



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 Program Managers and Meeting Planners.

We offer You, Your Attendees and Exhibitors a top-notch competitive and customized printing service on-site which:

- Eliminates the stress of longer lead times for printing
- Accommodates graphic designer, trainer and speaker tight deadlines
- Eliminates the cost of shipping
- Saves you the usual 10%-15% cost of printing overruns
- Adds NO delivery or rush charges
- Avoids the stress of lost or damaged materials
- 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 processing fees.

Services available:

- Large volume production of conference materials
 - Conference Programs
 - Training materials
 - Brochures
 - Handouts/Flyers
 - Binders/Tabs
 - Name Tags
 - Table Tents
 - Show dailies/convention news printing
 - Fulfillment for attendee bags and other needs
- Posters 8.5x11 to 40x60 inches
- Banners up to 3 feet by any length with or without grommets
- Wide variety of binding and finishing such as coil, GBC, fast-back, saddle-stitch
- Color and Black & White digital prints
- 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."

RICOH
imagine. change.

CONTACT: CUSTOMER LIAISON
321-436-1355

customerliaison@ricohbusinesscenters.com



Disney's Coronado Springs Resort
 1000 West Buena Vista Drive
 Lake Buena Vista, FL 32830
 Phone: 407-939-3883 Fax: 407-938-9340

Convention Services

If you want to have your shipment at your booth please submit this payment:

Please Print Or Type

Event Name: _____

Event Dates: _____

Company Name: _____

Booth No: _____

Address: _____

City, State, Zip _____

Phone: _____

Fax: _____

	Handling Fees:	Quantity:
Envelope/ Small Box (up to 4 lbs)	\$3.00	
Medium Box (5-20 lbs)	\$5.00	
Large Box (21-70 lbs)	\$10.00	
Boxes 71 lbs- over	\$.70/lb	
Display Cases (Up to 70lbs)	\$15.00	
Display Cases (70lbs & Above)	\$.70/lb	
Pallets	\$.70/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
- MasterCard
- American Express

Card No: _____

Exp. Date: ____/____/____

Name on Card _____

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, and custom print jobs, contact Customer Liaison

Cell: 321-436-1355 Email: customerliaison@ricohbusinesscenters.com

Package Processing Discounts for projects printed on property.



GUEST PARCELS

Telephone (407) 939-3883

Fax: (407)938-9340

Email: cs@ricohbusinesscenters.com

Hours of Operation

Monday – Friday
7:00 am – 5:00 pm
Saturday – Sunday
8:00 am – 5:00 pm

Shipping Address:

1000 West Buena Vista Drive
Lake Buena Vista, FL 32830

The Guest Parcels Department at the Coronado Resort is a full service Business Center operating 6 days a week for your convenience. 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 and processing charge assessed (based on weight) on all inbound/outbound packages and freight shipments.

<u>Weight/Type of Package</u>	<u>Handling Fee</u>
Envelope	\$3.00
Small box (up to 4lbs)	\$3.00
Medium box (5-20lbs)	\$5.00
Large box (21-70lbs)	\$10.00
Golf Clubs	\$10.00
Display Cases	\$15.00
Pallets, boxes, and cases over 70lbs	\$0.70 per pound

All handling/processing fees can be charged to your room, credit card and master account. Cash is accepted at the Business Center only.

RICOH

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Business Center

DO NOT DELAY

From: _____

Company Name

**c/o Disney's Coronado Springs Resort
1000 West Buena Vista Drive
Lake Buena Vista, FL 32830**

To: _____

Event: _____

RICOH

Business Center

DO NOT DELAY

From: _____

Company Name

**c/o Disney's Coronado Springs Resort
1000 West Buena Vista Drive
Lake Buena Vista, FL 32830**

To: _____

Event: _____

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