

GAYLORD NATIONAL®

RESORT & CONVENTION CENTER

*on the Potomac*



# AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	# EVENT DAYS:	ROOM/EXHIBIT BOOTH #:
COMPANY NAME:	ON-SITE CONTACT NAME:		ONSITE PHONE #:	
STREET ADDRESS:	CITY & STATE :		ZIP CODE:	
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM		
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM		
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 [psgnexhibits@psav.com](mailto:psgnexhibits@psav.com) or fax 877.917.1223**

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

VIDEO/DATA DISPLAY	QTY	PRICE
Projector Package w/Tripod Screen		\$760
LCD Support Package w/Tripod Screen		\$235
Laptop computer		\$250
DVD/Blu-Ray Player		\$165
Wired Keyboard or Mouse (each)		\$30

AUDIO EQUIPMENT	QTY	PRICE
Large Monitor Speaker Package includes mixer, speaker & accessories		\$315
Sound System: (2) speakers (2) stands (1) Mixer Wired Microphone (up to 20 people)		\$505
Wired Microphone: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$100
Wireless Microphone Unit: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$230

**LIGHTING**  
*Please call for designs and special packages*

CUSTOM ITEMS	QTY	PRICE
		\$
		\$
		\$
		\$
		\$

MONITORS	QTY	PRICE
<i>Please check the correct boxes to indicate your source (HDMI, VGA, DVI or USB) and what stand will be needed. Includes Standard Cable lengths (5').</i>		
17"-19" LCD Monitor (4:3) Table stand only VGA Only		\$170
24" Multi Sync (16:9) <input type="checkbox"/> Wallmount <input type="checkbox"/> Table <input type="checkbox"/> Pole Stand <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> DVI <input type="checkbox"/> USB		\$270
32"- 40" Monitor (16:9) <input type="checkbox"/> Wallmount <input type="checkbox"/> Table <input type="checkbox"/> Pole Stand <input type="checkbox"/> Shelf (\$35) <input type="checkbox"/> Speakers (\$30) <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> DVI <input type="checkbox"/> USB		\$380
42"- 46" Monitor (16:9) <input type="checkbox"/> Wallmount <input type="checkbox"/> Table <input type="checkbox"/> Pole Stand <input type="checkbox"/> Shelf (\$35) <input type="checkbox"/> Speakers (\$30) <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> DVI <input type="checkbox"/> USB		\$670
50"- 55" Monitor (16:9) <input type="checkbox"/> Wallmount <input type="checkbox"/> Table <input type="checkbox"/> Pole Stand <input type="checkbox"/> Shelf (\$35) <input type="checkbox"/> Speakers (\$30) <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> DVI <input type="checkbox"/> USB		\$870
70"- 80" or larger Monitor (16:9) <i>Please contact PSAV for quote</i> <input type="checkbox"/> Wallmount <input type="checkbox"/> Table <input type="checkbox"/> Pole Stand <input type="checkbox"/> Shelf (\$35) <input type="checkbox"/> Speakers (\$30) <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> DVI <input type="checkbox"/> USB		

## ORDERING INSTRUCTIONS

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

Operator labor, if requested, is subject to the prevailing hourly rate with a 5 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. Please include applicable Service Charge and Sales Tax on equipment rental.

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

Gaylord National Exhibits  
301.965.3710  
[gnexhibits@gaylordhotels.com](mailto:gnexhibits@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.

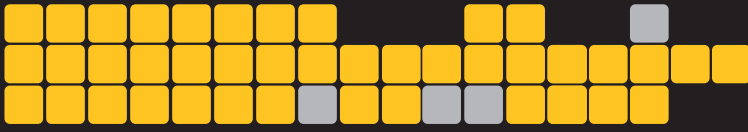
**Labor starting at \$105 per hour and Service Charge (24%) will apply**

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](mailto:psgnexhibits@psav.com)

*Pricing is valid until December 31, 2017*





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# EXHIBITOR SERVICES - RIGGING

To request exhibitor Rigging, please submit a request at <http://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" x 12" x 10'	\$80
Truss – 12" x 12" x 5'	\$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](mailto: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 24% 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.

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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.**

