



Shepard Exposition Services

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

SHOW INFORMATION

Total Tech Summits

November 1 - 3, 2017

Orange County Convention Center - Orlando, Florida

Event Code: F127581117

BOOTH PACKAGE

Items provided in your booth, per exhibitor: 8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign

Show drape color(s): Blue, Grey, Teal
Aisle carpet color: Tuxedo

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Wednesday, November 1, 2017	8:00 AM - 5:00 PM
	Thursday, November 2, 2017	8:00 AM - 1:00 PM
Exhibit Hours:	Thursday, November 2, 2017	2:00 PM - 7:00 PM
	Friday, November 3, 2017	1:00 PM - 4:00 PM
Exhibitor Move-out:	Friday, November 3, 2017	4:00 PM - 9:00 PM
Freight Re-route Time:	Friday, November 3, 2017	9:00 PM

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline: Thursday, October 5, 2017

Discount price deadline for standard Shepard orders: Thursday, October 12, 2017

Discount price deadline for custom Shepard rentals: Tuesday, October 3, 2017

First day for warehouse deliveries without a surcharge: Thursday, October 5, 2017

Last day for warehouse deliveries without a surcharge: Wednesday, October 25, 2017

Last day for warehouse deliveries: Monday, October 30, 2017

Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.

First day freight can arrive at show facility: Wednesday, November 1, 2017 at 8:00 AM

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

Total Tech Summits

c/o Shepard Exposition Services

1701 Boice Pond Rd STE 101

Orlando, FL 32837

Direct Shipments Address

c/o Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]

Total Tech Summits

Orange County Convention Center

9800 International Drive

Orlando, FL 32819

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.



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ONLINE ORDERING INSTRUCTIONS

Total Tech Summits


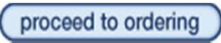
November 1 - 3, 2017

Orange County Convention Center - Orlando, Florida

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ATTENTION EXHIBITORS

ORDER NOW! Follow these simple steps to order Shepard Services Online:

1. **GO TO:** www.shepardes.com/intro.asp
2. Click on **Total Tech Summits**
3. **LOG IN** from the Show Information page.
4. **ENTER** your email address and password then click 
 - a. **NEW users :** User name = Your Email Address (provided by Show Management)
Password = TTS17
 - b. **Previous users :** User name = Your Email Address
Password = Your pre-existing password
5. Don't remember your password? Click the link ["Forgot your password?"](#) and follow the prompts to have your password sent to the registered email address.
6. Once logged in, you will be prompted to review your profile information.
 - a. If your information is correct, click 
OR
 - b. If your information is not correct, please click "here" as indicated on the webpage, update your profile, and submit changes.
7. Welcome to Shepard Online Ordering!

Some helpful tips:

Use the  or  buttons to scroll through all your options.

Use the  button to add an item to your cart, BEFORE proceeding to the next screen.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on 

To **DELETE** an item from your shopping cart, click  next to the item you wish to remove.

QUESTIONS? Do not hesitate to contact us for assistance!

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PAYMENT AUTHORIZATION

Total Tech Summits**November 1 - 3, 2017****Orange County Convention Center - Orlando, Florida**

Event Code: F127581117

Discount Deadline: October 12, 2017

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. **Credits for services will be issued at show site only.**

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A \$50 service charge will be added for processing checks drawn on foreign banks. A \$25 service charge will be added for processing U.S. wire transfers. \$50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending - **Total Tech Summits**

Exhibiting company name

Booth number

Account Name: Shepard Exposition Services, Inc. Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA

Routing Number: 041000124 Account Number: 42-6061-9772

SWIFT CODE (US): PNCCUS33 SWIFT CODE (INTL): PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

**** Please be sure to include the show name or show code and your booth # as well as the wire fee if you are sending a wire transfer, ACH payment, or check.**

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: _____

BOOTH # _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

CONTACT NAME: _____

EMAIL: _____

CREDIT CARD INFORMATION

Type of Card:

☐☐☐

Pay by Check* ☐

Pay by Wire* ☐

Credit Card #:

Expiration Date:

Month Year

Billing Address: _____

Security Code:

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

**Please note: You may choose to pay by Check or Wire Transfer, though a credit card is required on file to process all orders.*

**** Are you tax exempt for the state this event occurs in?** ☐ Yes ☐ No

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: orlando@shepardes.com



SHEPARD TERMS & CONDITIONS

Total Tech Summits

PAYMENT POLICY

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

Third Party Orders: If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

Invoices: Prior to close of show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

Charges: All charges, regardless of amount, must be paid in full by cash, check, or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

Past Due Accounts: The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

International Customers: International customers must pay for all services in U.S. funds. A \$50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

U.S. Wire Transfers: A \$25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

Price Quotes: Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated.

Default Colors: If skirting and carpet colors are not selected, show colors will prevail.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

DEFINITIONS AND SHEPARD RESPONSIBILITIES

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless, and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State, or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when the alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date the loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

INBOUND AND OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

PACKAGING, CRATES, AND EMPTY CONTAINERS

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."

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THIRD PARTY PAYMENT AUTHORIZATION

Total Tech Summits**November 1 - 3, 2017****Orange County Convention Center - Orlando, Florida**

Event Code: F127581117

Discount Deadline: October 12, 2017**The following information must be completed and the form returned to Shepard by the deadline date.**

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

SERVICES TO BE COVERED BY THIRD PARTY☐ **All services**☐ **Rental Furniture**☐ **Carpet**☐ **Logistics/Transportation**☐ **Material Handling *Please complete the Material Handling Authorization Form**☐ **Exhibit Display Rentals**☐ **Cleaning**☐ **Other (please specify):** _____☐ **Overhead Rigging/Labor**☐ **Installation/Dismantling Labor**

Notes: _____

THIRD PARTY INFORMATION**COMPANY NAME:** _____**CONTACT NAME:** _____**COMPANY ADDRESS:** _____**PHONE:** _____**CITY, ST, ZIP:** _____**FAX:** _____**AUTHORIZED SIGNATURE:** _____**EMAIL:** _____**EXHIBITING COMPANY INFORMATION****COMPANY NAME:** _____**BOOTH #** _____**COMPANY ADDRESS:** _____**PHONE:** _____**CITY, ST, ZIP:** _____**FAX:** _____**CONTACT NAME:** _____**EMAIL:** _____**AUTHORIZED SIGNATURE:** _____**THIRD PARTY CREDIT CARD INFORMATION****Type of Card:**☐☐☐**Credit Card #:****Expiration Date:**

Month Year

Billing Address: _____**Security Code:****City, ST, Zip:** _____**Name on Card:** _____**Authorized Signature:** _____**** Are you tax exempt for the state this event occurs in?** ☐ **Yes** ☐ **No***If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.**Please submit tax exemption certificate to: orlando@shepardes.com*



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EXHIBITOR APPOINTED CONTRACTOR

Total Tech Summits

November 1 - 3, 2017

Orange County Convention Center - Orlando, Florida

Event Code: F127581117

Deadline Date: October 5, 2017

Please read the following information entirely prior to signing form and returning to Shepard.

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all standard trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by **deadline date**. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

~ The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Shepard Exposition Services as the certificate holder for the time period of the event, including move-in and move-out days. Listing Shepard Exposition Services as an additionally insured only will not be accepted, and may prevent EAC from working on the premises. If EAC does not have minimum coverage and proper documentation, they will be subject to employing Shepard Exposition Services for labor services.

~ The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations.

~ CONTRACTOR employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

~ The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

~ The non-official contractor may not solicit business on the exhibit floor.

~ The non-official contractor must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

~ If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

~ Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

The following information must be completed and the form returned to Shepard by the deadline date.

Name of Non-Official Contractor: _____

Services to be performed: _____

Contact Name: _____ Email: _____

Contact Phone: _____ Fax: _____

Contact Address: _____

Exhibitor's Signature: _____ Date: _____

Exhibiting Company Name: _____ Booth # _____



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BOOTH PACKAGES, PAGE 1

Total Tech Summits

November 1 - 3, 2017

Orange County Convention Center - Orlando, Florida

Event Code: F127581117

Deadline Date: October 12, 2017

BOOTH PACKAGE A (50177)

Qty.	Code	Item Description	Discount	Regular	Amount
	51089	(1) 42" Pedestal Table	864.30	964.10	
	5004605	(1) 6' x 30" Skirted Table - Blue			
	50024	(2) Bar Stools w/Back			
	50091	(1) Wastebasket			
	5025506	10 x 10 Carpet - Black			



** This booth package is 100 sq ft and ideal for sponsors with:*

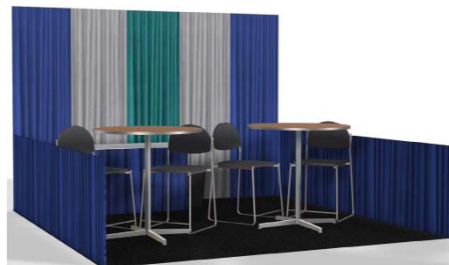
Exhibits +5

Exhibits +10

Electrical services are not included with this booth package. We recommend that you order power in advance from the Orange County Convention Center. You may find their order forms on page 26 in this onsite services catalog.

BOOTH PACKAGE B (50178)

Qty.	Code	Item Description	Discount	Regular	Amount
	51089	(2) 42" Pedestal Tables	1001.20	1162.30	
	5004605	(1) 6' x 30" Skirted Table - Blue			
	50024	(4) Bar Stools w/Back			
	50091	(1) Wastebasket			
	5025506	10 x 10 Carpet - Black			



** This booth package is 100 sq ft and ideal for sponsors with:*

Exhibits +20

Exhibits +30

Electrical services are not included with this booth package. We recommend that you order power in advance from the Orange County Convention Center. You may find their order forms on page 26 in this onsite services catalog.

Please complete the following:

Company Name: _____	Booth #: _____	Total	\$
Contact Name: _____	Phone #: _____	6.500%	Tax: \$
Authorized Signature: _____		Amount Due:	\$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



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BOOTH PACKAGES, PAGE 2

Total Tech Summits

November 1 - 3, 2017

Orange County Convention Center - Orlando, Florida

Event Code: F127581117

Deadline Date: October 12, 2017

BOOTH PACKAGE C (50179)

Qty.	Code	Item Description	Discount	Regular	Amount
	51089	(3) 42" Pedestal Table	1519.00	1422.15	
	5004605	(1) 6' x 30" Skirted Table - Blue			
	50024	(6) Bar Stools w/Back			
	50091	(2) Wastebasket			
	5025606	10 x 20 Carpet - Black			

*** This booth package is 200 sq ft and ideal for sponsors with:
Exhibits +40**

Electrical services are not included with this booth package. We recommend that you order power in advance from the Orange County Convention Center. You may find their order forms on page 26 in this onsite services catalog.



BOOTH PACKAGE D (50180)

Qty.	Code	Item Description	Discount	Regular	Amount
	51089	(2) 42" Pedestal Table	1499.40	1712.05	
	5004605	(1) 6' x 30" Skirted Table - Blue			
	50024	(4) Bar Stools w/Back			
	50091	(2) Wastebasket			
	5025606	10 x 20 Carpet - Black			

*** This booth package is 200 sq ft and ideal for sponsors with:
2 Boardrooms**

Electrical services are not included with this booth package. We recommend that you order power in advance from the Orange County Convention Center. You may find their order forms on page 26 in this onsite services catalog.



Please complete the following:

Company Name: _____	Booth #: _____	Total	\$
Contact Name: _____	Phone #: _____	6.500% Tax:	\$
Authorized Signature: _____		Amount Due:	\$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



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BOOTH PACKAGES, PAGE 3

Total Tech Summits

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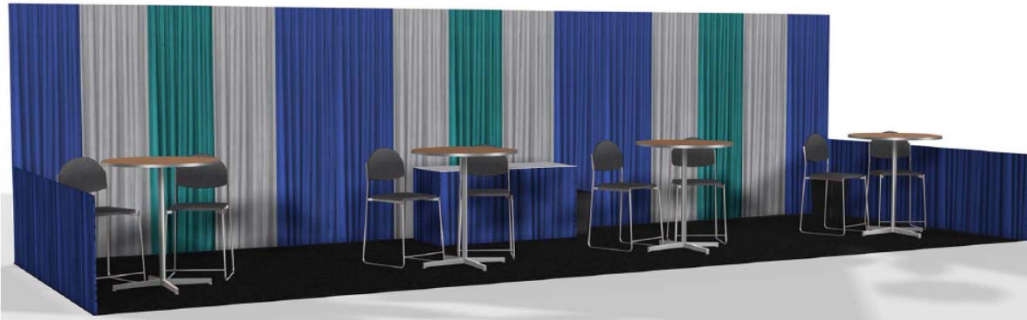
BOOTH PACKAGE E (50181)

Qty.	Code	Item Description	Discount	Regular	Amount
	51089	(4) 42" Pedestal Table	2042.70	2950.65	
	5004605	(1) 6' x 30" Skirted Table - Blue			
	50024	(8) Bar Stools w/Back			
	50091	(3) Wastebasket			
	5025706	10 x 30 Carpet - Black			

** This booth package is 300 sq ft and ideal for sponsors with:*

Exhibits +50

Electrical services are not included with this booth package. We recommend that you order power in advance from the Orange County Convention Center. You may find their order forms on page 26 in this onsite services catalog.



BOOTH PACKAGE F (50182)

Qty.	Code	Item Description	Discount	Regular	Amount
	51089	(4) 42" Pedestal Table	3051.50	4643.50	
	5004605	(2) 6' x 30" Skirted Tables - Blue			
	50024	(8) Bar Stools w/Back			
	50091	(4) Wastebasket			
	5026306	20 x 20 Carpet - Black			

** This booth package is 400 sq ft and ideal for sponsors with:*

Exhibits +60

4 Boardrooms

5 Boardrooms

Electrical services are not included with this booth package. We recommend that you order power in advance from the Orange County Convention Center. You may find their order forms on page 26 in this onsite services catalog.



Please complete the following:

Company Name: _____	Booth #: _____	Total	\$
Contact Name: _____	Phone #: _____	6.500%	Tax: \$
Authorized Signature: _____		Amount Due:	\$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



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BOOTH PACKAGES, PAGE 4

Total Tech Summits

November 1 - 3, 2017

Orange County Convention Center - Orlando, Florida

Event Code: F127581117

Deadline Date: October 12, 2017

BOOTH PACKAGE G (50640)

Qty.	Code	Item Description	Discount	Regular	Amount
	51089	(5) 42" Pedestal Table	3188.40	5125.60	
	5004605	(2) 6' x 30" Skirted Tables - Blue			
	50024	(10) Bar Stools w/Back			
	50091	(4) Wastebasket			
	5026306	20 x 20 Carpet - Black			

** This booth package is 400 sq ft and ideal for sponsors with:*

Exhibits +70

6 Boardrooms

Electrical services are not included with this booth package. We recommend that you order power in advance from the Orange County Convention Center. You may find their order forms on page 26 in this onsite services catalog.



BOOTH PACKAGE H (50641)

Qty.	Code	Item Description	Discount	Regular	Amount
	51089	(6) 42" Pedestal Table	3719.10	5609.70	
	5004605	(2) 6' x 30" Skirted Tables - Blue			
	50024	(12) Bar Stools w/Back			
	50091	(4) Wastebasket			
	5026306	20 x 20 Carpet - Black			

** This booth package is 400 sq ft and ideal for sponsors with:*

Exhibits +80

7 Boardrooms

Electrical services are not included with this booth package. We recommend that you order power in advance from the Orange County Convention Center. You may find their order forms on page 26 in this onsite services catalog.



Please complete the following:

Company Name: _____	Booth #: _____	Total \$	
Contact Name: _____	Phone #: _____	6.500% Tax: \$	
Authorized Signature: _____		Amount Due: \$	

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.

**Shepard Exposition Services**

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

LABOR ORDER FORM

Total Tech Summits

November 1 - 3, 2017

Orange County Convention Center - Orlando, Florida

Event Code: F127581117

Discount Deadline: October 12, 2017**INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE****Please complete the following:**

How many laborers will you require? _____ Installation _____ Dismantling

Date of installation: _____ Requested start time: _____ Est. Hours _____

Date of dismantling: _____ Requested start time: _____ Est. Hours _____

I will need Shepard Supervised Labor for (please check one):

☐ Installation ☐ Dismantling ☐ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
Shepard Supervised Labor (Exhibitor not present)						
68066		ST	90.00	117.00	30% **	
68067		OT	135.00	175.50	30% **	
68068		DT	180.00	234.00	30% **	

Dismantle: 68070/68071/68072

Sup install: 68069 Sup dismantle: 68073

****Supervisory fee is 30% of total cost or \$60, whichever is greater.**

I will need Exhibitor Supervised Labor for (please check one):

☐ Installation ☐ Dismantling ☐ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	90.00	117.00	
68061		OT	135.00	175.50	
68062		DT	180.00	234.00	

Dismantle: 68063/68064/68065

Please note:

- Hours are based on estimates, you will be invoiced for actual time incurred.

- Requested times are not guaranteed and are based on availability.

- Minimum one hour will be charged. Additional time will be billed in half-hour increments.

- **When ordering dismantle labor, due to show break down and returning empties to your booth,****labor ordered through Shepard at the close of the event may not be available until one hour after show close.**

Subtotal \$

6.500% Tax*: \$

Amount Due: \$

Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Double time: All other hours and holidays

If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

Exhibitor-Owned Carpet Installation/Dismantling					
Code	SQ FT	Description	Discount	Regular	Amount
68080		Flooring Only	1.00	1.30	
68083		Padding + Flooring	1.50	1.95	
68079		MINIMUM	180.00	234.00	

Requested install date/time: _____

Flooring type(s):

☐ Carpet ☐ Padding ☐ Other _____

What is your booth size (ft.)?

 X
 =
 SQ FT

Subtotal \$

6.500% Tax*: \$

Amount Due: \$

SHEPARD SUPERVISION INFORMATION**Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.****Inbound Freight Information**

Carrier Company Name: _____

of pieces: _____ Weight of Shipment: _____

Is shipment? ☐ Crated ☐ Uncrated

Tracking/Pro #: _____

Estimated arrival date: _____

Shipment to arrive at: ☐ Warehouse ☐ Show site**Outbound Freight Information**

Carrier Company Name: _____

Deliver Shipment To: _____

Address: _____

City, ST, Zip: _____

Type of Service (air, van line, ground, etc.): _____

If for any reason your shipment is not picked up by your carrier, please choose one of the following options:Force freight through preferred carrier: ☐Send shipment back to Shepard warehouse: ☐ (\$400 min. fee)**Set-up Information for Installation**

Please check all that apply and provide information where requested.

Booth Size: x Forklift required? ☐ Yes ☐ NoCarpet is? ☐ owned ☐ rented from ShepardCarpet padding? ☐ Yes ☐ NoDrawings are? ☐ Faxed to Shepard ☐ Shipped w/exhibit crates**Services You Have Ordered**

(please check all that apply)

☐ Electrical ☐ Furniture ☐ A/V Equipment☐ Booth Cleaning ☐ Telephone/Internet**Electrical Information:**☐ Electrical should go under the carpet (diagram is attached)☐ Electrical drawings are attached☐ Electrical drawings are with exhibit in crate number☐ Electrical drawings were sent to the official contractor**On-site Exhibitor Contact Information**

Name: _____ Phone #: _____

Hotel: _____

Arrival date/time: _____ Departure date/time: _____

Please complete the following:

Company Name: _____**Booth #:** _____**Contact Name:** _____**Phone #:** _____**Authorized Signature:** _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions. All tax rates are subject to change.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.

**Shepard Exposition Services**

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

GROUND RIGGING/FORKLIFT RENTAL

Total Tech Summits**November 1 - 3, 2017****Orange County Convention Center - Orlando, Florida**

Event Code: F127581117

Discount Deadline: October 12, 2017**GROUND RIGGING FORKLIFT RENTAL****DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.**

Please complete the following: # of pieces to be spotted _____ Heaviest piece to be spotted _____

Install Date/Time: _____ Dismantle Date/Time: _____ (times are not guaranteed)

Description of work to be performed: _____

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY					
35028		Straight-time Hourly Rental	278.90	362.50	
35039		Overtime Hourly Rental	343.55	446.50	
35067		Double-time Hourly Rental	408.25	530.75	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY					
35029		Straight-time Hourly Rental	557.75	725.00	
35049		Overtime Hourly Rental	687.15	893.25	
35069		Double-time Hourly Rental	816.50	1061.50	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY					
35035		Straight-time Hourly Rental	836.65	1087.75	
35066		Overtime Hourly Rental	1030.70	1340.00	
35070		Double-time Hourly Rental	1224.75	1592.25	

CRANES, SCISSOR LIFTS, AND 4-STAGE FORKLIFTS AVAILABLE UPON REQUEST

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Double time: All other hours and holidays

RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGING FOREMAN LABOR PER MAN HOUR					
35085		Straight-time Hourly Rate	112.50	146.25	
35086		Overtime Hourly Rate	168.75	219.40	
35099		Double-time Hourly Rate	225.00	292.50	

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGERS AND MATERIAL HANDLERS PER MAN HOUR					
35087		Straight-time Hourly Rate	90.00	117.00	
35100		Overtime Hourly Rate	135.00	175.50	
35101		Double-time Hourly Rate	180.00	234.00	

PLEASE NOTE:

Rate structure includes forklift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction.

Additional labor and groundmen will be billed at the hourly rate.

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

PLEASE NOTE:

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour written notice will be charged a one (1) hour cancellation fee.

Please complete the following:

Company Name: _____ **Booth #:** _____**Contact Name:** _____ **Phone #:** _____**Authorized Signature:** _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.

Subtotal	\$
6.500% Tax*	\$
Amount Due:	\$

**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-596-5620

Shepard Logistics Email: logistics@shepardes.com

SHEPARD LOGISTICS SERVICES

Total Tech Summits**November 1 - 3, 2017****Orange County Convention Center - Orlando, Florida**

Event Code: F127581117

FAX OR EMAIL THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES**INBOUND PICK UP LOCATION INFORMATION**

• Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.

Requested Pick Up Date: _____

Hours of Operation: _____

Company _____

Address _____

(City) _____

(State) _____

(Zip) _____

SHIP TO

☐ I will be shipping to the **WAREHOUSE**
(Company Name, Booth #)

Total Tech Summits

c/o Shepard Exposition Services

1701 Boice Pond Rd STE 101

Orlando, FL 32837

Warehouse Deadline October 25, 2017
Date

☐ I will be shipping to **SHOW SITE**
c/o Shepard Exposition Services
(Company Name, Booth #)

Total Tech Summits

Orange County Convention Center

9800 International Drive

Orlando, FL 32819

Delivery date: November 1, 2017**TYPE OF SERVICE - Choose One**☐ Next Day Air☐ 2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

☐ Standard Ground☐ Other (Truck Load, Specialized)**SHIPPING INFORMATION****Items to be shipped****Number of Pieces****Est. Dims****Est. Weight**

Crates

Cartons (cardboard)

Cases/Trunks (fiber) (color)

Skids/Pallets

Carpet (color)

TV/Monitor

Other

Total Pieces

Total Dims.

Total Wt.

Size of largest piece: L _____ W _____ H _____

Loading Dock ☐ Yes ☐ No Lift Gate _____

Residential _____ Inside Pick up _____ Inside Delivery _____

Special Instructions: _____

• Please note: All Shepard Logistics quotes include transportation cost only.
Additional material handling fees may apply on show site

OUTBOUND SHIPPING INFORMATION

☐ I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

Ship to Address:

Contact Name: _____

Phone: _____

Deliver By Date: _____

Number of labels: _____

Special Instructions: _____

TRANSPORTATION CHARGES

Charges for transportation and material handling services provided by Shepard shall be billed to the Credit Card on file.

Type Card



Logistics/Material Handling ONLY

Authorize ALL charges ☐

Credit Card #:

Expiration Date:

Security Code:

Billing Address:

City, ST, Zip:

Name on Card:

Authorized Signature: _____

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: _____**Booth #:** _____**Contact Name:** _____**Phone #:** _____**Email:** _____**Fax #:** _____**Authorized Signature:** _____

Signature indicates you have read and accept the Payment Policy and Terms and Conditions.

Orders must be received within 24 hours of requested pickup date. Service level may be changed in order to meet delivery date.



Shepard Logistics

Complete Transportation Services

Advantages of Shepard Logistics

- 10% material handling discount for round trip SLS customer shipments
- Volume discounting for larger shipments
- Guaranteed price quotes online with online booking and scheduled pick-up
- Preferred and confirmed target times inbound
- Pre-printed bills and shipping labels correctly formatted inbound or outbound
- Free 30-day pre-event storage charges
- Ship direct to show site and avoid warehouse charges when facility permits
- Automated tracking and delivery status reports via email
- No driver waiting time charges inbound or outbound
- No additional trade show fees
- Priority Empty Return Labels to all inbound Logistics Customers
- Guaranteed pick-up outbound from show, with immediate loading following empty return
- Guaranteed on-time delivery to destination city, facility, or warehouse or it is free



Benefits of Shepard Logistics

- Security; immediate outbound loading reduces risk of pilferage or misloading
- Convenience; less paperwork and less tracking
- Efficiency; scheduling travel, labor reliably, and possibly avoiding weekend overtime charges inbound
- Cost Saving; discounting of material handling charge

To take full advantage of the Shepard Advantage, contact

888.568.8858

logistics@shepardes.com



SHIPPING LABELS

Total Tech Summits

ADVANCE SHIPPING ADDRESS LABELS

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services
	1701 Boice Pond Rd STE 101
	Orlando, FL 32837
	Delivery Hours: M-F, 8-4:30 PM
For: Total Tech Summits	
First day freight can arrive w/o a surcharge: October 5, 2017	
Last day freight can arrive w/o a surcharge: October 25, 2017	

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services
	1701 Boice Pond Rd STE 101
	Orlando, FL 32837
	Delivery Hours: M-F, 8-4:30 PM
For: Total Tech Summits	
First day freight can arrive w/o a surcharge: October 5, 2017	
Last day freight can arrive w/o a surcharge: October 25, 2017	

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES
	Orange County Convention Center
	9800 International Drive
	Orlando, FL 32819
For: Total Tech Summits	
MUST NOT BE DELIVERED PRIOR TO:	
November 1, 2017 @ 8:00 AM	

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES
	Orange County Convention Center
	9800 International Drive
	Orlando, FL 32819
For: Total Tech Summits	
MUST NOT BE DELIVERED PRIOR TO:	
November 1, 2017 @ 8:00 AM	

**Shepard Exposition Services**

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Customer Service Email: orlando@shepardes.com

MATERIAL HANDLING AUTHORIZATION

Total Tech Summits**November 1 - 3, 2017****Orange County Convention Center - Orlando, Florida**

Event Code: F127581117

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET**SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT* ON MATERIAL HANDLING**

To set up your shipment please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. *Discount does **not** apply to shipments considered small package, local deliveries. or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount. (35572)

CALCULATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Standard Material Handling											
Weight	Description			Price	Total	Weight	Description			Price	Total
Advance Shipments to Warehouse						Direct Shipments to Showsite					
	\$126.10	\$164.00					\$122.20	\$183.25	\$158.75		
	Crated	Special Handling					Crated	Uncrated	Special Handling		
35010		35036				35030		35043	35038		
Pieces	Small Packages (FedEx/UPS/DHL under 30 lbs.)									Overtime	
	\$63.00	\$82.00	\$126.00			Overtime: 30% fee for each overtime application based on ST rate					
	Each carton	Special handling	Min. per shipment			Double Time					
						Double Time: 50% fee for each double time application based on ST rate					
35048		35268		35045							

RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

Subtotal	\$
N/A Tax*	\$
Amount Due:	\$
* All tax rates are subject to change.	

Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

Early/Late Shipments to Warehouse

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site

Reweigh of Shipments

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or an understated weight on delivery document.

Disposal Fee

A disposal fee & minimum 1 hour labor will be charged for all booth materials (booth displays, flooring, etc.) left unclaimed after show move-out.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions. Sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

**Shepard Exposition Services**

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

STORAGE AUTHORIZATION FORM

Total Tech Summits**November 1 - 3, 2017****Orange County Convention Center - Orlando, Florida**

Event Code: F127581117

Please Note: This form is for Accessible/Secured Storage only.**STORAGE AUTHORIZATION**

Please fill out the information below:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

- For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.
- All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be **\$5.00 per pound or \$500.00 per package or container**, whichever is less. No uncrated material will be accepted at the warehouse.

SHOWSITE STORAGE

☐ **Secured Storage:** Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show. **Secured storage rates are eighty (80) cents per square foot per day (\$100.00 Minimum).**

(35400)

☐ **Accessible Storage:** Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus labor each time materials are moved. There will be a \$35.00 per day charge for pallet/skid, \$80.00 per day for 1/2 trailer usage and \$120.00 per day for full trailer usage. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. This fee is in addition to the labor charge each time stored items are accessed. **(\$100.00 Minimum)**

There will be no charge to return material to the booth at the close of the show during the standard empty return process. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.

(35166)

POST SHOW TRANSPORTATION AND HANDLING

Shepard Exposition Services will store your shipments in our warehouse both before and after your event. Please take note of the important information below.

All shipments selected to be returned to warehouse are subject to applicable transportation and handling fees. Please note that Onsite Material Handling Fees do not include transportation or handling to and from the warehouse.

☐ **Return to Warehouse Service Fee:** At the customer's request, each shipment returned to the Shepard warehouse will incur the following charge: **\$20.00 per cwt. (\$400.00 min.)** (35005)

☐ **Storage per Month Service Fee:** Monthly storage is **\$10.00 per cwt per month (\$100.00 min)**. Storage fee will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days. (Monthly storage is charged the current year.) (35006)

Special instructions or remarks:**Where will your shipments be going AFTER they have been stored?**☐ Shipped to another destination as arranged via Shepard Logistics Services☐ Transport to another SES show: _____ Delivery Date: _____☐ Pick-up arranged with another carrier

Please complete the following:

Company Name: _____ **Booth #:** _____**Contact Name:** _____ **Phone #:** _____**Authorized Signature:** _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



Shepard Exposition Services

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MATERIAL HANDLING INFORMATION

Total Tech Summits

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING DEFINITIONS

Rate as shown on Material Handling Authorization Form

Shipments received that are packed in a manner as to require additional handling/labor are deemed special handling. Examples of shipments falling into this category would be constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no bill of lading or documentation, carpet/pad only shipments.

- Constricted Space** - Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.
- Stacked Shipments** - Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.
- Mixed Shipments** - Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.
- Shipment Integrity** - Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.
- Carpet/Pad Only** - Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).
- No Documentation** - Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.
- Designated Piece Unloading** - Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.

DISPOSAL FEE

Fee: .75 Per Lb

Labor Rate:

90.00

Per Hour (OT/DT rates may apply)

A disposal fee & minimum 1 hr labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move-out.

OVERTIME/DOUBLE TIME

Surcharge:

Overtime: 30%

Double Time: 50%

Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

WAREHOUSE OVERTIME/DOUBLE TIME

Surcharge:

Overtime: 30%

Double Time: 50%

Advanced shipments may be received during straight time hours at the warehouse location, however an overtime/double time surcharge may be applied to an advanced warehouse shipment due to required delivery schedule based on show move-in and move out hours beyond our control. This would also be true if freight was received after hours at the warehouse trapping facility.

EARLY/LATE SHIPMENTS TO WAREHOUSE

Surcharge: 25%

Minimum: \$50.00

35003

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to showsite after show open will be charged a surcharge.

UNCRTATED SHIPMENTS

Rate as shown on Material Handling Authorization Form

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

OFF-TARGET DELIVERIES

Surcharge: 15%

Minimum: \$50.00

35004

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

MARSHALING YARD

Surcharge: \$30 per Shipment

35250

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

REWEIGH OF SHIPMENTS

Surcharge: \$25.00 per forklift load

35282

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE

Surcharge: \$25.00 per piece, Minimum \$50.00

35105

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

SMALL PACKAGE CONSOLIDATION

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate. Packages exceeding 30lbs will be billed standard Material Handling fees at the prevailing show rates.

ENVELOPE DELIVERIES

Surcharge: \$10.50 per envelope

35007

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

If you have any questions about material handling, please contact Shepard Customer Service department.



MATERIAL HANDLING 101

Total Tech Summits

MATERIAL HANDLING Q&A

What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

What are advance shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

All shipments must be prepaid, no collect on delivery shipments will be accepted.

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs.

EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

SMALL PACKAGES

What are small package carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery. Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = \$ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck, tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials. Cannot be completed solely with one forklift and operator.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to its destination and also the process of returning your shipment back to your location after the close of the show. **Material handling** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times. All shipments must be prepaid, no collect on delivery shipments will be accepted.

LIABILITY INSURANCE

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

OUTBOUND SHIPMENTS

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

Signature Series Shipping will make it easier with the following benefits:

- ~ Receive a 10% discount off of material handling rates (restrictions apply).
- ~ Worry-free shipping to and from your show.
- ~ Priority Empty Service - priority of empty return at the close of show
- ~ ~~volume discounted shipping rates~~
- ~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- ~ No driver wait fees.



Shepard Exposition Services

1701 Boice Pond Rd., STE 101, Orlando, FL 32837
Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com

OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

Total Tech Summits

November 1 - 3, 2017

Orange County Convention Center - Orlando, Florida

Event Code: F127581117

PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard. Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show.

*Note: All third parties must pick up BOL/labels at the Shepard Service Desk.

SHIP TO ADDRESS:

COMPANY NAME _____

DELIVERY ADDRESS _____

CITY _____

STATE _____

ZIP _____

ONSITE CONTACT

NAME _____

BOOTH# _____

CELL PHONE # _____

Number of Pieces: _____

Number of Labels Requested: _____

☐ # of Crate

☐ # of Skids

☐ # of Cases

☐ # of Cartons

Total Weight

CARRIER SELECTION

☐ **OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS**

☐ OTHER: _____

If selecting a carrier other than Shepard Logistics, you must schedule the pickup. This includes Fed Ex, UPS, etc.
If using FedEx or UPS you must have *and apply* their shipping labels.

Type of Service:

In the event your designated carrier fails to pickup:

☐ Ground

☐ Overnight

☐ 2nd Day

☐ Reroute via show carrier

☐ Return to Warehouse *\$400.00 minimum charge

Shipping Options:

Inside Delivery _____

Residential _____

Lift Gate _____

No Loading Docks _____

OUTBOUND SHIPMENT REQUIREMENTS:

1. Shepard will print and deliver your BOL with Shipping Labels to your booth prior to the close of the show.
2. Exhibitors must properly package and label all materials.
3. Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.
4. Please see the SES service desk if you do not receive a BOL

****Please note: If utilizing FedEx/UPS as your carrier you must supply your own outbound labels**

TRANSPORTATION CHARGES BILLING ADDRESS:

☐ SAME AS SHIP TO ADDRESS

Company Name _____

Address _____

City _____

State _____

Zip _____

Please complete the following:

Company Name: _____

Booth #: _____

Contact Name: _____

Phone #: _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions. Shepard Exposition Services does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

INTERNATIONAL SHIPPING

ML International Expo Logistics is the appointed preferred international customs and freight forwarder for Shepard Exposition Services events.

ML International Expo Logistics has a network of agents around the world that can coordinate your shipment from your home country to the show.

ML International and our partners offer you seamless services from your door to your booth on the show floor.

SHIPMENT ARRIVAL DATES: All shipments will be delivered to the advance warehouse whenever possible.

AIRFREIGHT 5 DAYS BEFORE LAST DELIVERY DATE TO ADVANCE WAREHOUSE

OCEAN FREIGHT 10 DAYS BEFORE LAST DELIVERY DATE TO ADVANCE WAREHOUSE

Documentation needs to arrive 5 days before the actual arrival of the freight

We provide the following services:

- Customs Clearance
- Temporary import
- Permanent import
- ATA Carnet clearance
- Delivery to show
- Collection from the show
- Return freight either ocean or airfreight

Please contact us for assistance with your international shipment!

Contact Information:

John Chadwick

E-Mail: jchadwick@mlintl.net

Main office: +1-630-355-5911

Direct line: +1 479-200-0665

www.mlintl.net

280 Shuman Blvd. Suite 105 | Naperville, Illinois 60563

Tel: +1 630.355.5911 | www.mlintl.net

Register at www.insurance4exhibitors.com/ It's easy and you get an immediate certificate!

General Liability Insurance for \$1,000,000 per Occurrence / \$2,000,000 Aggregate

GENERAL LIABILITY INSURANCE PREMIUM RATES / EVENT INFORMATION

☐ **1 Event Day:** \$89.00
 ☐ **4-10 Event Days:** \$119.00
 ☐ **6 Month Policy:** \$475.00
☐ **2-3 Event Days:** \$109.00
 ☐ **11-30 Event Days:** \$199.00
 ☐ **Annual Policy:** \$650.00

NAME OF EVENT: _____ EVENT START DATE: _____ End Date: _____

EVENT WEBSITE: _____ EVENT CONTACT: _____ PHONE # _____

VENUE ADDRESS with City, State & Zip: _____

EXHIBITOR INFORMATION – REGISTER AT www.insurance4exhibitors.com

Exhibiting Company/Insured: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip code: _____

Email: _____ Country: _____ Telephone: _____

Description of Business/Exhibit: _____

Does your exhibit or business involve any of the excluded activities below? ☐ **YES** ☐ **NO**

Alcohol Serving	Amusement Devices	Animals	Athletic Participation	Mazes
Disc-Jockeys	Bands	Entertainment & Film Industry	Equipment Rental	Tobacco
Fireworks, Firearms, Weapons	Health Supplements	Hot Wax Impressions	Inflatables	
Installation/Service/Repair	Massage	Mechanical/Amusement Devices	Water Activities	
Medical Testing	Motor Sport Activities	Oxygen / Aromatherapy	Storefront Operations	
Tattooing or Piercing	Vehicles in Motion	Weight-Loss Products	Watercraft Exhibits on Water	

If yes, describe (we can still get you insurance) _____

Additional Insured: Most event planners or venues require you to name them as an additional insured. We need the name and address for each Additional Insured to issue a certificate. Don't list your employees. Just leave blank if you do not know.

Additional Insured #1: _____ Additional Insured #2: _____

Address, City, ST, Zip: _____ Address, City, ST, Zip: _____

Any special wording or coverage needed: _____

Any Additional Information or notes: _____

METHOD OF PAYMENT - BY SIGNING BELOW YOU AUTHORIZE US TO CHARGE YOUR CREDIT CARD

Payment Form: ☐ American Express ☐ MasterCard ☐ Visa ☐ Discover ☐ Check (Payable to "Insurance for Exhibitors")

Card Number _____ Expiration Date: _____ Security Code: _____

Cardholder Name: _____ Cardholder Address: _____

Has any prior coverage been cancelled or non-renewed? ☐ Yes ☐ No

TERMS and CONDITIONS

Coverage is only provided for law suits brought in the U.S. and events held in the United States. I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent, and confirm that to the best of my knowledge all information provided is complete, true and correct. Signing this application does not bind the Applicant or the Company to complete the insurance, but it is understood and agreed that the information contained herein shall be the basis of the contract should a policy be issued. If any of the above questions have been answered fraudulently or in such a way as to conceal or misrepresent any material fact or circumstance concerning this insurance or the subject thereof, the entire policy shall be void. I understand that this policy includes an Agency fee which is not charge by the insurance company. The exact amount of the fee has been disclosed. I also understand all agency fees are not refundable once they are incurred. I also understand that this general liability policy does not provide any property coverage. By typing my name below, I am signing and agreeing.

I accept and understand the terms and conditions, Cardholder Name (Print) _____

I understand that no property is covered on this policy: ☐ **I want a quote for property coverage:** _____

Insurance for Exhibitors
 30285 Bruce Industrial Parkway, Suite B
 Solon, OH 44139

Online: <http://www.insurance4exhibitors.com>
Email: info@insurance4exhibitors.com
Phone: 440-349-6650 **Fax:** 440-815-2154

Shepard Glossary

Advanced Freight – Refers to freight that has been sent to Shepard's warehouse prior to the Event move in.

Advance Order – An order for services sent to service contractor prior to installation date.

Aisle Carpet – The carpet that is placed on the Event floor in the aisles to separate the booths.

Back Wall – Refers to the drape used at the rear of a standard booth.

Bill of Lading – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier)

Booth Package – This term describes the equipment supplied to exhibitors from show management.

Certified Weight Ticket – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.

Common Carrier – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Shepard can accept freight from a common carrier.

Corner Booth – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.

CWT – "Century Weight" or "hundredweight". The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt

Drayage – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.

DT Labor – Double-time labor, or work performed on double time and charged at twice the published rate.

Empty Sticker – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.

Exclusive Contractor – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.

Exhibitor-Approved Contractor (EAC) – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.

Exhibitor Kit – Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.

Facility Carpeted – Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.

Floor Order – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.

Floor Port – A utility box recessed in the floor containing electrical, telephone or plumbing connections.

Freight – Exhibit properties and other materials shipped for an exhibit.

Freight Desk – The area where inbound and outbound exhibit materials are handled at a trade event.

Forklift /Ground Rigging – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.

Hard wall – A type of exhibit construction in which walls are made of a solid material, rather than fabric.

I&D – Installation and dismantling of an exhibit by a labor source. Exhibitors may order this service from the general contractor.

ID Signs – Typically a 7" x 44" cardstock sign that contains exhibitor name and booth number.

In-line – An exhibit that is constructed in a continuous line with other exhibits.

Island Exhibit – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.

Labor – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred.

Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.

Logistics – Point to point transportation services for freight by an appointed carrier.

Marshaling Yard – A lot where trucks gather for orderly dispatch to Event site. When Shepard provides a marshaling yard, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.

Move In – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.

Mobile Spotting Fee – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshal rules and regulations apply. Please call customer service for details.

Move-out – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as Tear Down.

Padded Van Shipment – Uncrated goods covered with blankets or other protective padding and shipped via van line.

Perimeter Booth – A booth space on an outside wall.

Pipe and Drape – Tubing covered with draped fabric to make up rails and back wall of a trade show.

Porter Service – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.

Quad Box – Four electrical outlets in one box provided by the electrical contractor.

Registration – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.

Rigger – A skilled worker responsible for handling and assembly of machinery.

Right-to-Work state – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.

Service Desk – The location at which exhibitors order services.

Side Rails – The wall between two booths used to divide exhibits, typically 3' high.

Skirting – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.

Special Handling: An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.

ST labor – Straight time labor, or work performed during normal hours at the standard rate.

Targets – Exhibitor move in date/time prior to general move-in available by appointment only.

Visqueen – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.

Show Name: Total Tech Summit
Incentive Deadline Date: October 10th, 2017
Base Rates Start On/After: October 11th, 2017
OCCC Exhibitor Services Coordinator: Wanda Thomas
Direct Phone: (407) 685-1507
Contact Email: Wanda.Thomas@occc.net

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

How To Order OCCC Services:

Order Online:	Order via Email:	Fax:	Mail:
www.occc.net/exhibitor	Exhibitor.Services@occc.net	(407) 685-9884	OCCC Exhibitor Services 9860 Universal Blvd. Orlando, FL 32819-8199

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

OCCC Exhibitor Ordering Conditions & Guidelines

1. Full payment and an accurate diagram **MUST** be included before services are provided. An accurate diagram indicates the quantity and location of outlets, as well as the booth's dimensions and neighboring booth/aisle numbers for orientation. Orders without full payment will not be processed and service will be withheld.
2. Rates are based on when an exhibitor's order, payment **AND** finalized diagram is received by OCCC. Revised diagrams will affect rates.
3. Orders received during move-in and/or on-site are subject to a 50% price increase over base rates.
4. Modifications to incentive rate orders received after the incentive deadline are subject to base rates or on-site rates.
5. Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
6. Notification of cancellation must be received in writing prior to the first scheduled show management move-in date to receive a refund. All cancellations and/or modifications to orders are subject to a \$35.00 Administration Fee if a refund is required.
7. All prices are subject to change without notice.
8. Florida State Sales Tax and Public Services Tax, when applicable, must be included with payment. Services will be rendered after payment in full (including tax) is received.
9. Once the OCCC has received a payment from an exhibitor, that payment is the payment that will be applied to the exhibitor's invoice. The OCCC will not accept an initial credit card payment from an exhibitor, and then refund the exhibitor's credit card if the exhibitor wants to pay with another credit card, a check, or an ETF (Wire/ACH) payment later.

OCCC Payment Options:

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

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

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

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

The Orange County Convention Center's Taxpayer Identification Number (TIN) is 59-600077.

EVENT: Total Tech Summit

E X H I B I T O R	EXHIBITING COMPANY: _____	BOOTH #: _____
	PHONE: _____ FAX: _____	BOOTH SIZE: _____ X _____
	ADDRESS: _____	BOOTH TYPE:
	CITY: _____ STATE: _____	<input type="checkbox"/> INLINE <input type="checkbox"/> ISLAND
	ZIP CODE/PROVIDENCE: _____ COUNTRY: _____	<input type="checkbox"/> PENINSULA <input type="checkbox"/> OTHER
B I L L I N G	BILL-TO COMPANY (IF DIFFERENT): _____	I AM:
	ORDER CONTACT NAME: _____	<input type="checkbox"/> THE EXHIBITOR
	ADDRESS: _____	<input type="checkbox"/> A 3RD PARTY (EAC/I&D):
	CITY: _____ STATE: _____	
	ZIP CODE/PROVIDENCE: _____ COUNTRY: _____	
	PHONE: _____ FAX: _____	
	ORDER CONTACT EMAIL: _____ EMAIL FOR INVOICES: _____	

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

<p>Total Tech Summit</p> <p>Incentive Deadline Date: October 10th, 2017</p> <p>To qualify for incentive rates, all order forms, this Method of Payment form and a finalized booth diagram must be received by: October 10th, 2017</p>	<p>Place Your Order Online or Via Email or Fax:</p> <p>Order Online: www.occc.net/exhibitor</p> <p>Email Forms: exhibitor.services@occc.net</p> <p>Send Via Fax: (407) 685-9884</p> <p>Call: (800) 345-9898</p>	<p>OCCC Mailing Address:</p> <p>Orange County Convention Center</p> <p>ATTN: Exhibitor Services</p> <p>9860 Universal Blvd.</p> <p>Orlando, FL 32819-8199</p>
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☐ **COMPANY CHECK**

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

☐ **ELECTRONIC FUNDS TRANSFER**

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

***ACH Payments now available Online**

☐ **CREDIT / DEBIT CARD**

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

CARD TYPE: ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

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

CARDHOLDER NAME: _____

BILLING ADDRESS: _____

I, the undersigned cardholder, by submitting an order to the OCCC, acknowledge and agree to all OCCC Terms & Conditions and give the Orange County Convention Center authorization to charge my credit card for the following services: electricity, rigging labor and equipment, lighting, plumbing, compressed air, propane & natural gas, cable TV and/or firewatches.

SIGNATURE: _____ **DATE:** _____

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

NAME: _____ **SIGNATURE:** _____

NAME: _____ **SIGNATURE:** _____

NAME: _____ **SIGNATURE:** _____

EVENT: Total Tech Summit

BOOTH #: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____

X

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

This Order Is: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision			Incentive Rate If Ordered & Paid By:				Base Rate If Ordered Or Paid On/After:				On-Site Rates Start:	
Quantity		Item Description	October 10th, 2017				October 11th, 2017				October 31st, 2017	
Floor	Ceiling		Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal	
		120V 5 Amp (500w) Single Outlet*	\$109.01	\$10.90	\$7.09	\$127.01	\$175.11	\$17.52	\$11.39	\$204.02		
		120V 10 Amp (1000w) Single Outlet*	\$124.46	\$12.45	\$8.09	\$145.00	\$200.00	\$20.00	\$13.00	\$233.00		
		120V 15 Amp (1500w) Single Outlet*	\$139.91	\$14.00	\$9.10	\$163.01	\$224.89	\$22.49	\$14.62	\$262.00		
		120V 20 Amp (2000w) Single Outlet*	\$156.22	\$15.63	\$10.16	\$182.01	\$248.93	\$24.90	\$16.18	\$290.01		
208V Services												
		208V 20 Amp Single Phase*	\$200.86	\$20.09	\$13.06	\$234.01	\$322.75	\$32.28	\$20.98	\$376.01		
		208V 20 Amp Three Phase*	\$308.15	\$30.82	\$20.03	\$359.00	\$494.42	\$49.45	\$32.14	\$576.01		
		208V 30 Amp Single Phase*	\$265.24	\$26.53	\$17.24	\$309.01	\$424.03	\$42.41	\$27.57	\$494.01		
		208V 30 Amp Three Phase*	\$441.20	\$44.12	\$28.68	\$514.00	\$707.30	\$70.73	\$45.98	\$824.01		
		208V 40 Amp Single Phase*	\$326.18	\$32.62	\$21.21	\$380.01	\$519.31	\$51.94	\$33.76	\$605.01		
		208V 40 Amp Three Phase*	\$561.67	\$56.14	\$36.49	\$654.00	\$898.71	\$89.88	\$58.42	\$1,047.01		
		208V 50 Amp Single Phase*	\$406.01	\$40.61	\$26.39	\$473.01	\$649.79	\$64.98	\$42.24	\$757.01		
		208V 50 Amp Three Phase*	\$442.92	\$44.30	\$28.79	\$516.01	\$1,121.89	\$112.19	\$72.93	\$1,307.01		
		208V 60 Amp Single Phase*	\$488.41	\$48.85	\$31.75	\$569.01	\$769.96	\$77.00	\$50.05	\$897.01		
		208V 60 Amp Three Phase*	\$840.34	\$84.04	\$54.63	\$979.01	\$1,346.78	\$134.68	\$87.54	\$1,569.00		
		208V 80 Amp Single Phase*	\$635.19	\$63.52	\$41.29	\$740.00	\$1,016.31	\$101.64	\$66.06	\$1,184.01		
		208V 80 Amp Three Phase*	\$1,121.89	\$112.19	\$72.93	\$1,307.01	\$1,794.85	\$179.49	\$116.67	\$2,091.01		
		208V 100 Amp Single Phase*	\$812.88	\$81.29	\$52.84	\$947.01	\$1,299.57	\$129.96	\$84.48	\$1,514.01		
		208V 100 Amp Three Phase*	\$1,402.58	\$140.26	\$91.17	\$1,634.01	\$2,244.64	\$224.47	\$145.91	\$2,615.02		
NOT AVAILABLE FROM THE FLOOR		208V 150 Amp Single Phase*	\$1,084.11	\$70.47	\$108.42	\$1,263.00	\$1,733.90	\$112.71	\$173.39	\$2,020.00		
		208V 150 Amp Three Phase*	\$1,872.10	\$121.69	\$187.21	\$2,181.00	\$2,993.99	\$194.61	\$299.40	\$3,488.00		
		208V 200 Amp Single Phase*	\$1,446.34	\$94.02	\$144.64	\$1,685.00	\$2,315.01	\$150.48	\$231.51	\$2,697.00		
		208V 200 Amp Three Phase*	\$2,495.27	\$162.20	\$249.53	\$2,907.00	\$3,993.12	\$259.56	\$399.32	\$4,652.00		
		208V 400 Amp Single Phase*	\$2,891.84	\$187.97	\$289.19	\$3,369.00	\$4,627.46	\$300.79	\$462.75	\$5,391.00		
		208V 400 Amp Three Phase*	\$5,782.82	\$375.89	\$578.29	\$6,737.00	\$9,254.07	\$601.52	\$925.41	\$10,781.00		
Select Any Related and/or Required Services												
	Ceiling Drop Charge†						\$250.00					\$370.00
	25' Extension Cord		\$22.53		\$1.47	\$24.00	\$22.53		\$1.47	\$24.00		
	Six Outlet Power Strip		\$22.53		\$1.47	\$24.00	\$22.53		\$1.47	\$24.00		
	20 Amp Connection Plug‡		\$92.02		\$5.98	\$98.00	\$92.02		\$5.98	\$98.00		
	30 Amp Connection Plug‡		\$92.02		\$5.98	\$98.00	\$92.02		\$5.98	\$98.00		
	60 Amp Connection Plug‡		\$92.02		\$5.98	\$98.00	\$92.02		\$5.98	\$98.00		
	100 Amp Connection Plug‡		\$92.02		\$5.98	\$98.00	\$92.02		\$5.98	\$98.00		
	200 Amp Connection Plug‡		\$165.26		\$10.74	\$176.00	\$165.26		\$10.74	\$176.00		
	400 Amp Connection Plug‡		\$183.10		\$11.90	\$195.00	\$183.10		\$11.90	\$195.00		
*Labor, Placement & 24-Hour Power <u>Included</u>			† <u>Required</u> For All Ceiling Drops				‡ <u>Required</u> For Each 208V Connection				TOTAL:	

OCCC TERMS & CONDITIONS

- On-site orders are subject to a 50% price increase over base rates.
- Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers **MUST** be included before services are provided. Rates are based on when payment is received by OCCC. Orders without payment will **NOT** be processed and service will be withheld.
- OCCC electricians will not branch power and are not responsible for power distribution installed by others. Exhibitors and/or EACs are permitted to branch power in the booth. The OCCC does not provide distribution panels.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

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EVENT: Total Tech Summit

E X H I B I T O R	EXHIBITING COMPANY: _____	BOOTH #: _____
	PHONE: _____ FAX: _____	BOOTH SIZE: _____ X _____
	ADDRESS: _____	BOOTH TYPE:
	CITY: _____ STATE: _____	<input type="checkbox"/> INLINE <input type="checkbox"/> ISLAND
	ZIP CODE/PROVIDENCE: _____ COUNTRY: _____	<input type="checkbox"/> PENINSULA <input type="checkbox"/> OTHER
B I L L I N G	BILL-TO COMPANY (IF DIFFERENT): _____	I AM:
	RIGGING CONTACT NAME: _____	<input type="checkbox"/> THE EXHIBITOR
	ADDRESS: _____	<input type="checkbox"/> A 3RD PARTY (EAC/I&D):
	CITY: _____ STATE: _____	
	ZIP CODE/PROVIDENCE: _____ COUNTRY: _____	
	PHONE: _____ FAX: _____	
	RIGGING CONTACT EMAIL: _____ EMAIL FOR INVOICES: _____	

NOTE:

- A CREDIT CARD ON FILE with an OCCC Method of Payment form is REQUIRED for all rigging orders. The credit card will initially be charged for the Initial Rigging Charge and any additional charges for labor or hardware needed to suspend items will be charged separately to the credit card.
- After your sign is assembled and ready to be hung, an AUTHORIZED SIGNER from your OCCC Method of Payment form must visit the OCCC Exhibitor Services service desk to sign rigging paperwork. Rigging orders are handled in the order in which the paperwork is signed-off at the OCCC Exhibitor Services service desk and/or at the discretion of the OCCC. Dates of installation will vary depending on the quantity of orders and move-in days. If a specific install or strike time is required, the exhibitor must order a Dedicated Rigging Team.

Rigging Labor	Incentive Rate If Ordered & Paid By:	Base Rate If Ordered Or Paid On/After:
	October 10th, 2017	October 11th, 2017
Initial Rigging Charge, Three-Rigger Team, First Hour In & Out	\$528.00 <input type="checkbox"/> Select	\$768.00 <input type="checkbox"/> Select
Additional Rigging Labor, Per Rigger, Per Hour	\$88.00	\$128.00
Holiday or Overtime (After 8 Hours), Per Rigger, Per Hour	\$128.00	\$192.00

REQUESTED RIGGING INSTALL DATE: _____ **REQUESTED RIGGING STRIKE DATE:** _____

DESCRIPTION OF ITEM(S): _____ **DOES THIS ITEM REQUIRE:**

SIZE: _____ **WEIGHT:** _____ **QUANTITY:** _____ ☐ POWER

REQUESTED HEIGHT FROM FLOOR TO BOTTOM OF SUSPENDED ITEM: _____ ☐ OCCC TRUSS OR MOTORS

TYPE OF MATERIAL (WOOD, VINYL, CLOTH, STEEL, ETC.): _____

DOES THE SUSPENDED ITEM HAVE A BOTTOM? ☐ YES ☐ NO **IF YES, PROVIDE THE BOTTOM DIMENSIONS:** _____

ADDITIONAL COMMENTS: _____

OCCC RIGGING TERMS & CONDITIONS

- 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.
- OCCC does not assemble item(s). Assembly must be completed by the exhibitor.
- After eight (8) hours or on holidays, overtime rates (time and 1/2 per hour) apply.
- OCCC's Rigging department is subject to the Show Manager's rules and policies.
- There may be additional charges for aerial lifts used to suspend items. There is a charge when used for other purposes.
- All rigging orders are subject to the approval by the OCCC and must be installed, removed and supervised by OCCC personnel.
- Only rated rigging hardware is permitted. Rigging hardware is available through the OCCC at an additional charge (truss, hoists, aircraft cable, ropes, etc.)
- Signs and/or truss exceeding 100 lbs. will require a chain hoist.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Orders received on site are subject to a 50% price increase over base rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.

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EVENT: Total Tech Summit

Contact us for quantity discounts!
Save on transportation/freight charges and costly downtime!

Item Description	Incentive Rate If Ordered & Paid By:			Base Rate If Ordered Or Paid On/After:		
	October 10th, 2017			October 11th, 2017		
	Cost	Sales Tax	Unit Price	Cost	Sales Tax	Unit Price
CM Lodestar Chain Hoist, Electric, 1/4 Ton*	\$300.00	\$19.50	\$319.50	\$450.00	\$29.25	\$479.25
CM Lodestar Chain Hoist, Electric, 1/2 Ton*	\$300.00	\$19.50	\$319.50	\$450.00	\$29.25	\$479.25
CM Lodestar Chain Hoist, Electric, 1 Ton*	\$300.00	\$19.50	\$319.50	\$450.00	\$29.25	\$479.25
CM Lodestar Chain Hoist, Electric, 2 Ton*	\$300.00	\$19.50	\$319.50	\$450.00	\$29.25	\$479.25
Rotating Motor, 100lb Capacity*	\$180.28	\$11.72	\$192.00	\$270.42	\$17.58	\$288.00
Rotating Motor, 200lb Capacity*	\$210.32	\$13.72	\$224.04	\$315.48	\$20.51	\$335.99
Rotating Motor, 500lb Capacity*	\$240.37	\$15.62	\$255.99	\$359.62	\$23.38	\$383.00
Truss Is Available In Silver or Black						
Thomas Aluminium Truss, 12" x 12" x 2'	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36
Thomas Aluminium Truss, 12" x 12" x 2.5'	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36
Thomas Aluminium Truss, 12" x 12" x 3'	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36
Thomas Aluminium Truss, 12" x 12" x 4'	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36
Thomas Aluminium Truss, 12" x 12" x 5'	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36
Thomas Aluminium Truss, 12" x 12" x 6'	\$58.78	\$3.82	\$62.60	\$88.17	\$5.73	\$93.90
Thomas Aluminium Truss, 12" x 12" x 8'	\$69.46	\$4.51	\$73.97	\$104.21	\$6.77	\$110.98
Thomas Aluminium Truss, 12" x 12" x 10'	\$74.81	\$4.86	\$79.67	\$112.21	\$7.29	\$119.50
Thomas Aluminium Truss, 12" Base Plate	\$42.75	\$2.78	\$45.53	\$64.12	\$4.17	\$68.29
Thomas Aluminium Truss, 12" Corner Block	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36
Thomas Aluminium Truss, 12" Grapple	\$40.33	\$2.62	\$42.95	\$60.49	\$3.93	\$64.42
Thomas Aluminium Truss, 12" Hingle Plate	\$69.46	\$4.51	\$73.97	\$104.20	\$6.77	\$110.97
Thomas Aluminium Truss, 20.5" x 20.5" x 2'	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36
Thomas Aluminium Truss, 20.5" x 20.5" x 3'	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36
Thomas Aluminium Truss, 20.5" x 20.5" x 4'	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36
Thomas Aluminium Truss, 20.5" x 20.5" x 5'	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36
Thomas Aluminium Truss, 20.5" x 20.5" x 6'	\$64.12	\$4.17	\$68.28	\$96.18	\$6.25	\$102.43
Thomas Aluminium Truss, 20.5" x 20.5" x 8'	\$69.46	\$4.51	\$73.97	\$104.21	\$6.77	\$110.98
Thomas Aluminium Truss, 20.5" x 20.5" x 10'	\$74.81	\$4.86	\$79.67	\$112.21	\$7.29	\$119.50
Thomas Aluminium Truss, 20.5" Base Plate	\$42.75	\$2.78	\$45.53	\$64.12	\$4.17	\$68.29
Thomas Aluminium Truss, 20.5" Corner Block	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36
Thomas Aluminium Truss, 20.5" Grapple	\$40.33	\$2.62	\$42.95	\$60.49	\$3.93	\$64.42
Thomas Aluminium Truss, 20.5" Hingle Plate	\$69.46	\$4.51	\$73.97	\$104.20	\$6.77	\$110.97
Hardware						
Airwall Hanger	\$21.00	\$1.37	\$22.37 / Week	\$31.50	\$2.05	\$33.55 / Week
All Thread	\$3.00	\$0.20	\$3.20 / Week	\$4.50	\$0.30	\$4.80 / Week
Barn Door	\$30.00	\$1.95	\$31.95 / Week	\$45.00	\$2.93	\$47.93 / Week
Batten or Water Pipe - Per Foot	\$3.00	\$0.20	\$3.20 / Week	\$4.50	\$0.30	\$4.80 / Week
Block and Fall	\$21.00	\$1.37	\$22.37 / Week	\$31.50	\$2.05	\$33.55 / Week
Clamp - Beam	\$45.00	\$2.93	\$47.93 / Week	\$67.50	\$4.39	\$71.89 / Week
Clamp - Misc.	\$6.00	\$0.39	\$6.39 / Week	\$9.00	\$0.59	\$9.59 / Week
Come-Along	\$60.00	\$3.90	\$63.90 / Week	\$90.00	\$5.85	\$95.85 / Week
Deck Chain	\$10.00	\$0.65	\$10.65 / Week	\$15.00	\$0.98	\$15.98 / Week
Black Strap/Eye Bolt /Link Sub-Assembly/Turnbuckle/Rings	\$6.00	\$0.39	\$6.39 / Week	\$9.00	\$0.59	\$9.59 / Week
Nylon Sling or GAC Flex	\$15.00	\$0.98	\$15.98 / Week	\$20.00	\$1.30	\$21.30 / Week
Raw Wire - Per Foot	\$0.95	\$0.07	\$1.02 / Week	\$1.35	\$0.09	\$1.44 / Week
Rope	\$12.00	\$0.78	\$12.78 / Week	\$18.00	\$1.17	\$19.17 / Week
Sheave	\$21.00	\$1.37	\$21.37 / Week	\$31.50	\$2.05	\$33.55 / Week
Steel Point	\$10.00	\$0.65	\$10.65 / Week	\$15.00	\$0.98	\$15.98 / Week
Strand Vice	\$21.00	\$1.37	\$21.37 / Week	\$31.50	\$2.05	\$33.55 / Week
Truss Protector	\$1.00	\$0.07	\$1.07 / Week	\$1.00	\$0.07	\$1.07 / Week

*Electricity Included

***Please note this page is not an order form. If you would like to rent any OCCC Rigging equipment (motor, truss, hardware) please contact our Rigging department at (407) 685-5555**

OCCC TERMS & CONDITIONS

- The OCCC requires a 25% deposit on all rigging equipment orders to secure equipment in our inventory.
- OCCC Rigging is responsible for assembling and installing all truss and motors.
- Signs and/or truss exceeding 100 lbs. will require a chain hoist.
- Only rated rigging hardware is permitted. Rigging hardware is available through the OCCC at an additional charge (aircraft cable, ropes, etc.).
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Orders received on site are subject to a 50% price increase over base rates.
- All prices are subject to change without notice.

EVENT: **Total Tech Summit**

BOOTH #:

EXHIBITING COMPANY:

BOOTH SIZE:

X

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

This Order Is: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision		Incentive Rate If Ordered & Paid By:				Base Rate If Ordered Or Paid On/After:				On-Site Rates Start:
		October 10th, 2017				October 11th, 2017				October 31st, 2017
Quantity	Item Description	Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
L I G H T S	Aerial Par Can Light†	\$266.66		\$17.34	\$284.00	\$450.00		\$29.25	\$479.25	
	Overhead Lights Out, Per Pod	Per Show Management Approval			\$55.00	Per Show Management Approval			\$75.00	
P L U M B I N G	Water Service Connection* 1/2 FPT Service Outlet	\$190.55	\$19.06	\$12.39	\$222.00	\$307.29	\$30.73	\$19.98	\$358.00	
	Drain Service Connection* 1/2 FPT Service Outlet	\$170.89		\$11.11	\$182.00	\$272.00		\$17.70	\$290.00	
	Water Fill & Drain* 1-99 Gallons	\$80.68	\$8.07	\$5.25	\$94.00	\$128.75	\$12.88	\$8.37	\$150.00	
	Water Fill & Drain* 100-299 Gallons	\$162.22	\$16.23	\$10.55	\$189.00	\$259.22	\$25.93	\$16.85	\$302.00	
	Water Fill & Drain* 300-500 Gallons	\$232.61	\$23.27	\$15.12	\$271.00	\$375.10	\$37.51	\$24.39	\$437.00	
	Water Fill & Drain* Each Additional 500 Gallons	\$33.47	\$3.35	\$2.18	\$39.00	\$58.36	\$5.84	\$3.80	\$68.00	
	30 Gallon Hot Water Heater*	\$317.37		\$20.63	\$338.00	\$476.05		\$30.95	\$507.00	
	60 Gallon Hot Water Heater*	\$317.37		\$20.63	\$338.00	\$476.05		\$30.95	\$507.00	
	80 Gallon Hot Water Heater* Quick Recovery Type	\$317.37		\$20.63	\$338.00	\$476.05		\$30.95	\$507.00	
	120 Gallon Hot Water Heater* Quick Recovery Type	\$634.74		\$41.26	\$676.00	\$634.74		\$41.26	\$676.00	
	Single Beauty Sink* with Hot Water Heater	\$329.57		\$21.43	\$351.00	\$492.95		\$32.05	\$525.00	
	Single Utility Sink* with Hot Water Heater	\$329.57		\$21.43	\$351.00	\$492.95		\$32.05	\$525.00	
	Single Utility Sink* without Hot Water Heater	\$232.86		\$15.14	\$248.00	\$352.11		\$22.89	\$375.00	
G A S E S	Triple Kitchen Sink* with Hot Water Heater & Disposal	\$722.06		\$46.94	\$769.00	\$1,053.52		\$68.48	\$1,122.00	
	Air Service Connection* 1/2 FPT Service Outlet, 90 PSI max.	\$265.72		\$17.28	\$283.00	\$362.44		\$23.56	\$386.00	
	LP (Liquid Propane) Gas* 5lb Tank	\$59.22	\$5.93	\$3.85	\$69.00	\$72.10	\$7.21	\$4.69	\$84.00	
	LP (Liquid Propane) Gas* Each Additional 5lb Tank	\$41.20	\$4.12	\$2.68	\$48.00	\$49.78	\$4.98	\$3.24	\$58.00	
	Natural Gas Connection† 45000 BTUs Hook-Up	\$256.46	\$25.67	\$16.69	\$299.00	Only Available in West Hall B and the N/S Building . To Ensure Proper Permitting And Installation, All Natural Gas Orders Must Be Placed (21) Days Prior To The First Move-In Date				
T V	Natural Gas Connection Each Additional 45000 BTUs	\$59.22	\$5.93	\$3.85	\$69.00					
	Ceiling Drop For Natural Gas Order Required For All Natural Gas Orders	Must Be Included In Total For All Natural Gas Orders			\$250.00					
	HD Cable TV Service* Digital Tuner Required for HD Service	\$300.00	\$38.16		\$338.16	\$300.00	\$38.16		\$338.16	
* Labor & Placement <u>Included</u> , Only Available From Floor † <u>Requires</u> A Ceiling Drop Charge ‡ Installation, Removal, Electricity, & (1) Focus <u>Included</u>										TOTAL:

OCCC TERMS & CONDITIONS

- Gas price includes one (1) connection to the exhibitor's equipment. Charges will apply for additional connections. OCCC will not branch/split gas. OCCC is not responsible for gas distribution installed by others. All gas will be removed or shut off one (1) hour after the close of each day. LP gas price includes hook-up and dismantle of tank each day.
- Pressure may vary. OCCC cannot guarantee minimum and/or maximum pressure. If pressure is critical, please contact OCCC Exhibitor Services.
- The OCCC's cable tv service includes both non-HD and HD service. Your TV must be equipped with an HD Digital Tuner to get HD channels. If your TV does not have an HD Digital Tuner, you will only be able to view non-HD channels. Please contact us if you have questions about cable TV service.
- Par can refocusing is subject to labor charges.
- On-site orders are subject to a 50% price increase over base rates.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Payment in full MUST be paid before services are provided. Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

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EVENT: **Total Tech Summit**

BOOTH #:

EXHIBITING COMPANY:

BOOTH SIZE:
X

ORDER CONTACT NAME:

PHONE:

FAX:

EMAIL:

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # _____

ADJACENT
BOOTH OR
AISLE #:

ADJACENT
BOOTH OR
AISLE #:

FRONT OF BOOTH - AISLE # _____

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:

EVENT: **Total Tech Summit** BOOTH #: _____
EXHIBITING COMPANY: _____ BOOTH SIZE: _____ X _____
AGREEMENT CONTACT NAME: _____
PHONE: _____ FAX: _____
EMAIL: _____

****To Complete This Agreement You Must Include an OCCC Method Of Payment Form With Your Submission****

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

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

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

SIGNATURE: _____ DATE: _____

EVENT: **Total Tech Summit**

BOOTH #: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____ X _____

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

Quantity	Item Description	Incentive Rate If Ordered & Paid By: October 10th, 2017			Base Rate If Ordered Or Paid On/After: October 11th, 2017			On-Site Rates Start: October 31st, 2017
		Cost	Sales Tax	Unit Price	Cost	Sales Tax	Unit Price	Subtotal
	HD Cable TV Service* Digital Tuner Required for HD Service	\$300.00	\$38.16	\$338.16	\$300.00	\$38.16	\$338.16	
*Labor, Installation & Removal <u>Included</u>								
TOTAL:								

CABLE TV SERVICE IS DROPPED FROM THE CEILING. PLEASE NOTATE BELOW WHERE TO STAGE THE CABLE TV LINE DROP:

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # _____

ADJACENT BOOTH
OR AISLE #:

ADJACENT BOOTH
OR AISLE #:

FRONT OF BOOTH - AISLE # _____

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:

OCCC TERMS & CONDITIONS

- OCCC's cable tv service includes both non-HD and HD service. Your TV must be equipped with an HD Digital Tuner to get HD channels. If your TV does not have an HD Digital Tuner, you will only be able to view non-HD channels. Please contact us if you have questions about cable TV service.
- Orders received on site are subject to a 50% price increase over base rates. Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

FOR OFFICE USE ONLY

Electrical Conditions

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

Plumbing & Gases Conditions

1. Plumbing services are only available from the floor.
2. Compressed air pressure may vary. No guarantee can be made of minimum and maximum pressure. If pressure is critical, please contact Exhibitor Services at (407) 685-9824.
3. The OCCC will not branch/split gas from one location to another to achieve multiple locations. The OCCC is not responsible for gas distribution installed by others.
4. All gas will be removed or shut off one hour after the close of each day. LP gas prices include hook-up and dismantle of tank each day.
5. Labor charges will apply for service calls.
6. All equipment must comply with the Southern Building Code, all Federal, State, and local safety codes.
7. All material and equipment furnished by the OCCC shall remain the property of the OCCC and shall be removed **ONLY** by the OCCC at the close of show.
8. Unless otherwise directed, OCCC personnel are authorized to cut floor coverings to permit installation of service.

Additional Exhibitor Conditions

1. Claims will not be considered unless filed by the exhibitor at the OCCC Service Desk prior to the close of the show.
2. 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 manual or ask your show management for proper drayage instructions.
3. Adhesive-backed decals (stick-on) or similar items (except nametags) may not be distributed or used in the OCCC.
4. 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. Cooking permits must be obtained from your exhibitor 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.
6. "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.
7. Exhibits or displays, equipment, stock or supplies will not be allowed to enter or leave by way of the front entrances of the OCCC.
8. 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 Services Department through OCCC Event Coordination. Fog, smoke and special effect equipment must not be operated in areas where the effect could enter adjacent spaces, e.g., exhibition hall entrances, concourses, etc.
9. Food and beverages are not permitted on premises unless purchased through the OCCC's Food Service Partners 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 the OCCC's Food Service Partners.
10. Hazardous Work Areas - During move-in and move-out, exhibition halls, loading docks, truck staging areas and service corridors are considered hazardous work areas. Alcoholic beverages, possession or use of controlled substances of any kind, horseplay, practical jokes, etc. are prohibited. Speeding or reckless use of vehicles or equipment is prohibited. Music or noise that may limit the audibility of back-up signals, fire alarms or emergency messages is prohibited. Children under 16 years of age are prohibited.
11. Holes may not be drilled, cored, or punched into any surfaces of the OCCC.
12. 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 manual, show management or OCCC Event Management. Exhibitor will be charged for firewatch personnel per Orange County's fee schedules.
13. Painting signs, exhibits or other objects is not permitted in the OCCC.
14. 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 manual, show management, or OCCC Event Coordination.
15. In compliance with the Florida Clean Air Act, Florida Statutes Sections 386.205 and 386.206, smoking is not permitted on any parts of the OCCC campus.
16. Static helium balloon displays are permitted after filing a Balloons Agreement with OCCC Exhibitor Services department. Helium balloons may not be used as giveaways. Helium tank storage inside the OCCC is prohibited.
17. Tape used on exhibition 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.
18. Vehicles that remain in the exhibition 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.

Exhibitors need to provide their own UL-Certified plug(s) for connecting equipment to the OCCC's electrical receptacle. If an exhibitor's electrical plug does not match the OCCC's electrical receptacle, the exhibitor will need a UL-Certified Connection Plug to connect to the OCCC's receptacle. If an exhibitor does not provide their own UL-Certified Connection Plug, the exhibitor must rent a UL-Certified Connection Plug from the OCCC for an additional charge. Exhibitors are responsible for leaving all rented UL-Certified Connection Plugs in their booth at the close of the event. **All missing plugs will result in a \$150 charge.** Below is a description of the type of electrical receptacles the OCCC's supplies based on amperage.

20 Amp Single Phase - two hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-20R**

Plug Needed for 208V: **NEMA L21-20P**

OCCC Receptacles for 277/480V: **NEMA L22-20R**

Plug Needed for 277/480V: **NEMA L22-20P**



20 Amp Three Phase - three hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-20R**

Plug Needed for 208V: **NEMA L21-20P**

OCCC Receptacles for 277/480V: **NEMA L22-20R**

Plug Needed for 277/480V: **NEMA L22-20P**

30 Amp Single Phase - two hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-30R**

Plug Needed for 208V: **NEMA L21-30P**

OCCC Receptacles for 277/480V: **L22-30R**

Plug Needed for 277/480V: **NEMA L22-30P**



30 Amp Three Phase - three hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-30R**

Plug Needed for 208V: **NEMA L21-30P**

OCCC Receptacles for 277/480V: **L22-30R**

Plug Needed for 277/480V: **NEMA L22-30P**

60 Amp Single Phase - two hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 560P9W**

OCCC Receptacles for 277/480V: **Hubbell 560P7W**

60 Amp Three Phase - three hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 560P9W**

OCCC Receptacles for 277/480V: **Hubbell 560P7W**



100 Amp Single Phase - two hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 5100P9W**

OCCC Receptacles for 277/480V: **Hubbell 5100P7W**

100 Amp Three Phase - three hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 5100P9W**

OCCC Receptacles for 277/480V: **Hubbell 5100P7W**

Rental Price: \$98.00 (\$92.02 + \$5.98 tax)

150 - 200 Amp Single Phase - two hots, neutral and a ground.

OCCC Receptacles for 208/480V: **Camlock (2/0)**

150 - 200 Amp Three Phase - three hots, neutral and a ground.

OCCC Receptacles for 208/480V: **Camlock (2/0)**

Rental Price: \$176.00 (\$165.26 + \$10.74 tax)

200 - 400 Amp Single Phase - two hots, neutral and a ground.

OCCC Receptacles for 280/480V: **Camlock (4/0)**

200 - 400 Amp Three Phase - three hots, neutral and a ground.

OCCC Receptacles for 208/480V: **Camlock (4/0)**

Rental Price: \$195.00 (\$183.10 + \$11.90 tax)



The OCCC is the exclusive aerial rigging service provider for exhibitors. In order for the OCCC to provide the best possible service to our clients, the following aerial rigging guidelines are applicable to all exhibitors and/or exhibitor appointed contractors (EACs). The OCCC's Rigging department can be reached by phone (407) 685-5555 to assist with any questions in regards to aerial rigging.

1. The OCCC is the exclusive provider of aerial 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 and in an appropriate condition to be suspended. A structural engineer's certification or seal of approval may be required under certain conditions.
5. All hardware is required to have a working load limit (WLL). Use only rated rigging hardware when constructing your sign. All hardware and equipment must be approved by the manufacturer for overhead suspension.
6. Rigging plots, drawings, blueprints or engineers certification (when requested) must be submitted to the OCCC Rigging 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.
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 Orange County Convention Center Rigging Services Department will not be allowed. All signage is subject to on-site inspection for final approval.
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 paper work is signed off at the OCCC Exhibitor Services desk or at the discretion of the OCCC Rigging department.
14. If you are not flexible and need a DEFINITIVE DATE AND TIME, you need to order a Dedicated Rigging Team. The exhibitor will be charged a minimum of 4 hours up and 4 hours down times the number of riggers needed.
15. 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:

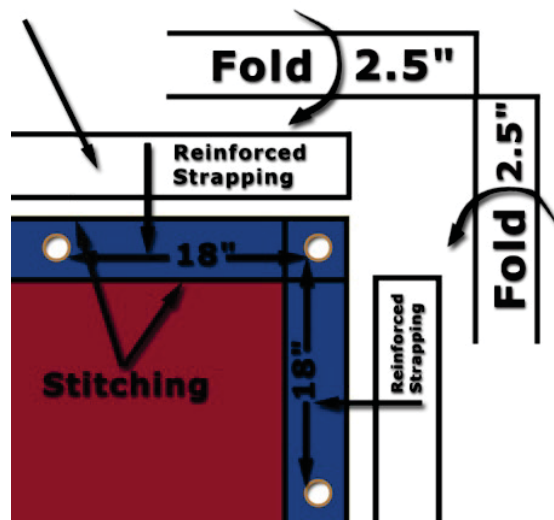
1. When using cloth material, seams need to be double stitched on the top and bottom.
2. Heat Seam is ONLY acceptable when hanging lightweight vinyl drape.
3. If the vinyl drape to be used as a drop down for a sign or banner, which would include a bottom batten to attach the foam core, sintra, or cloth/vinyl 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.

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 (tested to twice its working load limit).
4. Flemish eye construction is preferred for all wire rope slings 3/8" and larger.
5. The OCCC Rigging department reserves the right to substitute hardware on a case-by-case basis at its discretion.



Cooking Information

A Cooking/Open Flame Agreement form must be obtained prior to any on-site cooking, and/or food warming activities on the premises. Cooking/Open Flame Agreement forms can be obtained via the OCCC Exhibitor 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/Open Flame Agreement 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 Orange County Fire Marshal) are taken. Prior approval from the Orange County 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 Orange County 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 Orange County 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 firewatch may be provided in lieu of automatic suppression and/or flue connection with prior approval from the Orange County 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.

Gas - Compressed/Inert

- Compressed inert gases may be used provided the vessels are stored in a safe manner and the OCCC Event Management department 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 Exhibitor Services division or via our website @ www.occc.net/exhibitor. **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 department 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.

Special Effects – Fog & Hazers

- The use of fog and haze machines for lighting and theatrical effects is permitted within the OCCC, provided 1). The Exhibitor Services Coordinator be notified, and 2) 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-quarter (1/4) 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 Department through the OCCC Event Services division.