



RULES AND REGULATIONS FOR EXHIBITS AND DISPLAYS

Fax or Mail to: Gaylord National Resort & Convention Center
Attn: Exhibit Service Department
201 Waterfront Street National Harbor Md. 20745
Office: (301)-965-3710
Fax: (301)-965-3797
Email to: GNExhibits@gaylordhotels.com

- A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at Least Fourteen (14) days prior to the first day of show to qualify for the Advance Price. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Maryland State Sales Tax (6%) will be applied to all equipment & service orders. *Checks and cash are not accepted.*
- The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.
- In accordance with the Prince Georges County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
- The Gaylord National Resort and Convention Center has deployed a wireless management system in its exhibit halls that assists Gaylord National IT representatives with the delivery of flawless high speed internet access. The use of any UNORDERED wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless access point device, not provided by Gaylord National Resort and Convention Center, without prior authorization. See the "Information Technology Terms, Conditions & Regulations" and "Network & Telecommunication Services" forms enclosed in this service kit for additional information as well as ordering procedure and pricing.
- Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services.
- Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.
- Stick-on decals (except name tags) may not be distributed or used in the convention center.
- Holes may not be drilled or punched into any surface in the convention center.
- The painting of exhibits or signs is not allowed anywhere inside the convention center.
- Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any surface in the convention center.
- Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted.
- Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. It is the responsibility of the Official contractor to remove **ALL** tape from the floor at the end of the event.
- The hotel reserves the right to purchase, prepare and provide all food and beverage items.

- Cooking permit must be obtained before any cooking activity is permitted within the convention center. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Prince Georges County Health and fire Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.
- The use of “Day tanks” bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.
- Vehicles that are used as part of a display should have no more than a 1/4 tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.
- Covered or multi-leveled booths over 300 sq. ft are required to have an automatic extinguishing system or required fire watch personnel. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Scaled, stamped plans of the booth must be submitted. Cost of fire watch personnel is determined by Prince Georges County Fire and Rescue. Contact Conference Services for additional information.
- Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Prince Georges county Fire and Rescue Services.
- **Freight Services:** Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord National Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact the business center at Gaylord National. Please call your Official Service Contractor with any shipping questions.

GUIDELINES FOR ALL CARPETED AREAS

The following policy and procedure will be in effect for all areas of the hotel with existing carpet.

- Gaylord National does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.
- It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to “Move-In Condition”. All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.
- Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.
- All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.
- Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and contractor’s double-face tape be applied to the low tack tape.



ELECTRICAL/UTILITY SERVICES
FAX OR MAIL TO: Gaylord National Resort & Convention Center
 201 Waterfront St. National Harbor Md. 20745
Office: 301-965-3710
Fax: 301-965-3797
Email to: GNExhibits@gaylordhotels.com

EVENT NAME _____ **EVENT DATE** _____
COMPANY NAME _____ **BOOTH NUMBER** _____

ADVANCE PRICE IS 2 WEEKS PRIOR TO THE SHOW DATE

VOLTS	MAX WATTS	CIRCUIT AMPS	PHASE	ADVANCE PRICE	STANDARD PRICE	QTY	AMOUNT
120	500	5	Single	\$110.00	\$130.00		\$
120	1,000	10	Single	\$135.00	\$160.00		\$
120	2,000	20	Single	\$180.00	\$200.00		\$
208	3,300	20	Single	\$290.00	\$300.00		\$
208	5,700	20	Three	\$390.00	\$465.00		\$
208	5,000	30	Single	\$380.00	\$460.00		\$
208	8,600	30	Three	\$550.00	\$655.00		\$
208	9,900	60	Single	\$685.00	\$840.00		\$
208	17,000	60	Three	\$1100.00	\$1300.00		\$
100,200,400 amps is available. Please call for a quote 301-965-3710							
Special Order							\$
Compressed Air: Hotel supplies 3/4",1/2",1/4" quick release female connection. (Labor included.) 80-100 PSI 125 CFM					\$300.00		\$
Water: Hotel supplies 1/2" male threaded connector. Exhibitor is responsible for bringing adaptors . (Not available in Ballrooms)					\$300.00		\$
Drainage: Available depending on booth location. A pump may be required at an additional cost. (Not available in Ballrooms)					\$200.00		\$
One time fill and drain. Maximum of 50 gallons					\$300.00		\$
1 Outlet Extension-cord. RENTAL ONLY					\$25.00		\$
6 Outlet Multi-strip. RENTAL ONLY					\$15.00		\$
Transformer					\$150.00		\$
Antenna/ Cable run Please call for quote 301-965-3710							\$

SCALED FLOOR PLANS

A scaled floor plan must accompany Orders showing requested location of electrical source. If a drawing is not provided, Gaylord National will install service in the most convenient location and chargers will apply for relocation,

ELECTRICAL LABOR

Island, peninsula and in line booths requiring power to be installed other then to the back of the booth will be charged time and materials. Please include a **SCALED** floor plan showing the requested location(s) of the power drop(s). Labor and materials will be charged to the credit card on file.

LABOR RATES

Mon.- Fri. 8:00 am – 5:00 pm \$90.00 hr
 All other times \$160.00

ELECTRICAL CONNECTIONS

The rates, indicated on this rate sheet, cover only the delivery of services to the booth in the most convenient manner. Rate does not include connecting or running electrical inside the booth area. All electrical to be installed for in line booths will be to the back of the booth. All others will be from the ceiling or the floor which ever the most convenient manner is.

NOTE: Labor and materials will be billed at the end of the show.

CREDIT CARD IS THE ONLY FORM OF PAYMENT

Credit Card Visa MasterCard Am Express Discover Diners Club

CARD # _____	EXP. DATE: _____
SIGNATURE: _____	PHONE # _____
E MAIL ADDRESS: _____	
ON SITE CONTACT: _____	PHONE # _____
PLEASE PRINT	

Charges: \$ _____
Labor (post show) \$ _____
Tax (6%) \$ _____
TOTAL: \$ _____



INFORMATION TECHNOLOGY TERMS CONDITIONS & REGULATIONS

Fax or Mail to: Gaylord National Resort & Convention Center
Attn: Telecommunication Department
201 Waterfront Street National Harbor Md. 20745
Office: (301)-965-2506
Fax: (301)-965-2598
Email to: Aaron.Harley@gaylordhotels.com

Gaylord National Resort and Convention Center Information Technology Terms, Conditions and Regulations

GENERAL:

- Installation of telephone, telecommunications, network and cabling services within the Gaylord National Resort and Convention Center is exclusive. Telecommunication services (voice and data) are to be ordered by each exhibitor separately and are not to be shared with other exhibitors. Routine audits are preformed to ensure adherence.
- All prices are for rental of services only. Material and equipment furnished by the Gaylord National Resort and Convention Center for telecommunication services shall remain the property of the Gaylord National Resort and Convention Center's unless otherwise specified, and shall be returned to the Gaylord National Resort and Convention Center's Exhibitor Service desk at the close of show. There will be a \$250.00 charge for lost or damaged telephone sets and a \$250.00 charge for lost or damaged network equipment. The Gaylord National Resort and Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.
- Under no circumstances shall anyone other than the Gaylord National Resort and Convention Center's Information Technology technicians make any special wiring within the resort property. Only the Gaylord National Resort and Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) will be billed to the exhibiting firm name.
- Delivery of all voice and data transmission lines ordered from an outside vendor will only be allowed to the second floor Data Center. All circuit installs must be coordinated with the Gaylord National Resort and Convention Center's Information Technology group at least 9 weeks in advance of show date.
- All exhibitor telephone and network services will be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time.
- Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials will be charged for precise placement of communication services. Additional labor charges will be required for relocating service after installation. The Gaylord National Resort and Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring voice or data services to a booth.
- Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in ½ hour increments (minimum charge is ½ hour). Labor rate is \$100.00/hour (advanced -- scheduled) and \$175.00/hour (standard -- non-scheduled).
- Notification of cancellation must be received in writing a minimum of five (5) days prior to the scheduled opening date. Credit will not be given for connections installed and not used. No credit will be given for service canceled less than forty-eight (48) business hours prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Exhibitor Services Department prior to the close of show. The Gaylord National Resort and Convention Center will resolve disputes in a timely manner.

NETWORK | INTERNET | WIRELESS:

- The network connections provided by Gaylord National Resort and Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies. The services being provided by Gaylord National Resort and Convention Center will facilitate communications between the Gaylord National Resort and Convention Center's authorized users and the entities reachable through the Internet. Users of Gaylord National Resort and Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
- Users of Gaylord National Resort and Convention Center services shall not disrupt any of the Gaylord National Resort and Convention Center network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Gaylord National Resort and Convention Center or other associated networks. Gaylord National Resort and Convention Center services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
- Gaylord National Resort and Convention Center reserves the right to troubleshoot with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord National Resort and Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities. After disconnection, isolation and quarantine assistance will be given.
- All devices for which the Gaylord National Resort and Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord National Resort and Convention Center assigned IP address. At no time, while connected to Gaylord National Resort and Convention Center network, will the customer use run their own DHCP server. Physical layer network audits are performed to ensure adherence.
- The Customer must provide the node equipment (personal computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10/100Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.

Wireless Specific (802.11a,b,g): The Gaylord National Resort and Convention Center has deployed an 802.11a/b/g wireless management system in its meeting facility. This management system assists Gaylord National IT representatives with the delivery of flawless high speed internet access. The use of any unsecured wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless device not provided by Gaylord National Resort and Convention Center without prior authorization. If you plan on using any 802.11a/b/g wireless device, please contact the Gaylord National IT department at 407-586-0543 and provide your access point SSID and the total number of devices you plan on connecting to your access point. Failure to do so will result in automatic suppression of your access point rendering your wireless devices incapable of communications.

Internet Performance Disclaimer: Gaylord National Resort and Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. The Gaylord National Resort and Convention Center is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a DS3 (45mbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to any location on property.

Internet Security Disclaimer: Gaylord National Resort and Convention Center does not provide security, such as but not limited to firewalls, NATing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord National Resort and Convention Center; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.



NETWORK & TELECOMMUNICATION SERVICES

Fax or Mail to: GAYLORD NATIONAL RESORT & CONVENTION CENTER
 Attn: Information Technology Department
 201 Waterfront St National Harbor Md. 20745
 Office: 301.965.2506 Fax: 301.965.2598
 Email to: Aaron.Harley@Gaylordhotels.com

Event Name: _____ Event Dates: [event date] _____
 Company Name: _____ Booth Number: _____
 Contact Name: _____ Contact Number: _____

Ordering Instructions

1. Fill out this form completely, including the Credit Card Authorization Form, and mail or fax to the above address. Checks and cash are not accepted.
2. **Fax a layout of your booth to Gaylord National Resort and Convention Center at 301-965-2598.** Please mark where your connections should be dropped and located. Include booth orientation to the show hall. Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price
3. **All equipment and services are subject to a 6% sales tax.**

NETWORK & TELECOMMUNICATIONS CONNECTIONS - Rates quoted for voice and data connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or the routing of cables inside the booth area. All telecommunication services installed will be on the floor in the back of the booth for in-line booths. Telecommunications for island booths will come from the ceiling or pillars, in the most convenient manner.

Wireless Internet (1st Device)	_____	\$800.00	\$1,100.00	_____
Additional Connection	_____	\$250.00	\$300.00	_____
Please choose a User ID: _____				
Please choose a Password: _____				
High-Speed Internet Access				
High-Speed Internet Access (1st Device)	_____	\$1,300.00	\$1,500.00	_____
Additional Connection	_____	\$300.00	\$350.00	_____
Additional Device (Customer Provided Switch/NAT)	_____	\$250.00	\$300.00	_____
Static Public IP Address	_____	\$350.00	\$400.00	_____
Dedicated Internet Access – Dedicated Private VLAN				
1.5 Mb/sec	_____	\$6,500.00	\$7,500.00	_____
3.0 Mb/sec	_____	\$10,250.00	\$11,250.00	_____
6.0 Mb/sec	_____	\$15,250.00	\$16,250.00	_____
Telecommunication (Telephone) Services				
Standard DID telephone/fax/modem line	_____	\$325.00	\$350.00	_____
Polycom (speakerphone)	_____	\$250.00	\$350.00	_____
Standard Desk Telephone	_____	\$30.00	\$40.00	_____
Labor - Troubleshooting / Move / Change	_____	\$100.00	\$150.00	_____

Credit Card Visa MasterCard Am Express Discover Diners Club

CARD # _____	EXP. DATE: _____
SIGNATURE: _____	PHONE # _____
E MAIL ADDRESS: _____	
ON SITE CONTACT: _____	PHONE # _____

Charges: \$ _____
 Subtotal: \$ _____
 6% Tax: \$ _____
TOTAL: \$ _____



BOOTH LAYOUT

Fax or Mail to: Gaylord National Resort & Convention Center
 Attn: Exhibit Service Department
 201 Waterfront Street National Harbor Md. 20745
 Office: (301)-965-3710
 Fax: (301)-965-3797

Email to: GNExhibits@gaylordhotels.com

Event Name: _____ Event Dates: _____
 Company Name: _____ Booth Number: _____
 Contact Name: _____ Contact Number: _____

Please indicate placement of Electrical/Utility and Telecommunication services ordered.

Adjacent Booth or Aisle # _____ **BACK**

LEFT
Adjacent Booth or Aisle # _____

RIGHT
Adjacent Booth or Aisle # _____

FRONT Adjacent Booth or Aisle # _____

NOTE: Island, Peninsula and In-line booths requiring power to be installed other than the back of the booth will be charged time and materials. Please include a scaled floor plan showing the requested location of electrical source. Labor and materials will be charged to the credit card on file.

All Rates are 3-Day Show Rates

Video/Projection Equipment	Qty	X	SHOW	RATE =	Total
	QTY	Advanced	QTY	On Site	
20" VHS/DVD Monitor COMBO Unit		\$ 600.00		\$ 690.00	
32" LCD Video Monitor w/ VHS/DVD Player and Cart		\$ 1,530.00		\$ 1,759.50	
40" LCD Monitor w/ VHS/DVD Player & Stand (1280x1024)		\$ 2,670.00		\$ 3,070.50	
46" LCD Monitor w/ VHS/DVD & Stand (1280x1024)		\$ 3,420.00		\$ 3,933.00	
5', 6', 7', 8' Tripod Projection Screens w/ skirt		\$ 180.00		\$ 207.00	
DVD/VHS Player Combo Unit		\$ 420.00		\$ 483.00	
VHS Player w/ "end of tape" auto repeat		\$ 420.00		\$ 483.00	
54" Rolling Cart w/ black skirt		\$ 60.00		\$ 69.00	
Call PSAV for additional requests or information					
Total:					

Customer Information ...

Firm Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Ordered By: _____

Telephone #: _____

Fax #: _____

Email Address: _____

SHOW NAME: _____

Computer Equipment	Qty	X	SHOW	RATE =	Total
	QTY	Advanced	QTY	On Site	
Desktop Computer w/ CD-RW/DVD, SND, XP/Off 2003 w/ 17" Mon P4- 2.8, 1gb/40gb HD		\$ 750.00		\$ 862.50	
Laptop w/ CD-RW/DVD, XP/Off 2003, and 14.1Scrn P4-1.6, 1gb/40gb HD		\$ 750.00		\$ 862.50	
HP4250N LaserJet Printer, 43ppm, Network Compatible		\$ 750.00		\$ 862.50	
HP2250N Color Laser Printer, 30ppm, Network Compatible		\$ 900.00		\$ 1,035.00	
Call PSAV for additional requests or information					
Total:					

Ordering Instructions ...

The total charge per item is determined as a *Show RATE*, that is the requested items selected are charges of the actual *show days* of the exhibition. 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 Maryland.

To guarantee equipment availability and advanced rate, submit your request 30 days prior to delivery. Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. NO equipment charges for set-up day required.

CANCELLATIONS:

A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge.

B) If services have already been provided at the time of cancellation, 100% of original charges will be applied.

Computer Display Equipment	Qty	X	SHOW	RATE =	Total
	QTY	Advanced	QTY	On Site	
NEC 19" Flat Screen (17.1" View 1280x1024) Includes table stand.		\$ 525.00		\$ 603.75	
32" LCD Monitor and rolling monitor stand (1280x1024)		\$ 1,175.00		\$ 1,351.25	
40" LCD Monitor and rolling monitor stand (1366 X 768)		\$ 2,250.00		\$ 2,587.50	
46" LCD Monitor and rolling monitor stand (1366 X 768)		\$ 3,000.00		\$ 3,450.00	
60" Plasma Monitor and monitor stand		\$ 4,500.00		\$ 5,175.00	
LCD Projector Pkg (Includes 3300 Lumen projector, cart, power, and tripod screen).		\$ 2,685.00		\$ 3,087.75	
Call PSAV for additional requests or information					
Total:					

To guarantee equipment availability and advanced rate, submit your request 30 days prior to delivery. Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. NO equipment charges for set-up day required.

CANCELLATIONS:

A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge.

B) If services have already been provided at the time of cancellation, 100% of original charges will be applied.

rev. 10/15/08

Audio/ Lighting Equipment	Qty	X	SHOW	RATE =	Total
	QTY	Advanced	QTY	On Site	
Small Monitor Speaker		\$ 150.00		\$ 172.50	
Sound System with (2) powered speakers, (2) stands and (1) Wireless Microphone: Handheld or Lavalier (circle one)		\$ 1,200.00		\$ 1,380.00	
Wireless Microphone: Handheld or Lavalier (circle one)		\$ 600.00		\$ 690.00	
Pair of Hanging Spotlights (labor included)		\$ 600.00		\$ 690.00	
Note light type: LEKO or PAR CAN					
Total:					

****Delivery Information ...**

Onsite Contact: _____

Onsite Contact Cell#: _____

Exhibit Booth # _____ Meeting Room # _____

Delivery Date: _____ Time: _____

Pickup Date: _____ Time: _____

Component #: _____ Job #: _____

Totals ...	PAYMENT IS DUE WHEN ORDER IS PLACED	
TOTAL EQUIPMENT	1	\$ -
DELIVERY/SETUP/PICKUP*** (22% or \$65.00 minimum)	2	\$ -
SUBTOTAL	3	\$ -
MD STATE SALES TAX *** (6% of line 3)	4	\$ -
TOTAL DUE	5	\$ -

Method of Payment .. If Credit Card, please attach credit card authorization form .

Please Circle Visa MasterCard American Express

Card # _____
Exp Date _____
Security Code _____
Company Check # _____

Authorizing Signature _____

...for Processing

Return Form To:
Presentation Services
Gaylord National Resort and Convention Center
201 Waterfront St
National Harbor, MD 20745
Sales Manager: Jermaine Johnson
jaohnson@psav.com
Ph: 301-965-2059 - Fax: 301-965-2060

PSAV can provide for all of your Audio Visual needs. Please contact Exhibit Sales for any additional AV needs and pricing.



Exhibitor Signage and Rigging Order Form



Gaylord National Resort & Convention Center
A Gaylord Entertainment Company

Ordering Instructions ...

- Please Fax diagrams and signage specs along with this order form for a *price quote*.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations
- All overhead signs and banners must be assembled prior to riggers arriving 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
- All electrical services requirements must be submitted to Gaylord National's Electrical Supervisor:
Exhibits Department: (301) 965-3710 GNE Exhibits@gaylordhotels.com
- 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 Maryland
- To guarantee equipment availability and advanced rate, submit your request **20 days prior** to delivery.
- Riggers work in minimum teams of 3 (2 riggers to hang, 1 rigger for ground support.). Clients can not be used as substitute for riggers.
- **CANCELLATIONS:**
 - A) Cancellation of ordered must be received **48 hours prior** to delivery date to avoid a minimum charge.
 - B) If services have already been provided at the time of cancellation, **100% of original charges** will be applied.
- See next page for additional information.

rev. 11/08

Method of Payment ...

PLEASE CHECK

Card Number: _____ Exp Date ____ / ____ American Express

Cardholder's Name (as appears on card): _____ Visa

Cardholders Signature: _____ MasterCard

PLEASE MAKE ALL CHECKS OUT TO PSAV. Check# _____

Event Information

Event Name: _____ Event Load In Date: _____

Event Hall Location: _____ Event Load Out Date: _____

Booth Information

Booth Name: _____ Delivery Date: _____ Time:* _____

Booth Number: _____ Removal Date: _____ Time:* _____

On Site Contact must be available at the Delivery Time. Additional labor charges may result from absence.

Pricing Information...

Single Signage Package (for banners/signs up to 4'x6')	Installation & Dismantle	
	\$150 per banner/up to 3	
Package price for single PSAV approved signage includes 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 4'x6' or smaller. If sign is over 20 lbs, is larger than 4'x6', or you have more than 3, additional equipment and labor may be required. Please contact us for quotation.		
Rigging Labor Hourly Rates	Regular Rate (30 days in advance)	Penalty Rate
Straight Time - 8:00am-5:00pm (m-f)	\$ 105.00	\$ 120.00
Overtime - 5:00pm - 12:00am (m-f)	\$ 157.50	\$ 180.00
Double Time -12:00am - 8:00am (m-s)	\$ 210.00	\$ 240.00
Saturday - 8:00am - 12:00am (sat only)	\$ 157.50	\$ 180.00
Sunday - All Day (sun only)	\$ 210.00	\$ 240.00
Holidays - All Day	\$ 210.00	\$ 240.00
Scissor Lift Daily	\$ 250.00	\$ 300.00

** Additional Labor per person / per hour (4hr. Min)**

Customer Information ...

Company Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Ordered By: _____

Signature: _____

Telephone #: _____

Fax #: _____

Email: _____

Onsite Contact Information...

Name: _____

Cell: _____

Email: _____

Arrival Date: _____

Arrival Time: _____

...for Processing

Return Form To:
Presentation Services
Gaylord National Resort and Convention Center

201 Waterfront St.
National Harbor, Maryland 20745
PH: 301-965-2059 FAX: 301-965-2060

PSAV exclusively provides rigging & banner hanging services.
Please visit our website to view rates.
www3.avservicescorp.com/onsite/gaylordnational



**GAYLORD
NATIONAL®**
RESORT & CONVENTION CENTER
on the Potomac

Event Signage and Rigging Order Form

Gaylord National Resort & Convention Center
A Gaylord Entertainment Company



Event Information

Event Name: _____

Event Load In Date: _____

Event Hall Location: _____

Event Load Out Date: _____

Booth Information

Booth Name: _____ Booth Number: _____

Booth Dimensions: _____ x _____

Delivery Date: _____ Time: _____

Removal Date: _____ Time: _____

Customer Information ...

Company Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Signage Information

Sign Type: _____ Sign Weight: _____

Sign Dimensions: _____

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



Credit Card Consent Form
Gaylord National Resort and Convention Center

I authorize Presentation Services to charge my card in the amount of \$_____

Type of card: AMEX Visa - MC - Diners Club Discover

Credit Card Number: _____

Exp Date: _____ Security Code _____

Customer PO (if required or Purchase card used #): _____

Cardholder's Name: _____

Cardholder's Phone Number: _____

Cardholder's email address: _____

Cardholder's Billing Address: _____

State and Zip Code: _____

Customer Name to be Invoiced: _____

Invoice/Order Number(s): _____

I, (please print) _____, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the above order and any additional amounts incurred as a result of all show site changes by my representatives.

Signature _____ Date _____

Cancellation Policy

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 % fee applicable to equipment and tax only.
- B) Cancellations received on the day of the scheduled delivery or "no-shows" are subject to pay the full amount of the order to include installation, drayage and tax.

PSAV office use only: Location # _____ Approval Code _____



Mail or fax this form to:
Urban Jungle, Inc.
 P.O. Box 6165
 McLean, VA 22106
 703-241-8545 phone
 866-516-3716 fax
 [Tax ID #: 54-1796144]

**PLANT & FLORAL
 ORDER FORM**
 info@urbanjungleinc.com

QTY	ITEM	ADVANCE *	SHOW PRICE	TOTAL
	Floral Arrangement (approx. 12" H)	\$ 55.00	\$ 65.00	
	Floral Arrangement (approx. 18" H)	\$ 70.00	\$ 80.00	
	Custom Floral Arrangement (call for assistance)	\$ 95.00	\$ 110.00	
	Bud Vases (list color preference)	\$ 25.00	\$ 30.00	
	Tropical Arrangements	\$ 75.00	\$ 85.00	
	Roses, arranged, one dozen (color_____)	\$ 75.00	\$ 85.00	
	Orchid Plants (Small_____ Large_____)	\$50/\$75.00	\$60/\$85.00	
	Mum Plants (white_____ yellow_____ lavender_____)	\$ 25.00	\$ 30.00	
	Azaleas (red_____ pink_____ white_____)	\$ 30.00	\$ 35.00	
	Bromeliads (Red, pink, yellow, other)	\$ 30.00	\$ 35.00	
	Seasonal Plants (kalanchoe, gloxinia, cyclamen, etc.)	\$ 30.00	\$ 35.00	
	Small (6"pot) Fern_____ Ivy_____ Pothos_____	\$ 25.00	\$ 30.00	
	Large Fern_____ Ivy_____ Pothos_____	\$ 30.00	\$ 35.00	
	Glass Bowl for Cards (yours to keep)	\$ 25.00	\$ 30.00	
	Pkg A: (1) 6' Ficus topped w/ fern & blooming plant	\$ 125.00	\$ 135.00	
	Pkg B: (2) 3' plants and (1) Blooming plant	\$100.00	\$ 110.00	
	Pkg C: large container w/ivy and blooming plants	\$ 100.00	\$ 115.00	
	2' Green Plants	\$ 30.00	\$ 35.00	
	3' Green Plants	\$ 40.00	\$ 45.00	
	4' Green Plants	\$ 50.00	\$ 55.00	
	5' Green Plants	\$ 60.00	\$ 65.00	
	6' Green Plants	\$ 70.00	\$ 75.00	
	7' Green Plants	\$ 95.00	\$ 105.00	
	8' - 10' Ficus Trees	\$115.00	\$130.00	
Decorative Containers: White Black Wicker			SUB TOTAL	\$
◆ Call for prices on brass, chrome, terra cotta pots				
◆ Tax is based on show location			Sales Tax	\$
◆ WDC - 6% VA - 5% MD - 6% PA - 8%			See list at left	
FDC	Call for items you may want but do not see on this list.	TOTAL AMOUNT DUE		\$

Please remit payment to URBAN JUNGLE, Inc.

Rental Price includes: Container, top-dressing, delivery and pick-up. **All orders must be paid in full.** No adjustments will be made after the show closes. All green plants are rental items and are the property of Urban Jungle, Inc. Show site cancellations will incur a 100% cancellation fee. ***If tax-exempt in state of delivery, your certificate must be included with this order form.***

HAVE AN URBAN JUNGLE REP SEE US AT OUR BOOTH: Date _____ Time _____

Exhibitor: _____ Telephone #: _____
 Firm Name: _____ Fax # _____
 Address: _____ PO # _____
 City, State, ZIP: _____ e-mail**:

Show Name: _____ Location: _____
 Show Dates: _____ Booth #: _____

Payment Info: (circle one) AX VISA MC CHECK
 Credit Card #: _____ Exp. Date: _____ Security # _____
 Name on Card: _____ Signature: _____

{Overnight order form to: Urban Jungle, Inc. 1631 Dempsey St. McLean, VA 22101}

****Email is required for confirmation and final invoices.**

***Orders must be received two weeks prior to show date for advance price!**