



Gaylord Rigging Rates and Regulations

PS-AV is proud to serve as the exclusive in-house rigging contractor for the Gaylord Palms, Gaylord Texan and the Gaylord Opryland. These Hotels are equipped with permanent rigging point systems in the Ballrooms as well as the Exhibit Halls. As part of a comprehensive overhead safety and risk management program, the systems are annually load tested and inspected.

We are required to approve all rigging designs and provide all rigging labor and chain hoists for your event. We look forward to providing you with outstanding service and equipment.

Rigging Equipment Guidelines

- A scissors lift is required for all rigging calls at the hotel. PS-AV has lifts on site and available for rental. All lifts used in the Hotel must have white, non-marking tires and be in good repair, construction or outdoor lifts will not be allowed in the hotel
- All equipment and materials flown must pass ANSI guidelines and be approved.
- Any dynamic (moving) element requires an arrester device.
- A steel "safety" is required on each individual item suspended with a nylon sling.
- All nuts and bolts used overhead must be rated and all wire rope clips and overhead hardware (eyebolts etc.) must be forged, unless approved by PS-AV.

PS-AV on-site practices

- All rigging calls shall consist of one Rigging Supervisor and one Rigging Assistant. If there is a need for additional riggers, PS-AV will fulfill any and all needs. Any calls extending past (4) hours will be billed hourly per the rate card. The number of Rigging Assistants required will be decided by PS-AV based on the size and production schedule of the event.
- PS-AV will make all connections to the ceiling and assist your staff in attaching those connections to your truss and equipment. Please contact our offices for clarification of what services and equipment we have to offer to assist you in a safe and cost effective event.
- PS-AV will not "dead hang" items over 100lbs or 10' in length with a scissors lift. Chain hoists or crank towers must be used.

Banner & Signage

- All signs, banner, and decorations must be hung by PSAV whether in the ballroom, Exhibition Hall, Lobbies, Atriums or Gazebos. Banner placement inside or outside of ballrooms and/or meeting rooms, must be approved in advanced through Conference Services.
- Banners and Sign exceeding quantities (3) will be priced on a (4) hour minimum basis.
- Banners or Signs with weights over 20 lbs may require a Chain Motor and truss.
- A scissor lift is required to hang all banners, signs, truss, etc. **SCISSOR LIFT CHARGES ARE IN ADDITION TO THE LABOR RATES QUOTED.**

The following federal Holidays are billed at double time: Christmas, Veteran's Day, Thanksgiving Day, Independence Day, President's Day, New Years Day, Memorial Day, Martin Luther King Day, Presidential Election Day, and Labor Day.

- Please allow us the opportunity to provide you with an estimated budget that will clearly identify your labor costs and overtime rules.
- Time and one half rates will apply after eight (8) hours and double time rates will apply after sixteen (16) hours.
- Short turnaround rates will apply if there is less than eight (8) hours off between calls.
- 4 hour minimum calls apply.
- A Meal break is required every (5) hours.
- Services that are cancelled with less than (72) hours notice will be billed at published rates.
- **Services that are scheduled with less than (14) days notice will be billed at double time rates.**

All changes in labor calls must be called to the Presentation Services Rigging Supervisor.
Onsite staff cannot change call times. *All prices and rates are subject to change.*



EXHIBIT HALL RIGGING ORDER FORM

Fax or Mail to: Presentation Services
 Gaylord Palms Resort & Convention Center
 6000 West Osceola Parkway, Kissimmee, FL 34746
 PH: 407-586-2251 Fax: 407-586-2255 Email: omonge@ps-av.com
ADVANCE PRICE DEADLINE - 14 Days Prior to the First Show Day

Banners Rates:

4ft x 6ft less than 20lbs \$100 per Banner (up to 4) plus Scissor lift
 (4) Banners, 4ft x 6ft less than 20lbs, each \$300 plus Scissor lift
 Scissor Lift \$50 per hour

- For banners over 20lbs and larger than 4ft x 6ft, please call our office for a quote. For quantities of (4), please call our office for a quote.
- Services that are scheduled with less than (14) days notice will be billed at double time rates.

Rigging Labor Rates

Time of Day	Rigging Labor	Days
8:00am-5:00pm	\$70.00 per man/per hour	Monday-Friday
5:00pm-11: 59pm	\$105.00 per man/per hour	Monday-Friday
8:00am-11: 59pm	\$105.00 per man/per hour	Saturday
Midnight-7: 59am	\$140.00 per man/per hour	Monday-Sunday
Sunday	\$140.00 per man/per hour	Sunday

Description of items (sign, banner, truss, etc.) _____
 Type of material (wood, vinyl, cloth, steel, etc.) _____
 Size _____
 Weight _____
 *Height Desired from floor to bottom of suspended item _____
 **Electric Power needed (amps, voltage, phase, etc.) _____
 Quantity (if items are different, please attach descriptions of each) _____
 Move in day **and time** preferred _____
 Move out day **and time** preferred _____

***Exhibitor is responsible for verifying with Show Management that rigging is allowed in the show. All Rigging must comply with Show Management's policies.**
****Electric is not included in your rigging quote. Please order electric separately using the Gaylord Palms order form.**

Assembly of item(s) is not performed by PS-AV personnel and must be completed before items will be suspended. Please attach any blueprints, booth diagrams, sketches, or drawings that may help us understand your needs. If you have questions or need special requirements, please contact PSAV at (407) 586-2251 or FAX (407) 586-2255. All rigging orders are subject to approval by PS-AV and must be installed, removed, and supervised by PS-AV personnel.

Please print or type:

NAME OF EVENT: _____ EVENT DATES: _____
 COMPANY NAME: _____ BOOTH NO.: _____
 ADDRESS: _____ CITY, ST, ZIP: _____
 PHONE NO.: _____ FAX NO.: _____
 AUTHORIZED PERSON: _____ TITLE: _____

Payment on full must be rendered before the beginning of show.
 FORM OF PAYMENT: Remit to PS-AV
 Company Check or Money Order in the amount of \$ _____
 VISA MasterCard American Express

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

Card No.: _____ Exp. Date: _____

Name on Card (Please print): _____
Authorized Signature: _____ **Date:** _____