

**IMPORTANT NOTICE TO ALL EXHIBITORS
PLEASE READ THE ENTIRE SECTION CAREFULLY**

***** PLEASE NOTE THE IMPORTANT PARKING RULES THAT APPLIES TO EVERY PERSON ATTENDING THE EVENTS ALL WEEK*****

Here are a few specifics to make your exhibiting experience seamless and enjoyable.

Please review some of the “housekeeping” policies that all exhibitors will be expected to follow. This “World Class” facility is an exceptional show site and with that comes responsibility for our participants to be aware of so our future in Orlando can be assured.

Clean-Up Is Your Responsibility at all Events and at any Hotel Property

Pooper scoopers will be placed at all x-pens, (please do not “borrow” them ... we hate having to sit reviewing security tape footage to see where they go!). Clean-up personnel will be around the grounds and near all rings. If your dog soils the parking lot, show grounds or hotel property, it is your responsibility to clean up after it. Violators may be subject to an event committee hearing. The entire Convention Center (including all parking lots) and the hotels have 24 hour security cameras on their grounds. Anyone found to violate these premises without cleaning up will be subject to disciplinary measures that could result in suspension and the withholding of awards.

**NO EXERCISE PENS ALLOWED AT ANY TIME
IN ANY PAVED PARKING LOT OF THE CONVENTION CENTER
OTHER THAN WHERE DESIGNATED NEAR THE EXHIBITORS ENTRY**

NO motorized vehicles of any kind are permitted in the facility at any time. There will be a designated area for “Golf Carts ONLY” near the South Spectator Entrance which is closest to the rings and another area near the North Exhibitors Entrance which is closest to the grooming hall. . These are the only places Golf Carts can be parked.

No flexi-leads or “Halter Leads” allowed inside the facility at any time.

NO SOFT SIDED CRATES PERMITTED IN THE CONFORMATION GROOMING AREAS. THEY ARE APPROVED FOR OBEDIENCE AND AGILITY CRATING SECTIONS ONLY. NO TRAINING ON SHOWGROUNDS. USE OF PRONG COLLARS OR STANDING PEDESTALS CANNOT BE USED DURING SHOW HOURS. NO UNENTERED DOGS INSIDE THE BUILDING UNLESS IN ATTENDANCE AS A SPECIAL ATTRACTION DOG.

EXHIBITOR UNLOADING PROCEDURE:

**No exhibitor unloading will be permitted into the unloading area
Until Monday at 2:00 pm.
You cannot drive inside the building at any time.**

IF YOU ARRIVE EARLY YOU WILL BE DIRECTED TO A STAGING AREA NEARBY. YOU CAN NOT PARK ON AN ACTIVE ROADWAY.

YOU SHOULD BE AWARE THAT THE OPTION TO WAITING ON THE STAGING LINE WOULD BE TO ENTER THE PARKING LOTS VIA THE PARKING COLLECTION BOOTHS: PAY THE \$10.00 FEE (You have “in and out” access with this reduced parking fee) AND ROLL IN YOUR EQUIPMENT DIRECTLY FROM THE PARKING LOTS, WHICH ARE VERY CLOSE TO THE MAIN UNLOADING DOORS.

Enter at the North Hall “EXHIBITORS” doors.

The entry gate to the unloading area is controlled by the OCCC facility; they will restrict the number of vehicles as needed. It’s imperative that you unload with speed so others can get in behind you. You will have 20 minutes to unload your vehicle. All vehicles will be required to turn off their engines and leave the flashers on. There will be show personnel and uniformed security to supervise this area. Please note Monday is considered as a “set-up” day for the facility and there is a local law that restricts any children from being in the building during the set-up of any event. Please do not bring children into the building on Monday. This does not include a junior showmanship exhibitor that is entered and accompanied by a parent or guardian.

GROOMING AREAS

All grooming will be indoors. Overnight air conditioning will be provided for the grooming hall Monday through Sunday.

Overnight security will be provided. Building hours are 6:00 am to 11:00 pm.

There is very limited amount of space for chairs in the grooming area.

Grooming and crating areas will be supervised by “**Kiarry Site Control**” and “**The Crew**” who will be present to assist in the grooming areas. Anyone who refuses to cooperate with the staff of either company will be subject to disciplinary action.

INFORMATION ON THE OPEN AND ASSIGNED GROOMING PLEASE READ CAREFULLY!!!!

There will be one **Grooming Area** specifically dedicated for ALL crating and grooming, occupying over 180,000 square feet. This will be the only location where grooming will be permitted. ALL Public Ex-Pens will be located either on the North Dock in two covered locations or outdoors under a tent within the private Ex-pen area outside of the North Exhibitors entry doors. It is everyone’s responsibility to clean up after their dogs in any Ex-pen at any time. Those who fail to do so will be subject to discipline.

The Grooming Area will be overseen by Harry Miller and the Kiarry Site Control Staff. Please reach out to Harry’s staff if any problems or issues arise. Only his staff will have contact with the facility if needed. No exhibitors are authorized to make requests of the facility and could be held responsible for any costs related to a request that is not approved by Harry’s staff.

Look for the men in the “**Orange Jackets**”!

“Assigned Spaces”

For those with four or more entries that have secured an assigned 80 square foot space (8’x10’) that can be set up to your personal specifications. There will be a special “check-in” desk staffed by Kiarry Site Control where your assigned space number will be confirmed. See AKC National Championship Premium List for the assigned grooming form.

Members of the AKC RHP will be assigned spaces next to each other as space allows. Please be sure to add your AKC RHP number on the application.

Please note: The cutoff date for these assigned spaces is November 15, 2017 or when the available assigned limit is reached, whichever comes first. None are available on site. If you use an “Entry Service” to secure this option...it is your responsibility to have them return it in a timely fashion. These spaces fill up quickly.

“Open Grooming”

This area will strictly follow a set grid for “Crates/Tables/Aisles” without exception. This is a requirement to maintain access for exhibitor and spectators in this area. Complimentary shared electric outlets will be placed throughout this area and no one person may claim exclusive use of this service.

The Open Grooming areas will be arranged in “Rows & Aisles” to facilitate exhibitor space and ensuring a safe and smooth operation of the event. These areas are under strict enforcement of the Fire Marshals’ Regulations.

**ALL CRATES AND TACK UNITS MUST BE STACKED
IN THE OPEN GROOMING AREAS**

“Junior Showmanship Only”

There is a reserved section located close to the Junior’s judging rings on Saturday and this section may be removed after Juniors Judging on Saturday. Only dogs ENTERED FOR JUNIOR SHOWMANSHIP will be permitted in this section. Juniors traveling with family members or Guardians with other dogs should secure space in the grooming hall. No other exhibitors or handlers will be allowed to set up in this section. This section is exclusive to Juniors with their Juniors dog only. Parents and Guardians with other entries will not be allowed in this section.

NO DOGS MAY BE KEPT OVERNIGHT IN THIS SECTION.

There will be no saving of space under any circumstance. No floor rugs are permitted. Grooming Tables in excess of 24x36 will be regulated by Harry Miller and Kiarry Site Control. No soft-sided crates allowed in the grooming area. No drop pens can be set up in the grooming area regardless of the use. Any containment equipment (dollies or stroller type carts) used for small dogs must be kept in the crate or table designated space. Not in the aisles.

By entering this show, the exhibitors and handlers agree to follow all directions of the assistants charged with arranging and maintaining safe and orderly conditions in the grooming areas.

The grooming areas have 2,000 watt electric outlets spaced throughout which are available to all exhibitors as “shared usage”. Please take every precaution not to overload these outlets with high heat dryers. Electric at an event is closely monitored by the building Fire Marshall and anyone

that attempts to overload the outlets puts the entire event at risk. Any unsafe practices will cause that outlet to be removed from service. We will re-set an outlet once. If you cause it to blow a second time it will be pulled from service for the remainder of the event(s). These outlets are meant for single dryer use ONLY. You will have the option to secure an outlet with more wattage at your own expense. Please take care to have any cords in use off the floor and/or firmly secured to prevent any trip hazards.

Those who want to secure exclusive use of an outlet may do so on-site by contacting Harry Miller. The cost for a 2,000 watt outlet is \$290.00 for the duration of the events.

PLEASE DO NOT OVERLOAD ANY OUTLET UNDER ANY CIRCUMSTANCE.

USDA INTERNATIONAL HEALTH CERTIFICATES

Those exhibitors from outside the USA who require a USDA International Health Certificate for your return travel; there is a procedure to secure proper documentation from the show Veterinarian. You must check in as early as possible to be briefed on the process. Your return travel should not be made before very late Monday night. The USDA will be onsite at the Veterinarian's Trailer located in the Grooming hall on Sunday afternoon from 1:00 to 4:00pm ONLY!

EYE CLINIC FOR EXHIBITORS

OFA Eye Certification Exams by Melanie Church, DVM, DACVO

Saturday Dec. 16th (9 am- 5 pm) located next to the Veterinarian's Booth in the show hall. Cost: \$40/dog (request cash payment) includes eye dilation, eye exam and completed OFA eye certification form. To pre-register e-mail: dr.fauna@gmail.com with your dog's name, breed and desired time. All others will be worked into the schedule on the day of the events.

BATHING STATIONS

There will be bathing stations available to bathe dogs. These will be located outside of the grooming area, in dock slip N 38. The Bathing Area is a covered, well lit area in one of the dock slips. Please exercise care not to walk wet dogs inside the building, to avoid a safety hazard to the public attending the shows. Plan to wheel your wet dogs in a crate or carry them. We thank you in advance to pass this information along to those that will be doing the bathing.

BATHING CAN BE DONE DURING THE HOURS OF 6:00 AM AND 10:00 PM ONLY.

All exhibitors must leave the building by 11:00 pm so be sure to schedule your bathing times carefully!

**PRIVATE EXERCISE PENS
WILL NOT BE ALLOWED IN THE BUILDING DURING SHOW HOURS**

**NO EXERCISE PENS ALLOWED AT ANY TIME
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EXCEPT IN THE DESIGNATED SPACE NEAR THE EXHIBITORS ENTRANCE.**

There will be ample Public Ex-pens located in specific dock slips just outside of the Grooming Hall and covered public exercise pens outdoors located just outside the exhibitor entrance.

**ALL LANDSCAPED AND GRASS AREAS ADJACENT TO THE BUILDING
ARE OFF LIMITS TO DOGS.**

There has been a major beautification upgrade made to the North/South Building. We must abide by the OCCC Request to protect these new plantings.

No grass area is approved for private ex-pens and any set up will be subject to removal by the grounds committee. No private ex-pens will be permitted to be set up in the building during show hours or on any other area around the facility or hotels. Each hotel will have designated exercise areas for their guests with dogs. You are required to clean up after your own dogs at all times.

All ex-pens must have plastic underneath them. No Exceptions! Any pen without plastic under the pen will be taken down. There will be large containers for properly bagged refuse. **DO NOT THROW ANY WASTE INTO THIS CONTAINER THAT IS NOT PROPERLY BAGGED.** Any pens not kept clean or properly maintained will be subject to removal by the grounds committee. Harry's staff will determine the number of ex-pens any one exhibitor or handler can erect.

**If needed: Plastic and shavings will be available at a nominal cost.
Contact Harry Miller in advance or on arrival if you need either.**

THE SHOW RINGS

Due to an event of this size, be prepared for a longer walk to your ring. There will be an area taped in **RED** as "Ring Prep" zones near the rings. This area is for temporary staging for breeds about to be judged. All equipment must be removed from these areas 15 minutes after the completion of that breed unless that ring is used exclusively all day. Please be considerate of your fellow exhibitors that will be next in the ring and in need of the "Ring Prep" areas.

There will be an area in **YELLOW** tape adjacent to each ring as a "Ready Ring Area" this area is restricted to dogs due next in the ring or for dogs waiting for a class that may have been divided. NO grooming or prepping is allowed in this area.

Please note: some rings may be expanded to two rings for certain breeds on either day.

The Fire Marshall will not allow crates or tables to block any aisles in case of an emergency. This will be strictly enforced. All allowable equipment must be removed within 15 minutes of the conclusion of your breed judging.

***** PARKING *****

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We were able to secure a reduced rate of \$10.00 per car each day. Oversized vehicles are charged a higher rate. We have arranged for "In and Out" privileges, but you should be aware that during peak times you might not get back into the same area you left.

**YOU MUST PRESENT YOUR PAID OCCC PARKING RECEIPT
FOR THAT DAY FOR FREE RE-ENTRY.**

***** IMPORTANT PARKING LOT RULES *****

**ANY VEHICLE (AND THIS INCLUDES ANY VEHICLE WITH WHEELS:
CAR/VAN/RV, TRAILER/GOLF CART, ETC.)**

**LEFT IN ANY OCCC PAVED PARKING LOT AFTER MIDNIGHT, ANY NIGHT, WILL BE
TOWED AND IMMEDIATE ACTION BY THE EVENT COMMITTEE WILL RESULT IN ALL
WINS REMOVED AND THE RESPONSIBLE PARTY SUSPENDED FOR JEOPARDIZING A
CLUB'S ABILITY TO HOLD AN EVENT.**