

# We're Eco-Logical

GAYLORD HOTELS®

Greetings Exhibitors,

We're proud to have been selected by A Sophisticated Bridal Showcase as the host facility for your upcoming trade show, held July 18, 2010.

Earlier this year, Gaylord Palms Resort was named a **Certified Green Lodging facility** by the state of Florida. In addition, we have launched a new ongoing initiative, called "We're Eco-Logical," to identify and spearhead ways to lessen our environmental impact.

As part of this program, we measure energy consumption, water use and waste, setting targets for continuous reductions in these areas. We invite you to join us in protecting the environment by utilizing the programs in place.

**During your trade show, you will have opportunities to help with the following:**

- ♻️ Cardboard recycling
- ♻️ Paper recycling
- ♻️ Plastic recycling
- ♻️ Towel & linen reuse program in guest rooms
- ♻️ Surplus "show floor" donations to local charities



For more information about these exhibitor-specific programs, please contact your Gaylord Palms Exhibit Hall Floor Manager, by calling 407-586-2234. For details about Gaylord Palms' "Eco-Logical" programs, please visit [www.gaylordpalms.com/green](http://www.gaylordpalms.com/green).

Sincerely,

Suzette Huftill  
Exhibit Hall Floor Manager  
Gaylord Palms Resort & Convention Center



## RULES AND REGULATIONS FOR EXHIBITS AND DISPLAYS

Fax or Mail to: Gaylord Palms Resort & Convention Center  
Attn: Exhibit Service Representative  
3208 Gaylord Way, Kissimmee, Florida 34746  
407-586-2234 Fax 407- 586-2279  
Email to: GPEXhibits@gaylordhotels.com

**ADVANCE PRICE DEADLINE – July 6, 2010**

- ❖ A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at Least Fourteen (14) days prior to the first day of show to qualify for the Advance Price. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Florida State Sales Tax (7%) will be applied to all equipment & service orders. Checks and cash are not accepted. All pricing is subject to change without notice.
- ❖ The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.
- ❖ In accordance with the Osceola County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
- ❖ The Gaylord Palms Resort and Convention Center has deployed a wireless management system in its exhibit halls that assists Gaylord Palms IT representatives with the delivery of flawless high speed internet access. The use of any UNORDERED wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless device not provided by Gaylord Palms Resort and Convention Center without prior authorization. See the "Information Technology Terms, Conditions & Regulations" and "Network & Telecommunication Services" forms enclosed in this service kit for additional information as well as ordering procedure and pricing.
- ❖ Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services. All disputes must be filed by the exhibitor with the Exhibitor Services Department prior to the close of the show.
- ❖ Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.
- ❖ Stick-on decals (except name tags) may not be distributed or used in the convention center.
- ❖ Holes may not be drilled or punched into any surface in the convention center.
- ❖ The painting of exhibits or signs is not allowed inside the convention center.
- ❖ Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any painted surface in the convention center.
- ❖ Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted.
- ❖ Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. All tape is to be removed from the floor at the end of the event.
- ❖ The hotel reserves the right to purchase, prepare and provide all food and beverage items.
- ❖ Cooking permit must be obtained before any cooking activity is permitted within the convention center. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Osceola County Health Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.
- ❖ The use of "Day tanks" bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.
- ❖ Vehicles that are used as part of a display should have no more than a ¼ tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.
- ❖ Multi-level exhibit booths or any covered exhibit booths over 300 sq ft must be protected by an automatic extinguishing system. In accordance with the Life Safety Code subject to the approval of the Fire Marshall, booth may be attended and protected by Osceola County Emergency Services Fire Watch Personnel in lieu of automatic sprinkler requirements. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Two sets of drawings, signed and sealed by a licensed engineer must be submitted for approval. Cost of fire watch personnel is determined by Osceola County Fire and Rescue. Contact the Fire Marshall's office for more information at 407-742-6200 or visit:  
<http://www.osceola.org/index.cfm?IsFuses=Department/FireMarshal/36748>.
- ❖ Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Osceola County Fire and Rescue Services.
- ❖ **Freight Services:** Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord Palms Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact IKON. The Official Service Contractor material handling includes unloading your exhibit material, storage up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and the removing of material from the booth for reloading onto outbound carriers. Please call your Official Service Contractor with any shipping questions.
- ❖ IKON provides Executive Shipping Solutions and can be contacted at 407.586.2566.
- ❖ **GUIDELINES FOR ALL CARPETED AREAS**
- ❖ The following policy and procedure will be in effect for all areas of the hotel with existing carpet.
- ❖ Gaylord Palms Resort does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.
- ❖ It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to "Move-In Condition". All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.
- ❖ Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.
- ❖ All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.
- ❖ Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and contractor's double-face tape be applied to the low tack tape.





## ELECTRICAL/UTILITY SERVICES

**Fax or Mail to:** Gaylord Palms Resort & Convention Center  
 Attn: Exhibit Service Representative  
 3208 Gaylord Way, Kissimmee, Florida 34746  
 407-586-2234 Fax 407-586-2279  
 Email to: GPE Exhibits@gaylordhotels.com  
**ADVANCE PRICE DEADLINE - July 6, 2010**

Event Name: A Sophisticated Bridal Showcase Event Dates: July 18, 2010

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

### Ordering Instructions

- Fill out this form completely, including the Credit Card Authorization Form, and mail or fax to the above address. **Checks and cash are not accepted.**
- Fax a layout of your booth to Gaylord Palms Resort and Convention Center Exhibit Services at 407-586-2279.** Please mark where your connections should be dropped and located. Include booth orientation to the show hall. Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price.
- All equipment and services are subject to a 7% sales tax.

**SCALED FLOOR PLANS** - A scaled floor plan must accompany orders showing requested location of electrical source. If a drawing is not provided, Gaylord Palms Resort & Convention Center will install the service in the most convenient location and charges will apply for relocation.

Prices are per outlet, or combination of outlets with electrical load not to exceed watt and/or ampere rating indicated. For your convenience, the Gaylord Palms Resort & Convention Center will staff a service desk during exhibitor set-up.

**WATER AND DRAINAGE - Water** – Hotel supplies 1/2" male threaded hose connector. Exhibitor is responsible for bringing connector to adapt. **Drainage** – Depending on location of exhibit, a pump may be required at an additional cost.

**EQUIPMENT** - All equipment must be properly tagged or marked with complete information as the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.

All material and equipment provided by Gaylord Palms Resort & Convention Center shall remain the property of the hotel and shall be removed only by the hotel at the close of the show.

The hotel reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the hotel's electrical department.

The use of open clip sockets, latex, or lamp cord wire, unapproved multiplex attachment plugs is not permitted.

Permanent building electrical outlets are not part of the booth space and may not be used as part of the exhibitor's electrical order.

All exhibitors' 120-volt cords must be of the 3 wire, grounded type.

### ELECTRICAL LABOR

Island, Peninsula and In-line booths requiring power to be installed other than the back of the booth will be charged time and materials. Please include a scaled floor plan showing the requested location of electrical source. Labor and materials will be charged to the credit card on file.

The Hotel will charge time and materials for exhibitor-installed cords requiring troubleshooting and/or redistribution in the booth.

### LABOR RATES:

Mon – Fri: 8:00a.m. To 5:00p.m. \$75.00  
 Mon – Fri: 5:00p.m. To 8:00a.m. \$110.00  
 Sat, Sun and all recognized holidays \$110.00

Labor will be billed at the end of the show.

### ELECTRICAL CONNECTIONS

Rates quoted for electrical connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or running electrical inside the booth area. All electrical to be installed will be on the floor in the back of the booth for in-line booths. Power for island booths will come from the ceiling or floor, in the most convenient manner.

Each outlet is considered one actual plug in.

**\* All equipment utilizing nominal 208 voltages must have appropriate male plug. Please list (NEMA) No.**

**NOTE: Labor and materials will be billed at the end of the show. All pricing is subject to change without notice.**

Charges: \$ \_\_\_\_\_  
 Subtotal: \$ \_\_\_\_\_  
 7% Tax: \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

VOLTS	MAX WATTS	AMPS	PHASE	ADVANCE PRICE	STANDARD PRICE	QTY	AMOUNT
120	500	4	Single	\$120.00	\$172.00		\$
120	1,000	8	Single	\$140.00	\$200.00		\$
120	1,500	12	Single	\$165.00	\$236.00		\$
120	2,000	20	Single	\$195.00	\$279.00		\$
*208	3,300	20	Single	\$230.00	\$324.00		\$
*208	5,700	20	Three	\$347.00	\$465.00		\$
*208	5,000	30	Single	\$312.00	\$435.00		\$
*208	8,600	30	Three	\$488.00	\$676.00		\$
*208	9,900	60	Single	\$658.00	\$924.00		\$
*208	17,000	60	Three	\$1,000.00	\$1,300.00		\$
Compressed Air (Hotel supplies 1/2" D quick release female connection CFM required. Labor included.)					\$175.00		\$
Water (Per hook-up. Labor included. Not available in Ballrooms)					\$175.00		\$
Drainage (Available depending on location of exhibit. Labor included. Not available in Ballrooms)					\$140.00		\$
Cable Television (Labor included)					\$200.00		\$
1 Outlet Extension-cord					\$22.00		\$
6 Outlet Multi-strip					\$14.00		\$
6 Outlet European Multi-strip					\$28.00		\$
120V to 220V Transformer (For European power)					\$150.00		\$

Office Use Only

ELO: \_\_\_\_\_

AUTH: \_\_\_\_\_

## Gaylord Palms Resort and Convention Center Information Technology Terms, Conditions and Regulations

### GENERAL:

- ❖ Installation of telephone, telecommunications, network and cabling services within the Gaylord Palms Resort and Convention Center is exclusive. Telecommunication services (voice and data) are to be ordered by each exhibitor separately and are not to be shared with other exhibitors. Routine audits are performed to ensure adherence.
- ❖ All prices are for rental of services only. Material and equipment furnished by the Gaylord Palms Resort and Convention Center for telecommunication services shall remain the property of the Gaylord Palms Resort and Convention Center's unless otherwise specified, and shall be returned to the Gaylord Palms Resort and Convention Center's Exhibitor Service desk at the close of show. There will be a \$250.00 charge for lost or damaged telephone sets and a \$250.00 charge for lost or damaged network equipment. The Gaylord Palms Resort and Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.
- ❖ Under no circumstances shall anyone other than the Gaylord Palms Resort and Convention Center's Information Technology technicians make any special wiring within the resort property. Only the Gaylord Palms Resort and Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) will be billed to the exhibiting firm name.
- ❖ Delivery of all voice and data transmission lines ordered from an outside vendor will only be allowed to the second floor Data Center. All circuit installs must be coordinated with the Gaylord Palms Resort and Convention Center's Information Technology group at least 9 weeks in advance of show date.
- ❖ All exhibitor telephone and network services will be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time.
- ❖ Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials will be charged for precise placement of communication services. Additional labor charges will be required for relocating service after installation. The Gaylord Palms Resort and Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring voice or data services to a booth.
- ❖ Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in ½ hour increments (minimum charge is ½ hour). Labor rate is \$75.00/hour (advanced -- scheduled) and \$125.00/hour (standard -- non-scheduled).
- ❖ Notification of cancellation must be received in writing a minimum of five (5) days prior to the scheduled opening date. Credit will not be given for connections installed and not used. No credit will be given for service canceled less than forty-eight (48) business hours prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Exhibitor Services Department prior to the close of show. The Gaylord Palms Resort and Convention Center will resolve disputes in a timely manner.
- ❖ **NETWORK | INTERNET | WIRELESS:**
- ❖ The network connections provided by Gaylord Palms Resort and Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies. The services being provided by Gaylord Palms Resort and Convention Center will facilitate communications between the Gaylord Palms Resort and Convention Center's authorized users and the entities reachable through the Internet. Users of Gaylord Palms Resort and Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
- ❖ Users of Gaylord Palms Resort and Convention Center services shall not disrupt any of the Gaylord Palms Resort and Convention Center network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Gaylord Palms Resort and Convention Center or other associated networks. Gaylord Palms Resort and Convention Center services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
- ❖ Gaylord Palms Resort and Convention Center reserves the right to troubleshoot with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord Palms Resort and Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities. After disconnection, isolation and quarantine assistance will be given.
- ❖ All devices for which the Gaylord Palms Resort and Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord Palms Resort and Convention Center assigned IP address. At no time, while connected to Gaylord Palms Resort and Convention Center network, will the customer use run their own DHCP server. Physical layer network audits are performed to ensure adherence.
- ❖ The Customer must provide the node equipment (personal computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10/100Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.
- ❖ **Wireless Specific (802.11a,b,g):** The Gaylord Palms Resort and Convention Center has deployed an 802.11a/b/g wireless management system in its meeting facility. This management system assists Gaylord Palms IT representatives with the delivery of flawless high speed internet access. The use of any unsecured wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless device not provided by Gaylord Palms Resort and Convention Center without prior authorization. If you plan on using any 802.11a/b/g wireless device, please contact the Gaylord Palms IT department at 407-586-0543 and provide your access point SSID and the total number of devices you plan on connecting to your access point. Failure to do so will result in automatic suppression of your access point rendering your wireless devices incapable of communications.
- ❖ **Internet Performance Disclaimer:** Gaylord Palms Resort and Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. The Gaylord Palms Resort and Convention Center is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a DS3 (45Mbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to any location on property.  
**Internet Security Disclaimer:** Gaylord Palms Resort and Convention Center does not provide security, such as but not limited to firewalls, NATing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord Palms Resort and Convention Center; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.



**NETWORK & TELECOMMUNICATION SERVICES**  
 Fax or Mail to: Gaylord Palms Resort & Convention Center  
 Attn: Exhibit Service Representative  
 3208 Gaylord Way, Kissimmee, Florida 34746  
 407-586-2234 Fax 407-586-2279  
 Email to: [GPExhibits@gaylordhotels.com](mailto:GPExhibits@gaylordhotels.com)

**ADVANCE PRICE DEADLINE - July 6, 2010**

Event Name: A Sophisticated Bridal Showcase Event Dates: July 18, 2010

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**Ordering Instructions**

- Fill out this form completely, including the Credit Card Authorization Form, and mail or fax to the above address. Checks and cash are not accepted.
- Fax a layout of your booth to Gaylord Palms Resort and Convention Center Exhibit Services at 407-586-2279.** Please mark where your connections should be dropped and located. Include booth orientation to the show hall. Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price
- All equipment and services are subject to a 7% sales tax.**

**NETWORK & TELECOMMUNICATIONS CONNECTIONS** - Rates quoted for voice and data connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or the routing of cables inside the booth area. All telecommunication services installed will be on the floor in the back of the booth for in-line booths. Telecommunications for island booths will come from the ceiling or floor, in the most convenient manner.

**Telephone Usage Rates:**

	<u>QTY</u>	<u>Advance Rate</u>	<u>Standard Rate</u>	<u>Total</u>
<b><u>Wireless Internet Access</u></b>				
Wireless Internet (1st Device)	_____	\$750.00	\$1,000.00	_____
Additional Connection	_____	\$250.00	\$300.00	_____
Please choose a User ID: _____				
Please choose a Password: _____				
<b><u>High-Speed Internet Access</u></b>				
High-Speed Internet Access (1st Device)	_____	\$1,300.00	\$1,500.00	_____
Additional Connection	_____	\$300.00	\$350.00	_____
Additional Device (Customer Provided Switch/NAT)	_____	\$250.00	\$300.00	_____
Static Public IP Address	_____	\$350.00	\$400.00	_____
<b><u>Dedicated Internet Access – Dedicated Private VLAN</u></b>				
1.5 Mb/sec	_____	\$6,000.00	\$7,500.00	_____
3.0 Mb/sec	_____	\$9,000.00	\$11,250.00	_____
6.0 Mb/sec	_____	\$13,000.00	\$16,250.00	_____
<b><u>Telecommunication (Telephone) Services</u></b>				
Standard DID telephone/fax/modem line	_____	\$300.00	\$350.00	_____
ISDN BRI service	_____	\$700.00	\$750.00	_____
Standard Desk Telephone	_____	\$30.00	\$40.00	_____

**Local**  
 9 + Number (There is no access charge for the first 20 minutes. A \$.10 per minute charge will be billed beginning on the 21st minute.)  
**Direct Long Distance (Gaylord Palms Resort's Long Distance Carrier is AT&T)**  
 9 + 1 + Area code + number - Gaylord Palms Resort long distance calls are billed at AT&T operator assisted day rates plus \$2.25 access charge plus 65% surcharge.  
**Toll-Free Calls**  
 9 + 1 + Toll number (There is no access charge for toll-free calls (including 800 modems) under 20 minutes. A \$.10 per minute charge will be billed beginning on the 21st minute.)  
**Credit Cards**  
 To access carrier of choice for calling card calls: For Example: For AT&T: Dial 9 - 1010 - 2880, Wait for instructions.  
**International**  
 9 + 011 + Country code + City code + number - Gaylord Palms Resort international calls are billed at AT&T operator assisted day rates plus \$4.50 access charge plus 65% surcharge.  
**For Operator Assistance, Credit Card or Collect Calls**  
 Dial 9 + 0 and follow the automated instructions. Auto Collect, Operator Assisted and Calling Card calls will be billed through your local serving telephone company, or AT&T, or through Integretel, 2540 Fourtune Way, Vista, CA 92083.  
**Directory Assistance**  
 Local/Long Distance 9 + 411 \$1.00 access fee AT&T Operator 9 + 00 \$1.00 access fee  
**Applicable taxes will be added. \*Rates subject to change.**  
 The first (20) minutes of all local, 800 number, credit card and third party billed calls are included in the \$10.00 Resort Service fee. **Each additional minute after the first (20) minutes will be billed at a rate of ten (10) cents per minute.**

Office Use Only
ELO: _____
AUTH: _____

Charges: \$ \_\_\_\_\_  
 Subtotal: \$ \_\_\_\_\_  
 7% Tax: \$ \_\_\_\_\_  
**TOTAL:** \$ \_\_\_\_\_

Consumer complaints may be directed to: F.C.C. Common Carrier Bureau Enforcement Division Informal Complaints Suite 6202 Washington D.C. 20554. For Customer inquiries and rate information, dial 1-800-777-2522.





**Document Efficiency**  
*At Work.®*



**Mailing Address:**

IKON Business Center  
Gaylord Palms Resort  
& Convention Center  
3206 Gaylord Way  
Kissimmee, FL. 34746

**E-Mail:**

[ikonpalms@gaylordhotels.com](mailto:ikonpalms@gaylordhotels.com)

Telephone Number - 407-586-2599

Guest Fax Number - 407-586-1999

*Business Center and Guest Package*

*Hours of Operation*

*Monday-Sunday*

*7:00 a.m. - 8:00 p.m.*

*24hr Internet access*

*24hr Printing and Copying*

**COPYING & PRINTING**

- ❖ High speed duplicating
- ❖ Full color copies
- ❖ Laser printing
- ❖ Saddle stitch booklets
- ❖ Finishing & Bindery
- ❖ Wide Format Poster Printing and Flush Mounting

**OFFICE RENTALS**

*(Please call for quotes)*

- ❖ Digital Copiers
- ❖ Printers
- ❖ Facsimile Machines
- ❖ Laptop and Desktop Computers
- ❖ Accessories

**SAVE MONEY AND TIME!!!**

*Avoid the hassle of traveling with papers and manuals that you may need, or paying a high cost for shipping. With the IKON Business Center, we will ensure that your documents will be finished and ready for distribution when you need them.*

**PRICING**

*(Discounted pricing available for large volumes or special requests.)*

**BLACK & WHITE DIGITAL COPIES**

1 – 99	.25 EACH
100 – 499	.20 EACH
500 +	.15 EACH
Transparencies	1.00 EACH

**COLOR PHOTOCOPIES**

8.5 X 11	1.50 EACH
100 +	.70 EACH
Transparencies	2.50 EACH

**DIGITAL PRINTS**

*(Volume discount available)*

**Black & White - 1.00 EACH**

**Color - 1.50 EACH**

**OUTGOING FAXES**

Domestic 1 <sup>st</sup> Page	<b>3.00</b>
Additional Pages	<b>2.00</b>
International 1 <sup>st</sup> Page	<b>8.00</b>
Additional Pages	<b>4.00</b>

**COMPUTER USE & INTERNET ACCESS**

**\$0.69 per Minute**

**COMPUTER SERVICES**

- ❖ Internet T – 1 Connections
- ❖ Connections for your laptop
- ❖ CD burning and Duplication

**OFFICE SUPPLIES**

Complete line of office supplies and products are available.

**GUEST PARCEL SERVICES**

**Parcel Handling Fees**

0-34 lbs	<b>\$5.00</b>
35-69 lbs	<b>\$7.50</b>
70-99 lbs	<b>\$10.00</b>
100-over	<b>\$15.00</b>
Pallets	<b>\$70.00 per 100 lbs</b>

*The IKON Business Center is here to serve as your office away from home. We offer solutions for all your business, convention and meeting needs. Providing not only day-to-day document requirements, but also a variety of services including office equipment rental, large document reproduction, offset printing, bindery services and much more.*