



**Orange
County
Convention
Center**

The Center of
Hospitality,
where it's all about
your experience.

Orlando

Exhibitor Services

CREDIT CARD AUTHORIZATION & PAYMENT FORM

(OCCC only accepts American Express, Visa and MasterCard)

IF FAXING, PLEASE DO NOT DUPLICATE BY MAILING THE COPIES.

MAIL TO: Orange County Convention Center
 Attention: Exhibitor Services
Regular: P.O. Box 691509, Orlando, FL 32869-1509, **Overnight:** 9860 Universal Blvd, Orlando, FL 32819
 Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824 • Fax (407) 685-9884
 E-MAIL: exhibit.services@occc.net WEB: <http://www.occc.net/exhibitor/default.asp>

Name of Event: **PITTCON 2012**

Exhibiting Company: _____

Booth Number: _____ Booth Size: _____ X _____

I, the undersigned cardholder, give the Orange County Convention Center, Orlando, Florida USA, authorization to charge the following services to my credit card number listed below. This information may be used for the above referenced event only.

- **Electrical**
- **Lighting**
- **Compressed Air**
- **Fire Watch**
- **Water and Drain**
- **Aerial Rigging**

To be completed by Cardholder:

Please complete all areas below. **Incomplete requests will be rejected and orders will not be processed.** The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion.

Corporate Card Personal Card

Cardholder Name: _____ Company: _____

Credit Card Billing Address: _____

City: _____ State/Province: _____

Zip/Postal code: _____ Country: _____

Daytime Telephone: _____ ext. _____ Fax Number: _____

E-mail: _____

Security ID Code (from back of card V / MC/ front of card AX): _____ Visa MasterCard AMEX

Card Number: _____ Exp Date: _____

Signature of Cardholder: _____ Date: _____

I further authorize the following named person(s) to use the above listed credit card to pay for any additional services at show site deemed necessary by said person(s).

Print Name	Signature

Payment for Services: OCCC requires payment in full at the time the service(s) is ordered. For your convenience, we will use this authorization to charge your account for services, which may include labor and retained rental equipment.

Incentive Pricing: To qualify for the incentive rate, **payment** and a **complete floorplan** MUST be received **21 days prior** to the first move in day of the event.

Third Party Charges: You may authorize a third party to utilize your credit card by completing the Credit Card Authorization Form.

Tax Exempt: If you are tax-exempt in the state of Florida, USA, you must provide a Sales Tax Exemption Certificate to the address listed above. **Please note:** Your card will be charged for the entire amount of the services requested as orders are placed for your booth(s). The exceptions are for Aerial Rigging service, cable TV box rental and the rental of UL certified plugs. When applicable your card will be charged initially for an aerial rigging labor minimum deposit. Additional Aerial Rigging labor, equipment, rigging materials used (if any) and a replacement fee in the amount below for any item rented and not returned will be charged to the credit card above. ● **\$150 for each UL certified plug** ● **\$300 for each Cable TV box**

PLEASE PRINT OR TYPE: **Bolded** fields are required for processing.

NAME OF EVENT: **PITTCON 2012** BOOTH: _____

BOOTH SIZE: _____ X _____ BOOTH TYPE: ISLAND INLINE PENINSULA

EXHIBITING COMPANY: _____ PHONE: _____ FAX: _____

ADDRESS: _____ EMAIL: _____

CITY: _____ STATE/PROVINCE: _____ ZIP: _____ COUNTRY: _____

ARE YOU: Exhibitor EAC / I & D (Company Name) _____ Other _____

IF USING AN EAC / I & D COMPANY, PLEASE INDICATE CONTACT INFORMATION BELOW:

CONTACT NAME: _____ PHONE: _____ EXT. _____ EMAIL: _____

120 VOLT POWER OUTLET Placement included with outlet			*Incentive Order With Payment Before February 15, 2012				**Base Order With Payment After February 15, 2012					
Floor	Ceiling	Quantity	Cost	Utility Tax	Sales Tax	Unit	Cost	Utility Tax	Sales Tax	Unit Total	TOTAL	
		Single Outlet Up to 500 Watts	99.56	9.96	6.48	116.00	158.79	15.88	10.33	185.00	\$ _____	
		Single Outlet Up to 1000 Watts	113.30	11.33	7.37	132.00	181.97	18.20	11.83	212.00	\$ _____	
		Single Outlet Up to 1500 Watts	127.03	12.71	8.26	148.00	204.29	20.43	13.28	238.00	\$ _____	
		Single Outlet Up to 2000 Watts	141.62	14.17	9.21	165.00	225.74	22.58	14.68	263.00	\$ _____	
		_____ Rigging Charge for Ceiling Drop Single Outlet**									\$370.00	\$ _____
Electric power comes from the floor, unless otherwise indicated. OCCC electricians will not branch power.											Total: \$ _____	
** Must order power in addition to ceiling drop												
PRICES ARE SUBJECT TO CHANGE												

ADDITIONAL RENTAL ITEMS

- _____ 25' Extension Cord (Power not included)
 - _____ Multi Outlet Assembly (Six outlets multi-strip - Power not included, maximum 1500 watts)
- Please pick up extension cords and multi-strips from service desk at show site.

Cost	Tax	Unit Total	TOTAL
22.53	1.47	24.00	\$ _____
22.53	1.47	24.00	\$ _____
TOTAL:			\$ _____

EXPRESS MAIL TO: Orange County Convention Center

Attention: Exhibitor Services
9860 Universal Blvd., Orlando, FL 32819-8199

US MAIL TO: Orange County Convention Center

Attention: Exhibitor Services
PO BOX 691509, Orlando, FL 32869-1509

Fax (407) 685-9884

Convention Center (800) 345-9898 • Exhibitor Services (407) 685-9824

E-MAIL: exhibit.services@occc.net WEB: <http://www.occc.net/exhibitor/default.asp>

- **Orders received on site are subject to a 50% service charge.**
- For exact placement, attach a scaled diagram indicating the location of outlets, including booth dimensions, outlet dimensions and aisle / booth numbers.
- If a drawing is not provided, the center will install the service in the most convenient location and charges will apply for relocation.
- Exhibit houses are permitted to branch power in the booth. OCCC electricians are not responsible for power distribution installed by others.
- Labor charges will apply for service calls.
- Changes, additions, or modifications to incentive rate orders received after the 21-day incentive rate deadline are subject to base rate.
- **All prices are subject to change without notice.**

Payment Information

- **All payment MUST be paid in full before services are provided. NEW ONSITE ORDERS are subject to 50% increase over the Base Rate.**
- **Orders without payment and/or floor plan will NOT be processed and service will be withheld.**
- **ONLY Visa, MasterCard, American Express, Company Checks, and Wire Transfers are accepted forms of payment.**
- **Absolutely NO Purchase Orders will be accepted.**
- **Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.**

Please complete all areas below. The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Please note that we will be contacting your bank to verify that you are able to make these charges.

Check Amount Enclosed: \$ _____ Company Check or Money Order (**Made Payable to Orange County Convention Center, \$USD, US Bank**)

Security ID Code: _____ Visa MasterCard American Express

Account No. _____ Exp. Date _____

Card Holder Name (Please Print) _____

Authorized Signature _____

E-mail Address to where final invoice will be sent: _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

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 full refund less \$35.00 administrative fee. Changes, additions or modifications to incentive rate orders received after the 21-day incentive rate deadline are subject to base rate as well as a \$35.00 administration fee if a refund is required at the close of the show.

FOR OFFICE USE ONLY

NAME OF EVENT: **PITTCOON 2012** BOOTH: _____

BOOTH SIZE: _____ X _____ BOOTH TYPE: ISLAND INLINE PENINSULA

EXHIBITING COMPANY: _____ PHONE: _____ EMAIL: _____

ADDRESS: _____ FAX: _____

CITY: _____ STATE/PROVINCE: _____ ZIP: _____ COUNTRY: _____

ARE YOU: Exhibitor EAC / I & D (Company Name) Other

IF USING AN EAC / I & D COMPANY, PLEASE INDICATE CONTACT INFORMATION BELOW:

CONTACT NAME: _____ PHONE: _____ EXT. _____ EMAIL: _____

380V 480V

Incentive Rate with Payment before February 15, 2012

Base Rate with Payment after February 15, 2012

Quantity	Cost	Utility Tax	Sales Tax	Unit Total	Cost	Utility Tax	Sales Tax	Unit Total	TOTAL
20 Amp Single Phase	\$364.80	36.48	23.72	\$425.00	\$584.54	58.46	38.00	\$681.00	\$
20 Amp Three Phase	\$561.37	56.14	36.49	\$654.00	\$897.85	89.79	58.36	\$1046.00	\$
30 Amp Single Phase	\$479.82	47.99	31.19	\$559.00	\$768.23	76.83	49.94	\$895.00	\$
30 Amp Three Phase	\$800.00	80.00	52.00	\$932.00	\$1282.40	128.24	83.36	\$1494.00	\$
40 Amp Single Phase	\$618.88	61.89	40.23	\$721.00	\$988.83	98.89	64.28	\$1152.00	\$
40 Amp Three Phase	\$1068.66	106.87	69.47	\$1245.00	\$1708.15	170.82	111.03	\$1990.00	\$
50 Amp Single Phase	\$771.67	77.17	50.16	\$899.00	\$1236.04	123.61	80.35	\$1440.00	\$
50 Amp Three Phase	\$1334.76	133.48	86.76	\$1555.00	\$2135.61	213.57	138.82	\$2488.00	\$
60 Amp Single Phase	\$928.75	92.88	60.37	\$1082.00	\$1486.69	148.67	96.64	\$1732.00	\$
60 Amp Three Phase	\$1599.13	159.92	103.95	\$1863.00	\$2562.22	256.23	166.55	\$2985.00	\$
80 Amp Single Phase	\$1210.30	121.03	78.67	\$1410.00	\$1937.33	193.74	125.93	\$2257.00	\$
80 Amp Three Phase	\$2135.61	213.57	138.82	\$2488.00	\$3420.60	342.06	222.34	\$3985.00	\$
100 Amp Single Phase	\$1547.63	154.77	100.60	\$1803.00	\$2476.39	247.64	160.97	\$2885.00	\$
100 Amp Three Phase	\$2670.38	267.04	173.58	\$3111.00	\$4272.95	427.30	277.75	\$4978.00	\$
150 Amp Single Phase	\$2167.38	216.74	140.88	\$2525.00	\$3466.94	346.70	225.36	\$4039.00	\$
150 Amp Three Phase	\$3742.48	374.25	243.27	\$4360.00	\$5988.83	598.89	389.28	\$6977.00	\$
200 Amp Single Phase	\$2891.84	289.19	187.97	\$3369.00	\$4627.46	462.75	300.79	\$5391.00	\$
200 Amp Three Phase	\$4990.55	499.06	324.39	\$5814.00	\$7986.26	798.63	519.11	\$9304.00	\$
400 Amp Single Phase	\$5782.82	578.29	375.89	\$6737.00	\$9254.07	925.41	601.52	\$10,781.00	\$
400 Amp Three Phase	\$11,565.66	1156.57	751.77	\$13,474.00	\$18,505.57	1850.56	1202.87	\$21,559.00	\$

1 Rigging Charge for Ceiling Drop **MUST BE INCLUDED WITH TOTAL \$250.00** **MUST BE INCLUDED WITH TOTAL \$370.00**

UL Certified Plug (ALL UNRETURNED RENTAL PLUGS WILL RESULT IN A \$150 CHARGE) **\$93.00**

* All 380V/480V Service requires the use of a UL Certified Plug

Grand Total \$

EXPRESS MAIL TO: Orange County Convention Center
Attention: Exhibitor Services
9860 Universal Blvd., Orlando, FL 32819-8199

US MAIL TO: Orange County Convention Center
Attention: Exhibitor Services
PO Box 691509, Orlando, FL 32869-1509

Fax (407) 685-9884 * Convention Center (800) 345-9898 * Exhibit Services (407) 685-9824
E-MAIL: exhibitor.services@occc.net WEB: <http://www.occc.net/exhibitor/default.asp>

- For exact placement, attach a scaled diagram indicating the location of outlets, including booth dimensions, outlet dimensions and aisle/booth numbers.
- OCCC will not branch/split power from one outlet through a multi outlet assembly to achieve multiple locations.
- OCCC electricians are not responsible for power distribution installed by others. Labor charges will apply for service calls

Payment Information

- Order **MUST** be paid in full before services are provided
- Absolutely **NO** purchase orders will be accepted
- Orders without payment and/or floorplan will **NOT** be processed and service will be withheld.
- **ONLY** Visa, MasterCard, American Express, Company Checks, and Wire Transfers are accepted forms of payment
- Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.

Amount Enclosed: \$ _____ Company Check or Money Order (**Made Payable to Orange County Convention Center, USD, US Bank**)

Please complete all areas below. **Incomplete requests will be rejected.** The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Please note that we will be contacting your bank to verify that you are able to make these charges.

Security ID Code: _____ Visa MasterCard American Express

Account No. _____ Exp. Date _____

E-mail Address to where final invoice will be sent: _____

Card Holder Name (Please Print) _____

Authorized Signature _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

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 full refund less \$35.00 administrative fee.
ALL PRICES ARE SUBJECT TO CHANGE. NEW ONSITE ORDERS are subject to a 50% increase over the BASE RATE.

FOR OFFICE USE ONLY

NAME OF EVENT: PITTCOON 2012 **BOOTH:** _____

BOOTH SIZE: _____ X _____ **BOOTH TYPE:** ISLAND INLINE PENINSULA

EXHIBITING COMPANY: _____ **PHONE:** _____ **FAX:** _____

ADDRESS: _____ **EMAIL:** _____

CITY: _____ **STATE/PROVINCE:** _____ **ZIP:** _____ **COUNTRY:** _____

Are you: Exhibitor EAC / I & D (Company Name) Other

IF USING AN EAC / I & D COMPANY, PLEASE INDICATE CONTACT INFORMATION BELOW:
CONTACT NAME: _____ **PHONE:** _____ **EXT.:** _____ **EMAIL:** _____

Incentive Rate with Payment: Before February 15, 2012 **Base Rate with Payment: After February 15, 2012**

Quantity	Floor	Ceiling	Cost	Utility Tax	Sales tax	Total	Cost	Utility tax	Sales tax	Total	TOTAL
		20 Amp Single Phase*	\$182.82	18.29	11.89	\$213.00	\$292.70	29.27	19.03	\$341.00	\$
		20 Amp Three Phase*	\$279.82	27.99	18.19	\$326.00	\$448.92	44.90	29.18	\$523.00	\$
		30 Amp Single Phase*	\$240.33	24.04	15.63	\$280.00	\$384.54	38.46	25.00	\$448.00	\$
		30 Amp Three Phase*	\$400.00	40.00	26.00	\$466.00	\$642.05	64.21	41.74	\$748.00	\$
		40 Amp Single Phase*	\$310.72	31.08	20.20	\$362.00	\$494.41	49.45	32.14	\$576.00	\$
		40 Amp Three Phase*	\$534.76	53.48	34.76	\$623.00	\$855.79	85.58	55.63	\$997.00	\$
		50 Amp Single Phase*	\$386.26	38.63	25.11	\$450.00	\$618.88	61.89	40.23	\$721.00	\$
		50 Amp Three Phase*	\$666.94	66.70	43.36	\$777.00	\$1068.66	106.87	69.47	\$1245.00	\$
		60 Amp Single Phase*	\$465.23	46.53	30.24	\$542.00	\$733.04	73.31	47.65	\$854.00	\$
		60 Amp Three Phase*	\$800.00	80.00	52.00	\$932.00	\$1282.40	128.24	83.36	\$1494.00	\$
		80 Amp Single Phase*	\$605.14	60.52	39.34	\$705.00	\$968.23	96.83	62.94	\$1128.00	\$
		80 Amp Three Phase*	\$1068.66	106.87	69.47	\$1245.00	\$1708.15	170.82	111.03	\$1990.00	\$
		100 Amp Single Phase*	\$774.24	77.43	50.33	\$902.00	\$1237.76	123.78	80.46	\$1442.00	\$
		100 Amp Three Phase*	\$1335.61	133.57	86.82	\$1556.00	\$2137.33	213.74	138.93	\$2490.00	\$
		150 Amp Single Phase*	\$1084.11	108.42	70.47	\$1263.00	\$1733.90	173.39	112.71	\$2020.00	\$
		150 Amp Three Phase*	\$1872.10	187.21	121.69	\$2181.00	\$2993.99	299.40	194.61	\$3488.00	\$
		200 Amp Single Phase*	\$1446.34	144.64	94.02	\$1685.00	\$2315.01	231.51	150.48	\$2697.00	\$
		200 Amp Three Phase*	\$2495.27	249.53	162.20	\$2907.00	\$3993.12	399.32	259.56	\$4652.00	\$
		400 Amp Single Phase*	\$2891.84	289.19	187.97	\$3369.00	\$4627.46	462.75	300.79	\$5391.00	\$
		400 Amp Three Phase*	\$5782.82	578.29	375.89	\$6737.00	\$9254.07	925.41	601.52	\$10781.00	\$

ADDITIONAL RENTAL ITEMS	Incentive	Base	TOTAL
_____ Ceiling Drop Request for Single or Three Phase Outlet (<i>must order power separately</i>)	\$250.00	\$370.00	\$
_____ UL Certified Plug (* <i>All 208V Service requires the use of a UL Certified Plug</i>)	\$ 93.00	\$ 93.00	\$
_____ European Multi-Strip (for use with 20 amp single phase only)	\$ 46.00	\$ 46.00	\$
		TOTAL:	\$

EXPRESS MAIL TO: Orange County Convention Center **US MAIL TO: Orange County Convention Center**
Attention: Exhibitor Services **Attention: Exhibitor Services**
 9860 Universal Blvd., Orlando, FL 32819-8199 PO BOX 691509, Orlando, FL 32869-1509

Fax (407) 685-9884 • Convention Center (800) 345-9898

Exhibit Services (407) 685-9824 • E-MAIL: exhibit.services@occc.net WEB: <http://www.occc.net/exhibitor/default.asp>

- For exact placement **attach a scaled diagram** indicating the location of outlets, including booth dimensions, outlet dimensions and aisle/booth numbers
- **Payment and floor plan are required to complete order**
- OCCC electricians are not responsible for power distribution installed by others. Labor charges will apply for service calls
- There may be additional charges for rental of UL certified plugs
- All unreturned rental plugs will result in a \$150 charge

Payment Information

- **Order MUST be paid in full before services are provide**
- **Absolutely NO purchase orders will be accepted**
- **Orders without payment and/or floorplan will NOT be processed and service will be withheld.**
- **ONLY Visa, MasterCard, American Express, Company Checks, and Wire Transfers are accepted forms of payment**
- **Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.**

Amount Enclosed: \$ _____ Company Check or Money Order (**Made Payable to Orange County Convention Center, \$USD, US Bank**)
 Please complete all areas below. The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Please note that we will be contacting your bank to verify that you are able to make these charges.

Security ID Code: _____ Visa MasterCard American Express

Account No. _____ Exp. Date _____

Card Holder Name (Please Print) _____

E-mail Address to where final invoice will be sent: _____

Authorized Signature _____

Credit Card Billing Address: _____ City: _____ State: _____ Zip: _____

FOR OFFICE USE ONLY

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 full refund less \$35.00 administrative fee. **PLEASE NOTE THAT ON SITE ORDERS ARE SUBJECT TO A 50% INCREASE OVER THE BASE RATE.**



ELECTRICAL SERVICE ORDER FORM 2012 CONDITIONS AND REGULATIONS

ELECTRICAL SERVICE CONDITIONS AND REGULATIONS

120 VOLT, A.C., SINGLE PHASE, 60 CYCLE
208 VOLT, A.C., SINGLE PHASE, 60 CYCLE
208 VOLT, A.C., THREE PHASE, 60 CYCLE
480 VOLT, A.C., SINGLE AND THREE PHASE

1. All equipment regardless of source of power must comply with the National Electrical Code, all Federal, State, and Local Safety Codes.
2. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
3. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
4. Under NO circumstances shall anyone other than "house electrician" make electrical connections to house equipment.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without a house electrician; however, all service connections and overload protection to such equipment must be made by a house electrician only.
6. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
7. All material and equipment furnished by the Center for this service order shall remain the property of the Center and shall be removed ONLY by the Center at the close of the show.
8. Unless otherwise directed, Center electricians are authorized to cut floor coverings to permit installation of service.
9. All exhibitors 120 VOLT cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
10. The Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Center's electrical supervisors.
11. Incentive orders will receive priority service.
12. Prices are based upon current wage rates and are subject to change without notice.
13. All payments **MUST** be paid in full before services are provided. **Onsite orders are subject to a 50% increase over the base rate.**
14. The exhibitor releases, waives and holds harmless the Center its officers, employees and agents for any liability, claims, and damages arising out of any of the services or equipment provided herein. The exhibitor shall indemnify the Center for any bodily injury or property damage resulting from any negligent act or omission of the exhibitor, its officer, employees or agents.
15. Claims will NOT be considered unless filed by Exhibitor before the close of show at the Service Desk.
16. Obstructions blocking utility floor boxes are subject to relocation as necessary.
17. The Center will charge time and materials for exhibitor or appointed contractor installed cords, which require troubleshooting and/or redistribution.
18. All electrical services are to be billed to the next greatest wattage; i.e. 15amp 208v single phase = 20amp 208v single phase.

Services requested on this form are for the single event listed.

Cancellation & Modification 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 full refund less a \$35.00 administrative fee.

Changes, additions or modifications to incentive rate orders received after the 21-day incentive rate deadline are subject to base rate.

The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.

Credit will not be given for services provided and not used.



2012 AERIAL RIGGING ORDER FORM

PLEASE PRINT OR TYPE: Please complete entire form for processing.

NAME OF EVENT: **PITTCON2012** BOOTH: _____

BOOTH SIZE: _____ X _____ BOOTH TYPE: ISLAND PENINSULA

EXHIBITING COMPANY: _____ PHONE: _____ FAX: _____

ADDRESS: _____ EMAIL: _____

CITY: _____ STATE/PROVINCE: _____ ZIP: _____ COUNTRY: _____

Are you: Exhibitor EAC / I & D (Company Name) _____ Other _____

IF USING AN EAC / I & D COMPANY, PLEASE INDICATE CONTACT INFORMATION BELOW:
CONTACT NAME: _____ PHONE: _____ EXT. _____ EMAIL: _____

EXPRESS MAIL TO: Orange County Convention Center Attention: Exhibitor Services 9860 Universal Blvd, Orlando, FL 32819 -8199	US MAIL TO: Orange County Convention Center Attention: Exhibitor Services PO BOX 691509, Orlando, FL 32869-1509
Fax (407) 685-9884	
Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824	
E-MAIL: exhibit.services@occc.net WEB: http://www.occc.net/exhibitor/default.asp	

RIGGING LABOR RATES Incentive Deadline Date: February 15, 2012

INCENTIVE RATE - \$84.00 PER PERSON/HR. (Three-person team - minimum of 1 hr in & 1 hr out) The rigging form and payment of **\$504.00 MUST** be received 21 days prior to the first move in day to receive incentive pricing for event.

BASE RATE - \$122.00 PER PERSON/HR. (Three-person team - minimum of 1 hr in & 1 hr out). All rigging forms received after the incentive deadline or on-site will be charged base rate for event. A payment of **\$732.00** is required for base rate.

All labor in excess of 1 hr for installation and 1 hr for removal will be billed in ½ hr increments. There is no charge for aerial lifts used to suspend items. There is a charge when used for other purposes.

After 8 hours per day and on holidays, overtime rates (time & ½ per hour) apply.

Normal hardware to suspend items is available through the Convention Center at an additional charge (truss, electric chain hoists, aircraft cable, ropes, etc.). **ONLY RATED RIGGING HARDWARE IS PERMITTED.**

AFTER ASSEMBLY OF YOUR SIGN AND BEFORE RIGGING CAN COMMENCE, THE ONSITE AUTHORIZED PERSON MUST STOP BY THE EXHIBITOR SERVICES DESK TO SIGN PAPERWORK. RIGGING ORDERS ARE HANDLED IN THE ORDER IN WHICH THE PAPER WORK IS SIGNED OFF AT THE ORANGE COUNTY CONVENTION CENTER EXHIBITOR SERVICES DESK OR AT THE DISCRETION OF THE RIGGING DEPARTMENT.

Rigging Install date _____ Rigging Strike date _____

Dates of installation may vary depending on the quantity of orders received and how many move-in days your event may have. OCCC personnel does not assemble item(s). Assembly must be completed before initiating services. All rigging orders are subject to approval by the Orange County Convention Center and must be installed, removed and supervised by OCCC personnel.

Description of item (sign, banner, truss, etc.) _____

Quantity (if item are different, please attach descriptions of each) _____

Type of material (wood, vinyl, cloth, steel, etc.) _____

Size: _____ Weight: _____

Height desired from floor to bottom of suspended item _____

Will you require:

OCCC Chain Hoist (Motors) ? _____ Quantity: _____

OCCC Truss? _____ Quantity: _____

Please contact Rigging Services at 407-685-5555 to discuss details or to ask questions.

Does this item require power? _____ (Please order on electrical form and note that power is for overhead rigging only)

Note: the credit card listed below will be initially charged for the rigging labor payment as noted above when this order form is received. Additional charges (if any) for additional labor or normal hardware needed to suspend items will be charged separately to the card listed below. No purchase orders accepted. Prices are subject to change without notice. Please note that on-site orders are subject to a 50% increase over the base rate.

FORM OF PAYMENT - Payment must be received before service is provided.

Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.

Company Check or Money Order in the amount of \$ _____ (Made Payable to Orange County Convention Center, \$USD, US Bank)

Security ID Code: _____ Visa MasterCard American Express

Please complete all areas below since we are unable to process incomplete information. **A copy of the front of the credit card is required if tax exempt.**

Account No. _____ Exp. Date _____

Name (Please Print) _____

Credit Card Billing Address: _____

E-mail Address to where final invoice will be sent: _____

Authorized Signature _____ Date _____

Cancellation Policy: Notification must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less \$35.00 administrative fee. Prices are subject to change.

FOR OFFICE USE ONLY

- The Orange County Convention Center is the **EXCLUSIVE** provider of Aerial Rigging Services.
- All rigging must conform to Show Management rules, regulations, and facility limitations.
- The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building, walls, or decorative surfaces is **NOT PERMITTED**.
- All equipment, signs, products, etc. must be designed to suspend safely. In some cases, signs may require a structural Engineers seal of approval.
- Care must be taken to use only **RATED RIGGING HARDWARE** when designing, constructing or purchasing such items. All hardware is required to have a working load limit, (W.L.L.).
- Rigging plots, drawings, blueprints or engineers certification (when requested) must be submitted to the Orange County Convention Center Rigging Services Department a **MINIMUM** of **THREE WEEKS** in advance of the first move-in day for your show and must include the location, the dimensions, the height above the floor to the top, and the weight of the suspended item. They must also show booth outline with aisles marked for reference.
- All points where nylon slings are used will require a steel safety cable.
- **All assembly of equipment, signs, products, etc., will be the responsibility of the Exhibitor or Contractor**
- Any equipment, signs, products, etc. deemed to be unsafe for overhead suspension by the Orange County Convention Center Rigging Services Department will not be allowed.
- All payments must be made by CHECK, MONEY ORDER (payable in U. S. funds on U. S. Banks), VISA, MASTERCARD, AMERICAN EXPRESS or CASH. No PURCHASE ORDERS accepted. **A credit card must be placed on file for any additional charges.**
- Actual time and date of rigging may vary during move-in and move-out of your show in order to reduce costs to you.
- **All orders for rigging will be handled in the order in which the paper work is signed off at the Orange County Convention Center Exhibitor Services Desk** or at the discretion of the Rigging Department.
- If you are not flexible and need a **DEFINITIVE DATE AND TIME**, you will be charged a **minimum** of 4 hours up and 4 hours down times the number of men needed.
- Refer to Rate Sheet for equipment/labor rates at our web site: www.occc.net
- **The Orange County Convention Center, Rigging Services – Rigging Department can be reached by phone (407) 685-5555, or via FAX (407) 685-5974 to clarify or assist you with any concerns you have in regards to aerial rigging at the Convention Center.**

Services requested on this form are for the single event listed.

Revisions and/or changes after the 21-day deadline will be charged at the base rate

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 full refund less a \$35.00 administrative fee.

The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.

Credit will not be given for services provided and not used.

Rigging Service Personnel	Incentive	Base
Rigger / Lift Operator	\$84.00 /Hr	\$122.00 /Hr
Rigging Equipment	Incentive	Base
Par Can 1,000 Watt Theatrical Light (Includes: Install, focus, power and removal.) When used in Exhibition Halls only.	\$266.66 Each	\$450.00 Each
Air Wall Hanger	\$21.00 / Week	\$31.50 / Week
All Thread	\$3.00 / Week	\$4.50 / Week
Barn Door	\$30.00 / Week	\$45.00 / Week
Batten – per foot	\$3.00 / per foot / Week	\$4.50 / per foot / Week
Block and Fall	\$21.00 / Week	\$31.50 / Week
Box Truss – 12” – 10’	\$74.81 / Week	\$112.21 / Week
Box Truss – 12” – 8’	\$69.46 / Week	\$104.20 / Week
Box Truss – 12” – 6’	\$58.78 / Week	\$88.17 / Week
Box Truss – 12” – 5’	\$53.43 / Week	\$80.15 / Week
Box Truss – 12” – 4’	\$53.43 / Week	\$80.15 / Week
Box Truss – 12” – 3’	\$53.43 / Week	\$80.15 / Week
Box Truss – 12” – 2’	\$53.43 / Week	\$80.15 / Week
Box Truss – 12” – Corner Block	\$53.43 / Week	\$80.15 / Week
Box Truss – 12” – Hinge Plate	\$69.46 / Week	\$104.20 / Week
Box Truss – 12” – Base Plate	\$42.75 / Week	\$64.12 / Week
Box Truss – 12” – Grapple	\$40.33 / Week	\$60.49 / Week
Box Truss – 20.5– 10’	\$90.84 / Week	\$136.26 / Week
Box Truss – 20.5 – 8’	\$74.81 / Week	\$112.21 / Week
Box Truss – 20.5” – 6’	\$64.12 / Week	\$96.18 / Week
Box Truss – 20.5” – 5’	\$53.43 / Week	\$80.15 / Week
Box Truss – 20.5” – 4’	\$53.43 / Week	\$80.15 / Week
Box Truss – 20.5” – 3’	\$53.43 / Week	\$80.15 / Week
Box Truss – 20.5” – 2’	\$53.43 / Week	\$80.15 / Week
Box Truss – 20.5” – Corner Block	\$85.50 / Week	\$128.24 / Week
Box Truss – 20.5” – Hinge Plate	\$85.50 / Week	\$128.24 / Week
Box Truss – 20.5” – Base Plate	\$42.75 / Week	\$64.12 / Week
Box Truss – 20.5” – Grapple	\$40.33 / Week	\$60.49 / Week
Chain Hoist	\$300.00 / Week	\$450.00 / Week
Clamp - Beam	\$45.00 / Week	\$67.50 / Week
Clamp -Various (other than Beam Clamp)	\$21.00 / Week	\$31.50 / Week
Come-A-Long	\$60.00 / Week	\$90.00 / Week
Deck Chain	\$10.00 / Week	\$15.00 / Week
Extension Cord	\$6.00 / Show	\$9.00 / Show
Lift - Aerial 40 80	\$120.00 / Hour	\$180.00 /Hr
Lift - Scissor / Genie	\$100.00 /Hour	\$150.00 /Hour
Miscellaneous (eyebolts, pear rings, etc.)	\$6.00 / Week	\$9.00 / Week
Raw Wire 1/8 – per foot	\$.60 / per foot / Week	\$.90 / per foot / Week
Raw Wire 1/4 - per foot	\$.90 / per foot / Week	\$1.35 / per foot / Week
Rope	\$12.00 / Week	\$18.00 / Week
Rotating Motor (100 # cap. – may require chain hoist rental)	\$180.28 / Week	\$270.42 / Week
Rotating Motor (500 # cap. – may require chain hoist rental)	\$240.37 / Week	\$359.62 / Week
Sheave	\$21.00 / Week	\$31.50 / Week
Nylon Slings / GAC Flex	\$15.00 / Week	\$20.00 / Week
Steel Point	\$10.00 / Week	\$15.00 / Week
Strand Vice	\$21.00 / Week	\$31.50 / Week
Water Pipe – per foot	\$3.00 / per foot / Week	\$4.00 / per foot / Week

PLEASE PRINT OR TYPE: **Bolded** fields are required for processing.

NAME OF EVENT: **PITTCON 2012** BOOTH: _____

BOOTH SIZE: _____ X _____ BOOTH TYPE: ISLAND INLINE PENINSULA

EXHIBITING COMPANY: _____ PHONE: _____ FAX: _____

ADDRESS: _____ EMAIL: _____

CITY: _____ STATE/PROVINCE: _____ ZIP: _____ COUNTRY: _____

ARE YOU: Exhibitor EAC / I & D (Company Name) _____ Other _____

IF USING AN EAC / I & D COMPANY, PLEASE INDICATE CONTACT INFORMATION BELOW:

CONTACT NAME: _____ PHONE: _____ EXT. _____ EMAIL: _____

Quantity	*Incentive Order With Payment Before February 15, 2012				**Base Order With Payment After February 15, 2012				TOTAL
	<u>Cost</u>	<u>Utility Tax</u>	<u>Sales Tax</u>	<u>Unit Total</u>	<u>Cost</u>	<u>Utility Tax</u>	<u>Sales Tax</u>	<u>Unit Total</u>	
COMPRESSED AIR SERVICES * *+ Service Outlet 1/2" FPT Maximum Pressure 90 PSI									
Air Service Connection	\$265.72		+17.28	\$283.00	\$362.44		+23.56	\$386.00	\$
WATER SERVICES * + Service Outlet 1/2" FPT									
Water Service Connection	\$190.55	+19.06	+12.39	\$222.00	\$307.29	+30.73	+19.98	\$358.00	\$
DRAIN SERVICES * +									
Drain Service	\$170.89		+11.11	\$182.00	\$272.30		+17.70	\$290.00	\$
WATER FILL & DRAIN (One Time) Labor Included									
Water Fill & Drain (1-99 Gal)	\$80.68	+8.07	+5.25	\$94.00	\$128.75	+12.88	+8.37	\$150.00	\$
Water Fill & Drain (100-299 Gal)	\$162.22	+16.23	+10.55	\$189.00	\$259.22	+25.93	+16.85	\$302.00	\$
Water Fill & Drain (300-500 Gal)	\$232.61	+23.27	+15.12	\$271.00	\$375.10	+37.51	+24.39	\$437.00	\$
Water Fill & Drain – Additional (Over 500 Gallons – in 500 Gallon increments)	\$33.47	+3.35	+2.18	\$39.00	\$58.36	+5.84	+3.80	\$68.00	\$
GRAND TOTAL									\$

EXPRESS MAIL TO: Orange County Convention Center

Attention: Exhibitor Services

9860 Universal Blvd., Orlando, FL 32819-8199

US MAIL TO: Orange County Convention Center

Attention: Exhibitor Services

PO BOX 691509, Orlando, FL 32869-1509

Fax (407) 685-9884

Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824

E-MAIL: exhibit.services@occc.net WEB: <http://www.occc.net/exhibitor/default.asp>

CONNECTION INFORMATION:

- Price includes one connection to exhibitor's equipment. Additional charges will incur for additional connections. Services are only available **from floor**.
- **Note: pressure may vary. No guarantee can be made of minimum and maximum pressure. If pressure is critical, please contact exhibit services at (407) 685-5646.**
- Please provide an attached drawing indicating location of your connections. If a drawing is not provided, the center will install the service in the most convenient location and charges will apply for relocation.

Payment Information

All payments MUST be paid in full before services are provided. Onsite orders are subject to a 50% increase over the base rate.

- **Absolutely NO purchase orders will be accepted. PRICES ARE SUBJECT TO CHANGE.**
- **Orders without payment and/or floorplan will NOT be processed and service will be withheld.**
- **ONLY Visa, MasterCard, American Express, Company Checks, and Wire Transfers are accepted forms of payment**
- **Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.**

Amount Enclosed: \$ _____ Company Check or Money Order (**Made Payable to Orange County Convention Center, \$USD, US Bank**)

Please complete all areas below. **Incomplete requests will be rejected.** The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Note: We will be contacting your bank to verify that you are able to make these charges.

Security ID Code: _____ Form of Payment: Visa MasterCard American Express

Account No. _____ Exp. Date _____

Card Holder Name (Please Print) _____

Authorized Signature _____

E-mail Address to where final invoice will be sent: _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

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 full refund less \$35.00 administrative fee.

FOR OFFICE USE ONLY

COMPRESSED AIR, WATER, DRAIN SERVICE CONDITIONS, AND REGULATIONS

1. All equipment must comply with the Southern Building Code, all Federal, State, and local safety codes.
2. Claims will NOT be considered unless filed by Exhibitor before the close of show at the Service Desk.
3. All material and equipment furnished by the Center for this service order shall remain the property of the Center and shall be removed ONLY by the Center at the close of show.
4. The Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Center's Plumbing Supervisor.
5. Unless otherwise directed, Center personnel are authorized to cut floor coverings to permit installation of service.
6. All payments **MUST** be paid in full before services are provided. **Onsite orders are subject to a 50% increase over the base rate.**
7. Incentive orders shall receive priority service.
8. Prices are based upon current wage rates and are subject to change without notice.
9. OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES ARE SUBJECT TO RELOCATION AS NECESSARY.
10. The exhibitor **must** notify the OCCC service desk for installation if no detailed diagram has been submitted indicating location of the ordered services.

Services requested on this form are for the single event listed.

Revisions and/or changes after the 21 day deadline will be charged at the base rate.

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 full refund less a \$35.00 administrative fee.

The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.

Credit will not be given for services provided and not used.

2012 CABLE SERVICE ORDER FORM



Orange County Convention Center
The Center of Hospitality, where it's all about your experience.

Orlando

PLEASE PRINT OR TYPE: **Bolded** fields are required for processing.

NAME OF EVENT: **PITTCON 2012** BOOTH: _____

BOOTH SIZE: _____ X _____ BOOTH TYPE: ISLAND INLINE PENINSULA

EXHIBITING COMPANY: _____ PHONE: _____ FAX: _____

ADDRESS: _____ EMAIL: _____

CITY: _____ STATE/PROVINCE: _____ ZIP: _____ COUNTRY: _____

ARE YOU: Exhibitor EAC / I & D (Company Name) _____ Other _____

IF USING AN EAC / I & D COMPANY, PLEASE INDICATE CONTACT INFORMATION BELOW:

CONTACT NAME: _____ PHONE: _____ EXT. _____ EMAIL: _____

EXPRESS MAIL TO: Orange County Convention Center

Attention: Exhibitor Services
9860 Universal Blvd., Orlando, FL 32819-8199

US MAIL TO: Orange County Convention Center

Attention: Exhibitor Services
PO BOX 691509, Orlando, FL 32869-1509

Fax (407) 685-9884

Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824

E-MAIL: exhibit.services@occc.net WEB: <http://www.occc.net/exhibitor/default.asp>

Quantity	*Incentive Order With Payment Before February 15, 2012			**Base Order With Payment After February 15, 2012			TOTAL
	Cost	CST Tax	Unit Total	Cost	CST Tax	Unit Total	
Standard Line Up	\$249.88	\$36.12	\$286.00	\$314.54	\$45.46	\$360.00	\$
*HDTV	\$327.65	\$47.35	\$375.00	\$413.28	\$59.88	\$473.00	\$
Add'l HDTV/Digital Box & Remote	\$170.38	\$24.62	\$195.00	\$218.44	\$31.56	\$250.00	\$
Refundable Deposit for Box			\$300.00			\$300.00	\$
GRAND TOTAL							\$

**All HDTV equipment must be returned to Exhibitor Services Desk at show close. Unreturned equipment is subject to a \$300.00 replacement fee.*

A television/monitor is not supplied. Rate includes labor, infrastructure patch fee. Cable service is provided by Brighthouse Networks. The rate is per show. See page 2 for channel lineup.

For exact placement, attach a scaled diagram indicating the location of cable service, including booth number and surrounding aisle numbers for orientation.

If drawing is not provided, the center will install the service in the most convenient location and charges will apply for relocation. **Labor charges will apply for service calls.**

All payments must be made in full by check, cash, money order or credit card, payable in us dollars, before services are provided.

All prices are subject to change without notice.

Payment in full must be received before service is provided.

Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.

FORM OF PAYMENT: Remit to Orange County Convention Center.

Company Check or Money Order in the amount of \$ _____ Visa MasterCard American Express
(Made Payable to Orange County Convention Center, \$USD, US Bank)

Please complete all areas below. Incomplete requests will be rejected. The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Please note that we will be contacting your bank to verify that you are able to make these charges.

Security ID Code: _____

Account No. _____ Exp. Date _____

Name (Please Print) _____

Authorized Signature _____ Date _____

E-mail Address to where final invoice will be sent: _____

Credit Card Billing Address: _____

FOR OFFICE USE ONLY

Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) Calendar days prior to the scheduled first move in move in date to receive a full refund less \$35.00 administrative fee.



**Orange
County
Convention
Center**

The Center of
Hospitality,
where it's all about
your experience.

Orlando

2012 LIGHTING SERVICE ORDER FORM

PLEASE PRINT OR TYPE: **Bolded** fields are required for processing.

NAME OF EVENT: **PITTCON 2012** BOOTH: _____

BOOTH SIZE: _____ X _____ BOOTH TYPE: ISLAND INLINE PENINSULA

EXHIBITING COMPANY: _____ PHONE: _____ FAX: _____

ADDRESS: _____ EMAIL: _____

CITY: _____ STATE/PROVINCE: _____ ZIP: _____ COUNTRY: _____

ARE YOU: Exhibitor EAC / I & D (Company Name) _____ Other _____

IF USING AN EAC / I & D COMPANY, PLEASE INDICATE CONTACT INFORMATION BELOW:

CONTACT NAME: _____ PHONE: _____ EXT. _____ EMAIL: _____

EXPRESS MAIL TO: Orange County Convention Center

Attention: Exhibitor Services

9860 Universal Blvd., Orlando, FL 32819-8199

US MAIL TO: Orange County Convention Center

Attention: Exhibitor Services

PO BOX 691509, Orlando, FL 32869-1509

Fax (407) 685-9884

Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824

E-MAIL: exhibit.services@occc.net WEB: <http://www.occc.net/exhibitor/default.asp>

Track Lights	*Incentive Order With Payment Before February 15, 2012			**Base Order With Payment After February 15, 2012			TOTAL	
	Quantity	Cost	Sales Tax	Unit Total	Cost	Sales Tax		Unit Total
4' Track with 2 lights*		\$ 176.52	+ \$ 11.48	\$ 188.00	\$ 284.50	+ \$ 18.50	\$ 303.00	\$
4' Track with 3 lights*		\$ 205.63	+ \$ 13.37	\$ 219.00	\$ 331.45	+ \$ 21.55	\$ 353.00	\$
4' Track with 4 lights*		\$ 232.86	+ \$ 15.14	\$ 248.00	\$ 373.70	+ \$ 24.30	\$ 398.00	\$
Add'l Track Light Fixtures*		\$ 56.33	+ \$ 3.67	\$ 60.00	\$ 89.20	+ \$ 5.80	\$ 95.00	\$
300 Watt Pole Light**		\$ 92.95	+ \$ 6.05	\$ 99.00	\$ 147.41	+ \$ 9.59	\$ 157.00	\$

*Price includes: fixtures, maintenance, power, installation, removal and metal bar for placement in your booth (Please see reverse side).

** Includes Power and Installation

ADDITIONAL OVERHEAD LIGHTING (Pricing is per event)

Quantity	Cost	Tax	Unit Total	Cost	Tax	Unit Total	TOTAL
Par Can**	\$ 266.66	+ \$ 17.34	\$ 284.00	\$450.00	+ 29.25	\$ 479.25	\$
Lights Out (Per Pod)	Requires Show Mgmt Approval		\$55.00	Requires Show Mgmt Approval		\$75.00	\$

++ (1000 watt Theatrical Ceiling Light Includes Installation, Removal, Electric, and 1 Focus)

- If refocus is required, an additional labor charge will apply.
- Please attach blueprints, floor plans, booth diagrams, sketches or drawings with surrounding booth or aisle numbers in order to determine proper orientation of your booth and the location of par cans and/or track or pole lights.
- **ALL PAYMENTS MUST BE MADE IN FULL by check, cash, money order or credit card, payable in US dollars, before services are provided.**

Payment in full must be received before service is provided.

Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.

FORM OF PAYMENT: Remit to Orange County Convention Center. NEW ONSITE ORDERS are subject to 50% Increase over the Base Rate.

Company Check or Money Order in the amount of \$ _____ Visa MasterCard American Express

(Made Payable to Orange County Convention Center, \$USD, US Bank)

Please complete all areas below. Incomplete requests will be rejected. The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Please note that we will be contacting your bank to verify that you are able to make these charges.

Account No. _____ Exp. Date _____

Name (Please Print) _____

Authorized Signature _____ Date _____

E-mail Address to where final invoice will be sent: _____

Credit Card Billing Address: _____

Security ID Code: _____

FOR OFFICE USE ONLY

Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) days prior to the scheduled first move in date to receive a full refund less \$35.00 administrative fee.

PITTCON 2012 OCCC EXHIBITOR FIRE REGULATIONS

Cooking Information

A Cooking Notice form must be obtained prior to any on-site cooking, and/or food warming activities on the premises. Cooking Notice forms can be obtained via the OCCC Event Services division, which are then submitted for review and approval by the Orange County Fire Marshal's office.

The use of cooking appliances must be disclosed on the Cooking Notice form. Each exhibit using cooking or food warming devices may be subject to an individual inspection. Cooking devices must be separated from the public by at least four feet, or by a substantial barrier between the devices and the public. In addition, a K-Class fire extinguisher must be in the cooking location, within thirty (30) feet of fryers and a 2A40BC fire extinguisher must be within thirty (30) feet of all cooking appliances. All fire extinguishers must be properly charged and tagged by a licensed fire extinguisher contractor.

Events involving cooking or food preparation must provide an appropriate number of utensil clean-up areas. Disposal of cooking residue into the OCCC drainage system is prohibited. Lessee shall provide holding tanks for disposal of all cooking residue (oil, grease, etc.) The OCCC has grease barrels and portable sink units available at the prevailing rates. Lessee shall also comply with all Orange County Health Department rules and regulations

Permitted Cooking Appliances Must Meet The Following Conditions

- Equipment fueled by small heat sources (such as sterno).
- Flaming sword or other equipment involving open flames and flaming dishes provided that precautions (subject to the approval of the Fire Marshal) are taken. Prior approval from the Fire Marshal is required.
- Portable butane-fueled appliances (listed and approved for commercial use) with a maximum of two 10 oz. non-refillable containers.
Please Note: The containers must be connected directly to the appliance. Manifolding of the cylinders is not permitted. The maximum number of stored butane containers is limited to 24. Prior approval from the Fire Marshal is required.
- Listed and approved ventless self-contained exhaust systems with an automatic suppression system that complies with NFPA 96 *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*. Prior approval from the Fire Marshal is required.
- Cooking Appliances that Require Automatic Suppression and/or Flue Connection:
 - Fryers
 - Grills, Ranges, Griddles, Broilers, Chain-broilers
 - Ovens**Please Note:** A fire watch may be provided in lieu of automatic suppression and/or flue connection with prior approval from the Fire Marshal.

Covered Booth Guidelines (Less than 300 Square Feet)

Please See Multi Level Guidelines Information Sheet

Facility Emergency Equipment

- Fire fighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, strobes, fire hose cabinets and standpipes.
- All emergency exits, hallways and aisles leading from the OCCC must be kept clear and unobstructed.
- Fire lanes must be maintained at all times on the loading dock.

Flame Resistance Information

- All woodwork, stage scenery, furnishings, decorations and sets used upon a working permanent or temporary stage, or within an exhibit, shall be coated or treated by approved methods to render them flame resistant.
- All fabrics, films, draperies, curtains and similar furnishings must be flame resistant as demonstrated by testing in accordance with NFPA 701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.
- Acoustical and decorative material including, but not limited to, cotton, foamed plastic, hay, paper, straw, wood chips, mulch, split bamboo and thatch must be treated with a flame-retardant.
- The use of Styrofoam products for set construction is not permitted.
- Documentation of flame resistance must be available for review upon request. Additional flame retardant treatments shall be applied in accordance with the appropriate product direction.

Gas Information

- The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the OCCC, would be, or might be, dangerous to persons or property or otherwise incompatible with the structure, systems and furnishings. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the OCCC.
- Gasoline, kerosene, diesel fuel, combustible gases and other flammable liquids may not be stored (permanently or temporarily) in the OCCC during an event or its move-in and move-out activities.

PITTCON 2012 OCCC EXHIBITOR FIRE REGULATIONS

Gas - Compressed/Inert

- Compressed inert gases may be used provided the vessels are stored in a safe manner and the OCCC Event Services division has been notified regarding their intended use and preferred storage location. Demonstrations involving inert gases must comply with all federal and local regulations.

Inert Gas Cylinders

- Compressed gas cylinders may not be stored on dock areas or the exhibit floor during "move-in" or "move-out".
- Compressed inert gas cylinders may be located in an exhibit space after "move-in" is complete. Cylinders must be properly secured at all times.
- Introduction of all other compressed liquids and gases into the building is prohibited without prior approval from the Fire Marshal.

Gas – Natural

- Equipment utilizing natural gas shall be installed in accordance with NFPA 54, Natural Fuel Gas Code.
- Supply lines will be turned on approximately one (1) hour prior to posted show hours and shut off one (1) hour after the end of each show day, by OCCC Event Utilities staff.
- A ceiling (rigging) drop is required for natural gas orders in exhibit halls. Exhibitor fee information and ordering information can be obtained from the Event Services division or via our website @ www.orlandoconvention.com. **Please Note:** Exhibitors placing natural gas orders are to provide a "Service Placement Plot" drawing depicting exact placement of the requested line drop.

Gas – Liquid Petroleum (LP)

- Non-refillable cylinders with a capacity of nominal 1 lb.
- The use of portable butane fueled appliances listed for commercial use, up to maximum of (2) 10 oz. containers, is permitted with prior approval of the Fire Marshal.
- The use of nominal 5 lb. Liquid Petroleum containers, when installed in the OCCC by the Event Utilities division, is permitted with prior approval from the Fire Marshal. A mandatory fire watch is required.
- Multiple nominal 5 lb. Liquid Petroleum containers, when installed in the OCCC, must be separated by a minimum of 20 feet. Storage of the Liquid Petroleum product must comply with NFPA 58 Liquefied Petroleum Gas Code. A mandatory fire watch is required.
- All Liquid Petroleum must be removed from the display area at the immediate close of show hours.
- Any other Liquid Petroleum product not listed above is strictly prohibited.

Gas – Storage

- Gasoline, kerosene, diesel fuel, combustible gases (cylinders) or other flammable liquids may not be stored (permanently or temporarily) within the OCCC facility, or on dock areas, during an event or its move-in and move-out.

Hazardous Chemicals

- The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the OCCC, would be, or might be, dangerous to persons or property, or otherwise incompatible with the structure, systems and furnishings of the building. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the OCCC.
- The Exhibitor is responsible for the removal of all hazardous waste and must comply with all applicable federal, state and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic or a biohazard (as defined under 40 CFR 261 subpart C and D). If materials are questionable, contact OCCC Exhibitor Services for more information. Costs or applicable administrative expenses incurred by the OCCC for the removal of hazardous waste left in, or about, the OCCC will be assessed to the Exhibitor.

Multi-Level Exhibits & Covered Booths Over 300 Square Feet

Please See Multi Level Guidelines Information Sheet

Open Flame, Pyrotechnics and Special Effects

Open Flame

- Open Flame and Flame Effects must comply with NFPA 160 – Standard for Flame Effects Before An Audience.
- Depending on the intended use of an open flame product, a Special Effects permit may be required. (Consult the OCCC Exhibitor Services division for further information and approval by the Orange County Fire Rescue Department.)
- A demonstration of the open flame device may be required at the discretion of the Orange County Fire Marshal, while on OCCC premises.
- Depending on the intended use of an open flame product and the demonstration of an open flame device, a fire watch may be required.

Candles

- All candle flames must be enclosed and protected at all times.
- Candles may be used on tables if securely supported on a substantial noncombustible base and located in a position to avoid danger of ignition of combustible material.
- The OCCC Exhibit Services division and Orange County Fire Rescue must be notified in advance on the intended use of candles and candle product.

Pyrotechnics

- Pyrotechnics must comply with NFPA 1126 Standard for the Use of Pyrotechnics Before a Proximate Audience.
- A pyrotechnics permit is required. (Consult the OCCC Exhibitor Services division for further information and approval by the Orange County Fire Rescue Department.)
- A demonstration of the pyrotechnics display may be required at the discretion of the Orange County Fire Marshal.
- A mandatory fire watch will be required. A fire engine stand-by may be required, per the discretion of the Orange County Fire Marshal's office.

PITTCON 2012 OCCC EXHIBITOR FIRE REGULATIONS

Special Effects – Fog & Hazers

- The use of fog and haze machines for lighting and theatrical effects is permitted within the OCCC, provided 1. that the exhibitor services coordinator be notified, and 2. that the fog/haze fluid used in those machines is water-based. The use of non-water-based fog/haze fluid, specifically with an oil-based composition, is prohibited.
- Orange County Fire Rescue guidelines will apply to the use of fog and haze machines and their interactions with OCCC building safety devices and/or detectors. Please consult the OCCC Exhibitor Services division for additional information regarding the use of fog and haze machines within the facility.

Special Effects - Lasers

- Lasers must comply with Florida Administrative Code Chapter 64E-4 Control of Nonionizing Radiation Hazards, NFPA 115 – Standard for Laser Fire Protection, and Florida Department of Health, State Bureau of Radiation regulations.
- A Laser Permit from Orange County Fire Rescue Department is required. In order to apply for this permit, the requestor must provide information about the proposed laser light show that includes classification of the lasers; sketches indicating the location of the lasers, operators, performers, viewers, beam paths, viewing screens, walls, mirror balls and other reflective or diffuse surfaces which may be struck by any and all laser beams, including scanning beam patterns, scanning velocity and frequency in occupied areas.
- For open-air shows where a laser beam is projected into the sky, requestor must submit basic beam information of intended laser use and a copy of the notification provided to the federal Aviation Administration.
- All lasers must be registered with the Florida Department of Health, State Bureau of Radiation. A separate registration is required for each location of intended use. Out-of-state lasers brought into the state for temporary use require notification to the Florida Dept. of Health, State Bureau of Radiation.
- The Laser Safety Officer must establish and supervise a program of laser radiation safety for compliance with all applicable rules.
- Laser system users and staff must be trained on fire safety features prior to the lasers first use and at least annually thereafter.
- Staff members must be trained in the use of portable fire extinguishers.
- All training must be documented and available for review.

Permit Overview/Including Cooking Information

Special permits or notices are required for event activities and exhibits that involve cooking, pyrotechnics, tents, multi-level or covered exhibits, and/or potentially hazardous situations. Appropriate permit applications or notices for the following activities must be made to the Office of the Fire Marshal, at least twenty-one (21) days prior to the event move-in:

- The display and operation of **any unusual electrical, mechanical or chemical device that may present a hazard**. The device, its application and the operation must be approved the Fire Marshal.
- The display or operation of **any heater, barbecue, open flame, candles, lamps, torches, etc.**
- The use or storage of **flammable liquids, compressed gasses or dangerous chemicals** as determined by the Fire Marshal.
- The display or operation of a **laser**. A permit is required from Orange County Fire Rescue Department. Proper notification to the Florida State Bureau of Radiation is required. (See previous page for laser regulations and restrictions.)
- Any **pyrotechnics, fireworks** or **special effects** display or process.
- Any **unusual use of a motorized vehicle** inside an enclosed structure.
- Any special **cooking** requirements, including cooking inside of ballrooms, convention areas and/or display areas.
- **Multi-level exhibit booths.**
- **Tents or covered exhibits in excess of 300 square feet** erected inside the host facility.
- **Tents erected OUTSIDE** the OCCC building premises will require a permit issued by the Orange County Building Department.

Vehicles

- The show's security provider must conduct a mandatory vehicle inspection of each vehicle, prior to their entry into the exhibit hall.
- All fuel tank openings shall be locked and sealed to prevent escape of vapors. Fuel tanks may not contain more than one-half capacity or ten (10) gallons of fuel whichever is less.
- At least one battery cable must be removed from the battery used to start the vehicle engine. The disconnected battery cable must be taped.
- Battery charging is not permitted in the exhibit hall, at any time.
- Converters may not be used in lieu of a battery to power the ignition source.
- Batteries used to power auxiliary equipment are permitted to be kept in service.
- Fueling or de-fueling of vehicles is prohibited.
- Vehicles may not be moved during show hours, unless the OCFR Fire Marshal approves the movement in advance and a Fire Watch is in place.
- Motor Homes, boats and similar exhibited products with over 100 sq. ft. of covered area must be protected with a listed smoke alarm.

Welding

- Welding and/or cutting equipment is prohibited in the OCCC except as part of an exhibit and must be approved by the Orange County Fire Rescue Services Division through the OCCC Event Services division.



Show Name: **PITTCOON 2012**

Exhibiting Company: _____

Booth Number: _____ Booth Size: _____

Contact Name: _____ Email: _____

Use the squares to indicate the dimensions of your booth size
 Mark where you need your utilities / service

Adjacent Booth / Aisle # _____

Adjacent Booth / Aisle # _____

Adjacent Booth / Aisle # _____

Adjacent Booth / Aisle # _____



PITTCON2012 MULTI-LEVEL/COVERED EXHIBIT APPLICATION

Name of Show _____ Dates: _____

Name of Exhibitor: _____

Booth No.: _____ Multi-level: _____ Covered: _____

Name of Booth Design Firm: _____

Contact Name: _____ (circle one): Exhibitor / Design House

Telephone: _____ Fax: _____ E-mail: _____

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OCCC Received: _____

No. Copies: _____

Date to Fire Official: _____

Date Returned from Fire Official: _____

Approved: _____

Rejected: _____

Plans Reviewer: _____

Date: _____

Fire Watch Required: _____

Yes: _____

No: _____

Comments: _____

Letter Sent: _____

Event Manager: _____