

**Shipping Information**

Contact: Business Center

Phone: 407-939-3883

Email: [cs@ricohbc.com](mailto:cs@ricohbc.com)

**Printing Information**

Contact: Printing Specialist

Phone: 321-436-1355

Email: [dpc@ricohbc.com](mailto:dpc@ricohbc.com)

RICOH is a world class organization delivering great results for your Disney program. We provide a Full Service Print Production Center on Walt Disney World property for any or all of your printing needs.

We offer You, Your Attendees and Exhibitors a top-notch competitive and customized printing service on-site which:

- Avoid the stress by accommodating tight deadlines
- Saves you the usual 10%-15% cost of printing overruns
- Avoids the stress of lost or damaged materials
- Eliminates the cost of shipping
- Allows you to travel light and avoid shipping hassles by using our Print-On-Demand capabilities
- Supports green initiatives by reducing waste and lowering your carbon footprint

**Print ahead with proofs for your approval and have all of your conference printing waiting for you upon arrival. Discounted pricing for Business Center services will apply if you print with us as well as discounts for package handling fees.**

**Services available:**

- Conference Programs
- Training materials
- Brochures
- Handouts/Flyers
- Binders/Tabs
- Window Clings
- Adhesive Wall Vinyl
- Name Tags
- Table Tents
- Meter Boards
- Posters any size
- Retractable pull up banners
- Banners any size with or without grommets, pole pockets, and stands
- Step & Repeat Back Drops
- Wide variety of binding and finishing such as coil binding and saddle-stitch
- Fulfillment for attendee bags and other needs
- Show dailies/ convention news printing
- Equipment rentals and office supplies for your staff office

**You can now save money and have peace of mind through our EXHIBITOR AND SPEAKER DISCOUNTS which are competitive with sources you may now use.**

**For a quote on printing, posters, banners, custom print jobs, and rentals, contact: Printing Specialist**

**Cell: 321-436-1355 Email: [dpc@ricohbc.com](mailto:dpc@ricohbc.com)**

## Exhibitor Services

If you want to have your shipment at your booth, please submit this prepayment form.

Event Name: \_\_\_\_\_ Event Dates: \_\_\_\_\_

CompanyName: \_\_\_\_\_

Name: \_\_\_\_\_

Booth: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Customer Signature (Authorization for Charges):

\_\_\_\_\_

(Please Print)

\_\_\_\_\_

(Please Sign)

Special Instructions: \_\_\_\_\_

Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ / \_\_\_\_\_

Security Code (3 or 4 digits): \_\_\_\_\_

Name on Card: \_\_\_\_\_

## Shipping Information

Hours of Operation

Monday – Friday  
7:00 am – 5:00 pm  
Saturday – Sunday  
8:00 am – 5:00 pm

Shipping Address:

1000 West Buena Vista Drive  
Lake Buena Vista, FL 32830  
Telephone (407) 939-3883  
Fax: (407)938-9340  
Email: [cs@ricohbc.com](mailto:cs@ricohbc.com)

The Business Center at the Coronado Springs Resort is a full service operation open 7 days a week for your convenience. We receive and ship packages via Fed-Ex, UPS, and private carriers.

To expedite the handling of your shipment upon arrival, please include in the labels all the required information: Contact Name, Event Name, Booth #, and the number of packages.

Please schedule your packages to arrive no more than 3 days prior to your event. If packages are received more than 3 days prior, a storage fee will be incurred.  
**We cannot accept packages or freight consigned to a decorator.**

There is a standard handling fee assessed (based on weight) on all inbound/outbound packages and freight shipments.

<u>Weight</u>	<u>Handling Fee</u>
0-5 lbs.	\$5.00
6-20 lbs.	\$10.00
21-40 lbs	\$15.00
41-69 lbs.	\$20.00
Display Cases 0-69 lbs.	\$25.00
70-134 lbs.	\$100.00
Over 135 lbs.	\$0.75/lb
Storage Fee	\$75.00

**All handling fees can be charged to your room, credit card and master account.**

**You can use these for any incoming shipments.**

<b>RICOH</b> imagine. change. <b>Business Center</b>
Company Name/ Booth #
Recipient Name
Event
<b>c/o Disney's Coronado Springs Resort</b> 1000 West Buena Vista Drive Lake Buena Vista, FL 32830

<b>RICOH</b> imagine. change. <b>Business Center</b>
Company Name/ Booth #
Recipient Name
Event
<b>c/o Disney's Coronado Springs Resort</b> 1000 West Buena Vista Drive Lake Buena Vista, FL 32830

<b>RICOH</b> imagine. change. <b>Business Center</b>
Company Name/ Booth #
Recipient Name
Event
<b>c/o Disney's Coronado Springs Resort</b> 1000 West Buena Vista Drive Lake Buena Vista, FL 32830

<b>RICOH</b> imagine. change. <b>Business Center</b>
Company Name/ Booth #
Recipient Name
Event
<b>c/o Disney's Coronado Springs Resort</b> 1000 West Buena Vista Drive Lake Buena Vista, FL 32830