



Exhibitor Kit

Gaylord Texan Resort & Convention Center
ATTN: Exhibitor Services
1501 Gaylord Trail, Grapevine, Texas 76051

PH: 817-778-3270 FAX: 817-778-3677

ADVANCE PRICE DEADLINE
Fourteen (14) calendar days prior to 1st day of show

Dear Exhibitors,

Please note that the forms in this packet are handled by separate departments within the Gaylord Texan, and possibly a second company altogether.

It is imperative that you completely fill out each form and send it to the correct department. The contact information and fax number is listed at the top of each order form. Please do not forget to fax the credit card authorization *with* the order form.

Our staff will be happy to answer any general questions about the show, or direct you accordingly.

Thank you,

Gaylord Texan
Exhibitor Services



Convention Center Rules & Regulations

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Rules and Regulations for Exhibits and Displays

- A discounted rate is provided to exhibitors who order services by the Advance Price Deadline of fourteen (14) days prior to shows start. Any change made to electrical order after advance price deadline will automatically change all prices to the standard rates.
- Payment is accepted in the form of VISA, MASTERCARD, DISCOVER, and AMERICAN EXPRESS. The local Sales Tax (currently at 7.25%) will be applied to all equipment, service, and labor orders.
- **Checks and cash will not be accepted.** Any checks received will be promptly returned via U.S. Standard Mail with a request for a credit card or money order payment. Full payment must be received at least fourteen (14) days prior to the first day of show to qualify for the Advance Price.
- Cancellation for services must be received *in writing* forty-eight (48) hours prior to the show start to avoid charges. Each service is handled by individual departments (or companies) and therefore must be cancelled through each department separately i.e. Electrical, Technology, Rigging, Audio-Visual, etc. A credit will not be issued for services not used.
- Early electrical installation and/or electrical labor must be submitted *in writing* to Exhibit Hall Management along with utility order and booth diagram. Early electrical installation can not be guaranteed unless request has been received by the Advance Price Deadline of fourteen (14) days prior to show start.
- Electrical labor and material charges will be based on booth diagram specifications and show floor requests from either exhibitors or third-party setup persons including decorator and/or exhibit house.
- Island booths without a diagram will not be set until booth representative arrives at show site and speaks with Exhibit Hall Management.
- Electrical rates do not include connecting electrical sources inside the booth. Labor charges may apply for relocation of electrical source or exhibitor-installed cords requiring troubleshooting and/or redistribution in booth. **Labor rates: 8:00am-5:00pm, \$60/hr. 5:00pm-8:00am, \$90/hr.**
- Master Account Billing requests are accepted by the Association only. Master Account billing should be arranged through your Association and Gaylord Convention Services Manager. The group billing code must be submitted along with electrical request.
- The hotel does not supply carts, dollies, hand-trucks, pallet-jacks or forklifts. Any material moving must be arranged through decorating company.
- Gaylord Texan does not provide cleaning supplies, vacuums, large waste receptacles or janitorial services for the exhibit space. Any cleaning must be arranged through decorating company.
- The hotel is not responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitors, agents, employees, property or any other person or property prior to, during or subsequent to the period covered by the exhibit contract.
- Exhibits, displays and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.



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Rules and Regulations for Exhibits and Displays (continued)

- The hotel reserves the right to purchase, prepare and provide all food and beverage items. In-booth food and beverage requests should be directed to your group Catering Manager. Please contact the Exhibit Hall Main Line to be directed to the proper Catering Manager.
- Cooking permit must be obtained before any cooking activity is permitted within the convention center. A 3A40 B.C. fire extinguisher must be in the booth, within thirty (30) feet of the each cooking device. Compliance with all local Health Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.
- Stick-on decals (except name tags) may not be distributed or used in the convention center.
- Holes may not be drilled or punched into any surface in the convention center.
- No painting of any kind (exhibits, displays, equipment, etc.) is allowed inside the convention center.
- Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling or painted surface in the convention center.
- Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be secured to a cart or column while inside the building and must be removed daily. Storage of tanks within the building is not permitted.
- The use of "Day tanks" of bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.
- In accordance with the Grapevine Fire Department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire exit doors, fire strobes, fire speakers, fire department access cabinets or fire pulls.
- Vehicles that are used as part of a display should have no more than a ¼ tank of fuel or ten (10) gallons, whichever is less. The tank must be sealed (taped) or have a locking gas cap and both battery cables must be disconnected with both cables being taped.
- A key to the vehicle must be provided to Gaylord Texan Exhibitor Services Department. The exhibitor is responsible for contacting the Grapevine Fire Marshall **NO LESS** than 48 hours prior to vehicle being moved into the building to schedule vehicle inspection. Vehicles are NOT to be started or driven on the Ballroom level.
- Covered or multi-leveled booths, over (300) square feet are required to have an automatic extinguishing system or required fire watch personnel. Scaled, stamped plans of the booth must be submitted. Cost of fire watch personnel is determined by the Grapevine Fire Department.
- Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Convention Services in conjunction with the Grapevine Fire Department and Gaylord Texan Director of Security and Safety Services.



Utility Services

Fax or Mail to: Gaylord Texan Resort & Convention Center
 ATTN: Exhibitor Services
 1501 Gaylord Trail, Grapevine, Texas 76051

PH: 817-778-3270 FAX: 817-778-3677

ADVANCE PRICE DEADLINE
Fourteen (14) calendar days prior to 1st day of show

Complete this form and mail or fax to the above address.
 Credit Cards and Money Orders are the only form of payment accepted.

Checks and Cash will not be accepted.

Voltage	Maximum Watts	Circuit Amps	Phase	Advance Price	Standard Price	Qty.	Amount
120	500	4	Single	\$68	\$95		\$
120	1,000	8	Single	\$85	\$119		\$
120	1,500	12	Single	\$103	\$145		\$
120	2,000	20	Single	\$120	\$168		\$
*120/208	3,300	20	Single	\$166	\$233		\$
*120/208	5,700	20	Three	\$250	\$350		\$
*120/208	5,000	30	Single	\$225	\$315		\$
*120/208	8,600	30	Three	\$351	\$492		\$
1-Outlet Extension Cord (<i>rental only</i>)					\$17		\$
6-Outlet Power Strip (<i>rental only</i>)					\$12		\$
EUROPEAN POWER STRIP: (<i>rental only</i>) Hotel supplies 1 US to European power transformer (required) with each power strip. **(\$300.00 deposit required for each power strip/transformer set)					\$24		\$
COMPRESSED AIR: Hotel supplies ¼" D quick-release female connections.					\$150		\$
WATER: Hotel supplies ½" male threaded hose connector. Exhibitor is responsible for bringing adaptor.					\$150		\$
DRAINAGE: Available depending on booth or exhibit location. A pump may be required at an additional cost.					\$120		\$

*All equipment utilizing nominal 208 voltages must have appropriate male plug.

**The \$300 deposit for European power strip/transformer is refunded after equipment retrieval and inspection.

Event Name: _____ Subtotal: \$ _____

Event Dates: _____ Tax (7.25%): \$ _____

Exhibitor Name: _____ Booth #: _____ TOTAL: \$ _____

Contact Name: _____ Phone No.: _____

E-mail Address: _____

On-Site Contact: _____ Phone No.: _____

ELECTRICITY CONNECTIONS

Each circuit consists of one outlet. Prices are per outlet, or combination of outlets. Electricity load not to exceed watt and/or ampere rating indicated. Permanent building electricity outlets are not part of the booth space and may not be used as part of the exhibitor's electricity order.

LABOR

Please include a booth diagram showing the requested location of electricity source. Rates do not include connecting or running electricity inside the booth. Labor and materials will be charged for booth setup based on diagram specifications. Charges will apply for requested relocation. The Hotel will charge for exhibitor-installed cords requiring troubleshooting and/or redistribution in the booth. Labor and materials will be charged to the credit card on file. All labor and materials for booth setup will be billed post-show.
Labor rates are as follows: 8:00am-5:00pm \$60/hr.; 5:00pm-8:00am \$90/hr.

EQUIPMENT

All material and equipment provided by Gaylord Texan Resort & Convention Center shall remain the property of the Hotel and shall be removed only by the Hotel at the close of the show. The Hotel reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Hotel's electrical department. The use of open clip sockets, latex lamp cord wire, or unapproved multiplex attachment plugs is not permitted.



Credit Card Authorization

Fax or Mail to: Gaylord Texan Resort & Convention Center
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ADVANCE PRICE DEADLINE
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Event Name: _____ Event Dates: _____

Exhibitor Name: _____ Booth #: _____

Contact Name: _____

Contact Phone No.: _____ Ext.: _____

E-mail Address: _____

On-Site Contact: _____ Phone No.: _____

Please Circle Payment Type: We do not accept company or personal checks for tradeshow payments.

Visa MasterCard American Express Discover Diners Club Money Order

Credit Card No.: _____ Expiration Date: _____

Cardholder Name: _____

Billing Address: _____

City: _____ State/Zip: _____

Cardholder Phone No.: _____ Ext.: _____

For your convenience, we will use this authorization to charge your credit card account for any advance orders, and any additional amounts incurred as a result of the show site orders placed by your booth representative or third-party setup (such as exhibit house or decorating company).

I agree to give Gaylord Texan Resort & Convention Center authorization to charge for any of the following to my credit card: Utilities, Technology, and related Labor Services. *Please note: a 7.25% sales tax will be assessed for all charges.*

Cardholder's Signature: _____

(If the cardholder is not present, please sign like this: **Jane Smith for John Doe**).

The Gaylord Texan Exhibit Hall Department can only furnish a receipt for utility services.

If you incurred other charges at the hotel, please contact the Accounting Department at 817-778-1242 for a receipt.



Booth Layout

Fax or Mail to: Gaylord Texan Resort & Convention Center
 ATTN: Exhibitor Services
 1501 Gaylord Trail, Grapevine, Texas 76051

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We may need to contact you for additional information about your order or booth layout; therefore, please fill out the following contact information.

Specific instructions about your booth layout should be written on this page for the technicians to read. Mark the diagram with your booth dimensions and orientation (i.e., list the aisles and adjacent booth numbers), and indicate placement of Utility and Technology Services.

If you submit a separate booth diagram—*don't forget to label your diagram with the tradeshow name, booth name, and booth number.*

Event Name: _____ Event Dates: _____

Exhibitor Name: _____ Booth No.: _____

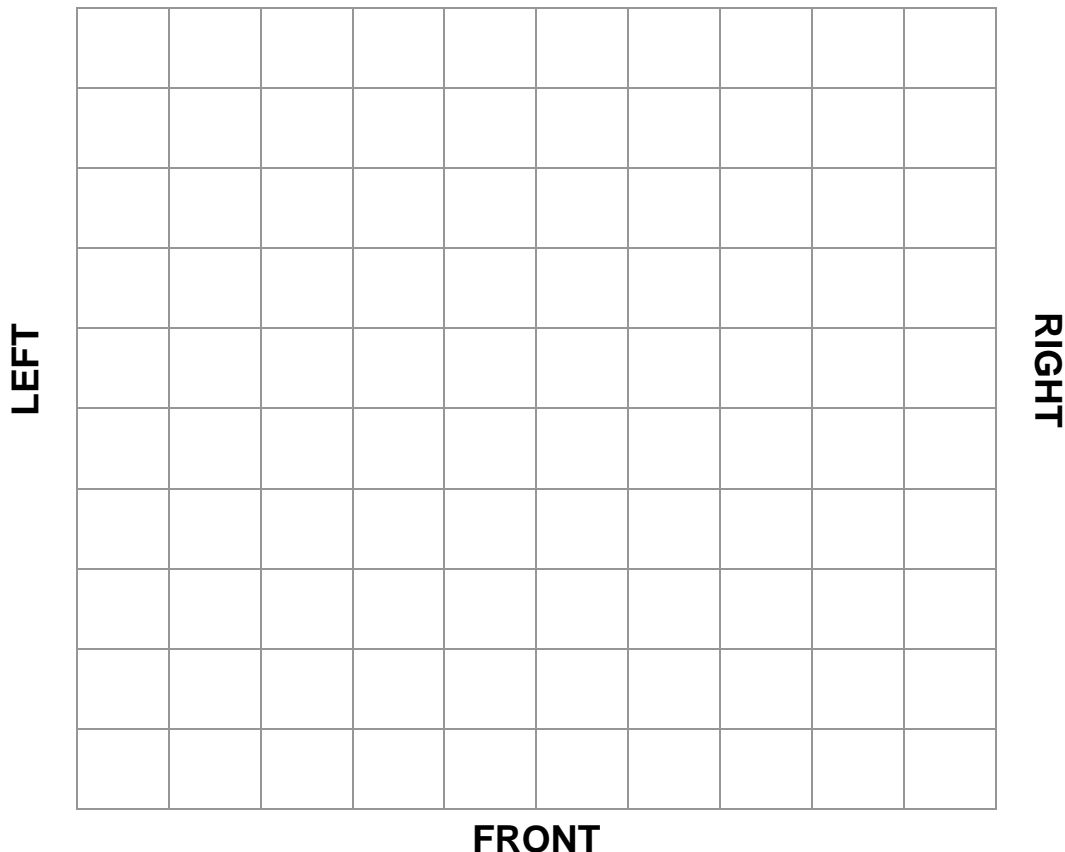
Contact Name: _____

Contact Phone No.: _____ Ext.: _____

E-mail Address: _____

On-Site Contact: _____ Phone No.: _____

BACK OF BOOTH





Information Technology Terms, Conditions & Regulations

Fax or Mail to: Gaylord Texan Resort & Convention Center
ATTN: Technology Service Representative
1501 Gaylord Trail, Grapevine, Texas 76051

PH: 817-778-3600 FAX: 817-778-3688

Gaylord Texan Resort & Convention Center Information Technology Terms, Conditions and Regulations

GENERAL:

- Installation of telephone, telecommunications, network and cabling services within Gaylord Texan Resort & Convention Center is exclusive. Telecommunication services (voice and data) are to be ordered by each exhibitor separately and are not to be shared with other exhibitors. Routine audits are preformed to ensure adherence.
- All prices are for rental of services only. Material and equipment furnished by Gaylord Texan Resort & Convention Center for telecommunication services shall remain the property of Gaylord Texan Resort & Convention Center's unless otherwise specified, and shall be returned to Gaylord Texan Resort & Convention Center's Exhibitor Service desk at the close of show. There will be a \$250.00 charge for lost or damaged telephone sets and a \$250.00 charge for lost or damaged network equipment. Gaylord Texan Resort & Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.
- Under no circumstances shall anyone other than Gaylord Texan Resort & Convention Center's Information Technology technicians make any special wiring within the resort property. Only Gaylord Texan Resort & Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) will be billed to the exhibiting firm name.
- Gaylord Texan Security Officers are required to monitor event areas during production hours. For this purpose, production includes the load-in / set-up & teardown / move-out of all rigging, exhibits, decorations, AV, etc. Rates listed in the Security Services Agreement apply to this work. The Director of Security and Safety Services will decide officer staffing requirements and coverage hours.
- Delivery of all voice and data transmission lines ordered from an outside vendor will only be allowed to the second floor Data Center. All circuit installs must be coordinated with Gaylord Texan Resort & Convention Center's Information Technology group at least 9 weeks in advance of show date.
- All exhibitor telephone and network services will be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time.
- Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials will be charged for precise placement of communication services. Additional labor charges will be required for relocating service after installation. Gaylord Texan Resort & Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring voice or data services to a booth.
- Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in ½ hour increments (minimum charge is ½ hour). Labor rate is \$75.00/hour (advanced -- scheduled) and \$125.00/hour (standard -- non-scheduled).
- Notification of cancellation must be received in writing a minimum 48 hours prior to scheduled opening date. Credit will not be given for connections installed and not used. No credit will be given for service canceled less than forty-eight (48) business hours prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Exhibitor Services Department prior to the close of show. Gaylord Texan Resort & Convention Center will resolve disputes in a timely manner.



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NETWORK | INTERNET | WIRELESS:

- The network connections provided by Gaylord Texan Resort & Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies. The services being provided by Gaylord Texan Resort & Convention Center will facilitate communications between the Gaylord Texan Resort & Convention Center's authorized users and the entities reachable through the Internet. Users of Gaylord Texan Resort & Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
- Users of Gaylord Texan Resort & Convention Center services shall not disrupt any of Gaylord Texan Resort & Convention Center network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of Gaylord Texan Resort & Convention Center or other associated networks. Gaylord Texan Resort & Convention Center services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
- Gaylord Texan Resort & Convention Center reserves the right to troubleshoot with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord Texan Resort & Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities. After disconnection, isolation and quarantine assistance will be given.
- All devices for which Gaylord Texan Resort & Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord Texan Resort & Convention Center assigned IP address. At no time, while connected to Gaylord Texan Resort & Convention Center network, will the customer use run their own DHCP server. Physical layer network audits are performed to ensure adherence.
- The Customer must provide the node equipment (personal computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10/100Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.
- Wireless Specific (802.11a, b, g): The use of any wireless access point or any other device that interferes with the facilities wireless data frequencies is strictly prohibited. At no time will an exhibitor or customer power up any wireless device not provided by Gaylord Texan Resort & Convention Center without prior authorization.

Internet Performance Disclaimer: Gaylord Texan Resort & Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. Gaylord Texan Resort & Convention Center is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a DS3 (45mbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to any location on property.

Internet Security Disclaimer: Gaylord Texan Resort & Convention Center does not provide security, such as but not limited to firewalls, NATing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord Texan Resort & Convention Center; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.



Network & Telecommunications Services

Fax or Mail to: Gaylord Texan Resort & Convention Center
 ATTN: Technology Service Representative
 1501 Gaylord Trail, Grapevine, Texas 76051

PH: 817-778-3600 FAX: 817-778-3688

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- Fill out this form completely, including payment information, and mail or fax to the above address. Checks and cash are not accepted. Fax a layout of your booth to Gaylord Texan Resort & Convention Center Technology Services at (817) 778-3688.
- Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price.

Rates quoted for voice and data connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or the routing of cables inside the booth area. All telecommunication services installed will be on the floor in the back of the booth for in-line booths. Telecommunications for island booths will come from the ceiling or floor, in the most convenient manner.

Telecommunication	Qty	# Days	Advance Rate	Standard Rate	Total
<ul style="list-style-type: none"> Standard DID telephone/fax/modem line Account will be charged for any toll and long distance charges. 	___	x ___	(\$100.00 or \$125.00)		_____
<ul style="list-style-type: none"> House line (5-digit in-house dialing only) Account will be charged for any toll and long distance charges 	___	x ___	(\$ 50.00 or \$ 75.00)		_____
<ul style="list-style-type: none"> Poly-Com Conference Telephone Phone only. <u>Phone line must also be ordered.</u> 	___	x ___	(\$100.00 or \$125.00)		_____
<ul style="list-style-type: none"> Nextel 2-way radio w/charger 	___	x ___	(\$ 25.00 or \$ 35.00)		_____

High-Speed Internet – 1.5Mb/s Access Speed	Qty	# Days	Advance Rate	Standard Rate	Total
<ul style="list-style-type: none"> High Speed Internet Access (HSIA) 10/100 Mbps, RJ-45 Connection with 1 Private IP Address 	___	x ___	(\$500.00 or \$625.00)		_____
<ul style="list-style-type: none"> Additional Connections to HSIA Gaylord Texan provided switch/hub/cables 	___	x ___	(\$100.00 or \$125.00)		_____
<ul style="list-style-type: none"> Additional Devices Sharing same connection Customer provided router/switch/hub/cables 	___	x ___	(\$ 50.00 or \$ 75.00)		_____
<ul style="list-style-type: none"> Wireless Access Point High Speed Internet must also be ordered 	___	x ___	(\$200.00 or \$250.00)		_____

ALL PRICES ARE DAILY RATES

For other services, bulk pricing, or custom quotes, contact Gaylord Texan Technology Solutions 817-778-3600

NAME OF EVENT: _____ EVENT DATES: _____
 COMPANY NAME: _____ Room Name or Booth #: _____
 ADDRESS: _____ CITY, ST, ZIP: _____
 PHONE NO.: _____ FAX NO.: _____
 AUTHORIZED PERSON: _____ TITLE: _____

Group Master Account if applicable: _____ **or fill in Credit Card information below**

Payment in full required before prior to show. **Checks and cash not accepted.**
 Money Order in the amount of \$ _____

Subtotal \$ _____
 7.25% Sales Tax \$ _____
TOTAL \$ _____

VISA MasterCard American Express Discover Diners Club

Card No.: _____ Exp. Date: _____
 Name on Card (Please print): _____
 Authorized Signature: _____ Date: _____

(Exhibitor is responsible for all unreturned equipment including, but not limited to: Nextels, telephones, and accessories.)



Exhibitor Signage and Rigging Order Form



Gaylord Texan Resort and Convention Center
Grapevine, Texas

Ordering Instructions ...	Pricing Information...			
<ul style="list-style-type: none"> • All ceiling rigging must conform to Show Management rules and regulations and facility limitations • All overhead signs and banners must be assembled and disassembled by the exhibitor company. • All electrical signs must be in good working order and in accordance with the National Electrical Code and electricity ordered in advance through your electrical provider • Labor Rates are calculated with the following guidelines: A) 2 Man minimum per Crew B) 1 Hour Minimum per Crew C) Straight time cannot be guaranteed • Labor Rates include the price of Crew and Lift • The total charge per item is determined as a Show RATE, that is the requested items selected are charges of the actual show days of the exhibition. • A service charge of 21% will be added to the subtotal before Tax. • Please include applicable Sales Tax on equipment rental. 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. • To guarantee equipment availability and advanced rate, submit your request 30 days prior to delivery. • Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. • NO equipment charges for set-up day required. • CANCELLATIONS: A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge. B) If services have already been provided at the time of cancellation, 100% of original charges will be applied. 	Equipment	Straight Time	Overtime	
		Boom Lift with Crew (per hour)	\$ 375.00	\$ 440.00
		Scissor Lift with Crew (per hour)	\$ 375.00	\$ 440.00
		Labor		Rate / Hour.
		** Additional Labor per person / per hour **		
		Straight Time - 8:00am-5:00pm (m-f)		\$ 75.00
		Overtime - 5:00pm - 12:00am (m-f)		\$ 112.50
		Double Time -12:00am - 8:00am (m-s)		\$ 150.00
		Saturday - 8:00am - 12:00am (sat only)		\$ 112.50
		Sunday - All Day (sun only)		\$ 150.00
		Holidays - All Day		\$ 150.00
		Installation Estimate		
	Approx Hours	Hourly Rate	Estimated Cost	
	_____ @ _____	=	_____	
	Dismantle Estimate			
	Approx Hours	Hourly Rate	Estimated Cost	
	_____ @ _____	=	_____	
	Totals ...		PAYMENT IS DUE WHEN ORDER IS PLACED	
	Installation Total			
	Dismantle Total			
	Additional Labor Total			
	SUBTOTAL			
	Service Charge (21%)			
	Tax (7.25%)			
	GRAND TOTAL			
	** Advanced Pricing is available only on orders received in our office 30 days prior to Event Load In.			
	...for Processing			
	Return Form To: Presentation Services Gaylord Texan Resort and Convention Center			
	1501 Gaylord Trail Grapevine, Texas 76051			
	PH: 817-778-3288	FAX: 817-778-3299		
	PSAV exclusively provides rigging & banner hanging services. Please visit our website to view rates. www.avservicescorp.com/onsite/gaylordtexan			
Method of Payment ...				
	Card Number: _____ Exp Date ____ / ____	American Express	PLEASE CHECK ONE <input type="checkbox"/>	
	Cardholder's Name (as appears on card): _____	Visa	<input type="checkbox"/>	
	Cardholders Signature: _____	MasterCard	<input type="checkbox"/>	
	_____	Check# _____	<input type="checkbox"/>	