



Exhibitor Signage and Rigging Order Form



Gaylord Hotels
A Gaylord Entertainment Company

Ordering Instructions ...

- 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. Banners 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 Opryland's Electrical Supervisor:
Tony Wilcox: (615)871-6493 twilcox@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 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**.

rev. 8/07

Pricing Information...

Single Signage Package (for banners/signs up to 4'x6')	Installation & Dismantle \$150 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 sign over 20 lbs, larger than 4'x6' additional equipment and labor may be required. Please contact us for quotation.	
Rigging Labor Hourly Rates	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)**

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 Opryland Resort and Convention Center
 2800 Opryland Drive
 Nashville, TN 37214
PH: 615-458-2680 **FAX: 615-458-2640**
PSAV exclusively provides rigging & banner hanging services.
 Please visit our website to view rates.
www3.avservicescorp.com/onsite/gaylordopryland

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.



Event Signage and Rigging Order Form



Gaylords 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 _____ Time: _____
Delivery Date: _____ Time: _____
Removal Date: _____ Time: _____

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

Signage Information

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

Sign Type: _____ Sign Weight: _____
Sign Dimensions: _____

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

Large empty space for sketching the booth and signage location.