

## AERIAL LIGHTING SERVICE

## **EVENT: PGA Merchandise Show 2023**

EXHIBITING COMPANY:

BOOTH #:

BOOTH SIZE: X

## \*\*An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission\*\*

		Incentive F	Rate If Ordered	& Paid By:	Base Rate If	Ordered Or Paid On/After:		On-Site Rates Start:
Quantity	Item Description	Dece	mber 29th, 2	2022	Dece	ember 30th 2	2022	January 18th, 2023
		Cost	Sales Tax	Unit Price	Cost	Sales Tax	Unit Price	Subtotal
	Aerial Par Can Light‡	\$266.66	\$17.34	\$284.00	\$450.00	\$29.25	\$479.25	
	Overhead Lights Out, Per Pod	Per Show Manag	ement Approval	\$55.00	Per Show Manag	ement Approval	\$75.00	
‡Installa	ation, Removal, Electricity, & (1) Focus <u>Include</u>	TOTAL:						

### TO EXPEDIATE THE INSTALLATION OF PAR CANS, PLEASE NOTATE BELOW WHERE YOU WOULD LIKE THE PAR CAN(S) TO BE AIMED:

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # \_\_\_



#### **SPECIAL INSTRUCTIONS / COMMENTS / NOTES:**

#### **OCCC TERMS & CONDITIONS**

- Par can refocusing is subject to labor charges.
- On-site orders are subject up to a 50% price increase over base rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- 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

PGA Merchandise Show 2023								BOOTH #:		
XHIBITING COMPANY:									BOOTH SIZE:	X
RDER CONTACT N										
								FAX:		
MAIL:										
		BACK	OF BOOTH	- ADJACI	ENT BOOTH	I OR AISLE	#			
ADJACENT BOOTH OR										ADJACENT BOOTH OR
AISLE #:										AISLE #:

FRONT OF BOOTH - AISLE # \_\_\_\_\_

**SPECIAL INSTRUCTIONS / COMMENTS / NOTES:** 



# OCCC EXHIBITOR AERIAL RIGGING CONDITIONS

The OCCC is the exclusive aerial rigging service provider for exhibitors. In order for the OCCC to provide the best possible service to our clients, the following aerial rigging guidelines are applicable to all exhibitors and/or exhibitor appointed contractors (EACs). The OCCC's Rigging department can be reached by phone (407) 685-5555 to assist with any questions in regards to aerial rigging.

- 1. The OCCC is the exclusive provider of aerial rigging services.
- 2. All rigging must conform to Show Management rules, regulations, and facility limitations.
- 3. The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building, walls, or decorative surfaces is not permitted.
- 4. All equipment, signs, products, etc. must be designed to suspend safely and in an appropriate condition to be suspended. A structural engineer's certification or seal of approval may be required under certain conditions.
- 5. All hardware is required to have a working load limit (WLL). Use only rated rigging hardware when constructing your sign. All hardware and equipment must be approved by the manufacturer for overhead suspension.
- 6. Rigging plots, drawings, blueprints or engineers certification (when requested) must be submitted to the OCCC Rigging 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.
- 7. All points where nylon slings are used will require a steel safety cable.
- 8. All assembly of equipment, signs, products, etc., is the responsibility of the exhibitor or exhibitor appointed contractor.
- 9. 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 signage is subject to on-site inspection for final approval.
- 10. A credit card must be placed on file with the Method of Payment form for any additional charges.
- 11. The OCCC does not accept purchase orders.
- 12. Actual time and date of rigging may vary during move-in and move-out of your show in order to reduce costs to you.
- 13. All orders for rigging will be handled in the order in which the paper work is signed off at the OCCC Exhibitor Services desk or at the discretion of the OCCC Rigging department.
- 14. If you are not flexible and need a DEFINITIVE DATE AND TIME, you need to order a Dedicated Rigging Team. The exhibitor will be charged a minimum of 4 hours up and 4 hours down times the number of riggers needed.
- 15. The OCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.

#### Seams:

- 1. When using cloth material, seams need to be double stitched on the top and bottom.
- 2. Heat Seam is ONLY acceptable when hanging lightweight vinyl drape.
- 3. If the vinyl drape to be used as a drop down for a sign or banner, which would include a bottom batten to attach the foam core, sintra, or cloth/vinyl banner, the OCCC requires double stitching on the vinyl drape due to weight considerations and possible failure of the heat seam.

#### Adhesive:

- 1. Adhesive or glue tape is not acceptable due to the tendency of it to come loose under weight.
- 2. The use of any type of adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces (inside or outside) is NOT PERMITTED.



- 1. The manufacturer must rate all rigging hardware with a "Working Load Limit" (WLL).
- 2. The manufacturer of the rigging hardware must be legally liable for its products in the continental United States.
- 3. All wire rope slings 3/8" and larger must be certified and proof-tested (tested to twice its working load limit).
- 4. Flemish eye construction is preferred for all wire rope slings 3/8" and larger.
- 5. The OCCC Rigging department reserves the right to substitute hardware on a case-by-case basis at its discretion.

