



Exhibitor Company Name: _____

Exhibitor Company Address: _____

Contact Person: _____ **E-mail:** _____

Phone: _____ **Fax:** _____ **Cell:** _____

Convention Name: _____ **Booth #:** _____

WDW Resort: _____ **Date & Time:** _____

Booth Enhancements

Additional power needs may be required for Booth Enhancements

Classic Popcorn Machine

Freshly popped, buttered popcorn.
\$7.00 per Guest (minimum order: 50 gst.)

Specialty Bars

With Attendant
Gourmet Coffee, Cappuccino, Tea
Infusion or Espresso experience.
Please call for price.

Ice Cream Cart

Assorted Ice Cream Novelties
\$5.50 per Each (minimum order: 50 ea.)
Includes Cooler.

Warm Pretzel Station

Jumbo Soft Pretzels with Spicy Brown
Mustard & Yellow Mustard
\$55.00 per Dozen (minimum order: 5 dz)
Includes Heat Lamp.

Frozen Drink or Smoothie Machine

Your choice of two flavors: Mango,
Strawberry Banana or Cappuccino.
\$80.00 per Gallon (minimum order: 4 gal)

A La Carte Options

Spring Water (5 Gallon Jug)

with Dispenser
\$53.00 per Each

Ice (20 lb.)

\$20.00 per Bag

Planters Salted Peanuts

1 oz. Bags
\$147.25 per Case of 100

Seasonal Whole Fruit

\$108.00 per Case of 50

Granola Bars or Yogurt Covered Raisins

\$63.00 per Dozen

Individually Wrapped Chocolate Chip Cookies

\$75.00 per Case of 72

Individually Wrapped Crisped Rice Treats Pops

or Brownie Pops
\$54.00 per Dozen

Individually Wrapped Mickey Chocolate Dipped

Crisped Rice Treats
\$68.50 per Dozen

Assortment of Fun Size Candy

Your Choice of:

**Hershey's, Snickers, M&Ms, Peanut
M&Ms, Starlight Mints, Caramel Squares
and Mini Reese's Peanut Butter Cups**

\$18.25 per Pound
(minimum order: 5 lbs.)

*All Food and Beverage items are subject to a 23% taxable service charge and 6.5% sales tax.
Prices are subject to change without notice.*

Order Sheet

| Quantity: | Item: | Date: | Set Time: | Strike Time: |
|-----------|-------|-------|-----------|--------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
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| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

PLEASE NOTE:

- If you do not see what you are looking for, please call Disney’s Exhibitor Concierge at (407) 939-1717 to discuss.

| METHOD OF PAYMENT | | |
|---|-------|------------|
| Card Type: American Express___ Visa___ MasterCard___ Discover ___ | | |
| Card #: | CCID# | Exp. Date: |
| Cardholder Name: | | |

Please return this form and the method of payment to the Disney’s Exhibitor Concierge via fax at 407-939-1614.



Exhibitor Company Name: _____

Exhibitor Company Address: _____

Contact Person: _____ **E-mail:** _____

Phone: _____ **Fax:** _____ **Cell:** _____

Convention Name: _____ **Booth #:** _____

WDW Resort: _____ **Date & Time:** _____

| Rental Items | Rental Cost (per Day) | Quantity | Total Cost |
|---|---|----------|------------|
| Ice (20 pound bag) | \$20.00 per Each | | \$ |
| Chafing Dish (Includes 2 canned fuels) | \$50.00 per Each | | \$ |
| Canned Fuel (6 hour) | \$5.00 per Each | | \$ |
| Serving Tongs | \$3.00 per Each | | \$ |
| Serving Spoons | \$3.00 per Each | | \$ |
| Serving Tray | \$9.00 per Each | | \$ |
| Bus Tub | \$3.00 per Each | | \$ |
| Heat Lamp | \$35.00 per Each | | \$ |
| Hot Box, large (Includes 5 sheet pans) | \$120.00 per Each | | \$ |
| Cold Box, large (Includes 5 sheet pans) | \$120.00 per Each | | \$ |
| Hotel Food Pans / Sheet Pans | \$5.00 per Each | | \$ |
| Hotel Bowls / Baskets | \$5.00 per Each | | \$ |
| Rollable Tram Rental: Open & Closing Door Options Available (Includes 5 sheet pans) | \$75.00 per Each | | \$ |
| Tablecloth (90x90) | \$20.00 per Each | | \$ |
| Linen Napkins | \$4.00 per Each | | \$ |
| Sani Wipes | \$15.00 per Tub | | \$ |
| Culinary or Server Labor Charge <i>*Please call Exhibitor Concierge for details.</i> | \$100.00 per Hour | | \$ |
| Refrigeration or Freezer Space <i>*Please call Exhibitor Concierge for details.</i> | \$2.00 per Pound If Truck needed \$1600.00/4 days | | \$ |
| Dumpster <i>*Please call Exhibitor Concierge for details.</i> | \$500.00 per Each | | \$ |
| TOTAL AMOUNT | | | \$ |

| Disposable Plastic Wares | Item Cost | Quantity | Total Cost |
|--|----------------------|----------|------------|
| 12 Oz Clear Cup | \$ 22.00 / 100 Case | | \$ |
| 6" Black Plate | \$ 30.00 / 125 Case | | \$ |
| 9" Black Plate | \$ 67.00 / 125 Case | | \$ |
| Plastic Bowls | \$ 106.00 / 500 Case | | \$ |
| Black Plastic Utensils: *Please specify: forks, knives, or spoons | \$ 67.00 / 1000 Case | | \$ |
| Beverage Napkins | \$ 6.50 / 250 Box | | \$ |
| TOTAL AMOUNT | | | \$ |

PLEASE NOTE:

- All equipment not returned or returned in poor condition will be subject to replacement costs determined by the hotel at our sole discretion.
- All equipment is subject to 6.5% sales tax.
- Prices are subject to change without notice.
- If you do not see what you are looking for, please call Disney's Exhibitor Concierge at (407) 939-1717 to discuss.

| METHOD OF PAYMENT | | |
|--|-------|------------|
| Card Type: American Express ___ Visa ___ MasterCard ___ Discover ___ | | |
| Card #: | CCID# | Exp. Date: |
| Cardholder Name: | | |

Please return this form and the method of payment to the Disney's Exhibitor Concierge via fax at 407-939-1614.



**Exhibitor Concierge
Floral Request Form**

The Disney Florist, Balloons, Gift Baskets

| CUSTOMER INFORMATION (please print) | | | |
|--|--------|--------|--|
| Company: | | | |
| Address: | | | |
| City: | State: | Zip: | |
| Phone: | Fax: | Email: | |
| Contact: | | | |
| Disney Event Group Sales Manager (if applicable) | | | |

| DELIVERY INFORMATION | |
|--|---------------|
| Convention Name: | |
| Convention Location: | |
| On-Site Contact: | |
| Booth #: | |
| Date: | |
| Delivery Time: (circle) a.m. (8:00 - 12:00 noon) p.m. (12:00 noon - 7:00 p.m.) | |
| Pick-up-Time: | Pick-up Date: |

| PAYMENT INFORMATION | |
|---------------------|-----------|
| Total Order | \$ |
| 6.5% FL Sales Tax | \$ |
| Delivery Fee | \$ 10.00 |
| TOTAL | \$ |

| PAYMENT | |
|--|------------|
| Card Type: American Express <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> | |
| Card # | Exp. Date: |
| Cardholder Name: | |

Please return all forms (including Method of Payment) to Disney's Exhibitor Concierge, Coronado Springs Resort,
 Fax: 407-939-1614
+ indicates sales tax (currently 6.5%). Taxes are subject to change without notice.

- Prices and availability are subject to change on floral and balloon orders.
- Deliveries will be made before 7:00 p.m. on date requested. If a specific time is requested, a \$25.00 Priority Delivery Fee will be added to the existing Delivery Fee. Additional delivery fees may apply based on amount of product ordered.
- Additional Floral Selections and Gift Baskets are available.
- Please call 407-827-3505 for more information or visit our web site at www.disneyflorist.com.
- In order for Disney Floral & Gifts to provide gift options as described, a final confirmation needs to be signed ten (10) days in advance of event.
- A final guarantee of your order must be received by 12:00 noon Friday for functions scheduled Sunday, Monday, or Tuesday. Guarantee changes for functions scheduled Wednesday through Saturday will be accepted up to 12:00 noon, two (2) days prior to the scheduled event. If no changes are communicated to us, we will assume that the last figure received is the final guarantee.
- Cancellation Clause: Cancellation after final guarantee will incur a full charge of one hundred percent (100%) of the estimate bill.
- If new requests, or additions to an existing order, are made within forty-eight (48) hours prior to event start time, a twenty-five percent (25%) surcharge will be applied to the price of those items.
- Disney Floral & Gifts reserves the right to make appropriate product substitutions based on availability, and will notify you of the change.

Print Name: _____
 Signature: _____

Date: _____

CONTINUED ON PAGE 2



The Disney Florist, Balloons, Gift Baskets

| FLORAL SELECTIONS | | | | |
|---|----------------|------------|--------------|--------------|
| Tropical Arrangements | | Qty | Price | TOTAL |
| Tall and narrow, colorful with exotic foliage | 18 inches tall | | \$100.00+ | |
| Tall and narrow, colorful with exotic foliage | 24 inches tall | | \$125.00+ | |
| Tall and narrow, colorful with exotic foliage | 30 inches tall | | \$155.00+ | |
| Seasonal Arrangements | | Qty | Price | TOTAL |
| Tall and Narrow, colorful with foliage | 18 inches | | \$85.00+ | |
| Tall and Narrow, colorful with foliage | 24 inches | | \$105.00+ | |
| Tall and Narrow, colorful with foliage | 30 inches | | \$140.00+ | |
| Other _____ | | | | |

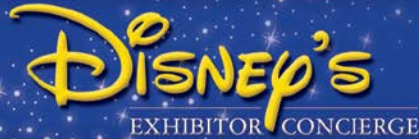
| BALLOONS SELECTIONS | | | | | |
|---|--|---------------|------------|--------------|--------------|
| Latex Columns Up to 3 Colors | | Colors | Qty | Price | TOTAL |
| Height: 10' (No topper) | | | | \$320.25+ | |
| Height: 8' with 1' latex balloon topper | | | | \$320.25+ | |
| Latex Clusters on Box Weights (last 6 hours) | | Colors | Qty | Price | TOTAL |
| Five 16" Balloons per cluster | | | | \$35.45+ | |
| Nine 16" Balloons per cluster | | | | \$57.45+ | |
| Fifteen 16" Balloons per cluster | | | | \$90.45+ | |
| Mylar Clusters on Box Weights (Last 3 days) | | Colors | Qty | Price | TOTAL |
| Five 16" Balloons per cluster | | | | \$32.70+ | |
| Nine 16" Balloons per cluster | | | | \$52.50+ | |
| Fifteen 16" Balloons per cluster | | | | \$82.20+ | |
| Other _____ | | | | | |

Latex Balloon Arches start at \$625+ each. Please call for more information regarding additional options.

| Gift Basket Selections | | | |
|--|------------|--------------|--------------|
| | Qty | Price | TOTAL |
| Disney Welcome© -- Experience a magical stay with this gift that includes your choice of black <i>Mickey Mouse</i> or pink <i>Minnie Mouse</i> ears, an autograph book and pen (They'll be ready to meet all their favorite Disney pals,) a one-time use camera, Disney photo album, and snacks...all included in a <i>Mickey Mouse</i> head-shaped keepsake basket. | | \$72.95+ | |
| Minnie Regale© -- A tasteful presentation of Banfi wine with keepsake goblets, displayed with something sweet (chocolate) and something salty (cheese and crackers). | | \$85.95+ | |
| Grand Gourmet© -- This grand gourmet <i>Mickey</i> head basket offers grand treats to enjoy. Contains fruit, large tin of gourmet cookies, nut mix, assorted crackers, cheese, a chocolate box of candy, and a gourmet cake! | | \$83.95+ | |
| Other _____ | | | |

Additional Gift Baskets available. Please call 407-827-3505 for more information or visit www.disneyflorist.com

Pricing is effective October 1, 2015 through September 30, 2016 and is subject to change. Applicable sales tax is not included.



**Exhibitor Request Form
Disney's Grand Floridian Resort**

| CUSTOMER INFORMATION | | |
|----------------------|-------|------|
| PLEASE PRINT OR TYPE | | |
| Company: | | |
| Address: | | |
| City: | State | Zip: |
| Phone: | Fax: | |
| Contact: | | |

| DELIVERY INFORMATION | |
|-----------------------|---------|
| Convention Name: | |
| Booth #: | Email: |
| On-Site Contact/Cell: | |
| Delivery | Pick-Up |
| Date: | Date: |
| Time: | Time: |

| AV EQUIPMENT (*Service Fee) | | | | |
|---------------------------------|-----|------------|-----------|-------|
| | Qty | Daily Rate | # of Days | TOTAL |
| (2) Powered Speakers with Mixer | | \$255 | | \$ |
| Wireless Microphone | | \$175 | | \$ |
| DVD Player | | \$100 | | \$ |
| 54" AV Cart w/drape | | \$55 | | \$ |
| 32" Monitor/TV | | \$200 | | \$ |
| LCD Projector 4000 lumens | | \$425 | | \$ |
| 6'-8' Tripod Screen | | \$60 | | \$ |

RENTAL POLICY

All equipment to be in operating condition upon delivery. If a malfunction is experienced in operation, the problem must be reported immediately. We will replace or repair the equipment. We are not responsible for problems reported after the rental period.

Clients are responsible for all items while in their use; this includes damage, loss, theft, or vandalism. Repair or replacement costs will be charged.

Cancellation of Equipment: 48 hour notice of cancellation is required for rental equipment or a fee of 50% of the normal one day rental rate will be charged. If equipment is delivered, client will be charged the normal one-day rate.

Prices are based on current rates and are subject to change without notice.

All equipment is on a daily rate per-room/booth basis.

| DISPLAY EQUIPMENT (* Service Fee) | | | | |
|-----------------------------------|-----|------------|-----------|-------|
| | Qty | Daily Rate | # of Days | TOTAL |
| 17" LCD Flat Data Monitor | | \$145 | | \$ |
| 21" LCD Flat Data Monitor | | \$150 | | \$ |
| 46" LCD Monitor | | \$525 | | \$ |
| 61" Plasma Monitor | | \$600 | | \$ |
| Chrome Post Stand | | \$120 | | \$ |
| Laptop 2Ghz/20gb/Win XP | | \$275 | | \$ |
| VGA Cable 25'-50' | | \$37 | | \$ |
| Wireless Mouse | | \$60 | | \$ |

| PAYMENT INSTRUCTIONS | |
|---|------------|
| Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may be made by company check upon presentation of statement while at the event. However, a credit card authorization must be on file. Any balances outstanding as of move-out will be charged to your account. | |
| Card Type: ___ Amer. Express ___ Visa ___ MasterCard | |
| Card # | Exp. Date: |
| Card holder name: | |
| Signature: | |
| Total Equipment Rental | \$ |
| *20% Service Fee | \$ |
| 6.5% FL Sales Tax | \$ |
| TOTAL | \$ |

Pricing is effective October 1, 2015 through September 30, 2016 and is subject to change.

To place order call (407) 824-3268 or fax (407) 938-0480

Equipment listed does not reflect our total inventory; please call for additional information and pricing.



**Disney's Grand Floridian
Exhibitor Electrical Pricing**

| | | | |
|-------------------------|--|--|--|
| TO ORDER: | Mailing Information: Audio Visual Department Disney's Grand Floridian P.O. Box 10,000 Lake Buena Vista, FL 32830 | Phone: (407) 824-3268 Fax: (407) 938-0480 | Email Information: Exhibits.GrandFloridian@psav.com |
| SHOW NAME: | NAME OF FACILITY: | | |
| FIRM NAME: | SHOW DATES: | | |
| BILLING ADDRESS: | BOOTH: | | |
| TELEPHONE: | CITY, STATE, ZIP: | | |
| E-MAIL ADDRESS: | FAX: | | |
| SIGNATURE: | PRINT NAME: | | |
| ON-SITE CONTACT: | CELL PHONE: | | |

| For Outdoor Events 20 AMP Minimum Required ELECTRICAL OUTLETS (Approximately 120V A.C. 60 Cycle) | | | | | |
|---|---|----------|---------------------|---------------------------|-------|
| | 120 Volts | Quantity | Advance PRICE \$ | Regular PRICE \$ | Cost |
| | 0 - 500 WATTS (5 AMPS) | _____ | 85.00 | 125.00 | _____ |
| | 501 - 1,000 WATTS (10 AMPS) | _____ | 150.00 | 225.00 | _____ |
| | 1,501 - 2,000 WATTS (20 AMPS) | _____ | 195.00 | 295.00 | _____ |
| ELECTRICAL SERVICE CONNECTIONS (Approximately 208v A.C. 60 Cycle) | | | | | |
| 208 VOLTS SINGLE PHASE | Labor of 1 1/2 hrs/Hook-up & 1 hr/Dismantle will be charged for 208 Volt Services | | | | |
| | 20 AMPS | _____ | 370.00 | 555.00 | _____ |
| | 30 AMPS | _____ | 445.00 | 665.00 | _____ |
| | 60 AMPS | _____ | 560.00 | 875.00 | _____ |
| | 100 AMPS | _____ | 765.00 | 1150.00 | _____ |
| 208 VOLTS THREE PHASE | Labor of 1 1/2 hrs/Hook-up & 1 hr/Dismantle will be charged for 208 Volt Services | | | | |
| | 20 AMPS | _____ | 495.00 | 750.00 | _____ |
| | 30 AMPS | _____ | 595.00 | 895.00 | _____ |
| | 60 AMPS | _____ | 780.00 | 1170.00 | _____ |
| | 100 AMPS | _____ | 1030.00 | 1545.00 | _____ |
| | 200 AMPS | _____ | 1500.00 | 2325.00 | _____ |
| | 400 AMPS | _____ | 2835.00 | 4250.00 | _____ |
| EXTENSION CORDS (Electricity not included) | | | | | |
| | Single Outlet | _____ | 40.00 | | _____ |
| | Quad Outlet/Power Strip | _____ | 50.00 | | _____ |
| LABOR | | | | | |
| STANDARD | Mon - Fri 8:00 a.m. - 5:00 p.m. (except Holidays) | | 90.00 | | _____ |
| OVERTIME | Mon - Fri 5:00 p.m. - 8:00 a.m. and Sat/Sun/Holidays | | 135.00 | | _____ |
| | | | | SUB TOTAL \$ | _____ |
| | | | | 6.5% FL Sales Tax* | _____ |
| | | | | TOTAL DUE \$ | _____ |
| All Tax Exempt clients must send a copy of their Tax Exempt Form | | | | | |

**TERMS AND CONDITIONS APPLY
SPECIAL REQUIREMENTS**

Dedicated Circuit or 24 hours service required? Yes _____ No _____ (If yes, double electrical outlet or electrical service connection charge.)
 RATES FOR HIGHER WATTAGES, VOLTAGE, OR SPECIAL LIGHTING ON REQUEST. SPECIAL HANGING OR INSTALLATION DONE ON TIME AND MATERIAL BASIS.
ISLAND BOOTHS

A scaled floor plan must accompany orders showing locations of electrical outlets, connections, and lighting equipment.
 There is a minimum labor charge of (1.5) one and one half hours for hook-up and (1) one hour to dismantle for island booths, special events, and 208 volt services.

FULL PAYMENT DUE PRIOR TO SHOW OPENING

All credit cards will be processed by PSAV

Make all checks payable to PSAV

MasterCard Visa AMEX Discover Check

Credit Card #: _____ CCID# _____ EXP Date: _____

Card Holder's Name (PRINT) _____ Authorized Signature: _____

ALL ORDERS MUST BE PAID IN ADVANCE ON U.S. BANKS

Rental rates quoted cover any portion of a seven (7) day consecutive period.

Pricing is effective October 1, 2015 through September 30, 2016 and is subject to change. Applicable sales tax is not included.

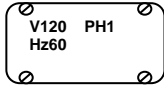
REGULATION AND GENERAL INFORMATION

1. Calculate your lighting needs by adding wattage in each location.
2. For other equipment, read the ratings from the metal plate attached to the unit (See Example). If the rating is in watts, order in wattage. If the rating is in amps, order in amperage.
3. Separate locations require separate outlets (500 watt min.).

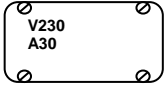
Where will my outlet be located?

Your outlet will be located as depicted, unless floor plan is received indicating otherwise.

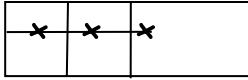
EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT



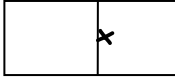
= 120 Volts, Single Phase
= 60 Cycles



= 230 Volt
= 30 Amps



INLINE BOOTHS - PENINSULA



BACK TO BACK PENINSULA

ISLAND BOOTHS

One drop within booth when power source in ceiling or one location at DEG's discretion when power source is in the floor.
Please see Regulation #4 below.

1. Orders must be received with payment a minimum of ten (10) business days prior to scheduled event set-up for discount rates. Orders received less than ten (10) business days prior to scheduled event set-up or without payment will be charged at the floor order rates.
2. The Disney Event Group (DEG) is not responsible for voltage fluctuations or power failure due to temporary conditions. For your protection, you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by our electrician. We will not be responsible for any damage or loss of equipment, component, computer hardware, or software and/or damage or injury to any person caused by the installation, connection, or plugging into any electrical outlet by person other than our electrician.
3. A separate outlet must be ordered for each location where electricity is needed.
4. Rates listed for all connections including bringing the service to booth in the most convenient manner for DEG and DOES NOT INCLUDE connecting equipment, materials, special wiring, or labor. Normally, all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.
5. A minimum charge of one and one half (1½) hour labor for installation and one (1) hour to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
6. Additional service charges and labor charges may be assessed for installations.
7. All equipment regardless of source of power, must comply with Federal, State, and local codes. DEG reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. DEG is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
8. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
9. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.
10. All exhibitor's cords must be minimum of 14/3 with ground. ALL exposed noncurrent carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. Material and equipment furnished by DEG for this service order is furnished on a rental basis, remains our property, and shall be removed ONLY by DEG. Price also includes all necessary disposable supplies.
12. DEG employees are authorized to cut floor coverings when essential for installation of service otherwise indicated.
13. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by DEG prior to close of event.
14. Credit will not be given for service installed and not used.
15. Exhibitor holds DEG harmless for any and all losses of power Exhibitor holds DEG harmless for any and all losses of power beyond DEG's control, including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment, or overloads caused by exhibitor.
16. As the official Electrical Contractor, we will be responsible for:
 - All under carpet distribution of electrical wiring
 - All motor and equipment hook-ups requiring hardware connections
 - The above items require electrical labor, which may be ordered in the Electrical Labor sections on the preceding page.
17. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
 - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
 - The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp-on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - Zip cords or 2-wire cords are ungrounded and could result in safety hazards. Their use is forbidden to all convention facilities.
18. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.



**Exhibitor Concierge
Internet and Telephone
Request Form**

| CUSTOMER INFORMATION | | |
|----------------------|--------|------|
| PLEASE PRINT OR TYPE | | |
| Company: | | |
| Address: | | |
| City: | State: | Zip: |
| Phone: | Fax: | |
| Contact: | | |
| Email: | | |

| DELIVERY INFORMATION | |
|-----------------------|----------|
| Convention Name: | |
| Exhibit Hotel Name: | |
| Booth #: | |
| On-Site Contact/Cell: | |
| Delivery: | Pick-Up: |
| Date: | Date: |
| Time: | Time: |

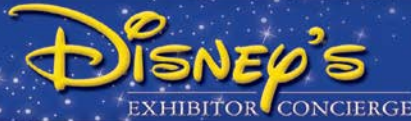
| Telephone and Internet Equipment (*Service Fee) | | | | |
|--|-----|--------------------|--------------------|-------|
| | Qty | Event Advance Rate | Event On-Site Rate | TOTAL |
| Wired VoIP Telephone One time fee, per unit, Includes Bandwidth | | \$175 | \$175 | \$ |
| Wired Shared Ethernet for Internet Access One time Fee Includes Single IP Address Includes Bandwidth | | \$400 | \$520 | \$ |
| Additional IP Address One time installation Includes Bandwidth | | \$200 | \$230 | \$ |
| 8 Port Hub Rental One time Fee | | \$100 | \$130 | \$ |
| Public Static IP Address One time fee | | \$130 | \$160 | \$ |
| Private Static IP Address One time fee | | \$230 | \$280 | \$ |

| RENTAL POLICY |
|---|
| All equipment to be in operating condition upon delivery. If a malfunction is experienced in operation, the problem must be reported immediately. We will replace or repair the equipment. We are not responsible for problems reported after the rental period. Clients are responsible for all items while in their use; this includes damage, loss, theft, or vandalism. Repair or replacement costs will be charged. Cancellation of Equipment: 48 hour notice of cancellation is required for rental equipment or a fee of 50% of the normal one day rental rate will be charged. If equipment is delivered, client will be charged the normal event rate. Prices are based on current rates and are subject to change without notice. All equipment is on an event rate per-booth basis. |

| PAYMENT INSTRUCTIONS | |
|--|-----------|
| Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may be made by company check upon presentation of statement while at the event. However, a credit card authorization must be on file. Any balances outstanding as of move-out will be charged to your account. You may phone or fax your credit card information, please do not e-mail credit card information. | |
| Card Type: <input type="checkbox"/> Amer. Ex <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover | |
| Card # | |
| Exp. Date: | CCID# |
| Card holder name: | |
| Signature: | |
| Total Equipment Rental | \$ |
| *20% Service Fee | \$ |
| 6.5% FL Sales Tax | \$ |
| TOTAL | \$ |

Pricing is effective May 14, 2016 through September 30, 2016 and is subject to change.

For additional custom quotes or for questions, contact:
Phone 407-939-3050 Fax: 407-938-0440 Email: psav1643@psav.com
 Equipment and Services listed does not reflect our total inventory; please call for additional information and pricing.



**Exhibitor Concierge
Request Form**

Exhibitor Sign/Décor Hanging Services Request Form

CONTACT INFORMATION

| Please Print | | | |
|---------------|--------|------------------|--|
| Name of Show: | | | |
| Company Name: | | Billing Address: | |
| City: | State: | Zip Code: | |
| Phone: | Fax: | Email: | |
| Booth Number: | | Contact Name: | |

PAYMENT INSTRUCTIONS

| Indicate method of payment (required to process order) | | | |
|--|------------------|------|------------|
| Check: (make payable to PSAV) | | | |
| Credit Card: | American Express | Visa | MasterCard |
| Card Number: | Expiry Date: | | |
| Card Holder Name: (please print) | | | |
| Authorized Signature: | | | |
| Date: | | | |

SIGN DESCRIPTION, SIZE, AND WEIGHT ***SIGN POCKETS MUST BE SEWN, NOT GLUED***

| <i>For all signs, please provide a detailed drawing with the type and specific location of the anchor points on the item.</i> | | | |
|--|-----------------|-----------------|---------------------------------|
| Number of Signs: | | | |
| Type: | Cloth | Cardboard | Metal |
| | | | Wood |
| | | | Other (please specify material) |
| Shape: | Rectangle | Triangle | Other (please specify material) |
| Size: | Width: | Length: | Height |
| Weight of Sign(s)*: | | | |
| *Any sign/banner over 100 lbs may require a rigging motor, as determined by PSAV | | | |
| Does it require electric? | 110 volt/20 amp | 220 volt/20 amp | |
| Define method of attachment (of anchor): | | | |
| Installation Date and Time: | | | |
| Strike Date and Time: | | | |
| <i>Hanging of signs must be scheduled prior to booth or stage assembly. Limited access may not allow for requested sign placement.</i> | | | |

PLACEMENT

| <i>The ceiling points and support beams may require your sign to be placed differently than your specifications.</i> | |
|--|---------------------------|
| Feet from back of space: | Feet from front of space: |
| Feet from left of space: | Feet from right of space: |
| Feet from floor to bottom of sign: | |

For more information or to check on your request, please call Disney's Concierge, Tel: 407-939-1717.
Please review the following information, complete the request form, and fax to Exhibitor Concierge at 407-939-1614 to receive a quote for your job.
Please call 407-939-3050 for specific rigging questions.

Pricing is effective October 1, 2014 through September 30, 2015 and is subject to change. Applicable sales tax is not included.





Exhibitor Sign/Décor Hanging

For more information or to check on your request, please call Disney's Concierge, Tel: 407-939-1717.
 Please review the following information, complete the request form, and fax to Exhibitor Concierge at 407-939-1614 to receive a quote for your job.
 Please call 407-947-6823 for specific rigging questions.

THEME PARTIES/EXHIBITOR TRADE SHOWS/LARGE SCENIC ELEMENTS

As a certified **Walt Disney World**® representative, The Disney Event Group is able to provide Rigging Specialists for the installation of irregular or large signs, items in excess of 50 lbs., large exhibit setups, row/aisle signs, décor pieces, etc.

For your safety, all items that need attachment to a ceiling require a Walt Disney World® representative for installation and removal.

PRICING

Note: Charges include lift, hanging points, steel, and crew. One (1) hour call minimums apply to all calls.

| Day | | Time | Rate |
|-------------------|---------------|----------------------------|----------------|
| Monday – Friday | Straight Time | 8:00 a.m. – 5:00 p.m. | \$255 per hour |
| Monday – Friday | Overtime | 5:00 p.m. – 8:00 a.m. | \$315 per hour |
| Saturday – Sunday | Overtime | 8:00 a.m. – 12:00 midnight | \$315 per hour |
| Saturday – Sunday | Double Time | 12:00 midnight – 8:00 a.m. | \$375 per hour |
| *Holidays | Double Time | 8:00 a.m. – 12:00 midnight | \$375 per hour |

**Holidays include: New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.*

Contact your Convention Services Manager for pricing associated with banners, items weighing less than 50 lbs., or attachments to walls.

LABOR

- In our effort to save you time and money, the scheduling of your installation will be left to the discretion of The Disney Event Group. For critical, time-sensitive setups, a four (4) hour minimum may apply.
- To maintain the highest level of safety during installation and/or strike of materials, additional crew and/or equipment will be used if your Disney Event Group representative deems it necessary. Additional labor will be provided at a rate of \$60 per hour/per technician.
- Additional callbacks for adjustment, add-ons, etc. will be billed at a two (2) hour minimum.

EQUIPMENT

- All assembly and disassembly of displays, décor, or signs will be the responsibility of the exhibitor and must be completed prior to crew's arrival to hang item. For a complete list of preparation requirements and authorized materials, please call your Disney Event Group representative.
- Hanging anchor points must be provided on the display, décor, or signs and meet the weight and hardware requirements as required by the appropriate municipal agencies (Reedy Creek Improvement District).
- All anchors, attachments, and hanging fixtures must be closed eye.

POLICIES

All ceiling rigging must adhere to the rigging guidelines document – ISTD-191014 Rev B.

- Electrical signs must be in working order according to the standards dictated by the National Electrical Code. All electrical power requests must be ordered in advance.
- The Disney Event Group must receive a complete list of technical and other requirements, including a full production schedule, at least 21 days prior to the event expected load-in date.
- Technical requirements include (but are not limited to) CAD drawings, floor plan, specs of flown equipment, and all critical, time-sensitive scheduling needs.

Pricing is effective October 1, 2014 through September 30, 2015 and is subject to change. Applicable sales tax is not included.