



EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



GAYLORD NATIONAL®

RESORT & CONVENTION CENTER

on the Potomac

NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		ORDERED BY		

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered by the days rented. Please include applicable Sales Tax on equipment rental.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax. Labor and/or service charges may apply and/or loss damage waiver.

Shipping Instructions – Mark any materials sent to the venue as follows:

1. Address Packages to: Gaylord National, 201 Waterfront Street, National Harbor, MD 20745
2. Hold for Arrival - Attn: Guest's Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

Form Submission – Email completed forms to: psgnexhibits@psav.com.

MONITORS

	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> 24" Monitor	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Wall mount <input type="checkbox"/> Single-pole stand				
<input type="checkbox"/> 32" LCD monitor	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand <input type="checkbox"/> Speakers				
<input type="checkbox"/> 46" LCD monitor	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand <input type="checkbox"/> Speakers				
<input type="checkbox"/> 55" LCD monitor	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand <input type="checkbox"/> Speakers				
<input type="checkbox"/> 70" LCD monitor	Please contact PSAV for quote			
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand <input type="checkbox"/> Speakers				

AUDIO EQUIPMENT

	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> CD player	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Wired microphone	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier				
<input type="checkbox"/> Wireless microphone	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier				
<input type="checkbox"/> Wireless headset microphone	\$ _____	_____	_____	\$ _____
<i>Requires wireless microphone unit to operate</i>				
<input type="checkbox"/> Sound system	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> two speakers, two stands, one mixer, one wired microphone				
<input type="checkbox"/> up to 20 people				

ACCESSORIES

	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> DVD player	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Laptop	\$ _____	_____	_____	\$ _____

PROJECTION

	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> LCD projector	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Tripod screen	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> 5' <input type="checkbox"/> 6' <input type="checkbox"/> 7' <input type="checkbox"/> 8'				

LIGHTING

	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> LEKO/ Par	\$ _____	_____	_____	\$ _____

RIGGING

All rigging requests should be placed using the [Rigging Request Form](#).

CUSTOM ITEMS

	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> _____	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> _____	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> _____	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> _____	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> _____	\$ _____	_____	_____	\$ _____

SPECIAL REQUESTS

Please add any items not listed above that you require.

PSAV® Representative

Gaylord National

201 Waterfront St., National Harbor, MD

office: 301.965.2047 email: psgnexhibits@psav.com





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BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Internet

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. _____

Adjacent Booth No. _____

Adjacent Booth No. _____

Adjacent Booth No. _____



EXHIBITOR SERVICES — RIGGING



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To request exhibitor Rigging, please submit a request at <https://www.psav.com/riggingform>

PSAV WILL CONTACT YOU DIRECTLY TO PROVIDE A DETAILED PROPOSAL AND PAYMENT INFORMATION.

> ALL RENTAL PRICES ARE SUBJECT TO A 20% FEE IF ORDERED LESS THAN 21 BUSINESS DAYS PRIOR TO SHOW OPENING.

EQUIPMENT	PRICE PER DAY
Hang Point	\$70
Motor & Point package	\$230
Truss – 12"x12"x10'	\$80
Truss – 12"x12"x5'	\$45
Truss – Corner Block	\$50
<i>Additional Truss sizes available on request</i>	
House Lift (hourly)	\$45
LABOR	PRICE/HR
CAD Safety Review	\$100
Rigger	\$125
Truss Builders	\$100
OVERTIME CONDITIONS	
Monday - Friday, 8 a.m. - 5 p.m.	Straight Time
Monday - Friday, 5 p.m. - Midnight	Time and 1/2
Monday - Sunday, Midnight - 8 a.m.	Double Time
Saturday, 8 a.m. - Midnight	Time and 1/2
Sunday, All Day	Double Time
Holidays**, All Day	Double Time

- PSAV will review all rigging request and will determine if your request requires motors/ truss or additional items based on the location of your booth.
- PSAV must make all attachments to the rigging system, ceiling, and supporting structure of 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.
- 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 or GNExhibits@gaylordhotels.com
- All overhead signs and banners must be assembled prior to the rigging call time.
- Riggers work in minimum teams of 3. Clients cannot be used as a substitute for riggers.
- PSAV will not "dead hang" items over 100 lbs or 15' in length. Chain hoists may be used for these items.
- Show Management and Gaylord National Conference Services must approve banner placement in advance.
- PSAV does not build exhibit signs. All signs must be built prior to scheduled rigging time.
- **A service charge of 25% on equipment 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.

Power and Internet must be ordered from the hotel

Gaylord National Exhibits
301.965.3710
gnexhibits@gaylordhotels.com

PSAV at
Gaylord National Resort & Convention Center
201 Waterfront Street
National Harbor, MD 20745

Exhibitor Services: 301.965.2047
Fax: 877.917.1223
Email: psgnexhibits@psav.com
Pricing is valid until December 31, 2018

If your show has multi-day setup, labor may apply.

All rigging calls require 3 Riggers and a 3 hour minimum for setting and 2 hour for striking. We will provide an estimate for equipment and labor based upon our experience. Actual hours will be billed.

Upon receiving a rigging request a PSAV representative will send over an order based on your request with pricing and payment information.

