ELECTRICAL SERVICE ORDER FORM
2012 CONDITIONS AND REGULATIONS

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

ELECTRICAL SERVICE CONDITIONS AND REGULATIONS

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

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

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

Cancellation & Modification Policy:

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

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

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

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

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

2012 SERVICE PLACEMENT PLOT

Show Name: Star Wars Celebration VI

Exhibiting Company:_____

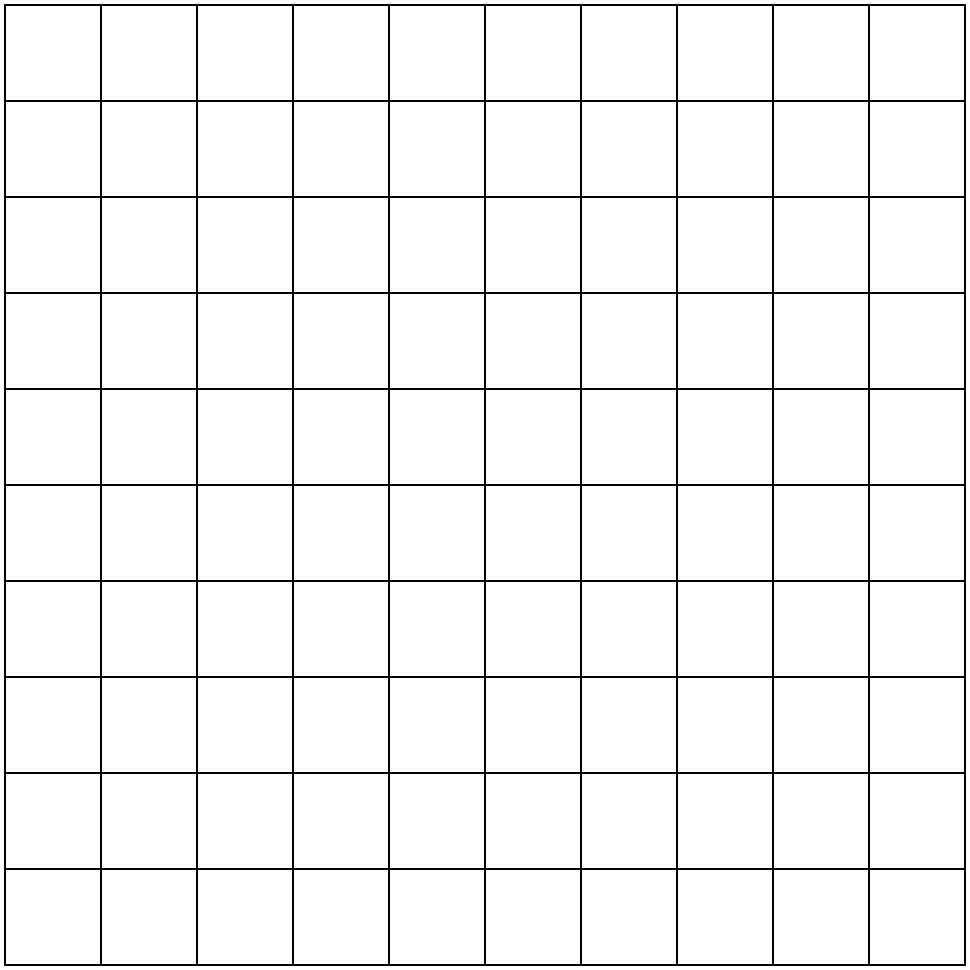
Booth Number: _____ **Booth Size:**_____

Contact Name: _____ **Email:** _____

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

Adjacent Booth / Aisle # _____

Adjacent Booth / Aisle # _____



Adjacent Booth / Aisle # _____

Adjacent Booth / Aisle # _____

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

2011 STANDARD ELECTRICAL (120V) SERVICE ORDER FORM

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

NAME OF EVENT: Star Wars Celebration VI **BOOTH:**_____

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

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

ADDRESS: _____ **EMAIL:** _____

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

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

Please indicate authorized person's contact information below:

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

120 VOLT POWER OUTLET Placement included with outlet			*Incentive Order With Payment Before August 6, 2012				**Base Order With Payment After August 6, 2012				
Floor	*Ceiling*	**Quantity**	**Cost**	**Utility Tax**	**Sales Tax**	**Unit Total**	**Cost**	**Utility Tax**	**Sales Tax**	**Unit Total**	**TOTAL**
		Single Outlet Up to 500 Watts	99.56	9.96	6.48	**116.00**	158.79	15.88	10.33	**185.00**	$_____
		Single Outlet Up to 1000 Watts	113.30	11.33	7.37	**132.00**	181.97	18.20	11.83	**212.00**	$_____
		Single Outlet Up to 1500 Watts	127.03	12.71	8.26	**148.00**	204.29	20.43	13.28	**238.00**	$_____
		Single Outlet Up to 2000 Watts	141.62	14.17	9.21	**165.00**	225.74	22.58	14.68	**263.00**	$_____
	_____	Rigging Charge for Ceiling Drop Single Outlet**				**$250.00**				**$370.00**	$_____

Electric power comes from the floor, unless otherwise indicated. OCCC electricians will not branch power. **Total: $_____**

***** Must order power in addition to ceiling drop***

PRICES ARE SUBJECT TO CHANGE

ADDITIONAL RENTAL ITEMS

		Cost	Tax	Unit Total	TOTAL
_____	25' Extension Cord (Power not included)	**22.53**	**1.47**	**24.00**	$
_____	Multi Outlet Assembly (Six outlets multi-strip - Power not included, maximum 1500 watts)	**22.53**	**1.47**	**24.00**	$
				TOTAL:	**$**

Please pick up extension cords and multi-strips from service desk at show site.

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

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

Fax (407) 685-9884

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

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

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

Payment Information

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

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

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

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

FOR OFFICE USE ONLY

Account No. _____ Exp. Date _____

Card Holder Name (Please Print) _____

Authorized Signature _____

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

Credit Card Billing Address: _____

City:_____ State:_____ Zip:_____

Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less $35.00 administrative fee. Changes, additions or modifications to incentive rate orders received after the 21-day incentive rate deadline are subject to base rate as well as a $35.00 administration fee if a refund is required at the close of th e

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

208 VOLT ELECTRICAL SERVICE ORDER FORM 2012

NAME OF EVENT: Star Wars Celebration VI **BOOTH:** _____

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

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

ADDRESS: _____ **EMAIL:** _____

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

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

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

Quantity Floor	Quantity Ceiling		Incentive Rate with Payment Before August 6, 2012: Cost	Utility Tax	Sales tax	Total	Base Rate with Payment After August 6, 2012: Cost	Utility tax	Sales tax	Total	TOTAL
		20 Amp Single Phase*	$182.82	18.29	11.89	**$213.00**	$292.70	29.27	19.03	**$341.00**	$
		20 Amp Three Phase*	$279.82	27.99	18.19	**$326.00**	$448.92	44.90	29.18	**$523.00**	$
		30 Amp Single Phase*	$240.33	24.04	15.63	**$280.00**	$384.54	38.46	25.00	**$448.00**	$
		30 Amp Three Phase*	$400.00	40.00	26.00	**$466.00**	$642.05	64.21	41.74	**$748.00**	$
		40 Amp Single Phase*	$310.72	31.08	20.20	**$362.00**	$494.41	49.45	32.14	**$576.00**	$
		40 Amp Three Phase*	$534.76	53.48	34.76	**$623.00**	$855.79	85.58	55.63	**$997.00**	$
		50 Amp Single Phase*	$386.26	38.63	25.11	**$450.00**	$618.88	61.89	40.23	**$721.00**	$
		50 Amp Three Phase*	$666.94	66.70	43.36	**$777.00**	$1068.66	106.87	69.47	**$1245.00**	$
		60 Amp Single Phase*	$465.23	46.53	30.24	**$542.00**	$733.04	73.31	47.65	**$854.00**	$
		60 Amp Three Phase*	$800.00	80.00	52.00	**$932.00**	$1282.40	128.24	83.36	**$1494.00**	$
		80 Amp Single Phase*	$605.14	60.52	39.34	**$705.00**	$968.23	96.83	62.94	**$1128.00**	$
		80 Amp Three Phase*	$1068.66	106.87	69.47	**$1245.00**	$1708.15	170.82	111.03	**$1990.00**	$
		100 Amp Single Phase*	$774.24	77.43	50.33	**$902.00**	$1237.76	123.78	80.46	**$1442.00**	$
		100 Amp Three Phase*	$1335.61	133.57	86.82	**$1556.00**	$2137.33	213.74	138.93	**$2490.00**	$
		150 Amp Single Phase*	$1084.11	108.42	70.47	**$1263.00**	$1733.90	173.39	112.71	**$2020.00**	$
		150 Amp Three Phase*	$1872.10	187.21	121.69	**$2181.00**	$2993.99	299.40	194.61	**$3488.00**	$
		200 Amp Single Phase*	$1446.34	144.64	94.02	**$1685.00**	$2315.01	231.51	150.48	**$2697.00**	$
		200 Amp Three Phase*	$2495.27	249.53	162.20	**$2907.00**	$3993.12	399.32	259.56	**$4652.00**	$
		400 Amp Single Phase*	$2891.84	289.19	187.97	**$3369.00**	$4627.46	462.75	300.79	**$5391.00**	$
		400 Amp Three Phase*	$5782.82	578.29	375.89	**$6737.00**	$9254.07	925.41	601.52	**$10781.00**	$

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

***EXPRESS MAIL TO*: Orange County Convention Center**
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

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

Payment Information

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

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

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

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

FOR OFFICE USE ONLY

Account No. _____ Exp. Date _____

Card Holder Name (Please Print)_____

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

Authorized Signature_____

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

Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less $35.00 administrative fee. **PLEASE NOTE THAT ON SITE ORDERS ARE SUBJECT TO A 50% INCREASE OVER THE BASE RATE.**

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

380V-480V SPECIAL ELECTRICAL SERVICE ORDER FORM - 2012

NAME OF EVENT: Star Wars Celebration VI **BOOTH:** _____

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

EXHIBITING COMPANY: _____ **PHONE:** _____ **EMAIL:** _____

ADDRESS: _____ **FAX:** _____

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

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

Please indicate authorized person's contact information below:

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

☐ 380V ☐ 480V

Quantity		Incentive Rate with Payment (Before August 6, 2012) Cost	Utility Tax	Sales Tax	Unit Total	Base Rate with Payment (After August 6, 2012) Cost	Utility Tax	Sales Tax	Unit Total	TOTAL
	20 Amp Single Phase	$364.80	36.48	23.72	**$425.00**	$584.54	58.46	38.00	**$681.00**	$
	20 Amp Three Phase	$561.37	56.14	36.49	**$654.00**	$897.85	89.79	58.36	**$1046.00**	$
	30 Amp Single Phase	$479.82	47.99	31.19	**$559.00**	$768.23	76.83	49.94	**$895.00**	$
	30 Amp Three Phase	$800.00	80.00	52.00	**$932.00**	$1282.40	128.24	83.36	**$1494.00**	$
	40 Amp Single Phase	$618.88	61.89	40.23	**$721.00**	$988.83	98.89	64.28	**$1152.00**	$
	40 Amp Three Phase	$1068.66	106.87	69.47	**$1245.00**	$1708.15	170.82	111.03	**$1990.00**	$
	50 Amp Single Phase	$771.67	77.17	50.16	**$899.00**	$1236.04	123.61	80.35	**$1440.00**	$
	50 Amp Three Phase	$1334.76	133.48	86.76	**$1555.00**	$2135.61	213.57	138.82	**$2488.00**	$
	60 Amp Single Phase	$928.75	92.88	60.37	**$1082.00**	$1486.69	148.67	96.64	**$1732.00**	$
	60 Amp Three Phase	$1599.13	159.92	103.95	**$1863.00**	$2562.22	256.23	166.55	**$2985.00**	$
	80 Amp Single Phase	$1210.30	121.03	78.67	**$1410.00**	$1937.33	193.74	125.93	**$2257.00**	$
	80 Amp Three Phase	$2135.61	213.57	138.82	**$2488.00**	$3420.60	342.06	222.34	**$3985.00**	$
	100 Amp Single Phase	$1547.63	154.77	100.60	**$1803.00**	$2476.39	247.64	160.97	**$2885.00**	$
	100 Amp Three Phase	$2670.38	267.04	173.58	**$3111.00**	$4272.95	427.30	277.75	**$4978.00**	$
	150 Amp Single Phase	$2167.38	216.74	140.88	**$2525.00**	$3466.94	346.70	225.36	**$4039.00**	$
	150 Amp Three Phase	$3742.48	374.25	243.27	**$4360.00**	$5988.83	598.89	389.28	**$6977.00**	$
	200 Amp Single Phase	$2891.84	289.19	187.97	**$3369.00**	$4627.46	462.75	300.79	**$5391.00**	$
	200 Amp Three Phase	$4990.55	499.06	324.39	**$5814.00**	$7986.26	798.63	519.11	**$9304.00**	$
	400 Amp Single Phase	$5782.82	578.29	375.89	**$6737.00**	$9254.07	925.41	601.52	**$10,781.00**	$
	400 Amp Three Phase	$11,565.66	1156.57	751.77	**$13,474.00**	$18,505.57	1850.56	1202.87	**$21,559.00**	$
1	Rigging Charge for Ceiling Drop	**MUST BE INCLUDED WITH TOTAL**			**$250.00**	**MUST BE INCLUDED WITH TOTAL**			**$370.00**	$
	UL Certified Plug (**ALL UNRETURNED RENTAL PLUGS WILL RESULT IN A $150 CHARGE**)								**$93.00**	$

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

Grand Total $

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

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

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

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

Payment Information

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

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

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

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

Account No. _____ Exp. Date _____

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

Card Holder Name (Please Print) _____

Authorized Signature _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

FOR OFFICE USE ONLY

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

ALL PRICES ARE SUBJECT TO CHANGE. NEW ONSITE ORDERS are subject to a 50% increase over the BASE RATE.