



ELECTRICAL/UTILITY SERVICES

Fax or Mail to: Gaylord Palms Resort & Convention Center
Attn: Exhibit Service Representative
3208 Gaylord Way, Kissimmee, Florida 34746
(407) 586-2219 Fax (407) 586-2279
Email to: GPEXhibits@gaylordhotels.com

ADVANCE PRICE DEADLINE - 14 Days Prior to the First Show Day

Event Name: _____ Event Dates: _____

Company Name: _____ Booth Number: _____

Contact Name: _____ Contact Number: _____

Ordering Instructions

- 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.** All credit card payments should include a copy of the front and back of credit card.
- Fax a layout of your booth to Gaylord Palms Resort and Convention Center Exhibit Services at 407-586-2279.** 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.
- All equipment and services are subject to a 7% sales tax.

SCALED FLOOR PLANS - A scaled floor plan must accompany orders showing requested location of electrical source. If a drawing is not provided, Gaylord Palms Resort & Convention Center will install the service in the most convenient location and charges will apply for relocation.

Prices are per outlet, or combination of outlets with electrical load not to exceed watt and/or ampere rating indicated. For your convenience, the Gaylord Palms Resort & Convention Center will staff a service desk during exhibitor set-up.

WATER AND DRAINAGE - Water – Hotel supplies 1/2" male threaded hose connector. Exhibitor is responsible for bringing connector to adapt. **Drainage** – Depending on location of exhibit, a pump may be required at an additional cost.

EQUIPMENT - All equipment must be properly tagged or marked with complete information as the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.

All material and equipment provided by Gaylord Palms Resort & Convention Center shall remain the property of the hotel and shall be removed only by the hotel at the close of the show.

The hotel reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the hotel's electrical department.

The use of open clip sockets, latex, or lamp cord wire, unapproved multiplex attachment plugs is not permitted. Permanent building electrical outlets are not part of the booth space and may not be used as part of the exhibitor's electrical order.

All exhibitors' 120-volt cords must be of the 3 wire, grounded type.

ELECTRICAL LABOR

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.

The Hotel will charge time and materials for exhibitor-installed cords requiring troubleshooting and/or redistribution in the booth.

LABOR RATES:

Mon – Fri: 8:00a.m. To 5:00p.m. \$75.00
Mon – Fri: 5:00p.m. To 8:00a.m. \$110.00
Sat, Sun and all recognized holidays \$110.00

Labor will be billed at the end of the show.

ELECTRICAL CONNECTIONS

Rates quoted for electrical connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or running electrical inside the booth area. All electrical to be installed will be on the floor in the back of the booth for in-line booths. Power for island booths will come from the ceiling or floor, in the most convenient manner.

Each outlet is considered one actual plug in.

*** All equipment utilizing nominal 208 voltages must have appropriate male plug. Please list (NEMA) No.**

NOTE: Labor and materials will be billed at the end of the show. All pricing is subject to change without notice.

Charges: \$ _____
Subtotal: \$ _____
7% Tax: \$ _____
TOTAL: \$ _____

VOLTS	MAX WATTS	AMPS	PHASE	ADVANCE PRICE	STANDARD PRICE	QTY	AMOUNT
120	500	4	Single	\$120.00	\$172.00		\$
120	1,000	8	Single	\$140.00	\$200.00		\$
120	1,500	12	Single	\$165.00	\$236.00		\$
120	2,000	20	Single	\$195.00	\$279.00		\$
*208	3,300	20	Single	\$230.00	\$324.00		\$
*208	5,700	20	Three	\$347.00	\$465.00		\$
*208	5,000	30	Single	\$312.00	\$435.00		\$
*208	8,600	30	Three	\$488.00	\$676.00		\$
*208	9,900	60	Single	\$659.00	\$924.00		\$
*208	17,000	60	Three	\$1,000.00	\$1,300.00		\$
Compressed Air (Hotel supplies 1/2" D quick release female connection CFM required. Labor included.)					\$175.00		\$
Water (Per hook-up. Labor included. Not available in Ballrooms)					\$175.00		\$
Drainage (Available depending on location of exhibit. Labor included. Not available in Ballrooms)					\$140.00		\$
Cable Television (Labor included)					\$200.00		\$
1 Outlet Extension-cord					\$22.00		\$
6 Outlet Multi-strip					\$14.00		\$
6 Outlet European Multi-strip					\$28.00		\$
120V to 220V Transformer (For European power)					\$150.00		\$

Office Use Only

ELO: _____

AUTH: _____



CREDIT CARD AUTHORIZATION FORM

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I, _____, the undersigned agree to give Gaylord Palms Resort and Convention Center authorization to charge for the following services: Telecommunications, Long Distance Services, Electrical Service (labor and materials), Compressed Air, Water and Drain, Rigging and Security Services to my credit card. 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). Florida State Sales Tax (7%) will be applied to all equipment & service orders. **Checks and cash are not accepted.** All credit card payments should include a copy of the front and back of credit card.

I further authorize the following named person(s) to use the below listed credit card to pay of any additional services either in advance or on-site.

Print Name: _____ Signature: _____

Credit Card: Visa MasterCard American Express Discover Diners Club

Credit Card: * _____ Expiration Date: _____
Name of Cardholder (Print) _____
Cardholder's Signature: _____
Billing Address: _____
City: _____ State/Zip: _____
Telephone No.: _____ Fax No.: _____
Email Address: _____