



# Exhibitor Signage and Rigging Order Form



**Gaylord Hotels**  
A Gaylord Entertainment Company

## Ordering Instructions ...

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations
- All overhead signs and banners must be assembled 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. Banners 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 Opryland's Electrical Supervisor:

*Tony Wilcox: (615)871-6493 twilcox@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 Tennessee
- 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.) for a minimum of 4hrs. 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.
- Please Fax diagrams and signage specs along with this order form for a **price quote**.

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## Pricing Information...

<b>Single Signage Package</b> (for banners/signs up to 4'x6')	<b>Installation &amp; Dismantle</b>
	\$150 per banner
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 over 20 lbs, larger than 4'x6' additional equipment and labor may be required. Please contact us for quotation.	
<b>Rigging Labor Hourly Rates</b>	Standard Rate
Straight Time - 8:00am-5:00pm (m-f)	\$ 75.00
Overtime - 5:00pm - 12:00am (m-f)	\$ 112.50
Double Time -12:00am - 8:00am (m-s)	\$ 150.00
Saturday - 8:00am - 12:00am (sat only)	\$ 112.50
Sunday - All Day (sun only)	\$ 150.00
Holidays - All Day	\$ 150.00
Scissor Lift Daily	\$200

\*\* 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 Opryland Resort and Convention Center

2800 Opryland Drive  
Nashville, TN 37214

**PH: 615-458-2680** **FAX: 615-458-2640**

**PSAV exclusively provides rigging & banner hanging services.**

Please visit our website to view rates.  
[www3.avservicescorp.com/onsite/gaylordopryland](http://www3.avservicescorp.com/onsite/gaylordopryland)

## 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.**