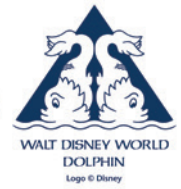


EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		ORDERED BY		

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a five-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered by the days rented. Please include applicable Sales Tax on equipment rental.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax. Labor and/or service charges may apply and/or loss damage waiver.

Shipping Instructions – Mark any materials sent to the venue as follows:

1. Address Packages to: Walt Disney World Swan and Dolphin, 1500 Epcot Resort Blvd., Lake Buena Vista, FL 32830
2. Hold for Arrival - Attn: Guest's Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

Form Submission – Email completed forms to: swandolphinsales@psav.com.

MONITORS

	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> 24" LCD tabletop monitor	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> 32" LCD monitor	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> 46"- 50" LCD monitor with stand	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> 55"- 60" LCD monitor with stand	\$ _____	_____	_____	\$ _____

AUDIO EQUIPMENT

	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> CD player	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Wired handheld microphone	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Wireless microphone	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier				
<input type="checkbox"/> Wireless headset microphone	\$ _____	_____	_____	\$ _____
<i>Requires wireless microphone unit to operate</i>				
<input type="checkbox"/> Sound system	\$ _____	_____	_____	\$ _____
<i> <input type="checkbox"/> two speakers, two stands, one mixer, one wired microphone</i>				
<i> <input type="checkbox"/> up to 20 people</i>				
<input type="checkbox"/> Please call for custom audio				

ACCESSORIES

	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> DVD player	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Laptop	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Wireless presenter mouse	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> 4' x 6' white board with markers	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Flipchart with pad and markers	\$ _____	_____	_____	\$ _____

PROJECTION

	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> 3200k LCD data projector	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> 42"- 54" Rolling cart	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Tripod screen	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> 5' <input type="checkbox"/> 6' <input type="checkbox"/> 7' <input type="checkbox"/> 8'				

LIGHTING

Please call for custom lighting

RIGGING

All rigging requests should be placed using the [Rigging Request Form](#).

CUSTOM ITEMS

	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> _____	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> _____	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> _____	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> _____	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> _____	\$ _____	_____	_____	\$ _____

SPECIAL REQUESTS

Please add any items not listed above that you require.

Everett Sanchez

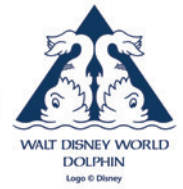
Sales Manager | PSAV®

Walt Disney World Swan and Dolphin
1500 Epcot Resort Blvd., Lake Buena Vista, FL 32830
office: 407.939.5795 email: jsanchez@psav.com



EXHIBITOR SERVICES

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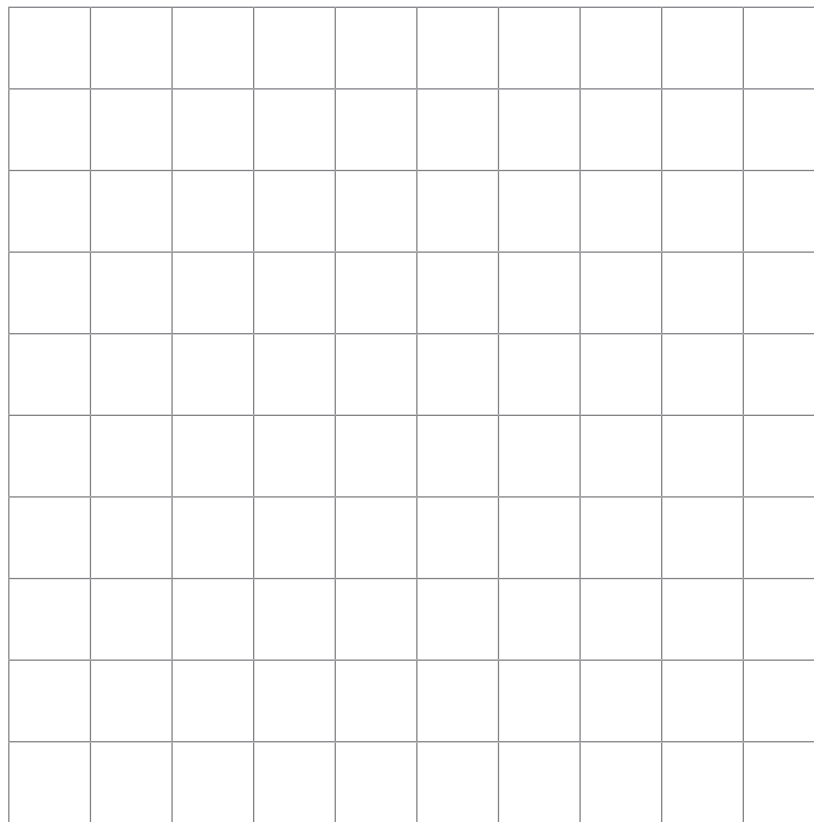
BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Adjacent Booth No. _____

Adjacent Booth
No. _____

Adjacent Booth
No. _____



Adjacent Booth No. _____

Notes

