



GEMS IS THE EXPOSITION MANAGEMENT
TEAM FOR THE 2019 AFB
PROJECT MANAGER IS

LISA MAAG

LISA@GEMSEVENTS.COM

407-438-5002 EXT 117

IF SHIPPING FREIGHT PLEASE PAY MATERIAL HANDLING SEE MATERIAL HANDLING RECAP FOR RATES. WE NOW HAVE AN ONLINE ORDERING SYSTEM THAT CAN SAVE YOU TIME AND MONEY. IF YOU NEED HELP WITH INSTALLATING OR DISMANTLING OF YOUR BOOTH, GEMS HAS ONSITE LABOR AVAILABLE FOR A 5% DISCOUNT IF PURCHASING BEFORE DEADLINE.

As always, if you have any questions feel free to contact GEMS.

GEMS - Gilbert Exposition Management Services

9468 American Eagle Way Suite 100 Orlando, FL 32837

Phone: 407-438-5002 | Fax: 407-852-0286



ALLIANCE FRANCHISE BRANDS

GEMS is proud to be your Exposition Management team for **2019 AFB CONVENTION**. The following are important dates and information to keep at hand:

Official General Contractor

GEMS - Gilbert Exposition Management Services
 895 Central Florida Parkway, Orlando, Florida 32824
 Phone: (407) 438-5002 Fax: (407) 852-0286

Show Information:

Back-wall Drape: **RED/YELLOW/GREEN/BLUE ALTERNATING**
 Hall Carpeted: **CEMENT ONLY (ASILES CARPETED ONLY)**
 Booth Size: **10 X 10**
 Booth Includes: Pipe and drape (1) Skirted table, (2) Chairs,
 (1) Wastebasket and (1) ID sign provided

**WHEN PLACING ORDERS ONLINE OR VIA EMAIL PLEASE LEAVE BOOTH NUMBER BLANK.
 GEMS WILL PUT BOOTH NUMBERS ON ORDERS ONCE ISSUED.**

Important Dates

MONDAY	FEBRUARY 13, 2019	Shipments may start arriving at the GEMS warehouse
WEDNESDAY	FEBRUARY 27, 2019	DISCOUNT DEADLINE GEMS ORDERS RECEIVED WITH PAYMENT
MONDAY	MARCH 11, 2019	Last day for shipments to arrive at GEMS warehouse without surcharges

- GEMS Logistics will be available for all your shipping needs prior to and at the event.
- Please inform your drivers to be checked in at the loading area by **5:00 PM MARCH 15, 2019**
- Freight not picked up by **10:00 PM MARCH 15, 2019** will be redirected.
- All Exhibit Materials must be off the show floor by **10 PM**.
- Stop by the GEMS Desk during move-out and get an out bound bill of lading.

After the Show:

Feel free to contact GEMS throughout the year for assistance with any trade shows, Special Events, exhibit rentals, installation and dismantle labor, or material storage.

We look forward to serving you in the future!

A GEMS Project Manager is specifically assigned to this event in order to help you with all of your booth needs.

Please do not hesitate to contact your Project Manager with any questions.

GEMS wants your event to shine!

Your Project Manager is: **LISA** Phone: (407) 438-5002 Fax: (407) 852-0266 EMAIL: Lisa@gemsevents.com

2019 ALLIANCE FRANCHISE BRANDS CONVENTION
GAYLORD TEXAN RESORT AND CONVENTION CENTER

SHOW HOURS

EXHIBITOR MOVE IN

THURSDAY MARCH 14, 2019

8:00 AM—5:00 PM

SHOW HOURS

FRIDAY MARCH 15, 2019

9:15AM —4:15 PM

EXHIBITOR MOVE OUT

FRIDAY MARCH 15, 2019

4:15 PM—10:00 PM

ALL EXHIBIT MATERIAL MUST BE OFF THE FLOOR BY 10 PM MARCH 15, 2019.

**IF YOU NEED ADDITIONAL TIME FOR SETUP PLEASE CONTACT LISA
AT 407-438-5002 EXT 117.**

It is the exhibitor's responsibility to arrange outbound shipments with their designated carrier (if other than show carrier). Schedule your carrier to pick up your freight, directly from the exhibit hall, not later than the forced time above.

At the close of the show, each exhibitor must fill out a **bill of lading** and hand in to the onsite service desk. Outbound shipping forms will be available at the service desk. Should the exhibitor fail to provide outbound shipping paperwork and it is not turned into the service desk, a labor charge will be added to the exhibitor's final invoice.

Any shipment left in a booth for which no disposition is provided, or if requested carrier fails to pick up or refused to take shipment, GEMS reserves the right to re-route shipment using the show carrier or return material to our warehouse at the exhibitor's expense.



"...A Cut Above The Rest!"

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GEMS Discount Deadline
FEBRUARY 27, 2019

2019 ALLIANCE FRANCHISE BRANDS CONVENTION

GAYLORD TEXAN RESORT AND CONVENTION CENTER

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

Print Clearly Please:

COMPANY _____ BOOTH # _____

CARD Holder NAME _____ EMAIL : _____

CARD Number _____

Expiration Date _____ CVV Number _____

Billing Address:

Card Holder signature:

EMAIL ADDRESS:

Calculation of Orders	Total
Material Handling (Pages 6–10)	\$
Installation & Dismantle Labor (Page 11)	\$
Carpet Renal (Page 15)	\$
Standard Furnishings & Accessories (Page 13)	\$
Custom Furniture Rental (Call or Email for Brochure)	\$
GEMS Rental Exhibits (Call or Email Many Rentals Available at Different Pricing)	\$
Floral Service (Call for Availability)	\$
Booth Cleaning	\$
7% Sales Tax	\$
Total	\$

Payment Policy

Payment for Services

GEMS requires payment in full at the time services are ordered. GEMS requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services which may include labor & material handling not covered by your first payment.

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative for products and services rendered to your company for this event.

Method of Payment

GEMS accepts MasterCard, VISA, Discover, American Express, & Check. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank. Exhibitors will be charged a \$25.00 fee for returned NSF checks.

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GEMS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information with your orders for the show. GEMS must receive your certificate with your order; otherwise tax will appear on your invoice.

Adjustments and Cancellations

Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Cancellation fees will apply if written notice of cancellation is not received within 15 business days of the show move-in. No credits will be issued after delivery or attempted delivery.

If you have any questions regarding our payment policy, please call exhibitor services at 407-438-5002 or visit our Service Desk during setup and move-out. Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GEMS. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the Show, or balance left without appropriate credit card on file.



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THIRD PARTY PAYMENT AND STATEMENT OF TERMS

GEMS will present invoices to third parties at the Show site for payment of all services rendered to exhibitors provided the following conditions are met :

1. The exhibitor is required to complete the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form located on page 11 of this manual.
2. The payment record of the third party must be acceptable to GEMS. Also, the charge card information must be completed and submitted to GEMS as a deposit for the Show.
3. If there is any doubt who is to be invoiced for a service, the charges for the service will be charged to the exhibitor. The exhibiting firm is ultimately responsible for the payment of all charges. If the Non-Official Contractor requires GEMS to fax an invoice from the Show Facility, a \$75.00 service charge will be added.
4. The following form is to be completed, signed and returned by both parties by the deadline date indicated at the bottom of this page. Otherwise, the request will be denied.
Please do not forget to fill out the credit card authorization form.

We understand that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event that the named third party does not make payment upon presentation of the invoice at the Show site, such charges will be presented to the exhibiting firm for payment.

ALL INVOICES MUST BE SETTLED BY THE CLOSE OF THE SHOW. Please fill out the form below completely.

EXHIBITING FIRM:		BOOTH#:
AUTHORIZED NAME & TITLE:		
AUTHORIZED SIGNATURE:		
DISPLAY HOUSE NAME/THIRD PARTY PAYER:		
COMPLETE ADDRESS:		
CITY, STATE:		ZIP CODE:
AUTHORIZED NAME & TITLE:		
AUTHORIZED SIGNATURE:		
PHONE NUMBER:	FAX NUMBER:	
ITEMS TO BE BILLED TO THIRD PARTY:		
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS		
ACCOUNT NUMBER:		EXPIRATION DATE: CVV#
NAME ON CARD:		
SIGNATURE:		
COMPANY NAME:		BOOTH #:
COMPANY ADDRESS:		
CITY, STATE:		ZIP CODE:
PHONE NUMBER:		FAX NUMBER:



GILBERT EXPOSITION MANAGEMENT SERVICES

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SHIPPING INSTRUCTIONS

ADVANCE SHIPMENTS TO THE WAREHOUSE

- Shipments must be sent PRE-PAID. All collect shipments will be refused.
- Crated shipments may be sent to the warehouse in advance up to thirty (30) days prior to the Show move-in date. Such shipments must arrive on or before **MARCH 11, 2019** between 8:00am & 4:00pm Monday through Friday.
- No shipments will be received at the warehouse on weekends or holidays. To trace the arrival of a shipment, call 407-438-5002.
- **HAVE PRO NUMBER AND CARRIER INFORMATION AVAILABLE.**
- **NOTE:** Shipments that arrive at the warehouse after show move in and has begun will be charged an additional 25% overtime rate of the advance warehouse rate.
- Label each package or crate as follows:

TO ARRIVE ON OR BEFORE

MARCH 11, 2019

GEMS

Company Name & Booth #

2018 AFB

3276 QUEBEC ST.

DALLAS, TX 75247

Please note the following general shipping information:

- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. No liability will be assumed by GEMS for such shipments.
- Crated materials will be received at the warehouse up to 30 days in advance and delivered to respective booths at the Show facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the Show. Material is then moved from the booth to the dock and reloaded on designated vehicles. Charges will be based on in-bound weight only.

IMPORTANT: Refer to the "MATERIAL HANDLING RATES" in the Exhibitor Service Manual for rate information.



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FOR ADVANCE SHIPMENTS
TO ARRIVE BY **MARCH 11, 2019**



RUSH
EXHIBITION MATERIALS

To: _____
EXHIBITOR NAME

GEMS

2019 AFB

**3276 QUEBEC ST.
DALLAS, TX 75247**

Name of Event: _____
 Booth #: _____
 #of Pieces: _____
 Carrier: _____

FOR ADVANCE SHIPMENTS
TO ARRIVE BY **MARCH 11, 2019**



RUSH
EXHIBITION MATERIALS

To: _____
EXHIBITOR NAME

GEMS

2019 AFB

**3276 QUEBEC ST.
DALLAS, TX 75247**

Name of Event: _____
 Booth #: _____
 #of Pieces: _____
 Carrier: _____

FOR ADVANCE SHIPMENTS
TO ARRIVE BY **MARCH 11, 2019**



RUSH
EXHIBITION MATERIALS

To: _____
EXHIBITOR NAME

GEMS

2019 AFB

**3276 QUEBEC ST.
DALLAS, TX 75247**

Name of Event: _____
 Booth #: _____
 #of Pieces: _____
 Carrier: _____

FOR ADVANCE SHIPMENTS
TO ARRIVE BY **MARCH 11, 2019**



RUSH
EXHIBITION MATERIALS

To: _____
EXHIBITOR NAME

GEMS

2019 AFB

**3276 QUEBEC ST.
DALLAS, TX 75247**

Name of Event: _____
 Booth #: _____
 #of Pieces: _____
 Carrier: _____



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MATERIAL HANDLING RECAP

PLEASE NOTE: DO TO INSURANCE GEMS WILL HANDLE ALL MATERIAL HANDLING IN AND OUT OF THE EVENT UP TO AND INCLUDING PERSONAL VEHICLES AND ITEMS ON WHEELS.

We will ship _____ pieces @ _____ lbs.	@ \$98.00 per 100 lbs. (200 lb. minimum)	\$
Small Package Charge	@ \$50.00 (25 lb. maximum)	\$
Loose/Uncrated/Pad Wrapped	@ \$105.00 per 100 lbs. (200 lb. minimum)	\$

OVERTIME MATERIAL HANDLING CHARGES (See Schedule On Page One)

Overtime rates prevail before 8:00AM and after 4:00PM daily, and all day on Saturdays, Sundays & Holidays.

Inbound Overtime - 25% Surcharge	\$
Outbound Overtime - 25% Surcharge	\$

NOTE: We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound Bills of Lading. Adjustments will be made accordingly, and must be paid at Show site. If you have any	Material Handling Subtotal	\$
	Overtime Subtotal	\$
	Material Handling Total	\$

For complete information and instructions on shipping and material handling, refer to the "SHIPPING INSTRUCTIONS" and "MATERIAL HANDLING RATES."

*When recording weight, round up to the next one hundred (100) pounds. *Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition.

PLEASE NOTE: To enable our tracking delayed shipments, please fax duplicate Bills of Lading to 407 852-0286.

COLLECT SHIPMENTS WILL NOT BE RECEIVED

Shipments arriving at Show site before the designated move-in date could be refused, rerouted, or held by the facility. You are responsible for all related charges incurred at Show site and by GEMS. Shipping prior to move-in could delay your shipment to your booth. Please follow the outlined shipping guidelines.

INSTRUCTIONS FOR OUTGOING SHIPMENTS AFTER THE SHOW

Consign to (Company Name):		Telephone:	
Street Address:		City:	
State:		Zip:	
Carrier:		Circle One: PREPAID COLLECT	
Total Number of Containers:		Total Weight of Shipment:	
INCOMING SHIPMENT	INCOMING SHIPMENT	INCOMING SHIPMENT	INCOMING SHIPMENT
Origin of Shipment:	Origin of Shipment:	Origin of Shipment:	Origin of Shipment:
Shipping Date:	Shipping Date:	Shipping Date:	Shipping Date:
Approximate Arrival Date:	Approximate Arrival Date:	Approximate Arrival Date:	Approximate Arrival Date:
Total Number of Containers:	Total Number of Containers:	Total Number of Containers:	Total Number of Containers:
Total Weight of Shipment:	Total Weight of Shipment:	Total Weight of Shipment:	Total Weight of Shipment:
Carrier:	Carrier:	Carrier:	Carrier:
Pro #:	Pro #:	Pro #:	Pro #:



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MATERIAL HANDLING RATES

- \$98.00 per hundred weight (or fraction thereof).
- Minimum of \$196.00 per shipment delivered - 200 lb. minimum.
- When recording weight, round up to the next one hundred (100) pounds.
- Rates are calculated on a round trip basis.
- If the inbound and / or outbound receiving hours occur during overtime there will be a 25% surcharge for each occurrence.
- Overtime hours are Monday-Friday before 8:00am and after 4:00pm, and all day Saturday, Sunday and on Holidays.

SMALL PACKAGE SHIPMENTS

Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition. GEMS will assume no liability for these shipments. \$50.00 per shipment will be charged for packages 25 pounds and under.

LABOR AND EQUIPMENT

Labor will be available for un-crating, un-skidding, assembling, positioning, leveling, dismantling, re-crating, and re-skidding machinery and/or equipment of exhibitors. Please see the "INSTALLATION AND DISMANTLING LABOR ORDER FORM" in this manual.

SPECIAL HANDLING

Add 50% to the quoted Show facility rate for un-crated or loose display shipments or shipments by any truck which, because of height or truck bed, cannot be unloaded at the docks. Uncrated and loose display shipments will not be received at the warehouse. This form of shipment should be sent directly to the Show facility, scheduled to arrive during the move-in time. These shipments will not be accepted prior to the move-in dates. Uncrated and loose display shipments are defined as open displays (not crated or cased) or un-skidded machinery on an open flatbed truck without proper lifting bars or hooks. If the crated materials are combined with un-crated or loose materials in the same shipment, and the Bill of Lading does not identify the various classifications, the whole shipment will be charged at the special handling rate.

INBOUND BILL OF LADING OR DELIVERY RECEIPT

All shipments must have a Bill of Lading or delivery receipt showing number of pieces, weight and description of merchandise. The charges will be computed based on this weight. In the event that no weight is indicated on the documents presented, GEMS shall estimate the weight, and all charges will be based on these estimates. The estimates will be binding on both parties. A \$25 fee will be applied to your invoice if GEMS finds it necessary to provide this weigh scale service. No adjustments will be made after the Show closes. Copies of the Bills of Lading, including pro number, should be mailed to GEMS as soon as shipments are made. This will assist in tracking, if necessary.

EMPTY CONTAINER LABELS

Empty labels for storage of containers during the Show will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the exhibitor or representative. All previous labels should be removed. GEMS assumes no liability for errors to the above procedure, removal of containers with old labels, improper information or valuables stored in containers with old empty labels. Empty crates or containers will not be accessible after removal unless prior arrangements are made for accessible storage at the Exhibitor Service Center.

SPECIAL RATES AND SERVICES

- Steel banding is available at \$1.50 per linear foot, plus one-half hour minimum labor.
- Shrink Wrap is available at \$15.00 per pallet / skid plus one-half hour labor..
- Mobile equipment will be moved in & out of the exhibit hall on a time & material basis with a minimum \$250 charge per round trip.

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2019 ALLIANCE FRANCHISE BRANDS CONVENTION

GAYLORD TEXAN RESORT AND CONVENTION CENTER

MATERIAL HANDLING RATES

-CONTINUED-

AGREEMENT OF TERMS

The exhibitor accepts responsibility for the payment of charges in connection with the handling of shipments and guarantees payment to GEMS for the incurred services described herewith.

OUTBOUND SHIPPING

Each exhibitor or his representative will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Center. Previous shipping labels should be removed. GEMS accepts no responsibility for misdirected shipments as a result of old shipping labels remaining on containers. GEMS will route all shipments unless special advance arrangements are made. Exhibits and materials for which arrangements have not been made with GEMS, or which have not been removed from the exhibit area on removal day, will be transported to our warehouse, at an additional charge, to await disposition. GEMS reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within five (5) business days following the close of the Show. No liability will be assumed by GEMS as a result of such re-routing or handling. Any freight brought back to the warehouse for special pick-up will be given an additional charge.

SHIPMENTS RETURNED TO THE WAREHOUSE

At the close of the Show, should shipments need to be brought back for any reason, there will be an additional charge of \$98.00 per CWT for straight time and \$196.00 per CWT for overtime, with a 500 lb. minimum.

LIMITS OF LIABILITY

All shipments should be insured by the exhibitor from the time they leave their firm until they are returned after the Show. All exhibits or materials handled by GEMS and insured by the exhibitor are not to exceed a value of \$0.25 per pound and are not to exceed a maximum of \$50.00 per item or \$1000.00 per claim, whichever is less. GEMS and its subcontractors are not insurers. The amounts paid to GEMS are based on the value of the material handling services and are unrelated to the value of the property being handled.

GEMS and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppage, fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control, or for ordinary wear and tear in handling of equipment. GEMS and its subcontractors shall not be responsible for the materials after they have been delivered to the booth, or before they have been picked up for loading at the exhibit hall. GEMS shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. All Bills of Lading covering outgoing shipments, which are given to GEMS by exhibitors, will be checked at the time of pickup from the booth, at which time corrections will be made where discrepancies exist. *Furthermore, the exhibitor recognizes there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier. During such time, the materials will not be under the care or responsibility of GEMS.* GEMS and its subcontractors shall not be liable to any extent whatsoever for potential or assumed loss of profits or revenues for any collateral costs, which may make it impossible or impractical to exhibit. Same claims for loss or damage which are not submitted to GEMS within thirty (30) days of the close of the Show shall be considered waived.

No suit or action shall be brought against GEMS or its subcontractors more than one year after accrual of the cause or action thereof. In order to expedite removal of materials from the Show site, GEMS shall have the authority to change designated carriers if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case extra charges will be the responsibility of the exhibitor) or shipped to the exhibitor's address.

The consignment or delivery of a shipment to GEMS or its subcontractors by the exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in the above section.



DELIVERIES TO SHOW SITE

ONLY ON THURSDAY MARCH 14, 2019

BETWEEN 8:00 AM AND 5:00 PM

GAYLORD TEXAN RESORT
AND CONVENTION CENTER

1501 GAYLORD TRAIL
GRAPEVINE, TX 76051

2019 ALLIANCE FRANCHISE BRANDS CONVENTION

GAYLORD TEXAN RESORT AND CONVENTION CENTER

INSTALLATION AND DISMANTLING LABOR ORDER

Straight Time: \$100.00 per personnel hour

Overtime: \$140.00 per personnel hour

Overtime rates prevail before 8:00AM and after 4:30PM, daily and all day on Saturdays, Sundays & Holidays.

A minimum charge is one hour per labor personnel,

PLAN A: Installation and dismantling of display under the supervision of I&D GEMS.	PLAN B: Installation and dismantling of display under the supervision of Exhibitor.
<p>Please note the following:</p> <ul style="list-style-type: none"> In addition to the above listed rates, a 35% supervision fee will apply to the above rates with a \$50.00 minimum charge. Work will be done on a straight time basis if possible. However, overtime charges will be invoiced, if necessary. Notice of cancellation should be made at least 24 hours prior to the move-in to avoid a one-hour minimum charge. 	<p>Please note the following:</p> <ul style="list-style-type: none"> Labor personnel must be picked up at GEMS Exhibitor Service Center when under exhibitor supervision. A one hour "no show" charge will be applied if exhibitor fails to pick up labor personnel as ordered. Notice of cancellation should be made at least 24 hours prior to the Show move-in to avoid a one-hour charge per requested personnel.

Workers are assigned to orders at 8:00AM daily and completion time of first assignments is uncertain.

FORKLIFT ORDER Straight Time: \$100.00 per personnel hour Overtime: \$140.00 per personnel hour Forklift: \$50.00 per hour

A forklift crew will consist of one forklift, one driver and one spotter. Please note that a forklift crew should be ordered if you need equipment spotted in your booth area, removed from crates, positioned or repositioned once it is in your booth area. Forklift crews do not need to be ordered if it is part of the Material Handling Process. The same rules and regulations apply to forklift crew labor as to all other labor services.

INSTALL & DISMANTLE RECAP

Please check the appropriate line:		<input type="checkbox"/> GEMS Supervision	<input type="checkbox"/> Exhibitor Supervision	<input type="checkbox"/> Forklift Crew
Install	Date: Time:	Total Laborers:	Hours per Laborer:	\$
Dismantle	Date: Time:	Total Laborers:	Hours per Laborer:	\$
GEMS Supervision Install 35%:		GEMS Supervision Dismantle 35%:	Forklift Fee: \$50.00	\$
ESTIMATED COST FOR INSTALLATION, DISMANTLE LABOR, AND/OR FORKLIFT LABOR:				\$

LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR

- Gilbert Exposition Management, Inc., GEMS & its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- Gilbert Exposition Management, Inc., GEMS and its subcontractors shall not be responsible for loss, injury or damage cause by laborers or equipment furnished by Gilbert Exposition Management, Inc., or its subcontractors, except when such laborers are working or operating equipment under direct supervision of a supervisor designated by Gilbert Exposition Management, Inc., GEMS or its subcontractor.
- Gilbert Exposition Management, Inc., GEMS and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs which may result from any loss, injury or damage to an exhibitor's material or personnel, which may make it impossible or impractical to exhibit exhibitor's materials.

- Claims for loss, injury or damage which are not submitted to Gilbert Exposition Management, Inc., GEMS, within thirty (30) days of the close of the Show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Gilbert Exposition Management, GEMS or its subcontractor more than one year after the accrual of the cause of action.
- Gilbert Exposition Management, GEMS, will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.
- Gilbert Exposition Management, Inc., GEMS will not be responsible for improperly packed or concealed damages to exhibits.
- The placing of an order for the services or laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Section 1 through 6 above.

EXHIBITING FIRM:

BOOTH#:

Page 10



GILBERT EXPOSITION MANAGEMENT SERVICES

"...A Cut Above The Rest!"

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Fax: (407) 852-0286

GEMS Discount Deadline

FEBRUARY 27, 2019

2019 ALLIANCE FRANCHISE BRANDS CONVENTION

GAYLORD TEXAN RESORT AND CONVENTION CENTER

NON-OFFICIAL CONTRACTORS' RULES & REGULATIONS

Gilbert Exposition Management, Inc. (GEMS), has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, and installation and dismantling of decorations.

A NON-OFFICIAL CONTRACTOR IS: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site, and does not represent one or more of the official contractors.

1. Each representative on a Non-Official Contractor must physically pick up, in person, an "Exhibit Crew" badge at the GEMS Exhibitor Service Center. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Official Contractor he/she must be accompanied to the GEMS exhibitor Service Center by a representative who has verifying identification.
2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and Show management regarding entrance.
3. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the move-in date and shall not solicit business on the Show floor.
4. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

It is the responsibility of the Exhibitor to see that each representative of a Non-Official Contractor abides by the *Official Rules & Regulations* of this Exposition.

INTENT TO USE NON-OFFICIAL CONTRACTORS

A NON-OFFICIAL CONTRACTOR IS:

Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the Show facility and does not represent on or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Gilbert Exposition Management Services, Inc. (GEMS), no later than the Deadline Date. **NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.**
2. The Non-Official Contractor must provide GEMS with a copy of valid "Certificate of Insurance." This certificate must be received no later than the deadline date. **NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.**
3. Failure to provide GEMS with items 1 and 2 above will result in said firms being required to hire installation and dismantling labor from GEMS. Non-Official Contractors will be able to provide supervision only.

All representatives of the Non-Official Contractor must obtain an "Exhibit Crew" badge at the **GEMS Exhibitor Service Center**.

IMPORTANT: It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the following forms to GEMS no later than **DATE FEBRUARY 27, 2019**

- "INTENT TO USE NON-OFFICIAL CONTRACTORS" form, which is located on the following page of this manual.
- Liability "Certificate of Insurance" form which names Gilbert Exposition Management, Inc. (GEMS), as additionally insured for each Non-Official Contractor firm being utilized. (Note: The exhibitor-appointed contractor must maintain at least \$1 million in Employer's Liability, General Liability, Automobile Liability & Worker's Compensation as required in the state the exposition is located.)

If both the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form and "CERTIFICATE OF INSURANCE" are not supplied to GEMS by FEBRUARY 27, 2019, then any representative of the Exhibiting Firm or Non-Official Contractor will be required to order labor from

INTENT TO USE NON-OFFICIAL CONTRACTORS

NOTIFICATION DEADLINE: DATE FEBRUARY 27, 2019

EXHIBITING FIRM:		BOOTH #:
AUTHORIZED NAME AND TITLE:		
AUTHORIZED SIGNATURE:		
FULL NAME OF NON-OFFICIAL CONTRACTOR:		
COMPLETE ADDRESS:		
CITY:	STATE:	ZIP CODE:
AUTHORIZED NAME AND TITLE:		
AUTHORIZED SIGNATURE:	PHONE NUMBER:	FAX NUMBER:
NON-OFFICIAL CONTRACTOR "SHOW SITE" REPRESENTATIVE (if not same as above):		
DIRECT PHONE NUMBER:	TYPE OF SERVICE TO BE PERFORMED:	



2019 ALLIANCE FRANCHISE BRANDS CONVENTION
GAYLORD TEXAN RESORT AND CONVENTION CENTER

ADDITIONAL FURNISHINGS & ACCESSORIES

CHAIRS AND ACCESSORIES

Quantity	Description	Discount Price	Standard Price	Total
	Basic Side Chair	\$40.75	\$55.00	\$
	Basic Black Stool with Back	\$120.00	\$135.00	\$
	Literature Stand	\$150.00	\$187.50	\$
	Waste Basket	\$15.50	\$21.00	\$
	Easel, Chrome	\$32.00	\$39.75	\$
	Tack Board	\$150.00	\$175.00	\$
	42" High Round Café Table	\$175.00	\$210.00	\$
	Bag Rack	\$60.00	\$80.00	\$

SPECIAL DRAPERY BACKGROUNDS—Ordered In 10' Increments

Indicate Color: ☐ Red ☐ Blue ☐ Black ☐ Teal ☐ Grey ☐ White

Quantity	Description	Discount Price	Standard Price	Total
	3' Drapery Installed, per linear foot	\$9.25	\$13.75	\$
	8' Drapery Installed, per linear foot	\$12.00	\$18.25	\$

DRAPED DISPLAY TABLES—30" High x 24" Wide

Indicate Color: ☐ Red ☐ Blue ☐ Black ☐ Teal ☐ Grey ☐ White ☐ Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$102.75	\$133.00	\$
	6' Draped	\$129.25	\$168.50	\$
	8' Draped	\$147.25	\$184.50	\$
	4th Side Draped	\$22.00	\$29.75	\$

DRAPED DISPLAY COUNTERS—42" High x 24" Wide

Indicate Color: ☐ Red ☐ Blue ☐ Black ☐ Teal ☐ Grey ☐ White ☐ Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$147.75	\$182.25	\$
	6' Draped	\$177.75	\$207.00	\$
	8' Draped	\$190.50	\$227.75	\$
	4th Side Draped	\$22.00	\$29.75	\$

FOR ANY ADDITIONAL FURNISHINGS NOT LISTED ABOVE, PLEASE CONTACT
YOUR PROJECT MANAGER AT GEMS FOR ORDERING AND PRICING DETAILS.

Subtotal \$

Tax @ 7% \$

EXHIBITING FIRM:

BOOTH #:

Total \$



2019 ALLIANCE FRANCHISE BRANDS CONVENTION
GAYLORD TEXAN RESORT AND CONVENTION CENTER

STANDARD CARPET ORDER

CARPET - Carpet Ordered in Multiples are not Guaranteed a Color Match

Indicate Color: ☐ Black ☐ Blue ☐ Grey ☐ Red

Quantity	Description	Discount Price	Standard Price	Total
	10' x 10'	\$147.50	\$192.50	\$
	10' x 20'	\$295.00	\$384.00	\$
	10' x 30'	\$375.00	\$490.00	\$
	10' x 40'	\$490.00	\$653.50	\$
	Carpet Padding per 10' space	\$75.00 x _____	\$95.00 x _____	\$

DELUXE & SPECIAL CUT CARPET ORDER

Enhance the impression of your booth, plus enjoy the added choices of designer colors, by ordering our custom carpeting. It is available for one-time rental or outright purchase for use at further Shows at a very reasonable cost. Carpeting is 30 oz. stain-resistant Zeftron Nylon. Other colors may be available; please call the number below for additional colors and prices. Also consider foam padding for comfort and added luxury feeling.

<input type="checkbox"/> Gunmetal	<input type="checkbox"/> Misty Grey	<input type="checkbox"/> Bay Water	<input type="checkbox"/> Cherry Red
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Silver Mist	<input type="checkbox"/> Baby Blue	<input type="checkbox"/> Ebony
<input type="checkbox"/> Navy	<input type="checkbox"/> Sky Blue	<input type="checkbox"/> Dusty Rose	<input type="checkbox"/> Light Teal

Please fill out your choice below. There is a minimum order of 200 square feet for custom carpet. If additional carpet is required to cover steps, skids and display cases, please send a floor plan. A quotation will be forwarded to you before we proceed.

RENTAL PRICE order includes installation, carpet padding, poly covering and removal.

Carpet Color _____ Booth Size _____ X _____ = _____ Sq. Ft. @ \$3.25/Sq. Ft. \$ _____

PURCHASE PRICE order includes installation, carpet padding, poly-covering and removal.

Freight handling charges at the close of the Show will be additional.

Carpet Color _____ Booth Size _____ X _____ = _____ Sq. Ft. @ \$4.25/Sq. Ft. \$ _____

CARPET PADDING order includes installation and disposing of padding. Padding is only offered at the purchase price.

Carpet Color _____ Booth Size _____ X _____ = _____ Sq. Ft. @ \$0.75/Sq. Ft. \$ _____

EXHIBITING FIRM:
BOOTH #

	Subtotal	\$
	Tax @ 7%	\$
	Total	\$



GILBERT EXPOSITION MANAGEMENT SERVICES

"...A Cut Above The Rest!"

Name, Title Lisa Maag
 9468 American Eagle Way
 Suite 100
 Orlando, Florida 32837

E-mail: lisa@gemsevents.com
 Phone: (407) 438-5002
 Fax: (407) 852-0286

GEMS Discount Deadline
FEBRUARY 27, 2019

2019 ALLIANCE FRANCHISE BRANDS CONVENTION
GAYLORD TEXAN RESORT AND CONVENTION CENTER

FLORAL SERVICE ORDER FORM

(Call for Additional Information)

QUANTITY	ITEM DESCRIPTION	UNIT PRICE	TOTAL
	Flower Arrangement		\$
	Seasonal Flowering Plants (ie: Mums, Azalea, etc.)		\$
	Large Fern		\$
	2' Green Plant		\$
	3' Green Plant		\$
	4' Green Plant		\$
	5' Green Plant		\$
	6' Green Plant		\$



Plants may vary from pictures in color and size.

Subtotal	\$
Tax @ 7%	\$
Total	\$

BOOTH CLEANING ORDER FORM

Cleaning orders placed during move-in will be charged an additional 25%.

CARPET SERVICE (Check One)

<input type="checkbox"/> Vacuum Booth Carpet—One time (Before exhibits open)	\$0.55/sq. ft. X _____ sq. ft. = _____	\$
<input type="checkbox"/> Vacuum Booth Carpet—Daily (Before exhibits open, and each morning before exhibits open)	\$0.45/sq. ft. X _____ sq. ft. X _____ days = _____ Indicate dates required: _____	\$

PORTER SERVICE

<input type="checkbox"/> Empty wastebaskets, police floor at 2 hour intervals.	\$67.00 per day Indicate dates required: _____	\$
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Booth Cleaning Total \$

NOTE: All rental carpets are clean upon delivery to your booth space. However, during set-up, the carpet can become soiled.

Please include any specific instructions:

Please retain one copy for your files



GILBERT EXPOSITION MANAGEMENT SERVICES

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 9468 American Eagle Way
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 Orlando, Florida 32837

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2019 ALLIANCE FRANCHISE BRANDS CONVENTION
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SIGN ORDER FORM

SHOWCARDS:

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	7" x 11"	\$27.75	\$48.75	
	7" x 44"	\$36.86	\$57.56	
	14" x 22"	\$37.36	\$58.40	
	14" x 44"	\$62.66	\$100.07	
	22" x 28"	\$63.68	\$101.40	
	28" x 44"	\$81.94	\$157.48	
	40" x 60"	\$179.63	\$315.50	

BANNERS:

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	DIGITAL BANNER	\$15.00 psf	\$24.00 psf	
FORMULA: _____ X _____ = \$ _____				

ADDITIONAL SERVICES:

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	CARDBOARD EASEL	\$7.25 per sign	\$14.50 per sign	
	LOGO SCAN	\$49.00 per logo	\$63.50 per logo	
	* PLEASE CALL FOR GRAPHICS PRICING			

SIGN SPECIFICATIONS (PLEASE INDICATE YOUR PREFERENCES):

TEXT STYLE:	BLOCK	ROMAN	SCRIPT	CASUAL	SCHOOL
PANEL STYLE:	VERTICAL	HORIZONTAL			
LETTER COLOR:					
BACKGROUND COLOR:					

INDICATE SIGN COPY HERE (PLEASE PRINT):

IMPORTANT NOTE: Any in-house work needed to prepare non-digital art for production, or to correct digital files to a production ready state, is billed at \$65.00 per hour with a one-half (½) hour minimum.

TOTAL OF ALL ITEMS ORDERED + 7% SALES TAX: \$ _____



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LeadCapture at Convention 2019

To enhance your experience at this year's Convention, we've partnered with Cvent to provide easy-to-use lead retrieval services through their LeadCapture product. As a part of your Exhibitor Package, you will receive one complimentary LeadCapture scanner to be picked up during event check-in.

If you would like to purchase additional LeadCapture units, we are pleased to offer you the below options.

HOW IT WORKS:

- Scan badges to gather lead information
- Score leads and takes notes
- Export leads to any database on demand

USE YOUR OWN DEVICE (iOS or Android)

Purchase a Bring your own Device license and then download the LeadCapture app on your own Android or iOS device. Use the app to scan leads and capture relevant qualifying information.

\$249 + \$149

FIRST APP USER

EACH ADDITIONAL

RENT A DEVICE

Purchase a Device Rental license and then pick up a Handheld Infrared Laser Scanner onsite for faster and seamless scanning – price includes app access license!



\$299

ORDER
BEFORE 2/13/19

\$349

ORDER
BETWEEN 2/14/19-
2/26/19

\$399

ORDER
ON OR AFTER
2/27/19

1. CREATE YOUR ACCOUNT

You will soon receive an email inviting you to create an Exhibitor Portal account for Convention 2019. Click “Get Started” within the email to set your password and log in.

2. LOGGING BACK INTO YOUR PORTAL

Use the link above when logging back into your Exhibitor Portal. If you have used LeadCapture before, ensure you’re in the correct Portal by clicking “Switch Event” to toggle between past events. Enter the event code: 4169DB3553F, if prompted.

- **To purchase additional licenses:** click *Buy Now* on the Portal home page.
- **To add your staff:** click *Find Onsite Staff* on the Portal home page. In order to add someone as Onsite Staff, they must be registered for Convention 2019. Search for your team using their registration confirmation number, check the box next to their names, and click *Import Selected*.
- **To assign licenses:** Your staff won’t have access to LeadCapture until you assign them a license. To do so, click *Assign Licenses* from the Portal home page or *Licenses* from the side nav. Click *Options* to the right of each license and assign.
- **To export leads:** click *Lead Collection* in the side nav then *Export*. *Leads will not be sent out via email.*

SUPPORT

1. **Questions? Email** leadcapture@cvent.com.
2. **Not receiving emails?** Please check your spam or junk folder. Otherwise, whitelist the IP address: 184.173.153.62 and email address: events@solutions.crowdcompassmail.com, then click **Forgot Password** on the portal login page to receive a new email

Cvent LeadCapture Liability Waiver

By purchasing the LeadCapture solution, you are accepting the following terms. Customer understands that the rental and use of Cvent LeadCapture Device and Application grants only a license to use it for the duration of this event, and that no equity or ownership is imparted by this rental lease. It is understood that each Cvent LeadCapture Device will need to be charged prior to use, Electrical Service in the exhibiting space may be required.

Customer further is acknowledging and accepting full liability as a representative of your organization and understands fully that he/she is responsible for the proper use and security of any Cvent LeadCapture Device while it is in customer's possession and will be liable for any loss or damage to the rental equipment and that damaged Cvent LeadCapture Devices or Cvent LeadCapture Devices not returned to the Cvent LeadCapture Service Desk at the close of event will be billed for full replacement cost of the device. **Full application terms of use available at:** <http://www.cvent.com/en/product-terms-of-use.shtml>



Utility Services

E-mail to TexanExhibitHall@gaylordhotels.com

or fax to 817-778-3677

For questions call 817-778-3680

ADVANCE PRICE DEADLINE
Wednesday, February 27, 2019

Credit Cards are the ONLY form of payment accepted.
Checks, Money Orders, and Cash will NOT be accepted.

On-site orders include a 10% up-charge.
Changes to an order will be priced according to the date.

Event Name: **Alliance Franchise Brands Allegra Network Convention**

Event Dates: March 13–15, 2019

Exhibitor Name: _____

Booth #: _____

Code	Voltage	Maximum Watts	Circuit Amps	Phase	Advance Price	Standard Price	On-site Price	Qty.	Amount
A010E	120	1,000	10	Single	\$217	\$311	\$342		\$
A020E	120	2,000	20	Single	\$257	\$367	\$403		\$
B020E	* 120/208	3,300	20	Single	\$304	\$433	\$476		\$
C020E	* 120/208	5,700	20	Three	\$434	\$620	\$682		\$
B030E	* 120/208	5,000	30	Single	\$411	\$587	\$645		\$
C030E	* 120/208	8,600	30	Three	\$610	\$871	\$958		\$
<i>Additional power (60, 100, 200, and 400 amps) is available. Contact Exhibitor Services to order.</i>									
1-Outlet Extension Cord (rental only; you may bring your own if you prefer)						\$25	\$25		\$
6-Outlet Power Strip (rental only; you may bring your own if you prefer)						\$20	\$20		\$
** COMPRESSED AIR: 120 PSI at 4 CFM. Hotel supplies 1/4" D quick-release female connection.					\$175	\$210	\$231		\$
** WATER: Hotel supplies 3/4" male threaded hose connector. Exhibitor is responsible for bringing adaptor.					\$175	\$210	\$231		\$
DRAINAGE: Available depending on booth or exhibit location. A pump may be required at an additional cost.					\$140	\$170	\$187		\$
FILL & DRAIN up to 50 gallons (price includes labor)						\$150	\$150		\$
FILL & DRAIN over 50 gallons (price includes labor)						\$225	\$225		\$

Price includes running utilities (power, air, water, drainage) to booth; it does NOT include connecting utilities to your equipment.

* Equipment utilizing nominal 208 voltages must have appropriate male plug. **Provide NEMA number for plug on booth diagram.**

There will be a charge for any custom adapters that are required.

** Available in the Exhibit Hall only.

Name: _____

Subtotal: \$ _____

E-mail: _____

Tax (8.25%): \$ _____

Phone: _____

TOTAL: \$ _____

On-Site Contact: _____

Phone: _____

ELECTRICITY CONNECTIONS

Prices are per outlet, for run of show. Permanent building electricity outlets may not be used by exhibitor. **All circuits are on 24 hours a day.**

SCALED BOOTH DIAGRAM & LABOR

Please include a booth diagram showing the requested location of outlets. Rates do not include connecting equipment. Exhibitor is responsible for connecting their equipment to the utilities in the booth. Labor and materials will be charged to the credit card on file 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. All labor and materials for booth setup will be billed post-show. **Labor rates: 7:00AM–6:00PM \$90 per hour 6:01PM–6:59AM \$140 per hour (1 hour minimum)**

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. Use of open clip sockets, latex lamp cord wire, or unapproved multiplex attachment plugs is not permitted.

RECEIPTS

Available upon request. Email TexanExhibitHall@gaylordhotels.com or call 817-778-3680. Include show name, booth number, and return email.



E-mail to TexanExhibitHall@gaylordhotels.com

or fax to 817-778-3677

For questions call 817-778-3680

CREDIT CARD AUTHORIZATION FORM FOR BOOTH UTILITIES

Event Name: **Alliance Franchise Brands Allegra Network Convention**

Event Dates: March 13–15, 2019

Company Name: _____

Booth Number: _____

Contact Name: _____

Contact Number: _____

I certify that all information is complete and accurate. I hereby authorize Gaylord Texan Resort and Convention Center to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit/debit card listed below.

Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, and DINERS CLUB. Texas State Sales Tax (8.25%) will be applied to all equipment & service orders. Please do not send your credit card number email. **Checks and cash are not accepted. Credit will not be given for services ordered and not used unless cancelled 48 hours prior to move-in date. All disputes must be filed by the exhibitor with the Exhibitor Services Department prior to the close of the show.**

I further authorize the following named person(s) to use the below listed credit card to pay for any additional services either in advance or on-site.

Print Name:

Signature:

RATE INFORMATION AND APPROVED CHARGES - Required

☐ All Charges ☐ Network/Telecommunications ☒ Electrical/Utility Services (labor and materials) ☐ Food and Beverage ☐ Security Services ☐ Floral

CARDHOLDER INFORMATION – Required

☐ Amex ☐ Visa ☐ MasterCard ☐ Discover ☐ Diners/CB ☐ JCB

Name as it appears on the credit/debit card:

Issuing Bank:

Phone:

Card Number:

Exp. Date:

Address (statement):

City, State, Zip

Phone Number:

Fax or Alternative Number:

Email Address for Receipt:

Cardholder Name (printed):

Cardholder Signature:

Date:

Marriott Confidential and Proprietary information

The contents of this material are confidential and proprietary to Marriott International, Inc. and may not be reproduced, disclosed, distributed or used without the express permission of an authorized representative of Marriott. Any other use is expressly prohibited.

Event Name: Alliance Franchise Brands Allegra Network Convention Event Dates: March 13–15, 2019

Exhibitor Name: _____ Booth Number: _____

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 utilities and technology services.

Note: The electrical box on the left side of all columns must remain accessible.

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

Equipment utilizing nominal 208 voltages must have appropriate male plug. Provide NEMA number for plug on booth diagram.

On-Site Contact: _____ Phone No.: _____

NEMA Plug No: _____

BACK OF BOOTH

FRONT

Booth on Left

Booth on Right

GENERAL TERMS AND CONDITIONS:

- **Orders placed more than 14 days prior to event will be eligible to use Advanced Pricing.**
- Installation of telephone, telecommunications, network and cabling services within Gaylord Texan Resort & Convention Center is exclusive. Telecommunication services (voice and data) must 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.
- 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 may be charged for precise placement of communication services. Additional labor charges may 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.
- **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.**

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 unless by specific contractual agreement. 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 are detected. 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 their own DHCP server unless by specific agreement. Physical layer network audits are performed to ensure adherence.
- For wired connections 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.

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 Gigabit dedicated Internet connection to a tier 1 Internet Service 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 and its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.



GAYLORD TEXAN®
RESORT & CONVENTION CENTER
on Lake Grapevine

Network & Telecommunications Credit Card Authorization Form

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 **Technology Solutions at 817.778.3699**.

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

CARDHOLDER INFORMATION - Required

Name as it appears on the credit/debit card: _____

Card Type: ☐ Visa ☐ MC ☐ Amex ☐ Diners/CB ☐ Discover ☐ JCB

Account Type: ☐ Individual - ☐ Debit / ☐ Credit ☐ Corporate - Company Name: _____

Issuing Bank: _____ Phone: _____

Account Number: _____ Exp. Date: _____

Address (statement): _____

City, State, Zip: _____

Phone Number: _____ Fax or Alternate Number: _____

EVENT INFORMATION - Required

Event Name/Title: _____

Event Date(s): _____

Booth Name: _____

I certify that all information is complete and accurate. I hereby authorize the Gaylord Texan 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: _____

Please do not send a photocopy of the front or back of your credit card.
For security reasons, we cannot accept completed forms via email.

Phone: 817-778-3600 **Fax:** 817-778-3699 **Email:** TexanITSales@gaylordhotels.com



- **Customer supplied wireless access points are not permitted unless by specific agreement.**
- Order forms and Booth layouts should be faxed to Gaylord Texan Technology Services at (817) 778-3699.
- Rates quoted for connections cover only delivery of services to the booth in most convenient manner.
- Rates do not include connecting or routing of cables inside the booth area.
- **Cancellation Policy:** Cancellations must be received at least 48 hours prior to show to avoid charges
- Orders placed more than 14 days prior to show will be eligible to use advanced pricing

Event Name:

Booth/Company Name:

Contact Person:

Event Dates:

Booth Number:

Phone Number:

Email:

Telecommunication Services	Quantity	Advanced Price	Standard Price	Total
Standard DID Telephone/Fax/Modem Line <i>Customer responsible for any toll or long distance charges</i>		\$300	\$360	
House Telephone <i>5 Digit in house dialing only</i>		\$200	\$270	
Polycam Conference Telephone <i>Customer responsible for any toll or long distance charges</i>		\$500	\$600	
Wired – Shared Internet Access	Quantity	Advanced Price	Standard Price	Total
High Speed Internet Access (1st Device) <i>1 Private IP Address, Shared Network – Approximate speed 1.5Mbps</i>		\$1,200	\$1,440	
Additional Connection		\$300	\$360	
Additional Device (Customer Provided hub/switch/cabling)		\$200	\$240	
Wired – Dedicated Internet Access – Private VLAN	Quantity	Advanced Price	Standard Price	Total
3.0 Mbps Dedicated Network - Wired <i>10 Private IP Address, Dedicated Private Network</i>		\$3,000	\$3,600	
Additional Dedicated Bandwidth – 1Mb increments <i>Must be purchased with 3.0Mbps Dedicated Network ie; Qty of 1 increases VLAN to 4.0Mbps</i>		\$1,500	\$1,800	
Additional Dedicated Connection		\$300	\$360	
Additional IP Address		\$50	\$60	
Wireless – Dedicated Internet Access – Private VLAN	Quantity	Advanced Price	Standard Price	Total
3.0 Mbps Dedicated Network - Wireless <i>10 Private IP Address, Dedicated Private Network, WPA2</i>		\$3,000	\$3,600	
Additional Dedicated Bandwidth – 1Mb increments <i>Must be purchased with 3.0Mbps Dedicated Network ie; Qty of 1 increases VLAN to 4.0Mbps</i>		\$1,500	\$1,800	
Additional IP Address		\$50	\$60	
SSID: _____ <i>If left blank Hotel will assign</i>	Password: _____ <i>Minimum 8 Characters</i>			
Wireless – Shared Internet Access	Quantity	Advanced Price	Standard Price	Total
High Speed Internet Access (1st Device) <i>1 Private IP Address, Shared Network – Approximate speed 1.5Mbps</i>		\$750	\$900	
Additional Wireless Connection		\$225	\$270	
Username: _____ <i>If left blank Hotel will assign</i>	Password: _____ <i>Minimum 8 Characters</i>			

Notes for Hotel: _____

Subtotal:

Service Charge 25%:

Sales Tax 8.25%:

Total:

Signature:

By Signing Customer Agrees to all Terms and Conditions as listed in the Network & Telecommunications Terms and Conditions Document.

Phone: 817-778-3600 Fax: 817-778-3699 Email: TexanITSales@gaylordhotels.com

IT INSTALLATION BOOTH DIAGRAM

Fax or Mail to Gaylord Texan Resort & Convention Center

ATTN: IT Department

1501 Gaylord Trail, Grapevine, Texas 76051

P: 817-778-3600 F: 817-778-3699



BACK OF BOOTH

Booth on Left										Booth on Right
FRONT										

Event Name: _____ Event Dates: _____

EXHIBITOR NAME: _____ BOOTH NUMBER: _____

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 **technology** services with an "X".

Do not forget to label your diagram with the tradeshow name, booth name, and booth number.

****IT hard line requests MUST be accompanied by the above diagram. Failure to mark this page with the location of hard line installations may result in delayed IT services.**

On-Site Contact: _____ Phone No.: _____

E-mail Address: _____



AUDIOVISUAL EXHIBITOR SERVICES

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 SHOW.

If you have a special request or need additional equipment, please call 817.778.3288. Email completed form to sgiles@psav.com

PRICE S A R E F O R E X H I B I T F L O O R O N L Y . A L L R E N T A L P R I C E S S U B J E C T T O A 15 % M A R K U P I F O R D E R E D D A Y O F .

VIDEO/DATA DISPLAY	QTY	PRICE
DVD Player		\$ 240
LCD Projector		\$ 1,750
AUDIO EQUIPMENT	QTY	PRICE
Wired Microphone: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 225
Wireless Microphone Unit: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 615
Wireless Headset Microphone: <i>Headset only. Mic will require wireless microphone unit to operate.</i>		\$ 255
Individual Small Powered Speaker (up to five people)		\$ 560
Sound System: (2) speakers (2) stands (1) Mixer Wired Microphone (up to 20 people)		\$ 1,460
4-Channel Mixer		\$ 225
Tripod Screens: 5', 6', 7' or 8'		\$ 240
42"- 54" Rolling Cart w/Black Skirt		\$ 80

MONITORS	QTY	PRICE
32" LCD Monitor (Dual-Post Stand, Table Stand, Speakers)		\$ 825
46" Monitor (Dual-Post Stand, Table Stand, Speakers)		\$ 1,150
55" Monitor (Dual-Post Stand, Table Stand, Speakers)		\$ 1,950
70" Monitor (Dual-Post Stand, Table Stand, Speakers)		Please contact PSAV for quote
CUSTOM ITEMS	QTY	PRICE
Laptop with Windows Office		\$ 615
LED Uplight		\$ 95
Post-it Flip Chart Package		\$ 95
		\$
		\$
		\$

On-Site Support: \$90 per hour

SPECIAL REQUESTS

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a four-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.

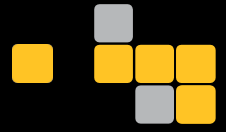
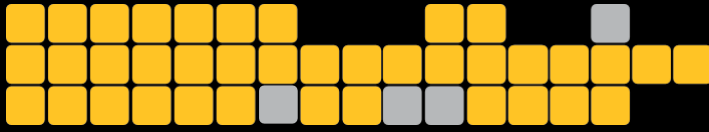
TAX-EXEMPT STATUS – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

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 and/or service charges may apply, and/or loss damage waiver.





rigging SErViCES

PSAV® is proud to serve as the exclusive on-site rigging provider for the Gaylord Texan Resort & Conference Center. This location is equipped with a permanent rigging point system in the ballrooms. As part of a comprehensive overhead safety and risk management program, the system is annually verified and inspected. We are required to approve all rigging designs and will provide all rigging labor and chain hoists for your event. We look forward to providing you with outstanding service and equipment.

→ Pre-Show Standards

- The Schedule Rigging Services form must be submitted online, along with a scaled rigging plot, 21 days prior to load in. Events scheduled with less than 21 days notice will incur additional charges.
- A charge of \$250 per event will be assessed for a comprehensive safety review by our Rigging Supervisor. This review will verify point load calculations, staffing needs, equipment needs and CAD support to provide feedback on the initial rigging plot. Additional CAD assistance is available if needed and can be provided for an additional charge.
- Rigging plots must contain all flown equipment in addition to a reflective ceiling plan with hang-points. The Rigging Supervisor will contact you to give you our CAD file as your design template.
- All drawings must be received via email in a .dwg or .dxf format. Hard copies will be accepted in a scale of no smaller than 1/8"-1'.

→ Rigging Equipment Guidelines

- PSAV is pleased to exclusively provide Prostar Chain hoists. These hoists were designed specifically for hotel and convention center use. PSAV shall be the sole provider of all chain hoists used at this location.
- A scissor lift is required for all rigging calls at the hotel. PSAV has lifts on-site and available for rent. All lifts used at this location must have white, non-marking tires and be in good condition and have safety inspection document. Operators must present documentation verifying that they are trained in scissor lift operations.
- Construction or outdoor lifts will not be allowed in the hotel.
- All equipment and materials flown must pass ANSI guidelines and be approved by PSAV.
- Any dynamic (moving) element requires an arrester device.
- A steel safety backup is required on each individual item suspended with a nylon sling.
- All nuts and bolts used overhead must be rated and all wire rope clips and overhead hardware (eyebolts etc.) must be forged, unless approved by PSAV.

→ Ballroom Standards

- All ballrooms are equipped with permanent rigging points with various load ratings. Please refer to the facility CAD files for exact locations of the rigging points and ratings. There is NO RIGGING OTHER THAN TO THE PERMANENTLY INSTALLED RIGGING POINTS.
- No rigging is allowed from the air-wall tracks.
- All connections to the ceiling or supporting structure of this location must be made by PSAV.
- Flown equipment may only be moved by a PSAV rigger. Adjustments to any flown equipment will only be done under the supervision of PSAV.
- Additional weight cannot be applied to flown equipment after PSAV riggers leave the room.
- Under no circumstances may a person be suspended, walk or climb upon any point or supporting structure attached to the ceiling.





➔ PSAV On-Site Practices

- Late schedule changes or changes to the previously approved and submitted CAD Plot will result in additional charges.
- PSAV will make all connections to the ceiling and assist your staff in attaching those connections to your truss and equipment. Please contact our offices for clarification of what services and equipment we offer to assist you in a safe and cost-effective event.
- PSAV will not "dead hang" items over 100lbs or 10' in length with a scissor lift. Chain hoists or crank towers must be used.
- Cable bridge truss is required when cable bundles exceed four (4) Soco or other similar multi-cable.
- Poly-Tak is required for load in/out on all carpeted floors under truss

➔ Rigging Equipment & Labor

➤ EquipmEnt RAtES

Hoist/Rig Point/Hardware	\$195/per day
Charge Per Point	\$55/per day
Rigging Safety Review/CAD Work	\$250/per event
Scissor Lift Weekly Rental	\$1,125/per (5) days
Scissor Lift	\$375/per day
Truss 12" x 12"	\$7.50/ft.

➤ IABOR RAtES

Weekdays (Depending on time)	\$105/per hour (M-F 8-5pm)
Weekends and Evenings	\$157.50/per hour (M-F 5pm-12am-5pm) (Sat 8-12pm)
All Day Sunday & Holidays	\$210/per hour (Every day 12-8am)

- All rigging crews will consist of a minimum of two (2) riggers. The number of riggers and equipment required for your event will be determined by PSAV.
- Four (4) or eight (8) hour minimums will apply to all calls, per rigger. Time beyond eight (8) hours will be billed in full-hour increments. Contact your PSAV representative for further details.
- Riggers must have a meal break every five (5) hours. If there is less than eight (8) hours between rigging calls, additional charges will apply.
- Scissor lift rental pricing is subject to availability and should be confirmed 14 days prior to your event. All prices subject to change without notice.
- A service charge will apply to all Rigging Services

Please contact on-site staff for any specific holiday requests.

➔ Rigging instructions

Step #1

To schedule Rigging Services and to receive updated CAD drawings of our facilities, please visit:

<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:

Amanda Gordon
Area Rigging Coordinator
817.778.3278
agordon@psav.com

Simon Giles
Director of Sales, Event Technology
817.778.3284
sgiles@psav.com

Step #3

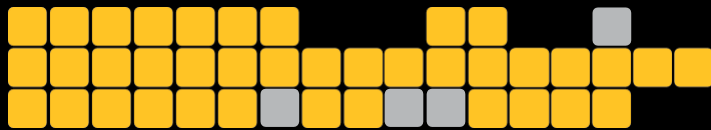
The PSAV Rigging Coordinator will review and forward your request to the PSAV on-site team. The on-site PSAV team will forward a rigging estimate for your review and signature along with verification of your proposed rigging plot.



On-site office phone: 817.778.3288

Visit psav.com/gaylordtexanresort to learn more about PSAV at the Gaylord Texan Resort & Conference Center





AUDIOVISUAL SERVICES

From helping small gatherings create a great impact to amplifying a stage experience for hundreds of attendees, PSAV®'s event technology enhances every image, note and nuance of your important communication. Our goal is to achieve yours, effectively delivering your messages and making your meeting a memorable success.

POPULAR PACKAGES

Meeting Room Projector Package - \$700

- AV Cable Lot
- LCD Projector
- Projection Stand
- Tripod Screen

Projection Support Package - \$195

- AV Cable Lot
- Projection Stand
- Tripod Screen

Computer Audio House Patch - \$260

(if no other audio system already ordered)

- 4-Channel mixer
- DI & House Patch

Podium Microphone Package – House Sound - \$280

- Podium Microphone
- Meeting Room House Sound
- 4-Channel Mixer

Flip Chart Package - \$75

- Flip Chart Easel
- Flip Chart Pad
- Markers

Post-it® Flip Chart Package - \$95

- Flip Chart Easel
- Post-it Flip Chart Pad
- Markers

POPULAR COMPONENTS

Conference Speaker Phone	\$185
Laptop Computer	\$240
LED Wash Light	\$95
Powered Speaker	\$120
Presidential Microphone	\$90
Wired Microphone	\$70
Wireless Microphone	\$210
4-Channel Mixer	\$75
10-12-Channel Mixer	\$155
32" LCD Monitor	\$260
46" LCD Monitor	\$535
8' Tripod Screen	\$95
6' x 8' Fast-Fold® Screen	\$250
7' 6" x 10' Fast-Fold Screen	\$290
9' x 12' Fast-Fold Screen	\$330
10' 6" x 14' Fast-Fold Screen	\$375
6' x 10' 5" Fast-Fold Screen	\$375
7' 6" x 13' 4" Fast-Fold Screen	\$418
9' x 16' Fast-Fold Screen	\$465
10' 6" x 18' 8" Fast-Fold Screen	\$605
Patch to House Sound	\$175

STANDARD LABOR RATES

Setup/Strike	\$90/hr.
Event Operation	\$105/hr.

Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation. All PSAV solutions may be subject to our property's administrative fee. Above prices do not reflect labor charges, which may apply. All rates are subject to applicable sales tax.

For more information, contact your PSAV representative at: 817.778.3286
or visit us on the web at: psav.com/gaylordtexanresort

