUIPMENT

IAAPA Show Management must be notified and approve of any plans to operate rides/attractions or operationally demonstrate rides/attractions to buyers and attendees of the Trade Show. This applies to all participant interactive attractions, including but not limited to rides, climbing walls, or virtual reality attractions/rides, batting cages, involving Trade Show attendees, contracted participants, or employees.

The exhibitor is solely responsible for compliance with federal, state and local laws governing the attraction or ride. An independent *Safety Consultant* will conduct a pre-show/on-site Safety Inspection. This inspection will review, inspect and approve all product demonstrations. This inspection will continue throughout the Trade Show and this *Safety Consultant* is authorized to stop any demonstration, any time during the show, that is not inspected, has safety concerns, inconsistencies with industry standards and applicable safety ordinances, codes and regulations relating to the construction or presentation of the exhibits, or is not in compliance with IAAPA guidelines.

1. Include ASTM compliant fencing in their booth design and send a sketch of their booth design to IAAPA. All exhibitors displaying amusement rides and devices shall comply with all applicable ASTM F-24 Group of Standards.
2. Multi-perspective photographs or overhead and side view renderings (photos or drawings) with this form (APSF-CS).
3. Send a copy of a liability insurance form including a total combined aggregate policy of US\$3,000,000 and US\$2,000,000 per occurrence as outlined in the [Insurance](#) document.
4. Provide operational standard procedures or guidelines including emergency and/or evacuation plan.
5. Provide participant or rider requirements or limitations.
6. Supply copies, photos, rendering or descriptions of safety signs or audio spiels.
7. Provide operator and attendant training records or verification of completed training.



8. Provide a copy of the device or attraction opening inspection checklist.
9. Supply copies of prior government or private design, manufacturing or construction approvals. This would be from any private certification firm or engineering firm and also governmental approvals.
10. If the device or attraction is a prototype the required documentation extends to the major componentry. If the ride is a prototype a written history of the ride or its major componentry and the reasons why IAAPA should grant approval for its demonstration to the public must be included.
11. Supply any documents which would answer any questions by the Safety Consultant about safety concerns, inconsistencies with industry standards and applicable safety ordinances, codes and regulations relating to the construction of your exhibit and the demonstration of the device, attraction, game, product, service or promotion.
12. Attend one of the Dynamic Exhibitor Operation Review Sessions that take place on-site, Monday, Nov. 17 from 10:00 – 10:30 a.m. or 3:00 – 3:30 p.m. in room S210B.
13. During the Expo Days, complete your Daily Pre-Opening Inspection Form after your inspection and have this form available for the Safety Consultant to pick-up by show opening each day.

PLEASE SELECT THE FORM THAT REPRESENTS YOUR EXHIBIT BEST:

- [Climbing Structures](#)
- [Coin Ops](#)
- [Inflatables](#)
- [Rides](#)
- [Simulators](#)
- [Zip Lines](#)
- [Other](#)

SEND THE COMPLETED FORM, INSURANCE and DOCUMENTATION TO:

IAAPA Audience Participation Safety Form

C/O International Association of Amusement Parks & Attractions

1448 Duke Street

Alexandria, VA 22314, USA

E-MAIL: exhibitors@IAAPA.org; **FAX:** +1 (703) 738-7483

DEADLINE: SEPTEMBER 26



Audience Participation Safety Form CLIMBING STRUCTURES

DEADLINE: SEPTEMBER 26

Exhibitors demonstrating any device which allows for active participation/rides for attendees and guests are solely responsible for compliance with ALL federal, state and local laws governing the operation of them, and for acquiring all necessary approvals to demonstrate those devices during IAAPA Attractions Expo. Full liability insurance coverage must be obtained, as set forth in the [Exhibitor Services Guide](#) and [exhibit space contract](#). The Safety Consultant will inspect all such participant interactive devices or attractions and their operators and attendants. Additional documentation set forth on page 1-2 MUST be submitted with this form prior to the show. Questions concerning this information may be directed to the Safety Consultant, CLM Entertainment at +1 (888) 777-9499 or +1 (401) 383-2468.

Booth #: _____ **Exhibitor Name:** _____

Device will be for:

- ☐ **NO DEVICES IN BOOTH – Complete! Please return to IAAPA** (see page 1 for instructions)
- ☐ **DISPLAY ONLY (STATIC) – please complete the first two items for each device**
- ☐ **AUDIENCE PARTICIPATION (DYNAMIC) – please complete all the following for each device**

Manufacturer(s): _____

Device Name / Description: _____

Number of Required Operators: _____ **Number of Required Attendants:** _____

Square feet of structure: _____ **Height:** _____ **Number of Participants:** _____

Circle one for each item:

Does the device have a floor absorption system? ☐ **YES** ☐ **NO**

Make and age of Belays: _____

Is there an emergency evacuation plan? ☐ **YES** ☐ **NO**

Make and age of harness systems: _____

Signage Types

Signs: ☐ **YES** ☐ **NO** **Operator Spiel:** ☐ **YES** ☐ **NO** **Audio Spiel:** ☐ **YES** ☐ **NO** **Other?** _____

PRE-SHOW CONTACT NAME & TITLE: _____

Mobile Telephone: _____ **E-mail:** _____

Fax: _____ **Address:** _____

SHOW FLOOR CONTACT NAME & TITLE: _____

Mobile Telephone: _____ **E-mail:** _____



Audience Participation Safety Form COIN OPS

DEADLINE: SEPTEMBER 26

Exhibitors demonstrating any device which allows for active participation/rides for attendees and guests are solely responsible for compliance with ALL federal, state and local laws governing the operation of them, and for acquiring all necessary approvals to demonstrate those devices during IAAPA Attractions Expo. Full liability insurance coverage must be obtained, as set forth in the [Exhibitor Services Guide](#) and [exhibit space contract](#). The Safety Consultant will inspect all such participant interactive devices or attractions and their operators and attendants. Additional documentation set forth on page 1-2 MUST be submitted with this form prior to the show. Questions concerning this information may be directed to the Safety Consultant, CLM Entertainment at +1 (888) 777-9499 or +1 (401) 383-2468.

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- ☐ **AUDIENCE PARTICIPATION (DYNAMIC) – please complete all the following for each device**

Manufacturer(s): _____

Device Name / Description: _____

Number of Required Operators: _____ **Number of Required Attendants:** _____

Circle one for each item:

Does the manufacturer require safety belts or restraints? ☐ **YES** ☐ **NO**

Does the device require any stairs/steps for operation? ☐ **YES** ☐ **NO**

Is there an E-STOP? ☐ **YES** ☐ **NO**

Are there any sensors for overload (weight) or interference? ☐ **YES** ☐ **NO**

Signage Types

Signs: ☐ **YES** ☐ **NO** Operator Spiel: ☐ **YES** ☐ **NO** Audio Spiel: ☐ **YES** ☐ **NO** Other? _____

PRE-SHOW CONTACT NAME & TITLE: _____

Mobile Telephone: _____ E-mail: _____

Fax: _____ Address: _____

SHOW FLOOR CONTACT NAME & TITLE: _____

Mobile Telephone: _____ E-mail: _____



Audience Participation Safety Form INFLATABLES

DEADLINE: SEPTEMBER 26

Exhibitors demonstrating any device which allows for active participation/rides for attendees and guests are solely responsible for compliance with ALL federal, state and local laws governing the operation of them, and for acquiring all necessary approvals to demonstrate those devices during IAAPA Attractions Expo. Full liability insurance coverage must be obtained, as set forth in the [Exhibitor Services Guide](#) and [exhibit space contract](#). The Safety Consultant will inspect all such participant interactive devices or attractions and their operators and attendants. Additional documentation set forth on page 1-2 **MUST** be submitted with this form prior to the show. Questions concerning this information may be directed to the Safety Consultant, CLM Entertainment at +1 (888) 777-9499 or +1 (401) 383-2468.

Booth #: _____ **Exhibitor Name:** _____

Device will be for:

- ☐ **NO DEVICES IN BOOTH – Complete! Please return to IAAPA** (see page 1 for instructions)
- ☐ **DISPLAY ONLY (STATIC) – please complete the first two items for each device**
- ☐ **AUDIENCE PARTICIPATION (DYNAMIC) – please complete all the following for each device**

Manufacturer(s): _____

Device Name / Description: _____

Number of Required Operators: _____ **Number of Required Attendants:** _____

Circle one for each item:

Does the manufacturer require tie down points and ballast? ☐ **YES** ☐ **NO**

How many blowers? _____ Silencer Boxes? ☐ **YES** ☐ **NO**

Will you be using anchor points? ☐ **YES** ☐ **NO**

Signage Types

Signs: ☐ **YES** ☐ **NO** Operator Spiel: ☐ **YES** ☐ **NO** Audio Spiel: ☐ **YES** ☐ **NO** Other? _____

Please initial to acknowledge that all inflatable blowers MUST be de-energized at the end of each day: _____

PRE-SHOW CONTACT NAME & TITLE: _____

Mobile Telephone: _____ E-mail: _____

Fax: _____ Address: _____

SHOW FLOOR CONTACT NAME & TITLE: _____

Mobile Telephone: _____ E-mail: _____



Audience Participation Safety Form RIDES

DEADLINE: SEPTEMBER 26

Exhibitors demonstrating any device which allows for active participation/rides for attendees and guests are solely responsible for compliance with ALL federal, state and local laws governing the operation of them, and for acquiring all necessary approvals to demonstrate those devices during IAAPA Attractions Expo. Full liability insurance coverage must be obtained, as set forth in the [Exhibitor Services Guide](#) and [exhibit space contract](#). The Safety Consultant will inspect all such participant interactive devices or attractions and their operators and attendants. Additional documentation set forth on page 1-2 MUST be submitted with this form prior to the show. Questions concerning this information may be directed to the Safety Consultant, CLM Entertainment at +1 (888) 777-9499 or +1 (401) 383-2468.

Booth #: _____ **Exhibitor Name:** _____

Device will be for:

- ☐ **NO DEVICES IN BOOTH – Complete! Please return to IAAPA** (see page 1 for instructions)
- ☐ **DISPLAY ONLY (STATIC) – please complete the first two items for each device**
- ☐ **AUDIENCE PARTICIPATION (DYNAMIC) – please complete all the following for each device**

Manufacturer(s): _____

Device Name / Description: _____

Number of Required Operators: _____ **Number of Required Attendants:** _____

Describe all safety systems implemented for each device: _____

Signage Types

Signs: ☐ **YES** ☐ **NO** Operator Spiel: ☐ **YES** ☐ **NO** Audio Spiel: ☐ **YES** ☐ **NO** Other? _____

PRE-SHOW CONTACT NAME & TITLE: _____

Mobile Telephone: _____ **E-mail:** _____

Fax: _____ **Address:** _____

SHOW FLOOR CONTACT NAME & TITLE: _____

Mobile Telephone: _____ **E-mail:** _____



Audience Participation Safety Form SIMULATORS

DEADLINE: SEPTEMBER 26

Exhibitors demonstrating any device which allows for active participation/rides for attendees and guests are solely responsible for compliance with ALL federal, state and local laws governing the operation of them, and for acquiring all necessary approvals to demonstrate those devices during IAAPA Attractions Expo. Full liability insurance coverage must be obtained, as set forth in the [Exhibitor Services Guide](#) and [exhibit space contract](#). The Safety Consultant will inspect all such participant interactive devices or attractions and their operators and attendants. Additional documentation set forth on page 1-2 MUST be submitted with this form prior to the show. Questions concerning this information may be directed to the Safety Consultant, CLM Entertainment at +1 (888) 777-9499 or +1 (401) 383-2468.

Booth #: _____ **Exhibitor Name:** _____

Device will be for:

- ☐ **NO DEVICES IN BOOTH – Complete! Please return to IAAPA** (see page 1 for instructions)
- ☐ **DISPLAY ONLY (STATIC) – please complete the first two items for each device**
- ☐ **AUDIENCE PARTICIPATION (DYNAMIC) – please complete all the following for each device**

Manufacturer(s): _____

Device Name / Description: _____

Number of Required Operators: _____ **Number of Required Attendants:** _____

Circle one or complete for each item:

Does the manufacturer require a restraint system?

☐ **YES**

☐ **NO**

Is an E-STOP available to all riders?

☐ **YES**

☐ **NO**

How many passengers? _____ Is there an emergency evacuation plan? ☐ **YES** ☐ **NO**

Does the manufacturer hold any special certifications or engineering qualifications? _____

Signage Types

Signs: ☐ **YES** ☐ **NO** Operator Spiel: ☐ **YES** ☐ **NO** Audio Spiel: ☐ **YES** ☐ **NO** Other? _____

PRE-SHOW CONTACT NAME & TITLE: _____

Mobile Telephone: _____ E-mail: _____

Fax: _____ Address: _____

SHOW FLOOR CONTACT NAME & TITLE: _____

Mobile Telephone: _____ E-mail: _____



Audience Participation Safety Form ZIP LINES

DEADLINE: SEPTEMBER 26

Exhibitors demonstrating any device which allows for active participation/rides for attendees and guests are solely responsible for compliance with ALL federal, state and local laws governing the operation of them, and for acquiring all necessary approvals to demonstrate those devices during IAAPA Attractions Expo. Full liability insurance coverage must be obtained, as set forth in the [Exhibitor Services Guide](#) and [exhibit space contract](#). The Safety Consultant will inspect all such participant interactive devices or attractions and their operators and attendants. Additional documentation set forth on page 1-2 **MUST** be submitted with this form prior to the show. Questions concerning this information may be directed to the Safety Consultant, CLM Entertainment at +1 (888) 777-9499 or +1 (401) 383-2468.

Booth #: _____ **Exhibitor Name:** _____

Device will be for:

- ☐ **NO DEVICES IN BOOTH – Complete! Please return to IAAPA** (see page 1 for instructions)
- ☐ **DISPLAY ONLY (STATIC) – please complete the first two items for each device**
- ☐ **AUDIENCE PARTICIPATION (DYNAMIC) – please complete all the following for each device**

Manufacturer(s): _____

Device Name / Description: _____

Number of Required Operators: _____ **Number of Required Attendants:** _____

Circle one for each item:

Is this ZIP LINE ☐ **PORTABLE** or ☐ **PERMANENT (check one)**? Cable Diameter & Distance: _____

Does this device have ☐ **MECHANICAL** or ☐ **HAND BREAKING (check one)**? Height: _____

What type of counterweights are in the design? _____

Is there an emergency evacuation plan? ☐ **YES** ☐ **NO** Structural Engineers Report? ☐ **YES** ☐ **NO**

Signage Types

Signs: ☐ **YES** ☐ **NO** Operator Spiel: ☐ **YES** ☐ **NO** Audio Spiel: ☐ **YES** ☐ **NO** Other? _____

PRE-SHOW CONTACT NAME & TITLE: _____

Mobile Telephone: _____ **E-mail:** _____

Fax: _____ **Address:** _____

SHOW FLOOR CONTACT NAME & TITLE: _____

Mobile Telephone: _____ **E-mail:** _____



Audience Participation Safety Form OTHER

DEADLINE: SEPTEMBER 26

Exhibitors demonstrating any device which allows for active participation/rides for attendees and guests are solely responsible for compliance with ALL federal, state and local laws governing the operation of them, and for acquiring all necessary approvals to demonstrate those devices during IAAPA Attractions Expo. Full liability insurance coverage must be obtained, as set forth in the [Exhibitor Services Guide](#) and [exhibit space contract](#). The Safety Consultant will inspect all such participant interactive devices or attractions and their operators and attendants. Additional documentation set forth on page 1-2 MUST be submitted with this form prior to the show. Questions concerning this information may be directed to the Safety Consultant, CLM Entertainment at +1 (888) 777-9499 or +1 (401) 383-2468.

Booth #: _____ **Exhibitor Name:** _____

Device will be for:

- ☐ **NO DEVICES IN BOOTH – Complete! Please return to IAAPA** (see page 1 for instructions)
- ☐ **DISPLAY ONLY (STATIC) – please complete the first two items for each device**
- ☐ **AUDIENCE PARTICIPATION (DYNAMIC) – please complete all the following for each device**

Manufacturer(s): _____

Device Name / Description: _____

Number of Required Operators: _____ **Number of Required Attendants:** _____

Describe all safety systems implemented for each device: _____

Signage Types

Signs: ☐ **YES** ☐ **NO** Operator Spiel: ☐ **YES** ☐ **NO** Audio Spiel: ☐ **YES** ☐ **NO** Other? _____

PRE-SHOW CONTACT NAME & TITLE: _____

Mobile Telephone: _____ **E-mail:** _____

Fax: _____ **Address:** _____

SHOW FLOOR CONTACT NAME & TITLE: _____

Mobile Telephone: _____ **E-mail:** _____



FOOD SAMPLING / CATERING IN BOOTH

Centerplate is the exclusive catering contractor in the Orange County Convention Center. Food that is not a sample of your company's product must be purchased through Centerplate. Please see the [Catering menus and order form](#).

NOTE: Exhibitors are solely responsible for complying with the safety and health regulations pertaining to the distribution of all food products, and will be held responsible for the cleanliness of the surrounding area. Any charges, for cleaning areas occupied by or surrounding an exhibitor sampling food, will be added to their IAAPA bill.

Centerplate holds the exclusive Liquor License for the Orange County Convention Center. **ALL** alcoholic beverages **MUST** be purchased through Centerplate to abide by the State of Florida's alcohol and beverage laws.

FOOD AND BEVERAGE SAMPLING PROCEDURES

Food and beverage (non-alcoholic) sampling is permissible for closed, non-public conventions, and trade shows under the following conditions:

- Product may be sampled if the exhibiting company is the legal manufacturer and/or distributor of the product.
- Products must be sample size (beverages – 4 oz. container, 3 oz. product/food must be "bite-size").
- Exhibitors may distribute or have available in their booths manufactured candy, gum, mints, etc., as long as they are individually wrapped.
- Exhibitors offering a sample of their food or beverage product must comply with all local, state and national regulations for transport, storage, preparation, and distribution of the product.
- All food and beverage samples must be given away and not sold by the exhibitors.

Please refer to the [Fire Regulations](#) for additional cooking information. Any exhibitors cooking food in their booth must complete the [Cooking, Gas, Open Flame or Heat Producing Device Notice](#).

All exhibitors cooking, serving food, and/or using flammable materials must obtain higher insurance levels (US\$3 million general aggregate and US\$2 million per occurrence), as outlined on the [Insurance](#) guidelines.



NAME OF EVENT: **IAAPA 2014**

BOOTH #: _____

EXHIBITING COMPANY: _____

I AM: _____

ORDER CONTACT NAME: _____

☐ THE EXHIBITOR

PHONE: _____ FAX: _____

☐ AN EAC/I&D: _____

ORDER CONTACT EMAIL: _____

☐ OTHER: _____

Complete and sign this form if you intend to conduct ANY of the following activities within your exhibit space. Cooking, open flame and gas appliances require Fire Marshal approval in advance. Introduction of a hazard deemed unsafe or out of the ordinary (i.e. grease-laden vapors, flammable liquids or gases), by the Orange County Fire Rescue Department may require a firewatch. Please consult your exhibitor kit for all OCCC and Orange County Fire Rescue's terms and conditions.

Additional Information:

- A 2A40 B.C. fire extinguisher (5 lb. ABC) with a current tag from a licensed fire extinguisher contractor, must be in the exhibit booth for any gas appliances, cooking or open flame. The fire extinguisher must be located no more than thirty feet (30') from any cooking, open flame or heat producing appliance.
- If a fire extinguisher is necessary for your booth, you may rent one from OCCC Exhibitor Services for \$35.00
- Provide a four-foot (4') space or barrier to separate the attendees or general public from a cooking, open flame or heat producing appliance.
- LP Gas (i.e. propane, butane) and Natural Gas may be ordered via Exhibitor Services only after approval from the Orange County Fire Marshal. The amount of LP Gas permitted in the building is limited to a nominal 5 lb. container.
- Please indicate, which appliance(s), if any, need to be left operating overnight.

Please Check All That Apply To Your Booth/Exhibit:

- ☐ "Sterno" or other jellied fuels (must be used in a device designed to contain fuel from tipping over)
- ☐ Candle (only votive or hurricane-enclosed, self-extinguishing candles are permitted)
- ☐ Deep Fryer: ☐ Electric ☐ Gas Specify Well Dimensions: _____
- ☐ Range or Cook Top: ☐ Electric ☐ Gas Specify Range Cooking Area Dimensions: _____
- ☐ Grill or Griddle: ☐ Electric ☐ Gas Specify Grill or Griddle Cooking Area Dimensions: _____
- ☐ Chain Broiler: ☐ Electric ☐ Gas Specify Chain Broiler Cooking Area Dimensions: _____
- ☐ Fireplace: ☐ Electric ☐ Gas ☐ Wood Specify Vent Type: ☐ Vented ☐ Ventless
- ☐ Other Heat Producing or Gas Operated Device. Please describe and/or attached appliance literature, including UL listing information: _____

I, the undersigned, acknowledge and agree to all OCCC and Orange County Fire Rescue Terms & Conditions:

SIGNATURE: _____

DATE: _____



NAME OF EVENT: **IAAPA 2014** BOOTH #: _____
EXHIBITING COMPANY: _____ BOOTH SIZE: _____ X _____
AGREEMENT CONTACT NAME: _____
PHONE: _____ FAX: _____
EMAIL: _____

****TO COMPLETE THIS AGREEMENT YOU MUST INCLUDE AN OCCC METHOD OF PAYMENT FORM IN YOUR ORDER SUBMISSION****

The undersigned agrees to the following rules. By doing so, the undersigned is permitted to utilize lighter-than-air (helium, etc.) devices, balloons, inflatables or displays, per Show Management rules, inside the Orange County Convention Center:

1. Distribution or sale of lighter-than-air objects will not be permitted. The use of a lighter-than-air object in your booth requires Show Management approval.
2. Helium (or other compressed gas) tanks can not be stored on the exhibit floor. Secure storage outside the facility must be arranged through show management and the Center.
3. All lighter-than-air objects must be properly tethered.
4. All items must be removed from the Convention Center property at the close of the event.
5. Retrieval costs for any escaped lighter-than-air object will be charged at the rate of \$100.00 per item. An open credit card invoice will be held at the Exhibitor Services Desk to cover any retrieval costs.

A credit card will be charged in the event of escaped objects. Requests without a Method of Payment form will be rejected. OCCC reserves the right to decline any card-not-present credit card transaction at its discretion.

SIGNATURE: _____ DATE: _____



METHOD OF PAYMENT FORM

NAME OF EVENT: **IAAPA 2014**

BOOTH #: _____

**E
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EXHIBITING COMPANY: _____

BOOTH SIZE: _____ X _____

PHONE: _____ FAX: _____

BOOTH TYPE:

ADDRESS: _____

☐ INLINE ☐ ISLAND

CITY: _____ STATE: _____

☐ PENINSULA ☐ OTHER

ZIP CODE/PROVIDENCE: _____ COUNTRY: _____

I AM:

**B
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ORDER CONTACT NAME: _____

☐ THE EXHIBITOR

ADDRESS: _____

☐ AN EAC/I&D: _____

CITY: _____ STATE: _____

☐ OTHER: _____

ZIP CODE/PROVIDENCE: _____ COUNTRY: _____

PHONE: _____ FAX: _____

ORDER CONTACT EMAIL: _____ EMAIL FOR INVOICES: _____

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

IAAPA 2014

OCCC EXHIBITOR SERVICES COORDINATOR:
Kassandra Woods
(407) 685-5793
Kassandra.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

☐ **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: _____

NAME OF EAC / DESIGN FIRM: _____

CONTACT NAME: _____

PHONE: _____ FAX: _____

CONTACT EMAIL: _____

SQUARE FOOTAGE OF BOOTH/EXHIBIT: _____

SQUARE FOOTAGE OF COVER: _____

COMMENTS:

BOOTH #: _____

BOOTH SIZE: _____ X _____

BOOTH TYPE:

☐ MULTI-LEVEL ☐ COVERED

I AM:

☐ THE EXHIBITOR

☐ AN EAC/I&D: _____

☐ OTHER: _____

Please consult the OCCC Multi-Level & Covered Booth Guidelines in your exhibitor kit for complete information regarding multi-level and covered booths. All booths must be constructed as required by all applicable codes and standards.

Orange County Fire Rescue Department requires firewatch personnel for:

- All multi-level booths and exhibits regardless of square footage, unless a sprinkler system is installed
- All other covered booths and exhibits exceeding three hundred (300) square feet.

COVERED BOOTH, EXHIBITS, TENT & THEATRE DEFINED: 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 occupiable.

- Covered Booth/Exhibits 299 square feet or less: Firewatch not required
- Covered Booth/Exhibits 300 - 1000 square feet (maximum): Firewatch REQUIRED

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

- Multi-Level Booth/Exhibits 299 square feet or less: Firewatch and one (1) stair REQUIRED
- Multi-Level Booth/Exhibits 300 - 900 square feet (maximum): Firewatch and two (2) stairs REQUIRED

TO BE COMPLETED BY OCCC AND ORANGE COUNTY FIRE MARSHALL

EVENT MANAGER: _____

OCCC RECEIVED: _____ NUMBER OF COPIES: _____

DATE TO FIRE MARSHALL: _____ DATE RETURNED: _____

PLANS REVIEWER: _____

COMMENTS:

APPROVED:

☐ YES ☐ NO

FIREWATCH REQUIRED:

☐ YES ☐ NO

Covered Booth Definition – 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 occupiable.

Multi-Level Booth Definition – To construct a level or tier atop an exhibitor or portion of an exhibit, to be occupied by one (1) or more persons.

A. 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 certifications of flame retardant treatments be available at show site.
Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must sound an audible alarm and be installed per the manufacturer’s instructions.
- 2) Exhibitor must provide at least one (1) 2-A, 10-BC portable, dry chemical fire extinguisher. Fire extinguisher(s) must be mounted in a visible location and be accessible at all times.

B. Guidelines for Multi-level Exhibits (regardless the size) and Covered Exhibits With 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 OCCC Event Management department 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.
 - d. They must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
 - e. They must 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 blue prints (with front and side elevations), by a registered architect or engineer, to:

Orange County Convention Center

Attn: Event Management

Regular Mail: PO Box 691509, Orlando, FL 32869

Overnight: 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 certifications of flame retardant treatments be available at show site.
- 4) The upper deck of multi-level exhibits, if larger than three hundred (300) square feet, shall meet the following requirements:
 - a. Upper level may not have a “cover” of any kind (e.g., roof, ceiling, tenting, lattice, fabric and plastic).
 - b. 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).
 - c. 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 feet (3') 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.
 - d. Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed one thousand (1,000) square feet.

- e. If the upper deck, or covered area, is greater than one thousand (1,000) square feet, a clear fire break (unobstructed aisle), of not less than ten feet (10') must be provided on all four (4) sides of each one thousand (1,000) foot area. To avoid transfer of fire to another area, the firebreak (unobstructed aisle) shall not contain displays, furniture, or other materials.
- f. The ten foot (10') clear space may be spanned by an overhead bridge or canopy which must not exceed four feet (4') in width. The bridge or canopy must be constructed of non-combustible materials.
- g. Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must sound an audible alarm and be installed per manufacturer's instructions
- h. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 2-A, 10-BC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, near exit doors, and be accessible at all times.

C. Required Fire Watch Personnel

Orange County Fire Rescue Services Department requires firewatch personnel for:

- ALL multi-level exhibits (regardless of the square footage) and
- All other covered exhibits exceeding three hundred (300) square feet.

The following guidelines apply:

The exhibitor is required to order firewatch personnel through the OCCC Event Management department no less than two (2) weeks before the show moves in. Firewatch is required:

- a. For ALL multi-level exhibits (regardless of the square footage) and all other covered exhibits exceeding three hundred (300) square feet.
- b. On all show days
- c. Beginning one half (1/2) hour prior to show opening and ending one half (1/2) hour following show closing. Fire watch personnel are charged at the prevailing rate.
- d. To place order, contact: the OCCC Event Management department. Phone: (407) 685-9882 Fax: (407) 685-9866

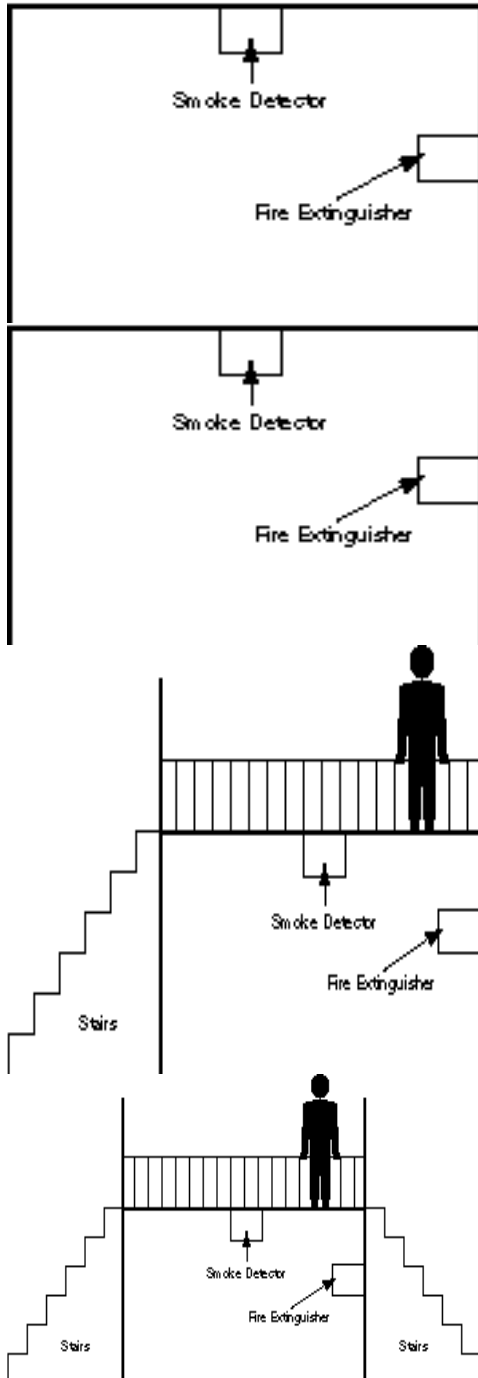
D. Alternative to Fire Watch Personnel (Automatic Extinguishing System)

This alternative to fire watch personnel applies to the first level of exhibits with an occupiable second level, regardless 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 1991 Edition.
- 2) These systems may be connected to the Convention Center's existing standpipe system and in some cases, the domestic water supply. Connections to water systems must be made by the Orange County Convention Center.
- 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.
- 5) Exhibitor must install at least one (1) single station, battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must have an audible alarm and be installed per the manufacturer's instructions.
- 6) Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit/structure. At least one (1) 2-A, 10-BC portable type fire extinguisher must be provided for each three hundred (300) square feet. 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, contact:
 Event Management
 Orange County Convention Center
 Phone: (407) 685-9882
 Fax: (407) 685-9866

If you have questions regarding Fire Code, contact:
 Orange County Fire Rescue Services Department
 Phone: (407) 685-9811
 Fax : (407) 685-9866



Covered Exhibits

299 sq. ft. or less

- Firewatch 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. to 1,000 sq. ft. - maximum allowed

- Firewatch or Extinguishing System Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

Multi-Level Exhibits

299 sq. ft. or less

- Firewatch or Extinguishing System Required
- Minimum 1 Stair Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

Multi-Level Exhibits

300 sq. ft. to 900 sq. ft. - maximum allowed

- Firewatch or Extinguishing System Required
- Minimum 2 Stairs Required
- All Booths to be Constructed as Required by Applicable Codes and Standards



ORANGE COUNTY FIRE RESCUE DEPARTMENT
OFFICE OF THE FIRE MARSHAL - 109 East Church Street, Lower Level - Orlando, Florida 32801-3319
Office: (407) 836-0004 Fax: (407) 836-8310

Date: _____

Fire Dept. Permit #: _____
(Fire Dept. Office Use Only)

Permit Application for Indoor/Outdoor Display

(Permit Fee of \$70.00 is not refundable)

(Applicant Shall Provide Three (3) Sets Of Plans [Include Site and/or Floor Plans] And Product Submittal Data Sheets With This Application)

Type of Display (check one)		
Fireworks <input type="checkbox"/>	Pyrotechnics <input type="checkbox"/>	Special Effects <input type="checkbox"/>

Show Name:	
Show Address:	
Ceiling Height:	Total square feet of clear area around discharge site:

Business Name:	
Business Address:	
Telephone #:	Fax #:

Operator's Name:	
Permanent Address:	
Telephone #:	Fax #:
Driver's License #:	
Age:	Date of Birth:
Federal License #:	
Bond/Certificate of Insurance in the amount of:	

Starting Date:	Ending Date:
(PER AUTHORITY HAVING JURISDICTION)	

Amount of explosives to be discharged per show:
Explosives to be used (Diameter of Mortars if Used):
(Note: if the display is within a building only the amount of explosives to be used in one show shall be allowed inside the building at any given time. Additional amounts shall be stored in accordance with criteria set forth by The State Fire Marshal's Rules And Regulations.)

Conditions of Permit
<ol style="list-style-type: none">1. The applicant shall have a site inspection and approval by the Orange County Fire Rescue Department prior to conducting a event.2. The applicant shall comply with all applicable requirements of the Florida Statutes, the State Fire Marshal's Rules and Regulations, the Florida Fire Prevention Code, and all other applicable codes and standards.3. The authority having jurisdiction shall require standby fire personnel when potentially hazardous conditions exist, due to the type of performance, display, exhibit, or activity, or the number of persons present (FFPC 3-10.3). The number of personnel and fire department apparatus shall be determined by the Fire Marshal after review of the specifics of the event.



ORANGE COUNTY FIRE RESCUE DEPARTMENT

OFFICE OF THE FIRE MARSHAL - 109 East Church Street, Lower Level - Orlando, Florida 32801-3319

Office: (407) 836-0004 Fax: (407) 836-8310

I hereby certify that I have read this application and that all information contained herein is true and correct to the best of my knowledge. I agree to comply with all state statutes, county ordinances, federal, state, and local regulations. I certify that I am authorized by the organization named herein to act as its agent for the herein-described activity. I and the organization on whose behalf I make this application, hereby represent, stipulate, contract, and agree that we jointly and severally indemnify and hold the County harmless against all liability, including court costs and attorney fees, for any and all claims for damage to property, or injury to or death of persons arising out of or resulting from issuance of the permit or the conduct or the activity of which it was issued for and the actions or failure to act on the part of the applicant's representatives, employees, agents, servants, assignees, invites, or any persons connected to the applicant.

Notice:

The name of the person signing, along with their title, is to be typed immediately below the signature line. Proof that the person is signing is in fact an authorized representative of the applicant is to be offered prior to notarizing the signature.

Signature:

Name (Printed or Typed):

Title (Printed or Typed):

Notary Public

State of Florida County of:

Sworn to and Subscribed Before Me This:

(Day)

(Month)

(Year)

Notary Public:

My Commission Expires:

Office of the Fire Marshal Use Only

Clearances: (May BE Obtained by Phone)

Fire Department: ☐ Approved ☐ Disapproved

Services Required By The Office of The Fire Marshal

# Of Personnel	Equipment	Hours	Rate	Cost
Totals:				

Fire Official's Representative:

Date:

Reviewer's Comments:

Pyrotechnics Plan Submittal Checklist Orange County Fire Rescue Department



Office of the Fire Marshal – 109 E. Church Street, Lower Level – Orlando, FL 32801-3319
Phone 407-836-0004 Fax 407-836-8310

- A completed Original Notarized Pyrotechnics Application is to be submitted to Orange County Fire Rescue Department, Office of the Fire Marshal, Plan Review Division.
- Submit a check in the amount of \$70.00 payable to “Orange County Board of County Commissioners”.
- Submit at least two application packets at least 21 days prior to the production with the following information:
 - The name of the person, group or organization sponsoring the production.
 - The date and the time of the production.
 - The **exact** location of the production.
 - The name of the pyrotechnics operator (person in charge of firing).
 - The number, names and ages of all assistants who will be present.
 - The qualifications of the pyrotechnics operator.
 - The pyrotechnic experience of the operator.
 - Evidence of the permittee’s insurance carrier.
 - The number and types of pyrotechnic devices. Indicate the operators experience with the devices and effects. Define the responsibilities of assistants.
 - A diagram of the grounds or floor plans of the facilities where the production is to be held.
 - The exact point where each device will be fired.
 - The fall-out radius for each device.
 - An elevation indicating the stage height, truss height in relation to each pyrotechnic device to be used during the performance.
 - Information that details the stage and the location of set pieces and all scenery.
 - The lines behind which the audience will be restrained.
 - The point of on-site assembly of pyrotechnic devices.
 - The manner and place of storage of the pyrotechnic materials and devices.
 - A material safety data sheet (MSDS) for the pyrotechnic material(s) to be used.
 - Certifications that the set, scenery and rigging materials are inherently flame-retardant or have been treated to achieve flame retardancy.
- A permit cannot be issued until **ALL** of the above information has been submitted for review.
- A copy of the approved plan and permit must be available at the site for review by the authority having jurisdiction.
- Any addition of pyrotechnics to a performance or any change in the presentation of pyrotechnics shall require approval of the authority having jurisdiction.
- A walk-through and a representative demonstration of the pyrotechnics may be required by OCFRD before a permit is approved.
- A pre-shoot for OCFRD ranging from a representative demonstration to the full scale show may be a condition of permit approval.
- A firewatch(s) will be required. A fire apparatus standby may be required.

ORANGE COUNTY FIRE RESCUE DEPARTMENT (OCFRD) TENT STANDARD 6000

This Standard operates under the authority of Orange County, Florida Ordinance and State Statutes.

1.1 Scope

This standard covers all tents and membrane structures having an area in excess of 200 square feet or canopies having an area in excess of 400 square feet. Temporary membrane structures, tents, or canopy structures used exclusively for camping and structures located on the private property of one or two family detached dwellings are exempt from the requirements of this standard.

1.1.1 When the term tent is used, it also applies to membrane structures.

1.2 Appeal

If a party is not satisfied with a decision of the Fire Marshal, an appeal may be made to the Orange County Fire and Life Safety Board of Appeals, as provided by State Law.

2. Plans and Specifications

2.1 A scaled or dimensioned floor plan identifying furnishings, exhibits, pipe and drape, exiting, exit widths, aisles, seating, tables, fire alarm or public address systems, emergency and exit lighting, HVAC units, emergency power sources, and panic hardware shall be provided to the Orange County Fire Marshal's Office at the time of permit submittal.

2.2 All applications for tent permits shall include a scaled or dimensioned site plan indicating the location of the tent(s), distances from other buildings, and vehicular access.

2.3 Stages and platforms must not exceed their allowable load limits. The minimum load limit design of stages or platforms shall be a minimum of 100 pounds per square foot (PSF).

2.4 Seating for assembly use accommodating more than 200 persons shall be fastened together in groups of not less than three (3) and not exceeding seven (7).

2.5 Documentation shall be provided that all tent fabric meets the requirements of NFPA 701, *Standard Methods of Fire Tests for Flame-Resistant Textiles and Films*.

2.6 Covered booths and/or multi-level booths are not permitted without prior review and approval by the Fire Marshal.

2.7 A scaled layout shall be provided for all tents used for the sale of pyrotechnics.

2.8 Main Aisles in assembly occupancies in large tents, as defined in this section, aisle widths shall at no time be less than outlined in Table 2.9.1 under **Alternate requirements:**

Large Tents

- A single tents or combination of tents with only one multi-purpose room of 12,000 square feet or more;
- Multi-purpose tents used as a mixed occupancy or assembly with occupant loads exceeding 300;
- Tents more than 4,500 square feet used for exhibit or display;
- All other tents that do not meet the definition of Small Tents;

2.9 Main aisles in assembly occupancies in small tents, as defined in this section, aisle widths shall at no time be less than aisle dimensions outlined in Table 2.9.1 under **NFPA 101 requirements.**

Small Tents

- A single tent or combination of tents with only one multi-purpose room of less than 12,000 square feet that is not being used for exhibition/display or part of a mixed occupancy;
- Multi-purpose tents used as a mixed occupancy or assembly with occupant loads less than 300;
- Tents less than 4,500 square feet used for exhibit or display.

2.9.1

Aisles	NFPA 101	*Alternate
Classroom	63" (44+19)	85" (66+19)
Banquet	82" (44+19+19)	104" (66+19+19)
General Session	44"	66"
Exhibits	44"	66"

Banquet Seating Aisles - Provide aisles such that the maximum travel distance from any point to the closest aisle or egress door does not exceed 36 feet.

2.10 Rows of seating served by aisles or doorways at both ends shall not exceed 100 seats per row. The 12" minimum clear width of aisle access way between such rows shall be increased by 0.3 inches for every seat over a total of 14 as outlined in Table 2.10.3, but shall not be required to exceed 22 inches.

2.10.1 Rows of seating served by an aisle or doorway at one end only shall have a path of travel not exceeding 30 ft. in length from any seat to an aisle. The clear width of aisle access way between such rows shall be in accordance with Table 2.10.3.

2.10.2 Aisle access ways serving seating for Classroom, Banquet or General Session floor plans shall comply with Table 2.10.3.

2.10.3

Aisle Access ways	NFPA 101
Classroom	36" (average)
Banquet	56" (average)
General session 14 seats per row	12"
General session >14 seats per row	12" + 0.3" each chair (max 22")
General Session Dead-end 7 per row	12"
General Session Dead-end > 7 per row	12" + 0.6" each chair

(Note: dead-end rows may not exceed 30 feet)

2.11 If approval of the set-up of the tent/membrane structure is not received by the Orange County Fire Marshal's Office, the structure cannot be occupied.

2.11.1 The tent company who permits the tent/membrane structure must contact the Orange County Fire Marshal's Office for a fire safety inspection of the structure at least one business day prior to the show or event beginning.

2.11.2 Tent/membrane structure permit applications must be submitted to the Orange County Building Division, Zoning Department, and Fire Marshal's Office in a timely manner, with all the pertinent information outlined in this Standard, for the county departments to successfully provide approval prior to the date of the tent set-up. It is strongly recommended that for larger tent/membrane structures that a pre-construction meeting be requested through the Orange County Fire Rescue Departments' Office of the Fire Marshal.

3. Location and Spacing

3.1 All tents and membrane structures must have a minimum of 20 ft. clearance from exterior obstructions to provide an area to be used as a means of emergency egress by the occupants and access by emergency personnel. Tents may be attached together as long as the perimeter around the structures complies with this section.

3.2 Tops of tent stakes shall be blunt. If the stakes are not blunt, they shall be covered so as to prevent injury.

3.2.1 All stake lines adjacent to exits shall be visible.

4. Exits

4.1 There shall be a minimum of two (2) separate exits from any point in the structure where the occupant load is less than 500 persons. Where occupant loads are between 500 and 999 persons there shall be a minimum of three (3) separate exit doors from any point in the structure. Where occupant loads are 1,000 persons or greater there shall be a minimum of four (4) separate exit doors from any point in the structure.

4.2 The number of required exits and their exit widths for assembly occupancies in large tents, as defined in section 2.8 of this standard, **will be based on the alternate method of protection and must be increased based on 1.5 times the calculated occupant load.** Egress widths and number of exits is based on calculated occupant load for the size of the tent or the documented maximum occupant load identified by the property management.

4.3 The number of required exits and their exit widths for assembly occupancies in small tents, as defined in section 2.9 of this standard, **will not be based on the alternate method of protection and will be as specified in NFPA 101 on the calculated occupant load.**

4.4 There shall not be changes of elevations in excess of one-half (1/2) inch at exits. Any changes of elevations at exits must be in compliance with NFPA 101 and provided with the appropriate stairs or ramps.

4.5 Panic hardware or an approved equivalent must be provided on all exit doors that are lockable.

4.6 Exit doors are required to be placed at a distance from one another not less than one-half (1/2) the length of the maximum overall diagonal dimension of the structure or area served, measured in a straight line between the nearest edge of the exit doors.

4.6.1 Exits shall remain accessible and unobstructed while the tent is occupied.

4.6.2 If exits are covered while the tent is occupied; tent flaps or canvas curtains shall be arranged so that when opened they can readily be moved to the sides so that they create an unobstructed opening in the tent wall of the minimum width and height required for door openings.

4.6.3 Exits shall be designed and arranged to be clearly recognizable and distinctly marked as a means of egress.

4.7 If fencing, barricade, or similar material is installed around the perimeter of a tent, that portion that would cover the exits when the tent is not occupied shall be a separate piece and removed when the tent is occupied as defined in NFPA 101, 7.2.1.1.3.

4.8 For assembly occupancies in large tents as defined in section 2.8 of this standard, exits shall be so arranged that no point within the tent is more than 100' from an exit.

Exception: No point within a tent used for the sale of pyrotechnics shall be more than 50' from an exit.

4.8.1 For assembly occupancies in small tents as defined in section 2.9 of this standard; exits shall be so arranged that no point within the tent is more than 150' from an exit. Exception: No point within a tent used for the sale of pyrotechnics shall be more than 50' from an exit.

4.9 Exits shall be clearly marked with externally illuminated exit signs. Private party tents not exceeding 1,200 square feet shall not be required to have illumination in accordance with this section.

4.9.1 Directional exit signs if required shall be provided in accordance with NFPA 101, 7.10.

4.9.2 Exits, exit access, and exit discharge shall be illuminated at all times. Emergency lighting shall be provided as required by NFPA 101. Private party tents not exceeding 1,200 square feet shall not be required to have illumination in accordance with this section.

5. Occupant Load

5.1.1 The occupant load shall be posted in all tents used for assembly purposes, regardless of occupant load.

5.1.2 Occupant loads shall be calculated by the square footage of the structure multiplied by 7 sq. ft per person for concentrated use (general session, classroom, reception) or 15 sq. ft. per person for less concentrated use (exhibits or banquet). Maximum occupant loads may be proposed to the Fire Marshal based on written documentation.

6. Cooking and Heating Equipment

6.1 Cooking is not permitted without prior review and approval by the Orange County Fire Marshal. Temporary and limited heating of food products by sterno is acceptable when contained in a noncombustible container and constantly attended and supervised.

6.2 HVAC equipment if installed, shall comply with the Florida Mechanical Code and the appropriate NFPA Standard.

7. Fire Hazards

7.1 No storage or handling of flammable or combustible liquids or gases shall be permitted at any location where it could jeopardize egress from the tent.

7.2 Refueling of equipment shall not be permitted inside a tent.

7.3 The ground enclosed by any tent and a minimum of 10'-0" outside of such tent shall be cleared of all flammable or combustible material or vegetation and the premises shall be kept free of such during the use of the tent. Live landscaping is exempt from the requirements of this section.

7.4 Decorative or acoustical materials as outlined in NFPA 1, 13.7.4.3.6 such as hay, paper, straw, wood chips, shavings, foams, and plastics are strictly prohibited unless flame retardant and approved by the Orange County Fire Marshal's Office.

7.5 Open flames are not permitted without prior review and approval by the Orange County Fire Marshal.

7.6 Pyrotechnics are not permitted without prior review and approval by the Orange County Fire Marshal.

7.7 Vehicle parking or display in the structures is not permitted without prior review and approval by the Orange County Fire Marshal.

7.8 Smoking is prohibited unless previously approved by the Orange County Fire Marshal's Office.

7.8.1 "No Smoking" signs shall be posted throughout the tent and outside of each entrance/exit.

8. Fire Extinguishers

8.1.1 A minimum 2A10BC dry chemical fire extinguisher shall be provided within 75'-0" of any point in the structure. Exception: Where a functioning garden hose that can reach all portions of the private tent, that does not exceed 1,200 square feet, is provided

9. Fire Alarm and Emergency Communications

9.1 Tents used for assembly use with an occupant load of 300 or more people shall provide a fire alarm system, public address system with constantly attended location, or an alternate method of protection approved by the Orange County Fire Marshal's Office. An acceptable method of emergency forces notification shall be provided satisfactory to the Fire Marshal. Tents without sides that are open, accessible, and unobstructed on all sides at all times shall be exempt from the requirements of section 9.1 unless specifically mandated by the Fire Marshal.

10. Electrical Installations

10.1 Electrical installations shall comply with NFPA 70, *National Electrical Code*.

11. Crowd Managers and Orange County Fire Department Fire Watch

11.1.1 Trained Crowd Managers, with a means of emergency forces notification, shall be provided for all events at a ratio of 1 to 250 people. When occupant loads exceed 250 individuals, additional trained crowd managers or crowd manager supervisors shall be provided at a ratio of 1 for every 250 occupants..

11.1.2 The Fire Marshal shall have the authority to require Orange County Fire Department Standby Fire Personnel, emergency response equipment, or an approved fire watch when potentially hazardous conditions or a reduction in a life safety feature exist due to the type of performance, display, exhibit, occupancy, contest or activity, an impairment to a fire protection feature, or the number of persons present.

11.1.3 One (1) Orange County Fire Department Fire Watch Personnel with a means of emergency forces notification shall be provided when actual occupant loads exceed 1,000 individuals in addition to the crowd manager requirements of 11.1.1.

12. Special Requirements

12.1 An Orange County Fire Rescue Department's Special Event Permit is required for all events inside of tents that are being used for exhibition or display purposes. The tent company shall provide general floor plans and the OCFRD tent checklists. The hotels or event coordinator shall submit specific floor plans.

12.2 An Orange County Fire Rescue Department's Special Event Permit is not required for events inside of tents such as banquet, reception, classroom or general session settings. The tent company shall provide general floor plans and the Orange County Fire Rescue Department's tent checklist.



EXTERIOR TENT PROCEDURES

If you will be exhibiting a tent in the outside exhibit area, you must apply for a tent permit. Please follow these steps:

1. Send the following information to the building event manager, Michael Nemeroff by **October 1, 2014**. He will create the tent letter needed for the application process and send back to you:
Michael.Nemeroff@occc.net
 - a. Number of tent(s) on display
 - b. Size of tent(s)
 - c. Type of tent(s)
 - d. Booth number location of tent(s)
2. Once you receive the letter, complete the attached application and Credit Card Authorization form. The price is approximately US\$48 for the first tent and US\$22 for any additional (price subject to change).
3. Gather the following items to submit with the letter, application, and credit card authorization:
 - a. Two (2) sets of the site plan.
 - b. Two (2) sets of flame spread certification.
 - c. Two (2) sets of notarized letters from the property owner giving permission to put the tent on property.
 - d. Two (2) Port-O-Let contracts or notarized letter from the property owner allowing the use of restrooms; these must be handicap accessible.
 - e. [Page two \(2\) of the building application](#) if value is over \$2,500.
 - f. The [Notice of Commencement](#) (NOC) form, if value of job is over the amount of \$2,500.
4. Send application and all documentation directly to Carol Hossfield, Chief Planner for the Orange County Zoning Division via Fax or E-mail no later than **October 10, 2014**.
 - a. Contact information:
E-mail: carol.hossfield@ocfl.net
Fax: 407-836-5507 (fax)



DIVISION OF BUILDING SAFETY

201 S. Rosalind Avenue, 1st Floor

Reply to: Post Office Box 2687

Orlando, Florida 32802-2687

Permits	Fax - 407-836-5492	Phone – 407-836-5564
Records	Fax - 407-836-5492	Phone – 407-836-5768 (Re-inspections, CO's)
Licensing	Fax - 407-836-5502	Phone – 407-836-5522 (Escrow Deposits, License Renewal)
Inspections	Fax - 407-836-5502	(for Overtime Inspections only)

CREDIT CARD AUTHORIZATION

Date: _____

CARD HOLDER'S NAME: _____, authorizes the Orange County Division of Building Safety to process a charge against my credit card account in the amount of \$_____ for the payment of:

☐ Permit Fee(s) ☐ Re-inspection fee(s) ☐ License or Recording Fee
☐ Escrow Deposit ☐ Overtime Inspection ☐ Other: _____

Contractor's License # _____

Company Name: _____

Company Email: _____

Permit number(s): _____

Type of Credit Card: ☐ Visa ☐ Master Card ☐ American Express ☐ Discover Card

Account Number: _____

Code # if required: _____ (Three or four digit number on the back of the credit card)

Credit Card Expiration Date: _____

Telephone Number: (____) _____ Fax Number: (____) _____

Card Holder's Name as it appears on the Credit Card: _____

Authorized Signature: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Payment will not be accepted if this form is not completely filled out.

The County will not maintain a record of your credit card information for future use.

Therefore this information must be provided on a new form each time you use this service.

Application for Tent(s) Permit
Orange County Division of Building Safety

Rev.1/09

Permit Number: B

Project Address: Zip:

Event Name:

Property Owner: Phone ()

Address: State: Zip:

Activity/Use in Tent:

of Tents: Setup Date: Takedown:

Tent Sizes: 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

For all mercantile use tents and/or all assembly use tents, the following approvals are required:

Zoning Division Use Only:

Review Date Reviewed By: Fee: \$
SEC TWP (S) RNG (E) SUB B&L Zoning Class
Special Conditions:

Division of Building Safety Use Only:

Date Issued: By: Fee: \$
Nature of Work: 30 Construction Type: 01 Type of Structure: 30

For tents over 200 square feet, or canopies in excess of 400 square feet, or any tents used for the sale of pyrotechnics, Fire Rescue Department approval is required in addition to the above approvals. (FEES ARE ASSESSED PER ORANGE COUNTY FEE SCHEDULE)

Fire Rescue Department Use Only:

Review Date Reviewed By: PRT# Fee: \$

Requirements by tent size:

Tent dimensions: ft. X ft. Tent dimensions: ft. X ft.
Tent area: square feet Tent area: square feet
Number of exits, each ft. wide Number of exits, each ft. wide
Number of fire extinguishers*: Number of fire extinguishers*:
Occupant load = persons Occupant load = persons

RESPONSIBLE COMPANY/PERSON FOR SETUP INSIDE TENT:

PHONE NUMBER: EMAIL:

Customer Name: License #:

I hereby make application for permit as outlined above, and if granted, I agree to conform to all Division of Building Safety regulations and County ordinances regulating it and in accordance with plans submitted. The issuance of this permit does not grant permission to violate any applicable Orange County and/or State of Florida codes and/or ordinances.

Signature Print Name

The foregoing instrument was acknowledged before me this day of, 20 by who is personally known to me or who produced as identification and who did not take oath.
State of Florida, County of Orange Notary Signature Seal

Applicable Requirements from Chapter 39, Fire Code:

- 12-foot fire access roadway required on all sides of each tent (or grouping considered as one tent).
20-foot separation/access space required between combustible structures and any tent(s). Weeds, brush and dry grass shall be removed from the tent site and within 35 feet.
No Cooking, other than warming of food items prepared elsewhere, is approval for this tent.
No Open Flame devices are allowed inside a tent for cooking, lighting or any other purpose.

* Each fire extinguisher is to have a minimum rating of 2A-10BC. Extinguishers must be mounted so as to be visible, with the top of the extinguisher 30"-60" above the floor.

WARNING: Do not obstruct access for firefighting. Do not obstruct fire hydrants or fire department connections. Exit signs are required in accordance with NFPA 102. Emergency lighting is required if occupied at night.