

**Shipping Information**

Contact: Business Center  
Phone: 407-824-1780  
Email: [cr@ricohbc.com](mailto:cr@ricohbc.com)

**Printing Information**

Contact: Printing Specialist  
Phone: 321-436-1355  
Email: [ps@ricohbc.com](mailto:ps@ricohbc.com) &  
[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

**CLIENT COMMENTS**

"Your flexibility, positive demeanor ,excellent customer service and quality of print was superb."

"RICOH provided great service to us. We emailed them something to print and by the time we arrived at the Business Center, our copies were ready for us."

"Although I was aware the resort outsourced services, you wouldn't even know it as RICOH's service delivery was seamless."

# Exhibitor Services

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

Please Print Or Type

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

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

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

Booth No: \_\_\_\_\_

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

Package Handling Fees:	Quantity:
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. \$.75/lb	

**\*Payment in full must be rendered before the beginning of the show either in advance or prior to the start of the event\***

**Form of Payment:**

Visa                                      Card No: \_\_\_\_\_  
 MasterCard                                Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Security Code (3 or 4 Digits): \_\_\_\_\_  
 American Express                        Name on Card: \_\_\_\_\_  
 Discover                                        Email for Receipt: \_\_\_\_\_

**Shipping Questions: Contact 407-824-1780**  
**Email or Fax this form to: [cr@ricohbc.com](mailto:cr@ricohbc.com) - 407-938-9342**

**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: [ps@ricohbc.com](mailto:ps@ricohbc.com)**

## Shipping Information

Shipping Address:

4600 North World Drive  
Lake Buena Vista, FL 32830  
Telephone (407) 824-1780  
Fax: (407)938-9342  
Email: [cr@ricohbc.com](mailto:cr@ricohbc.com)

The Business Center at the Contemporary Resort is a full service operation. 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.  
**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

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

**RICOH**  
imagine. change.

**Business Center**

Company Name/ Booth #

Recipient Name

Event

**c/o Disney's Contemporary Resort**

**4600 North World Drive**

**Lake Buena Vista, FL 32830**

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