



Legacy will be your on-site Audio Visual provider.
For questions or additional information you can contact us at
AVDept@LegacyLLC.net

River Spirit Casino Resort

Vendor Packet

Welcome to River Spirit Casino Resort

We are excited to be partnering with you on your event. We proudly offer the following services and amenities.

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All forms must be completed and returned to your Event Planner 7 days prior to your arrival.

- All Items are subject to availability.
- An email confirmation will be sent upon receipt of a vendor packet.
- If you fail to receive an email confirmation, the hotel has not received your vendor packet and will not guarantee appropriate setup or add-ons



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ELECTRICAL ORDER FORM

Circuit orders received outside of (7) business days prior to the event move-in date are considered pre-orders.
 Circuit orders received within (7) business days of the event move-in date are considered rush orders.
 All orders must be accompanied by payment for services requested.

Installations will not take place until payment has been made.

SERVICE	PRE-ORDER	RUSH	QTY/DAYS	Total
110V Power (includes 1 power cable)	\$25.00	\$45.00		
220V Power	\$150.00	\$300.00		
100 Amp (single or up to three phase)	\$350.00	\$500.00		
400 Amp (single or up to three phase)	\$500.00	\$700.00		
Power Strip (must order 110V power)	\$15.00	\$30.00		
	Subtotal			
	20% Service Charge			
	6% Resort Fee			
	Grand Total			

- Power strips or other multiple-plug adapters are not allowed without surge protected.
 - All rates quoted include installation and removal of services.
 - Rates are flat charge per event (not daily).
 - Vendors cannot tape items across doorways.
- All power cables must be supplied or approved by River Spirit Casino Resort.

Rush order rates subject to additional labor.

Special Requirements: _____

Company		Event Name	
Contact		Move-in Date	
Email Address		Booth Number (if known)	
Phone Number			

It is our intent to provide quality utility for our clients, however River Spirit Casino Resort & Legacy Sales & Consulting, LLC is not responsible for any damages to electrical, mechanical, or computer equipment caused by power surge, voltage drop, loss of building power or any failure deemed an "Act of God". It shall be the responsibility of the client to provide adequate surge protection for their equipment and act in good faith with installation & removal of equipment, including but not limited to any electrical, mechanical or computer equipment. It shall also be the responsibility of the client to ensure that their equipment is unplugged & properly secured during non-operating hours.

