

Exhibit Hall Services

Safety/Security Booth Order Form

Please mail, fax or email to:

Attn: Peter McDermott, Show Floor Mgr
 Gaylord Opryland Resort & Convention Center
 2800 Opryland Drive Nashville, TN 37214
 email: pmcdermott@gaylordhotels.com
 phone: 615.458.5822 fax: 615.458.6942

Convention Name	Booth #	Dates Security Needed	
Company Name	(On Site)Contact Name		Phone #
Address	City		State Zip
Payment Method:			
Credit Card #	Expiration Date	CCV	
Print Card Holders Name	Signature		

WORK SCHEDULE

Fill in the desired security schedule below:

example:

DATE	SCHEDULED HOURS	TOTAL HOURS
10/10/08	10:00am - 5:00pm	7

Security Officer	Hours needed (#)	14 days Advance Notice (\$)	TOTAL (\$)	Hours needed (#)	Within 14 days of Arrival (\$)	TOTAL (\$)
(4 hr. min.)		\$35.00			\$45.00	
Supervisor						
(4 hr. min.)		\$45.00			\$55.00	

Sub Total _____
 TN Sales tax 9.25% _____
Total _____

GAYLORD OPRYLAND SECURITY & SAFETY SERVICES HOURLY RATE STRUCTURE
\$35 GAYLORD OPRYLAND STATE-CERTIFIED SECURITY OFFICER WITH 14-DAY ADVANCE NOTICE
\$45 GAYLORD OPRYLAND STATE-CERTIFIED SECURITY OFFICER WITHOUT NOTICE
\$45 GAYLORD OPRYLAND STATE-CERTIFIED SECURITY SUPERVISOR WITH 14-DAY ADVANCE NOTICE
\$55 GAYLORD OPRYLAND STATE-CERTIFIED SECURITY SUPERVISOR WITHOUT NOTICE

*Gaylord Opryland is the exclusive provider of all security and medical services within the hotel for Convention Service need. Outside security (non-Gaylord) may not be hired to work within Gaylord Opryland Resort & Convention Center without explicit written permission from the Vice President or Director of Convention Services authorizing approval. Armed security requests may be fulfilled by the Metro Nashville Police Department's Secondary Employment Unit or any state or federal law enforcement agency with prior hotel approval.

All conventions utilizing ballroom or exhibit hall meeting space within Gaylord Opryland must contract minimal security during their load-in and load-out for safety and security purposes. The minimum special event security required for any loading or unloading of materials on Gaylord Opryland property is no less than two officers per point of entry. Any exhibits in the Convention Center Exhibit Halls require a minimum of three officers during load-in and load-out. Security may be hired for a minimum of four hours per assignment in accordance with Gaylord Opryland labor policy.

A Security Supervisor shall be required any time there are five special event Security Officers requested concurrently. Gaylord Opryland Security Service pricing is subject to change. There is a \$10/hour surcharge for security requests not made with 14 day advanced notice. Security Service requests on federally recognized holidays are billed at a special rate of \$50/hour. If you have additional questions, please contact the Show Floor Manager or your Security Sales Coordinator.

Terms and Conditions for Exhibits and Displays

Adhesives: No pins, tacks, or adhesives of any kind are permitted on any hotel wall, door, or column. Any tape applied to the floor must be approved by the Hotel Exhibit Hall Manager. Proper tape can be purchased from the Hotel Exhibit Hall Manager. No helium filled balloons or adhesive backed stickers may be given out by exhibitors.

Non-Flammable Materials: All materials used in the Exhibit Hall, Ballroom, or any other room of Gaylord Opryland MUST be non-flammable to conform with the Fire Regulations of Nashville, Tennessee. Electrical wiring and equipment installation must conform to appropriate Nashville, Tennessee codes. Gaylord Opryland personnel are obligated to refuse connections where wiring is not in accordance with subject code. Material not conforming with such regulations will be removed immediately at the exhibitor's expense. Engines, motors or any kind of equipment may be operated only with the consent of the Director of Conference Services or Exhibit Hall Manager at Gaylord Opryland.

Special Notices: All booth equipment, furniture and carpeting must be confined to the measured limits of the booth. No nails, or bracing wires used in erecting displays may be attached to the building without written consent of the Director of Conference Services or the Exhibit Hall Manager at Gaylord Opryland. All property destroyed or damaged by the exhibitor must be replaced in its original condition by the exhibitor or at the exhibitor's expense.

All materials and equipment furnished to the Exhibitor by Gaylord Opryland will remain Gaylord Opryland property and will be removed by the Gaylord Opryland after close of show.

Liability: Gaylord Opryland is not responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or to any other person or property, prior, during, or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage not caused by the willful negligence of an employee of Gaylord Opryland. Each Exhibitor hereby expressly releases Gaylord Opryland from such liabilities and agrees to indemnify Gaylord Opryland against any and all claims for such injury, loss or damage.

Insurance: Exhibitors who desire to carry insurance on their exhibits must do so at their own expense.

Fire Regulations: All doors and openings must be kept clear. Exit Signs, fire alarms and extinguishers must be visible at all times.

By the order of the Fire Marshall: Display vehicles must meet the following requirements:

Fuel level must be no more than 1/8th of a tank

Battery cables must be disconnected

Gas cap must be locked and / or taped shut

Storage: Absolutely no storage of material of any type allowed behind booths or between booths. Gaylord Opryland has no facilities for the storage of exhibits. All shipments for an exhibit must be directed to the official drayer. Shipments that arrive prior to show time will be directed to the official drayer's warehouse for storage and delivery to the exhibitor's booth at show time, at exhibitor's expense.

Food and Beverage: Any food or beverage dispensed or given away at booths must be supplied and prepared by Gaylord Opryland.