

FedEx Office and Print Center



Signs & Graphics

Oversize color prints up to 60" wide. Black & white prints up to 36" wide. We'll work from your disk, transparency or traditional flat original. Our finishing options include dry mounting to a variety of surfaces and laminating as well as Banner Stands and much more...



Office Equipment Rentals

Full Size Copier, Desktop Printer, Fax and Shredder rentals available. 2 days notice required. Please call for a quote.



Volume Copies/ Bindery & Meeting Materials

Black & White or Color copies on a host of different papers. A variety of binding options, collating, trimming, hole punching and laminating complete the project to your exact specifications. High-speed technology meets your



Last Minute Office Supplies

Did you forget your stapler? Are you out of tape? We stock those little things you need to run your booth smoothly.



Mailing Service

Complete mailing services available to expedite your shipping needs. For your convenience, Ground and Overnight services available. Ship directly to our us, we'll hold and have your packages available for you when you arrive.



Computer Workstation Rentals

We offer workstations for rent by the hour with printers, and high-speed internet access to check your email, do web research or download data from ftp sites.



Scooter and Wheelchair Rental

Call Scootaround toll-free at: **1-888-441-7575** www.scootaround.com
Rentals available for pickup at FedEx Kinko's Office locations.
Scooters \$50 day
Wheelchair \$20 day.



Fast Service 24/7

Our convention clients have very demanding time frames. That's why many of our services are available 24 hours a day and ALL of our services are available at one speed—FAST!

Small Package Shipping Form

SMALL PACKAGES (Under 150 lbs.)

Received at the FedEx Kinko's Office West Concourse location

PICKED-UP: Ship your small packages directly to our FedEx Kinko's Office location, handling fees will be applied per piece (package/box) picked-up. Please see pricing listed on right.*

DELIVERED: Advance notice is required to arrange delivery to one location within the convention center. Delivery Fees will apply. Please fill out this form and fax back to branch management and confirm your delivery date(s), location and contact. Please see pricing on right.*

In an effort to guarantee all inbound

SHIPMENT LABEL

Recipients Name
c/o FedEx Office—OCCC
9800 International Drive
Orlando, FL 32819
Name of Show and Recipients on-site cell #
OCCC Building and Hall & delivery location & time

*PACKAGE HANDLING FEES

Weight	Handling Fee
0-1 lb.	\$0.00
1.1-10 lbs.....	\$10.00
10.1-20 lbs.....	\$15.00
20.1-30 lbs.....	\$20.00
>30.1 lbs.....	\$25.00

Need it Delivered? Call us to make arrangements and obtain a Quote.

*Shipments that arrive more than 2 days prior to delivery/pickup date are subject to a \$3.00 per day additional storage fee.

Event Name: _____ Dates: _____

On-site Contact _____ Name: Cell Phone #: _____

Do you have any **SMALL PACKAGES INBOUND**? YES NO How many?

What is the Name of the Carrier? _____

What Date are the Packages Due to Arrive? Date: _____ Time: _____

What Date and Time and Delivery Location? Date: _____ Time: _____ Rm# _____

Do you have any **SMALL PACKAGES OUTBOUND**? YES NO How many?

Would you like to have your Packages Picked Up? YES NO

What Date and Time will Packages be Ready for Pickup? Date: _____ Time: _____

Where should we Pickup your Packages (Meeting Room or Hall)? _____

INBOUND

OUTBOUND

Freight / Pallet Move and Storage Form*

FREIGHT / PALLET (over 150 lbs.)

To ship directly to the OCCC dock via Freight Carrier, handling/storage fees* will be applied to each crate/pallet received at the dock. Advance Notice is required to arrange delivery to one location within the convention center. Please fill out this form and fax back to Branch Manager (407) 363-4731. You will receive a Freight Confirmation sheet and estimate, along with address details.

*Handling Fees: \$375 per pallet/crate **inbound**
\$375 per pallet/crate **outbound**

*Storage Fees: Shipments that arrive prior to delivery date are subject to \$100.00 per day per piece storage fee.

Do you have any **INBOUND FREIGHT**?** YES NO Days of Storage Needed: _____

How many? # of Pallets _____ # of Crates _____ Average Weight: _____

Name of Incoming Freight-line: _____

Date Your Freight Arrives: _____ Date We Should Delivery to Room : _____

Location (meeting room or hall) at the OCCC: _____

Do you have any **OUTBOUND FREIGHT**?** YES NO Days of Storage Needed: _____

How many? # of Pallets _____ # of Crates _____ Average Weight: _____

Name of Outbound Freight-line? _____

Date freight available for Pickup? _____

When will Freight-line pickup Freight? Date: _____ Time: _____

Event Name: _____ Dates: _____

On-site Contact Name: _____ Cell Phone #: _____

*FedEx Kinko's Office does not assume responsibility for damaged shipments.

*6.5% Florida sales tax is not included in any of the pricing or quotes listed above.

**Please ensure that the Freight Carrier has this information for OCCC Security and Dock Masters.

INBOUND

OUTBOUND

Weekly Equipment Rentals

Method of payment must be submitted at time of order

ITEM	DESCRIPTION	WEEKLY	IMPRESSION \$
Cash Register	Small Manual Register.....	\$ 200.00	N/A
Fax.....	Desktop Plain Paper Fax	\$ 300.00	N/A
Shredder	24 sheets cross cut.....	\$ 325.00	N/A
Desktop Copier.....	24 PPM Auto Feeder	\$ 370.00	N/A
Low Speed	Copier 30 PPM Auto Feeder	\$ 735.00	04/ea. First 1,000 Comp
Mid Speed Copier	50 PPM collate/staple/duplex.....	\$ 880.00	04/ea. First 2,000 Comp
Mid/High Speed Copier	75 PPM collate/staple/duplex.....	\$ 1335.00	04/ea. First 3,000 Comp
High Speed Copier	92 PPM collate/staple/duplex.....	\$ 1650.00	04/ea. First 5,000 Comp

Delivery Date	Qty	Pick Up Date	Equipment	Location	Price

Guest Must be Present at Delivery and Pickup Times, to SIGN for Equipment and Verify Machine Counts!

All Rentals Include:

- Proper key-op instructions for operators, including clearing paper jams
- Two hour on site response to all service situations
- All copier drawers full with 20# white paper
- Delivery fee included in rental - Additional charges may apply on Sundays and additional moves
- All copiers have digital capabilities - networking fees may apply
- 24 hr. 7 days a week service at no charge
- Staple containers will be full, toner supplied for entire rental
- Additional cases available at \$75.00 or \$9.00 per ream

Client Must Have Power Supplied According to Specifications Listed Below:

- Desktops = Standard wall circuits 110 volts 15 amps
- Mid Speed = 110 volts 15 amps. Must be dedicated circuit.
- Mid/High = 100 volts 20 amps. Must be dedicated circuit
- High Speed = 30amp 220v . Must be dedicated circuit.

Please Sign below and attached Credit Card Authorization Form to confirm order

Signature

Date

West Concourse Location



CONTACTS

FedEx Kinko's Office Business Center

Open 7 days a week 8am-5pm

9800 International Drive

Orlando, FL 32819

Phone: 407-363-2831

Fax: 407-363-4731

Email: usa3996@fedexkinkos.com

Your Onsite Contacts:

Kelly Talamantes

Center Manger

Cell: 407-616-6130

E: Kelly.Talamantes@fedexkinkos.com

Velena Harris

Assistant Manager

Justin Thompson

Assistant Manager

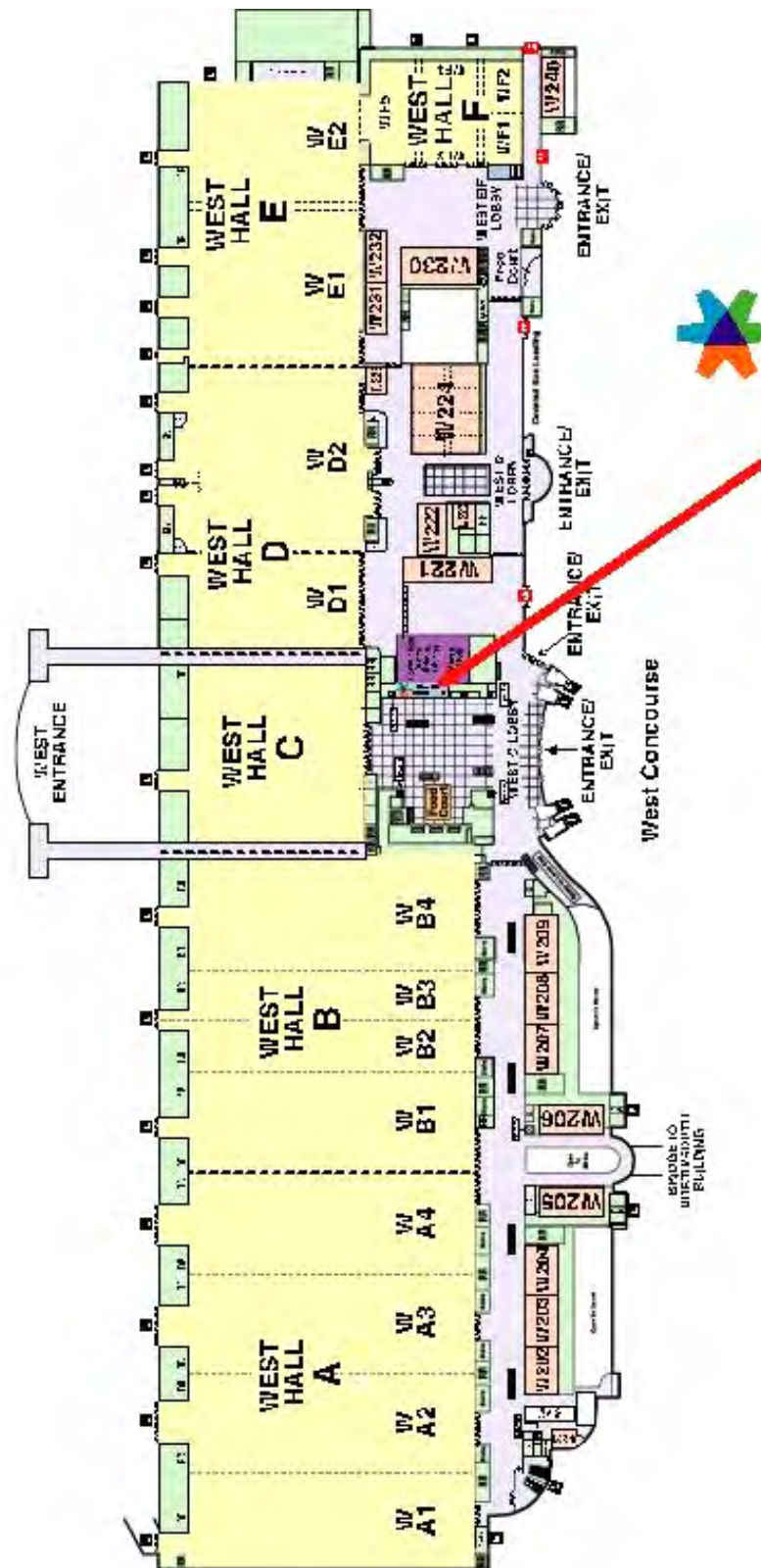
Mark A. Thompson

Convention Sales Manager

Office: 407-685-5544

Cell: 321-297-6598

LEVEL II



North & South Concourse Locations



CONTACTS

FedEx Kinko's Office Business Center

Open 7 days a week 8am-5pm

9800 International Drive

Orlando, FL 32819

Phone: 407-363-2831

Fax: 407-363-4731

Email: usa3996@fedexkinkos.com

Your Onsite Contacts:

Kelly Talamantes

Center Manger

Cell: 407-616-6130

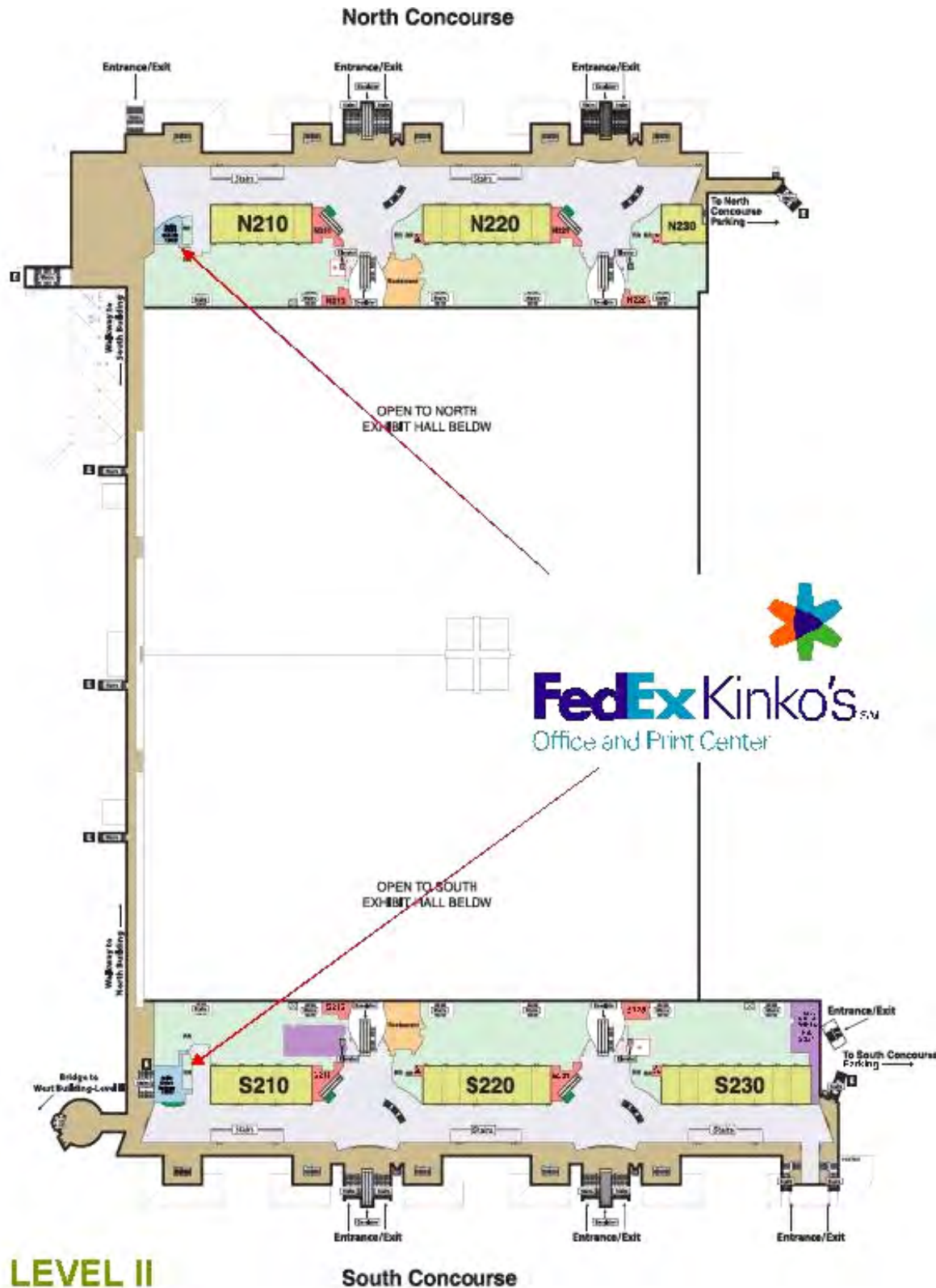
E: Kelly.Talamantes@fedexkinkos.com

Velena Harris

Assistant Manager

Justin Thompson

Assistant Manager



LEVEL II

South Concourse

Mark A. Thompson

Convention Sales Manager

Office: 407-685-5544

Cell: 321-297-6598

E: Mark.Thompson@fedexkinkos.com

Payment Authorization Form

Please provide the following information with each order placed. Turnaround time subject to order size.

Are You Tax Exempt in Florida: **YES** **NO** (If yes send Tax Certificate)

Onsite Contact Name: _____ Onsite Phone: _____

Event Name: _____ Show Office: _____

Show Dates : _____ Delivery Location: _____

Date Files Received: _____ Date of Completion: _____

BUILDING



PLEASE SEND ALL FILES IN PDF FORMAT

Instructions

This form authorizes FedEx Kinko's Office to charge the following credit card / CAS account for services performed. Complete this form and **fax it to FedEx Kinko's Office at : 407-363-4731.**

Customer/Account Information

Date	Company Name (if applicable)	Customer Name	
Address 1			
Address 2			
City		State	Zip
Phone	Fax	E-mail	
Name of Card Holder (print)		Credit Card Type (check one)	
		<input type="checkbox"/> FedEx Kinko's Commercial Account (not FedEx shipping acct.) <input type="checkbox"/> American Express <input type="checkbox"/> Diners Club <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	
Account Number			Expiration Date
Amount to be Charged			
Credit Card Holder's Authorization Signature			Date
Authorized Users List			
_____		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	

Business Center On-Site On-Demand Pricing



CONTACTS

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Center

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Cell: 407-616-6130

E: Kelly.Talamantes@fedexkinkos.com

Velena Harris
Assistant Manager

Justin Thompson
Assistant Manager

Mark A. Thompson
Convention Sales Manager
Office: 407-685-5544
Cell: 321-297-6598

Turn around times will be subject to order size.

Black & White Copies

\$0.20 per single sided impression 20 # Bond Paper (8.5 x 11, also available in 3HD or 8.5 x 14)
\$0.40 per single sided impression 20 # Bond Paper (11 x 17)
\$0.23 per single sided impression Pastel, Bright Paper (8.5 x 11 or 8.5 x 14)
\$0.32 per single sided impression Resume, Executive Paper & Cardstock (8.5 x 11)
\$0.43 per single sided impression Resume Cardstock (8.5 x 11)
\$2.49 per single sided impression Enlargement and Reduction
\$1.00 Black & White Transparencies (letter)

Color Copies & Services

\$1.69 per single sided impression 28 lb. laser (8.5 x11 or 8.5 x14)
\$0.25 add per single sided impression Laser Cardstock
\$3.38 Tabloid 11x17
\$0.50 add per single sided impression Laser Cardstock
\$2.49 Color Transparencies

Finishing Services

\$0.05 Machine Stapling, per staple
\$0.25 Hand Stapling, per staple
\$0.25 Hand Folding, per fold
\$0.25 Collating, per page
\$0.25 Inserting, per item
\$2.00 Cutting, per cut
\$3.00 Lamination per square foot - \$0.50 additional for trimming
\$0.75 Lamination, luggage tag - \$0.50 additional for loop or clip

Binding

\$4.95 Spiral (Comb) Tape, Velo Binding with Clear Covers
\$3.95 Without Clear Covers
\$5.95 Coil Binding with Clear Covers
\$4.95 Without Clear Covers
\$1.00 Binding over 1 inch (add)

Computer Workstations

\$0.40 Workstation PC (per minute)
\$0.20 Laptop Computer Time (per minute)
\$0.59 Black & White Laser Prints
\$2.49 Color Laser Prints

Fax Services

\$1.50 Outgoing Local and 800 (per page)
\$2.00 Outgoing Domestic - 1st page & \$1.50 each additional page
\$1.00 Incoming (per page)
\$9.95 International - 1st page & \$6.00 each additional page

Administrative Services

\$120.00 per hourDocument Creation (1/2 hour minimum)

All packages shipped in/out will incur a convenience handling charge. See Shipping forms for pricing.

*6.5% Florida sales tax is not included in any of the pricing/quotes listed above. Pricing subject to change with out notice.

<http://www.fedex.com/us/officeprint/conventions/locations/Orlando.html>

fedex kinko's convention services - Orlando - Microsoft Internet Explorer

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Address <http://www.fedex.com/us/officeprint/conventions/locations/Orlando.html>

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FedEx Kinko's
Office and Print Center

Office/Print Services Ship

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Orange County Convention Center (OCCC)

What convention and convenience have in common in Orlando
The FedEx Kinko's location in the [Orange County Convention Center \(OCCC\)](#) offers you virtually everything you need to meet your convention exhibiting needs — from packing and shipping to signage, copying and last-minute office supplies.

Send your work ahead and have it waiting for you at the Orange County Convention Center (OCCC) when you arrive at your upcoming event.

Place Your Order Now >>



Orlando Convention Center

Orange County Convention Center (OCCC)

9800 International Drive
Orlando, FL 32819
1.407.363.2831
usa3996@fedexkinkos.com

Hours:
Open 8 a.m.–5 p.m., 7 days a week
Saturday–Sunday: Call

Special Services
FedEx returns, notary services, direct mail.

For more information about Orange County Convention Center (OCCC) [click here](#).

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