

NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME	ON-SITE CONTACT NAME & NUMBER		ROOM/ BOOTH NAME/NUMBER	
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDERED BY	EMAIL		PHONE	

Email completed form to the Encore Representative listed above.  
 Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.  
 Labor charges, sales tax, loss damage waiver, and service charges may apply.

PROJECTION	QUANTITY	DAILY RATE
LCD PROJECTOR		\$560.00
TRIPOD SCREEN		\$110.00
25' HDMI CABLE		\$32.00

MONITOR	QUANTITY	DAILY RATE
32" MONITOR TABLETOP		\$341.00
55" MONITOR		\$881.00
70" MONITOR		\$1,270.00
FLOOR STAND		\$95.00

AUDIO	QUANTITY	DAILY RATE
SPEAKER SYSTEM		\$735.00
WIRELESS MICROPHONE		\$255.00
WIRED MICROPHONE		\$90.00

LIGHTING	QUANTITY	SHOW RATE
BOOTH LIGHTING		\$75.00
LED UPLIGHTS		\$110.00

MISCELLANEOUS	QUANTITY	DAILY RATE
WHITE BOARD		\$100.00
FLIPCHART PACKAGE		\$85.00

If You Are Experiencing Technical Difficulties On Site  
 Please Contact Encore At psgnexhibits@encoreglobal.com  
 OR 717-439-0143


**GAYLORD NATIONAL<sup>®</sup>**

RESORT &amp; CONVENTION CENTER

*on the Potomac*

## BOOTH DIAGRAM

<b>Organization Name:</b>	<b>Room/Exhibit Booth #:</b>
<b>Show Name:</b>	<b>Show Dates:</b>

### Internet

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

### Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

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

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


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

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

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**To request exhibitor Rigging, please submit a request at <https://encoreglobal.com/rigging-portal/>**

**ENCORE WILL CONTACT YOU DIRECTLY TO PROVIDE A DETAILED PROPOSAL AND PAYMENT INFORMATION.**

PROJECTION	QTY.	DAILY RATE
HANG POINT		\$71.00
MOTOR & POINT		\$231.00
TRUSS – 12"X12" – 10'		\$80.00
TRUSS – 12"X12" – 5'		\$45.00
TRUSS – 12" Corner		\$50.00
<i>Additional Truss sizes available on request</i>		
HOUSE LIFT		\$100.00
LABOR	QTY.	PRICE/HOUR
CAD SAFETY REVIEW		\$275.00
RIGGER		\$130.00
RIGGING TECH		\$115.00
OVERTIME CONDITIONS	QTY.	DAILY RATE
LESS THAN 10 HOURS		STRAIGHT TIME
10-12 HOURS		OVER TIME
OVER 12 HOURS		DOUBLE TIME
HOLIDAYS – ALL DAY		DOUBLE TIME

- Encore will review all rigging request and will determine if your request requires motors/ truss or additional items based on the location of your booth.
- Encore must make all attachments to the rigging system, ceiling, and supporting structure of the building.
- Orders must be received 21 days prior to delivery to avoid penalty rate, and guarantee equipment and crew availability.
- All rigging must conform to Show Management regulations.
- Signs must include necessary harnesses. Encore can build custom harnesses with adequate notice and at an additional charge.
- Electrical signs must be in good working order and conform to the National Electrical Code.
- Electrical service must be ordered through Gaylord National Exhibits  
Department: 301.965.3710 or GNExhibits@gaylordhotels.com
- All overhead signs and banners must be assembled prior to the rigging call time.
- Riggers work in minimum teams of 3. Clients cannot be used as a substitute for riggers.
- Encore will not "dead hang" items over 100 lbs or 15' in length. Chain hoists may be used for these items.
- Show Management and Gaylord National Conference Services must approve banner placement in advance.
- Encore does not build exhibit signs. All signs must be built prior to scheduled rigging time.
- A service charge of 25% on equipment will be added to the subtotal before tax. Please include applicable sales tax on equipment rental.
- TAX EXEMPT STATUS - If you are exempt from sales tax payment, we require a State of Maryland exemption certificate

If your show has multi-day setup, labor may apply. All rigging calls require 3 Riggers and a 3-hour minimum for setting and 2 hour for striking. We will provide an estimate for equipment and labor based upon our experience. Actual hours will be billed.

**Upon receiving a rigging request, an Encore representative will send over an order based on your request with pricing and payment information.**

*Power and Internet must be ordered from the hotel*

Gaylord National Exhibits  
301.965.3710  
gnexhibits@gaylordhotels.com

Encore at Gaylord National Resort & Convention Center  
201 Waterfront Street  
National Harbor, MD 20745  
Exhibitor Services: 301.965.2047  
Fax: 877.917.1223  
Email: psgnexhibits@encoreglobal.com

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