

# EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



GAYLORD TEXAN™  
RESORT & CONVENTION CENTER  
on Lake Grapevine

NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		ORDERED BY		

**ORDERING INSTRUCTIONS:** To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a five-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 Sales Tax on equipment rental.

**PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER SHOW.**

**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** – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax. Labor and/or service charges may apply and/or loss damage waiver.

**Shipping Instructions** – Mark any materials sent to the venue as follows:

1. Address Packages to: Gaylord Texan, 1501 Gaylord Trail, Grapevine, TX 76051
2. Hold for Arrival - Attn: Guest's Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

**Form Submission** – Email completed forms to: [bmonefeldt@psav.com](mailto:bmonefeldt@psav.com).

## MONITORS

	PRICE	QTY	TOTAL
<input type="checkbox"/> 32" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand	\$ _____	_____	\$ _____
<input type="checkbox"/> 46" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand	\$ _____	_____	\$ _____
<input type="checkbox"/> 55" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand	\$ _____	_____	\$ _____
<input type="checkbox"/> 70" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand	\$ _____	_____	\$ _____
<input type="checkbox"/> Speakers Please contact PSAV for quote			
<input type="checkbox"/> Speakers			

## AUDIO EQUIPMENT

	PRICE	QTY	TOTAL
<input type="checkbox"/> Wired handheld microphone	\$ _____	_____	\$ _____
<input type="checkbox"/> Wireless microphone <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier	\$ _____	_____	\$ _____
<input type="checkbox"/> Wireless headset microphone <i>Requires wireless microphone unit to operate</i>	\$ _____	_____	\$ _____
<input type="checkbox"/> Powered speaker <i>Up to five people</i>	\$ _____	_____	\$ _____
<input type="checkbox"/> Sound system <input type="checkbox"/> two speakers, two stands, one mixer, one wired microphone <input type="checkbox"/> up to 20 people	\$ _____	_____	\$ _____
<input type="checkbox"/> 4-channel mixer	\$ _____	_____	\$ _____

## ACCESSORIES

	PRICE	QTY	TOTAL
<input type="checkbox"/> DVD player	\$ _____	_____	\$ _____
<input type="checkbox"/> Laptop	\$ _____	_____	\$ _____

## PROJECTION

	PRICE	QTY	TOTAL
<input type="checkbox"/> 42"- 54" Rolling cart	\$ _____	_____	\$ _____
<input type="checkbox"/> Tripod screen <input type="checkbox"/> 6' <input type="checkbox"/> 7' <input type="checkbox"/> 8'	\$ _____	_____	\$ _____

## RIGGING

All rigging requests should be placed using the [Rigging Request Form](#).

## CUSTOM ITEMS

	PRICE	QTY	TOTAL
<input type="checkbox"/> _____	\$ _____	_____	\$ _____
<input type="checkbox"/> _____	\$ _____	_____	\$ _____
<input type="checkbox"/> _____	\$ _____	_____	\$ _____
<input type="checkbox"/> _____	\$ _____	_____	\$ _____
<input type="checkbox"/> _____	\$ _____	_____	\$ _____

## SPECIAL REQUESTS

Please add any items not listed above that you require.

On-site labor rate is \$120 per hour.

All rental prices are subject to a 15% markup when ordered on site.

**Bud Monefeldt**

Director of Sales - PSAV®

Gaylord Texan

1501 Gaylord Trail, Grapevine, TX 76051

office: 817.778.3298    email: [bmonefeldt@psav.com](mailto:bmonefeldt@psav.com)



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## BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Please indicate on the grid the location of your requested AV using **X** to signify AV items.

Adjacent Booth No. \_\_\_\_\_


Adjacent Booth No. \_\_\_\_\_

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