

Bus Move Request (BMR) Form

Instructions: This form is only for exhibitors and/or groups requesting a bus move (curb space) at the OCCC during a specific contracted event. OCCC Transportation will submit this form to the convention/show manager (or designee) for their approval. Once a decision is obtained, OCCC will contact the requesting party to confirm the approval or denial of the bus move request. The approval process may take up to two weeks. Please submit your request as soon as possible. OCCC contact information is listed on the bottom of this form.

Note: *If you are the show manager of an event, please do not use this form. Contact your OCCC Event Manager for further information.*

Convention/Show Name		
Name of Exhibitor, Group, or Company submitting request		
Contact Name (First/Last Name)		
Phone Number / E-mail		
Name of Transportation Company Provider		
Transportation Company Contact Name		
Transportation Company Phone # & Email		
BUS MOVE # 1:		
Date of Bus Move / Requested Times		
Purpose of Bus Move / # of Passengers		
# Coaches & Drop Location Request		
Indicate One-Way, Single Trip, Round-Trip, or Continuous and Frequency		
BUS MOVE # 2:		
Date of Bus Move / Requested Times		
Purpose of Bus Move / # of Passengers		
# Coaches & Drop Location Request		
Indicate One-Way, Single Trip, Round-Trip, or Continuous and Frequency		
BUS MOVE # 3:		
Date of Bus Move / Requested Times		
Purpose of Bus Move / # of Passengers		
# Coaches & Drop Location Request		
Indicate One-Way, Single Trip, Round-Trip, or Continuous and Frequency		
OCCC USE ONLY		
Status: Pending _____ Approved _____ Denied _____		
Comment(s):		
Show Manager and/or Designee Name:		
Contact Number / E-mail:		
Approved Location for Drop / Pick Up:		
Special Instructions:		
Email this completed BMR form to OCCCStrategicPlanningTransportation@ocfl.net.		