**NOTIFICATION OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR (EAC)**

**Show:** EDUCAUSE 2014, September 30-October 1, Orange County Convention Center

**Deadline:** August 28, 2014

If your company plans to use a firm who is not the official general service contractor as designated by Show Management, please complete this form and e-mail or fax with the EAC’s proof of insurance before **August 28, 2014**.

### Exhibiting Company Information:

<table>
<thead>
<tr>
<th>Exhibiting Company</th>
<th>Booth Number</th>
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<tbody>
<tr>
<td>Contact Name</td>
<td>Contact E-mail</td>
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### Exhibitor Appointed Contractor Information:

<table>
<thead>
<tr>
<th>EAC Company</th>
<th>Booth Number</th>
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<tbody>
<tr>
<td>EAC Contact Name</td>
<td>EAC Contact E-mail</td>
</tr>
<tr>
<td>Address</td>
<td>City</td>
</tr>
<tr>
<td>On-site Contact Name</td>
<td>On-site Contact E-mail</td>
</tr>
</tbody>
</table>

**Type of Service Provided**

Inform your **Exhibitor Appointed Contractor** that they **must** send a copy of their General Liability Insurance Certificate no later than 30 Days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.

**NOTE:** the company name on the certificate of insurance **must** be the same as the EAC company name on this form.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official **Rules and Regulations** of this event as well as the **Orange County Convention Center Exhibitor-Appointed Contractor Conditions** (see page 2).

**Deadline:** **August 28, 2014**. This form and proof of insurance must be received **30 DAYS PRIOR** to the first day of exhibitor move-in.
1. Freight deliveries, including, but not limited to: UPS, FedEx, RPS, GPS, etc. will not be accepted by the OCCC. Most carriers will not deliver to individual booths. Refer to your exhibitor manual or ask your show management for proper drayage instructions.

2. Adhesive-backed decals (stick-on) or similar items (except nametags) may not be distributed or used in the OCCC.

3. If permitted by show management, exhibitor rigging services are available through OCCC Exhibitor Services. A rigging form should be included in your exhibitor kit. If not, check with show management before placing an order for this service. Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, or columns by exhibitors or their designee.

4. Exhibits or displays, equipment, stock or supplies will not be allowed to enter or leave by way of the front entrances of the OCCC.

5. Fog, smoke and special effect equipment is restricted to water based chemicals. Approval must be obtained from show management and the Orange County Fire Rescue Services Department through OCCC Event Coordination. Fog, smoke and special effect equipment must not be operated in areas where the effect could enter adjacent spaces, e.g., exhibition hall entrances, concourses, etc.

6. Food and beverages are not permitted on premises unless purchased through the OCCC’s Food Service Partners or as an approved exhibit by the legal manufacturer and/or distributor. Food or beverages may not be brought in or delivered to the OCCC for personal consumption.

7. Hazardous Work Areas - During move-in and move-out, exhibition halls, loading docks, truck staging areas and service corridors are considered hazardous work areas. Alcoholic beverages, possession or use of controlled substances of any kind, horseplay, practical jokes, etc. are prohibited. Speeding or reckless use of vehicles or equipment is prohibited. Music or noise that may limit the audibility of back-up signals, fire alarms or emergency messages is prohibited. Children under 16 years of age are prohibited.

8. Holes may not be drilled, cored, or punched into any surfaces of the OCCC.

9. Multi-level and/or Covered Exhibits require firewatch personnel or an automatic extinguishing system and submittal of scaled, stamped plans. Guidelines are available through your exhibitor manual, show management or OCCC Event Management. Exhibitor will be charged for firewatch personnel per Orange County’s fee schedules.

10. Painting signs, exhibits or other objects is not permitted in the OCCC.

11. Permits are required for booths and/or exhibitor activity that includes cooking, pyrotechnic, tent, welding or cutting and multi-level or covered booths or other potentially dangerous hazards. Each situation must be individually approved. Permit information may be obtained from your exhibitor manual, show management, or OCCC Event Coordination.

12. In compliance with the Florida Clean Air Act, Florida Statutes Sections 386.205 and 386.206, smoking is not permitted in any meeting room or public area; e.g., restrooms, concourses. Smoking is prohibited in exhibition halls during move-in and move-out. The Lessee or its general contractor shall post appropriate signage and enforce this policy.

13. Tape used on exhibition hall floors must be low residue resistant carpet tape (Polyken 105C or Renfrew #147) and low residue safety tape (Asiachem SST-736 or approved equivalent). All tape must be removed from the floor and disposed of immediately after the event.

14. Vehicles that remain in the exhibition hall as part of a display must have the battery cables disconnected. The gas tank must either be taped shut or have a lockable gas cap and may contain no more than one-fourth (1/4) tank or 10 (ten) gallons of fuel, whichever is less.