

Contractor Security Agreement 2008/2009

Any show-appointed and or exhibitor appointed company providing services, supplies, or equipment during conventions, meetings, trade shows and events on the property of the OCCC must comply with the following requirements prior to conducting business at the facility. The Contractor Security Agreement is a yearly agreement, covering August 1, 2008 through July 31, 2009

All documentation must be received BEFORE work may commence on the property of the Orange County Convention Center.

I. Florida State Business License

All companies conducting business on the grounds of the OCCC are required to submit a copy of their current Florida Department of Revenue certificate or justification from the state that they are not required to obtain a certificate.

If you do not currently have a valid Florida Department of Revenue Certificate, one can be obtained through the Florida Department of Revenue, <http://dor.myflorida.com/dor/eservices/apps/register/>. If you need assistance in determining whether you are required to register, call Taxpayer Services at 800-352-3671. For registration-specific questions during or following the application process about general taxes call the Florida Department of Revenue Account Management Division at 850-488-9750.

Please allow 45 days for processing.

II. Certificate of Insurance

All companies conducting business at OCCC are required to submit proof of Workers Compensation and General Liability Insurance Coverage for the dates July 1, 2008 through June 30, 2009 as follows:

A. Workers Compensation for the state of Florida.

B. Commercial general liability insurance including:

- (1) Premises/operations,
- (2) Products/completed operations hazard,
- (3) Broad form contractual and
- (4) Personal injury. This general liability insurance shall cover occurrences in or on any part of the Center and its Premises and appurtenant lands owned by Orange County with limits of liability of not less than \$1,000,000.00 combined single limits for bodily injury and property damage.
- (5) Name the Orange County Convention Center as an additional insured; and,
- (6) Provide that the policies may not be canceled or materially altered until at least thirty (30) days prior written notice has been given to the EACA. The insurance carriers providing such insurance shall have no less than an "B+ Class VIII rating" rating according to A.M. Best's rating and shall be authorized to do business in Florida.

III. OCCC Operational Policies

All companies conducting business on the grounds of the OCCC agree to comply with the current Operational Policies. A copy of the Operational Policies can be found at www.occc.net.

All documentation must be received BEFORE work may commence on the property of the Orange County Convention Center. Direct Questions to 541-317-8768



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IV. Company Information

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Primary Contact: _____ Phone: _____

Fax: _____ Email: _____

Contact 2: _____ Phone: _____

Fax: _____ Email: _____

Federal Tax ID: _____

Florida Dept of Revenue ID: _____

V. Insurance Agent Contact Information

Company: _____

Name: _____

Policy #: _____

Phone: _____

Email: _____

VI. Supplier Category

Please select the PRIMARY product or services you may sell or perform while working in the Orange County Convention Center. This information will be available to show managers and exhibitors through the OCCC website.

- Advertising and Promotional Svcs
Audio Visual Sales & Rental
Carpet
Cleaning
Computer Rental
Design
Floral
Furniture
General Show Services
Housing
Installation and Dismantling
Labor
Logistics
Photography
Production
Registration/Lead Retrieval
Signage & Graphics
Staffing
Transportation
Other _____

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VII. Annual Contractor Security Agreement Registration Fee: \$500.00 per company.
The Registration Fee is \$500 per year, prorated quarterly, for all companies providing services or labor for events, meetings, conventions or trade shows held at the OCCC.

The database and administration of the program will be managed by the Exhibit Appointed Contractors Association (EACA). All documentation and payment information will be sent directly to the EACA. Submit this completed form, appropriate documentation and payment to EACA. Payment should be submitted with a completed form. All Contractor Security Agreements are valid from August 1, 2008 and July 31, 2009.

Check # _____ Amount: _____
Make Checks Payable to EACA

Visa MasterCard AMEX Amount: _____

Account No. _____ Exp. Date _____

Name (Please Print) _____

Authorized Signature _____ Date _____

Credit Card Billing Address: _____

Security ID Code (from back of card V/MC/Front of Card AX) _____

Credit Card Issuing Bank: _____ Bank Phone Number _____

Mailing Information

EACA
Attention: OCCC Contractor Security Agreement
2214 NW 5th Street
Bend, OR 97701

Fax: 541-317-8749 Email: jimwurm@eaca.com

VIII. Signature

The undersigned agrees to provide all required payments and documentation set forth before commencing work on the property of the OCCC.

Printed Name

Signature