

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](http://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: \_\_\_\_\_