



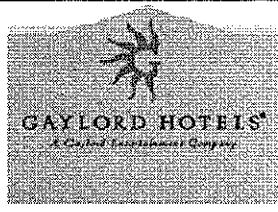
Exhibitor Signage and Rigging Order Form



Gaylord Hotels

A Gaylord Entertainment Company

Ordering Instructions ...	Pricing Information...			
<ul style="list-style-type: none"> • All ceiling rigging must conform to Show Management rules and regulations and facility limitations • All overhead signs and banners must be assembled and disassembled by the exhibitor company. • All electrical signs must be in good working order and in accordance with the National Electrical Code and electricity ordered in advance through your electrical provider • All signs, banners and decorations must be hung and dismantled by PSAV whether in the ballroom, exhibition hall, lobbies, atriums or gazebos. Banner placement must be approved in advance by Conference Services. • Labor Rates include the price of Crew and Lift • The total charge per item is determined as a <i>Show RATE</i>, that is the requested items selected are charges of the actual <i>show days</i> of the exhibition. • A service charge of 22% will be added to the subtotal before Tax. • Please include applicable Sales Tax on equipment rental. TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided. • CANCELLATIONS/CHANGES <ul style="list-style-type: none"> A) Cancellation or changes to order must be received 24 hours prior to scheduled event load in time. B) If services have already been provided at the time of cancellation, 100% of original charges will be applied. C) If services have already been provided at the time of changes additional charges will be applied. 	Equipment	Install	Dismantle	
	Single Signage Package Pricing	\$ 450.00	\$ 450.00	
	Package price for single PSAV approved signage to include rigging labor and scissor lift. PSAV reserves the right to deem the signage as qualifying for the package guideline. The rate applies for banners or signs hung from a single point. If sign over 20 lbs. additional equipment may be required.			
	Labor			Rate / Hour.
	** Additional Labor per person / per hour (4hr. Min)**			
	Straight Time - 8:00am-5:00pm (m-f)			\$ 75.00
	Overtime - 5:00pm - 12:00am (m-f)			\$ 112.50
	Double Time - 12:00am - 8:00am (m-s)			\$ 150.00
	Saturday - 8:00am - 12:00am (sat only)			\$ 112.50
	Sunday - All Day (sun only)			\$ 150.00
Holidays - All Day			\$ 150.00	
Scissor / Boom Lifts			\$100	
Customer Information ...				
Company Name:				
Address:				
City:				
State:		Zip:		
Ordered By:				
Telephone #:				
Fax #:				
Email:				
Please fax to 817.778.3299 for a proposal and confirmation.				
...for Processing				
Method of Payment ...		Return Form To:		
Card Number: _____ Exp Date ____ / ____		Presentation Services		
Cardholder's Name (as appears on card): _____		Gaylord Texan Resort and Convention Center		
Cardholders Signature: _____		1501 Gaylord Trail		
PLEASE CHECK American Express <input type="checkbox"/>		Grapevine, Texas 76051		
ONE Visa <input type="checkbox"/>		PH: 817-778-3288		
MasterCard <input type="checkbox"/>		FAX: 817-778-3299		
Check# <input type="checkbox"/>		PSAV exclusively provides rigging & banner hanging services.		
		Please visit our website to view rates.		
		www3.avservicescorp.com/onsite/gaylordtexan		



Exhibitor Signage and Rigging Order Form



Gaylord Hotels
A Gaylord Entertainment Company

Event Information

Event Name: _____	Event Load In Date: _____
Event Hall Location: _____	Event Load Out Date: _____

Booth Information

Customer Information ...

Booth Name: _____	Booth Number: _____
Booth Dimensions: _____ X _____	
Delivery Date: _____	Time: _____
Removal Date: _____	Time: _____

Company Name: _____	_____
Address: _____	_____
City: _____	_____
State: _____	Zip: _____

Signage Information

Sign Type: _____	Sign Weight: _____
Sign Dimensions: _____ X _____	
#Feet From Floor To Top Of Sign _____	

Ordered By: _____	_____
Telephone #: _____	_____
Fax #: _____	_____
Email: _____	_____

Please use the space below to sketch a description of your signage

Onsite Contact Information...

Name: _____
Phone: _____
Cell: _____
Email: _____
Arrival Date: _____

Please use the space below to sketch a description of your booth and approximate signage location