



**Exhibitor Concierge  
Request Form**

# Exhibitor Sign/Décor Hanging Services Request Form

## CONTACT INFORMATION

Please Print			
Name of Show:			
Company Name:		Billing Address:	
City:	State:	Zip Code:	
Phone:	Fax:	Email:	
Booth Number:		Contact Name:	

## PAYMENT INSTRUCTIONS

Indicate method of payment (required to process order)			
Check: (make payable to PSAV)			
Credit Card:	American Express	Visa	MasterCard Discover
Card Number:	Expiry Date:		
Card Holder Name: (please print)			
Authorized Signature:			
Date:			

## SIGN DESCRIPTION, SIZE, AND WEIGHT

**\*\*\*SIGN POCKETS MUST BE SEWN, NOT GLUED\*\*\***

<i>For all signs, please provide a detailed drawing with the type and specific location of the anchor points on the item.</i>			
Number of Signs:			
Type:	Cloth	Cardboard	Metal Wood Other (please specify material)
Shape:	Rectangle	Triangle	Other (please specify material)
Size:	Width:	Length:	Height
Weight of Sign(s)*:			
*Any sign/banner over 100 lbs may require a rigging motor, as determined by PSAV			
Does it require electric?	110 volt/20 amp	220 volt/20 amp	
Define method of attachment (of anchor):			
Installation Date and Time:			
Strike Date and Time:			
<i>Hanging of signs must be scheduled prior to booth or stage assembly. Limited access may not allow for requested sign placement.</i>			

## PLACEMENT

<i>The ceiling points and support beams may require your sign to be placed differently than your specifications.</i>	
Feet from back of space:	Feet from front of space:
Feet from left of space:	Feet from right of space:
Feet from floor to bottom of sign:	

For more information or to check on your request, please call Disney's Concierge, Tel: 407-939-1717.  
Please review the following information, complete the request form, and fax to Exhibitor Concierge at 407-939-1614 to receive a quote for your job.  
Please call 407-947-6823 for specific rigging questions.

Pricing is effective October 1, 2011 through September 30, 2012 and is subject to change. Applicable sales tax is not included.



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## THEME PARTIES/EXHIBITOR TRADE SHOWS/LARGE SCENIC ELEMENTS

As a certified **Walt Disney World**® representative, The Disney Event Group is able to provide Rigging Specialists for the installation of irregular or large signs, items in excess of 50 lbs., large exhibit setups, row/aisle signs, décor pieces, etc.

***For your safety, all items that need attachment to a ceiling require a Walt Disney World® representative for installation and removal.***

### PRICING

Note: Charges include lift, hanging points, steel, and crew. One (1) hour call minimums apply to all calls.

Day		Time	Rate
Monday – Friday	Straight Time	8:00 a.m. – 5:00 p.m.	\$255 per hour
Monday – Friday	Overtime	5:00 p.m. – 8:00 a.m.	\$315 per hour
Saturday – Sunday	Overtime	8:00 a.m. – 12:00 midnight	\$315 per hour
Saturday – Sunday	Double Time	12:00 midnight – 8:00 a.m.	\$375 per hour
*Holidays	Double Time	8:00 a.m. – 12:00 midnight	\$375 per hour

*\*Holidays include: New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.*

**Contact your Convention Services Manager for pricing associated with banners, items weighing less than 50 lbs., or attachments to walls.**

### LABOR

- In our effort to save you time and money, the scheduling of your installation will be left to the discretion of The Disney Event Group. For critical, time-sensitive setups, a four (4) hour minimum may apply.
- To maintain the highest level of safety during installation and/or strike of materials, additional crew and/or equipment will be used if your Disney Event Group representative deems it necessary. Additional labor will be provided at a rate of \$60 per hour/per technician.
- Additional callbacks for adjustment, add-ons, etc. will be billed at a two (2) hour minimum.

### EQUIPMENT

- All assembly and disassembly of displays, décor, or signs will be the responsibility of the exhibitor and must be completed prior to crew's arrival to hang item. For a complete list of preparation requirements and authorized materials, please call your Disney Event Group representative.
- Hanging anchor points must be provided on the display, décor, or signs and meet the weight and hardware requirements as required by the appropriate municipal agencies (Reedy Creek Improvement District).
- All anchors, attachments, and hanging fixtures must be closed eye.

### POLICIES

All ceiling rigging must adhere to the rigging guidelines document – ISTD-191014 Rev B.

- Electrical signs must be in working order according to the standards dictated by the National Electrical Code. All electrical power requests must be ordered in advance.
- The Disney Event Group must receive a complete list of technical and other requirements, including a full production schedule, at least 21 days prior to the event expected load-in date.
- Technical requirements include (but are not limited to) CAD drawings, floor plan, specs of flown equipment, and all critical, time-sensitive scheduling needs.

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