



Exhibitor Signage and Rigging Order Form



Gaylord National Resort & Convention Center
A Gaylord Entertainment Company

Ordering Instructions ...

- Please Fax diagrams and signage specs along with this order form for a *price quote*.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations
- All overhead signs and banners must be assembled prior to riggers arriving 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. Banner 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 National's Electrical Supervisor:
Exhibits Department: (301) 965-3710 GNE Exhibits@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 Maryland
- 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.). 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.
- See next page for additional information.

rev. 11/08

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.

Pricing Information...

Single Signage Package (for banners/signs up to 4'x6')	Installation & Dismantle	
	\$150 per banner/up to 3	
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 is over 20 lbs, is larger than 4'x6', or you have more than 3, additional equipment and labor may be required. Please contact us for quotation.		
Rigging Labor Hourly Rates	Regular Rate (30 days in advance)	Penalty Rate
Straight Time - 8:00am-5:00pm (m-f)	\$ 105.00	\$ 120.00
Overtime - 5:00pm - 12:00am (m-f)	\$ 157.50	\$ 180.00
Double Time -12:00am - 8:00am (m-s)	\$ 210.00	\$ 240.00
Saturday - 8:00am - 12:00am (sat only)	\$ 157.50	\$ 180.00
Sunday - All Day (sun only)	\$ 210.00	\$ 240.00
Holidays - All Day	\$ 210.00	\$ 240.00
Scissor Lift Daily	\$ 250.00	\$ 300.00

** 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 National Resort and Convention Center

201 Waterfront St.
National Harbor, Maryland 20745
PH: 301-965-2059 FAX: 301-965-2060

PSAV exclusively provides rigging & banner hanging services.
Please visit our website to view rates.
www3.avservicescorp.com/onsite/gaylordnational