



EVENT NAME: _____

Order Online: www.occc.net/exhibitor
 Email Forms: exhibitor.services@occc.net
 Fax Forms: (407)685-9884

**MULTI-LEVEL & COVERED
 BOOTH APPLICATION**

EXHIBITING COMPANY: _____

BOOTH NUMBER: _____ BOOTH SIZE: _____ X _____ BOOTH TYPE: MULTI-LEVEL COVERED

NAME OF EAC / DESIGN FIRM: _____

CONTACT NAME: _____

PHONE: _____ FAX: _____ EMAIL: _____

SQUARE FOOTAGE OF BOOTH/EXHIBIT: _____ SQUARE FOOTAGE OF COVER: _____

STAIR RISE & TREAD: _____ GUARD RAIL MEASUREMENTS: _____

COMMENTS:

Please consult the OCCC Multi-Level & Covered Booth Conditions on the OCCC website, www.occc.net/Exhibitor-Guidelines-Information, for complete information regarding multi-level and covered booths. Fire watch personnel are charged at the prevailing rate. All booths must be constructed as required by all applicable codes and standards.

Orange County Fire Rescue Department requires firewatch personnel for:

- All multi-level booths and exhibits regardless of square footage, unless a sprinkler system is installed
- All other covered booths and exhibits exceeding three hundred (300) square feet.

COVERED BOOTH, EXHIBITS, TENT & THEATRE DEFINED: To place something over or upon an exhibit or portion of an exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a "covered" exhibit is not occupiable.

- Covered Booth/Exhibits 299 square feet or less: Firewatch not required
- Covered Booth/Exhibits 300 - 1000 square feet (maximum): Firewatch **REQUIRED**

MULTI-LEVEL BOOTH DEFINED: To construct a level or tier atop an exhibit or portion of an exhibit, to be occupied by one (1) or more persons.

- Multi-Level Booth/Exhibits 299 square feet or less: Firewatch and one (1) stair **REQUIRED**
- Multi-Level Booth/Exhibits 300 - 900 square feet (maximum): Firewatch and two (2) stairs **REQUIRED**

Please send the completed form back to:
 Exhibitor.Services@occc.net

Mailing Address:
 Orange County Convention Center
 Attn: Event Management
 Regular Mail: PO Box 691509, Orlando, FL 32869
 Overnight: 9860 Universal Boulevard, Orlando, FL 32819

TO BE COMPLETED BY OCCC AND ORANGE COUNTY FIRE MARSHAL

EVENT MANAGER: _____

APPROVED:
 YES NO

OCCC RECEIVED: _____ NUMBER OF COPIES: _____

DATE TO FIRE MARSHALL: _____ DATE RETURNED: _____

FIREWATCH REQUIRED:
 YES NO

PLANS REVIEWER: _____

COMMENTS: