

EVENT PERSONNEL, SERVICES,  
EQUIPMENT AND UTILITIES RATES  
**FOR SHOW MANAGEMENT**

# Orlando

THE CENTER OF HOSPITALITY





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*Please contact your OCCC Sales Manager to obtain exhibition hall and meeting room rate quotes.*

# FACILITY COMPLIMENTARY SERVICES AND LABOR

## General Information

- Air conditioning or heating in the public concourses is provided complimentary during move-in, show, and move-out. Air conditioning or heating in exhibition halls is provided complimentary on leased show days for: show hours for exhibits, session hours for general sessions, rehearsals, poster sessions, and in-hall registration.  
  
Air conditioning and heating is provided complimentary on a leased move day in exhibit halls used as a general session for dress rehearsals only.
- Meeting room air conditioning or heating is provided complimentary for rehearsal and session times only.
- Custodial services for restrooms, meeting rooms, food and beverage areas and public areas throughout the event (does not include bulk trash, crates, lumber and packing materials).
- Event utilities labor for installation of electrical and plumbing services for show management areas.
- Exhibition hall public address system with one (1) wired microphone.
- First Aid Room for medical services provider.
- Initial set-up (theater, classroom, conference, banquet or reception style—within the limits of the OCCC's inventory) for meeting rooms and exhibition halls used for banquets or sessions (flat floor seating).
- OCCC offers clients 2,400 square feet of staging on a complimentary basis. This represents a 40' x 60' stage. OCCC will provide clients with staging within the limits of our inventory.
- Permanent registration and show offices, where available.
- Twenty-four (24) hour building security in public concourses, corridors and grounds.

## Exclusive Services

- Catering and Concessions
- Business Center (Photocopying, Facsimile Services, Packaging, Shipping and Receiving)
- Internet Access and Networking Services
- Telecommunications and Transmission Lines (Voice and Data, Wired and Wireless)
- Rigging Personnel Services
- Utilities (Electrical, Plumbing, Compressed Air, Natural Gas and LP Gas)

## In-House Providers—Non-Exclusive

- Audio Visual Production
- Baggage Check, Skycap and Valet Services
- Mobility Services (Wheelchair, ADA Scooter and Segway)
- Massage and Shoeshine Services

## Other Services

### EVENT SECURITY

- A minimum level of event security is required (see Operational Policies).
- Lessee must secure the leased premises and support areas from the first hour of move-in through the completion of move-out.
- Lessee must provide for the public safety of those involved with the event.
- Event security services must be selected from OCCC's list of approved providers.

### OCCUPANCY LEVELS

Occupancy in exhibition halls and meeting rooms may not exceed established occupancy capacities.

### TAXES

All rentals are subject to applicable Florida State sales tax.

# MEETING ROOM COMPLIMENTARY SERVICES AND EQUIPMENT

## Meeting Rooms and Valencia Breakouts

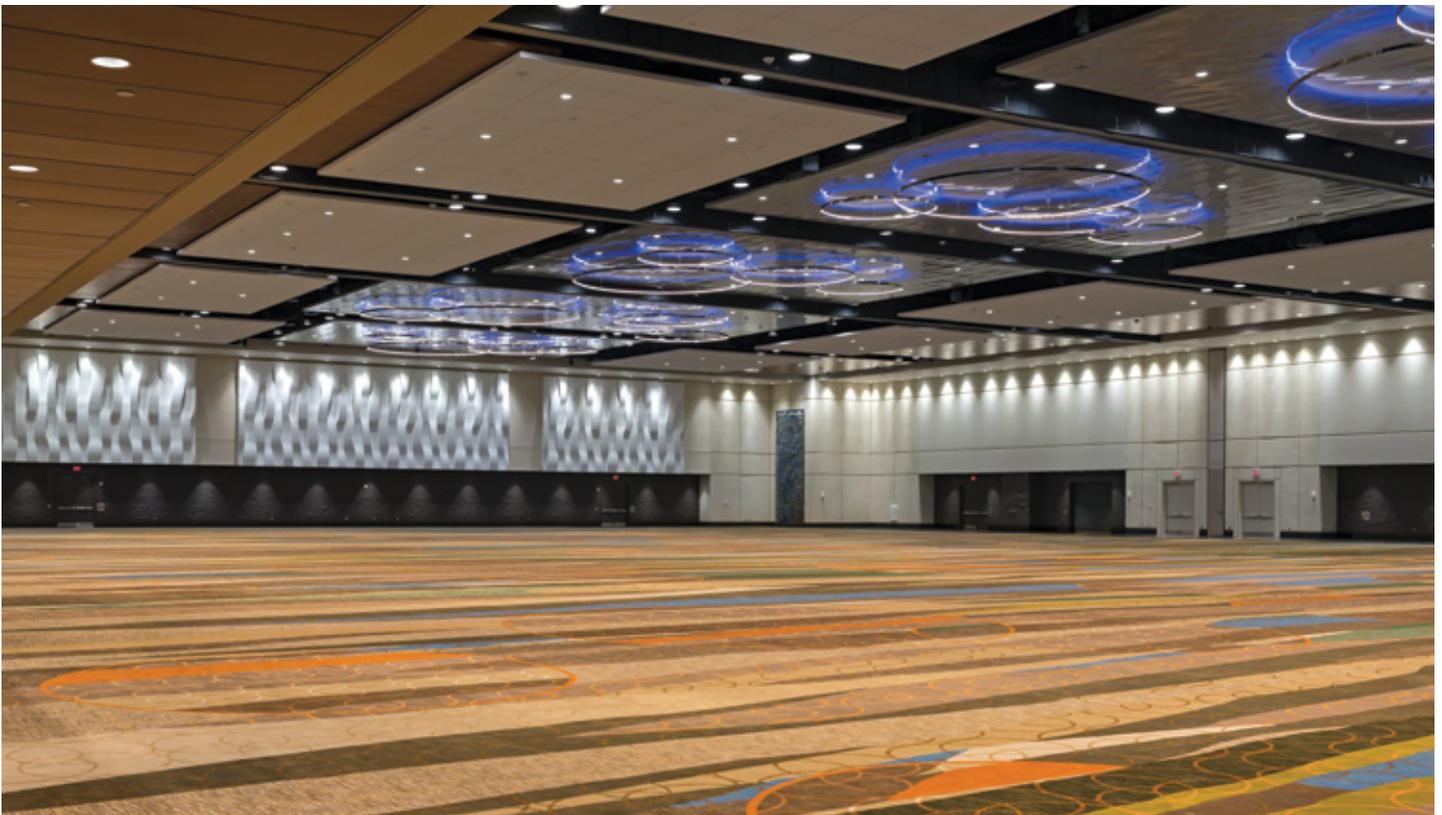
- House light dimmer control panel
- One (1) standard lectern
- Head table with water service
- Speaker's riser (6' x 8' or 12' x 16')
- Dressing room with Valencia
- Convenience receptacle (non-dedicated power)

## Lecture Hall

- House light dimmer control panel
- One (1) presidential lectern
- Head table with water service
- Dressing room

## Advertising

Lessee must submit advertising and brochure copy that references the Convention Center, show location, parking fee, and dates and times to the OCCC Sales Manager or Event Manager for approval prior to advertising or distribution. Advertisement of events must state the total admission price and the exact event location. Advertising shall not be permitted until the lease is fully executed.



Valencia Ballroom

# SHOW MANAGEMENT: PERSONNEL, SERVICES, EQUIPMENT AND UTILITIES RATES

*Event Personnel, Equipment, Outdoor Banner Lighting, Rigging, Electric, Plumbing and HVAC*

Required event information includes, but is not limited to the following:

- Approved floor plans
- Event security plan
- Event schedule
- Labor calls
- Production, audio-visual requirements
- Room set requirements
- Service contractor's schedule
- Utilities requirements
- Approved advertising for consumer or public-ticketed events (prior to advertising placement)

## Rate Definition/Requirements

- INCENTIVE Rates apply to show management orders received twenty-one (21) or more days prior to the first move-in day.
- BASE Rates apply to show management orders received within twenty (20) days or less prior to the first move-in day.
- ONSITE Rates apply to show management orders received on/after the first contracted move-in day.

## Terms and Conditions

- All materials 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.
- Equipment is available within the limits of the OCCC's inventory.
- Equipment or services canceled with less than 24 hours notice will be invoiced at the published rate.
- Initial room sets changed within 48 hours of the first contracted day will be charged at the applicable rate.
- Equipment and service rates are subject to applicable Florida State sales tax, Communication Services Tax and/or Public Service Tax.
- Equipment not returned is subject to the rental rate plus the replacement cost.
- All labor rates—4 hour minimum (except where noted).
- After 8 hours per day and on holidays, overtime rates (time and one-half per hour) may apply.
- Rates, equipment and/or services are subject to change without notice.

# ENVIRONMENTAL SERVICES

## EVENT PERSONNEL

	UNIT	INCENTIVE RATE (21 DAYS OR MORE)	BASE RATE (20 DAYS OR LESS)
Clean-Up or Repair Labor	ea/person/hr	*	\$60.00

## TRASH HAULS

	UNIT	INCENTIVE RATE (21 DAYS OR MORE)	BASE RATE (20 DAYS OR LESS)
<i>OCCC Environmental Fee will cover the trash hauls, recycling and food disposal. This fee will be calculated at the rate of \$.01 of the gross exhibit hall square footage (350,00 sf x \$.01 = \$3,500). General session, sporting events or public ticketed events will be billed on a per haul rate of \$400 per haul. There are no complimentary trash hauls.</i>	Gross square footage (gsf) of exhibit hall	*	\$.01

\*Incentive rate not available.

# RIGGING

## BANNER HANGING

Linear foot charges do not apply for motors, truss, or production. Banner measurements are from the widest point of the banner. Charges are inclusive of installation and removal. Banner hanging can be invoiced in one of two methods: Time and Material or Linear Foot.

	UNIT	INCENTIVE RATE (21 DAYS OR MORE)	BASE RATE (20 DAYS OR LESS)	ONSITE RATE (ONCE MOVE-IN BEGINS)
Exterior Signage*	per linear foot	\$19.85	\$25.91	\$38.86
Interior Lobby and Exhibition Halls*	per linear foot	\$15.99	\$19.85	\$29.77
Handrails	per linear foot	\$10.48	\$13.79	\$20.67
Wait Time Charges**	per hour	\$70.51	\$94.82	\$142.22

\*Minimum required of 77 linear feet.

\*\*For Linear Foot invoicing, 'wait time' will be charged if materials to hang are not available and crews are idle for 30 minutes or more.

## EVENT PERSONNEL

	UNIT	INCENTIVE RATE (21 DAYS OR MORE)	BASE RATE (20 DAYS OR LESS)	ONSITE RATE (ONCE MOVE-IN BEGINS)
Rigger or Lift Operator	ea/person/hr	\$70.51	\$94.82	\$142.22

## RIGGING *continued*

### EQUIPMENT

	UNIT	INCENTIVE RATE (21 DAYS OR MORE)	BASE RATE (20 DAYS OR LESS)	ONSITE RATE (ONCE MOVE-IN BEGINS)
Lift - Aerial 40' - 80' <i>Must be operated by OCCC personnel, labor rates apply</i>	ea/hour	\$90.30	\$129.65	\$194.48
Lift - Scissor or Fork 19' <i>Must be operated by OCCC personnel, labor rates apply</i>	ea/hour	\$74.09	\$106.50	\$159.76

### EQUIPMENT

OCCC Rigging Services has an extensive inventory of truss and chain hoist motors. We welcome the opportunity to provide you with a custom estimate for your rigging requirements.

	UNIT	INCENTIVE RATE (21 DAYS OR MORE)	BASE RATE (20 DAYS OR LESS)	ONSITE RATE (ONCE MOVE-IN BEGINS)
Chain Hoist Motor	per week	\$220.50	\$315.00	\$472.50
<b>12" x 12" Box Truss - Available in Silver or Black</b>				
Box Truss - 12" x 12" x 10'	per week	\$55.31	\$78.55	\$117.83
Box Truss - 12" x 12" x 8'	per week	\$51.37	\$72.93	\$109.40
Box Truss - 12" x 12" x 5'	per week	\$39.51	\$56.10	\$84.15
Box Truss - 12" x 12" x 4'	per week	\$39.51	\$56.10	\$84.15
Box Truss - 12" x 12" x 3'	per week	\$39.51	\$56.10	\$84.15
Box Truss - 12" x 12" x 2'	per week	\$39.51	\$56.10	\$84.15
Box Truss - Corner Block - 12" x 12"	per week	\$39.51	\$56.10	\$84.15
<b>20.5" x 20.5" Box Truss - Available in Silver or Black</b>				
Box Truss - 20.5" x 20.5" x 10'	per week	\$67.17	\$95.38	\$143.07
Box Truss - 20.5" x 20.5" x 8'	per week	\$55.31	\$78.55	\$117.83
Box Truss - 20.5" x 20.5" x 5'	per week	\$39.51	\$56.10	\$84.15
Box Truss - 20.5" x 20.5" x 4'	per week	\$39.51	\$56.10	\$84.15
Box Truss - 20.5" x 20.5" x 3'	per week	\$39.51	\$56.10	\$84.15
Box Truss - 20.5" x 20.5" x 2'	per week	\$39.51	\$56.10	\$84.15
Box Truss - Corner Block - 20.5" x 20.5"	per week	\$63.22	\$89.78	\$134.66

*Minimum one (1) week rental. Discounts may apply based on quantity of rental. A "Pre-rig" may be available if equipment is rented from OCCC. Please feel free to contact OCCC Rigging Services at (407) 685-5555, or by email to [rigging@occc.net](mailto:rigging@occc.net), to request your competitive estimate today.*

# SET-UP

## EVENT PERSONNEL

	UNIT	INCENTIVE RATE (21 DAYS OR MORE)	BASE RATE (20 DAYS OR LESS)	ONSITE RATE (ONCE MOVE-IN BEGINS)
Room Set-Up Change Labor	flat rate	*	\$50.00	

## MISCELLANEOUS EQUIPMENT

	UNIT	INCENTIVE RATE (21 DAYS OR MORE)	BASE RATE (20 DAYS OR LESS)	ONSITE RATE (ONCE MOVE-IN BEGINS)
Barricade <i>(8' sections) - beyond 15 sections</i>	ea/show	\$8.00	\$10.00	\$15.00
Chair <i>when used for exhibits</i>	ea/show day	\$5.00	\$7.00	\$10.50
Dance Floor	per sq. ft./ show day	\$0.61	\$0.75	\$1.13
Lectern - Standard <i>One complimentary per meeting room</i>	ea/show day	\$21.00	\$30.00	\$45.00
Lectern - Presidential	ea/show day	\$41.00	\$58.00	\$87.00
Riser <i>6' x 8' section - when used for exhibits</i>	ea/show day	\$35.00	\$50.00	\$75.00
Stage <i>4' x 8' section - when used for exhibits</i>	ea/show day	\$35.00	\$50.00	\$75.00
Stage/Riser <i>4' x 8' or 6' x 8' section beyond 2,400 sq. ft.</i>	sq. ft./show	*	\$1.75	\$2.63
Stanchion <i>(8' sections) - beyond 15 sections (Tensa Barrier)</i>	ea/show day	*	\$8.00	\$12.00
Table <i>when used for exhibits</i>	ea/show day	\$11.00	\$15.00	\$22.50
Table with Cloth and Skirt <i>When used for exhibits</i>	ea/show day	\$32.00	\$45.00	\$67.50
Equipment Damage Fee <i>(lecturn damage, linen damage, chair damage, tape removal)</i>	flat rate	*	\$75.00	
Confetti Trash Removal	flat rate	*	\$400.00	
Public Space Furniture Move	flat rate	*	\$400.00	
Orchestra Pit Installation	flat rate	*	\$1,200.00	

\*Incentive rate not available.

# TECHNICAL

## EQUIPMENT

	UNIT	INCENTIVE RATE (21 DAYS OR MORE)	BASE RATE (20 DAYS OR LESS)
Microphone	ea/day	\$48.00	\$68.00

## VALENCIA ROOM LIGHTING EQUIPMENT

Lecture Hall and Valencia Room Lighting Equipment is invoiced at 3 times the daily rate for rentals of 3–7 days. All equipment listed below must be operated by OCCC personnel. Labor rates apply.

	UNIT	INCENTIVE RATE (21 DAYS OR MORE)	BASE RATE (20 DAYS OR LESS)
Valencia Room House Light Remote <i>If programming required, additional charges may apply. OCCC operator not required.</i>	ea/day	\$53.00	\$75.00

## SERVICES

	UNIT	INCENTIVE RATE (21 DAYS OR MORE)	BASE RATE (20 DAYS OR LESS)
Cable Television Signal** <i>Includes installation and removal.</i>	flat rate	*	\$300.00
House Light Remote in Exhibition Halls (where available) or Valencia Room. <i>If programming required, additional charges may apply.</i>	ea/show day	\$53.00	\$75.00
House Light Remote in Meeting Rooms (where available). <i>If programming required, additional charges may apply.</i>	ea/show day	\$18.00	\$25.00
Patch Fee – Audio to/from Infrastructure***	flat rate	*	\$35.00
Patch Fee – Video to/from Infrastructure***	flat rate	*	\$35.00

\*Incentive rate not available.

\*\*Rates for HDTV are available upon request.

\*\*\*Services provided for 3 to 7 days will be charged at 3 times the daily rate.

## ADDITIONAL SERVICES

	UNIT	INCENTIVE RATE (21 DAYS OR MORE)	BASE RATE (20 DAYS OR LESS)
Key Cards in excess of 5 per room (West and North/South Concourses).	each	\$14.00	\$20.00
Key Cards – Not Returned <i>Not returned within 3 days following move-out (Includes VIP Parking Lots).</i>	flat rate	*	\$50.00
Lock Cylinder Change	each	\$25.00	\$35.00

\*Incentive rate not available.

## AIR CONDITIONING AND HEATING (HVAC)

Rent includes air conditioning or heating in the public concourses during move-in, show, and move-out. Air conditioning or heating in exhibition halls is provided complimentary on leased show days for the following: Show hours for exhibits, session hours for general sessions, rehearsals, poster sessions, and in-hall registration.

Air conditioning and heating is provided complimentary on a leased move-in day in exhibit halls used as a general session for dress rehearsals only; air conditioning or heating for all other activity on a leased move-in or move-out day shall be billed at the applicable rate. Upon request, air conditioning or heating in exhibition halls during leased move-in and/or move-out days shall be billed at the applicable rate. When registration is open in an exhibition hall and air conditioning is requested on a leased move-in day, the applicable rate will also apply.

Meeting room air conditioning is provided complimentary for rehearsals and session times only.

Open doors must be minimized at all times when air conditioning is on.

## ELECTRICAL

### EVENT PERSONNEL

	UNIT	INCENTIVE RATE (21 DAYS OR MORE)	BASE RATE (20 DAYS OR LESS)
Electrician** <i>Moves or changes billed in 30 minute increments.</i>	flat rate	*	\$80.00

### ELECTRICAL EQUIPMENT

	INCENTIVE RATE (21 DAYS OR MORE)	BASE RATE (20 DAYS OR LESS)	ONSITE RATE (ONCE MOVE-IN BEGINS)
300 Watt Pole Light	\$63.00	\$90.00	\$135.00
Cable Ramps (36")	\$20.00	\$28.00	\$42.00
Cam Lock Tail - 2/0	*	\$37.00	\$55.50
Cam Lock Tail - 4/0	*	\$58.00	\$87.00
European Multi-Strip	\$30.87	\$43.00	\$64.50
Extension Cord	\$14.70	\$19.95	\$29.93
Six Outlet Multi-Strip (Power Not Included)	\$14.70	\$19.95	\$29.93
Plug - 20 amp, 5 pin	*	\$79.00	\$118.50
Plug - 30 amp, 5 pin	*	\$79.00	\$118.50
Plug - 60 amp, 5 pin	*	\$79.00	\$118.50
Plug - 100 amp, 5 pin	*	\$79.00	\$118.50
Safety Tape or Duct Tape (ea/roll)	*	\$15.00	\$22.50

\* Incentive rate not available.

\*\* Troubleshooting of lessee's equipment and standby labor are available at prevailing rates.

## ELECTRICAL *continued*

### ELECTRICAL SERVICES

	INCENTIVE RATE (21 DAYS OR MORE)	BASE RATE (20 DAYS OR LESS)	ONSITE RATE (ONCE MOVE-IN BEGINS)
<b>120 VOLT SERVICES</b> <i>includes extension cord</i>			
500 Watt	\$75.24	\$109.98	\$164.97
1000 Watt	\$86.82	\$127.34	\$191.01
1500 Watt	\$98.40	\$138.92	\$208.37
2000 Watt	\$109.98	\$156.28	\$234.42
3000 Watt	\$121.55	\$179.43	\$269.16
<b>208 VOLT SERVICES</b>			
20 Amp Single Phase	\$144.70	\$202.59	\$303.88
20 Amp Three Phase	\$219.95	\$312.56	\$468.84
30 Amp Single Phase	\$185.22	\$266.26	\$399.38
30 Amp Three Phase	\$306.77	\$439.90	\$659.85
40 Amp Single Phase	\$237.31	\$341.50	\$512.25
40 Amp Three Phase	\$410.96	\$590.39	\$885.58
50 Amp Single Phase	\$300.98	\$428.33	\$642.48
50 Amp Three Phase	\$515.14	\$740.88	\$1,111.32
60 Amp Single Phase	\$358.87	\$515.14	\$772.72
60 Amp Three Phase	\$619.33	\$885.58	\$1,328.38

**ELECTRICAL** *continued*

	<b>INCENTIVE RATE</b> (21 DAYS OR MORE)	<b>BASE RATE</b> (20 DAYS OR LESS)	<b>ONSITE RATE</b> (ONCE MOVE-IN BEGINS)
80 Amp Single Phase	\$446.51	\$639.45	\$959.18
80 Amp Three Phase	\$788.29	\$1,124.55	\$1,686.83
100 Amp Single Phase	\$567.79	\$815.85	\$1,223.78
100 Amp Three Phase	\$981.23	\$1,405.69	\$2,108.54
200 Amp Single Phase	\$966.00	\$1,380.75	\$2,071.13
200 Amp Three Phase	\$1,667.40	\$2,381.40	\$3,572.10
400 Amp Single Phase	\$1,932.00	\$2,759.40	\$4,139.10
400 Amp Three Phase	\$3,864.00	\$5,519.85	\$8,279.78
480V 20 AMP Three Phase	\$405.17	\$613.55	\$920.31
480V 30 AMP Three Phase	\$578.81	\$868.22	\$1,302.33
480V 40 AMP Three Phase	\$769.82	\$1,151.84	\$1,727.76
480V 50 AMP Three Phase	\$960.83	\$1,441.24	\$2,161.87
480V 60 AMP Three Phase	\$1,151.84	\$1,730.65	\$2,595.98
480V 80 AMP Three Phase	\$1,533.85	\$2,303.68	\$3,455.51
480V 100 AMP Three Phase	\$1,921.66	\$2,882.49	\$4,323.73

# PLUMBING

## PLUMBING EQUIPMENT

	INCENTIVE RATE (21 DAYS OR MORE)	BASE RATE (20 DAYS OR LESS)	ONSITE RATE (ONCE MOVE-IN BEGINS)
30 Gallon Quick Recovery Hot Water Heater <i>Includes water and power hook-up.</i>	\$239.40	\$342.30	\$513.45
80 Gallon Quick Recovery Hot Water Heater <i>Includes water and power hook-up.</i>	\$673.05	\$874.65	\$1,311.98
<b>SINK UNITS</b>			
Beauty Sink – Single <i>Includes water, drain and hot water heater with power hook-up.</i>	\$312.90	\$445.20	\$667.80
Triple Compartment Sink with Disposal <i>Includes water, drain and hot water heater with power hook-up.</i>	\$449.40	\$641.55	\$962.33
Utility Sink – Single <i>Includes water and drain.</i>	\$239.40	\$342.30	\$513.45
Utility Sink – Single (Hot Water) <i>Includes water, drain and hot water heater with power hook-up.</i>	\$312.90	\$445.20	\$667.80

## PLUMBING SERVICES

	UNIT	INCENTIVE RATE (21 DAYS OR MORE)	BASE RATE (20 DAYS OR LESS)	ONSITE RATE (ONCE MOVE-IN BEGINS)
Compressed Air Connection – Initial	ea/show	\$186.32	\$264.60	\$396.90
Drain Connection	ea/show	\$113.40	\$161.70	\$242.55
Water Connection – Initial	ea/show	\$128.10	\$181.65	\$272.48
Water (Fill and drain, one time)				
1 to 500 gallons	ea/show	\$155.40	\$222.60	\$333.90
Additional 1 to 100 gallons	ea/show	\$27.30	\$38.85	\$58.28

At the Orange County Convention Center we pride ourselves on being “The Center of Hospitality” and our staff is always striving to exceed your expectations to make your event the most successful ever. If you would like additional information about our facilities, please call us toll-free at 1-800-345-9845 or visit our website at [www.occc.net](http://www.occc.net).

**It's all about *your* experience!**

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

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**West Concourse**

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**North Concourse**

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**South Concourse**

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