

Show Name: Central Florida Home & Garden Expo Spring 2023
Incentive Deadline Date: April 13th, 2023
Base Rates Start On/After: April 14th, 2023
OCCC Exhibitor Services Coordinator: Kevin Ramroop
Direct Phone: (407) 685-5166
Contact Email: Kevin.Ramroop@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.

****A METHOD OF PAYMENT FORM MUST BE INCLUDED IN YOUR ORDER SUBMISSION OR YOUR ORDER WILL NOT BE PROCESSED****

How To Order OCCC Services:

Order Online:
www.occc.net/exhibitor

Order via Email:
Exhibitor.Services@occc.net

Fax:
 (407) 685-9884

Mail:
 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 up 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 and if a refund is required. The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.
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.
10. Any unpaid balance will be subject to a finance charge of one and one half percent (1 ½%) per month from the date of the last contracted show day of the event."

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.

EVENT: **Central Florida Home & Garden Expo Spring 2023**

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****

Central Florida Home & Garden Expo Spring 2023 Incentive Deadline Date: April 13th, 2023 To qualify for incentive rates, all order forms, this Method of Payment form and a finalized booth diagram must be received by: April 13th, 2023	Place Your Order Online or Via Email or Fax: Order Online: www.occc.net/exhibitor Email Forms: exhibitor.services@occc.net Send Via Fax: (407) 685-9884 Call: (800) 345-9898	OCCC Mailing Address: Orange County Convention Center ATTN: Exhibitor Services 9860 Universal Blvd. Orlando, FL 32819-8199
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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: _____

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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	April 13th, 2023				April 14th, 2023				May 4th, 2023
Floor	Ceiling		Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
		120V 5 Amp (500w) Single Outlet*	\$125.86	\$12.59	\$8.18	\$146.63	\$202.51	\$20.26	\$13.17	\$235.94	
		120V 10 Amp (1000w) Single Outlet*	\$151.03	\$15.10	\$9.82	\$175.95	\$242.46	\$24.25	\$15.76	\$282.47	
		120V 15 Amp (1500w) Single Outlet*	\$169.92	\$16.99	\$11.04	\$197.96	\$273.25	\$27.33	\$17.76	\$318.34	
		120V 20 Amp (2000w) Single Outlet*	\$189.80	\$18.98	\$12.34	\$221.12	\$298.11	\$29.81	\$19.38	\$347.30	
208V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below											
		208V 20 Amp Single Phase*	\$231.86	\$23.19	\$15.07	\$270.12	\$372.87	\$37.29	\$24.24	\$434.39	
		208V 30 Amp Single Phase*	\$306.62	\$30.66	\$19.93	\$357.21	\$490.21	\$49.02	\$31.86	\$571.09	
		208V 40 Amp Single Phase*	\$377.59	\$37.76	\$24.54	\$439.89	\$600.94	\$60.09	\$39.06	\$700.10	
		208V 50 Amp Single Phase*	\$469.39	\$46.94	\$30.51	\$546.84	\$751.41	\$75.14	\$48.84	\$875.39	
		208V 60 Amp Single Phase*	\$564.97	\$56.50	\$36.72	\$658.19	\$890.53	\$89.05	\$57.88	\$1,037.47	
		208V 80 Amp Single Phase*	\$700.30	\$70.03	\$45.52	\$815.85	\$1,120.30	\$112.03	\$72.82	\$1,305.15	
		208V 100 Amp Single Phase*	\$898.88	\$89.89	\$58.43	\$1,047.20	\$1,432.15	\$143.22	\$93.09	\$1,668.45	
N/A		208V 150 Amp Single Phase*	\$1,138.32	\$113.83	\$73.99	\$1,326.14	\$1,820.60	\$182.06	\$118.34	\$2,121.00	
		208V 200 Amp Single Phase*	\$1,518.66	\$151.87	\$98.71	\$1,769.24	\$2,430.76	\$243.08	\$158.00	\$2,831.84	
		208V 400 Amp Single Phase*	\$3,036.43	\$303.64	\$197.37	\$3,537.44	\$4,858.83	\$485.88	\$315.82	\$5,660.54	
208V Services (Three Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below											
		208V 20 Amp Three Phase*	\$355.83	\$35.58	\$23.13	\$414.54	\$571.60	\$57.16	\$37.15	\$665.91	
		208V 30 Amp Three Phase*	\$510.08	\$51.01	\$33.16	\$594.24	\$818.59	\$81.86	\$53.21	\$953.66	
		208V 40 Amp Three Phase*	\$649.19	\$64.92	\$42.20	\$756.31	\$1,040.05	\$104.01	\$67.60	\$1,211.66	
		208V 50 Amp Three Phase*	\$771.28	\$77.13	\$50.13	\$898.54	\$1,236.88	\$123.69	\$80.40	\$1,440.97	
		208V 60 Amp Three Phase*	\$971.91	\$97.19	\$63.17	\$1,132.28	\$1,558.64	\$155.86	\$101.31	\$1,815.82	
		208V 80 Amp Three Phase*	\$1,236.56	\$123.66	\$80.38	\$1,440.59	\$1,978.33	\$197.83	\$128.59	\$2,304.75	
		208V 100 Amp Three Phase*	\$1,545.71	\$154.57	\$100.47	\$1,800.75	\$2,474.03	\$247.40	\$160.81	\$2,882.24	
N/A		208V 150 Amp Three Phase*	\$1,965.71	\$196.57	\$127.77	\$2,290.05	\$3,143.69	\$314.37	\$204.34	\$3,662.40	
		208V 200 Amp Three Phase*	\$2,620.03	\$262.00	\$170.30	\$3,052.33	\$4,192.78	\$419.28	\$272.53	\$4,884.59	
		208V 400 Amp Three Phase*	\$6,071.96	\$607.20	\$394.68	\$7,073.83	\$9,716.77	\$971.68	\$631.59	\$11,320.04	
Select Any Related and/or Required Services											
		Ceiling Drop Charge†				\$288.86				\$427.77	
		25' Extension Cord	\$23.66		\$1.54	\$25.20	\$35.49		\$2.31	\$37.80	
		Six Outlet Power Strip	\$23.66		\$1.54	\$25.20	\$35.49		\$2.31	\$37.80	
		GFI Rental Plug	\$26.26		\$1.71	\$27.97	\$30.00		\$1.95	\$31.95	
		20 - 30 Amp Connection Plug‡	\$92.02		\$5.98	\$98.00	\$92.02		\$5.98	\$98.00	
		40 - 60 Amp Connection Plug‡	\$92.02		\$5.98	\$98.00	\$92.02		\$5.98	\$98.00	
		80 - 100 Amp Connection Plug‡	\$92.02		\$5.98	\$98.00	\$92.02		\$5.98	\$98.00	
		150 - 200 Amp Connection‡	\$165.26		\$10.74	\$176.00	\$165.26		\$10.74	\$176.00	
		400 Amp Connection‡	\$183.10		\$11.90	\$195.00	\$183.10		\$11.90	\$195.00	
		CHECK HERE IF NO PLUG RENTAL NEEDED									
*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 up 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 and floor plan 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.
 - Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates. All cancellations and/or modifications to orders are subject to a \$35.00 Administration Fee if a refund is required.
 - Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk. The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.
 - Labor charges may apply for service calls.
- Exhibitors are permitted to install all plug rentals. If an electrician is needed, one may be provided.

FOR OFFICE USE ONLY

EVENT: **Central Florida Home & Garden Expo Spring 2023**

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		April 13th, 2023				April 14th, 2023				May 4th, 2023
Item Description		Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
P L U M B I N G	Water Service Connection* 1/2 FPT Service Outlet	\$200.08	\$20.01	\$13.01	\$233.09	\$322.65	\$32.27	\$20.97	\$375.89	
	Drain Service Connection* 1/2 FPT Service Outlet	\$179.43		\$11.66	\$191.09	\$285.92		\$18.58	\$304.50	
	Water Fill & Drain* 1-500 Gallons	\$244.24	\$24.42	\$15.88	\$284.54	\$393.86	\$39.39	\$25.60	\$458.85	
	Water Fill & Drain* Each Additional 100 Gallons	\$35.14	\$3.51	\$2.28	\$40.94	\$61.28	\$6.13	\$3.98	\$71.39	
	30 Gallon Hot Water Heater*	\$333.24		\$21.66	\$354.90	\$499.85		\$32.49	\$532.34	
	80 Gallon Hot Water Heater* Quick Recovery Type	\$887.25		\$57.67	\$944.92	\$1,064.70		\$69.21	\$1,133.91	
	120 Gallon Hot Water Heater* Quick Recovery Type	\$1,264.00		\$82.16	\$1,346.16	\$1,516.80		\$98.59	\$1,615.39	
	Single Utility Sink* with Hot Water Heater	\$346.05		\$22.49	\$368.54	\$517.60		\$33.64	\$551.24	
	Single Utility Sink* without Hot Water Heater	\$244.50		\$15.89	\$260.39	\$369.72		\$24.03	\$393.75	
	Triple Kitchen Sink* with Hot Water Heater & Disposal	\$758.16		\$49.28	\$807.44	\$1,106.20		\$71.90	\$1,178.10	
G A S S	Air Service Connection* 1/2 FPT Service Outlet, 90 PSI max. (if greater PSI is needed, please contact us)	\$292.96		\$19.04	\$312.00	\$399.59		\$25.97	\$425.56	
	LP (Liquid Propane) Gas* 5lb Tank	\$65.29	\$6.53	\$4.24	\$76.06	\$79.50	\$7.95	\$5.17	\$92.62	
	Natural Gas Connection† 1 - 50,000 BTUs Hook-Up	\$269.47	\$26.95	\$17.52	\$313.93	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				
	Natural Gas - additional BTUs† Additional 50,000 BTUs Hook-Up	\$129.34	\$12.93	\$8.41	\$150.68					
	Ceiling Drop For Natural Gas Order Required For All Natural Gas Orders	Must Be Included In Total For All Natural Gas Orders			\$288.86					\$427.77
* 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

Water/Drain Connection includes one (1) connection to the exhibitor's equipment. Charges will apply for additional connections. OCCC will not branch/split water or drain. OCCC is not responsible for plumbing distribution installed by others.

• 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.

• On-site orders are subject up 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.

FOR OFFICE USE ONLY

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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: