

## Equipment Request Form

Exhibitor Company Name: \_\_\_\_\_  
 Exhibitor Company Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 On-Site Contact Person: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Convention Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 WDW Resort: \_\_\_\_\_ Date & Time: \_\_\_\_\_

Rental Items	Rental Cost (per Day)	Quantity	Total Cost
Chafing Dish (Includes 2 canned fuels)	\$70.00 per Each		\$
Canned Fuel (4 hour)	\$10.00 per Each		\$
Serving Tongs	\$4.00 per Each		\$
Serving Spoons	\$4.00 per Each		\$
Serving Tray	\$12.00 per Each		\$
Beverage Cooler	\$20.00 per Each		\$
Heat Lamp	\$40.00 per Each		\$
Hot Box, Large (Includes 5 sheet pans)	\$150.00 per Each		\$
Cold Box, Large (Includes 5 sheet pans)	\$140.00 per Each		\$
Rollable Tram Rental: Open & Closing Door Options Available (Includes 5 sheet pans)	\$90.00 per Each		\$
Hotel Food Pans / Sheet Pans	\$6.00 per Each		\$
Hotel Bowls / Baskets	\$6.00 per Each		\$
Tablecloth (90x90)	\$25.00 per Each		\$
Linen Napkins	\$6.00 per Each		\$
Sani Wipes	\$18.00 per Each		\$
Culinary Labor Charge <i>*Please call Exhibitor Concierge for details</i>	\$200.00 per Hour		\$
Server Labor Charge <i>*Please call Exhibitor Concierge for details</i>	\$200.00 per Hour per Server		\$
Dumpster <i>*Please call Exhibitor Concierge for details</i>	\$750.00 per Each		\$
		<b>TOTAL AMOUNT</b>	<b>\$</b>

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Disposable Plastic Wares	Item Cost	Quantity	Total Cost
12 Oz. Clear Plastic Cups	\$23.00 / per 100		\$
9" Black Plastic Plates	\$78.00 / per 100		\$
6" Black Plastic Plates	\$40.00 / per 100		\$
Black Plastic Bowls	\$120.00 / per 500		\$
Black Plastic Utensils - Forks	\$80.00 / per 960		\$
Black Plastic Utensils - Spoons	\$80.00 / per 960		\$
Black Plastic Utensils - Knives	\$80.00 / per 960		\$
Beverage Napkins	\$9.00 / per 250		\$
Disposable Coffee Cups with Lids	\$30.00 / per 100		\$
		<b>TOTAL AMOUNT</b>	<b>\$</b>

**PLEASE NOTE:**

- All equipment not returned or returned in poor condition will be subject to replacement costs determined by the hotel at our sole discretion
- All equipment is subject to a 6.5% sales tax
- Prices are subject to change without notice
- For any questions or additional options, please contact Disney's Exhibitor Concierge at [wdw.exhibitor.concierge@disney.com](mailto:wdw.exhibitor.concierge@disney.com)

**PAYMENT INFORMATION**

- Once the Equipment Request has been received and processed, a weblink will be sent to the email provided from our online secure payment platform, CERTAIN.
- Credit Card Information must be uploaded via CERTAIN.
- Upon processing the credit card on file, an invoice will be sent for the requested items.
- Should any on-site equipment be requested, a final invoice -will be sent 7-10 business days post event.

Please return this form to  
 Disney's Exhibitor Concierge at:  
[wdw.exhibitor.concierge@disney.com](mailto:wdw.exhibitor.concierge@disney.com)