



WYNDHAM®

Lake Buena Vista

Disney Springs™ Resort area

EXHIBITOR GUIDELINES

GENERAL INFORMATION:

Fourteen meeting rooms offer 17,000+ square feet of flexible function space. All rooms have phone connections, wireless and hard wire internet access, multiple electrical outlets and individual controls for heat, sound, air conditioning. 110v & 208v 3 phase electricity capacity. Group registration area. Teleconferencing available. Floor cover is all carpet. All meeting rooms are on 3rd floor, lobby level except Horizons Ballroom & Solar Room which are on the mezzanine level. Operable walls in Horizons Ballroom, Bay Lake & Park Lake.

EXHIBITS:

Capacity for eighty 8' x 10' booths. Access opening 10' wide by 8' high. NOT AT GROUND LEVEL. Existing 110v & high power outlets. 3,500 lb. Capacity freight elevator dimensions: 4'10 1/2" wide x 7'1" high x 7'2 1/2" deep elevator door opening 3'5 3/4" wide x 6'8" high. All displays and exhibits must conform to city code, fire regulations and resort policy. Articles cannot be tacked, taped or affixed to walls, ceiling or fixtures.

MEETING EQUIPMENT SUPPLIED BY HOTEL:

At No Charge: Upholstered stack chairs, tables, house linen, note pads, pens, lectern, portable risers, 3 reader boards and directional signs.

At a Charge: Skirting for exhibit tables, projection screen, PA system, microphones, A/V equipment, phone & computer lines, computers, facsimile machine, copy machine, high volume internet, notary public and security guard service. Audio visual supplier on site.

DELIVERY AND STORAGE:

Delivery and storage of materials and equipment must be cleared through the catering department. Labor and/or storage charges will apply. \$5 per box, storage/delivery fee to function space for boxes under 25 pounds and \$175 per pallet. The resort can recommend exhibit/dragage & decorators for your exposition needs.

SECURITY:

The resort may require security for groups whose size, program or nature indicates such a need. The acquisition of security is at the discretion of the property and additional charges may apply.

LIABILITY DISCLAIMERS:

The resort shall not assume responsibility for damage or loss to items left in the property or set-up prior to functions. Arrangements may be made for security of exhibits, merchandise and related articles.