

EVENT: The Global Produce & Floral Show

BOOTH #: _____

EXHIBITING COMPANY: _____

I AM:

ORDER CONTACT NAME: _____

THE EXHIBITOR

PHONE: _____ **FAX:** _____

AN EAC/I&D: _____

ORDER CONTACT EMAIL: _____

OTHER: _____

Complete and sign this form if you intend to conduct ANY of the following activities within your exhibit space. Cooking, open flame and gas appliances require Fire Marshal approval in advance. Introduction of a hazard deemed unsafe or out of the ordinary (i.e. grease-laden vapors, flammable liquids or gases), by the Orange County Fire Rescue Department may require a firewatch. Please consult your exhibitor kit for all OCCC and Orange County Fire Rescue's terms and conditions.

Additional Information:

- A 2A40 B.C. fire extinguisher (5 lb. ABC) with a current tag from a licensed fire extinguisher contractor, must be in the exhibit booth for any gas appliances, cooking or open flame. The fire extinguisher must be located no more than thirty feet (30') from any cooking, open flame or heat producing appliance.
- If a fire extinguisher is necessary for your booth, you may rent one from OCCC Exhibitor Services for \$35.00.
- Provide a four-foot (4') space or barrier to separate the attendees or general public from a cooking, open flame or heat producing appliance.
- LP Gas (i.e. propane, butane) and Natural Gas may be ordered via Exhibitor Services only after approval from the Orange County Fire Marshal. The amount of LP Gas permitted in the building is limited to a nominal 5 lb. container.
- Please indicate, which appliance(s), if any, need to be left operating overnight.
- Please contact the Orange County Fire Marshal at (407) 685-9811 with any questions.

Please Check All That Apply To Your Booth/Exhibit:

- "Sterno" or other jellied fuels (must be used in a device designed to prevent fuel from tipping over)
- Candle (only votive or hurricane-enclosed, self-extinguishing candles are permitted)
- Deep Fryer: Electric Gas Specify Well Dimensions: _____
- Range or Cook Top: Electric Gas Specify Range Cooking Area Dimensions: _____
- Grill or Griddle: Electric Gas Specify Grill or Griddle Cooking Area Dimensions: _____
- Chain Broiler: Electric Gas Specify Chain Broiler Cooking Area Dimensions: _____
- Fireplace: Electric Gas Wood Specify Vent Type: Vented Ventless
- Fog/Haze
- Other Heat Producing or Gas Operated Device. Please describe and/or attached appliance literature, including UL listing information:

I, the undersigned, acknowledge and agree to all OCCC and Orange County Fire Rescue Terms & Conditions:

SIGNATURE: _____

DATE: _____

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.