



MAC Meetings & Events - 2010 Transportation Services Rockwell Automation Fair - Orlando

MAC Meetings & Events leases the vehicles to be used for client's programs. MAC Meetings & Events only contracts with those companies with which it has a proven and successful track record. Vehicles must always meet standards of cleanliness and be in excellent condition. All drivers must be professionally uniformed, knowledgeable of the city, and be personable with passengers in their vehicles.

Insurance:

MAC Meetings & Events carries liability insurance in the amount of \$5,000,000.00 and requires that all carriers carry a minimum of \$5,000,000.00. Certificates of insurance will be submitted upon the client's request.

Orlando International Airport:

Airport Code - MCO

For a detailed step-by-step guide for any arrivals into MCO, please visit the arrival guide:

<http://www.orlandoairports.net/arrive/index.htm>

Once in the Baggage Claim area, guests will see the MAC Meetings & Events staff. Each staff member will be easily identifiable, wearing a bright orange jacket and holding a sign with the group/company name. The MAC Meetings & Events staff will escort the guests from their assigned baggage carousel and proceed to guide the group to its transportation. Please allow 45 minutes of transfer from the airport to the Orlando Convention Center. For additional information about the Orlando International Airport, please visit the website:

<http://www.orlandoairports.net/>

Orlando Convention Center:

The Orlando Convention Center is comprised of the North/South building and East/West building. The exhibit area for the 2010 Rockwell Automation Fair will be in the South Exhibit Hall. The designated drop-off and pick-up location for all ground transportation will be outside of the South Concourse. **Per the Convention Center security policy - ALL transportation must be registered with the convention center officials.** MAC Meetings & Events will register all vehicles secured through us on our client's behalf. For additional information about the Orlando Convention Center, please visit the website:

<http://www.occc.net/attendee/default.asp>

Should you be providing your own transportation, you still will be required to register your transportation with the Convention Center, through MAC Meetings & Events.



Transportation Scheduling:

Group transfers to/from the Orlando Convention Center on Wednesday, November 3 and Thursday, November 4, will be scheduled on a first-come, first-served basis. Due to the very limited space for vehicle pick up and drop off and required registration with the Orlando Convention Center, we strongly recommend contacting us prior to September 1. This will help ensure that your group receives priority scheduling. Once your group schedule has been confirmed, you will receive an email confirming your transfer times and your bus sign that your group should use to identify your specific vehicle(s). If you would like your company logo on the sign, please email me a jpg or gif version. Please note, that if we are not able to accommodate your requested pick-up or drop-off times (due to unavailability), we will provide you with the nearest alternative time for your group.

For group departures, it will be paramount that the entire group is ready at its scheduled departure time. The minicoaches and motorcoaches will only be allowed to stage outside of the entrance for ten minutes. If the entire group has not arrived and their designated time has passed, the group’s vehicle(s) will have to leave and return at the next available time to pick up the group. MAC Meetings & Events staff members will be in the Convention Center lobby, holding a sign for each group and escorting each group out to their assigned vehicle(s).

Ground Transportation - Orlando

Vehicle	Minimum Hours	Base Fee	Additional Hourly Fee	One-Way Airport Transfer
Motorcoach 47-passenger	5	\$775.00	\$155.00	\$585.00
Minicoach 24-passenger	5	\$725.00	\$145.00	\$525.00
Luxury Van 12-passenger	4	\$400.00	\$100.00	\$150.00
Limousine 6-passenger	4	\$450.00	\$112.50	\$245.00
Sedan 3-passenger	3	\$180.00	\$60.00	\$130.00

Ground Transportation Notes:

- Motorcoach and Minicoach costs include driver gratuity, airport parking fee, current fuel surcharge and a designated onsite greeter/dispatcher for your group
- All other vehicles will be “driver greet” at the airport – your assigned driver will meet your group in the designated baggage claim area with a group sign
- After 30 minutes from the originally scheduled airport arrival time, the charge will be reversed to an hourly fee – additional fees will be applied; in order to avoid these fees, please notify MAC Meetings & Events if your flight times have changed



Disclaimers:

- All costs are based on 2010 prices and availability and are subject to change
- Exact costs will be outlined in detail we have your travel manifest and itinerary
- MAC Meeting & Events coordination fee (5%) will be applied to each program

MAC Meetings & Events Contact Information:

We thank you for requesting transportation information from MAC Meetings & Events for the 2010 Rockwell Automation Fair in Orlando. We look forward to servicing all of your transportation needs and providing you and your group a memorable experience. If you have any questions, please do not hesitate to contact me.

A handwritten signature in black ink that reads 'Ben Baker'.

Ben Baker
Transportation Manager
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