



RULES AND REGULATIONS FOR EXHIBITS AND DISPLAYS

Fax or Mail to: Gaylord National Resort & Convention Center
Attn: Exhibit Service Department
201 Waterfront Street National Harbor Md. 20745
Office: (301)-965-3710
Fax: (301)-965-3797
Email to: GNExhibits@gaylordhotels.com

- A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at Least Fourteen (14) days prior to the first day of show to qualify for the Advance Price. 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). Maryland State Sales Tax (6%) will be applied to all equipment & service orders. *Checks and cash are not accepted.*
- The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.
- In accordance with the Prince Georges County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
- The Gaylord National Resort and Convention Center has deployed a wireless management system in its exhibit halls that assists Gaylord National IT representatives with the delivery of flawless high speed internet access. The use of any UNORDERED wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless access point device, not provided by Gaylord National Resort and Convention Center, without prior authorization. See the "Information Technology Terms, Conditions & Regulations" and "Network & Telecommunication Services" forms enclosed in this service kit for additional information as well as ordering procedure and pricing.
- Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services.
- Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.
- Stick-on decals (except name tags) may not be distributed or used in the convention center.
- Holes may not be drilled or punched into any surface in the convention center.
- The painting of exhibits or signs is not allowed anywhere inside the convention center.
- Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any surface in the convention center.
- Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted.
- Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. It is the responsibility of the Official contractor to remove **ALL** tape from the floor at the end of the event.
- The hotel reserves the right to purchase, prepare and provide all food and beverage items.

- Cooking permit must be obtained before any cooking activity is permitted within the convention center. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Prince Georges County Health and fire Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.
- The use of “Day tanks” bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.
- Vehicles that are used as part of a display should have no more than a 1/4 tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.
- Covered or multi-leveled booths over 300 sq. ft are required to have an automatic extinguishing system or required fire watch personnel. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Scaled, stamped plans of the booth must be submitted. Cost of fire watch personnel is determined by Prince Georges County Fire and Rescue. Contact Conference Services for additional information.
- Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Prince Georges county Fire and Rescue Services.
- **Freight Services:** Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord National Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact the business center at Gaylord National. Please call your Official Service Contractor with any shipping questions.

GUIDELINES FOR ALL CARPETED AREAS

The following policy and procedure will be in effect for all areas of the hotel with existing carpet.

- Gaylord National does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.
- It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to “Move-In Condition”. All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.
- Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.
- All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.
- Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and contractor’s double-face tape be applied to the low tack tape.



ELECTRICAL/UTILITY SERVICES
FAX OR MAIL TO: Gaylord National Resort & Convention Center
 201 Waterfront St. National Harbor Md. 20745
Office: 301-965-3710
Fax: 301-965-3797
Email to: GNExhibits@gaylordhotels.com

EVENT NAME _____ **EVENT DATE** _____
COMPANY NAME _____ **BOOTH NUMBER** _____

ADVANCE PRICE IS 2 WEEKS PRIOR TO THE SHOW DATE

VOLTS	MAX WATTS	CIRCUIT AMPS	PHASE	ADVANCE PRICE	STANDARD PRICE	QTY	AMOUNT
120	500	5	Single	\$110.00	\$130.00		\$
120	1,000	10	Single	\$135.00	\$160.00		\$
120	2,000	20	Single	\$180.00	\$200.00		\$
208	3,300	20	Single	\$290.00	\$300.00		\$
208	5,700	20	Three	\$390.00	\$465.00		\$
208	5,000	30	Single	\$380.00	\$460.00		\$
208	8,600	30	Three	\$550.00	\$655.00		\$
208	9,900	60	Single	\$685.00	\$840.00		\$
208	17,000	60	Three	\$1100.00	\$1300.00		\$
100,200,400 amps is available. Please call for a quote 301-965-3710							
Special Order							\$
Compressed Air: Hotel supplies 3/4",1/2",1/4" quick release female connection. (Labor included.) 80-100 PSI 125 CFM					\$300.00		\$
Water: Hotel supplies 1/2" male threaded connector. Exhibitor is responsible for bringing adaptors . (Not available in Ballrooms)					\$300.00		\$
Drainage: Available depending on booth location. A pump may be required at an additional cost. (Not available in Ballrooms)					\$200.00		\$
One time fill and drain. Maximum of 50 gallons					\$300.00		\$
1 Outlet Extension-cord. RENTAL ONLY					\$25.00		\$
6 Outlet Multi-strip. RENTAL ONLY					\$15.00		\$
Transformer					\$150.00		\$
Antenna/ Cable run Please call for quote 301-965-3710							\$

SCALED FLOOR PLANS

A scaled floor plan must accompany Orders showing requested location of electrical source. If a drawing is not provided, Gaylord National will install service in the most convenient location and chargers will apply for relocation,

ELECTRICAL LABOR

Island, peninsula and in line booths requiring power to be installed other then to the back of the booth will be charged time and materials. Please include a **SCALED** floor plan showing the requested location(s) of the power drop(s). Labor and materials will be charged to the credit card on file.

LABOR RATES

Mon.- Fri. 8:00 am – 5:00 pm \$90.00 hr
 All other times \$160.00

ELECTRICAL CONNECTIONS

The rates, indicated on this rate sheet, cover only the delivery of services to the booth in the most convenient manner. Rate does not include connecting or running electrical inside the booth area. All electrical to be installed for in line booths will be to the back of the booth. All others will be from the ceiling or the floor which ever the most convenient manner is.

NOTE: Labor and materials will be billed at the end of the show.

CREDIT CARD IS THE ONLY FORM OF PAYMENT

Credit Card Visa MasterCard Am Express Discover Diners Club

CARD # _____	EXP. DATE: _____
SIGNATURE: _____	PHONE # _____
E MAIL ADDRESS: _____	
ON SITE CONTACT: _____	PHONE # _____
PLEASE PRINT	

Charges: \$ _____
Labor (post show) \$ _____
Tax (6%) \$ _____
TOTAL: \$ _____



INFORMATION TECHNOLOGY TERMS CONDITIONS & REGULATIONS

Fax or Mail to: Gaylord National Resort & Convention Center
Attn: Telecommunication Department
201 Waterfront Street National Harbor Md. 20745
Office: (301)-965-2506
Fax: (301)-965-2598
Email to: Aaron.Harley@gaylordhotels.com

Gaylord National Resort and Convention Center Information Technology Terms, Conditions and Regulations

GENERAL:

- Installation of telephone, telecommunications, network and cabling services within the Gaylord National Resort and Convention Center is exclusive. Telecommunication services (voice and data) are to be ordered by each exhibitor separately and are not to be shared with other exhibitors. Routine audits are preformed to ensure adherence.
- All prices are for rental of services only. Material and equipment furnished by the Gaylord National Resort and Convention Center for telecommunication services shall remain the property of the Gaylord National Resort and Convention Center's unless otherwise specified, and shall be returned to the Gaylord National Resort and Convention Center's Exhibitor Service desk at the close of show. There will be a \$250.00 charge for lost or damaged telephone sets and a \$250.00 charge for lost or damaged network equipment. The Gaylord National Resort and Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.
- Under no circumstances shall anyone other than the Gaylord National Resort and Convention Center's Information Technology technicians make any special wiring within the resort property. Only the Gaylord National Resort and Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) will be billed to the exhibiting firm name.
- Delivery of all voice and data transmission lines ordered from an outside vendor will only be allowed to the second floor Data Center. All circuit installs must be coordinated with the Gaylord National Resort and Convention Center's Information Technology group at least 9 weeks in advance of show date.
- All exhibitor telephone and network services will be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time.
- Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials will be charged for precise placement of communication services. Additional labor charges will be required for relocating service after installation. The Gaylord National Resort and Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring voice or data services to a booth.
- Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in ½ hour increments (minimum charge is ½ hour). Labor rate is \$100.00/hour (advanced -- scheduled) and \$175.00/hour (standard -- non-scheduled).
- Notification of cancellation must be received in writing a minimum of five (5) days prior to the scheduled opening date. Credit will not be given for connections installed and not used. No credit will be given for service canceled less than forty-eight (48) business hours prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Exhibitor Services Department prior to the close of show. The Gaylord National Resort and Convention Center will resolve disputes in a timely manner.

NETWORK | INTERNET | WIRELESS:

- The network connections provided by Gaylord National Resort and Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies. The services being provided by Gaylord National Resort and Convention Center will facilitate communications between the Gaylord National Resort and Convention Center's authorized users and the entities reachable through the Internet. Users of Gaylord National Resort and Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
- Users of Gaylord National Resort and Convention Center services shall not disrupt any of the Gaylord National Resort and Convention Center network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Gaylord National Resort and Convention Center or other associated networks. Gaylord National Resort and Convention Center services shall not be used to transmit any communication where the meaning of the message, or it's transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
- Gaylord National Resort and Convention Center reserves the right to troubleshoot with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord National Resort and Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities. After disconnection, isolation and quarantine assistance will be given.
- All devices for which the Gaylord National Resort and Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord National Resort and Convention Center assigned IP address. At no time, while connected to Gaylord National Resort and Convention Center network, will the customer use run their own DHCP server. Physical layer network audits are preformed to ensure adherence.
- The Customer must provide the node equipment (personal computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10/100Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.

Wireless Specific (802.11a,b,g): The Gaylord National Resort and Convention Center has deployed an 802.11a/b/g wireless management system in its meeting facility. This management system assists Gaylord National IT representatives with the delivery of flawless high speed internet access. The use of any unsecured wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless device not provided by Gaylord National Resort and Convention Center without prior authorization. If you plan on using any 802.11a/b/g wireless device, please contact the Gaylord National IT department at 407-586-0543 and provide your access point SSID and the total number of devices you plan on connecting to your access point. Failure to do so will result in automatic suppression of your access point rendering your wireless devices incapable of communications.

Internet Performance Disclaimer: Gaylord National Resort and Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. The Gaylord National Resort and Convention Center is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a DS3 (45mbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to any location on property.

Internet Security Disclaimer: Gaylord National Resort and Convention Center does not provide security, such as but not limited to firewalls, NATing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord National Resort and Convention Center; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.



NETWORK & TELECOMMUNICATION SERVICES

Fax or Mail to: GAYLORD NATIONAL RESORT & CONVENTION CENTER
 Attn: Information Technology Department
 201 Waterfront St National Harbor Md. 20745
 Office: 301.965.2506 Fax: 301.965.2598
 Email to: Aaron.Harley@Gaylordhotels.com

Event Name: _____ Event Dates: [event date] _____
 Company Name: _____ Booth Number: _____
 Contact Name: _____ Contact Number: _____

Ordering Instructions

1. 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.
2. **Fax a layout of your booth to Gaylord National Resort and Convention Center at 301-965-2598.** 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
3. **All equipment and services are subject to a 6% sales tax.**

NETWORK & TELECOMMUNICATIONS CONNECTIONS - Rates quoted for voice and data connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or the routing of cables inside the booth area. All telecommunication services installed will be on the floor in the back of the booth for in-line booths. Telecommunications for island booths will come from the ceiling or pillars, in the most convenient manner.

Wireless Internet (1st Device)	_____	\$800.00	\$1,100.00	_____
Additional Connection	_____	\$250.00	\$300.00	_____
Please choose a User ID: _____				
Please choose a Password: _____				
High-Speed Internet Access				
High-Speed Internet Access (1st Device)	_____	\$1,300.00	\$1,500.00	_____
Additional Connection	_____	\$300.00	\$350.00	_____
Additional Device (Customer Provided Switch/NAT)	_____	\$250.00	\$300.00	_____
Static Public IP Address	_____	\$350.00	\$400.00	_____
Dedicated Internet Access – Dedicated Private VLAN				
1.5 Mb/sec	_____	\$6,500.00	\$7,500.00	_____
3.0 Mb/sec	_____	\$10,250.00	\$11,250.00	_____
6.0 Mb/sec	_____	\$15,250.00	\$16,250.00	_____
Telecommunication (Telephone) Services				
Standard DID telephone/fax/modem line	_____	\$325.00	\$350.00	_____
Polycom (speakerphone)	_____	\$250.00	\$350.00	_____
Standard Desk Telephone	_____	\$30.00	\$40.00	_____
Labor - Troubleshooting / Move / Change	_____	\$100.00	\$150.00	_____

Credit Card Visa MasterCard Am Express Discover Diners Club

CARD # _____	EXP. DATE: _____
SIGNATURE: _____	PHONE # _____
E MAIL ADDRESS: _____	
ON SITE CONTACT: _____	PHONE # _____

Charges: \$ _____
 Subtotal: \$ _____
 6% Tax: \$ _____
TOTAL: \$ _____



BOOTH LAYOUT

Fax or Mail to: Gaylord National Resort & Convention Center
 Attn: Exhibit Service Department
 201 Waterfront Street National Harbor Md. 20745
 Office: (301)-965-3710
 Fax: (301)-965-3797

Email to: GNExhibits@gaylordhotels.com

Event Name: _____ Event Dates: _____
 Company Name: _____ Booth Number: _____
 Contact Name: _____ Contact Number: _____

Please indicate placement of Electrical/Utility and Telecommunication services ordered.

Adjacent Booth or Aisle # _____ **BACK**

LEFT

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

RIGHT

FRONT Adjacent Booth or Aisle # _____

NOTE: 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.



GAYLORD NATIONAL

RESORT & CONVENTION CENTER

on the Potomac

WELCOME BILLING & OSS WORLD 2010!

Ordering Instructions: DUE 21 days prior to event

- Fill out this form completely, including payment information, and fax to **301-965-2398**,
Attn: Wendy Hintze
Or mail to: CM 201 Waterfront Street National Harbor, MD 20745 **21 days before event date.**
- Listed below is a sampling of the items we are able to provide.

Item	Cost	Quantity Requested
Freshly Brewed Regular and Decaffeinated Superior French Roast Coffee, Select English Pickwick Teas	\$82.00++ per gallon	
Prince George Continental Breakfast	\$28.00++ per person	
Bottled Juices	\$5.50++ each	
Bake Shop Specialties, Preserves, Butter	\$55.00++/Per Dozen	
Bagel Variety, Cream Cheese	\$55.00++/Per Dozen	
Individual Fruit Flavored Yogurt	\$6.25++/Each	
Freshly Baked Cookies or Brownies	\$55.00++/Per Dozen	
Assorted Juices	\$82.00++ per gallon	
Soft Drinks	\$5.00++ each	
Bottled Waters	\$5.00++ each	
Iced Tea/Lemonade	\$82.00++ per gallon	
Haagen-Dazs Ice Cream Bars	\$6.50++ each	
Domestic Beer	\$6.75++ each (Bartender required)	
Imported Beer	\$7.50++ each (Bartender required)	
Premium Cocktails	\$7.50++ each (Bartender required)	
Premium Wine by the Glass	\$9.00++ each (Bartender required)	
Wines by the Bottle	See Wine List	
Popcorn Machine	\$550.00 ++ (serves 150 bags) plus attendant fee	
Ice Cream Bars	\$6.50 ++ Each	
Cheese Display	\$14.50 ++ per person	
Market Display of Vegetables	\$9.50 ++ per person	
Hot and Cold Hors d'oeuvres	\$6.50 ++ per piece (ask Catering Manger for menu)	
Booth Labor (Server / Runner/Booth Attendant)	\$150.00++ per 3 hour minimum, \$50 additional for each ½ hour thereafter \$50.00++ fee for each delivery	
Chef	\$150.00++ per 3 hour minimum, \$50.00++ each additional ½ hour	
Bartender	\$175.00 ++ per 2 hours, \$50.00 each additional hour	
Additional Items	Please contact Catering Manager	

All Food and Beverage items listed are subject to a 22% taxable service charge and 6% sales tax.



GAYLORD NATIONAL

RESORT & CONVENTION CENTER

on the Potomac

Please print or type:

NAME OF EVENT: _____ BOOTH NO.: _____

EXHIBITOR NAME: _____

ADDRESS: _____ CITY, ST, ZIP: _____

PHONE NO.: _____ FAX NO.: _____

AUTHORIZED PERSON: _____

TITLE: _____

DATE SERVICE IS REQUIRED: _____

TIME SERVICE IS REQUIRED: _____

Payment in full must be rendered before the beginning of the show

FORM OF PAYMENT: Remit to: Gaylord National Resort & Convention Center

- Money Order in the amount of \$ _____
 VISA MasterCard American Express Discover

Charges \$ _____

Subtotal \$ _____

22% Srvc \$ _____

6% Tax \$ _____

Total \$ _____

Card No. _____

Exp. Date: _____

Name on Card (Please Print): _____

Authorized Signature: _____ Date: _____

Show Name: _____ Booth #: _____

All Rates are Day Rates						Customer Information ...	
Video/Projection Equipment		Qty	X	# DAYS =	Total		
		QTY	Advanced	QTY	On Site	Address:	
32" LCD Video Monitor w/ VHS/DVD Player and Cart			\$ 510.00		\$ 612.00	City, State, Zip:	
40" LCD Monitor w/ VHS/DVD Player & Stand (1280x1024)			\$ 740.00		\$ 888.00	Ordered By: _____ Contact #: _____	
46" LCD Monitor w/ VHS/DVD & Stand (1280x1024)			\$ 890.00		\$ 1,068.00	Email Address: _____	
5', 6', 7', 8' Tripod Projection Screens w/ skirt			\$ 60.00		\$ 72.00	Onsite Contact Name: _____ Cell #: _____	
DVD/VHS Player Combo Unit			\$ 125.00		\$ 150.00	Delivery Date: _____ Preferred Del.Time: _____	
VHS Player w/ "end of tape" auto repeat			\$ 125.00		\$ 150.00	Pick Up Date: _____ Preferred P/U Time: _____	
54" Rolling Cart w/ black skirt			\$ 20.00		\$ 24.00		
Call PSAV for additional requests or information							

Computer Equipment						Ordering Instructions...	
		Qty	X	# DAYS =	Total		
		QTY	Advanced	QTY	On Site	To guarantee equipment availability and advanced rate, submit your request 20 days prior to delivery. Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. No equipment charges for set up day required.	
Desktop Computer w/ CD-RW/DVD, SND, XP/Off 2003 w/ 17" Mon P4- 2.8, 1gb/40gb HD			\$ 150.00		\$ 180.00	Cancellations:	
Laptop w/ CD-RW/DVD, XP/Off 2003, and 14.1Screen P4-1.6, 1gb/40gb HD			\$ 150.00		\$ 180.00	A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge.	
HP4250N LaserJet Printer, 43ppm, Network Compatible			\$ 200.00		\$ 240.00	B) If services have already been provided at the time of the cancellation, 100% of original charges will be applied.	
HP2250N Color Laser Printer, 30ppm, Network Compatible			\$ 200.00		\$ 240.00		
Call PSAV for additional requests or information							

Computer Display Equipment						Ordering Instructions...	
		Qty	X	# DAYS =	Total		
		QTY	Advanced	QTY	On Site	To guarantee equipment availability and advanced rate, submit your request 20 days prior to delivery. Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. No equipment charges for set up day required.	
NEC 17" LCD Monitor includes Table Stand			\$ 125.00		\$ 150.00	Cancellations:	
NEC 19" LCD Monitor includes Table Stand			\$ 175.00		\$ 210.00	A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge.	
32" LCD Monitor and rolling monitor stand (1280x1024)			\$ 395.00		\$ 474.00	B) If services have already been provided at the time of the cancellation, 100% of original charges will be applied.	
40" LCD Monitor and rolling monitor stand (1366 X 768)			\$ 525.00		\$ 630.00		
46" LCD Monitor without stand (incl. speakers)			\$ 875.00		\$ 1,050.00		
60" Plasma Monitor and monitor stand			\$ 1,125.00		\$ 1,350.00		
LCD Projector Pkg (Includes 3300 Lumen projector, cart, power, and tripod screen).			\$ 745.00		\$ 894.00		
Call PSAV for additional requests or information							

Audio/ Lighting Equipment						Ordering Instructions...	
		Qty	X	# DAYS =	Total		
		QTY	Advanced	QTY	On Site	To guarantee equipment availability and advanced rate, submit your request 20 days prior to delivery. Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. No equipment charges for set up day required.	
Small Monitor Speaker			\$ 50.00		\$ 60.00	Cancellations:	
Sound System with (2) powered speakers, (2) stands and (1) Wireless Mic: Handheld or Lavalieri (circle one)			\$ 450.00		\$ 540.00	A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge.	
Wireless Microphone: Handheld or Lavalieri (circle one)			\$ 200.00		\$ 240.00	B) If services have already been provided at the time of the cancellation, 100% of original charges will be applied.	
Pair of Hanging Spotlights (labor included)			\$ 200.00		\$ 240.00		
Note light type: LEKO or PAR CAN							

Totals ... PAYMENT IS DUE WHEN ORDER IS PLACED

TOTAL EQUIPMENT	1	
DELIVERY/SETUP/PICKUP*** (22% or \$75.00 minimum)	2	
SUBTOTAL	3	
MD STATE SALES TAX *** (6% of line 3)	4	
TOTAL DUE	5	

Method of Payment .. If Credit Card, please attach credit card authorization form .

Credit Card:

_____ Exp Date ____ / ____
 3 or 4 Digit Security Code: _____
 Cardholder's Name (as appears on card): _____ Cardholders Signature: _____
 Company Check #:

...for Processing

Return Form To:
 Presentation Services
 Gaylord National Resort and Convention Center
 201 Waterfront St
 National Harbor, MD 20745
PSGNexhibits@psav.com
 Ph: 301-965-2063 - Fax: 301-965-2060

PSAV can provide for all of your Audio Visual needs. Please contact Exhibit Sales for any additional AV needs and pricing.



GAYLORD
NATIONAL®

Exhibitor Rigging Order Form

PAGE 1

Gaylord National Resort & Convention Center
A Gaylord Entertainment Company



Show Name:

Booth #:

Ordering Instructions and Guidelines

- **PSAV must make all attachments** to the rigging system, ceiling, and supporting structure the building.
- Orders must be received **21 days prior** to delivery to avoid penalty rate, and guarantee equipment and crew availability.
- All rigging must conform to Show Management regulations.
- **Please complete both pages of this form, and Fax or email diagrams along with this order form for a price quote.**
- **Signs must include necessary harnesses.** PSAV can build custom harnesses with adequate notice and at an additional charge.
- Electrical signs must be in good working order and conform to the National Electrical Code.
- Electrical service must be ordered through **Gaylord National Exhibits Department. (301) 965-3710 GNE Exhibits@gaylordhotels.com**
- **All overhead signs and banners must be assembled prior to the rigging call time.**
- Riggers work in minimum teams of 3. Clients can not be used as a substitute for riggers.
- PSAV will not "dead hang" items over 100 lbs or 15' in length. Chain hoists will be used for these items.
- Banner placement must be approved in advance by Show Management and Gaylord National Conference Services.
- Labor Rates include the price of Crew and Lift.
- 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 sales tax payment, we require a State of Maryland exemption certificate.
- **CANCELLATIONS:**
 - A) Cancellation of orders must be received **48 hours prior** to delivery 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. 9/14/09

Pricing Information

Rigging Labor Hourly Rates	Regular Rate (21 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
<i>** Rates are per rigger / per hour (2hr. Min)**</i>		

Customer Information

Company Name: _____

Address: _____

City, State, Zip: _____

Ordered By (Print): _____

Ordered By (Signature): _____

Email Address: _____

Telephone #: _____ Fax #: _____

For Processing

Return Form To:
Presentation Services
Gaylord National Resort and Convention Center
 201 Waterfront St.
 National Harbor, Maryland 20745
PH: 301-965-2063 FAX: 301-965-2060
PSGNexhibits@psav.com
PSAV is proud to be Gaylord Hotels' exclusive rigging provider.

Method of Payment

Credit Card:	Check #
_____ Exp Date ____ / ____	Please make checks out to PSAV.
3 or 4 Digit Security Code: _____	
Cardholder's Name (as appears on card): _____ Cardholders Signature: _____	
Cardholder's Billing Address, if different from company address: _____	

RAISING CUSTOMER SERVICE TO NEW HEIGHTS!



Exhibitor Rigging Order Form

Gaylord National Resort & Convention Center
A Gaylord Entertainment Company



Show Name:	Booth #:
Event Location:	Onsite Contact Information
Load-in Date:	Company Name:
Preferred Load-in Time*:	Contact Name:
Load-out Date:	Cell Phone:
Preferred Load-out Time*:	Email:

*We will make every effort to accommodate your preferred call times. Signs must be assembled prior to rigging call time.

Signage Information

Sign Type (Construction):	Sign Weight:	Sign Dimensions:
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Additional Information or a Sketch of Your Sign:

Additional Information or a Sketch of Your Booth With Sign Location:



PARTNERS IN SHOW™



Credit Card Consent / Security Deposit Form

PSAV LOCATION NUMBER: _____ Property Name: _____

Credit Card Type: *American Express* _____ *Discover* _____ *MasterCard* _____ *Visa* _____

Credit Card Number: _____

Exp Date: _____ **Security Code** _____

Customer PO: _____

(If no Purchase Order # provided use location # and Order ID XXXX XXXX)

Cardholder's Name: _____

(As it appears on credit card)

Cardholder Billing Address: _____ **Zip Code (REQUIRED):** _____

(Only numeric portion required)

Cardholder email address: _____

Customer Name: _____

(Name as it should appear on the invoice)

Invoice/Order Number(s): _____

I, (please print) _____, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions – See Terms and Conditions.

Signature _____ **Date** _____



Mail or fax this form to:
Urban Jungle, Inc.
 P.O. Box 6165
 McLean, VA 22106
 703-241-8545 phone
 866-516-3716 fax
 [Tax ID #: 54-1796144]

**PLANT & FLORAL
 ORDER FORM**
 info@urbanjungleinc.com

QTY	ITEM	ADVANCE *	SHOW PRICE	TOTAL
	Floral Arrangement (approx. 12" H)	\$ 55.00	\$ 65.00	
	Floral Arrangement (approx. 18" H)	\$ 70.00	\$ 80.00	
	Custom Floral Arrangement (call for assistance)	\$ 95.00	\$ 110.00	
	Bud Vases (list color preference)	\$ 25.00	\$ 30.00	
	Tropical Arrangements	\$ 75.00	\$ 85.00	
	Roses, arranged, one dozen (color_____)	\$ 75.00	\$ 85.00	
	Orchid Plants (Small_____ Large_____)	\$50/\$75.00	\$60/\$85.00	
	Mum Plants (white_____ yellow_____ lavender_____)	\$ 25.00	\$ 30.00	
	Azaleas (red_____ pink_____ white_____)	\$ 30.00	\$ 35.00	
	Bromeliads (Red, pink, yellow, other)	\$ 30.00	\$ 35.00	
	Seasonal Plants (kalanchoe, gloxinia, cyclamen, etc.)	\$ 30.00	\$ 35.00	
	Small (6"pot) Fern_____ Ivy_____ Pothos_____	\$ 25.00	\$ 30.00	
	Large Fern_____ Ivy_____ Pothos_____	\$ 30.00	\$ 35.00	
	Glass Bowl for Cards (yours to keep)	\$ 25.00	\$ 30.00	
	Pkg A: (1) 6' Ficus topped w/ fern & blooming plant	\$ 125.00	\$ 135.00	
	Pkg B: (2) 3' plants and (1) Blooming plant	\$100.00	\$ 110.00	
	Pkg C: large container w/ivy and blooming plants	\$ 100.00	\$ 115.00	
	2' Green Plants	\$ 30.00	\$ 35.00	
	3' Green Plants	\$ 40.00	\$ 45.00	
	4' Green Plants	\$ 50.00	\$ 55.00	
	5' Green Plants	\$ 60.00	\$ 65.00	
	6' Green Plants	\$ 70.00	\$ 75.00	
	7' Green Plants	\$ 95.00	\$ 105.00	
	8' - 10' Ficus Trees	\$115.00	\$130.00	
Decorative Containers: White Black Wicker			SUB TOTAL	\$
◆ Call for prices on brass, chrome, terra cotta pots				
◆ Tax is based on show location			Sales Tax	\$
◆ WDC - 6% VA - 5% MD - 6% PA - 8%			See list at left	
FDC	Call for items you may want but do not see on this list.	TOTAL AMOUNT DUE		\$

Please remit payment to URBAN JUNGLE, Inc.

Rental Price includes: Container, top-dressing, delivery and pick-up. **All orders must be paid in full.** No adjustments will be made after the show closes. All green plants are rental items and are the property of Urban Jungle, Inc. Show site cancellations will incur a 100% cancellation fee. ***If tax-exempt in state of delivery, your certificate must be included with this order form.***

HAVE AN URBAN JUNGLE REP SEE US AT OUR BOOTH: Date _____ Time _____

Exhibitor: _____ Telephone #: _____
 Firm Name: _____ Fax # _____
 Address: _____ PO # _____
 City, State, ZIP: _____ e-mail**:

Show Name: _____ Location: _____
 Show Dates: _____ Booth #: _____

Payment Info: (circle one) AX VISA MC CHECK
 Credit Card #: _____ Exp. Date: _____ Security # _____
 Name on Card: _____ Signature: _____

{Overnight order form to: Urban Jungle, Inc. 1631 Dempsey St. McLean, VA 22101}

****Email is required for confirmation and final invoices.**

***Orders must be received two weeks prior to show date for advance price!**