



GAYLORD
NATIONAL[®]
RESORT & CONVENTION CENTER
on the Potomac

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. 12/08

Pricing Information...

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: 301-965-2057 FAX: 301-965-2060
PSAV exclusively provides rigging & banner hanging services.
 Please visit our website to view rates.
www.3.avservicescorp.com/onsite/gaylordnational

Method of Payment ...

PLEASE CHECK ONE

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.