

## ORDERING INFORMATION

Please visit our website, [www.occc.net/exhibitor](http://www.occc.net/exhibitor), for the complete conditions and guidelines while exhibiting at the Orange County Convention Center (OCCC).

All initial utilities and aerial rigging orders must be submitted online. All manually processed orders will be charged a \$35 Processing Fee. Order updates or revisions must be submitted via email to [exhibitor.services@occc.net](mailto:exhibitor.services@occc.net).

Equipment and service rates are subject to applicable Florida State sales tax, Communication Services tax and Public Service tax. If you are tax-exempt, please email us at [exhibitor.services@occc.net](mailto:exhibitor.services@occc.net) for further information. All rates, equipment and services are subject to change without notice.

Our offices are available to assist with any questions you may have, Monday through Friday 8 a.m. – 5 p.m., via phone or email.

Phone: **407-685-9824** or **800-345-9898**

Email: [exhibitor.services@occc.net](mailto:exhibitor.services@occc.net)

## ELECTRICAL

Utility service purchases include initial labor, placement and 24-hour power. The cost of each outlet ordered is a one-time charge for the entire event. There is an additional labor charge if utility services need to be moved after the initial installation.

## RIGGING

OCCC aerial rigging services do not assemble exhibitor signs or structures. Before structures are hung by the OCCC team, they must be fully assembled. This can be done by the exhibitor or an appointed contractor.

To reserve aerial rigging services, you must order the Initial Rigging Labor Deposit. This deposit includes a three-person aerial rigging team, for 1 hour up and 1 hour down. If you need to rent rigging equipment (based on availability), please reach out to the OCCC Aerial Rigging Team directly via email at [OCCC-Rigging@ocfl.net](mailto:OCCC-Rigging@ocfl.net).