2012 AERIAL RIGGING ORDER FORM

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

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

NAME OF EVENT: Star Wars Celebration VI BOOTH:_____

BOOTH SIZE: _____X_____ **BOOTH TYPE:** ❑ ISLAND ❑ PENINSULA

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

ADDRESS: _____**EMAIL:** _____

CITY: _____STATE/PROVINCE:_____ ZIP:_____ COUNTRY:_____

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

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

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

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

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

RIGGING LABOR RATES

Incentive Deadline Date: August 6, 2012

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

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

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

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

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

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

Rigging Install date _____ Rigging Strike date_____

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

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

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

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

Size: _____ Weight: _____

Height desired from floor to bottom of suspended item _____

Will you require:

OCCC Chain Hoist (Motors) ? _____ Quantity: _____

OCCC Truss? _____ Quantity: _____

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

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

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

FORM OF PAYMENT - Payment must be received before service is provided.
Orange County Convention Center Taxpayer Identification Number (TIN) **is 59-6000773**.
❑ Company Check or Money Order in the amount of $ _____ **(Made Payable to Orange County Convention Center, $USD, US Bank)**

Security ID Code: _____ ❑ Visa ❑ MasterCard ❑ American Express

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

Account No. _____Exp. Date_____

Name (Please Print) _____

Credit Card Billing Address: _____

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

Authorized Signature_____ Date _____

FOR OFFICE USE ONLY

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

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CONDITIONS AND REGULATIONS

Exhibitor Rigging Information

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

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

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

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

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

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