

# 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		\$ 245
Blu-ray Player/Recorder		\$ 135

AUDIO EQUIPMENT	QTY	PRICE
Computer/MP3 Sound Package (1) powered speaker		\$ 150
Sound System: (2) speakers (2) stands (1) Mixer (up to 20 people)		\$ 500
Wireless Microphone Unit: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 210
Wireless Headset Microphone: <i>Headset only. Mic will require wireless microphone unit to operate.</i>		\$ 85
4-Channel Mixer		\$ 75

ADDITIONAL EQUIPMENT	QTY	PRICE
Safelock Stand		\$ 35
LED Uplight		\$ 95
10' Cable (Extra) <input type="checkbox"/> HDMI <input type="checkbox"/> VGA <input type="checkbox"/> DVI <input type="checkbox"/> USB		\$ 25
Laptop Dongle (Include details below) <input type="checkbox"/> PC <input type="checkbox"/> Mac		\$ 35
Wired Keyboard or Mouse		\$ 30

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		\$ 240
46" Monitor (16:9) <input type="checkbox"/> Wallmount <input type="checkbox"/> Table <input type="checkbox"/> Pole Stand <input type="checkbox"/> HDMI <input type="checkbox"/> VGA		\$ 535
55" Monitor (16:9) <input type="checkbox"/> Wallmount <input type="checkbox"/> Table <input type="checkbox"/> Pole Stand <input type="checkbox"/> HDMI <input type="checkbox"/> VGA		\$ 725
70" Monitor (16:9) <input type="checkbox"/> Wallmount <input type="checkbox"/> Table <input type="checkbox"/> Pole Stand <input type="checkbox"/> HDMI <input type="checkbox"/> VGA		\$ 1,060
<i>(Don't forget to order the Pole Stand if needed)</i> Monitor Pole Stand		\$ 75

CUSTOM ITEMS	QTY	PRICE

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


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.

## 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  
[Valerie.Steele@gaylordhotels.com](mailto:Valerie.Steele@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:

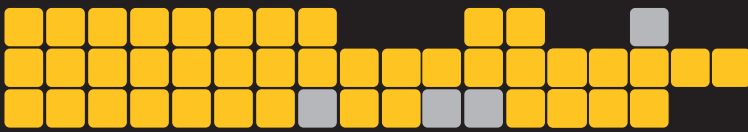
- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

**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

Exhibitor Services: 615.458.2680  
FAX: 615.458.2640  
[1602expo@psav.com](mailto:1602expo@psav.com)  
*Pricing is valid until December 31, 2018*





# 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	\$ 560
Medium Banner/Sign Package: sign up to 60lbs and 4 points includes installation & removal	\$ 1,225
Large Banner/Sign Package: sign up to 100lbs and 6 points includes installation & removal	\$ 1,680

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	\$ 70
Motor & Point package	\$ 225
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> )	\$ 355

LABOR	PRICE / HOUR
Lead Rigger	\$ 110
Rigger	\$ 105

OVERTIME CONDITIONS	
Monday - Friday, 8 a.m. - 5 p.m.	Straight Time
Monday - Friday, 5 p.m. - Midnight	Time and a half
Monday - Friday, Midnight - 8 a.m.	Double Time
Saturday, 8 a.m. - Midnight	Time and a half
Sunday & 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 Valerie.Steele@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:

Mark Krysiuk On-Site Rigging Coordinator 615.458.8466 mkrysiuk@psav.com	Jacob Wilson On-Site Rigging Project Manager 615.458.8462 jwilson@psav.com
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**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.

