



Orlando
THE CENTER OF HOSPITALITY

THANK YOU FOR YOUR BUSINESS!

We look forward to welcoming you to Orlando and to working with you to create a productive and successful event. Our policies and procedures were developed with the input of clients just like you, so that we may better serve you and your attendees.

Please review these policies and let us know if you have any questions.

Again, thank you for your business. As "The Center of Hospitality," we are dedicated to providing the service our clients have come to expect.

Kathie Canning
Executive Director
Orange County Convention Center

If you require additional information or clarification,
visit our website at **www.occc.net**
or contact OCCC Event Management
Phone: 407-685-9882 • Fax: 407-685-9866

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ORANGE COUNTY CONVENTION CENTER (OCCC) MISSION STATEMENT

Owned and operated by Orange County Government, the mission of the Orange County Convention Center (OCCC) is economic development.

By hosting regional, national and international conventions, meetings and trade shows, the OCCC infuses the local economy with new money and expanding business opportunities.

The mission of our staff is to provide outstanding service to the clients and users of the OCCC, to stimulate their desire to return and to enhance the community's reputation for excellence.

OCCC-PROVIDED AND ONSITE PARTNER SERVICES

At the OCCC, it is our number one goal to make doing business easy for planners, attendees and everyone who walks through our doors. The OCCC has partnered with the best companies in their respective industries to provide show managers, exhibitors and attendees outstanding service. Likewise, OCCC staff members offer to clients and their exhibitors and attendees an excellence developed over years of training and experience. Our tagline encapsulates this commitment—*The Center of Hospitality, where it's all about your experience.*

Exclusive Services Provided by the OCCC

1. Rigging

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

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

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

2. Utilities

The OCCC provides utilities as an exclusive service. Rates and operating policies for electric, air, natural gas, steam, water, and drainage service are outlined on separate service order forms and can be obtained on the OCCC web site (www.occ.net).

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

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

3. Exhibitor Services

The OCCC is proud to have a dedicated team of Exhibitor Services Coordinators to provide personal customer service in assisting exhibitors with comprehensive information on all the services offered by the OCCC. The Exhibitor Services section of the OCCC is the exclusive agent of rigging and utilities to exhibitors utilizing the facility. The OCCC prohibits the repackage, resale, and/or change of the rates established and published by its designated concessionaires and the Exhibitor Services section.

Exhibitor List

The Lessee must provide a complete and updated exhibitor list to the OCCC Exhibitor Services Coordinator 45, 30 and 15 days prior to the event date. The exhibitor list is to include company name, booth number, booth dimensions and contact information. The OCCC will use this list to assist exhibitors with placing orders and any other services needed.

Service Desks

The Lessee's general service contractor is required to provide the OCCC with a minimum of two (2) service desks per exhibit area to service exhibitors during move-in, event and move-out. The Lessee should advise their OCCC Exhibitor Service Coordinator of requested staffing hours and desired location of the service desks on the event floor plan.

Exhibitor Kit

The Lessee's general service contractor is required to distribute all OCCC-provided services and OCCC onsite service partner order forms and rate information as part of the event's exhibitor kit whether in print or digital format. No rates or services forms may be altered in any way. The Lessee is required to provide a web link or an electronic or printed copy of the exhibitor kit to OCCC Exhibitor Services.

Exclusive Services Provided by Onsite Service Partners

1. Telephone, Internet, Wired and Wireless Data Communications—Smart City

The OCCC's telephone, Internet, wired and wireless data communication services (voice and data), equipment and transmission lines are exclusive services, provided by Smart City Services, rates, and operating policies are listed on separate service order forms located on the OCCC web site (www.occc.net) and include how to obtain the following:

- a. Telephone equipment, lines and related services.
- b. Data networking equipment, lines and related services to include wired and wireless Internet web service and other computer networking services.
- c. Data communication transmission – OCCC is equipped with fiber optic: Multi-mode fiber is available in the West Building; single mode fiber is available in the North/ South Building; and, category five (5) and above transmission cabling is available with access from most locations. The use of other fiber or data transmission cabling is prohibited without the express written permission of the OCCC and/or Smart City. The OCCC is also equipped with various wireless products (i.e. 802.11 a/b/g) for both voice and data transmissions. The use of other wireless transmission systems inside the OCCC is prohibited without the express written permission of the OCCC.
- d. Wireless Communications – The OCCC owns and operates a full-building Wi-Fi (802.11 a/b/g) system in both the North/South and West Buildings. This system is provided for our clients and is an exclusive service. Therefore, clients are not authorized or permitted to install and operate their own Wi-Fi systems.
- e. The OCCC can transport audio and video signals via RF distribution systems to most locations. Contact OCCC Technical Services at 407-685-9825 for additional information.

Smart City operates the following:

- a. 800mhz wireless public safety radio system with a frequency range of 806mhz to 868mhz. Any other wireless system that could, would, or may cause interference on these channels or to this system is strictly prohibited. This is a public safety system that allows police and fire response to critical life/safety issues that may arise inside the facility. Interference to this system caused by any client or a party to his/her event must be immediately corrected by the client and/or his/her party to include shutting down the interfering or believed interfering system/equipment and at the client's own expense.
- b. Wireless Wi-Fi LAN (802.11 a/b/g) network throughout the facility that uses Cisco technology and operates on ten (10) channels in the 2.4-Ghz range and eight (8) channels in the 5-Ghz frequency range. The use of any wireless devices or equipment in the OCCC that conflicts with OCCC wireless data communication or voice frequencies is strictly prohibited.

2. Food and Beverage—Centerplate

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

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

Exhibitors may distribute food and beverage samples as an approved exhibit if the exhibiting company is the legal manufacturer and/or distributor of the product. A Booth Sampling form must be completed. Sample sizes must be limited to four (4) ounces of beverage and three (3) ounces of food. No products may be sampled or given away outside the exhibit hall or inside any meeting room of the OCCC. All other food and beverage samples must be purchased through Centerplate. The OCCC has an exclusive contract for food and beverage with Centerplate.

3. Business Centers and Shipping, Receiving and Box Holding for Attendees and Speakers—FedEx Office

FedEx Office operates a business center in each of the OCCC's three concourses. These business centers provide photocopying, facsimiles, signs, binding, packaging, shipping and receiving, etc. for shows. Shipping, receiving, and packaging are exclusive services for attendees and speakers. All other services provided at the FedEx Office business centers are exclusive to exhibitors, speakers and attendees. Show management, their designees, and/or sponsors are not permitted to profit from these services to attendees, exhibitors or speakers. Show management has the right to bring office equipment and supplies into the OCCC for its use.

Preferred Onsite Partner Services

The OCCC identifies the following vendors as preferred partners. The OCCC recognizes the high quality of service these partners provide and encourages Lessees and exhibitors to utilize these vendors when possible. Preferred partners are given unobstructed access to the OCCC tunnel space, storage areas and loading docks.

1. Audio-Visual—LMG, Inc.

LMG, Inc. is the onsite preferred audio-visual partner for the OCCC. LMG, Inc. has the capability to provide expert technical support and a range of services that includes video projection

2. Bag and Coat Check, Valet Parking and Remote Skycap—Bags, Inc.

Baggage Airline Guest Services, known as Bags, Inc., offers premium "front door services" designed to raise the bar on quality and convenience. Bags, Inc. combines a full-service, multi-airline remote skycap operation, baggage and coat-check and valet parking services.

3. Business Centers and Small Package Shipping and Receiving for Show Managers and Exhibitors—FedEx Office

FedEx Office operates a business center in each of the OCCC's three concourses. These business centers provide photocopying, facsimiles, signs, binding, packaging, shipping and receiving, etc. for shows. Shipping, receiving, and packaging are preferred services to show management and exhibitors. All other services provided at the FedEx Office business centers are an option for show management. Show management has the right to bring office equipment and supplies into the OCCC for its use.

Gold Key Partner Services

The OCCC's Gold Key partners bring to show management and exhibitors a unique and innovative opportunity for offsite meetings and entertainment while in Central Florida. These Gold Key partners occupy onsite offices, provide show managers and exhibitors a personal representative to assist with customizing an offsite networking event at one of their unique venues and serve as an extension of the OCCC Sales Team. The following is a listing of the OCCC's Gold Key partners:

1. SeaWorld® Orlando

Less than two miles from the OCCC in the Convention Center District, SeaWorld® Orlando offers unexpected encounters and unbelievable offsite group events at its theme park properties: SeaWorld®, Discovery Cove® and Aquatica, SeaWorld's Waterpark™.

2. Universal Orlando® Resort

“Think outside the ballroom” at Universal Orlando® Resort with two amazing theme parks, four incredible onsite hotels and a nighttime entertainment complex—all just minutes from the OCCC campus.

ADVERTISING

1. Advertising in Non-Leased Public Space

The OCCC manages and controls the use of all non-leased space (i.e. public areas, concourses, lobbies, corridors, pre-function space, registration areas, food courts, sidewalks, glass areas, stairs, parking lots and outdoor space, etc.). Use of non-leased space requires OCCC approval.

The Lessee must submit plans requesting approval for use of non-leased space to his/her OCCC Event Manager prior to the sale of any sponsorship, advertising and/or exhibit booths. The OCCC's Executive Director will review and must approve the use of any non-leased space prior to the sale of any sponsorship, advertising or exhibit booths. Revenues generated from sponsorship sales in non-leased space may be subject to a commission fee. The OCCC's digital and static signage may not be covered or otherwise obstructed at any time.

2. Advertising Opportunities for Show Management Offered by the OCCC

The OCCC offers advertising and sponsorships to help brand events and/or promote exhibitor products and services. The advertising opportunities available to show management at the OCCC and the responsible party for negotiating each type of advertising option for show management are listed below:

- Dynamic, large format advertising on digital signs in high traffic areas of the West and North/South Concourses—Smart City.
- Static signs with maximum exposure on the covered Oversight Pedestrian Bridge connecting the West Building to the Hyatt Regency Orlando and the North/South Building—OCCC Event Manager.
- Charging stations in customized lounge zones—OCCC Event Manager.

3. Public Event Advertising

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

4. Decorations, Signs, Decals and Balloons

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

Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, or columns. Holes may not be drilled, cored, or punched into any walls, floors or ceilings of the OCCC.

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

The Lessee is permitted to use static helium balloon displays after submitting a Balloon Waiver to OCCC Event Management. A charge is assessed per helium balloon that escapes. Helium balloons may not be used as giveaways. Helium tank storage inside the OCCC is prohibited.

With the Lessee's approval, exhibitors are permitted to display static helium balloons after submitting a Balloon Waiver and paying a damage deposit to OCCC Exhibitor Services.

5. Exterior Marquees/Public Space Monitors

Lessee welcome messages may be displayed on the exterior marquees at the OCCC. Welcome messages must be submitted and approved through OCCC Event Management.

The OCCC does not sell advertising space on the exterior marquees. Lobby monitors will display event information at no charge to the Lessee. Location and timing information will be displayed relating to event move-in/out, show hours, registration, and general sessions.

Advertising is not permitted on digital wayfinding monitors. Sponsorships on digital advertising monitors are available upon request. Please contact Smart City for more information.

FACILITY SERVICES

1. Air Conditioning or Heating

Rent includes air conditioning or heating in the public concourses during move-in, show, and move-out.

Rent also includes air conditioning or heating in exhibit halls on leased show days for the following:

- Show hours for exhibits
- Session hours for general sessions
- Rehearsals
- Poster sessions
- In-hall registration

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

Air conditioning and heating is provided complimentary on a leased move-in day for exhibit halls used as a general session for dress rehearsals only. All other air conditioning or heating requests in leased space on move-in or move-out days shall be billed at the applicable rate (see OCCC Event Personnel, Services, Equipment and Utilities Rates for Show Management).

2. Custodial Services and Waste Removal

OCCC Custodial Responsibilities

The OCCC provides custodial service for the following spaces before, during and after an event at no additional cost to the Lessee:

- All public areas
- Restrooms
- Meeting rooms

The OCCC will clean the following areas on show days only at no cost to the Lessee:

- Non-carpeted aisles
- Non-carpeted food service areas

Lessee Custodial Responsibilities

The Lessee is responsible for the cleaning of the following for the entire term of the lease:

- Registration areas
- Show offices (When built on exhibit hall floors.)
- Exhibit booths
- Exhibit hall(s) prior to carpet installation
- All carpet installed for an event, including aisles, booths, food service areas, and staging
- Special effect items, e.g., glitter, confetti, balloon drops, etc. (or cleanup of these special effect items by OCCC Environmental Services staff will be charged to Lessee at the prevailing rate)

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

Bulk Trash Definition

Bulk trash is defined as boxes, crates, lumber, pallets, packing materials, and other items not easily removed by a standard push broom or vacuum.

OCCC Bulk Trash Responsibilities

The OCCC provides one complimentary trash haul (one 40 cubic yard container) per leased exhibit hall, per show. All additional hauls are charged at the prevailing rate.

Lessee Bulk Trash Responsibilities

The Lessee is responsible for the removal of bulk trash from the following locations during move-in, show and move-out of an event:

- Exhibit halls
- Meeting rooms
- Pre-function areas, e.g., registration and show offices

Any costs incurred by the OCCC for trash not removed by the Lessee will be charged to the Lessee at the prevailing rate.

General Service Contractor Bulk Trash Responsibilities

Trash receptacles provided by the general service contractor and located in all areas of the facility, e.g., registration, show offices, meeting rooms, exhibit space, must be serviced by the general service contractor.

3. Key Cards and Secure Rooms

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

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

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

4. Room Changeovers

The initial room set is complimentary for all meeting rooms (theater, classroom, conference, banquet or reception style) and exhibit halls (used for general session and/or banquet style), within the limits of OCCC inventory, during the term of the Lease. The convention center does not provide riser or tiered seating.

Changes to the approved set five (5) days or less prior to the first move-in day will be charged at the prevailing rate. This includes, but is not limited to, the addition or removal of inventory, e.g., tables, chairs, riser, performance staging, and lecterns. Changeover charges are outlined on a separate rate schedule (see the OCCC Event Personnel, Services, Equipment and Utilities Rates for Show Management). Equipment, e.g., chairs, tables, risers, performance staging is provided within the limits of OCCC's inventory. If inventory limits are exceeded, equipment rental is the responsibility of the Lessee.

5. Movable Walls

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

6. Material/Equipment Movement and Display Vehicles

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

Tractors/trailers, cabs/trucks or other gas/diesel power equipment with motors idling are not permitted in any OCCC exhibit halls, as appropriate ventilation is not available.

Vehicles that remain in the exhibit hall as part of a display must have the battery cables disconnected. The gas tank must either be taped shut or have a lockable gas cap and may contain no more than one-fourth (1/4) tank or ten (10) gallons of fuel, whichever is less.

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

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

For heavy objects, temporary carpet or plywood on top of reinforced polyethylene sheeting must be used to protect the OCCC's carpet and terrazzo. Worn or torn sheeting must be replaced immediately. Heavy objects are defined as items in excess of 1,500 lbs., exceeding the limits of an average pallet jack. If protective materials are taped to the floor, the Lessee or his/her general service contractor is responsible for the removal of all residue.

7. Refrigeration Trucks

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

8. Personal Transport Devices

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

Electric wheelchairs and electric motor vehicles (e.g. Segways®) are permitted to operate on OCCC premises. Prior approval of the Lessee is required for operation of electric motor vehicles (e.g. Segways®) on the show floor. Safe operating practices shall be used at all times. Rental of these personal transportation devices must be arranged through FedEx Office.

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

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

9. Storage

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

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

10. Underground Utility and Service Corridors

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

11. Lighting

Exhibit Hall Lighting

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

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

Performance Audio and Lighting

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

Services of the OCCC's preferred audio/visual production partner, LMG, Inc., are available through the OCCC upon request.

Contracted audio/visual suppliers may feed signals into the house sound system as outlined in the OCCC Electronic System Guidelines.

12. Drilling

Drilling into the OCCC's walls, floors and ceilings is strictly prohibited.

13. Parking Fees and Parking Facilities

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

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

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

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

14. Exterior Tents, Exhibits, Demonstrations and Buried Underground Utilities

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

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

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

PERSONNEL SERVICES AND EQUIPMENT

1. Service Personnel

Services and rates are outlined in the OCCC Event Personnel, Services, Equipment and Utilities Rates for Show Management.

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

2. Rental of Equipment

Rental equipment and the prevailing rates are listed in the OCCC Event Personnel, Services, Equipment and Utilities Rates for Show Management. OCCC equipment must be set up and operated by authorized OCCC personnel. Labor charges for operators shall be in addition to the rental charge for equipment.

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

3. Emergency Medical Service

The OCCC strongly recommends that the Lessee consider obtaining the services of an emergency medical service provider during his/her event. First Aid Rooms are available for the Lessee's use. A list of emergency medical service providers is available through OCCC Event Management.

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

Please note that emergency medical service providers are mandatory for athletic events. The OCCC will inform the Lessee of any additional medical emergency procedures required.

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

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

4. Event Security Service

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

The Lessee is responsible for retaining the services of an Event Security Service Provider. An adequate level of event staffing is required, to include door guards and rover position(s) for each exhibit hall, ballroom or theater that is under the client's lease agreement. The Lessee is responsible for reviewing the OCCC Emergency Procedure Plan with his/her contracted Event Security Service Provider. To secure the leased premises and support areas, the Event Security Service Provider must be selected from the eligible list available on OCCC's web site or enter into an agreement with OCCC to operate within the facility. An adequate level of event security staffing is required and is subject to approval by OCCC Event Security Staffing Liaison. Coverage must commence at the first minute of move-in and continue through the completion of move-out.

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

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

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

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

Event security service staffing levels for events that are open to the public such as youth events, concerts, plays, ride and drives and/or sporting tournaments, may have additional coverage requirements that will be determined on a case-by-case basis and may necessitate the contracting of off-duty Orange County Sheriff's Deputies. Contact your OCCC Event Security Liaison for more information.

The Event Security Service Provider may not place locks or chains on exhibit hall, meeting room, ballroom, theater or office doors. Keys for exhibit hall doors are not available, but Lessee may issue meeting room key cards to his or her event security provider.

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

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

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

ENVIRONMENTAL AND SUSTAINABILITY GUIDELINES

1. OCCC Environmental and Sustainability Policy

The OCCC's North/South Building is home to one of the largest solar panel arrays in the southeastern U.S. and is LEED Gold-certified, making it a prime example of sustainable practices. These are two of the many examples which demonstrate the OCCC's commitment to conducting our operations in an environmentally-responsible manner through the establishment of an environmental management system. In fulfillment of this commitment, it is the policy of the OCCC to emphasize the following:

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

This policy is communicated to all OCCC employees through training and education and will be made available to our customers, the public and any other interested parties. Additional information about the OCCC's environmental and sustainability policies can also be found on the OCCC web site (www.occc.net).

2. Smoking

In compliance with the Florida Clean Indoor Air Act, Florida Statutes Section 386.204 and other local, state and federal regulations, smoking is not permitted within the OCCC. The Lessee and his/her general service contractor shall enforce this policy and post appropriate signage. The OCCC will provide designated smoking areas that are at least 25 feet from building ventilation, doors, windows, work spaces or regulated materials. Smoking is prohibited in any location not designated for smoking.

3. Recycling and Bulk Waste

The OCCC complies with Orange County's recycling program and has worked with clients to reduce bulk trash and increase recycling with some clients have recycling rates as high as 87% for their OCCC-hosted events. To help ensure the OCCC's future success, material disposal shall be handled as follows:

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

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

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

4. Regulated Materials

The Lessee shall not bring upon the premises any exhibit, equipment, vehicle or material 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 OCCC.

Many materials are regulated for their use, handling storage, transport and disposal. Regulated materials may be classified as hazardous, non-hazardous, biomedical or another classification. These materials are defined by Florida Administrative Code FAC 62-730, FAC 64E-16, FAC 62-621 and the Code of Federal Regulations 40 CFR 261. Regulated materials include a wide range of gaseous, corrosive, ignitable, reactive, toxic, biomedical and potentially infectious materials.

If a Lessee or exhibitor intends to bring a regulated material into the OCCC facility, he or she must notify the OCCC Event Manager prior to move-in and provide all documentation required by the related regulation governing that material. The Lessee and his/her exhibitor are both expected to be knowledgeable about the regulations governing the materials brought into the OCCC and comply with those regulations. The Lessee and his/her exhibitors must ensure that general service contractors involved in the use, handling, transportation, storage and disposal of any regulated material is knowledgeable with the related regulations and complies with them at all times. Lessees are responsible for regulatory compliance and the costs associated with the removal, disposal and administration of regulated materials.

Some examples of regulated materials include, but are not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases and chemicals (including oxidizers) and are prohibited inside the OCCC.

Compressed inert gases may be used provided the vessels are stored in a safe manner. Demonstrations involving inert gases must comply with all federal and local regulations. Gasoline, kerosene, diesel fuel, combustible gases or other flammable liquids may not be stored permanently or temporarily in the OCCC during move-in, show or move-out of an event.

If materials are questionable, contact OCCC Event Management to get a material determination and instructions prior to move-in. All costs and expenses incurred by the OCCC for the administration and removal of regulated material will be assessed to the Lessee.

5. Washing of Vehicles—Environmental Regulations

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

SAFETY AND FIRE REGULATIONS

1. Capacities

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

2. Catwalk and Roof Access

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

3. Doors

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

4. Escalators, Passenger Elevators and Moving Sidewalks

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

5. Fire Regulations

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

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

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

6. Fog/Smoke Machines

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

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

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

7. Hazardous Work Areas

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

The following are strictly prohibited:

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

8. OSHA Standards

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

In the event OSHA arrives onsite, the OCCC Chief Financial Officer or Senior Safety and Loss Prevention Analyst should be notified.

9. Package and Vehicle Inspection

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

10. Permits (Cooking, Covered Exhibits, etc.)

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

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

Events involving cooking or food preparation must provide an appropriate number of utensil clean-up areas. Disposal of cooking residue into the OCCC's drainage system is prohibited.

The Lessee shall provide holding tanks for disposal of cooking residue (e.g. oil, grease, etc.) and these must be removed at the end of the lease. The OCCC has grease barrels and portable sink units available at prevailing rates. The Lessee must make arrangements for proper disposal of cooking residue. Costs or expenses incurred by the OCCC for the removal of cooking residue left in or about the OCCC will be assessed to the Lessee.

- b. Multi-level or Covered Exhibits Guidelines are available in the Appendix section of this Operational Policies document. Firewatch personnel or automatic extinguishing systems are required. The Lessee will be charged for firewatch personnel per the County's fee schedules.

11. Safety Railing

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

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

12. Firearms

Weapons may be displayed as part of the exhibitor's static display, providing the necessary precautions have been instituted with approval by OCCC Security and the OCCC Risk and Safety Administrator. Firearms require the OCCC's Firearm Permit Checklist form be completed and submitted to OCCC Security prior to the arrival of the client to the leased space. Contact OCCC Event Management to obtain the Firearm Permit Checklist form.

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

The use of armed security must be coordinated with the contracted Event Security Provider (ESP) and the assigned OCCC Event Security Liaison (ESL).

In accordance with the changes to P.L. 790.06 "License to carry concealed weapon or firearm," individuals other than law enforcement officials may be allowed to carry weapons on the OCCC campus with a Florida concealed weapons permit. Restrictions apply.

Orange County employees are prohibited from bringing guns into the workplace.

FLOOR PLANS, PROPERTY AND REGISTRATION AREAS

1. Floor Plans

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

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

2. Freight Deliveries

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

3. Lessee's Property

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

4. Abandoned Property

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

5. Registration Areas

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

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

TAXES AND MISCELLANEOUS

1. Americans with Disabilities Act

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

2. Animals

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

3. Discrimination

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

4. Gratuities

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

5. Residual Matters

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

6. Sales Tax

The Lessee may be liable for collection of tax on the sales of tangible personal property (e.g. books, tapes, souvenirs, etc.) and certain services unless the transaction is specifically exempt. Sales to nonprofit organizations that hold a valid Florida Consumer's Certificate of Exemption (Form DR-14) are exempt from tax. Exhibitors do not need to register and collect tax if the written exhibitor agreement prohibits the sale of taxable goods or services on site. If exhibitors are permitted to sell taxable goods or services on site, exhibitors must register as a dealer with the Florida Department of Revenue.

Additional information is available online at www.myflorida.com/dor or by calling 1-800-352-3671. See Florida Statute 212 (www.leg.state.fl.us) for more informatio

7. Taxes and Miscellaneous

Lottery, Games of Chance, Raffles

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

See www.myfloridahouse.gov or www.leg.state.fl.us for additional information regarding Statute #849.0935 addressing non-profit organizations and drawings of chance, and Statute #849.094 addressing drawings of chance by business organizations.

Also refer to the Department of Business and Professional Regulations with the State of Florida at www.myflorida.com for more information.

APPENDIX

Orange County Convention Center Electronic Systems Guidelines

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

1. OCCC-owned building systems (e.g. lighting, audio, electronic signage, coax, etc.) shall be maintained and operated, exclusively, by OCCC employees from the Event Services Division's Technical Services Section.
2. OCCC Technical Services provides all in-house, audio/lighting/electronic signage/coax, infrastructure interfaces. Any required audio/video/coax cables or adapters are supplied by the "user."
3. Line level devices may be interfaced into the house audio system through the available line level inputs. Each meeting room is equipped with one line level input (XLR). There is a wall mounted volume control for the Line Level Input.
4. Each meeting room is also equipped with three (3) microphone level inputs, in addition to the line level input. If a meeting room requires more audio inputs, or if the vendor chooses, appropriate audio mixing consoles can be utilized.
5. When audio input requirements exceed four (4) audio sources, the OCCC recommends a technician provided by the contracted A/V vendor operate the equipment.
6. To ensure availability of equipment and personnel, all requests for services from the OCCC should be made at least 21 days prior to the event. Requests should be established via assigned OCCC Event Manager.
7. Meetings utilizing the in-house audio system may be recorded via the audio recording infrastructure via a patch panel in individual meeting rooms. Infrastructure patch fees apply.
8. HD Cable Television ordering and payment arrangements must be made through the OCCC Service Desk. Viewing equipment and RG6 coax cable to the infrastructure tap are not provided by the OCCC. Signal is provided by Bright House Networks. Customers with an event contract may have this service added to the master invoice. A digital tuner is required to view the HD channels. If the supplied display device does not have a digital tuner, one can be rented from the OCCC.
9. Routing of client audio and/or video signals through OCCC infrastructure is available. Labor and equipment charges may apply.

10. Wall mounted lighting controls are available in all meeting rooms. OCCC Technical Services shall provide assistance configuring lighting to accommodate projection screens and general room appearance. When modifications require system programming, labor charges may apply. Remote lighting control devices are available in limited sections of the facility.
11. Background music is available throughout the OCCC, at no charge. Most locations have local volume controls (e.g. meeting rooms). A client or customer who has a contract for leased spaces is responsible for any music licenses that may be required (e.g. ASCAP/BMI license). If background music is requested, the service must be ordered in advance. There are multiple types of music available.

Note: Onsite requests for service may not be fulfilled on the day the service is requested. The interface into the systems available in the OCCC's Chapin Theater are not covered in this document. Additional information can be obtained from the OCCC web site (www.occc.net).

APPENDIX

Orange County Convention Center Exhibitor, Exhibitor Appointed Contractor, Installation and Dismantle Company and General Service Contractor Responsibilities

1. Exhibitor Kits

The Lessee's general service contractor is required to distribute all OCCC-provided services and OCCC onsite service partner order forms and rate information as part of the event's exhibitor kit whether in print or digital format. No rates or services forms may be altered in any way.

2. Service Desks

The Lessee's general service contractor is required to provide the OCCC with a minimum of two (2) service desks per exhibit area to service exhibitors during move-in, event and move-out. The Lessee should advise his/her OCCC Exhibitor Service Coordinator of requested staffing hours and desired location of the service desks on the event floor plan.

3. Exhibit Booths

- Exhibits or displays, equipment, stock or supplies will not be allowed to enter or leave by way of the front entrances of the OCCC.
- Permits are required for booths and/or exhibitor activity that includes cooking, pyrotechnic, tent, welding or cutting and multi-level or covered booths or other potentially dangerous hazards. Each situation must be individually approved. Permit information may be obtained from your exhibitor kit/manual, show management or OCCC Event Management.
- Cooking permits must be obtained from your exhibitor kit/manual or show management, completed and accepted by the OCCC prior to any cooking activity. A 2A40 B.C. fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device. Exhibitor shall comply with all Orange County Health Department rules and regulations. Exhibits involving cooking or food preparation must provide a clean-up area or use those provided by show management. Disposal of cooking residue into the OCCC's drainage system is prohibited. Holding tanks for disposal of cooking residue (oil, grease, etc.) are required.
- Static helium balloon displays are permitted after filing a Balloon Waiver with the OCCC Exhibitor Services section. Helium balloons may not be used as giveaways. Helium tank storage inside the OCCC is prohibited.

- “Day tanks” of bottled gas may be used, during show hours, for cooking or demonstration purposes. Tanks must have a release valve and be removed from the OCCC, daily, at the close of event. At no time can tanks be stored in the OCCC. A 2A40 B.C. fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device.
- Multi-level and/or covered exhibits require firewatch personnel or an automatic extinguishing system and submittal of scaled, stamped plans. Guidelines are available through your exhibitor kit/manual, show management or OCCC Event Management. Exhibitor will be charged for firewatch personnel per Orange County’s fee schedules.

4. Rigging

If permitted by show management, exhibitor rigging services are available through OCCC Exhibitor Services. A rigging form should be included in your exhibitor kit. If not, check with show management before placing an order for this service. Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, or columns by exhibitors or their designee.

5. Food and Beverage

Food and beverages are not permitted on premises unless purchased through Centerplate, the OCCC’s exclusive food and beverage partner, or as an approved exhibit by the legal manufacturer and/or distributor. Food or beverages may not be brought in or delivered to the OCCC for personal consumption. Exhibitors planning to distribute food and beverages, whether manufacturer or distributor, must make advance arrangements with Centerplate.

6. Floor Plans

- Floor plans, including general session, registration, and pre-function space, must be submitted to OCCC Event Management at least six (6) months prior to the event for approval by the Orange County Fire Rescue Department. Applications may be obtained from OCCC Event Management. Lessee must remit fees for approval of plans per the Orange County Fire Rescue Department fee schedule.
- Exhibit hall floor plans should be submitted to Orange County Fire Rescue Department for approval prior to the sale of exhibit space by the Lessee. Floor plans must be to scale and include the OCCC’s utility grid and all exiting doors. Plans must include the name, dates, and location of the event. The OCCC requires a digital copy be submitted to OCCC Event Services. Exhibit plans may be submitted separately from general session, registration, and pre-function plans. If the Lessee’s general service contractor is unable to provide scaled plans, they are available upon request through OCCC Event Management.

7. Freight Deliveries

Freight deliveries, including, but not limited to UPS, FedEx, RPS, GPS, etc., will not be accepted by the OCCC. Most carriers will not deliver to individual booths. Refer to your exhibitor kit/manual or ask your show management for proper drayage instructions.

8. Facility Maintenance

- Adhesive-backed decals (stick-on) or similar items (except nametags) may not be distributed or used in the OCCC.
- Holes may not be drilled, cored, or punched into any surfaces of the OCCC.
- Painting signs, exhibits or other objects is not permitted in the OCCC.
- Tape used on exhibit hall floors must be low residue resistant carpet tape (Polyken 105C or Renfrew #147) and low residue safety tape (Asiachem SST-736 or approved equivalent). All tape must be removed from the floor and disposed of immediately after the event.

9. Storage

Limited storage for crates, equipment or supplies is available within specifically-marked areas on OCCC loading docks, during the term of a Lease. These areas are not available for storage before or after the term of the Lease. Stored items may not be located in, nor may they block, doorways, exits or fire equipment. Crates, cardboard boxes or fiberglass cases may not be stored inside the OCCC, including service corridors, meeting rooms and exhibit halls. All other storage arrangements must be made with Lessee's general service contractor. Storage by the Lessee or contractors in facility service corridors is strictly prohibited.

10. Underground Utility and Service Corridors

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

11. Custodial Services and Bulk Trash

Trash receptacles provided by the general service contractor and located in all areas of the facility, e.g., registration, show offices, meeting rooms, exhibit space, must be serviced by the general service contractor.

12. Safety and Environmental Regulations

- During move-in and move-out, exhibit halls, loading docks, truck staging areas and service corridors are considered hazardous work areas. The following are prohibited in hazardous work areas:
 - Alcoholic beverages
 - Possession or use of controlled substances of any kind
 - Irresponsible behavior
 - Speeding or reckless use of vehicles or equipment
 - Music or noise that may limit the audibility of back-up signals, fire alarms or emergency messages
 - Children under 16 years of age
- Contractors and providers must comply with the most current edition of the Occupational Safety and Health Administration (OSHA) standards (www.osha.gov).
- In compliance with the Florida Clean Indoor Air Act, Florida Statutes Section 386.204 and other local, state and federal regulations, smoking is not permitted within the OCCC. The Lessee and his/her general service contractor shall enforce this policy and post appropriate signage. The OCCC will provide designated smoking areas that are at least 25 feet from building ventilation, doors, windows, work spaces or regulated materials. Smoking is prohibited in any location not designated for smoking.
- Fog, smoke and special effect equipment is restricted to water based chemicals. Approval must be obtained from show management and the Orange County Fire Rescue Department through OCCC Event Management. Fog, smoke and special effect equipment must not be operated in areas where the effect could enter adjacent spaces, e.g., exhibit hall entrances, concourses, etc.
- If a Lessee or exhibitor intends to bring a regulated material into the OCCC facility, he or she must notify the OCCC Event Manager prior to move-in and provide all documentation required by the related regulation governing that material. The Lessee and his/her exhibitor are both expected to be knowledgeable about the regulations governing the materials brought into the OCCC and comply with those regulations. The Lessee and his/her exhibitors must ensure that general service contractors involved in the use, handling, transportation, storage and disposal of any regulated material is knowledgeable with the related regulations and complies with them at all times. Lessees are responsible for regulatory compliance and the costs associated with the removal, disposal and administration of regulated materials.

- Vehicles that remain in the exhibit hall as part of a display must have the battery cables disconnected. The gas tank must either be taped shut or have a lockable gas cap and may contain no more than one-fourth (1/4) tank or 10 (ten) gallons of fuel, whichever is less.
- The OCCC complies with Orange County's recycling program. Contractors and providers are expected to participate in correct disposal of cardboard, bulk and irregular waste.

APPENDIX

Orange County Convention Center Exhibitor Rigging information

The OCCC is the exclusive rigging service provider for exhibitors. In order for the OCCC to provide the best possible service to clients, the following rigging guidelines are applicable to all show managers, general service contractors, installation and dismantle companies, exhibitors and exhibitor appointed contractors (EACs).

1. The OCCC is the exclusive provider of rigging services.
2. All rigging must conform to show management rules, regulations, and facility limitations.
3. The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building, walls, or decorative surfaces is not permitted.
4. All equipment, signs, products, etc. must be designed to suspend safely. In some cases, signs may require a structural engineer's seal of approval.
5. 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 (WLL).
6. Rigging plots, drawings, blueprints or engineer's certification, when requested, must be submitted to the OCCC Rigging Section a minimum of three weeks (21 days) in advance of the first move-in day for 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.
7. All points where nylon slings are used will require a steel safety cable.
8. All assembly of equipment, signs, products, etc., is the responsibility of the exhibitor or exhibitor appointed contractor.
9. Any equipment, signs, products, etc. deemed to be unsafe for overhead suspension by the OCCC Rigging Section will not be allowed.

10. A credit card must be placed on file with the Method of Payment form for any additional charges.
11. The OCCC does not accept purchase orders.
12. Actual time and date of rigging may vary during move-in and move-out of your show in order to reduce costs to you.
13. All orders for rigging will be handled in the order in which the paperwork is signed off at the OCCC Exhibitor Services desk or at the discretion of the OCCC Rigging Section.
14. In instances where a definite date and time for rigging services is required, the exhibitor will need to order a dedicated rigging team. The exhibitor will be charged a minimum of four (4) hours up and four (4) hours down times the number of riggers needed.
15. The OCCC's Rigging Section can be reached by phone (407) 685-5555, via fax (407) 685-5974 or via email (rigging@occc.net) to clarify or assist you with any concerns you have in regards to aerial rigging at the OCCC.
16. The OCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.

Seams:

1. When using cloth material, seams need to be double stitched on the top and bottom.
2. Heat seam is only acceptable when hanging lightweight vinyl drape.
3. If vinyl drape is to be used as a drop down for a sign or banner and includes a bottom batten to attach the foam core, sintra, or cloth/vinyl banner, the OCCC requires double stitching on the vinyl drape due to weight considerations and possible failure of the heat seam.

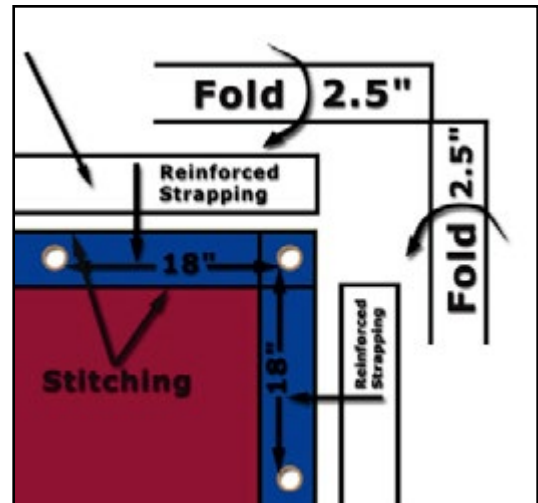
Adhesive:

1. Adhesive or glue tape is not acceptable due to the tendency of it to come loose under weight.
2. The use of any type of adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces (inside or outside) is not permitted.

Exterior Banners:

Banners to be installed on the exterior of the building must be designed with the following elements in mind:

1. The banner must be constructed of a material that allows the wind to flow easily through it. If the banner is made of vinyl, construction wind pockets must be cut into the banner. The OCCC recommends the use of a seventy percent (70%) mesh material for banner construction.
2. Banners must have grommets horizontally along the top and bottom of the banner at a minimum of 18 inches to two-foot intervals.
3. If the banner is eight (8) feet tall or greater, banners must have grommets vertically placed along both sides of the banner at a minimum of 48 inches.
4. All edges of the banner will be folded over, glued and double stitched, and preferably webbing-reinforced before installation of the grommets. All mesh banners must be webbing-reinforced in between all folds before grommet installation.
5. The grommets in the corners will be reinforced due to this area handling most of the stress in the banner.
6. Banners must be made of lightweight materials.
7. The material should be water-resistant so there will not be a substantial increase in weight when the banner becomes wet.
8. All banners are subject to removal without notice in the event of a severe weather notice or situation.



Hardware:

1. The manufacturer must rate all rigging hardware with a working load limit (WLL).
2. The manufacturer of the rigging hardware must be legally liable for its products in the continental United States.
3. All wire rope slings 3/8" and larger must be certified and proof-tested to twice their working load limit.
4. Flemish eye construction is preferred for all wire rope slings 3/8" and larger.
5. The OCCC Rigging Section reserves the right to substitute hardware on a case-by-case basis at its discretion.

Manufactured or Custom Built Signs:

1. All signs must be well-made and in good condition to be suspended.
2. All drawings, diagrams, etc. must be submitted at least three weeks (21 days) in advance of the event.
3. All signage is subject to onsite inspection for final approval.
4. An engineer's certification may be required under certain conditions.
5. All hardware and equipment must be approved by the manufacturer for overhead suspension.

APPENDIX

Orange County Convention Center Guidelines for Multi-Level and Covered Exhibits

Forward to Exhibitor Appointed Contractor (EAC) or other third party, if applicable.

Definitions

Covered Booth – 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 – 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 the Orange County Fire Rescue 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 OCCC Event Management and the Orange County Fire Rescue Department. To ensure success of an 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/Kit for applicable guidelines.
 - f. They must include the rise and tread of the stairs.
 - g. They must include the guard rail measurements.
2. Send two (2) copies of scaled, signed and dated blue prints (with front and side elevations), by a registered architect or engineer, to the following:

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 combustibile (flame-retardant) materials. If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to the Orange County Fire Rescue 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. The 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 the 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 Firewatch Personnel

The Orange County Fire Rescue Department requires firewatch personnel for the following:

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

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

- 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. Firewatch personnel are charged at the prevailing rate.

To place a firewatch order, contact OCCC Event Management,
phone: (407) 685-9882 or
fax: (407) 685-9866.

D. Alternative to Firewatch Personnel (Automatic Extinguishing System)

This alternative to firewatch personnel applies to the first level of exhibits with an occupiable second level, regardless of the size and/or in the instance of 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 OCCC's existing standpipe system and in some cases, the domestic water supply. Connections to water systems must be made by the OCCC.
3. Extinguishing system designs must be part of the original plan submissions. The Orange County Fire Rescue 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

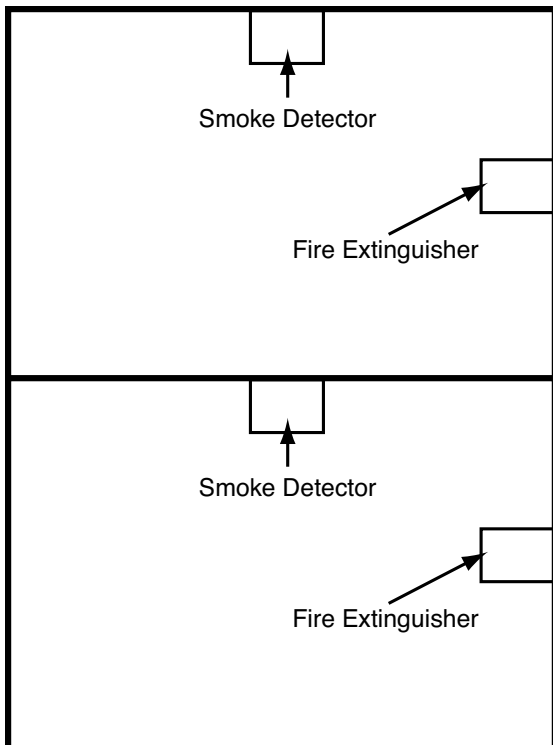
Fax: (407) 685-9866

If you have questions regarding Fire Code, contact:

Orange County Fire Rescue Department

Phone: (407) 685-9811

Fax : (407) 685-9866



Covered Exhibits

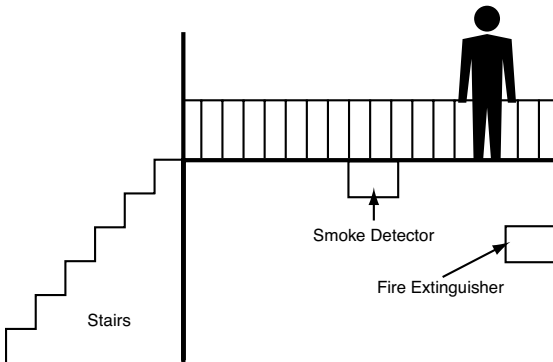
299 sq. ft. or Less

- 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

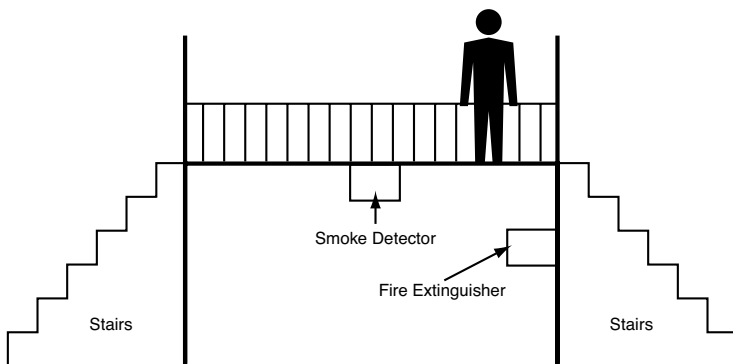
- Firewatch or Extinguishing System Required
- All Booths to Be Constructed as Required by Applicable Codes and Standards



Multi-Level Exhibits

299 sq. ft. or Less

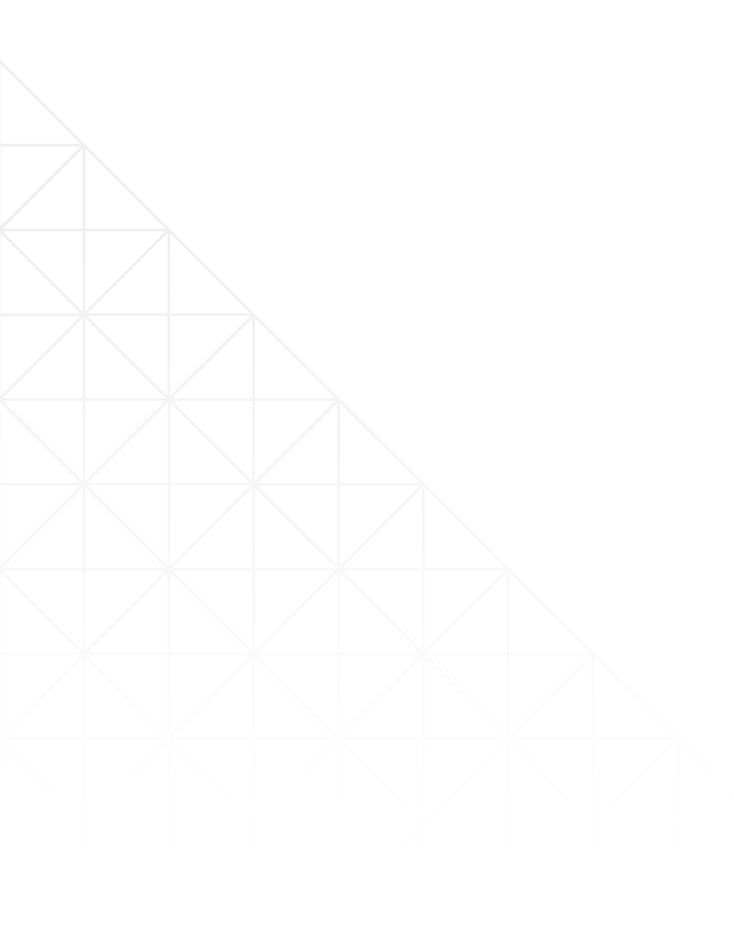
- Firewatch or Extinguishing System Required
- Minimum 1 Stair Required
- All Booths to Be Constructed as Required by Applicable Codes and Standards



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



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

West Building

9800 International Drive
Orlando, FL 32819

North Building

9400 Universal Boulevard
Orlando, FL 32819

South Building

9899 International Drive
Orlando, FL 32819

Toll-Free: 800-945-3845

Phone: 407-685-9800

Fax: 407-685-9876

www.occc.net

