Disney exhibitor concierge

# *Disney's Coronado Springs* Resort Audio/Visual Request Form

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

| 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 | | $414 | | $ |
| Wireless Microphone | | $195 | | $ |
| (1) Powered Speaker with Mixer | | $212 | | |
| Direct Box | | $45 | | $ |
| Flipchart | | $50 | | $ |

| DISPLAY EQUIPMENT (*service fee) | Qty | Daily Rate | # of Days | Total |
|---|---|---|---|---|
| 24" Flat Screen Monitor (floor stand not available) | | $240 | | $ |
| 32" Flat Screen Monitor (floor stand not available) | | $250 | | $ |
| 46" Flat Screen Monitor | | $535 | | $ |
| 55" Flat Screen Monitor | | $735 | | $ |
| Monitor Floor Stand | | $120 | | $ |
| Laptop | | $275 | | $ |
| HDMI Video Cable 25' | | $30 | | $ |
| Wireless Mouse/Slide Advancer | | $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.

## 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 | $ |
| *24% Service Fee | $ |
| 6.5% FL Sales Tax | $ |
| TOTAL | $ |

## For additional custom quotes or for questions, contact:

**Phone 407-939-3095 Fax: 407-938-0440**

**Email: psav1643@psav.com**

- Pricing, service charge (currently 24%, which is taxable) and taxes (currently 6.5%) are subject to change without notice. Applicable service charge and sales tax are not included.
- Equipment listed does not reflect our total inventory; please call for additional information and pricing.

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# *Disney's Coronado Springs* Resort Electrical Pricing Guide/Order Form

| CUSTOMER INFORMATION | | |
|---|---|---|
| Show Name: | | Show Dates: |
| Company Name: | | |
| Onsite Contact | | Booth #: |
| Address: | | |
| City: | State: | Zip: |
| Phone: | Cell: | Fax: |
| Email: | | |
| Print Name: | | Signature: |

**PAYMENT MUST ACCOMPANY ALL ORDERS 10 DAYS PRIOR TO SHOW SET UP FOR ADVANCE PRICE TO APPLY**

**THERE IS A MINIMUM LABOR CHARGE OF 1.5 HOURS FOR HOOK UP AND 1 HOUR TO DISMANTLE FOR ISLAND BOOTHS AND 208 VOLT SERVICES**

For Outdoor Events 20 AMP minimum Required- Electrical Outlets (Approximately 120V A.C. 60 Cycle

## ELECTRICAL OUTLETS-Approximately 120v A.C. 60 Cycle

| 120 VOLTS | Qty | Advanced Price | Standard Price | Cost |
|---|---|---|---|---|
| 0-500 WATTS (5AMPS) | | $85.00 | $125.00 | $ |
| 500-1000 WATTS (10AMPS) | | $150.00 | $225.00 | $ |
| 1501-2000 WATTS (20AMPS) | | $195.00 | $295.00 | $ |

## ELECTRICAL SERVICE CONNECTIONS-Approximately 208v A.C. 60 Cycle

| 208 VOLTS SINGLE PHASE *REQUIRES LABOR | Qty | Advanced Price | Standard Price | Cost |
|---|---|---|---|---|
| 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 *REQUIRES LABOR | Qty | Advanced Price | Standard Price | Cost |
|---|---|---|---|---|
| 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

| Electrical Outlets not Included | Qty | Standard Price | Cost |
|---|---|---|---|
| 25' Extension Cord | | $20 | $ |
| Power Strip (6 Outlets) | | $20 | $ |

## *LABOR

**Minimum labor charge of 1.5 hours for hook up and 1 hour to dismantle**

| | | |
|---|---|---|
| ST M-F 8am-5pm (Except Holidays) | | $95.00 |
| OT M-F 5pm-12am (Sat/Sun/Holidays) | | $142.50 |
| DT M-F 12am-8am (Sat/Sun/Holidays) | | $190.00 |

## SUBTOTAL

| | |
|---|---|
| **Labor** | |
| ***24% Service Charge** | |
| **6.5% Florida Sales Tax** | |
| **TOTAL DUE** | |

**FULL PAYMENT DUE PRIOR TO SHOW OPENING**

All Tax Exempt clients must send a copy of their Tax Exempt Form

**To Order Send or Fax to :**
Audio Visual Department, *Disney's Coronado Springs*
P.O. Box 10,000, Lake Buena Vista, FL 32830
(P) (407) 939-3050 (F) (407) 938-0440
Exhibits.Coronado@psav.com

Rates for higher wattages, voltage, or special lighting on request.
Special hanging or installation done on time and material basis.
SPECIAL INSTRUCTIONS - AISLE #

ISLAND BOOTHS - A scaled floor plan must accompany orders showing locations of electrical outlets, connections, and lighting equipment.

Aisle # _____
Rear

STANDARD BOOTH
Aisle # _____

**All credit cards processed by PSAV -** ☐ MasterCard ☐ Visa ☐ AMEX ☐ Discover ☐ Check - **Make all checks payable to PSAV**
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 and taxes (currently 6.5%) are subject to change without notice. Applicable sales tax is not included.**

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## *Disney's Coronado Springs* Resort Booth Diagram

Please mark the grid, using the legend, to designate each location of the outlets ordered. Please designate total square footage (below grid). If power is only ordered for the rear of booth please disregard this form.

**Please check Booth Type:** ◯ **Island** ◯ **Peninsula** ◯ **Inline**

= Main Drop ■ =5amp/5watt ★ =10amp/1000watt ▲ =15amp/1500watt ◆ =20amp/2000watt

Neighbor Booth/Aisle #_____

Neighbor Booth/Aisle #_____

Neighbor Booth/Aisle #_____

Neighbor Booth/Aisle #_____

Specify the scale used: 1 ☐ = _____ square feet | Specify total square footage _____

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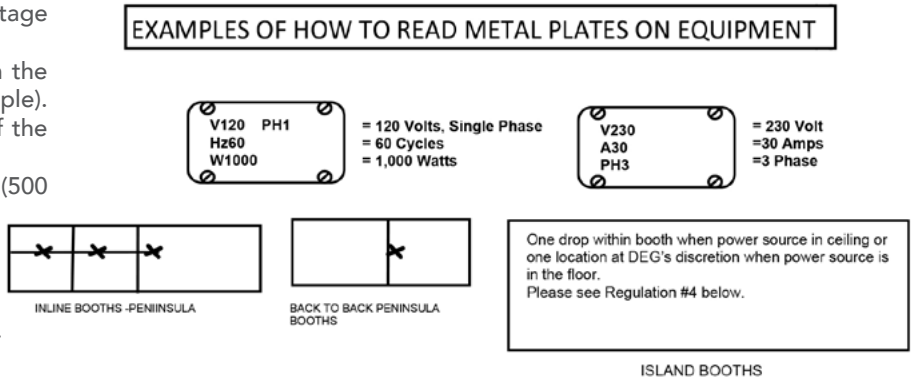
# Regulation and General Information

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.




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 connection.
    - 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.