



# 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

<b>Convention Name</b>	<b>Company Name</b>	<b>Booth #</b>	<b>Set Up Date</b>
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Contact Name</b>	<b>Phone #</b>	<b>Email Address</b> <i>(for a receipt)</i>	

**\* PLEASE COMPLETE & INCLUDE 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		\$177.00		\$203.00		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. <b>Prices printed include labor and 24-hour service.</b> 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. <b><u>Gaylord Opryland does not supply labor for connecting or running electrical inside booth area.</u></b> For your convenience, Gaylord Opryland will staff an electrical service desk during exhibitor set-up.
2 Outlets to 1000 watts or 10 amp		\$203.00		\$257.00		
3 Outlets to 1500 watts or 15 amp		\$237.00		\$291.00		
4 Outlets to 2000 watts or 20 amp		\$278.00		\$331.00		
6 Outlets to 3000 watts or 30 amp		\$346.00		\$399.00		
<b>208 Volt Power</b>						
	1 Ø		3 Ø			<b>Inline &amp; Island Booths</b> <b>All power in the Exhibit Hall comes from the ceiling.</b> <b>Inline Booths:</b> Electrical will be installed on the floor at the back of the booth <b>Island Booths:</b> Electrical service will come from exhibit hall ceiling and will be provided in the most convenient manner. <b><u>Gaylord Opryland does not supply labor for connecting or running electrical inside booth area.</u></b>
15 Amp		\$337.00		\$391.00		
20 Amp		\$432.00		\$568.00		
30 Amp		\$596.00		\$811.00		
50 Amp		\$913.00		\$1,273.00		
<b>Note:</b> All equipment utilizing nominal 208 voltage must have appropriate male plug Please list (NEMA)#:						
<b>480 Volt Power</b>	<u>Please Call for Pricing</u>					
<b>Special / Larger Requirements:</b>						
<b>*Compressed Air</b>						
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. _____						
<b>**Water and Drainage</b>						
<b>Water</b> - Gaylord Opryland supplies male threaded hose connector. Exhibitor is responsible for bringing connector to adapt. <b>Drainage</b> - Depending on location of exhibit, a drain may not be available. Please call to verify availability.						
<b>See Terms and Conditions (page 2)</b>						
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. Advanced pricing is honored for orders submitted at least (15) days before first show date.						
<b><u>Gaylord Opryland Use Only</u></b>						
<b>Troubleshooting or Special Wiring ONLY</b>						
***Labor per hour 7 am - 5 pm		\$70.00		\$70.00		
***Labor per hour 5 pm - 7 am		\$100.00		\$100.00		
<b>***Note: Above Labor Fees are for troubleshooting and/or special wiring only.</b> <b><u>Gaylord Opryland is not a source of electrical SET-UP labor.</u></b>						

Sub Total

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TN Sales Tax 9.25%

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**TOTAL**

PAYMENT METHOD: \_\_\_\_\_



## 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, and to any other person or property, to the extent arising out of, resulting from or in any way related to Exhibitor's exhibits and displays or any breach of this agreement by Exhibitor, provided that said injury, loss or damage is not caused by the gross negligence or willful misconduct of a Gaylord employee acting within the scope of his employment in connection with the exhibition as contemplated by this agreement. Each Exhibitor hereby expressly releases Gaylord Opryland, Marriott International, Inc., its subsidiaries and affiliates from such liabilities and agrees to indemnify Gaylord Opryland, Marriott International, Inc., its subsidiaries and affiliates 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.



GAYLORD OPRYLAND®

RESORT & CONVENTION CENTER

Nashville

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

Marriott Confidential & Proprietary Information

This form has been created in order to allow you to have event expenses charged to your credit/debit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to EXHIBIT HALL OPERATIONS 615-458-6094

EVENT INFORMATION - Required

Event Name/Title:
Event Date(s):
Company Name:
Booth #:

FOR SECURITY reasons, Marriott International conforms to all Payment Card Industry (PCI) standards.

PAYMENT INFORMATION - Required

Name as it appears on the credit/debit card:

Card Type: VISA MC AMEX DINERS/CB DISCOVER JCB

Account Type: PERSONAL CORPORATE CREDIT DEBIT

Issuing Bank: Phone:

Card Number: Exp. Date:

CARDHOLDER INFORMATION - REQUIRED

Address (billing):

City: State: Zip:

Phone Number: Fax or Alternate Number:

Email Address:

I certify that all information is complete and accurate. I hereby authorize Gaylord Opryland Resort & Convention Center to collect payment(s) for Event listed on this form by processing one or more charges to the credit/debit card listed above. I certify that I am the authorized signer of the credit/debit card listed above.

Cardholder Name: (Printed)

Cardholder Signature: Date:

For security reasons, we cannot accept completed credit card authorization forms via email.