

**LIGHTING SERVICE
ORDER FORM**

NAME OF EVENT: **IAAPA 2014**

BOOTH NUMBER: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____ X _____

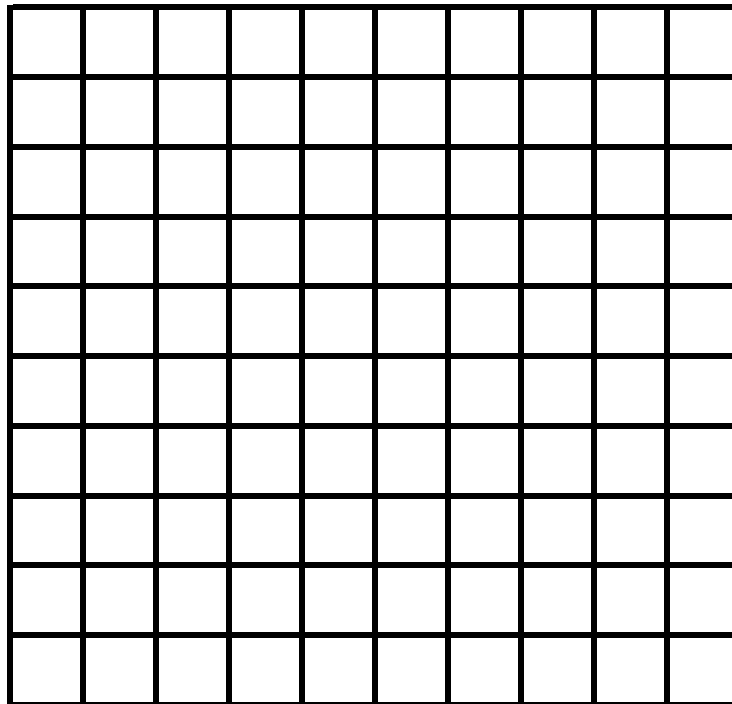
****TO COMPLETE THIS ORDER YOU MUST INCLUDE AN OCCC METHOD OF PAYMENT FORM IN YOUR ORDER SUBMISSION****

Quantity	Item Description	Incentive Rate If Ordered & Paid By: October 22nd, 2014			Base Rate If Ordered & Paid After: October 22nd, 2014			On-Site Rates After: November 12th, 2014	
		Cost	Sales Tax	Unit Price	Cost	Sales Tax	Unit Price	Subtotal	
	1000w Theatrical Par Can Overhead Light*	\$266.66	\$17.34	\$284.00	\$450.00	\$29.25	\$479.25		
	Lights Out, Per Pod	<i>Per Show MGMT Approval</i>		\$55.00	<i>Per Show MGMT Approval</i>		\$75.00		
								TOTAL:	

*INSTALLATION, REMOVAL, ELECTRICITY & ONE (1) FOCUS INCLUDED

TO EXPEDITE THE INSTALLTION OF PAR CANS, PLEASE NOTATE BELOW WHERE YOU WOULD LIKE THE PAR CAN(S) TO BE AIMED:

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # _____



ADJACENT BOOTH
OR AISLE #:

ADJACENT BOOTH
OR AISLE #:

FRONT OF BOOTH - AISLE # _____

SPECIAL INSTRUCTIONS/COMMENTS/NOTES:

OCCC TERMS & CONDITIONS

- On-site orders are subject to a 50% price increase over base rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- 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.
- 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

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

<p>IAAPA 2014</p> <p>OCCC EXHIBITOR SERVICES COORDINATOR: Cassandra Woods (407) 685-5793 Cassandra.Woods@occc.net</p>	<p>PLACE ORDER VIA PHONE, FAX, MAIL OR ONLINE:</p> <p>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</p>	<p>OCCC MAILING ADDRESS: Orange County Convention Center 9860 Universal Blvd. ATTN: Exhibitor Services Orlando, FL 32819-8199</p>
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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

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NAME: _____ **SIGNATURE:** _____

NAME: _____ **SIGNATURE:** _____