

Show Name: _____ Booth #: _____

All Rates are Day Rates

Video/Projection Equipment	Qty	X # DAYS =		Total
	QTY	Advanced	QTY On Site	
32" LCD Video Monitor w/ VHS/DVD Player and Cart		\$ 510.00	\$ 612.00	
40" LCD Monitor w/ VHS/DVD Player & Stand (1280x1024)		\$ 740.00	\$ 888.00	
46" LCD Monitor w/ VHS/DVD & Stand (1280x1024)		\$ 890.00	\$ 1,068.00	
5', 6', 7', 8' Tripod Projection Screens w/ skirt		\$ 60.00	\$ 72.00	
DVD/VHS Player Combo Unit		\$ 125.00	\$ 150.00	
VHS Player w/ "end of tape" auto repeat		\$ 125.00	\$ 150.00	
54" Rolling Cart w/ black skirt		\$ 20.00	\$ 24.00	
<i>Call PSAV for additional requests or information</i>				

Customer Information ...	
Company Name: _____	
Address: _____	
City, State, Zip: _____	
Ordered By: _____	Contact #: _____
Email Address: _____	
Onsite Contact Name: _____	Cell #: _____
Delivery Date: _____	Preferred Del.Time: _____
Pick Up Date: _____	Preferred P/U Time: _____

Computer Equipment	Qty	X # DAYS =		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		\$ 150.00	\$ 180.00	
Laptop w/ CD-RW/DVD, XP/Off 2003, and 14.1Scrn P4-1.6, 1gb/40gb HD		\$ 150.00	\$ 180.00	
HP4250N LaserJet Printer, 43ppm, Network Compatible		\$ 200.00	\$ 240.00	
HP2250N Color Laser Printer, 30ppm, Network Compatible		\$ 200.00	\$ 240.00	
<i>Call PSAV for additional requests or information</i>				

Ordering Instructions...

The total charge per item is determined as a DAY RATE. 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, along with your organization's Federal ID number.

To guarantee equipment availability and advanced rate, submit your request 20 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 the cancellation, 100% of original charges will be applied.

Computer Display Equipment	Qty	X # DAYS =		Total
	QTY	Advanced	QTY On Site	
NEC 17" LCD Monitor includes Table Stand		\$ 125.00	\$ 150.00	
NEC 19" LCD Monitor includes Table Stand		\$ 175.00	\$ 210.00	
32" LCD Monitor and rolling monitor stand (1280x1024)		\$ 395.00	\$ 474.00	
40" LCD Monitor and rolling monitor stand (1366 X 768)		\$ 525.00	\$ 630.00	
46" LCD Monitor without stand (incl. speakers)		\$ 400.00	\$ 480.00	
60" Plasma Monitor and monitor stand		\$ 1,250.00	\$ 1,500.00	
LCD Projector Pkg (Includes 3300 Lumen projector, cart, power, and tripod screen).		\$ 745.00	\$ 894.00	
<i>Call PSAV for additional requests or information</i>				

Audio/ Lighting Equipment	Qty	X # DAYS =		Total
	QTY	Advanced	QTY On Site	
Small Monitor Speaker		\$ 50.00	\$ 60.00	
Sound System with (2) powered speakers, (2) stands and (1) Wireless Mic: Handheld or Lavalieri (circle one)		\$ 450.00	\$ 540.00	
Wireless Microphone: Handheld or Lavalieri (circle one)		\$ 200.00	\$ 240.00	
Pair of Hanging Spotlights (labor included)		\$ 200.00	\$ 240.00	
Note light type: LEKO or PAR CAN				

Totals ... PAYMENT IS DUE WHEN ORDER IS PLACED

TOTAL EQUIPMENT	1	
DELIVERY/SETUP/PICKUP*** (22% or \$75.00 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 .

Credit Card:

_____ Exp Date ____ / ____
 3 or 4 Digit Security Code: _____
 Cardholder's Name (as appears on card): _____
 Cardholders Signature: _____
 Company Check #:

...for Processing

Return Form To:
 Presentation Services
 Gaylord National Resort and Convention Center
 201 Waterfront St
 National Harbor, MD 20745
PSGNexhibits@psav.com
 Ph: 301-965-2063 - 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.



GAYLORD NATIONAL[®]
RESORT & CONVENTION CENTER
on the Potomac

Exhibitor Signage and Rigging Order Form

Gaylord National Resort & Convention Center
A Gaylord Entertainment Company



Show Name:

Booth #:

Ordering Instructions ...

Pricing Information...

- 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 signs must be 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 and Show Management.
- 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.

Rigging Labor Hourly Rates

	Regular Rate (20 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

**** Rates are per rigger / per hour (2hr. Min)****

Customer Information...

Company Name:

Address:

City, State, Zip:

Ordered By (Print):

Ordered By (Signature):

Email Address:

Telephone #:

Fax #

...for Processing

Return Form To:

Presentation Services

Gaylord National Resort and Convention Center

201 Waterfront St.

National Harbor, Maryland 20745

PH: 301-965-2063 FAX: 301-965-2060

PSGNexhibits@psav.com

PSAV exclusively provides rigging & banner and hanging services.

[Please visit our rigging website here.](#)

rev. 6/09

Method of Payment ...

Credit Card:

Exp Date ____ / ____

3 or 4 Digit Security Code: _____

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

Cardholders Signature: _____

Cardholder's Billing Address, if different from company address:

Check #

Please make out all checks out to PSAV.

Additional Notes:



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

Event Signage and Rigging Order Form

Gaylord National Resort & Convention Center
A Gaylord Entertainment Company



Show Name:	Booth #:
Event Location:	Onsite Contact Information...
Event Load In Date:	Company Name:
Preferred Event Load In Time:*	Contact Name:
Event Load Out Date:	Cell Phone:
Preferred Load Out Time:*	Email:

**We will make every effort to accommodate your preferred start time.*

Signage Information

****Signs must be assembled prior to rigger's arrival.****

Sign Type:	Sign Weight:	Sign Dimensions:
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Please use the space below to sketch a description of your signage:

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



PRESENTATION SERVICES

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 _____