

## Disney's Contemporary 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	Qty	Daily Rate	# of Days	Total
(2) Powered Speakers with Mixer		\$380++		\$
Wireless Microphone		\$210++		\$
(1) Powered Speaker with Mixer		\$225++		
Direct Box		\$50++		\$
Flipchart		\$60++		\$

RENTAL POLICY
<ul style="list-style-type: none"> <li>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.</li> <li>Clients are responsible for all items while in their use; this includes damage, loss, theft, or vandalism. Repair or replacement costs will be charged.</li> <li>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.</li> <li>Prices are based on current rates and are subject to change without notice.</li> <li>All equipment is on a daily rate per-room/booth basis.</li> </ul>

DISPLAY EQUIPMENT	Qty	Daily Rate	# of	Total
24" Flat Screen Monitor (floor stand not available)		\$225++		\$
32" Flat Screen Monitor (floor stand not available)		\$265++		\$
46" Flat Screen Monitor		\$555++		\$
55" Flat Screen Monitor		\$765++		\$
Monitor Floor Stand		\$130++		\$
Laptop		\$285++		\$
HDMI Video Cable 25'		\$30++		\$
Wireless Mouse/Slide Advancer		\$65++		\$

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. <b>You may phone or fax your credit card information, please do not e-mail credit card information.</b>	
Card Type: <input type="checkbox"/> Amer. Express <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	
Card #	
Exp. Date:	
Card holder name:	
Signature:	
Total Equipment Rental	\$
24% Service Fee	\$
6.5% FL Sales Tax	\$
<b>TOTAL</b>	<b>\$</b>

**To place order call (407) 407-938-0586  
or fax (407) 938-0592**

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

## Disney's Contemporary 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:			
<b>PAYMENT MUST ACCOMPANY ALL ORDERS 10 DAYS PRIOR TO SHOW SET UP FOR ADVANCE PRICE TO APPLY</b>									
<b>For Outdoor Events 20 AMP minimum Required- Electrical Outlets (Approximately 120V A.C. 60 Cycle)</b>									
ELECTRICAL OUTLETS-Approximately 120v A.C. 60 Cycle					EXTENSION CORDS				
120 VOLTS	Qty	Advanced Price	Standard Price	Cost	Electrical Outlets not included	Qty	Standard Price	Cost	
0-500 WATTS (5AMPS)		\$153++	\$218++	\$	25' Extension Cord		\$22++	\$	
500-1000 WATTS (10AMPS)		\$225++	\$312++	\$	Power Strip (6 Outlets)		\$24++	\$	
1501-2000 WATTS (20AMPS)		\$291++	\$400++	\$					
Labor charge required for island booths, single phase and three phase power. Call for additional pricing. SPECIAL INSTRUCTIONS - AISLE # _____					<b>SUBTOTAL</b>				
<b>To Order Send or Fax to :</b> Audio Visual Department, <i>Disney's Contemporary Resort</i> P.O. Box 10,000, Lake Buena Vista, FL 32830 (P) (407) 824-1774 (F) (407) 938-0592 <a href="mailto:Exhibits.contemporary@Psav.com">Exhibits.contemporary@Psav.com</a>  <b>ISLAND BOOTHS - A scaled floor plan must accompany orders showing locations of electrical outlets, connections, and lighting equipment. Aisle # (Rear) _____ Standard Booth _____</b>					Electrical Costs*				
					24% Service Charge				
					6.5% Florida Sales Tax				
					<b>TOTAL DUE</b>				
					<b>FULL PAYMENT DUE PRIOR TO SHOW OPENING</b>				
					All Tax Exempt clients must send a copy of their Tax Exempt Form				

**You may phone or fax your credit card information, please do not e-mail credit card information.**  
 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: \_\_\_\_\_

**\*ELECTRICAL SERVICE CONNECTION FEE required for all island and 208v power drops. Please contact your Disney Representative for a custom quote. See sample pricing below. (approximately 208v A.C. 60 Cycle).**

*Connection fee includes minimum labor charge of 1.5 hours for hook up and 1 hour to disconnect		208 VOLTS SINGLE PHASE		Advanced Price	Standard Price
ST M-F 8am-5pm (Except Holidays)	\$105.00+	20 AMPS	\$345++	\$414++	
		30 AMPS	\$525++	\$630++	
		60 AMPS	\$700++	\$840++	
OT M-F 5pm-12am (Sat/Sun/Holidays)		208 VOLTS THREE PHASE		Advanced Price	Standard Price
DT M-F 12am-8am (Sat/Sun/Holidays)	\$210.00+	20 AMPS	\$430++	\$516++	
		30 AMPS	\$660++	\$792++	

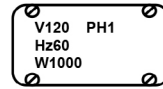
- ALL ORDERS MUST BE PAID IN ADVANCE ON U.S. BANKS
- Rental rates quoted cover any portion of a seven (7) day consecutive period.
- + indicates sales tax (currently 6.5%). ++ indicates service charge (currently 24%, which is taxable) and sales tax (currently 6.5%). Pricing, service charge and taxes are subject to change without notice.
- Applicable service charge, electrical service fees and sales tax are not included in the sample pricing.



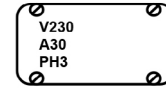
## Regulation and General Information

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.).

### EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT



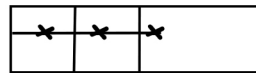
= 120 Volts, Single Phase  
= 60 Cycles  
= 1,000 Watts



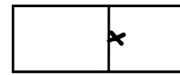
= 230 Volt  
=30 Amps  
=3 Phase

Where will my outlet be located?

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



INLINE BOOTHS - PENINSULA



BACK TO BACK PENINSULA 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.

ISLAND BOOTHS

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.