



Exhibit Hall Services

Electrical/Plumbing Order Form

Please fax or mail to:
Attn: Exhibit Hall Operations
Gaylord Opryland Resort & Convention Center
2800 Opryland Drive Nashville, TN 37214
(P) 615-458-6390 (F) 615-458-6094

Convention Name	Booth #	Exhibit Set-up Date
Company Name	Contact Name	Phone #
Address	City	State Zip

*** PLEASE COMPLETE & INCLUDE WITH YOUR ORDER FORM THE ATTACHED CREDIT CARD AUTHORIZATION FORM ***

120 Volt Power	Quantity	15 day Advance Price	Quantity	Regular Price	Amount	Electrical Connection
1 Outlet to 500 watts or 5 amp		\$126.00		\$146.00		Each outlet is considered one actual plug-in. Prices are per outlet, or combination of outlets with electrical load not to exceed watt and/or ampere rating indicated. Prices printed include labor and 24-hour service. This represents a one-time charge, not a daily rate. Rates quoted for electrical connections cover only the bringing of services to the booth in the most convenient manner. Gaylord Opryland does not supply labor for connecting or running electrical inside booth area. All electrical to be installed will be on the floor at the back of the booth for in-line booths. For your convenience, Gaylord Opryland will staff an electrical service desk during exhibitor set-up.
2 Outlets to 1000 watts or 10 amp		\$146.00		\$186.00		
3 Outlets to 1500 watts or 15 amp		\$171.00		\$211.00		
4 Outlets to 2000 watts or 20 amp		\$201.00		\$241.00		
6 Outlets to 3000 watts or 30 amp		\$251.00		\$291.00		
208 Volt Power						
	1 Ø	3 Ø				Gaylord Opryland supplies 1/2" or 3/4" quick release female connection. Exhibitor is responsible for male connector. Fitting can be purchased on site. Gaylord Opryland supplies 100 PSI. Exhibitor is responsible for air regulator if needed. Please list CFM required, _____
15 Amp				\$245.00	\$285.00	
20 Amp				\$315.00	\$415.00	
30 Amp				\$435.00	\$595.00	
50 Amp				\$670.00	\$935.00	
Note: All equipment utilizing nominal 208 voltage must have appropriate male plug Please list (NEMA)#:						Island Booths
480 Volt Power <u>Please Call for Pricing</u>						Electrical service will come from exhibit hall ceiling and will be provided in the most convenient manner. Gaylord Opryland does not supply labor for connecting or running electrical inside booth area.
Special / Larger requirements:						**Water and Drainage
						Water - Gaylord Opryland supplies male threaded hose connector. Exhibitor is responsible for bringing connector to adapt. Drainage - Depending on location of exhibit, a pump may be required at an additional cost.
						See Terms and Conditions (page 2)
Extension Cords (rental only) Exhibitor must pick up at service desk						Full payment must accompany this order form in order to avoid paying regular price. Not refundable for non-use or no show. In order to receive a refund, cancellations must be made at least seven (7) days prior to set-up day. Prices are subject to change without notice.
25 ft. 1 outlet extension cord		\$15.00		\$15.00		
25 ft. 3 outlet extension cord		\$20.00		\$20.00		
6 outlet power strip		\$25.00		\$25.00		
*Compressed Air minimum charge		\$175.00		\$175.00		Gaylord Opryland Use Only
**Water minimum charge		\$175.00		\$175.00		
Drainage minimum charge		\$140.00		\$140.00		
Fill & Drain up to 50 gallons		\$150.00		\$150.00		
Fill & Drain 51 - 200 gallons		\$225.00		\$225.00		
Fill & Drain 201 - 500 gallons		\$300.00		\$300.00		
Fill & Drain over 500 gallons		<u>please call for pricing</u>				
Note: All above Electrical, Air, Water & Drain charges have Labor Fee included						
Labor per hour 7 am - 5 pm		\$ 70.00		\$ 70.00		
Labor per hour 5 pm - 7 am		\$100.00		\$100.00		
Note: Above Labor Fees are for troubleshooting and/or special wiring only. Gaylord Opryland is not a source of electrical SET-UP labor.						
Sub Total						FSPMS CODE: _____
18% Service Charge						
Sub Total + Service Charge						
TN Sales Tax 9.25%						
TOTAL						



Terms and Conditions for Exhibits and Displays

Adhesives: No pins, tacks, or adhesives of any kind are permitted on any hotel wall, door, or column. Any tape applied to the floor must be approved by the Hotel Exhibit Hall Manager. Proper tape can be purchased from the Hotel Exhibit Hall Manager. No helium filled balloons or adhesive backed stickers may be given out by exhibitors.

Non-Flammable Materials: All materials used in the Exhibit Hall, Ballroom, or any other room of Gaylord Opryland MUST be non-flammable to conform with the Fire Regulations of Nashville, Tennessee. Electrical wiring and equipment installation must conform to appropriate Nashville, Tennessee codes. Gaylord Opryland personnel are obligated to refuse connections where wiring is not in accordance with subject code. Material not conforming with such regulations will be removed immediately at the exhibitor's expense. Engines, motors or any kind of equipment may be operated only with the consent of the Director of Conference Services or Exhibit Hall Manager at Gaylord Opryland.

Special Notices: All booth equipment, furniture and carpeting must be confined to the measured limits of the booth. No nails, or bracing wires used in erecting displays may be attached to the building without written consent of the Director of Conference Services or the Exhibit Hall Manager at Gaylord Opryland. All property destroyed or damaged by the exhibitor must be replaced in its original condition by the exhibitor or at the exhibitor's expense. All materials and equipment furnished to the Exhibitor by Gaylord Opryland will remain Gaylord Opryland property and will be removed by Gaylord Opryland after close of show.

Liability: Gaylord Opryland is not responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or to any other person or property, prior, during, or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage is not caused by the willful negligence of an employee of Gaylord Opryland. Each Exhibitor hereby expressly releases Gaylord Opryland from such liabilities and agrees to indemnify Gaylord Opryland against any and all claims for such injury, loss or damage.

Insurance: Exhibitors who desire to carry insurance on their exhibits must do so at their own expense.

Fire Regulations: All doors and openings must be kept clear. Exit Signs, fire alarms and extinguishers must be visible at all times.

By the order of the Fire Marshall: Display vehicles must meet the following requirements:

Fuel level must be no more than 1/8th of a tank

Battery cables must be disconnected

Gas cap must be locked and / or taped shut

Storage: Absolutely no storage of material of any type allowed behind booths or between booths. Gaylord Opryland has no facilities for the storage of exhibits. All shipments for an exhibit must be directed to the official drayer. Shipments that arrive prior to show time will be directed to the official drayer's warehouse for storage and delivery to the exhibitor's booth at show time, at exhibitor's expense.

Food and Beverage: Any food or beverage dispensed or given away at booths must be supplied and prepared by Gaylord Opryland.

**Credit Card Authorization Form**

Fax or Mail to: Gaylord Opryland Resort & Convention Center

Attn: Exhibit Hall Operations

2800 Opryland Drive Nashville, TN 37214

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Convention Name**Convention Date(s)****Company Name****Booth Number****Contact Name****Contact Phone #**

I, _____, the undersigned agree to give Gaylord Opryland Resort and Convention Center authorization to charge for Electrical Services (labor and materials), Compressed Air and Water/Drain to my credit card. Payment is accepted through Exhibit Hall Services in the form of VISA, MASTERCARD, AMERICAN EXPRESS or DISCOVER. Checks and cash are not accepted. Credit will not be given for services ordered and not used. Cancellations must occur 7 days prior to the installation of services. All disputes must be filed by the exhibitor with the Exhibit Hall Services Department prior to the close of the show.

Credit Card #**Expiration Date****Name of Cardholder (print)****Cardholder's Signature****Billing Address****City****State****Zip Code****Telephone #****Fax #****Email Address**