



Exhibitor Signage and Rigging Order Form



Gaylord Hotels
A Gaylord Entertainment Company

Ordering Instructions ...Page 1 of 2

- Please Review the following:
- 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 removed by PSAV whether in the ballroom, exhibition hall, lobbies, atriums or gazebos. Banners placement must be approved in advance by Conference Services.
- Labor Rates include the price of Crew and Lift for Single Sign Package
- All electrical services requirements must be submitted to Gaylord Opryland's Electrical Supervisor:
PSAV Does Not Provide Power Services
- A service charge of 24% 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 Tennessee
- 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.) for a minimum of 4hrs. 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.
- Please Fax diagrams and signage specs along with this order form for a **price quote**.
- A Quote will be provided to you via Email as Confirmation of your order.

rev. 8/07

Pricing Information...

| | |
|---|------------------------------|
| *Single Signage Package (for banners/signs up to 4'x6') | Installation \$450 ++ |
| | Removal \$450 ++ |

Price is Per Banner

*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 the sign is over 20 lbs, and/or larger than 4'x6' - additional equipment and labor will be required. Please contact us for quotation.

| ***Rigging Labor Hourly Rates for signs larger than 4'x6' | Standard Rate |
|--|---------------|
| 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 Lift Daily | \$200 |
| ** Additional Labor per person / per hour (4hr. Min)** | |

*****Riggers work in minimum teams of 3**
(2 riggers to hang, 1 rigger for ground support.)
for a minimum of 4hrs.
Clients can not be used as substitute for riggers.

For Clarification Please Contact:

Presentation Services

Gaylord Opryland Resort and Convention Center

2800 Opryland Drive

Nashville, TN 37214

PH: 615-458-2680

FAX: 615-458-2640

EMAIL: 1602EXPO@PSAV.com

PSAV exclusively provides rigging & banner hanging services.

It is important to note that even though the rigging department pre plans for expo rigging, due to the exposed nature of the construction in our exhibit facility (i.e. pipes, sprinklers, duct work, etc.) and the numerous variables of exposition floor space layouts, getting all expo materials to line up exactly where safe, rated rigging attachment points are located may not be achievable. Continued evaluation and final determination of the rigging plan for signs and other expo material will be completed on-site in consultation with the authorized on-site contact only once all signs and materials to be rigged are in the space and constructed. As the contracted provider of rigging services here at Gaylord Opryland, the integrity of the hotel's physical plant and safety of guests are of the utmost importance.

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



Event Signage and Rigging Order Form



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Event Information Page 2 of 2

Event Name: _____
Event Hall Location: _____

Event Load In Date: _____
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: _____
Ordered By: _____
Telephone #: _____

Signage Information

STANDARD SIGN MAX SIZE 4'x6' MAX Weight 20lbs: \$900 per sign + 24% SC and 9.25% Tax

Sign Type: _____ Sign Weight: _____
Sign Dimensions: _____ Number of signs: _____

NON STANDARD SIGN - Will Require Custom Rigging Price Quote

Sign Type: _____ Sign Weight: _____
Sign Dimensions: _____ Number of signs: _____

Attach Sign Manufacturer Specifications to this order OR

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

Onsite Contact Information...

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

Return Form To:

Presentation Services

Gaylord Opryland Resort and Convention Center
2800 Opryland Drive
Nashville, TN 37214
PH: 615-458-2680 FAX: 615-458-2640
EMAIL: 1602EXPO@PSAV.com

Method of Payment

Credit Card

Please submit attached authorization

Check

Check must be received 14 days prior

Attach Show Layout with booth and sign location indicated to this order OR

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