

# EXHIBITOR SERVICES - AUDIOVISUAL

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

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

➤ If you have a special request or need additional equipment, send completed forms to [1602expo@psav.com](mailto:1602expo@psav.com) or fax 615.458.2640

**ALL RENTAL PRICES ARE SUBJECT TO A 20% FEE IF ORDERED LESS THAN 10 BUSINESS DAYS PRIOR TO SHOW OPENING.**

VIDEO EQUIPMENT	QTY	PRICE
Laptop Computer		\$ 255
Blu-ray Player		\$ 135

AUDIO EQUIPMENT	QTY	PRICE
Computer / MP3 Sound Package (1) powered speaker		\$ 325
Sound System: (2) speakers (2) stands (1) Mixer (up to 20 people)		\$ 425
Wireless Microphone Unit: ** <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 230
<input type="checkbox"/> Upgrade to Wireless Headset for an additional: ** Requires Sound System		\$ 100

ADDITIONAL EQUIPMENT	QTY	PRICE
Safelock AV Stand 17"x25"		\$ 35
USB Media Player		\$ 50
10' Cable (Extra) <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> DVI <input type="checkbox"/> USB		\$ 26
Laptop Dongle (Include details below) <input type="checkbox"/> PC <input type="checkbox"/> Mac		\$ 40

MONITORS	QTY	PRICE
<i>Please check the correct boxes to indicate your source (HDMI, VGA) and what stand will be needed. Includes Standard Cable lengths (5')</i>		
24" Monitor (16:9), Table Stand Only <input type="checkbox"/> HDMI <input type="checkbox"/> VGA		\$ 125
46" Monitor (16:9) <input type="checkbox"/> Wallmount <input type="checkbox"/> Table <input type="checkbox"/> HDMI <input type="checkbox"/> VGA		\$ 545
55" Monitor (16:9) <input type="checkbox"/> Wallmount <input type="checkbox"/> Table <input type="checkbox"/> HDMI <input type="checkbox"/> VGA		\$ 845
70" Monitor (16:9) <input type="checkbox"/> Wallmount <input type="checkbox"/> Table <input type="checkbox"/> HDMI <input type="checkbox"/> VGA		\$ 1,250
<input type="checkbox"/> Monitor Pole Stand		\$ 85

LIGHTING EQUIPMENT	QTY	PRICE
LED Uplight		\$ 100
Banner Spotlight		\$ 75

**SPECIAL REQUESTS** Please add any items not listed above that you require.

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## ORDERING INSTRUCTIONS

**To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.**

After receiving your request, a PSAV Representative will send you a proposal including the appropriate Labor and Sales Tax for your review and signature.

If you require an Operator for your event, please specify your needs in the Special Requests area. 5 Hour Minimum applies to any Operator Labor.

**Power and Internet must be ordered from the hotel**

Gaylord Opryland Exhibit Services Department  
615-458-6390 or  
[Jennifer.Curle@GaylordHotels.com](mailto:Jennifer.Curle@GaylordHotels.com)

**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:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

**Labor starting at \$95 per hour and Service Charge (25%) will apply**

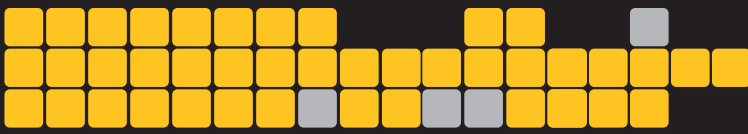
PSAV at  
Gaylord Opryland Resort & Convention Center  
2800 Opryland Drive  
Nashville, TN 37214

**AV Exhibitor Services:**  
615.458.2680 FAX: 615.458.2640  
[1602expo@psav.com](mailto:1602expo@psav.com)

*Pricing is valid until December 31, 2019*

Please email or fax this completed form back to [1602expo@psav.com](mailto:1602expo@psav.com) or 615.458.2640.  
Upon receiving your request, a PSAV representative will send over an order based on your request with pricing and payment information. Your signed quote must be returned to this office prior to the start of your installation.





# EXHIBITOR SERVICES - RIGGING

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

**➤ Please Submit Your Banner/Sign Rigging Request at [www.psav.com/riggingform/](http://www.psav.com/riggingform/)**

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

SINGLE SIGNAGE PACKAGE	PRICE / BANNER
Small Banner/Sign Package: sign up to 20lbs and 2 points includes installation & removal	\$ 585
Medium Banner/Sign Package: sign up to 60lbs and 4 points includes installation & removal	\$ 1,350
Large Banner/Sign Package: sign up to 100lbs and 6 points includes installation & removal	\$ 1,895

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 guidelines.  
Banner/Sign over 100lbs requires chain motors and rigging grid. Please contact for quotation.

EQUIPMENT	PRICE / DAY
Hang Point	\$ 71
Motor & Point package	\$ 226
Truss – 12” x 12” x 10’ Silver	\$ 75
Truss – 12” x 12” x 5’ Silver	\$ 40
Truss – Corner Block Silver	\$ 50
Scissor Lift ( <i>Per Day</i> )	\$ 380

LABOR	PRICE / HOUR
Lead Rigger	\$ 120
Rigger	\$ 110

OVERTIME CONDITIONS	
Monday - Sunday, 7 a.m. - Midnight	Straight Time
Monday - Sunday, Midnight - 7 a.m.	Double Time
Over 10 hours in a single shift	Time and a half
Over 12 hours in a single shift	Double Time
Holidays, All Day	Double Time


**Multi-day setups may incur a blending labor rate.**

- PSAV will review all rigging requests 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 hardware. 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 and Network Services must be ordered through Gaylord Opryland Exhibit Services Department: 615.458.6390 or Jennifer.Curle@GaylordHotels.com.
- All overhead signs and banners must be assembled prior to the rigging call time. PSAV does not build exhibit signs.
- 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 10’ in length. Chain hoists may be used for these items.
- Show management and Gaylord Opryland Conference Services must approve banner placement in advance.
- **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 Tennessee exemption certificate.
- Please visit <http://www.psav.com/gaylordopryland> to review specific rigging rules and regulations as well as the updated CAD drawings for the Gaylord Opryland.

**Step #1**  
To schedule Rigging Services, please submit your request at: <http://www.psav.com/riggingform>. By submitting your rigging request electronically, it will go directly into our nationwide rigging system, ensuring a prompt response and follow-up tracking.

**Step #2**  
If you have additional questions, please contact the on-site rigging coordinator at:  
Jacob Wilson  
On-Site Rigging Coordinator  
615.458.8462  
[jwilson@psav.com](mailto:jwilson@psav.com)

**Step #3**  
PSAV Rigging Management will review and forward your request to the PSAV on-site team. The on-site PSAV team will forward a rigging estimate for your review and signature along with verification of your proposed rigging plot.






2800 Opryland Drive  
Nashville, TN 37214  
Electrical and Utilities (615) 458-6390  
IT and Communications (615) 458-0110  
Food & Beverage (615) 458-5862  
NashvilleGaylordOprylandExhibitServices.GH@gaylordhotels.com

### Access to Online Electrical and IT/ Telecommunications Services and Catering Services

- Log into <https://gaylordopryland.boomerecommerce.com>
- You will need to register with the site to be able to order services.
- Once you log in locate your show under the "My Events" section.
- Select the appropriate services department
- Choose the services for each department for your booth, clicking on "Add to Cart" at the end of each selection.
- Review your shopping cart.
- After all your selections are made and verified continue through the "Secure Checkout" icon.
- Should you have questions please reach out using the "Help" button at the top right of the page. This will alert a specialist that you need assistance with your order.
- If you need immediate assistance please reach out to the following people
  - Jennifer Curle – Electrical and Utilities  
(615) 458-6390 or [Jennifer.curle@gaylordhotels.com](mailto:Jennifer.curle@gaylordhotels.com)
  - Jared McNiff – IT and Communications  
(615) 458-0100 or [jmcniff@gaylordhotels.com](mailto:jmcniff@gaylordhotels.com)
  - Meghan Caruso – Catering  
(615) 458-5862 or [Meghan.caruso@gaylordhotels.com](mailto:Meghan.caruso@gaylordhotels.com)