

**Show Name:** Mobile Tech Expo  
**Incentive Deadline Date:** December 17th, 2018  
**Base Rates Start On/After:** December 18th, 2018  
**OCCC Exhibitor Services Coordinator:** Kassandra Woods  
**Direct Phone:** (407) 685-5793  
**Contact Email:** Kassandra.Woods@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:**

<b>Order Online:</b> www.occc.net/exhibitor	<b>Order via Email:</b> Exhibitor.Services@occc.net	<b>Fax:</b> (407) 685-9884	<b>Mail:</b> OCCC Exhibitor Services 9860 Universal Blvd. Orlando, FL 32819-8199
<p>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 &amp; Conditions before ordering because exhibitors agree to all of the OCCC's Guidelines &amp; Conditions when ordering services. For assistance, email Exhibitor.Services@occc.net or call the OCCC Exhibitor Services Team at <b>(800) 345-9898</b> or <b>(407) 685-9824</b>.</p>			

**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.
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: **Mobile Tech Expo**

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:
		December 17th, 2018				December 18th, 2018				January 7th, 2019
Quantity	Item Description	Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
LIGHTS	Aerial Par Can Light†	\$266.66		\$17.34	<b>\$284.00</b>	\$450.00		\$29.25	<b>\$479.25</b>	
	Overhead Lights Out, Per Pod	Per Show Management Approval			<b>\$55.00</b>	Per Show Management Approval			<b>\$75.00</b>	
PLUMBING	Water Service Connection* 1/2 FPT Service Outlet	\$190.55	\$19.06	\$12.39	<b>\$222.00</b>	\$307.29	\$30.73	\$19.98	<b>\$358.00</b>	
	Drain Service Connection* 1/2 FPT Service Outlet	\$170.89		\$11.11	<b>\$182.00</b>	\$272.00		\$17.70	<b>\$290.00</b>	
	Water Fill & Drain* 1-99 Gallons	\$80.68	\$8.07	\$5.25	<b>\$94.00</b>	\$128.75	\$12.88	\$8.37	<b>\$150.00</b>	
	Water Fill & Drain* 100-299 Gallons	\$162.22	\$16.23	\$10.55	<b>\$189.00</b>	\$259.22	\$25.93	\$16.85	<b>\$302.00</b>	
	Water Fill & Drain* 300-500 Gallons	\$232.61	\$23.27	\$15.12	<b>\$271.00</b>	\$375.10	\$37.51	\$24.39	<b>\$437.00</b>	
	Water Fill & Drain* Each Additional 500 Gallons	\$33.47	\$3.35	\$2.18	<b>\$39.00</b>	\$58.36	\$5.84	\$3.80	<b>\$68.00</b>	
	30 Gallon Hot Water Heater*	\$317.37		\$20.63	<b>\$338.00</b>	\$476.05		\$30.95	<b>\$507.00</b>	
	80 Gallon Hot Water Heater* Quick Recovery Type	\$317.37		\$20.63	<b>\$338.00</b>	\$476.05		\$30.95	<b>\$507.00</b>	
	120 Gallon Hot Water Heater* Quick Recovery Type	\$634.74		\$41.26	<b>\$676.00</b>	\$634.74		\$41.26	<b>\$676.00</b>	
	Single Beauty Sink* with Hot Water Heater	\$329.57		\$21.43	<b>\$351.00</b>	\$492.95		\$32.05	<b>\$525.00</b>	
	Single Utility Sink* with Hot Water Heater	\$329.57		\$21.43	<b>\$351.00</b>	\$492.95		\$32.05	<b>\$525.00</b>	
	Single Utility Sink* without Hot Water Heater	\$232.86		\$15.14	<b>\$248.00</b>	\$352.11		\$22.89	<b>\$375.00</b>	
Triple Kitchen Sink* with Hot Water Heater & Disposal	\$722.06		\$46.94	<b>\$769.00</b>	\$1,053.52		\$68.48	<b>\$1,122.00</b>		
GASES	Air Service Connection* 1/2 FPT Service Outlet, 90 PSI max. (if greater PSI is needed, please contact us)	\$265.72		\$17.28	<b>\$283.00</b>	\$362.44		\$23.56	<b>\$386.00</b>	
	LP (Liquid Propane) Gas* 5lb Tank *(no re-fill)	\$59.22	\$5.93	\$3.85	<b>\$69.00</b>	\$72.10	\$7.21	\$4.69	<b>\$84.00</b>	
	LP (Liquid Propane) Gas* Each Additional Replacement 5lb Tank	\$41.20	\$4.12	\$2.68	<b>\$48.00</b>	\$49.78	\$4.98	\$3.24	<b>\$58.00</b>	
	Natural Gas Connection† 1 - 50,000 BTUs Hook-Up	\$256.64	\$25.67	\$16.69	<b>\$299.00</b>	<b>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</b>				
	Natural Gas Connection† 50,001 - 100,000 BTUs Hook-Up	\$315.86	\$31.59	\$20.53	<b>\$367.98</b>					
	Natural Gas Connection† 100,001 - 150,000 BTUs Hook-Up	\$375.08	\$37.51	\$24.38	<b>\$436.97</b>					
	Natural Gas Connection† 150,001 - 200,000 BTUs Hook-Up	\$434.30	\$43.43	\$28.23	<b>\$505.96</b>					
	Natural Gas - additional BTUs† 200,001 - 250,000 BTUs Hook-Up	\$493.52	\$49.36	\$32.08	<b>\$574.96</b>					
	Natural Gas - additional BTUs† Over 250,000 BTUs Hook-Up	\$552.74	\$55.28	\$35.93	<b>\$643.95</b>					
	Ceiling Drop For Natural Gas Order Required For All Natural Gas Orders	Must Be Included In Total For All Natural Gas Orders			<b>\$250.00</b>					
TV	HD Cable TV Service* Digital Tuner Required for HD Service	\$300.00	\$38.16		<b>\$338.16</b>	\$300.00	\$38.16		<b>\$338.16</b>	
	<b>TOTAL:</b>									

\* Labor & Placement Included. Only Available From Floor † Requires A Ceiling Drop Charge ‡ Installation, Removal, Electricity, & (1) Focus Included

**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.
- 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.

**FOR OFFICE USE ONLY**



**SERVICE PLACEMENT  
 DIAGRAM FORM**

EVENT: **Mobile Tech Expo** \_\_\_\_\_

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: **Mobile Tech Expo**

<b>EXHIBITOR</b>	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>BILLING</b>	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\*\***

<u>Mobile Tech Expo</u>	<u>Place Your Order Online or Via Email or Fax:</u>	<u>OCCC Mailing Address:</u>
<b>Incentive Deadline Date: December 17th, 2018</b> To qualify for incentive rates, all order forms, this Method of Payment form and a finalized booth diagram must be received by: <b>December 17th, 2018</b>	<b>Order Online:</b> www.occc.net/exhibitor <b>Email Forms:</b> exhibitor.services@occc.net <b>Send Via Fax:</b> (407) 685-9884 <b>Call:</b> (800) 345-9898	Orange County Convention Center ATTN: Exhibitor Services 9860 Universal Blvd. Orlando, FL 32819-8199

**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: \_\_\_\_\_