



Decorating and Set Up Guidelines for OCCEC **Clients and Client's Vendors**

The following restrictions were designed to retain the value and appearance of the Orange County Convention & Expo Center, furniture and fixtures, also to provide safety to our patrons. If you have questions during your event set up or need assistance please feel free to inquire with OC Event Staff.

- Know that the table and chair set up's have been approved by City of Orange Fire Marshall, OC Event Coordinator and Client, you are not to re-arrange tables and chairs
- Do not prop glass doors open, damage will occur with over extension of door hinges, use designated Loading Door at North West side of Ballroom
- Any Decorations to be hung in Ceiling have to be approved by OC Event Coordinator prior to event set up day, no exceptions.
- No Wire can be used to attach decorations to Columns or ceiling in Building, only "Command 3M" products ,Gaffers Tape can be used to install decorations
- You are responsible for removing all mechanics and trash used to decorate and set up
- No Power Tools can be used inside building or outside of OCCEC building with the exception of cordless Screw Gun
- No painting, spray painting, glue or glitter decorations on OCCEC property
- No ladders will be provided by OC
- If you bring in Props; example: Furniture, signs, antique items, a protective layer needs to be placed between the item and the floor to be protected from scratching or staining
- No standing in chairs or on tables, use a ladder
- Do not apply stickers or objects with a sticky substance to any surface
- The use of open flame candles needs to be approved by OC Event Coordinator. Floating candles in water are preferred

- Do not pour liquids or gel products used for floral arrangements into sinks, water fountains or drains
- Adequately protect tables and chairs during decorating
- Do not use the partition wall tract for hanging or securing any thing
- Ask for assistance if you need to hang decoration on ceiling tile frame, we have magnets for you to borrow.
- No Helium filled Balloons only Air Filled
- No **Duct Tape** anywhere; Only Gaffers Tape or Painters Tape

**Thank you for being a good steward of the
Orange County Convention & Expo Center,**

Sabrina Gray
Orange County Event Coordinator
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