



# Event Signage and Rigging Order Form



Gaylords Hotels  
A Gaylord Entertainment Company

## Event Information

Event Name: \_\_\_\_\_ Event Load In Date: \_\_\_\_\_  
Event Hall Location: \_\_\_\_\_ Event Load Out Date: \_\_\_\_\_

## Booth Information

## Customer Information ...

Booth Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Booth Dimensions: \_\_\_\_\_ X \_\_\_\_\_ Time: \_\_\_\_\_  
Delivery Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Removal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Signage Information

Ordered By: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_

Sign Type: \_\_\_\_\_ Sign Weight: \_\_\_\_\_  
Sign Dimensions: \_\_\_\_\_

*Please use the space below to sketch a description of your signage*

## Onsite Contact Information...

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Email: \_\_\_\_\_  
Arrival Date: \_\_\_\_\_

*Please use the space below to sketch a description of your booth and approximate signage location*

Large empty rectangular area for sketching the booth and signage location.