

EVENT: _____

EXHIBITING COMPANY: _____

NAME OF EAC / DESIGN FIRM: _____

CONTACT NAME: _____

PHONE: _____ FAX: _____

CONTACT EMAIL: _____

SQUARE FOOTAGE OF BOOTH/EXHIBIT: _____

SQUARE FOOTAGE OF COVER: _____

STAIR RISE & TREAD: _____ GUARD RAIL MEASUREMENTS: _____

COMMENTS: _____

BOOTH #: _____

BOOTH SIZE: _____ X _____

BOOTH TYPE:

MULTI-LEVEL COVERED

I AM:

THE EXHIBITOR

AN EAC/I&D: _____

OTHER: _____

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. 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 MARSHALL

EVENT MANAGER: _____ APPROVED: _____

OCCC RECEIVED: _____ NUMBER OF COPIES: _____ YES NO

DATE TO FIRE MARSHALL: _____ DATE RETURNED: _____ FIREWATCH REQUIRED: _____

PLANS REVIEWER: _____ YES NO

COMMENTS: _____