



**Orange
County
Convention
Center**

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

Orlando

Exhibitor Services

CREDIT CARD AUTHORIZATION & PAYMENT FORM

(OCCC only accepts American Express, Visa and MasterCard)

IF FAXING, PLEASE **DO NOT DUPLICATE** BY MAILING THE COPIES.

MAIL TO: Orange County Convention Center
 Attention: Exhibitor Services
Regular: P.O. Box 691509, Orlando, FL 32869-1509, **Overnight:** 9860 Universal Blvd, Orlando, FL 32819
 Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824 • Fax (407) 685-9884
 E-MAIL: exhibit.services@occc.net WEB: <http://www.occc.net/exhibitor/default.asp>

Name of Event: SAPPHIRE NOW and 2012 ASUG Annual Conference

Exhibiting Company: _____

Booth Number: _____ Booth Size: _____ X _____

I, the undersigned cardholder, give the Orange County Convention Center, Orlando, Florida USA, authorization to charge the following services to my credit card number listed below. This information may be used for the above referenced event only.

- **Electrical**
- **Lighting**
- **Compressed Air**
- **Fire Watch**
- **Water and Drain**
- **Aerial Rigging**

To be completed by Cardholder:

Please complete all areas below. **Incomplete requests will be rejected and orders will not be processed.** The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion.

Corporate Card Personal Card

Cardholder Name: _____ Company: _____

Credit Card Billing Address: _____

City: _____ State/Province: _____

Zip/Postal code: _____ Country: _____

Daytime Telephone: _____ ext. _____ Fax Number: _____

E-mail: _____

Security ID Code (from back of card V / MC/ front of card AX): _____ Visa MasterCard AMEX

Card Number: _____ Exp Date: _____

Signature of Cardholder: _____ Date: _____

I further authorize the following named person(s) to use the above listed credit card to pay for any additional services at show site deemed necessary by said person(s).

Print Name	Signature

Payment for Services: OCCC requires payment in full at the time the service(s) is ordered. For your convenience, we will use this authorization to charge your account for services, which may include labor and retained rental equipment.

Incentive Pricing: To qualify for the incentive rate, **payment** and a **complete floorplan** MUST be received **21 days prior** to the first move in day of the event.

Third Party Charges: You may authorize a third party to utilize your credit card by completing the Credit Card Authorization Form.

Tax Exempt: If you are tax-exempt in the state of Florida, USA, you must provide a Sales Tax Exemption Certificate to the address listed above.

Please note: Your card will be charged for the entire amount of the services requested as orders are placed for your booth(s). The exceptions are for Aerial Rigging service, cable TV box rental and the rental of UL certified plugs. When applicable your card will be charged initially for an aerial rigging labor minimum deposit. Additional Aerial Rigging labor, equipment, rigging materials used (if any) and a replacement fee in the amount below for any item rented and not returned will be charged to the credit card above. ● **\$150 for each UL certified plug** ● **\$300 for each Cable TV box**