



EVENT: **GCSAA Conference and Trade Show 2023**

BOOTH #: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____ X _____

NAME OF EAC / DESIGN FIRM: _____

BOOTH TYPE:

CONTACT NAME: _____

MULTI-LEVEL COVERED

PHONE: _____ FAX: _____

I AM:

CONTACT EMAIL: _____

THE EXHIBITOR

SQUARE FOOTAGE OF BOOTH/EXHIBIT: _____

AN EAC/I&D: _____

SQUARE FOOTAGE OF COVER: _____

OTHER: _____

STAIR RISE & TREAD: _____

GUARD RAIL MEASUREMENTS: _____

COMMENTS:

Please consult the OCCC Multi-Level & Covered Booth Guidelines in your exhibitor kit 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:

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: